



# GLENLAKES

## What is the Architectural Review Committee?

The Architectural Review Committee (ARC) was established to make sure that modifications to homes and landscaping proposed by lot owners fell within the deed restriction requirements. Quite simply, approval is needed when you plan to make exterior changes to your property. If you are in doubt as to whether the changes you are planning require approval, follow a simple rule, better to be safe than sorry. If your change has anything to do with the exterior of your home or lot, your change definitely needs the "Request to Modify" form, on the reverse side of this page. As usual, you may refer to your "Rules and Regulations Reference Guide".

These changes include, but are not limited to and **MUST BE SUBMITTED WITH SAMPLES:**

- Painting the exterior of your house (same or different colors, paint samples required)
- Coating, painting or changing your driveway (i.e.: cement to pavers or vice versa)
- Structural/Cosmetic changes to your house (i.e.: windows, roofing, etc.)
- Addition of a pool, spa or lanai (copy of survey required)
- Adding lawn or house ornaments, medallions, etc.
- Removal and replacement of trees (removal only does not require an approval)
- Installation of landscape curbing and/or lighting
- Changes and/or additions to landscaping

**Always include** color samples, rock samples, paver samples, a landscape plan, pictures, etc...any information that will aid the Committee in the decision making process. The majority of denials are due to lack of information. The more information provided the more likely of an approval. Please note all items submitted with your request will not be returned to you.

If a change is in your future, fill out the reverse side of this form. The "Request to Modify" form may also be printed at [www.glenlakes.com](http://www.glenlakes.com). Fill it out and drop it off at the Home Owners Association Office in the GlenLakes Presentation Center. All ARC meeting minutes and the schedule for the next ARC meeting are posted at all of the mail Kiosks and at [www.glenlakes.com](http://www.glenlakes.com). In addition, residents will receive notice of their request's status by mail.

All Owners must (i) submit an application to the ARC which includes written plans and specifications, and (ii) receive written ARC approval, which can be in the form of a letter, minutes or via the Association's website, of the submitted application **prior** to commencing **any exterior change** or building or alteration to any Dwelling Unit or Lot.

**GlenLakes Master Homeowners Association**  
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