Lakewood at Windsor Parke Association Inc.
Architectural Review Committee

What is it?

- The Architectural Review Committee is made up of three or more individuals (usually homeowners) responsible for regulating the use and appearance of the Lakewood properties.

- They are responsible for and have the authority to protect and conserve the value and desirability of the residential property.

- They review plans to change the exterior of owner properties, and then either approve or deny that request.

When does a homeowner need ARC approval?

- "Rule of thumb" – if you plan to change the exterior of the property to look differently than when you moved in, then ARC approval is advised.

- The consequences of making changes without ARC approval include having the owner replace or remove the completed project at his or her expense.

- When in doubt, contact an ARC member or Board member for clarification.

How does it work?

Step	Activity	Comments
1	Homeowner prepares ARC request form with appropriate support documentation. Owner mails or hand-delivers the request to an ARC member.	Owner is responsible to furnish all documentation and/or pay any fees necessary to support the request.
2	ARC member(s) review the request and may ask for additional information. If any additional information is needed or there are any questions regarding the specifics an ARC member will contact the homeowner.	There is a 14-day time line for plan review. The clock starts when all the information is received.
3	ARC completes the physical review process	Covenants & Restrictions or other

	and returns ARC request form to the homeowner either accepting or denying the request.	documents (i.e. Florida Statutes) are used to support the ARC decision.

What is the appeal process?

Step	Activity	Comments
1	Homeowner can revise the ARC request form based on rejection comments from the ARC with appropriate support documentation. Owner mails or hand-delivers the revised request to an ARC member and the above 3-step process is repeated.	The same comments for the above 3-step process apply.
2	Homeowner can appeal the ARC's rejection to the Board. Owner mails or delivers rejected request to a Board member with a request that Board review these request. The Board may ask the homeowner or ARC member for additional information. The Board may also elect to meet with the homeowner and ARC to hear the each parties comments and concerns. The Board votes on the rejected request and notifies both the homeowner and the ARC of its decision.	There is a 14-day time line for Board review of the rejected request. The clock starts when all the information is received.

What type of documentation is required for ARC approval?

- The extent and level of details required will vary based upon the complexity of the request and the characteristics of the particular property.

- Some requests are simply notes from homeowners with a hand-drawn example that depicts the request and asks for approval.

- Other requests are more complex and may require detail drawings, landscaping plans, material samples, and other pertinent information.

- Call an ARC committee member and discuss your intentions. He or she will be able to help guide you through the approval process.

When does a Homeowner need ARC approval?

If you replace or repair the exterior of your home (or lot) with materials of the same style, color and of equal or greater quality as originally constructed, then ARC approval is not required.

Examples:

Proposed Action	Approval Needed?
Paint house same colors as previously painted.	No
Paint house different color with same quality paint.	Yes
Paint house different color with better quality paint.	Yes
Enclose lanai with glass windows and ½ walls	Yes
Replace badly worn grass with sod.	No
Move plants within the same mulch pad	No
Install a pool or fountain	Yes
Install a fence around pool	Yes
Install a fence around trees	Yes
Extend the concrete deck	Yes
Install an 18" satellite dish	Yes
Install privacy panels on the existing deck	Yes