

**FORESTBROOKE COMMUNITY OWNERS ASSOCIATION, INC.
ARCHITECTURAL REVIEW COMMITTEE APPLICATION FORM**

This form must be completed by the homeowner, reviewed by the Architectural Review Committee (ARC) and have final approval BEFORE any work commences. Please refer to your [Declaration of Covenants](#) and [ARC Guidelines](#) for a description of the ARC and its purpose.

Name: _____	Date: _____
Address: _____	
Phone: _____	Email: _____
Community: <input type="checkbox"/> ForestBrooke <input type="checkbox"/> ForestBrooke Estates	

Applicant Requests Approval For:

- | | | |
|---|-------------------------------|---------------------------------------|
| <input type="checkbox"/> Repaint Exterior* | <input type="checkbox"/> Roof | <input type="checkbox"/> Fence |
| <input type="checkbox"/> Screen Enclosure | <input type="checkbox"/> Pool | <input type="checkbox"/> Solar Panels |
| <input type="checkbox"/> Other (describe) _____ | | |

Supporting Documents: Please include copies of plans, estimates or photographs of material to be used, brochures, colors, etc. Fence requests must include style, height, color, and plot plan.

Location: Please include a copy of your plot plan showing the accurate location and dimensions of the work being requested with respect to the house and property lines. You may use a survey or an architectural drawing.

***Repainting Requests:** Paint colors must be selected from the approved paint palette available on the Sherwin Williams Homeowners website for ForestBrooke and ForestBrooke Estates:

<https://www.sherwin-williams.com/homeowners/color/find-and-explore-colors/hoa/ocoe/fl/forestbrooke-hoa/>

<https://www.sherwin-williams.com/homeowners/color/find-and-explore-colors/hoa/ocoe/fl/forest-brook-estates/>

Homeowners may use paints mixed by other providers as long as they match the ARC approved colors and are pre-approved in writing by the ARC. **Note:** *Garage doors shall be painted the same color as either the body of the home or the trim color.* Please specify the paint colors below:

Body: _____ Trim: _____ Door: _____

Note: *All requests must conform to all local zoning and building regulations and homeowner must obtain all necessary permits if application is approved by the ARC.*

All applications are considered and approved by email unless a meeting is requested. Upon written request to the association manager, an ARC meeting will be scheduled within 30 days.

Please email or mail your application along with all required supporting documentation to:

Sentry Management, Inc., 1645 East Hwy 50, Suite 201, Clermont, FL 34711
Tel: (352) 243-4595 Fax: (352) 243-4597 email: clermont@sentrymgmt.com

ARC INFORMATION AND PROCESS

When applying, please keep the following in mind. ForestBrooke is a **covenanted** community; therefore, prior to beginning work, the **Architectural Review Committee (ARC)** must review and approve the following:

1. Site work in preparation for any alteration, enlargement, demolition, or improvement that alters the appearance of the property.
2. All new landscaping such as shrubbery and gardens that is visible from another neighbor or curb.
3. Alterations or changes that change the exterior appurtenance to an existing home.
4. Construction or installation of any fences.
5. Construction or installation of a swimming pool.
6. Construction or installation of decks, porches, or fences.
7. Construction or installation of children's play and swing sets.
8. Extension or alteration to driveways or walkways.
9. Change of exterior paint colors for houses.
10. Replacement of mailboxes or related supports.
11. Changes in the color or composition of roof shingles.
12. Any other exterior modification or construction/installation.

A complete description of the ARC Standards and Guidelines can be found in the ForestBrooke HOA website at www.forestbrookehoa.org. Please refer to the [Declaration of Covenants](#) and [Architectural Standards and Guidelines](#) in the documents section of the website.

THE ARC PROCESS

Applications Can Be Obtained:

- Online at: <http://forestbrookehoa.org/arc.html>
- Or by contacting Sentry Management at the address below.

Submit Your Completed Application Request Via Email or Mail To:

Sentry Management, Inc., 1645 East Hwy 50, Suite 201, Clermont, FL 34711
Tel: (352) 243-4595 Fax: (352) 243-4597 email: clermont@sentrymgt.com

Once An Application Is Submitted To Sentry Management:

- If complete, Sentry will date when the request was received and forwards the request to the ARC.
- If incomplete, Sentry notifies homeowner for re-submittal.
- ARC reviews the request and renders decision to Sentry. Additional information may be requested by the ARC.
- If approved, Sentry will notify homeowner and they can proceed with the installation/modification.
- If denied, homeowner is notified and may resubmit an ARC request form incorporating the ARC requirements. However, the time required for review is reset.

The ARC will review the application as soon as possible, but no later than thirty (30) days after receipt. Provided the application is complete and all the supporting documents are included. The final decision is made by the committee; therefore, no single ARC member can make a unilateral decision on project requests.

Questions regarding your application or rules and regulations issues need to be addressed directly with Sentry Management. Please do not contact ARC or board members.

Thank you in advance for complying with our community's covenants.