



Four Seasons ARB (Architectural Review Board)

Application(s) require:

The following items must be included with your application in order to be forwarded for review and approval:

- 1) Outline of work being performed.
- 2) Contractor's name and phone number. If you are doing work yourself, please provide your contact information.
- 3) Include copies of your contractor's:
 - a. Occupational license
 - b. Certificate of insurance coverage
- 4) Copies of City of Winter Park permits if required. It is the homeowner's responsibility to determine if permits are required, obtain such permits, and make them available to Four Seasons for work being done at your unit.
- 5) Upper level floor installations require a sound barrier.

It is the homeowner's responsibility to notify the Contractor **ALL CONSTRUCTION DEBRIS MUST BE REMOVED OFF PROPERTY AND NOT PLACED IN THE ASSOCIATION DUMPSTERS.**

Approval, in accordance with the governing documents, may take up to 30 days once all necessary documents are submitted.

Work may not start before approval is obtained and permit (if required by the City) is obtained. Please be advised that permitted work must be inspected by the City and the final inspection made available to Four Seasons.

Signature: _____

Date: _____

Certificates may be sent in to:
email: prowe@sentrymgt.com

Thank you

200 St. Andrews Blvd. • Winter Park, Florida 32792 • (407) 671-5559

Four Seasons Condominiums
200 St. Andrews Blvd. • Winter Park, FL 32792

REQUEST TO MAKE CHANGES TO UNIT EXTERIOR / INTERIOR

To: The Architectural Review Committee

From: _____

Unit No: _____ Telephone: _____ Hm: _____ Cell: _____

Describe the proposed changes in detail:
(Attach drawing and material samples if needed).

Name of proposed Contractor(s) or Vendor(s):

Signature of Unit Owner: _____

Please complete this triplicate form and return to office. This request will be presented to the Architectural Review Committee / Board.

The Architectural Review Committee will determine if the request and materials comply with the established guidelines.

The original copy indicating Committee action will be returned to the unit owner, yellow is for file, pink copy will be added to ARB folder.

If disapproved, the request may then be submitted by the unit owner to the Board of Directors during a meeting for further consideration.

Several improvements require a building permit from the City of Winter Park. A copy of this, contractor license and proof of contractor insurance must be sent to office prior to work begin.

NO WORK SHALL BEGIN PRIOR TO APPROVAL OF THE ARB AND NECESSARY PERMITS BEING OBTAINED



Approved: _____ Disapproved: _____ Date: _____ Title: _____

Signature: _____

Reasons / additional request for information needed: _____

