

# **Shadow Run Homeowners' Association, Inc.**

## **Architectural Control Procedures**

1. All modifications to a homesite or major modifications to an existing structure must be pre-approved by the Architectural Control Board.
2. Appropriate standard forms will be utilized
  - A. For new home construction:
    1. New Construction Application (ACB form 100)
    2. Preconstruction Agreement (ACB form 100.A)
    3. Construction Variance Request (ACB form 100.B), if applicable.
    4. House Painting Supplement (ACB form 300)
  - B. For modifications to an existing structure
    1. Application form for Home Improvement (ACB form 200)
    2. House Painting Supplement (ACB form 300) if applicable.
    3. Construction variance request (ACB form 100.B) if applicable.
3. All submissions must be complete and provided in duplicate copy.
4. Submissions must be sent to:

Shadow Run Homeowners' Association, Inc  
P.O. Box 273708  
Tampa, FL 33688
5. The Management Company will date stamp the submission and review the application for completeness. Incomplete applications will be rejected and returned to the member/owner.
6. Accepted applications will be added to the Board meeting agenda and sent to the Board a week prior to the Board meeting.
7. The Board will review the application at the Board Meeting and indicate approval or disapproval.
8. The Management Company will provide a copy of the approved or disapproved application to the owner.
9. In the event new construction or modifications commence without proper Board approval, a demand to cease letter will be sent to the owner. The Board may require unapproved modifications to be removed and the lot/home returned to previous condition.