



Alteration Application

Please submit two copies of completed application and required supporting documentation by mail, email or fax to:

Artemis Lifestyles, Inc., 1631 E Vine St. Suite 300 Kissimmee, FL 34744

Phone: (407) 705-2190

Email: ARB@artemislifestyles.com

TO: **ARCHITECTURAL REVIEW COMMITTEE** Today's Date: _____

Owner: _____

Property Address: _____

Phone: _____ Email: _____

Estimated Start Date: _____ Estimated Completion Date: _____
 (Requests not completed within 90 days from the approval date must be resubmitted.)

- You will receive written notification of your committee's determination within **45 days** of the Association's receipt of this application. **Status updates are not available from management.**
- You must **submit two (2) complete copies** of application and all supporting documentation.
- If requesting approval for multiple alterations, each alteration must be submitted on a separate application

PAINT: Please select colors selected from Association's approved color palette on the Association's website, www.MossCreekRiverview.com. Garage Door must be the same color as the house body.

Body/Garage Color # _____ Color Name _____

Trim/Accent Color # _____ Color Name _____

Front Door Color # _____ Color Name _____

Or describe any other alteration request in detail _____

WORK MAY NOT BEGIN UNTIL APPROVAL IS OBTAINED. Initials _____

Changes made without prior approval are subject to removal, at the owner's expense, in accordance with the Declaration of Covenants and Restrictions.

All improvements must maintain the current look of the Association; comply with applicable codes, regulations, and policies; and maintain drainage, structural and mechanical conditions; all without obstructing other residences' rights. Any planned changes or impacts to original lot drainage must be presented with required solutions.

1. Required Attachments to this Request Form:

- a. **Contractor's proposal/estimate sheet:** showing the detail of style, materials, numbers, colors, dimensions, and the proposed placement of the project in relation to your property lines and Dwelling. Dimensions must include the size of the finished product or, if landscaping, the maximum height and width that plants will be maintained. All costs may be erased from the copy. **A copy of the permit (if applicable) must be posted on the job site as soon as available.**
- b. **Sketch or picture of the proposed change:** submitted drawings for a pool and/or spa must show the proposed location of the pump/filter/water conditioning/heating equipment and the measured distance (*in feet*) such equipment will be from any adjacent neighbors' dwellings. Please notify your neighbors of the proposed location of any such equipment to avoid creating a noise nuisance. Obtain their signature on the drawing indicating they understand where the equipment will be located. Be prepared to modify your plan if the location of the equipment is not acceptable.
- c. **Survey:** required for structural changes/additions, showing the property setbacks (distance from your property lines to the proposed structure).

By my signature below, I acknowledge that Moss Creek of Hillsborough HOA is only approving the project, not the contractor. I have read the Declaration and rules of the association and will comply with all regulations set forth therein. I accept financial responsibility for any damage from work performed, plus responsibility to clean up the area from any work. I accept sole responsibility to hire a contractor of my choice and assume all liabilities. I also understand and acknowledge that review by the Architectural Committee and approval and/or disapproval notification may require up to 45 days.

Owner Signature _____ Date Requested _____

The MOSS CREEK OF HILLSBOROUGH HOA ARCHITECTURAL REVIEW COMMITTEE
has reviewed the foregoing application and rendered the following decision:

Approved Approved with conditions (see below) Denied

LIMITING CONDITIONS (binding provisions):

COMMENTS:

AUTHORIZED SIGNATURE(s): _____ **DATE:** _____