

MEMO

From: Forest Park I Homeowners Association  
To: Forest Park Association Member  
Date: April 30, 2022  
Subject: Architectural Change Request

Please be advised that Forest Park I covenants require approval of an architectural change request for many alterations to a property exterior. Items which customarily require approval include:

- Landscape Alterations
- Roof Replacement
- Repainting
- Home additions and/or expansions
- Installation of rooftop mounted systems
- Fence construction and/or replacement
- Changes to Home Appearance – Including Exterior Lighting
- Driveway expansion/modification/resurfacing
- Change of Windows, Doors and/or Entrances
- Mailbox and Lamp Post (including fixture) Changes

Violations and/or fines prior must be resolved prior to a Lot owner initiating an Architectural Change; unless the change is associated with either a settlement agreement or stipulation for resolving a prior violation.

Architectural change requests, which set a “precedent” within the community, require full Board review prior to request approval/disapproval. Full Board review is often a prolonged process and may require as much as 120-days.

Prior to engaging in activities which may alter a property appearance, homeowner association change approval must be obtained. Many changes will also require a building permit per local ordinance(s).

When planning any structural and/or appearance changes, it would be prudent to consult with the City of Plant City in order to inquire about permitting processes.

The process of gaining Forest Park I architectural change approval begins with submitting a change request form. Please refer to the most recent president’s letter for information about who to contact and the current forms to submit. Please note, Forest Park I has adopted specific colors, materials and structural standards that must be considered when making home appearance changes. Any change request must state the colors and/or materials to be used.

The current architectural change request form, and related documents, are posted on the Walden Lake Community Association website. Please access the site at hyperlink <https://waldenlake.org/> and select the Forest Park community in order to obtain appropriate forms.

A signed architectural change request must be submitted by an Association member. Requests will not be accepted from contractors, consultants and third parties who haven't standing within the community.

Change requests may require several days to several months in order receive review. Some changes may require attestation by a Professional Engineer, Architect or other subject matter expert as part of the approval process. In some cases, it may be necessary to provide the Board of Directors with documentation evidencing either the safety, load bearing sufficiency or structural integrity of certain architectural changes. Legal review of a proposed architectural change may be necessary in order to ensure the Board of Directors complies with regulatory requirements. Article VII of the Forest Park I Declarations (as amended) sets forth the obligations as well as responsibilities of the Forest Park I Architectural Control Committee, Board of Directors and Association members. Please familiarize yourself with Declarations prior to beginning any architectural and/or property appearance change.

After-the-fact architectural change requests will be subject to a \$100.00 filing fee per Board resolution. Fees may be waived, upon consideration by the Board, for emergency changes associated with storm damage and the like.

Completed forms should be mailed to the attention of the "ACC Chairman" at:

Forest Park I Homeowners Association, Inc.  
PO Box 3364  
Plant City, FL 33563

Please be sure to include an email address as well as telephone number in your architectural change request in the event questions and/or information requirements arise during review.