

**Berkshire Place Homeowners Association  
Architecture Review Application**

| Applicant Information  |  |
|------------------------|--|
| Applicant's Name       |  |
| Address of Home        |  |
| Phone Number (Day)     |  |
| Phone Number (Evening) |  |
| Email                  |  |

Please check the improvement(s) applicable to your request:

- |  |   |  |
|--|---|--|
| <input type="checkbox"/> Modify Exterior   | <input type="checkbox"/> Replace Door/Garage Door     | <input type="checkbox"/> Room(s) addition                                      |
| <input type="checkbox"/> Paint Fence   | <input type="checkbox"/> Install patio/Patio cover    | <input type="checkbox"/> Paint residence – same color (automatically approved) |
| <input type="checkbox"/> Add a separate structure or building, tool shed (attach plans)* | <input type="checkbox"/> Build Fort/Jungle Gym        | <input type="checkbox"/> Paint residence – different color **                  |
| <input type="checkbox"/> Install siding  | <input type="checkbox"/> Replace driveway or sections |  |
| <input type="checkbox"/> Other: _____  | <input type="checkbox"/> Install fence                |  |

\*Colors of the exterior will need to be approved by the Architectural Board. Submit colors with the request.

\*\*See Attachment A: Exterior Painting Guideline for paint request

I request a response as quickly as possible (although a maximum of thirty (30) days is allowed) and I agree not to begin the project until a response is received. I understand that the Board or appointed assignee are not architects, engineers or contractors and do not endorse any products or vendors. Send all requests to [arc@berkshireplace.us](mailto:arc@berkshireplace.us) or mail to Berkshire Place HOA, PO Box 5613, Winter Park, FL, 32793 or bring the application to a board meeting.

Signature of Homeowner \_\_\_\_\_ Date \_\_\_\_\_

**Architectural Review Board or Homeowners Association Board Decision**

YOUR APPLICATION HAS BEEN APPROVED FOR THE SPECIFIED MODIFICATIONS. ANY REVISIONS OR ALTERCATIONS REQUIRE RESUBMISSION PRIOR TO CHANGES PROCEEDING. Approval denotes compliance with the deed Restrictions and carries no warranty regarding structural fitness, compliance to building codes, assurance against encroachment, etc.

ONCE WORK HAS BEEN APPROVED, it must be completed within six (6) months of being approved unless otherwise noted below.

THE BOARD REQUESTS ADDITIONAL INFORMATION prior to processing your request. Please return all original documents with the additional information requested below.

Your specifications do not meet the neighborhood guidelines as presented. Please re-assess and re-submit your plans.

- Your color selection is not an approved shade
- Height or size limitations are exceeded or do not meet the minimum
- Placement on lot appears to violate front setback lines or side/rear easements.
- Construction materials are not in accordance with guidelines
- Other: \_\_\_\_\_

Authorized Association Representative \_\_\_\_\_ Date \_\_\_\_\_

Authorized Association Representative \_\_\_\_\_ Date \_\_\_\_\_

**-Or-**

Board Representative \_\_\_\_\_ Date \_\_\_\_\_

**ATTACHMENT A**  
Berkshire Place HOA  
Architectural Review Board  
Exterior Painting Guidelines

Home Owners Association (HOA) law requires all HOAs to have guidelines in place for evaluating all applications for exterior painting of homes. The following guidelines are to be used when changing or repainting a home in Berkshire Place.

Repainting (application requirements):

1. Any homeowner repainting their home the same exact color scheme that is currently on their house:
  - a. It is not necessary to submit an Architectural Review Board (ARB) paint application because it is not considered a change but maintenance to the existing color that has been previously approved.
  - b. It is recommended that you notify the board in writing of your intent to repaint with the same colors so there is a record of your maintenance.
2. Any homeowner wanting to repaint their home using colors from the attached color palette must submit an application to the Architectural Review Board (ARB) to ensure it follows ARB Approval Guidelines.
3. Any homeowner wanting to repaint their home a different color scheme than what is currently on their home must submit an application to the ARB and receive prior approval painting their home.

The Community Color Palate

4. The color scheme currently on a homeowner's house as of (January 1, 2010) can be used by the homeowner to re-paint his or her house. These colors are referred to as "existing colors" and can only be used for re-painting of the homeowner's house.
5. All color combinations selected from the attached color palette are also considered part of the community color palette. The homeowner can go to any professional paint store and have the color matched. The colors are referred to as the "color palette". Any of these can be applied for repainting and are subject to the proximity and sample guidelines listed below.
6. "New colors" are defined as other paint schemes a homeowner would like use that are not part of the attached color palette.

ARB Approval Guidelines

7. No house will be approved to have colors that are exactly the same as any house next to it, across from it or diagonal to it. The ARB will have the ability to judge house location relative to another to insure that there is diverse dispersal of the color palate.

Sample Guidelines

8. All "color palette" schemes and "new color" schemes need to be approved by the ARB.
9. It is the applicant's responsibility to match any existing color scheme in the community for their home. It is not the responsibility of the HOA or the ARB.
10. It is the applicant's responsibility to make an appointment with the ARB\* to go over the color changes to the exterior of their home if changes are requested. They should bring the proposed color palate with them to the meeting with the ARB.
11. A Sample Color Palette is attached to the end of this document. Any combination of the colors is acceptable as long as the ARB Approval Guidelines and Painting Guidelines are followed.

\*The applicant must meet with either the ARB or the HOA Board if the ARB is not available.

Painting Guidelines for New Colors

12. The body color and trim color cannot be the same.
13. Two colors can be used for the body if one is used for stucco and the other is used for wood siding.
14. The front door can be the trim color, an accent color, white, black or wood stained.
15. The garage door can be the body color or trim color. It cannot be the accent color.
16. Architectural elements such as shutters or bands must be clearly stated as to what colors are being used if a new colors are being used.

## Definitions

House Body or Stucco Color – defined as the main color of the house. This area is comprised of the textured stucco wall area and wood siding.

Trim Color – defined as the color to be placed on bands around windows, doors, fascia boards, and other bands as shown on the house façade.

Accent Color – defined as the front door.

**House Painting Application**

| <b>Applicant Information</b>   |  |
|--------------------------------|--|
| Applicant's Name               |  |
| Address of House to be Painted |  |
| Phone Number (Day)             |  |
| Phone Number (Evening)         |  |

**Attach a sample of the requested colors below:**

Body Color #1:

Body Color #2 (If Applicable):

Trim Color:

Accent Color (If Applicable):

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**Architectural Review Board Decision:**

Approve:     Deny:

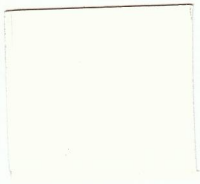
Authorized Association Representative \_\_\_\_\_ Date \_\_\_\_\_

Authorized Association Representative \_\_\_\_\_ Date \_\_\_\_\_

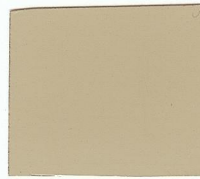
**-Or-**

Board Representative \_\_\_\_\_ Date \_\_\_\_\_

## House Body or Stucco Color



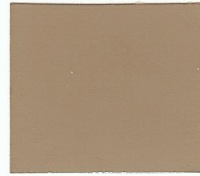
780C-1 Sea Salt  
BEHR



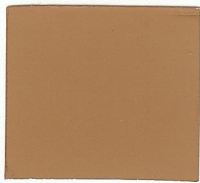
710D-4 Harvest Brown  
BEHR



290F-4 Cliff Rock  
BEHR



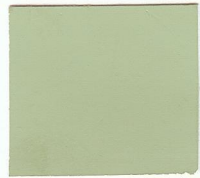
700D-5 Toffee Crunch  
BEHR



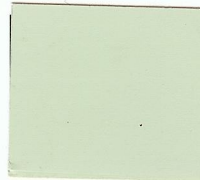
260F-6 Smokey Topaz  
BEHR



6006-4B La Fonda Cactus  
Valspar



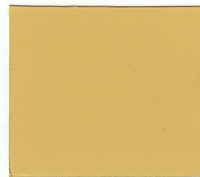
6001-3C Hazy Jade  
Valspar



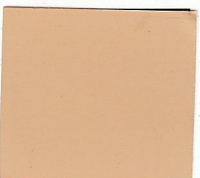
6001-3B Mint Frost  
Valspar



330D-4 Warm Muffin  
BEHR



330D-5 Campground  
BEHR



260F-4 Sunset Beige  
BEHR

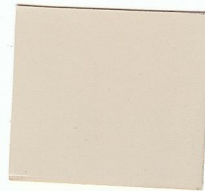
House Body or Stucco Color – defined as the main color of the house. This area is comprised of the textured stucco wall area and wood siding.

BEHR colors are carried by The Home Depot. Valspar colors are carried by Lowe's. You are welcome to use any other paint manufacturer as long as the colors match. You can pickup color samples at Home Depot or Lowe's and use them to buy paint that matches.

## Trim Color



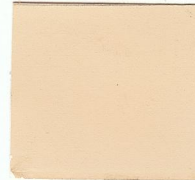
700C-1 Pearl Drops  
BEHR



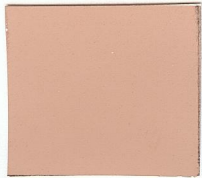
700C-3 Pecan Sandie  
BEHR



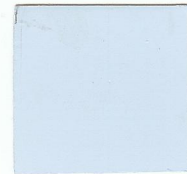
780C-3 Ocean Pearl  
BEHR



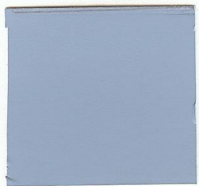
260E-3 Pueblo Sand  
BEHR



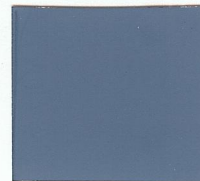
230F-4 Autumn Malt  
BEHR



4005-5A Blue Raindrop  
Valspar



4005-5C Coventry Blue  
Valspar



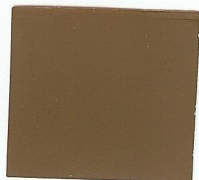
4007-6B Belle Grove  
Victory Blue  
Valspar



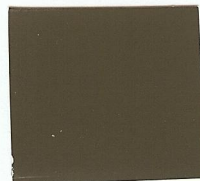
6003-3B Martinique  
Dawn  
Valspar



6003-3C Lyndhurst  
Spring Eve  
Valspar



700D-7 South Kingston  
BEHR



710D-7 Chocolate  
Cupcake  
BEHR

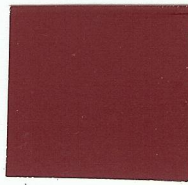
Trim Color – defined as the color to be placed on bands around windows, doors, fascia boards, and other bands as shown on the house façade.

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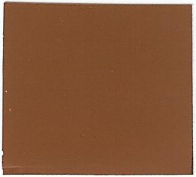
**Accent Color (Front Door)**



200F-7 Wine Barrel  
BEHR



150F-7 Burnt Tile  
BEHR



230F-7 Florence Brown  
BEHR

Accent Color – defined as the front door.

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