

Royal Hills Homeowners Association

c/o Elite Management Group
18940 N. Dale Mabry Hwy., Suite 101, Lutz, FL 33548
Phone: (813) 854-2414

When requesting approval for multiple alterations, each alteration must be submitted on a separate request form. An application fee of \$10.00 (via check payable to Royal Hills Homeowners Association) must be submitted with each application.

The undersigned owner seeks approval of the following addition or alteration: _____

Narrative description of alteration (attach separate sheet(s) necessary): _____

To be processed, this request and all supporting documentation must be mailed in duplicate to the Association using the address listed above. Supporting documentation must be as follows:

- LOT SURVEY INDICATING EXACTLY WHERE ALTERATION WILL OCCUR ON THE LOT
- PICTURES AND/OR DETAILED DESCRIPTIONS OF MATERIALS TO BE USED (i.e. type of material, colors, styles, sizes, dimensions, etc. -- see page 2 of this form)
- COPY OF CONTRACTOR'S SPECIFICATION SHEET (if work is being contracted)
- PAINT COLOR SWATCHES (even if re-painting with same color)
- OTHER PERTINENT INFORMATION AS MAY BE NECESSARY

<< INCOMPLETE REQUESTS CANNOT BE PROCESSED AND WILL BE REJECTED & RETURNED TO OWNER >>

I understand that the Association will contact me in writing regarding their approval or disapproval of this request. **I agree not to commence any alteration(s) until I have received written approval from the Association.** If an alteration I perform is found NOT to be in compliance with community standards, I will return the property to its original, pre-alteration condition within thirty (30) days of written notification to do so.

NAME: _____ PROPERTY ADDRESS: _____

HOME PHONE: _____ WORK PHONE: _____

MAILING ADDRESS (if different from above): _____

HOMEOWNER SIGNATURE: _____ REQUEST DATE: _____

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THIS SECTION TO BE COMPLETED BY THE ARCHITECTURAL REVIEW COMMITTEE

APPROVED _____ STIPULATION(S): _____

NOT APPROVED _____ REASON(S): _____

AUTHORIZED SIGNATURE(S) _____

IF NOT STARTED by ____/____/____ and COMPLETED by ____/____/____ APPROVAL IS NULL AND VOID.

While Royal Hills Homeowners Association, Inc. (the "Association") may grant approval for the requested alteration, the homeowner alone is responsible for seeking the required county/city permit(s). Most alterations require permit(s) from one or more county/city departments. The obligation to determine whether the requested improvement, alteration or addition complies with any applicable law, rule, regulation, code or ordinance is strictly the responsibility of the homeowner and not the Association. Additionally, it is understood and agreed that the Association as well as Elite Management Group are not required to take any action to repair, replace or maintain any such approved change, alteration or addition, or any structure or any other property. The homeowner and its' assigns assumes all responsibility and cost for any addition or change and its future upkeep and maintenance.

ROYAL HILLS HOMEOWNERS ASSOCIATION, INC.
Architectural Change Request (continued)

Who will perform the required work?:

Estimated Start Date: ____/____/____ Estimated Completion Date: ____/____/____

Other: _____

Materials required for proposed alteration(s) will include the following: (*Please check where appropriate and describe*)

COLOR SCHEME CHOICE(S) MUST BE FROM COMMUNITY APPROVED COLOR PALETTE & CAN BE FOUND ON THE COMMUNITY WEBSITE: WWW.ROYALHILLS.ORG

Body of Home - Color # _____ Color Name _____

Trim & Accent Areas - Color # _____ Color Name _____

Front Door - Color # _____ Color Name _____

Garage Door – MUST BE SAME COLOR AS THE BODY OF THE HOME

_____ Fence _____

_____ Screen Aluminum _____

_____ Concrete Border _____

_____ Pavers _____

_____ Other _____

NOTE: Please be sure to ATTACH all of the following that apply to your project: (1) a copy of the contractor's specification sheet showing types, colors, styles, and size/dimensions of materials to be used, (2) either a manufacturer's brochure or photo illustrating the details of materials you wish to use, (3) a LOT SURVEY with your proposed alteration sketched on it showing exactly where your alteration will lie on your property.

Please **PRINT** Any Comments You Wish Your Committee To Consider When Reviewing This Request Here:

Submit application, all attachments and application fee (made payable to Royal Hills Homeowners Association) to: Elite Management Group, 18940 N. Dale Mabry Hwy., Suite 101, Lutz, FL 33548 **FAXED APPLICATIONS WILL NOT BE ACCEPTED. EMAIL applications are permitted when scanned in color and submitted in PDF format (tampa@elite-management.net). Applications will not be eligible for review until complete packet and fee are received.**