

THE FOREST @ RIDGEWOOD HOA

ACC/ARC REQUEST FORM

Jedi Management
PH: 689-204-2057

Email completed application to: ACC@Jedihoa.com

This request form must be completed by the homeowner and submitted to the **Architectural Review Committee (ARC)** for approval. **Written approval must be received before any work begins.** Reviews may take up to **30 business days** from the date a **complete application** is submitted. **Each project requires a separate ARC application.** Please refer to the **Declaration and Architectural Guidelines** for additional requirements. Final approvals or denials will be sent via **email**, or by **mail** if no email address is provided. **If the application package is received incompletely, it will automatically be denied until all required documentation is received.**

No work may commence until official written approval has been issued by the ARC/ACC Committee.

Name of Owner(s):		Date:
Street Address:		
Lot #	Email:	Phone number:

Approval is hereby requested for the following modification(s), addition(s) and/or alterations as described below and on attached pages: (Check applicable box and/or describe below):

<input type="checkbox"/> Windows	<input type="checkbox"/> Hurricane Shutters	<input type="checkbox"/> Exterior Lighting	<input type="checkbox"/> Pool/Spa
<input type="checkbox"/> Tree Removal	<input type="checkbox"/> Landscape/Curbing	<input type="checkbox"/> Patio/Pavers	<input type="checkbox"/> Pergola/Gazebo
<input type="checkbox"/> Front Door	<input type="checkbox"/> Wall/Fence	<input type="checkbox"/> Walkway	<input type="checkbox"/> Back Screen Enclosure
<input type="checkbox"/> Generator	<input type="checkbox"/> Yard Art	<input type="checkbox"/> Driveway Reseal	<input type="checkbox"/> Front Screen Enclosure
<input type="checkbox"/> Solar Panels	<input type="checkbox"/> Gutters	<input type="checkbox"/> Roof Replacement	<input type="checkbox"/> Additions
			<input type="checkbox"/> House Painting

Approved Colors can be found on the community portal.

Exterior Paint: _____ Base: _____ Trim: _____ Garage: _____ Doors: _____

Additional Details for Project: _____

Check boxes that apply:

- ☐ **Location:** Attach a copy of the plot plan/survey showing where the addition is located relative to the home and the property lines. Plot plan/survey must be included in your closing documents.
- ☐ **Specs:** Attach copies of plans, insurance declaration page, license, from any contractor/vendor providing service. Include color samples, photos, dimensions, etc.
- ☐ **Project:** If you are doing the project yourself, please check here.
- ☐ **Permits:** You are responsible for obtaining any necessary permits from the appropriate Building and Zoning Department(s).
- ☐ **Access:** Access to the area of construction is only allowed through your property, and you are responsible for any damage. If access is needed to neighboring properties, please check with your neighbors before beginning any work.
- ☐ **Acknowledgement:** I understand that work cannot begin until I receive written final approval from the ARC committee.

Signature:

Upon completion of your project, please send an email with photos to: ACC@Jedihoa.com



ARC/ACC Application Help Guide

Welcome! To help ensure a smooth and timely review process, please carefully follow the steps below when submitting your ARC/ACC application:

- Homeowners must complete and submit a **signed and dated ARC/ACC application** for all exterior modifications.
- **Written approval** from the Architectural Review Committee (ARC) is required before any work may begin.
- Applications may take up to **30 days** to review from the date a complete and correct application is received.
- Please refer to your **Governing Documents and Design Guidelines** for detailed rules, requirements, and criteria for any project you are considering.

The following documents must be included with your application:

- **Signed and dated** ARC/ACC Application Form.
- A separate ARC/ACC application for each project.
- Property survey with the project area clearly marked, including dimensions.
- Contractor documents: **license, insurance, and proposal/contract.**
- The more complete and detailed the information and supporting documents you provide, the smoother and faster the ARC review process will be.
- **Email subject line** for your email submission should include; Community Name + Address + Project Type. (Example: ***The Forest @ Ridgewood HOA – 123 Main St / Fence Installation.***)

Before submitting:

- **Check off and initial** each required item above your signature on the application form.
- **Email** your complete application package to ACC@jedihoa.com for submission.
- If you have any questions or need assistance submitting your ACC application, please contact us at ACC@jedihoa.com for support.

Important Reminders:

- **No project may begin until official written approval is received.**
- The homeowner is responsible for obtaining any required permits.
- Approved projects must be completed within **90 days of approval.**
- **Any exterior modifications started without prior ARC approval may result in violations, fines, and enforcement action, as outlined in the community's Governing Documents.**



Additional Project Guidelines:

*(These are general guidelines. Please refer to your **governing documents** for specific requirements. **All exterior projects require a completed and signed ACC/ARC application.**)*

Landscape Alterations

- Contractor's license, proof of insurance, permit (if required by the city)
 - Photos of the current landscaping or proposed installation areas.
 - Marked property survey showing the project area.
 - Vendor proposal or contract detailing plant types, sizes, locations, and quantities.
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Solar Panels

- Contractor's license, proof of insurance, permit (if required by the city).
 - Vendor Contract/Proposal with specifications for solar panels.
 - Aerial photo of the home with the panel location clearly marked.
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House Painting

- Contractor's license, proof of insurance, and project proposal or contract.
 - Paint codes and color names for the body, garage door, trim, front door, and shutters.
 - Selected color scheme from the community's Approved Color Schemes (available at www.jedihoa.com). **Note: Mixing and matching colors is not permitted.**
 - If repainting the same existing color, please indicate this on your application.
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Screen Enclosures / Lanai / Front or Side Entry Screens

- Contractor's license, proof of insurance, permit (if required by the city).
- Marked property survey showing the enclosure location.
- Contract/proposal with detailed drawings/specifications, along with photos of the lanai and the area where the screen enclosure will be installed.



Home / Yard Decorations / Exterior Lighting

- Photos or samples of the proposed new statues, wall art, decorative items, or exterior lighting (including style, color, and size).
 - Photos showing the areas where the new decorations or lighting fixtures will be installed.
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Pools & Spas

- Contractor's license, proof of insurance, permit (if required by the city).
 - Marked property survey showing the pool/spa location.
 - Contract/Proposal with detailed drawings/specifications for the project.
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Pavers (Driveway, Walkways, Patios, etc.)

- Contractor's license, proof of insurance, permit (if required by the city).
 - Photos or samples of the proposed pavers, photos of the area where the pavers will be installed.
 - Marked property survey showing the installation area.
 - Contract/Proposal with detailed drawings/specifications for the project
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Fences

- Contractor's license, proof of insurance, permit (if required by the city).
 - Contract with details, photos or samples of the proposed fence style and color.
 - Detailed drawing/specifications showing the fence layout, height, materials, and design.
 - Marked property survey showing the exact fence location and setback requirements.
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Roofs

- Contractor's license, proof of insurance, permit (if required by the city).
- Contract with details showing the manufacturer's shingle information, the new roof color sample, and specifications for the metal drip edge.
- Photo of the current roof and sample photo of the proposed new shingle color.



Windows / Front Door / Shutters / Gutters

- Contractor's license, proof of insurance, permit (if required by the city).
 - Photos of the current windows, front door, and sliding door (if applicable).
 - Contract/Proposal with manufacturer specifications for the proposed windows, front door(s), shutters, or new gutters (including color, style, and material), along with photos showing where new items will be installed.
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Gazebo / Pergola

- Contractor's license, proof of insurance, permit (if required by the city), and contract/proposal with specifications and design details.
 - Photos or samples of the proposed gazebo/pergola (including color, materials, and style) and photos showing the area where it will be installed and anchored.
 - Written description confirming whether posts will be anchored directly in-ground with cement or placed in cemented pots, along with **photos showing the anchoring method**.
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Tree(s) Replacement

- Contractor's license, proof of insurance, and permit (if required by the city).
 - Clear pictures of the damaged or dead tree(s) and pictures of the new tree(s) you plan to install. Replacement with a new tree is required.
 - Marked property survey showing the location of the existing tree(s).
 - Detailed written explanation providing the reason for the removal of the tree (e.g., disease, damage, safety hazard, structural interference).
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Any Exterior Projects

- For any projects not listed above, please refer to the community's governing documents and bylaws.
- All projects must include a signed and dated ARC/ACC application.
- A marked property survey and contractor proposal/contract must also be submitted.
- This guide is a helpful tool but does not replace official community requirements.
- **Any exterior modifications started without prior ARC approval may result in violations, fines, and enforcement action, as outlined in the community's governing documents.**