

LAUREATE PARK ARCHITECTURAL REVIEW BOARD APPLICATION

Application Date: _____ Applicant Name: _____

Address & Lot Number: _____

Phone Number: _____ Email: _____

Contractor (if applicable): _____

Project Description: _____

Please choose one of the following categories:

- _____ Pool and/or Spa
- _____ Fencing
- _____ Modifications to Existing Structure (Screened Lanai, Covered Walkway, 2nd Story Addition to Garage, Decorative Railing on Balcony, etc)
- _____ Additional Structures – Cabanas, Pergolas, Playground Equipment, Etc.
- _____ Porch or Patio Modifications (including screened lanai, additional pavers, etc)
- _____ Outdoor Equipment w/ Required Screening (including water softeners)
- _____ Landscape Modifications or Additions
- _____ "For Sale" of "For Lease" Signage
- _____ Change in Exterior Color of Unit/Structure
- _____ Other Lot Modifications Different Than Listed Above

Please use checklists below to determine required documentation for your submittal:

Pool and/or Spa

- _____ Copy of original approved landscape plan marked to show any changes/additions
- _____ Copy of survey marked to show full locations of improvements
- _____ Existing paving materials labeled and modifications shown
- _____ Pavers, concrete patios, coping, walls, rockwork, etc labeled with dimensions and noted on plan and photo samples or manufacturer brochure for all materials
- _____ Equipment location shown and screened
- _____ New enclosure or fencing and gates shown on survey plan (if applicable)
NOTE: If fencing is included with the construction of the pool, you will need to provide the the information required for the fencing application with your submittal
- _____ Photo sample or manufacturer brochure of fencing materials
- _____ Colors described for all – per ARB approved selections
Please see end of application for list of approved colors for wood fencing
- _____ Misc notes, or items described _____

Fencing

- _____ Copy of original approved landscape plan marked to show any changes/additions
- _____ Copy of survey marked to show full locations of improvements, with dimensions noted
- _____ New enclosure or fencing and gates shown on survey plan with dimensions noted
- _____ Photo sample or manufacturer brochure of fencing materials
- _____ Colors described for all – per ARB approved selections (wood fence cannot be left bare)
Please see end of application for list of approved colors for wood fencing
- _____ Misc notes, or items described _____

NOTE: PVC fencing and "dog-eared" wood paneling fence styles are not permitted. If using board on board wood fencing, you will also need to include a cap or shelf-style top.

Modifications to Existing Structure (Covered Walkway, 2nd Story Addition to Garage, Decorative Railing on Balcony or Porch, Etc.)

- _____ Copy of survey marked to show full locations of improvements
- _____ Construction plans for proposed modifications, with all dimensions noted
- _____ Photo sample or manufacturer brochure of all materials
- _____ Details of structures, and/or photos attached
- _____ Photos and cut sheets of equipment to be installed with dimensions
- _____ Photos of existing structure noting where modifications will be made
- _____ Colors described for all pieces
- _____ Misc notes, or items described _____

Additional Structures – Cabanas, Pergolas, Playground Equipment, Etc.

- _____ Copy of original approved landscape plan marked to show any changes/additions
- _____ Copy of survey marked to show full locations of improvements
- _____ New enclosure or fencing and gates shown on survey plan, with height of fence noted
- _____ Photo sample or manufacturer brochure of fencing materials
- _____ Details of structures, and/or photos attached
- _____ Photos and cut sheets of equipment to be installed, with height, sizing, dimensions noted
- _____ Colors described for all pieces
- _____ Misc notes, or items described _____

Porch or Patio Modifications (including screened lanai, additional pavers, etc)

- _____ Copy of original approved landscape plan marked to show any changes/additions
- _____ Copy of survey marked to show full locations of improvements, with all dimensions noted
- _____ Photo sample or manufacturer brochure of materials
- _____ Details of structures, and/or photos attached
- _____ For screening in existing lanai, only completed application and photo of existing lanai are required
- _____ Misc notes, or items described _____

Outdoor Equipment w/ Required Screening (including water softeners)

- _____ Original landscape plan marked to show new plantings (with species description and count)
- _____ Photo sample or manufacturer brochure showing fencing materials
- _____ Copy of survey marked to show full locations of improvements (including fence if applicable)
- _____ Photos and cut sheets of Equipment to be installed with Heights shown and sizing
- _____ Misc notes, or items described _____

NOTE: Equipment must be screened with either plant materials or fencing

Landscape Modifications or Additions

- _____ Original approved landscape plan marked to show all proposed changes/additions
(Your builder should be able to provide you with a copy of this plan)
- _____ Details (species, count, size) of all plantings being added or relocated
- _____ Misc notes, or items described _____

NOTE: Please refer to the "Approved Plant List" available at www.laureateparkhoa.com, under "Access HOA Documents" when making your plant choices

NOTE: Trees cannot be removed - they must either be relocated or replaced with like materials.

"For Sale/For Lease" Signage

- _____ Completed Application

NOTE: Once your request is approved, you will receive a confirmation letter, along with the specifications for the approved sign style.

Change in Exterior Color of Unit/Structure

- _____ Completed Application
- _____ Color chips for new paint
- _____ Photos of existing house/color scheme

NOTE: Please refer to the "Approved Color Palette" available at www.laureateparkhoa.com, under the "Access HOA Documents" tab. If you choose to use a brand other than Benjamin Moore (the brand used in the approved color palette), you will need to provide comparison samples of your color against the Benjamin Moore color that most closely matches.

Other Lot Modifications Different than the Usual and Above

- _____ Copy of original approved landscape plan marked to show any changes/additions
- _____ Copy of survey marked to show full locations of improvements
- _____ Photo sample or manufacturer brochure of materials
- _____ Details of modifications, and photos, plans attached
- _____ Misc notes, or items described _____

NOTES:

Approved Paint and Stain Colors for Wood Fencing:

- o Paint – Benjamin Moore – Brandon Beige, Chelsea Gray or Paper Mache
- o Stain - Behr Premium - Coffee (ST-103), Cordovan Brown (ST-104), or Antique Brass (ST-115)
- o Clear Coat

Please note that you do not have to use the specific brands. However, if you are using a different brand, please provide a color swatch with your application.

Approved Mulch Materials:

- o Pine Straw
- o Shredded Hardwood (Natural only - no colored mulch is permitted)
- o Mini- Pine Bark Nuggets (size of nuggets cannot exceed 1" diameter)

Instructions for Submittal:

Once you have completed the application and have collected the required accompanying documentation, please return to Titan Management for processing. You may use any of the following methods:

- o Online via <https://www.titanhoa.net/ticket/arb/index.php> or via email to titancares@titanhoa.com
- o Hard copy via mail to 1631 East Vine Street Suite 300 Kissimmee, FL 34744

Please note that the Board has up to thirty (30) days to review the application and provide comments. Submittals will be returned to the applicant if information is missing - the review process will not begin until the complete application is received.

If you have any questions or concerns regarding the application or review process, please feel free to contact Titan Management at (407) 705-2190 or titancares@titanhoa.com, or visit www.laureateparkhoahoa.com where you will find the approved ARB Guidelines for your reference.