



# VIZCAYA MASTER HOMEOWNERS' ASSOCIATION, INC ARCHITECTURAL DESIGN GUIDELINES & APPLICATION PACKET EXHIBIT A-1 PROPERTY IMPROVEMENT APPLICATION

**Owner shall complete and provide the following for proposed improvements, modifications, alterations and the like to any home or lot in Vizcaya Master HOA.**

1. Property Improvement Application – Exhibit A-1 (Pages 1-3)
2. Architectural Application Checklist – Exhibit B-1
3. Committee Response Form – Exhibit C

**Incomplete application will not be considered and will be returned.** To assure prompt consideration, review all submittal materials for completeness before sending them to the Architectural Review Board. Multiple submissions can be completed on one application, however; a separate Exhibit C must be submitted for each project. Applications review timeframe begins when a **completed** application has been confirmed received by Management generally within forty-eight (48) business hours of receipt of owner packet. Owner should refer to the Architectural Control portions of Article VIII & Article X of the Master Declaration when proposing modifications, alterations and the like.

**Mail or deliver to:**

**Vizcaya Master HOA**  
Attn: Architectural Review Board  
1631 E. Vine St. Suite 300  
Kissimmee, FL 34744  
[Email: ARB@ArtemisLifestyles.com](mailto:ARB@ArtemisLifestyles.com)

**OWNER NAME** \_\_\_\_\_ **OWNER NAME** \_\_\_\_\_

**PROPERTY ADDRESS** \_\_\_\_\_ **TELEPHONE** \_\_\_\_\_

**EMAIL ADDRESS (required)** \_\_\_\_\_

**I agree not to begin property improvement(s), modification(s) or the like until the Architectural Review Board (ARB) has notified me in writing of their approval. If any change is made that has not been approved, the Committee has the right and authority to require me to restore the property to its prior condition.**

## **ARCHITECTURAL PROJECT AGREEMENT**

*Please read carefully and initial each line before signing*

- \_\_\_\_\_ I/We understand that no work may commence until a complete application has been submitted for review and approval has been provided by the Architectural Review Board (ARB).
- \_\_\_\_\_ I/We understand that all expenses are my responsibility, and the HOA will not be held accountable for any issue, damage or contractor error.
- \_\_\_\_\_ I/We agree to ensure all applicable codes, regulations and required permits are followed and displayed prior to work starting.
- \_\_\_\_\_ I/We will verify that actual construction or building modifications should be done by a properly licensed and insured contractor. These contractors should provide to the resident certifications of insurance and liability.

- \_\_\_\_\_ I/We will ensure all cables, pipes, fasteners, conduit and satellite TV attachments will be painted to match the home exterior colors.
- \_\_\_\_\_ I/We will ensure applicants, applicant's agents, or contractors shall not use any portion of the Association property, other than roads, for the purpose of gaining access to the lot for modifications.
- \_\_\_\_\_ I/We understand that contractor access to the common area is prohibited.
- \_\_\_\_\_ I/We understand that any legal, regulatory agency at any time in the future may require a modification to this approval and if so, it will be done at my expense.
- \_\_\_\_\_ I/We understand and agree that this project, contracts, scope of work, insurance and invoices are authentic and the sole responsibility of me, the owner.
- \_\_\_\_\_ I/We agree that should the proposed modifications not be completed as approved, said approval may be revoked and the owners or the Association at the owner's expense may remove the modification or complete it as per submitted proposal.
- \_\_\_\_\_ I/We will ensure that my contractor will be notified about and adhere to all HOA governing documents
- \_\_\_\_\_ I/We agree that any damage to the common area by the owner or owner's contractors will be the responsibility of the owner.
- \_\_\_\_\_ I/We agree that the applicant/owner assumes all responsibility for any infringement on or interference with existing utilities and easements on the property.
- \_\_\_\_\_ I/We agree acknowledge that we have read, understand and agree to abide by the Architectural Design Guidelines and Governing Documents in place at the time of my submission and subject to revision by the ARB or Board of Directors.

**OWNER SIGNATURE** \_\_\_\_\_

**DATE** \_\_\_\_\_

**PROJECT TYPE (check all that apply):**

- |                                             |                                                                           |                                                      |
|---------------------------------------------|---------------------------------------------------------------------------|------------------------------------------------------|
| <input type="checkbox"/> <b>Painting</b>    | <input type="checkbox"/> <b>Windows or Doors</b>                          | <input type="checkbox"/> <b>Screen Enclosures</b>    |
| <input type="checkbox"/> <b>Roofs**</b>     | <input type="checkbox"/> <b>Fences</b>                                    | <input type="checkbox"/> <b>Mailboxes</b>            |
| <input type="checkbox"/> <b>Gutters</b>     | <input type="checkbox"/> <b>Driveways, Walkways<br/>or Paver Projects</b> | <input type="checkbox"/> <b>Solar Projects</b>       |
| <input type="checkbox"/> <b>Landscaping</b> | <input type="checkbox"/> <b>Pools/Spas</b>                                | <input type="checkbox"/> <b>Playsets/Trampolines</b> |
|                                             |                                                                           | <input type="checkbox"/> <b>Other</b> _____          |

**NARRATIVE DESCRIPTION OF PROPOSED PROJECT:**

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**WORK WILL BE COMPLETED BY (mark as applicable):**

- Self/Friend/Family     Contractor (information provided below)

\***CONTRACTOR/VENDOR NAME** \_\_\_\_\_ **LICENSE #** \_\_\_\_\_

\*\*Roofing projects should include a color sample/photo of the tile being used. A copy of the roofing contract should be included.

## **VIZCAYA MASTER HOMEOWNERS' ASSOCIATION, INC EXHIBIT A-1 HOUSE PAINTING SUPPLEMENT**

### **IMPORTANT – PLEASE NOTE**

In response to Florida Statutes (section 720) which mandates that Associations develop standards and guidelines applicable to those covenants wherein the Architectural Review Board (ARB) is the controlling authority, the ARB and Master HOA Board adopted a catalog of color schemes for use when painting the exterior of homes in Vizcaya Master HOA. Color schemes on file as adopted in 2021 are the only schemes that can be used to paint homes in the community. All previous schemes are void and no longer usable.

### **COLOR SCHEME SELECTION PROCESS**

1. To review/select currently approved colors, owners can visit Sherwin-Williams located 8972 Turkey Lake Rd. Ste 100, Orlando, FL32819-7380 (407) 248-9146
2. Owners can also view colors online through [Sherwin-Williams HOA Color Archives](#)
3. Owners can request to borrow a copy of the paint scheme book from management with the submission of a \$75.00 deposit (to be returned upon return of clean, undamaged scheme book).

Once colors have been selected, insert the four-digit Sherwin-Williams color number below on the corresponding lines. Owner must utilize a body (B) and at least one color from either the Trim 1 or the Trim 2. The trim and accent colors can be used interchangeably on the same scheme, but a body color must be used in all schemes. If selecting two trim/accent colors one must come from Trim #1 and the other from Trim #2.

**Body#** \_\_\_\_\_ **Color Name**\_\_\_\_\_

**Trim#** \_\_\_\_\_ **Color Name**\_\_\_\_\_

**Accent#**\_\_\_\_\_ **Color Name**\_\_\_\_\_

### **SURFACE APPLICATION**

The following table indicates which color(s) in the scheme you will use to cover the exterior surfaces of your home. They are indicated by Body (B), Trim (T), Accent (A). Please insert the corresponding letter on the table below to indicate how you intend to paint the home exterior.

_____ Corner Trim (A/T)	_____ Fascia (A/T)
_____ Entry Doors (A/T)	_____ Garage Doors (B/A/T)
_____ Painted Gable ends (A/T)	_____ Gutters (A/T)
_____ Trim (around windows/doors) (A/T)	_____ Shutters (A/T)
_____ Other: _____ (B/A/T)	_____ Soffit (A/T)

**VIZCAYA MASTER HOMEOWNERS' ASSOCIATION, INC**

**EXHIBIT C COMMITTEE RESPONSE FORM**

**Owner's Name** \_\_\_\_\_ **Owner's Name** \_\_\_\_\_

**PROPERTY ADDRESS** \_\_\_\_\_

**OWNER'S SIGNATURE REGARDING ARCHITECTURAL REVIEW BOARD APPROVAL**

**I UNDERSTAND AND AGREE THAT:**

No work on any improvement, modification, alteration or the like on my Property Improvement Application shall commence until written approval of the Architectural Review Board has been received. The conditions and restrictions noted in the Declaration of Covenants shall apply to any approval. Installation of all approved Improvements shall be at no cost whatsoever to the Association. Any further maintenance shall be the responsibility of the applying Owner, his or her heirs or assigns. The Owner of any Lot shall comply with the Declaration of Covenants for completion of all Improvements, landscaping, alterations, modifications or the like. Owner shall commence all improved projects within thirty (30) days of the date of approval. Projects not completed within one (1) year, unless otherwise granted by the ARB or Board, shall be deemed abandoned and original approval will become void at which point owner will need to submit for new approval.

**OWNER SIGNATURE** \_\_\_\_\_ **DATE** \_\_\_\_\_

**OWNER SIGNATURE** \_\_\_\_\_ **DATE** \_\_\_\_\_

**Do Not Write Below this Line. (To be completed by Architectural Review Board Only)**

Architectural Control Committee's response subject to notes on plan and Architectural Control Committee application checklist.

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0 Approved

0 Approved with Conditions noted on Checklist \_\_\_\_\_

0 Disapproved with Comments noted on Checklist \_\_\_\_\_

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O Resubmit: items listed

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O Incomplete: Items listed

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The Architectural Review Board has reviewed the proposed Improvements to determine whether they are aesthetically compatible with the architectural scheme of the Community and consistent with the Declaration of Covenants. These plans have not been reviewed for constructability, safety, function, views, plant material survivability, privacy, or any and all engineering requirements including, but not limited to, soils, geotechnical, drainage, structural, mechanical or electrical. The Owner is also required to comply with the Declaration of Covenants. The Architectural Review Board has not considered whether, and its approval does not indicate, that the proposed improvements are in compliance with applicable laws and ordinances. The Owner must obtain all necessary permits for all Improvements from any required regulatory agency. By approving such plans and specifications, the Architectural Review Board, the members thereof, Vizcaya Master HOA Board, and all agents, employees, attorneys, or consultants of any of the foregoing, do not assume liability or responsibility thereof, or for any defect in any Improvements constructed from such plans and specifications or for any obstruction or impairment of view caused or created as a result of any Improvements approved by the Architectural Review Board.

ARCHITECTURAL CONTROL COMMITTEE SIGNATURE

DATE \_\_\_\_\_