



## ARC/ACC Request Application Submittal Assistance

1. Applications for Architectural Modification should be completed by the homeowner.
2. Approval must be provided by the Architectural Review Committee before any work commences.
3. Reviews may take up to 30 days to process from the date a complete application is received in our office.
4. Please refer to Governing Documents and Design Guidelines for additional information.
5. Please ensure all required documents are scan and submitted with the application, including the following:
  - ACC Application (Signed & Dated)
  - Property Survey (please highlight where the project will be installed and dimensions)
  - Attach copies of plans, insurance declaration page, license, from any contractor/vendor providing service. Include color samples, photos, dimensions, etc.
  - Pictures of the product being installed or manufacturer's literature, Approved Color Scheme (if painting)
  - On the email subject line, please add your community's name and address.  
**Example: Reserve at Pine Tree HOA - Address/Project: Fence/Pavers/Etc.**
6. Please check off and initial beside each box that is above your signature on the application. This is intended as a partial checklist. When application is ready for submission, please scan and submit to the following email address: [ACC@Jedihoa.com](mailto:ACC@Jedihoa.com)
7. If any of the required documents are not submitted with the application, the application will be automatically denied.
8. Projects cannot begin until written approval is granted.
9. The homeowner is responsible for obtaining all building permits from the county if applicable.
10. Once the application is approved, you have 90 days to finalize the project.
11. Any changes must be submitted in writing to [ACC@Jedihoa.com](mailto:ACC@Jedihoa.com), which will be forward to the Review Committee for review.
12. It is extremely important that all required documents are submitted with the application, if the application is incomplete, it will be automatically denied.
13. The ARC committee is comprised of volunteers; therefore, we want to make sure their time is used efficiently.

On your community's website, you'll have access to download the ACC application, review critical community documents such as bylaws, make assessment payments, set up auto-pay, and more. Please visit [www.jedimanagement.com](http://www.jedimanagement.com) which includes a FAQ page to address any questions or concerns you may have.

[www.jedimanagement.com](http://www.jedimanagement.com)

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Any exterior modification needs approval from the HOA. This information is also on the community portal as well which can be found at [www.jedimanagement.com](http://www.jedimanagement.com). The following is a helpful guide, but not inclusive. Final approvals will be sent via email.

#### **Landscape Alterations:**

- For adding or removing plants, shrubs, and trees, you will need to submit an ACC application form.
- If it is in an existing plant bed, photos need to be attached marked with the location of the new landscaping or the landscaping that will be removed.
- If you are adding a new plant bed, extending existing plant beds, or planting trees, we will need a current survey marked with the location of the beds and trees.
- We also need a proposal from the landscape company to do the work with the type, size and number of plants, shrubs, or trees to be planted.

#### **Home or Yard Decorations:**

- For statuary or wall art, you will need to submit an ACC application form.
- You will need to supply us with a photo of the statuary or wall art, along with the location.

#### **House Painting:**

- Please attach photos of your home, your immediate neighbors' homes to your left and right to make sure that the colors are not the same.
- If you plan to use the same colors for painting your house, please include the chosen color scheme in your application. You can find the available Approved color schemes on the community portal.
- If you're considering changing your exterior colors, you can choose from the approved exterior schemes. The Approved color schemes are available on the community portal. We need the exterior paint colors and codes for the following locations:
  1. Body of the House:
  2. Garage Door:
  3. Trim:
  4. Front Door:
  5. Shutters:

[www.jedimanagement.com](http://www.jedimanagement.com)



#### **Screen Enclosures, Screen Lanai, Screen Front or Side Entry:**

- You will need to submit an ACC application form.
- For a screen enclosure, we will need a survey marked with the location, along with a drawing with detailed specifications from the vendor.
- For a screen lanai, screen front or side entry, we do not need a survey, but we will need a drawing with detailed specifications.

#### **Solar Panels:**

- You will need to submit an ACC application form.
- We will need a proposal from the vendor with specifications, along with an aerial view of your house marked with the location.

#### **Pool, Spa:**

- You will need to submit an ACC application form.
- We will need a drawing with detailed specifications, along with a survey marked with the location.

#### **Install Pavers:**

- You will need to submit an ACC application form.
- We will need a photo of the pavers, a proposal from the vendor installing them and a survey marked with the location.

#### **Fence:**

- You will need to submit an ACC application form.
- Proposal/ contract from the company that will be doing the work along with a drawing with detailed specifications.
- A survey is required marked with the location and photo of the fence.
- If you back up to a pond or conservation area, the fence must be 5 feet forward from the back property line.
- If the back of the home faces the alley, this is where they need to have the 5-foot easement.

#### **Roof:**

- You will need to submit an ACC application form.
- Proposal/ contract from the company that will be doing the work along with a drawing with detailed specifications.
- Provide a sample picture of the roof color which is intended to be used.

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