



Berkshire Place Homeowners Association (HOA) Architecture Review Committee (ARC) Application

1 Applicant Information

Applicant Name(s)	
Address of Home	
Daytime Phone Number	()
Evening Phone Number	()
Email	

2 Initial Here I confirm I am up-to-date on payment of the mandatory annual HOA dues.

Please check the improvement applicable to your request (only **one** request per form):

- | | | |
|--|---|--|
| <input type="checkbox"/> Modify exterior *** | <input type="checkbox"/> Replace door/Garage door + | <input type="checkbox"/> Replace roof – different color/material |
| <input type="checkbox"/> Install/Replace fence *** | <input type="checkbox"/> Build Fort/Jungle Gym *** | <input type="checkbox"/> Other: _____ |
| <input type="checkbox"/> Paint fence + | <input type="checkbox"/> Extend driveway ***** | |
| <input type="checkbox"/> Room(s) addition *** | <input type="checkbox"/> Replace driveway or sections *** | _____ |
| <input type="checkbox"/> Add separate structure, building, or tool shed **** | <input type="checkbox"/> Paint driveway *** | _____ |
| <input type="checkbox"/> Install patio/patio cover *** | <input type="checkbox"/> Paint residence – <u>same</u> color | _____ |
| <input type="checkbox"/> Install siding + | <input type="checkbox"/> Paint residence – <u>different</u> color *** | _____ |
| | <input type="checkbox"/> Replace roof – <u>same</u> color/material | _____ |

+ Colors of the exterior will need to be approved by the Architectural Review Committee (ARC). Submit colors with this request.
 ++ See **Attachment A: Driveway Extensions Painting Guidelines**
 ** See **Attachment B: Exterior Painting Guidelines** for all house and driveway painting requests. **Approved colors on pgs. 5-7.**
 *** **Attach detailed plans (blueprint, survey, etc.) with your request. Failure to do so will delay the review process.**

3 Submit all requests (1) via email to arc@berkshireplace.us or (2) via US mail to Berkshire Place HOA, PO Box 678390, Attn: ARC, Orlando, FL, 32867-8390 or (3) in person by bringing the application to a monthly Board meeting.

4 Initial Here A response will be provided as soon as possible *** (a maximum of 30 days is allowed to respond) *** and I agree not to begin the project until approval is received. I understand the Board or appointed assignee are not architects, engineers, or contractors and do not endorse any products or vendors.

5 Signature of Homeowner _____ Date _____

Architectural Review Committee or Homeowners Association Board Decision:

- YOUR APPLICATION HAS BEEN APPROVED FOR THE SPECIFIED MODIFICATIONS. ANY REVISIONS OR ALTERATIONS 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 ARC/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. Note, the 30-day review window indicated in above item #4 restarts once we have received all the additional requested information.
 - 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: Driveway Extensions Guidelines

Berkshire Place HOA
Architectural Review Committee

All driveway extensions in Berkshire Place require approval of the Architectural Review Committee (ARC). Working with the ARC, the HOA Board has created the following guidelines that will be used going forward by the ARC for the review and approval of driveway extension requests.

Driveway extensions will be reviewed on an individual basis with strong consideration of any impact on the architectural features of the neighborhood. Providing the following conditions are met:

1. Submittals must include a plot plan with the following noted thereon: (A) the location and dimensions of the proposed extension, (B) the existing driveway dimensions, (C) the total linear feet of lot frontage.
2. Extension Dimensions
 - a. The total parking area may not exceed forty percent (40%) of the lot width (this includes the existing driveway plus the extension) as measured at the parking area's widest point.
 - b. The driveway extension shall not extend as to allow parking in front of the front door or entry way.
 - c. Driveway extensions must not be extended closer than one foot (1') from property lines.
 - d. Driveway extensions must join tight to the original driveway and be at the same level.
 - e. Driveway extensions must attach to the original driveway and hold the same width starting at the public sidewalk and terminating either at the garage or the concrete walkway leading to the front door of the house.
3. The extension must be constructed of cement or pavers approved by the committee. If using pavers, the same style of pavers must be used for the entire expansion. No mixing different styles. A photo of the paver and dimensions must be provided with your Architectural Request.
4. The proper permits must be obtained from Orange County *before starting the work*. HOA approval is contingent upon Orange County permit approval.

The ARC reserves the right to review and request changes to the extension per these requirements. If architectural approval is not received prior to installation, the committee may require the extension to be removed at the homeowner's expense.

Existing driveway extensions that do not meet the above requirements are grandfathered in as is. Any future expansion to driveway extensions that have been grandfathered in are not permitted.

These guidelines were APPROVED by the Berkshire Place HOA Board of Directors on November 8, 2022.

ATTACHMENT B: Exterior Painting Guidelines
Berkshire Place HOA
Architectural Review Committee

Homeowners 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 Committee (ARC) paint application because it is not considered a change but maintenance to the existing color that has been previously approved.
 - b. It is recommended 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 Committee (ARC) and receive approval **prior** to painting their home to ensure it follows ARC 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 ARC and receive approval **prior** to painting their home. **The requested color may be different than the color palette provided in this document (on pages 5-7).**

The Community Color Palette

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 to use that are not part of the color palette list **provided in this document (on pages 5-7).**

ARC 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 ARC will have the ability to judge house location relative to another to ensure there is diverse dispersal of the color palette.

Sample Guidelines

8. All "color palette" schemes and "new color" schemes need to be approved by the ARC.
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 ARC.
10. It is the applicant's responsibility to make an appointment with the ARC* to go over the color changes to the exterior of their home if changes are requested. They should bring the proposed color palette with them to the meeting with the ARC.
11. A Sample Color Palette is attached to the end of this document (on pages 5-7). Any combination of the colors is acceptable as long as the ARC Approval Guidelines and Painting Guidelines are followed. *The applicant must meet with either the ARC or the HOA Board if the ARC 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 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 or Driveway Painting Application

Applicant Information	
Applicant Name(s)	
Address of House to be Painted	
Daytime Phone Number	()
Evening Phone Number	()
Email	

Attach a sample or specific color name and number of the requested colors below.

Body Color #1 (For a house or driveway.)

Body Color #2 (If applicable for a house.)

Trim Color (Not applicable for driveways.)

Accent Color (If applicable for a house. Not applicable for driveways.)

Architectural Review Committee or Homeowners Association Board Decision:

- Approve
- Deny

Authorized Association Representative _____ Date _____

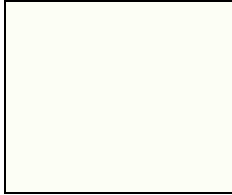
Authorized Association Representative _____ Date _____

- OR -

Board Representative _____ Date _____

Sample Color Palette
House Body or Stucco Color

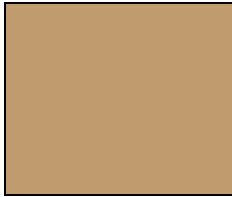
House Body or Stucco Color is defined as the main color of the house. This area is comprised of the textured stucco wall area and wood siding.



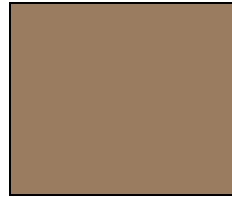
780C-1 Sea Salt
BEHR



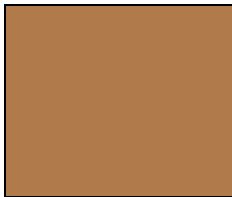
710D-4 Harvest Brown
BEHR



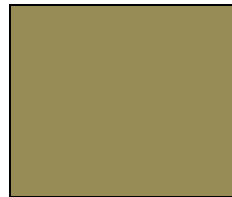
290F-4 Cliff Rock
BEHR



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

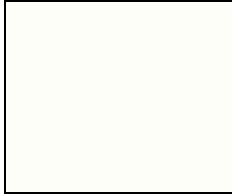


260F-4 Sunset Beige
BEHR

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 pick up color samples at The Home Depot or Lowe's and use them to buy paint that matches.

Sample Color Palette Trim Color

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



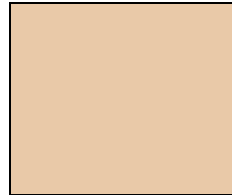
700C-1 Pearl Drops
BEHR



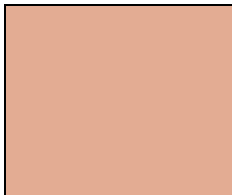
700C-3 Pecan Sandie
BEHR



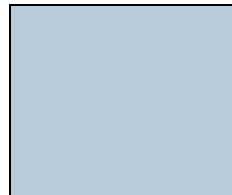
780C-3 Ocean Pearl
BEHR



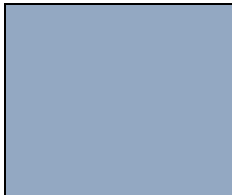
260E-3 Pueblo Sand
BEHR



230F-4 Autumn Malt
BEHR



4005-5A Blue Raindrop
Valspar



4005-5C Coventry Blue
Valspar



4007-6B Belle Grove
Victory Blue
Valspar



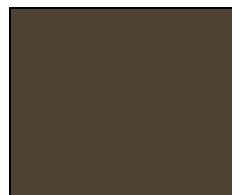
6003-3B Martinique Dawn
Valspar



6003-3C Lyndhurst Spring
Eve
Valspar



700D-7 South Kingston
BEHR



710D-7 Chocolate
Cupcake
Valspar

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Sample Color Palette
Accent Color (Front Door)

Accent Color is defined as the front door.



200F-7 Wine Barrel
BEHR



150F-7 Burnt Tile
BEHR



230F-7 Florence Brown
BEHR

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