

# How to submit a request to the ARC

- Any incomplete or outdated forms will be returned to the owner with a copy of the correct form to be completed.
- If you are requesting exterior painting change, you must submit both forms in their entirety.
- No work can be completed until a written approval has been received. If work is completed without approval and your request is denied, you will be required to return property to original condition at the owner's expense.
- Fence requests must include a copy of the survey with indications where the fence is to be placed. Please include all measurements and include doors, windows and joining fences. Fence requests must state material and finish to be used on the fence. (white pvc, wood stained etc)
- Please remember in accordance with our communities documents: "For the purpose of further insuring the development of said land as a residential area of highest quality and standard, and in order that all improvements shall present an attractive and pleasing appearance from all sides of view, **the Committee reserves the exclusive power and discretion to control and approve all of the buildings, structures and repairs and/or improvements on each Lot and Multi-Family lands in the manner and to the extent set forth herein.** (Article VI, Section 1)

# Request for Exterior Modifications

## ARC Committee for CopperRidge HOA

DATE SUBMITTED: \_\_\_\_\_ DATE RECEIVED BY ARC COMMITTEE: \_\_\_\_\_

NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_ Valrico, FL 33594

PHONE: \_\_\_\_\_ EMAIL \_\_\_\_\_

### TYPE OF REQUEST - (One Request per FORM)

A photocopy of your property survey showing proposed changes including dimensions, setbacks, landscaping, etc. and detailed description of work must be attached to this request, regardless if you sent in another photocopy of your property survey in the past.

Exterior Painting \_\_\_\_\_ Please attach Completed House Painting Supplement.

Fencing Perimeter \_\_\_\_\_ Please submit copy of survey with fence indicated-**Must show side door, windows and joining fences** (All finished sides of fence must face outward).

Satellite Dish \_\_\_\_\_ Refer to Section 11, Para 2 of Copper Ridge Covenants.

Addition of Pool \_\_\_\_\_ Please submit copy of survey with proposed pool & deck design.

Screen rooms \_\_\_\_\_ Please submit copy of proposed screen room drawing from screen room company – proposed screen room cannot exceed roofline.

Other type of Request \_\_\_\_\_  
(Landscaping/Driveways/Etc.)

**PLEASE REMEMBER THAT WRITTEN PERMISSION MUST BE RECEIVED PRIOR TO BEGINNING ANY WORK.** The homeowner is responsible for compliance of contractors to abide by the Association Rules and County permits including, without limitation, zoning ordinances, subdivision regulations and building codes. The ARC shall have no liability or obligation to determine whether improvements, alterations and additions comply with any laws, rules, regulations, codes or ordinances. The ARC must receive submissions no later than the 15<sup>th</sup> of the month to be considered for approval by the following month's board meeting.

**IMPORTANT:** Should you require access across the Association's community property, including but not limited to, taking down a section of the community fence, you must notify the Association when presenting your request. Anyone needing to remove a section of the fence or in any way altering common areas will be required to make a \$500 deposit to the Association. The deposit will be returned after inspection has been completed and affected areas are restored to their original condition.

This application should be mailed to:

Sterling Management, Inc.  
c/o Copper Ridge HOA  
2870 Scherer Drive, Suite 100  
St. Petersburg, FL 33716

ARC Recommendation:

\_\_\_\_\_ APPROVAL \_\_\_\_\_ DISAPPROVAL

DEPOSIT REQUIRED: Yes No

COMMENTS: \_\_\_\_\_

\_\_\_\_\_ DATE \_\_\_\_\_ ARC COMMITTEE

For Board use only: \_\_\_\_\_ APPROVED \_\_\_\_\_ DISAPPROVED

\_\_\_\_\_ DATE \_\_\_\_\_ BOARD MEMBER

# HOUSE PAINTING SUPPLEMENT

## ARC Committee for CopperRidge HOA

DATE SUBMITTED: \_\_\_\_\_ DATE RECEIVED BY ARC COMMITTEE: \_\_\_\_\_

NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_ Valrico, FL 33594

PHONE: \_\_\_\_\_ EMAIL \_\_\_\_\_

Please note that exterior colors that in the opinion of the ARC (Architectural Review Committee) would be discordant to the appearance of Copper Ridge shall not be permitted. BRIGHT COLORS WILL NOT BE APPROVED. Paint colors cannot match the colors of properties on either side. For Verification purposed, you must submit three photographs with your request, one of your house and one each of your neighbor to the left and right. If you have digital pictures, they may be emailed to board@copperridgehoa.com.

### Provide color samples as they relate to the areas to be painted, as described in items #1, #2, and #3 below.

#1 **Main House Area** – Color to be used on exterior walls including gable ends and garage doors. This color may have a flat or satin finish.

#2 **Trim Areas** – **(Please circle structures that will be painted)** – Color for gutters, fascia, entry door(s), and soffit. Can include painted gable ends and trim around garage door(s), entry door(s), windows, and corner trim. This color may have a flat or satin finish.

#3 **Accent Areas** – **(Please circle structures that will be painted)** – Color for fascia, shutters, and entry door(s), trim around garage door(s), entry door(s), and windows. This color may have a flat or satin finish.

<b>**COLORS</b>	Name of Color	Finish (Flat or Satin)	Name of Manufacturer and Number*	Staple Sample Here
<b>#1 Main House</b>				
<b>#2 Trim Areas</b>				
<b>#3 Accent Areas</b>				

**\*Most paint manufacturers include a paint I.D. number on their color samples. Please provide this number whenever possible.**