

Please submit form to:
CUMBERLAND MANORS HOME OWNERS ASSOCIATION
 4131 GUNN HIGHWAY, TAMPA, FLORIDA 33618
 (813) 600-1100

Revised 12/16/05

OWNERS NAME: _____ DATE: _____

PROPERTY ADDRESS: _____ PHONE: _____ /CELL _____

-ATTENTION: ARCHITECTURAL REVIEW COMMITTEE (ARC)**

ARC meeting is 1st Tuesday of each month. Form must be received at 4131 Gunn Highway **before** the last weekend of the **previous** month to be considered at the following month's ARC meeting.

Owner above seeks approval from Committee as follows:

A. Additions/Alterations of Existing Structure and/or Property.

Plans and Specifications must include your **Property Survey / Site Plan**. On Site Plan Drawing show dimensions, setbacks, landscaping, etc. (See Article X, Section 56, 61, 62 & 63 relating to minimum submission information.)

Narrative Description of Additions/Alterations (Please specify type & color of material(s) to be used.)

Per Article X, Section 61, Please submit (3) sets of plans and specifications. *(Continue on additional of sheet if necessary.)*

++ This form is not a substitute for a building and/or an EPC permit ++

B. Painting –Color chips **must** be attached (computer prints of colors/photos of houses are **not** acceptable).

- Exterior colors must be chosen from the Color Palette of acceptable house painting colors created by the ARC.
- Colors which are not harmonious with the appearance of Cumberland Manors, shall not be permitted. Bright colors will not be approved. No gloss finishes will be permitted, except on the front door. A sample of any colors requested that are not on the list or may appear bold or dark will be required to be put on the house by the homeowner (2' high by 1' wide) for visual review. This applies to all colors (house, trim and accent areas), The owner must indicate color of garage door on application.

- #1 **Main House Area** - Color to be used on stucco or block exterior walls, including gable ends with painted siding, louvered openings above windows and garages, and garage doors. This color may have a flat or satin finish.
- #2 **Trim Areas** - Color for gutters, fascia, soffit and entry and garage doors. Can include painted gable ends and trim around garage door(s), entry door(s), windows, corner trim, louvered openings above windows and garages, and other horizontal surfaces. This color may have a flat, satin, or semi-gloss finish.
- #3 **Accent Areas** – Can include color for shutters, entry door(s), trim around entry door(s), trim around windows, mailboxes, planter boxes, awnings and other minor architectural details. This color may have a flat, satin, or semi-gloss finish. **Front door only may be gloss finish.**

	Name of Color	Finish	Color & Page Number ^{**}
	<i>** Chosen from the approved color palette.</i>		
	(Manufacturer, if not from Color Palette)		

#1	Main House Area _____	_____	_____
#2	Trim Areas _____	_____	_____
#3	Accent Areas _____	_____	_____

The undersigned property owner hereby acknowledges and agrees that the undersigned shall be solely responsible for determining whether the improvements, alterations, or additions described above comply with all applicable laws, rules, regulations, codes, and ordinances; including, without limitation, zoning ordinances, subdivision regulations, county regulations and building codes. The Architectural Review Committee and the CMHOA shall have no liability or obligation to determine whether such improvements, alterations, and additions comply with any such laws, rules, regulations, codes, or ordinances. **If an owner begins a project and cannot complete it due to construction issues that require changes, the owner must resubmit all changes for written approval prior to continuing and finishing project. The homeowners acknowledge that they have 90 days from the date of the approval of this ARC form to complete the requested work.**

I agree not to begin this proposed property improvement(s) until the ARC notifies me in writing of their approval. If any change is made that has not been approved, the Committee has the right to ask me to remove the improvement from my property and I agree to do so.

Homeowner's Signature: _____ Date: _____

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COMMITTEE ACTION

APPROVAL _____

DISAPPROVAL _____

COMMENTS: _____

****MUST BE SIGNED BY THREE (3) CUMBERLAND MANORS ARCHITECTURAL COMMITTEE MEMBERS****

COMMITTEE MEMBER _____ DATE: _____

COMMITTEE MEMBER _____ DATE: _____

COMMITTEE MEMBER _____ DATE: _____

COMMITTEE REVIEW

The below action is taken after notification by the homeowner, that the approved work has been completed and inspected by a member of the Architectural Review Committee. See Section 63, below.

ACCEPTED _____

REJECTED _____

COMMENTS: _____

COMMITTEE MEMBER _____ DATE: _____

Received by G.P.I.

GPI Manager Sign Off Date

Received by CPI Clerk

Mailed to Committee

Received by Committee

Returned by Committee

Mailed to Homeowner

Worked Completed by Homeowner

From the Cumberland Manors Homeowners Association, Inc.
Declaration of Restrictions

ARTICLE X*
ARCHITECTURAL CONTROL

SECTION 56. COMMITTEE APPROVAL.

No building, improvement, structure, addition, landscaping, attachment, condition, excavation, alteration, or change (including any color change) may be made, installed, maintained, restored, or permitted to remain on or to the exterior of any Lot, unless made, installed, maintained, or restored, as the case may be, substantially in compliance with plans and specifications reviewed and approved by the Committee in advance.

Notwithstanding the foregoing, the Committee's approval is not required for (i) buildings, structures, and other items installed as part of the Work, (ii) restoration of any previously approved building, structure, or other item that is substantially identical in all respects to the original WORK, as approved, or (iii) for any item that is concealed from view by improvements, structures, fencing, vegetation, or other items previously approved or installed as part of the Work. The lists below are not meant to be all inclusive.

EXAMPLES OF ITEMS REQUIRING ARCHITECTURAL APPROVAL:

• Painting	• Remodeling
• Garages	• Fences
• Porches	• Pools
• Sheds	• Screen Rooms
• Room Additions	• Roofs
• Driveways	• Landscape, Trees, etc.

EXAMPLES OF ITEMS REQUIRING ARCHITECTURAL ACCEPTANCE:

• Satellite Dishes	• Solar Panels
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Architectural Review Committee (ARC) Forms must be completed in full and shall include the required documentation to be considered by the Committee. Partially completed forms or the lack of proper documentation required may result in unnecessary delays.

Section 61: APPLICATIONS:

Any application for Committee approval must be accompanied by three(3) sets of plans and specifications, together with such renderings, samples, models, and other information as the Committee reasonably may require. Any application submitted other than by a Homeowner must attach the Homeowner's written consent to the approval requested. Any application for installation of any building or other Permanent structure must include a landscaping plan and detailed plot plan of any permanent improvements and structures.

If requested, the Committee may require the preliminary staking of such improvements and structures according to such plan for Committee inspection. Any application for the initial installation of any residential dwelling also must include a grading and drainage plan and tree survey. Any costs of filing and processing an application pursuant to this Article are at the expense of the applicant; and the Association also may impose a reasonable, uniform application fee to defray its costs.

Section 62: PROCEDURE:

Within 30 days after receiving an application, the Committee either must approve the applications submitted or notify the applicant of (I) the Committee's intent to deny the application, or (ii) any additional plans, specifications, drawings, or other items that the Committee will require to act upon the application, or (iii) both of the foregoing. The Committee's failure to so notify the applicant is an approval of the application submitted.

Upon receiving the foregoing notice, the applicant may request a hearing before the Committee, at which the applicant, personally and through representatives of the applicant's choosing, is entitled to a reasonable opportunity to be heard in a reasonably impartial manner, after reasonable advance notice. No particular formality is required for any of the Committee's proceedings, including any hearing, nor is any record required other than a written statement fairly summarizing the material features of any Committee action. Unless the applicant agrees otherwise, the Committee must approve or disapprove any application within 60 days after receipt.

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Section 63: APPROVAL

The Committee's approval is deemed given under any of the following circumstances: (i) the Committee fails to deny any application within 60 days after receipt, unless the applicant agrees to a longer period of time; or (ii) the Committee fails to notify the applicant of its intent to deny an application, or that further information is required, within 30 days after receipt of an application, as provided in the preceding Section; or (iii) no suit, action or other proceeding is instituted by the Association within one year after substantial completion with respect to any use, activity, structure, installation, condition, or other item installed, maintained, or restored without application to the Committee.

In all other events, the Committee's approval must be in writing and endorsed upon two sets of the plans and specifications, one of which must be returned to the applicant and one retained in the Association's permanent records for a period of at least 5 years. Upon completion of the approved work, the applicant and any architect, engineer, contractor, or other responsible professional must certify to the Association in writing that the work has been completed substantially according to the approved plans and specifications; and no Statute Of Limitations begins to run in favor on any Homeowner or other applicant with respect to any substantial non-conformity to the approved plans and specifications until such certificate is filed.

* Be sure to read your Documents for a complete description of the covenants and restrictions.