

Waterford Master Owners Assoc. Inc. - ARC Exterior Change Form

9/2/25

Tract E Lot # _____ Date Submitted: _____

Homeowner / Member: _____

Address: _____

Phone # _____ E-Mail Address: _____

Contractor/Vendor: _____ Phone # _____

REQUEST TYPE:

WILL THIS REQUEST CHANGE THE FOOTPRINT OF YOUR EXISTING HOME? YES___ NO _____

- Hurricane Protection
- Remodel Home Exterior
- Gutters or Downspouts
- Home Addition
- New Roof – Is sample available? Yes ___ Must place sample tile next to garage door for ARC review.
- Exterior Painting –Must attach paint chips (house and trim) with LRV number. Attached: ___ yes
- Other: _____
- Satellite Dish
- Add Drains to Lake
- Screen Entry
- Irrigation – relocate or replace
- Add or change landscaping (if diseased trees removed, stump must be ground & chips removed)
- LP tank or Pool Heater

STATEMENT OF VARIATION REQUEST:

Homeowner/Member Signature: _____

(All exterior change request forms require *owner* signature)

Note: The homeowner is responsible and liable for any damage to any adjacent areas, including common areas such as sidewalks, curbing, roads, lawn, and landscape fronting their property.

PROCEDURE:

- If the home is in a sub-association, first submit the request to your ARC representative, who will forward the request to WMOA.
- Submit the request directly to WMOA with survey, drawings or sketches for the proposed changes.
- Indicate Start Date: _____ Completion Date: _____

Master Declarations require ARC to act on requests within thirty (30) days of receipt. The 30 days begins on the date received by the ARC, and not the submission date. *ARC meets on the first Tuesday of each month @ 10:00 am at the Sports Club.*

Homeowner assumes full responsibility for all liability or any damage during installation and maintenance of the proposed request. *Sub-association and WMOA do not assume any responsibilities.*

All work is subject to final inspection by the Sub-Association, if applicable, and WMOA ARC and must be in strict compliance with this Variance Request. Deviations not approved will not be accepted.

EXTERIOR CHANGE REQUEST # _____ DATE RECEIVED BY ARC _____

APPROVED:

Clubside Place

Sub Association, if applicable

ARC Chair – Sub Association

Date

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ARC Chair – WMOA

Date

Work must be completed by: _____
Date

DENIED:

Sub Association, if applicable

ARC Chair – Sub Association

Date

ARC Chair – WMOA

Date

Reason for Denial: _____

Note: If a request has been denied, it is necessary to resubmit a new Exterior Change Request for approval.
