

*Twin Lakes of Brandon Homeowners Association, Inc.
c/o Communities of America, Inc.
PO Box 2608, Valrico, Florida 33594*

Architectural Control Committee
Exterior Modification Submission Form – Page 1 of 2

Article VII, Section 1 of the Declaration of Covenants, Conditions and Restrictions of Twin Lakes of Brandon require pre-approval before performing any exterior modifications.

Further, applicants must allow the Architectural Committee (ACC) up to forty-five (45) days from receipt of this form and all materials for a review. As stated in Article VII, Section 2; If the Architectural Committee does not approve or disapprove any application within forty-five (45) days after receipt of an application consisting of a complete set of plans and specifications, its application will be deemed disapproved. In all other events, the approval must be in writing and must be received prior to proceeding with any requested exterior modification.

Please note that effective October 24, 2006, the Board of Directors ruled that all future ACC Submissions Forms with the required support documentation (surveys, plans, specifications, proposals, drawings, paint color samples, etc.) must be mailed to the address shown above for review by the ACC Committee.

Please complete (print) the following information: Date of this Submission: _____

1. Homeowners Name: _____

2. Street Address: _____

3. Home Phone: _____ Cell Phone: _____

4. Email Address: _____

5. Existing features of the residence (general description, model of the home, landscaping, etc.)

6. Description of the exterior modification / improvement / changes being submitted for approval:

7. When do you plan to begin? _____ Estimated completion date or time? _____

8. Who will be doing the work? Individual Name: _____

Business Name: _____

Telephone #: _____

9. Will a permit be required? (circle one) Yes No Unknown.

10. With each request below, please submit the following specified documents as required on page 2.

To avoid the re-application process, provide as much detail as possible with your application and if your schedule permits, please plan to attend the posted ACC Committee meeting.

Other requests may require additional information and/or supporting documentation as well. Any questions should be directed to the ACC Committee at ACC@TLBHOA.org or the Association by contacting the Manager via email at Manager@TLBHOA.org.

Exterior Modification Submission Form – Page 2 of 2

Gutters:

Copy of the Proposal by the installer
Drawing showing exact gutter placement

Hurricane Shutters:

Copy of the Proposal by the installer
Specifications / pictures of proposed shutters

Power Generator:

Copy of the Proposal by the installer
Drawing showing exact generator placement

Landscaping:

Copy of the Survey
Copy of the Proposal by the installer (if applicable)
Site plan showing planting location, type and proposed changes

Pool / Screen Enclosure:

Copy of the Survey w/sketch of location on Survey
Copy of the Proposal by the installer
Site plan showing size and location
Screen Enclosure Color _____

Satellite Dish:

Copy of the Proposal by the installer
Drawing showing exact dish placement of proposed fence
Clearly identify the Fence type (wood or vinyl), fence style, Fence height and post finial type

Paint or Repainting:

Option #1 – Color Change using Color Palette Book
Color Section / Page # _____
Body Color - Code / Name _____
Garage Door (A or B) - Code / Name _____
Trim Opt (A or B) - Code / Name _____
Accent Color - Code / Name _____
Door Opt (A – F) - Code / Name _____
Option #2 – Repaint using Existing Color **(samples required)**
Body Color - Code / Name _____
Garage Door - Code / Name _____
Trim Color - Code / Name _____
Accent Color - Code / Name _____
Door Color - Code / Name _____

The undersigned is requesting a review of the above-submitted information, which is true and correct to the best of my knowledge and acknowledges that the Twin Lakes of Brandon Covenants require pre-approval by the ACC Committee, before beginning any exterior modifications.

Signed and submitted on this the ____ day of _____, 20____.

By: _____

Signature

Name: _____

Printed

ACC COMMITTEE USE ONLY - LEAVE THIS AREA BLANK

Reviewed by the ACC Committee on: _____

Decision: _____ Date of Decision: _____

Explanation if any: _____
