

**SHADOW RUN HOMEOWNERS' ASSOCIATION, INC.**  
**ARCHITECTURAL CONTROL**  
**ARC-0 - PROCEDURE OVERVIEW**

1. All exterior modifications to a home site or modifications to an existing structure must be pre-approved by the HOA Board of Directors acting in the capacity as the Architectural Control Board. This includes the erection/modification of any structures within the utility yard, whether visible from the street or a neighbor, or not.
2. In the event any structure is erected or exterior modifications are made without Board approval, the Board has the authority to require resident to remove the structure or reverse the modification.
3. Interior, non-structural, modifications do not require Board/ARC approval.
4. Board and ARC consideration and decisions are independent and unrelated to any County, State or Federal permitting which may be required, and remains the responsibility of the homeowner.
5. The Board has **45-days** to approve/reject standard applications and **90-days** for exception requests.
6. Appropriate standard forms will be utilized:
  - Standard Application (**ARC1**)
  - Painting Supplement (**ARC2**)
  - Exception Addendum (**ARC3**) (*If applicable*)
  - New Home Pre-Construction Agreement (**ARC4**) (If applicable)
7. All submissions must be complete and sent to one of the following recipients by posted deadline.

**Submit Online To:** <https://home.greenacre.com/my/profile-settings>

**If necessary, mail to:** Greenacre Property Management / Shadow Run  
Attn: K Neidig  
4131 Gunn Highway, Tampa, FL 33618

8. Application supporting documents, which are too cumbersome for mailing (such as full-size construction drawings) may be hand delivered to any Board or ARC member. A follow-up email should be sent to confirm they have possession of aforementioned material. The standard application (ARC1) must be e-mailed or mailed in as specified.
9. The Management Company will date stamp the submission and review the application for completeness. Incomplete applications will be rejected and returned to the resident as administratively unapproved. Unless corrected and resubmitted before deadline, it will not be presented at the next Board meeting and will be considered REJECTED.
10. Accepted applications will be added to the Board's meeting agenda and sent to the Board approximately a week prior to the Board meeting.
11. **WE HIGHLY RECOMMEND THAT MEMBERS ATTEND THE BOARD OF DIRECTORS MEETING AT WHICH CONSIDERATION OF THE REQUEST IS MADE.**

12. **IF YOUR APPLICATION CONTAINS AN EXCEPTION REQUEST, YOU MUST ATTEND THE MEETING. IF YOU ARE NOT AT THE MEETING, YOUR APPLICATION WILL BE REJECTED.**
13. The Board will review the application at the Board Meeting and indicate approval or rejection.
14. The Management Company will provide a copy of the approved or rejected application to the owner via mail or email.
15. 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.
16. With the exception of New Home Construction, which is 12-months, all approvals will expire 6-months after Board vote.

If you submit any application you agree to the aforementioned steps, criteria, process and procedure. You agree that if you have any questions or need any clarifications you will submit them prior to your application.