

**The Preserve at Lake Thomas Homeowners' Association, Inc.**  
**c/o - the Trowbridge company, inc.**  
**P.O. Box 273708; Tampa FL 33688**  
**(813) 264-1119 / FAX (813) 265-2598/Email [trowbridgeco@msn.com](mailto:trowbridgeco@msn.com)**

**ATTN:** Architectural Control Committee

The undersigned owner seeks approval of the Committee as follows:

- New Structure
- Additions/Alterations of existing Structure and/or Property
- Prior Additions/Alterations of Existing Structure and/or Property

Narrative Description of Additions/Alterations \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

(If more space is required, please attach to this form.)

**INCLUDE:**

- Site Plan Drawing-on boundary survey showing dimensions, setbacks, landscaping, etc.
- For New Structure (including pools, enclosures, fences) – Enclose plans suitable for County permitting including: Construction Drawings, Site Plan, Landscaping, exterior materials and colors
- For Re-roof - include manufacturer/style/ color of shingles/tile

The undersigned property owner hereby acknowledges and agrees that the undersigned shall be solely responsible for determining whether the improvements, alterations, or additions described herein comply with all applicable laws, rules, and regulations, codes, and ordinances; including, without limitation, zoning ordinances, subdivision regulations, and building codes. The Architectural Control Committee shall have no liability or obligation to determine whether such improvements, alterations, and additions comply with any such laws, rules, regulations, codes, or ordinances. The undersigned understands the notice on the rear of this form. Unless granted written extension by the Committee or such approved application withdrawn in writing by the Owner, Owners must commence approved modifications, additions or alterations within ninety (90) days of the date of approval. With the exception of approved additions such as new construction or new pools, those modifications and alterations such as re-roofing, repainting, landscaping, fencing, enclosures, and the like, shall be completed within thirty (30) days of commencement of work unless written extension by the Committee is granted. Approvals expire six months from the date of approval or upon a change of ownership. Disapprovals by the Committee may be appealed to the Board of Directors.

**SIGNATURE OF OWNER** \_\_\_\_\_

**PRINTED NAME OF OWNER** \_\_\_\_\_

**ADDRESS** \_\_\_\_\_

**TELEPHONE NUMBER** \_\_\_\_\_ **DATE** \_\_\_\_\_

\*\*\*\*\*

**ACTION OF THE COMMITTEE**

- Approved
- Disapproved for the Following Reasons:

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

\_\_\_\_\_  
DATE

\_\_\_\_\_  
CHAIRPERSON ACC

## **NOTICE**

Please remember that you as a homeowner are responsible for prudent care of HOA property including all streets, curbs, and sidewalks and sod bordering your property. Contractors can be very brutal when driving, parking, and maneuvering their equipment in and out of your property.

**Remember, you are responsible for replacing any HOA property that may be damaged during completion of this project.**

Should this project require Pasco County approval permits, it is your responsibility to obtain them. Also choose your contractors carefully! **Remember, all contractors doing work within Pasco County are required to be licensed and insured.** It is your responsibility to obtain proof (copies) of these licenses and documents. This is for your own protection as well as the welfare of our community.

**Contractors should NOT be given your Gate Code!!!** Advise them as to how to contact you via the Gate Terminal at the gate. If your construction project is going to be quite lengthy, you may wish to apply for a *Contractor's Temporary Gate Code*. This code will be deactivated at the end of your construction project. This contractor's gate code will be active during working hours – between 7:30AM and 6:00PM weekdays and Saturday. You should contact Management to arrange for a temporary contractor code.

Once your project is completed, we must be notified for a **Final Approval Inspection**. This is to assure that no bordering HOA property is left damaged.

Good Luck with your project.

Thank you,

**THE PRESERVE AT LAKE THOMAS HOMEOWNERS' ASSOCIATION, INC.**