

2022 Winter Haven Christian Center ARCHITECTURAL PROCEDURES FOR STOCKHOLDERS

PRIOR TO BEGINNING ANY EXTERIOR IMPROVEMENTS, RENOVATIONS OR MODIFICATIONS, THE FOLLOWING PROCEDURES WILL BE FOLLOWED:

1. Submit a written request for architectural review to the Board of Directors or Subdivision Manager describing the nature of the proposed improvement or modification. The **Request for Architectural Approval** form (reverse side) is also available at the Subdivision Office. Requests can only be officially made by stockholders. Any renters must have their needs addressed by the stockholder they lease from.
2. Concerns of neighboring homeowners will be a factor the Architectural Committee will consider; however, a neighbor does not have veto power over the proposed project.
3. Submit a set of plans, including where appropriate, site grading plan, lot line plan depicting existing structures as well as proposed structures, specifications, material types, landscaping plans, including plant types, sizes and quantities. The plot plan must show specifically what presently exists and the proposed change(s).
4. The Architectural Review Committee will review the proposed plans and generally, you will receive a written response within thirty (30) days of receipt of the plans by the Board of Directors. If a more immediate answer is needed, the Committee will do its best to accommodate the request.
5. If a Polk County permit is required, the improvement cannot begin until a permit is acquired and posted at the site. If the plans are denied, a reason for denial and/or request for alteration will be issued.
6. Any variance to existing Dove's Rest CCRs must have approval by the Board of Directors. Variance to Polk County Building Code can only be approved by Polk County and must be noted on approved permits.
7. After the Committee has approved your plans, and a permit is posted if needed, you may proceed with the improvement.
8. A completion review will be conducted by the Architectural Committee to verify compliance to approved plans and specifications.

NOTE: APPROVAL OF PROPOSED PLANS DOES NOT WAIVE THE NECESSITY OF OBTAINING ANY REQUIRED CITY OR COUNTY PERMITS. OBTAINING A COUNTY PERMIT DOES NOT WAIVE THE NEED FOR SUBDIVISION ARCHITECTURAL COMMITTEE OR BOARD APPROVAL.

The undersigned certifies that the foregoing Resolutions were adopted by the Dove's Rest Board of Directors at a duly called and held meeting of the Board of Directors on (date)

WINTER HAVEN CHRISTIAN CENTER, INC. a Florida corporation,

By: _____
President

**2022 Winter Haven Christian Center
STOCKHOLDER REQUEST FOR ARCHITECTURAL APPROVAL**

DATE: _____

HOMEOWNER: _____

PHONE: _____

LOT NUMBER: _____

DESCRIPTION OF IMPROVEMENT:

ATTACHMENTS: PLOT PLAN ____ RENDERING ____ CROSS SECTION ____

PERMITS ____ LANDSCAPING PLAN ____ ARCHITECTURAL PLANS ____

ENGINEERING PLAN ____ GRADING PLAN ____ COMPLETION REVIEW ____

() I HAVE READ MY COMMUNITY'S COVENANTS, BY-LAWS AND RULES
AND MY PROJECT FOLLOWS AND CONFORMS TO THESE RULES.

() I CONFIRM THAT THE INFORMATION SUBMITTED IS CORRECT AND IF THERE
ARE ANY CHANGES I WILL NOTIFY WHCC MANAGER.

() I UNDERSTAND THAT MY REQUEST IS SUBJECT TO MY COMMUNITIES
ARCHITECTURAL COMMITTEE AND/OR BOARD OF DIRECTORS APPROVAL.

() I UNDERSTAND THAT MY PROJECT IS "DENIED" UNTIL OFFICIAL WRITTEN
APPROVAL HAS BEEN ISSUED.

CONTRACTOR NAME (optional) _____

CONTRACTOR PHONE (optional) _____

PLEASE NOTE: THAT IN MOST CASES A MAP OR DIAGRAM OF YOUR PROJECT IS
REQUIRED FOR APPROVAL. HAND DRAWINGS CAN ALSO BE SUBMITTED.

PLEASE NOTE: IF YOUR PROJECT REQUIRES A BUILDING PERMIT AS PER POLK
COUNTY BUILDING INSPECTION DEPARTMENT REQUIREMENTS, YOU MUST APPLY
FOR AND POST THE BUILDING PERMIT ON THE FRONT OF YOUR HOME PRIOR TO
PROCEEDING WITH THE PROJECT.

Request submitted by _____ (Sign.) Date _____

Received by _____ (Sign.) Date _____