

**NORTH SHORE AT LAKE HART
ARCHITECTURAL REVIEW BOARD (ARB) APPLICATION**

Incomplete applications cannot be accepted. Applications must include:

- One (1) original and one (1) clear copy of the entire application, with all sections filled in.
- A **site survey** depicting the lot number, location within the lot of the intended change, position of lot as it relates to the Golf Course, conservation areas, mitigation or retention ponds. (**Golf Course properties require golf course owner approval prior to submission.**)
- Supporting documentation, such as pictures, color drawings or brochures that clearly identify the Intended Installation.
- Materials and / or plant specifications for all intended installations.
- Per the Covenants, section 7.3, homeowner(s) shall not make application to any governmental agency for any building or other permit until plans have been submitted to and approved by the ARB.
- **Please submit only one (1) item / change being requested per application.**
- Approvals are valid for six (6) months from the date approved.
- Mail or hand deliver applications to the recreation center
- **Applications to be submitted by Wednesday, 5pm, prior to week of ARB Meeting.**

HOMEOWNER(S) NAME (Print) _____

PROPERTY ADDRESS (Print) _____ **Orlando, FL 32832**

MAILING ADDRESS (if different) (Print) _____
Street City ST Zip

PHONE _____ FAX _____ EMAIL _____

PROPERTY LOCATION: ☐ Inner Lot ☐ Abuts Golf Course (**requires golf course owner approval first**) ☐ Abuts Conservation / Mitigation
☐ Abuts North Shore Golf Club Blvd ☐ Abuts Retention Pond/Lake Front

ADDITION / CHANGE / INSTALLATION INCLUDE:

☐ SWIMMING POOL ☐ SCREEN ENCLOSURE ☐ LANDSCAPING ☐ FENCE ☐ OTHER _____

☐ PAINT

Body Group _____ Color _____ Accent (Front Door) Group _____ Color _____ White Trim Group _____ Color _____

EXTERIOR PAINT STANDARDS Include a maximum of three (3) colors: the **body (base) color** being the main color on all four sides and the garage; the **accent color** will be for the front door only; **trim color** on the front of the house, all aluminum, fascia, soffits and gutters; and, **shutters** may be painted in the trim or accent color. **MUST PROVIDE** pictures of adjoining homes, as adjoining homes cannot be the same body color, and in some cases, cannot be in the same body color group.

PLEASE DESCRIBE IN BRIEF DETAIL THE ADDITION / CHANGE / INSTALLATION TO BE REVIEWED. Please use additional sheet(s) if necessary.

Homeowner Signature _____

Date _____

Rec Center Rec'd: _____ ARB Review: _____ Answer to Homeowner: _____

☐ Approved, subject to compliance with the Association Covenants, Conditions & Restrictions ("CCRs"); Architectural Planning Criteria (APCs) and any governmental restrictions or requirements

☐ Approved with the following condition(s): _____

☐ Plans Incomplete. Information Needed: _____

☐ Disapproved. Reason: _____

☐ Other: _____

Signed on behalf of the ARB by: _____

Golf Course Approval by: _____

Print Name & Title of Signer _____

Date: _____

Date: _____

North Shore at Lake Hart
Resident Checklist for Architectural Review Application Form

☐

This application is in response to a violation letter as a result of a compliance hearing

☐

I have made only ONE change / improvement item on this application

Multiple requests on one application will be returned or result in one decision for ALL items, even if one item may have been approved.

☐

I have completed all blanks on the application form.

Be sure to include contact information, address and lot number and a clear description of the intended change / improvement.

☐

One original and one copy of the entire application, including any / all additional materials are included.

The Covenants require two copies of the application be submitted. One original and one copy are sufficient

☐

Golf Course owner approval.

Golf Course properties require approval from the Golf Course owner prior to submitting an application to the ARB.

☐

I have included a copy of my site survey and have depicted the location of the change / improvement.

A site survey is required for the ARB to see surrounding lots and land, as the Covenants have different requirements for different locations within our community.

☐

I have written a brief, clear description of the intended change / improvement.

The better a description, the better understanding the ARB will have of what you intend to do. If the ARB does not clearly understand the intended change / improvement, it may be returned for more information.

☐

I have included specifications for the intended change / improvement

Be sure that materials and sizes are included in your descriptions. Pictures and brochures often include specifications, reducing the amount of writing necessary on the application form.

☐

I have included Color samples / paint chips of the intended change / improvement.

Just as a picture is worth 1000 words, so are paint chips. Please note that our Covenants do not allow same color schemes to be made to adjoining lots.

☐

I have included pictures / brochures of the intended change / improvement.

Pictures and brochures reduce the amount of written description necessary for the ARB to clearly understand an intended change / improvement.

☐

If applicable, I have included an elevation depicting the intended change / improvement.

An elevation of your home style depicting intended change / improvement, such as wall fountains or flagpole holders will assist the ARB immensely to understand the intended change/improvement.

☐

Other _____

☐

Other _____

CONSTRUCTION POLICY

North Shore at Lake Hart Homeowners' Association, Inc.

1. PURPOSE

To establish uniform, reasonable, and enforceable standards governing construction activities within the Association, consistent with governing documents and applicable law, and to ensure architectural consistency, safety, and compliance within the community.

2. AUTHORITY

This Policy is adopted pursuant to:

- Declaration of Covenants, Conditions, and Restrictions (CC&Rs)
- Architectural Planning Criteria Guidelines
- Bylaws and Articles of Incorporation
- Florida Statute 720.3035 (2025)
- Florida Statute 720.305 (Enforcement and Fines)
- Other duly adopted Board policies

3. APPLICABILITY

This Policy applies to:

- New home construction
- Exterior alterations or improvements requiring ARB approval
- Outdoor improvements estimated to exceed \$50,000, including:
 - Pools
 - Screen enclosures
 - Patios and lanais
 - Outdoor kitchens

All provisions shall be applied reasonably and uniformly.

4. CONSTRUCTION MATERIALS & EQUIPMENT

4.1 Materials and Equipment Duration

Construction materials and equipment shall not remain on a Lot for more than **thirty (30) days without active construction**, unless otherwise approved by the ARB for good cause. For purposes of this section, 'active construction' includes ongoing permitted work, inspections, material deliveries, or contractor activity demonstrating continuous progress.

4.2 Storage and Safety

All materials must be stored in an orderly manner and secured during severe weather, including hurricanes, in compliance with local safety requirements.

4.3 Removal By Association

The Association may remove non-compliant materials in accordance with governing documents and applicable law, following reasonable written notice, an opportunity to cure, and assessment of costs where permitted.

5. CONSTRUCTION STANDARDS

5.1 Work Hours

- Monday through Friday: **7:00 AM – 7:00 PM**
- Federal holidays excluded

5.2 Architectural Review Standards

ARB decisions shall not be arbitrary or capricious and shall be based solely on published standards and governing documents. All decisions shall be documented in writing with sufficient rationale and applied consistently and uniformly.

5.3 Contractor Requirements

Owners are responsible for ensuring that all contractors:

- Are properly licensed and insured as required by Florida Law
- Comply with all applicable codes and ordinances
- Adhere to this Policy and governing documents

5.4 Site Maintenance

During construction, Owners shall ensure:

- Regular debris removal
- Maintenance of safe and clean conditions
- No hazardous conditions
- Streets and common areas remain clear of construction materials and debris

5.5 Damage to Common Areas

Owners are responsible for any damage to Association property caused by construction activities. Repairs shall be completed promptly or may be performed by the Association and assessed to the owner as permitted by governing documents and Florida Statutes.

5.6 Parking and Access

Construction vehicles shall:

- Not block roadways, sidewalks, or neighboring driveways
- Comply with community parking rules

6. PROFESSIONAL ADVISORS

6.1 Use of Advisors

The ARB may employ professional advisors and pay reasonable compensation to such advisors at Common Expense.

6.2 Scope

Professional advisors:

- Provide **objective evaluations only**
- Do not replace governmental inspections
- Do not supervise construction

6.3 Responsibility

- Owners remain fully responsible for:
- Contractor performance
- Code compliance
- Construction quality

6.4 Limitations

Use of professional advisors shall not unreasonably delay approvals or project closeout.

7. FEES AND COST RESPONSIBILITY

Fees and costs associated with construction review shall be assessed in accordance with governing documents and Florida Statutes.

8. ENFORCEMENT

Violations of this Policy shall be enforced in accordance with the Declaration, the governing documents, Florida Statute 720.305, and applicable procedural requirements for notice and hearing. Enforcement shall proceed as follows:

- Notice of violation
- Opportunity to cure
- Fines imposed only after notice and hearing before a duly appointed committee, as
- required by Florida Statutes

All enforcement actions shall comply with statutory due process requirements.

9. GOVERNING DOCUMENTS CONTROL

- This Policy supplements governing documents.
- Any conflicting provision shall be controlled by the Declaration and applicable law.
- Invalid provisions shall be severable.

NORTH SHORE AT LAKE HART HOMEOWNERS ASSOCIATION, INC.

IV. VIOLATION

Violation of the any above rules can result in a compliance violation not to exceed \$1000.00.

Homeowners Signature

Date