

## **Memorandum**

**TO: All Construction Companies**

**FROM: Magnolia Pointe Master Architectural Review Board**

**RE: Use Conditions during Construction of Improvements in Magnolia Pointe Master HOA**

### **USE CONDITIONS DURING CONSTRUCTION:**

- 1. No portable toilets within 10' of roadway. Must be anchored to prevent tipping.**
- 2. When necessary, silt screen to prevent erosion from entering roadway or adjoining property.**
- 3. All trucks leaving construction site must be covered.**
- 4. No construction equipment or vehicles left on street overnight.**
- 5. No work to start before 7 a.m. or after 7 p.m. Monday through Friday. No work to start on Saturday before 8 a.m. or after 12 noon. No work on Sunday or Holidays.**
- 6. All construction debris and trash must be cleaned up and in a contained area daily before crew leaves. No debris allowed to blow around construction site.**
- 7. No loud music/radios.**
- 8. No animals of any type to be brought into Magnolia Pointe Master HOA.**
- 9. All workers to obey speed limit (25 mph) and stop signs.**
- 10. Workers vehicles and delivery trucks cannot block roadway or driveways.**

## **Magnolia Pointe Master Homeowners Association, Inc. Architectural Review Board Application Process**

1. Applications may be obtained 1) at the on-site guard house; 2) from the office of Attwood-Phillips, Inc. by calling 407-644-4500 ext. 280, or by e-mail to [megan@attwoodphillips.com](mailto:megan@attwoodphillips.com); and 3) by visiting the community website at [www.magnoliapointehoa.com](http://www.magnoliapointehoa.com).
2. Applications must be completed and returned to the management company with **THREE (3)** full sets of proposed alterations and specifications. **THREE (3)** copies of the lot survey/plot plan showing setbacks, locations of structure, driveway and sidewalks, etc. must also be included **with requested alteration drawn to scale. Requests received without three full sets of the application and backup information will be returned to the owner to be resubmitted.**
3. Mail your completed application to: Magnolia Pointe Master HOA, c/o Attwood-Phillips Inc., 1350 Orange Ave Ste 100, Winter Park FL 32789-4932.
4. The management company will forward the application to the ARB to review the project. Adjoining neighbors may need to be notified if the project is unusual to the area.
5. The ARB meets **ONCE** each month, typically on the **THIRD Monday** at 5:30 p.m. at the on-site Chateau clubhouse. Owners are not required to attend the meeting, but may if desired.

**PLEASE NOTE: Contractors should be scheduled to start work no less than SIXTY (60) days out from the date the application is received in our office.**

6. Following the meeting, the original, signed application will be kept on file at the Association's business office at Attwood-Phillips, Inc., and a copy will be forwarded to the applicant along with a formal letter of approval or denial.
7. If the project is denied, the applicant will have the right to take the project before the Magnolia Pointe Master ARB for appeal.
8. **PLEASE DO NOT CALL THE MANAGEMENT COMPANY.** The management company has NO decision-making power in this matter, and has NO information regarding your request. **YOU WILL BE NOTIFIED OF THE ARB'S DECISION IN WRITING.**
9. **No alterations, construction, or demolition may commence until written notification is received from the ARB via the Property Manager.**

**Magnolia Pointe Master Homeowners Association, Inc.**  
**Architectural Review Committee**  
**Application for Approval of Proposed Improvements**

This application and the plans and specifications attached hereto and incorporated herein by reference are being submitted for the purpose of obtaining the Architectural Review Committee approval of proposed improvements as set forth herein. Prior to the commencement of construction, all proposed improvements to be constructed within Magnolia Pointe Master HOA must be approved by the Architectural Review Committee. The Applicant has submitted THREE (3) sets of the original plans and specifications.

1.   **Name of Homeowner:** \_\_\_\_\_  
      **Address:** \_\_\_\_\_
2.   **Name of Builder:** \_\_\_\_\_  
      **Address:** \_\_\_\_\_
3.   **Name of Lender:** \_\_\_\_\_  
      **Address:** \_\_\_\_\_
4.   **Proposed Improvements** (briefly described):  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

By my signature below, and as owner of the above-referenced property, I hereby accept full responsibility to repair any damage that may occur, or be caused by me or my assigns, during the creation, construction, or cleanup of this improvement to any community property of the Association, or to any of my neighbor's private property, including, but not limited to, street curbs, sidewalks, irrigation systems, fences, sod, etc.

\_\_\_\_\_  
**Applicant's Signature**

\_\_\_\_\_  
**Date**

To be completed by the Architectural Review Committee:

Date application Received: \_\_\_\_\_

The application was:

☐ **APPROVED**

Conditions: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

This approval is granted by the above referenced Board, but is subject to the project conforming to Lake County and St. Johns Water Management District approvals/permits and all set back requirements of Lake County or any other restrictions that may be of record.

☐ **DENIED**

This application was denied for the following reasons:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

The ARC met on \_\_\_\_\_ with the following members in attendance:

- |                    |                     |
|--------------------|---------------------|
| 1. _____<br>Member | 2. _____<br>Member  |
| 3. _____<br>Member | 4. _____<br>Member  |
| 5. _____<br>Member | 6. _____<br>Member  |
| 7. _____<br>Member | 8. _____<br>Member  |
| 9. _____<br>Member | 10. _____<br>Member |

## Magnolia Pointe Master HOA - ARC Checklist

**(To be completed by Homeowner for new home construction, additions, retaining walls, or remodeling)**

Date of application: \_\_\_\_\_

Name of applicant: \_\_\_\_\_

Address of proposed improvement: \_\_\_\_\_

Applicants phone #: \_\_\_\_\_

Name of Builder: \_\_\_\_\_

License number: \_\_\_\_\_

Address of Builder: \_\_\_\_\_

Builder's phone #: \_\_\_\_\_

A copy of the current drainage plan is required.

Does the construction alter the drainage? ☐ Yes ☐ No

- Has property owner received a set of By-laws and Covenants & Restrictions? ☐ Yes ☐ No
- Has builder received a copy of ARC guidelines? ☐ Yes ☐ No
- Is proposed land use for residential purposes? ☐ Yes ☐ No
- Does home meet height and square foot requirement? ☐ Yes ☐ No  
SF or AC space \_\_\_\_\_ Total SF \_\_\_\_\_
- Does layout of home meet setback requirements? ☐ Yes ☐ No  
Front \_\_\_\_\_ Back \_\_\_\_\_ Sides \_\_\_\_\_
- Does roof meet minimum pitch requirement? ☐ Yes ☐ No Proposed pitch \_\_\_\_\_
- Does proposed roofing material meet specified requirements? ☐ Yes ☐ No
- Does the exterior building material meet minimum requirements? ☐ Yes ☐ No  
Type \_\_\_\_\_ (i.e. brick, stucco)
- What is the proposed color of the home? \_\_\_\_\_ Trim \_\_\_\_\_ Roof \_\_\_\_\_  
Doors \_\_\_\_\_
- Does garage meet minimum width requirement? ☐ Yes ☐ No  
Proposed width \_\_\_\_\_
- Does driveway meet minimum width requirement at garage opening? ☐ Yes ☐ No  
Proposed width \_\_\_\_\_
- Does driveway material meet requirement? ☐ Yes ☐ No  
Type of material proposed \_\_\_\_\_
- Is a uniform mailbox required and proposed? ☐ Yes ☐ No
- Does proposed Landscape and Irrigation meet minimum requirements? ☐ Yes ☐ No  
Irrigation \_\_\_\_\_ Sod type \_\_\_\_\_
- Does fence meet material and height requirement? ☐ Yes ☐ No Height \_\_\_\_\_ Material \_\_\_\_\_
- Does proposed game and play structures meet requirements? ☐ Yes ☐ No Type \_\_\_\_\_
- Does swimming pool and screened enclosure meet composition and setback requirements?  
☐ Yes ☐ No
- Project length of construction? \_\_\_\_\_