

**HOMEOWNERS ASSOCIATION OF EAGLE CREEK, INC.**  
**ARCHITECTURAL REVIEW BOARD REQUEST FORM INSTRUCTIONS**

*PLEASE READ THESE INSTRUCTIONS CAREFULLY*

1. The Architectural Review Board (ARB) request form must be completed and approved **BEFORE** any work commences on the property.
2. The approval process can take up to thirty (30) days from the date the ARB receives your request; therefore, please plan accordingly.
3. The property owner shall complete the relevant part of the form and sign it as indicated on the form.
4. The following information **MUST** be included (as applicable): the addition, change or installation specifications including copies of plans, estimates or pictures as necessary; dimensions; materials; sample color chips (not just the color name & number); any other pertinent data.
5. For ALL requests, a copy of the property survey or plot plan must be submitted with the location of any change(s), installation(s) or addition(s) **drawn to scale** including all the setbacks from the property lines.
6. ARB request forms, together with the required documentation, must be delivered or mailed to Eagle Creek's community management company (Sentry Management Inc) at the following address:

Homeowners Association of Eagle Creek, Inc.  
c/o Sentry Management Inc.  
2180 West State Road 434, Suite 5000  
Longwood, Florida 32779-5044

7. Sentry Management will process and forward your request to the ARB. The ARB may solicit input from the HOA Board of Directors in making their decision. **ALL** decisions are based on the fair and impartial application of the rules and regulations specified in the Declaration of Covenants, Conditions, Easements and Restrictions for Eagle Creek together with the Architectural Guidelines for the Eagle Creek Golf Community. **Please DO NOT call Sentry Management - they have NO decision making power in this matter and have NO information on the status of your request.**
8. Once the request is approved or denied, the ARB will return the request form to Sentry Management. A copy of your original request will then be mailed to you, which may include additional comments from the ARB explaining any additional conditions of approval or the reason(s) for disapproval, as appropriate.
9. Once approved, all work must be completed within 120 days of commencement of the work.



**HOMEOWNERS ASSOCIATION OF EAGLE CREEK, INC.**

**Request for Architectural Change**

This form and any accompanying documentation **MUST** be delivered or mailed to the ARB for approval at the following address **PRIOR** to commencement of any work:

**Homeowners Association of Eagle Creek, Inc., c/o Sentry Management Inc., 2180 West State Road 434, Suite 5000, Longwood, Florida 32779-5044 Fax: 407-788-7488**

**\*NOTE:** All requests must conform to the local zoning and building regulations, and you must obtain all necessary permits if your request is approved by the ARB. If you have any questions regarding this form, please refer to the Homeowners Association of Eagle Creek ARB Request Form Instructions (attached), or your copy of the Declaration of Covenants, Conditions, Easements and Restrictions for Eagle Creek; or contact Sentry Management, Maria Loffredo at 407-788-6700 ext. 338 or e-mail:

[mderose-loffredo@sentrymgt.com](mailto:mderose-loffredo@sentrymgt.com)

**TO BE COMPLETED BY PROPERTY OWNER:**

Name: \_\_\_\_\_ Lot # \_\_\_\_\_

Property Address: \_\_\_\_\_

Mailing Address (if different): \_\_\_\_\_

Home #: \_\_\_\_\_ Work #: \_\_\_\_\_ Cell #: \_\_\_\_\_ Fax #: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

**DETAILED DESCRIPTION OF CHANGE(S), INSTALLATION(S) OR ADDITION(S):**

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

**Estimated Duration: Start Date** \_\_\_\_\_ **Completion Date** \_\_\_\_\_

**SPECIFICATION(S):**

Dimensions: \_\_\_\_\_

Color(s) (**MUST** attach sample chips): \_\_\_\_\_

Material(s): \_\_\_\_\_

***Attach property survey or plot plan that indicates location(s) of change(s), additions(s) or installation(s) along with copies of plans, estimates, pictures, etc. (as applicable).***

LIABILITY: I take full responsibility and am personally liable for any damage that might occur to any property as a result of, and during the completion of, this project.

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

**TO BE COMPLETED BY THE HOA AND ARB:**

Received by HOA on: \_\_\_\_\_ Forwarded to: \_\_\_\_\_ On: \_\_\_\_\_

APPROVED  CONDITIONAL  DENIED By: \_\_\_\_\_ Date: \_\_\_\_\_

APPROVED  CONDITIONAL  DENIED By: \_\_\_\_\_ Date: \_\_\_\_\_

ARB Comments: \_\_\_\_\_

\_\_\_\_\_