

**OLD MILL PRESERVE HOMEOWNERS ASSOCIATION, INC.**  
**ALTERATION APPLICATION**

Please review the ACC Rules and Regulations found at [www.oldmillpreservehoa.com](http://www.oldmillpreservehoa.com)

OWNER(S) NAME(S): \_\_\_\_\_

ADDRESS: \_\_\_\_\_ PHONE: \_\_\_\_\_

LOT ABUTS A POND?    Y    N    EMAIL: \_\_\_\_\_

IF POSSIBLE, please use the **DECRPTION below and LOT SURVEY** to supply all pertinent info:

ALTERATION DESCRIPTION: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Every alteration application **MUST INCLUDE THE FOLLOWING** or **app will be automatically DENIED**:

1. An exterior **APPLICATION** completely filled out and signed
2. A copy of your **LOT SURVEY** denoting the location, dimensions, materials, etc of your improvements.
3. Please include a as much information as possible on your APLICATION and LOT SURVEY

**IF POSSIBLE** we prefer that you submit **ALL** pertinent info necessary to describe your exterior alteration on your **APPLICATION & LOT SURVEY ONLY**. In fact, for most applications we prefer that you **ONLY** submit your APPLICATION and LOT SURVEY with all necessary info depicted on that survey. **Please do not send fence company estimates** as most follow different formats, are usually sloppily written and hard to understand and generally **DO NOT** contain all of the info necessary to ensure compliance with our ACC rules. **It is the homeowner’s responsibility to properly depict exterior alterations on the APPLICATION & LOT SURVEY.**

**FOR FENCES** we’re looking for fence materials, locations (including setbacks – see below), heights.

**FOR POOLS** we’re looking for pool deck location(s), pool cage materials, color, location and height, pool equipment locations (and way to hide if visible to public/neighbors) and any other for anything visible to public/neighbors.

Although more documents may be required, such as a sketch/photos which indicate the size, color, and material used in the construction, your **APPLICAITON & LOT SURVEY** denoting the location of your improvements **IS REQUIRED and**

application will be automatically denied if not included. If more space is required, please attach an additional sheet to this form.

If your application IS DENIED, please make necessary changes, RE-DATE and resubmit all forms as one new application in ONE PDF file if possible.

**IMPORTANT INFORMATION FOR ALTERATION APPLICATIONS**

The accompanying application form must be completed and must be signed by **ALL OWNERS** of the property. Please review the ACC Rules and Regulations (found on our web portal through Sunstate management’s webpage), the Declaration of Covenants and the Restrictions and Easements for Old Mill Preserve for a complete description of your responsibilities regarding Architectural Control Committee requirements and submittals

Please return this application and accompanying documentation, if any, to Sunstate Management by email at [allapplications@sunstatemanagement.com](mailto:allapplications@sunstatemanagement.com)

**\*\*\*Under no circumstances is any alteration to begin without the written approval of the Old Mill Preserve Homeowners Association Inc.**

**\*\*\* Any unapproved alterations may require the homeowner to return the alterations back to the original condition at owner expense.**

**\*\*\* A copy of your lot survey (included in your home closing package) indicating all proposed alteration locations with dimensions, heights, colors and materials of the alteration must accompany ALL applications or the application will be automatically denied.**

**\*\*\* The Board DOES NOT recommend hiring any contractors or setting any project start dates related to any exterior alteration application until you have an approved application.**

**\*\*\* Please realize that your Board of Directors and ACC members serve as non-paid, volunteers.** They have employment, family and social commitments, other HOA related responsibilities and usually several other exterior alteration applications simultaneously under consideration. Please be considerate of their time and **please do not request special consideration** for your application. The Board is happy to answer any questions related to your application at any Board meeting in person.

\_\_\_\_\_  
OWNER’S INITIALS

\_\_\_\_\_  
CO-OWNER’S INITIALS

**\*\*\* PLEASE NOTE: There is no deadline by which the Board must approve or deny an exterior alteration application.** Per the covenants, all applications that are **not approved within 30 days are simply considered denied.**

Please also bear in mind that sometimes exterior alteration applications **may take longer than 30 days to approve.** Technically these are deemed denied after 30 days but change to approved status if eventually approved. If you have not heard on the status of your application after 30 days of submission, please contact Sunstate management requesting an update.

**\*\*\*** Once approved, the homeowner has **60 days** to complete the alteration. Reasonable extensions can be approved upon request. If declined, the application will be returned to the Homeowner as denied. The homeowner has the right to appeal the application, in writing, to the HOA Board for final decision. Please also realize that, per our Covenants,

homeowners are required to advise the HOA upon completion and allow the HOA access to the work areas to verify that work was completed per the approved application.

\*\*\* If approval is granted, it is not to be construed as approval of any County or City Code Requirements. A building permit from the appropriate building department is needed on most property alterations and/or improvements. The Architectural Control committee shall have no liability or obligation to determine whether such improvement, alteration and addition comply with any applicable laws, rules, regulations, codes or ordinances.

\*\*\* As a condition to granting approval of any request for a change, alteration or addition to an existing basic structure, the applicant, their hires and assigns thereto, hereby assume sole responsibility for the repair, maintenance or replacement of any such change, alteration or addition. IT IS UNDERSTOOD AND AGREED THAT OLD MILL HOMEOWNERS ASSOCIATION INC AND SUNSTATE MANAGEMENT, ET AL, ARE NOT REQUIRED TO TAKE ANY ACTION TO REPAIR, REPLACE OR MAINTAIN ANY SUCH APPROVED CHANGE, ALTERATION OR ADDITION, OR ANY STRUCTURE OR ANY OTHER PROPERTY. THE HOMEOWNER AND ITS' ASSIGNS ASSUMES ALL RESPONSIBILITY AND COST FOR ANY ADDITION OR CHANGE AND ITS FUTURE UPKEEP AND MAINTENANCE.

If you have any questions, please contact your Community Manager Sean Noonan at [sean@sunstatemanagement.com](mailto:sean@sunstatemanagement.com).

By signing below I understand and accept the information and conditions provided on this application.

OWNER'S NAME PRINTED Date

OWNER'S SIGNATURE Date

CO-OWNER'S NAME PRINTED Date

CO-OWNER'S SIGNATURE Date

**ACTION TAKEN BY THE ASSOCIATION:**

DATE: \_\_\_\_\_ APPROVED: \_\_\_\_\_ NOT APPROVED: \_\_\_\_\_

\_\_\_\_\_  
AUTHORIZED NAME & SIGNATURE FOR THE ARCHITECTURAL CONTROL COMMITTEE

\_\_\_\_\_  
AUTHORIZED NAME & SIGNATURE FOR THE ARCHITECTURAL CONTROL COMMITTEE

\_\_\_\_\_  
AUTHORIZED NAME & SIGNATURE FOR THE ARCHITECTURAL CONTROL COMMITTEE

