

**Bentley Woods Community Association, Inc.**  
**Architectural Control Committee (ACC) Application**

Submit to: BWCA ACC c/o Towers Property Management, Inc. 407-730-9872  
1320 N. Semoran Blvd., Ste. #100 Orlando FL 32807 admin@towerspropertymgmt.com

Dear member of the Bentley Woods Community Association, thank you for considering your home project with the common architectural objectives of our community in mind. Please complete this request and submit it to the ACC through our management company—Towers Property Management, Inc. using the contact information above.

Note that this request must be approved by the ACC prior to the start of any work. If approved, no modifications or alterations can be made without a supplemental request to the ACC. Please refer to the Declaration of Covenants for information with respect to the common architectural objectives, guidelines of the community, and application timelines.

You, the homeowner, are responsible for hiring contractors that are properly licensed and insured. If heavy equipment (e.g. dump truck, backhoe, etc.) is being used, precautions must be taken to ensure no damage to the roadway, sidewalk or common areas of the Association. You will be responsible for the successful completion of any repairs necessary to return the areas to their original state.

Property Address: \_\_\_\_\_

Homeowner Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Mailing Address (if different from above) \_\_\_\_\_

Email: \_\_\_\_\_ Signature: \_\_\_\_\_

**Please check type of Architectural Review Required ALL REQUESTS MUST COMPLY WITH HOA GOVERNING LAW**

**PAINT** (Also indicate garage door color)

Painting with Existing Colors

"Existing colors" are the colors that are currently painted On the home and are within 10years of original ARC Approval or builder colors.

Painting with New Colors

"New colors" are colors that are completely different than what is currently on the home. This category also applies to colors that are on the pre-approved list by the HOA/ACC. (two sets of 2x2" sample must be submitted)

**ROOF**

Roof with identical material/color

If roofing with identical material and color, no sample needed.

Roof with new material/color

12X12" Sample is required

**FENCE & DECK**

Fence Installation/Repair/Replacement

Deck Installation/Repair/Replacement

**DOORS & WINDOWS**

Garage Door Replacement

Front Door Replacement

Window Replacement

**STRUCTURE**

Room Addition

Patio/ Sunroom/ Pergola

Pool

Solar Rooftop Device

**LIGHTING & IRRIGATION**

Exterior Lighting Installation (decorative)

Landscape Lighting Installation

Irrigation System Installation

Well System / Installation

**HARDSCAPING**

Walkway Installation/Replacement

Paver  Concrete  Other

Patio Paver Installation/Replacement

Driveway Paver Installation/Replacement

Concrete Edging/ Color: \_\_\_\_\_

**LANDSCAPE**

Tree Removal/Addition

Sod New/Replacement

Flower Bed Installation/Removal/Replacement

**OTHER**

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

**Additional Required Documentation:**

**Project Start Date:** \_\_\_\_\_ **Project Completion Date:** \_\_\_\_\_

Provide as Attachment: (1) Copy of plot plan or property survey showing location & footprint of work to be performed. (2) drawings and high-resolution color samples.

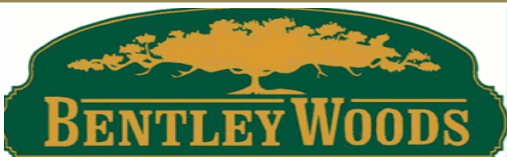
**Supplemental Information (as available) to assist ACC:**

**Contractor:** \_\_\_\_\_ **Architect:** \_\_\_\_\_

**Contractor Phone:** \_\_\_\_\_ **Architect Phone:** \_\_\_\_\_

**Additional Comments** (attach additional information as needed): \_\_\_\_\_

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



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**Acknowledgment of Conditions:**

1. Requests and alterations must conform to all local zoning and building regulations. You are required to obtain the required permits if this application is approved. Local government permits do not eliminate the need for this application.
2. This application being approved, does not constitute compliance with building and zoning codes or provisions.
3. No construction or exterior alteration shall start without approval of the ACC. If alterations are made without ACC approval, the homeowner may be required to return the property to its former condition at own expense and may be required to pay all legal expenses incurred by the homeowner and the Association.
4. The ACC may contact the homeowner for additional or clarifying information on this request. The ACC, or the management company acting on their behalf, will contact the homeowner first before seeking additional information from the project contractor or architect.
5. Approval is contingent on construction and alterations being done in a professional manner.
6. Upon receipt of this application with all information required, the ACC has 21 days to render decision based on the authorities granted by the Declaration of Covenants (Article V, Section 4). Improvements will:
  - i. Be of an architectural style and materials that are compatible with other structures in the property
  - ii. Not violate any restrictive covenant or encroachment upon any easement or across platted set-back lines
  - iii. Not result in the reduction of property value or use of adjacent property
  - iv. Be performed by an individual or company acceptable to the ACC
  - v. Be substantially completed, including all clean-up, within six months of the date of commencement
7. Changes to the work after approval of this request require an updated application to the ACC. Work on the changes can commence after the ACC approves the updated application.
8. To be considered complete, this application must contain all required information, and include additional required documentation as specified in order for the ACC to make a reasoned determination.

As the homeowner submitting this application, I acknowledge these conditions: \_\_\_\_\_ (initials)

**For Association Use Only**

**Date received by management company:**

**Date provided to ACC:**

**Date application considered at ACC meeting:**

**ACC Decision:**

APPROVED

DENIED

Returned for additional information

**Additional Information Requested by the ACC:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**ACC Signature** \_\_\_\_\_ **Date:** \_\_\_\_\_