

# HERITAGE GREENS COMMUNITY ASSOCIATION Architectural Review Form

**STEP 1 -- Homeowner to fill in. Your neighborhood: (click one)**

- Single Family Homes
- Colonial Links Villas
- Colonial Links Condos
- Crestview Villas
- Club Homes I
- Club Homes III
- Crestview Condos
- Club Homes II
- Club Homes IV
- Heritage Greens Master Association

Homeowner name: \_\_\_\_\_ Property address: \_\_\_\_\_

Telephone: \_\_\_\_\_ E-mail: \_\_\_\_\_

Contractor name: \_\_\_\_\_

Work to be done: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Homeowner signature: \_\_\_\_\_ Date submitted: \_\_\_\_\_

**PLEASE SUBMIT WITH ALL REQUIRED DOCUMENTATION.**

**STEP 2 -- Neighborhood association to review**

ARB: (\_\_\_ Approved) (\_\_\_ Denied) Date \_\_\_\_\_ Signature \_\_\_\_\_

Board: (\_\_\_ Approved) (\_\_\_ Denied) Date \_\_\_\_\_ Signature \_\_\_\_\_

All required supporting documentation received and attached? (\_\_\_ Yes) (\_\_\_ No)

**STEP 3 -- HGCA Property management to log**

Initials \_\_\_\_\_ Date \_\_\_\_\_

Sent to HGCA ARB committee secretary for review \_\_\_\_\_ Date \_\_\_\_\_

**STEP 4 -- Master association to review**

ARB: (\_\_\_ Approved) (\_\_\_ Conditional) (\_\_\_ Denied) Date \_\_\_\_\_ Signature \_\_\_\_\_

Board: (\_\_\_ Approved) (\_\_\_ Conditional) (\_\_\_ Denied) Date \_\_\_\_\_ Signature \_\_\_\_\_

Reason(s) for conditional or denial: \_\_\_\_\_

\_\_\_\_\_

**STEP 5 --Final approval**

Neighborhood association approver OR Property manager \_\_\_\_\_ Date \_\_\_\_\_

## HERITAGE GREENS COMMUNITY ASSOCIATION ARCHITECTURAL REVIEW PROCESS

▶▶▶ NO WORK REQUIRING AN ARB APPROVAL MAY COMMENCE UNTIL THE ARB IS FULLY APPROVED BY THE MASTER ARB COMMITTEE. ◀◀◀

### Architectural Review Application Flow

- ▶ Homeowner gets AR application (PDF format from community website or hardcopy from Community Center) and works with contractor to supply detail and supporting documentation.
- ▶ Homeowner submits AR application and supporting documentation (Contractor license and insurance documents, examples and descriptions, including drawings depicting what work is to be done) to Neighborhood Association AR approver(s) and Neighborhood Association Property Manager (see **Appendix A**).
- ▶ Neighborhood Association AR approver or Property Manager works with homeowner if application or supporting documentation is incomplete.
- ▶ There are two levels of approval needed before your application is considered approved and you may commence work – your Neighborhood and the Master ARB Committee. Here are the steps:
  - Once an AR application is complete, Neighborhood Association AR approver signs and dates approval and passes on to Neighborhood Association President.
  - Note: if an application is denied at Neighborhood Association level the application goes back to the homeowner with reasons for denial.
  - Neighborhood Association President signs and dates approval. President, AR approver or Neighborhood manager will then pass on to Community Association Property Manager (CAM).

### ARB Application General Guidelines

An Architectural Review (AR) application must be filled out whenever a material or physical change is made to any aspects of the appearance or aesthetics of the **EXTERIOR** of your property or structure. (A description of which changes require an ARB is contained within the DRG document found on the community Web site). Missing paperwork may delay the process, so it is important to attach all required documents to obtain approval.

1. The ARB Application form, with attached instructions, can be found online at our community website (<https://heritagegreensmaster.com>) under Forms) or in hard copy at the Community Center in the hallway near the fitness center. *If the homeowner has questions or concerns, or needs guidance in completing their AR application, please contact your Neighborhood Association property manager or AR approver to receive instructions (see **Appendix A** to determine contact for your Association.)*
2. Homeowners must fill out the application including all necessary information in the Homeowner Section. Send the completed form, together with scanned copies of all required supporting documentation (see attached **Appendix B**) to the Neighborhood Association AR approver(s) and Neighborhood Association Property Manager.
  - It is the responsibility of the Neighborhood Property Manager or Neighborhood AR approver(s) to assist the homeowner and review your application and supporting documentation for completeness. Once the Neighborhood Property Manager or AR approver has determined the application has the proper supporting documentation, they will either approve or deny the application (signed and dated). If denied by the neighborhood association approvers or President, the application will be returned to the homeowner with denial reason(s) stated.
3. If approved, the complete application will be forwarded to the HGCAI Property Manager for review.
  - Once the HGCAI Property Manager (CAM) has logged and reviewed the AR application, they will sign and date the application and send the entire packet to the HGCAI ARB Committee.
4. AR applications are valid for 1 year from the date of approval. All approved work started by the contractor must be completed within 90 days unless the ARB is notified of subcontractor delays.

## GLOSSARY OF TERMS

- ARB – Architectural Review Board
- CAM – Community Association Manager
- CDD – Community Development District (<https://www.heritagegreenscdd.com>)
- DRG – Design Review Guidelines  
(<https://heritagegreensmaster.com/docs/HGCA%20DRG%20Official%20and%20Recorded%209-10-19.pdf>)
- HGCAI – Heritage Greens Community Association INC. (<https://heritagegreensmaster.com/index.htm>)
- NA – Neighborhood Association

## APPENDIX A: Presidents, AR Approvers, and Property Managers by Association – Updated August 2025

|                        |  |
|------------------------|--|
| Single Family Homes:   | John Shelton ( <a href="mailto:johnshelton4948@gmail.com">johnshelton4948@gmail.com</a> ), President<br>David Sutton ( <a href="mailto:david.sutton@gceiwm.com">david.sutton@gceiwm.com</a> ) AR Approver<br>Linda Dye ( <a href="mailto:dyels624@gmail.com">dyels624@gmail.com</a> ), AR approver<br>Sally Davison ( <a href="mailto:sallydavison13@gmail.com">sallydavison13@gmail.com</a> ), AR approver<br><b>Resort Management Jill Galloway (<a href="mailto:jgalloway@resortgroupinc.com">jgalloway@resortgroupinc.com</a>)</b> |
| Crestview Villas:      | Robert Topoleski ( <a href="mailto:rtopoleski@gmail.com">rtopoleski@gmail.com</a> ) President<br>Debbi Joos ( <a href="mailto:debbijoos@gmail.com">debbijoos@gmail.com</a> ), AR approver<br><b>Sandcastle Rebecca O'Brien (<a href="mailto:rebecca@sandcastlecm.com">rebecca@sandcastlecm.com</a>)</b>  |
| Crestview Condos:      | Dan Anderson ( <a href="mailto:dja354@outlook.com">dja354@outlook.com</a> ) President, AR approver<br><b>Resort Management Rob Holm (<a href="mailto:rholm@resortgroupinc.com">rholm@resortgroupinc.com</a>)</b>   |
| Colonial Links Villas: | Bill O'Reily- President, AR Approver<br><b>Resort Management Melanie McBride (<a href="mailto:mmcbride@resortgroupinc.com">mmcbride@resortgroupinc.com</a>)</b>  |
| Colonial Links Condos: | Beatrix Stillwell ( <a href="mailto:beatrix_b2@yahoo.com">beatrix_b2@yahoo.com</a> ), President, AR approver<br><b>Resort Management Melanie McBride (<a href="mailto:mmcbride@resortgroupinc.com">mmcbride@resortgroupinc.com</a>)</b>  |
| Club Homes I:          | Michael Johnson ( <a href="mailto:mdsamash@gmail.com">mdsamash@gmail.com</a> ), President<br>Dale Meszaros ( <a href="mailto:dmesz15@hotmail.com">dmesz15@hotmail.com</a> ), AR approver<br><b>Sandcastle Rhonda Prosser (<a href="mailto:RhondaP@sandcastlecm.com">RhondaP@sandcastlecm.com</a>)</b>  |
| Club Homes II:         | Christina Geiser ( <a href="mailto:chriselise19@yahoo.com">chriselise19@yahoo.com</a> ) President, AR approver<br><b>Newell Georgiana Highley (<a href="mailto:Georgiana@newellpropertymanagement.com">Georgiana@newellpropertymanagement.com</a>)</b>   |
| Club Homes III:        | Toni Malone ( <a href="mailto:temptationmom@aol.com">temptationmom@aol.com</a> ) President, AR approver<br><b>Sandcastle Rhonda Prosser (<a href="mailto:RhondaP@sandcastlecm.com">RhondaP@sandcastlecm.com</a>)</b>   |
| Club Homes IV:         | Joyce Tomasko ( <a href="mailto:rttjetlaw@verizon.net">rttjetlaw@verizon.net</a> ) President, AR approver<br><b>Sandcastle Nancy Dowdall (<a href="mailto:NancyD@sandcastlecm.com">NancyD@sandcastlecm.com</a>)</b>  |
| Master Association:    | Chris Swanger ( <a href="mailto:cswanger@hotmail.com">cswanger@hotmail.com</a> ) President<br>Sally Davison ( <a href="mailto:sallydavison13@gmail.com">sallydavison13@gmail.com</a> ), AR approver<br><b>Resort Management Zach Lomaka (<a href="mailto:zlomaka@resortgroupinc.com">zlomaka@resortgroupinc.com</a>)</b>   |