3900 Woodlake Blvd., Suite 309, Lake Worth, FL 33463
Ph: (561) 641-8554 / www.grsmgt.com

REQUEST FOR ARCHITECTURAL COMMITTEE APPROVAL TO MODIFY UNIT AND/OR PROPERTY

Please note there is a required **Non-Refundable Architectural Modification Application Processing Fee** in the amount of **$25.00 payable to GRS Community Management** in the form of a money order or cashier's check.

CONTRACTOR/VENDOR GUIDELINES

All Homeowner and Condominium Associations require the following documents to be ***provided by the Contractor/Vendor to the Homeowner*** and submitted in whole with the Modification Application and Fee to be processed expeditiously:

1. _____Current copy of Contractor/Vendor Occupational License.

2. _____Current copies of a Contractor/Vendor Certificate of Liability Insurance, Automobile/Vehicle Insurance and Workers Compensation Insurance (or an Exempt Certificate must be provided).

The COI's Certificate Holder must reflect the following verbiage:

"Name of Association" (*in which the project is contracted)*
c/o GRS Community Management
3900 Woodlake Blvd. Suite 309
Lake Worth, FL 33463

The Association must be named as an Additional Insured.

3. _____No Application will be processed without being completed in its' entirety and submitted without all required supporting documentation as listed above and/or the fee(s).

4. _____Applications and/or documentation submitted in part(s) or through a third party will not be accepted and will be returned to the Homeowner.

Please submit payment with the attached application and ALL required documentation.

Thank you

REQUEST FOR ARCHITECTURAL REVIEW
HERON COVE NEIGHBORHOOD ASSOCIATION

- NOTE: ONE CHECK FOR $1,000, SECURITY DEPOSIT, IS REQUIRED FOR ALL **CONSTRUCTION RELATED** REQUESTS. MAKE CHECK PAYABLE TO HERON COVE HOA. THE APPLICATION WILL NOT BE PROCESSED IF THE DEPOSIT CHECK IS NOT INCLUDED. See below to see if a deposit is required.

Name: _____

Address: _____

Lot number _____

Telephone Home _____ Work _____ Cell _____

Directions:
1. Fill in requested information
2. Attach required checks
3. Attach required certificates
4. Sign required forms and **return to:**

GRS Management Inc.
3900 Woodlake Blvd. Suite 309
Lake Worth, FL 33463

A. **Brief Description**: In the space below or on an attached page, give a description of the alteration, improvement, addition or other change you would like to make to the exterior of your home (*to avoid delays, be as specific as possible*). Please include such details as dimensions, materials, color(s), design, location and other pertinent data.

_____

_____

_____

_____

_____

B. **Please attach the following items to this application:**

____ Survey of lot showing the location of the improvement
____ Plans, elevations, or detailed sketches
____ Paint color chip (if required)
____ Copy of contractor's license
____ Copy of contractor's Insurance Certificate to include General Liability (minimum of 1 million dollars) General Aggregate (minimum of 2 million) and Workmen's Comp.

____ *** If you are installing a pool, room addition, concrete patio addition or any major landscaping modification that requires the use of construction equipment that could result in damages to existing landscaping, irrigation systems, drainage slopes, sidewalks, curbs, or common areas, a $1,000.00 security deposit/ inspection fee check must be included with your application. Make the check payable to HERON COVE HOA. The check will be deposited into the HERON COVE account and will be refundable upon the restoration of any damages**

HERON COVE NEIGHBORHOOD ASSOCIATION

HOMEOWNER'S AFFIDAVIT

I have read, understand, and agree to abide by the Covenants and Restrictions of the Association. In return for approval, I agree to be responsible for the following:

- All losses caused to others, including common areas, as a result of this undertaking, whether caused by me or others;
- To comply with all state and local building codes;
- Any encroachment(s);
- To comply with the conditions of acceptance (if any);
- To complete the project according to the approved plans. If the modification is not completed as approved, said approval will be revoked and the modification shall be removed by the owner at the owner's expense.
- Applicant further acknowledges that drainage swales have been designed and established between homes (side yard) to carry storm water off the lot and to maintain positive drainage away from home. The Association and/or developer shall not be responsible for any effect that any proposed landscaping installation may have on drainage. The applicant shall be responsible for all associated costs.
- The Homeowner is responsible for any costs associated with irrigation modifications as a result of this alteration. The Homeowner is responsible for notifying **IMAGE IRRIGATION @ 561-351-9620** to make modifications to any irrigation system prior to work being initiated. Modifications required are at the Homeowner's expense.
- Homeowner assumes maintenance responsibility for any new landscaping**.**
- **The homeowner is responsible for ensuring that all areas affected by the project construction (i.e. landscaping, irrigation, common areas, etc.) are restored to their original condition. The homeowner will be notified of any deficiencies in writing and will be asked to correct any damages. Failing that, the homeowner is responsible for all costs necessary for the HOA to properly restore the area and the deposit will be used for that purpose.**

I also understand that the ARB does not review and assumes no responsibility for the structural adequacy, capacity or safety features of the proposed construction, alteration or addition; or for performance, workmanship, or quality of work of any contractor or of the completed alteration or description.

I agree to abide by the decision of the Architectural Review Board or Board of Directors. If the modification is not completed as approved with the specifications submitted in this application and I refuse to correct or remove the modification, I may be subject to court action by the Association. In such event, I shall be responsible for all reasonable attorneys' fees.

_____ _____

Date **Signature of Homeowner**

Do Not Write Below this Line

_____ Approved by the Architectural Control Committee

_____ Approved, subject to the following conditions:

_____ Deferred, due to the following missing information:

_____ Denied, not approved for the following reason:

By: _____ Date: _____
Signature of ARC Member OR Board Member

By: _____ Date: _____
Signature of ARC Member OR Board Member

REQUEST FOR ARCHITECTURAL REVIEW
HERON COVE NEIGHBORHOOD ASSOCIATION

To expedite your request, please include the information listed below for the specific category. The list may not be inclusive and the Architectural Review Board (ARB) reserves the right to ask for additional information.

1. Fences
   a. Survey indicating the location with respect to the property lines and existing improvements.
   b. Type of fence including materials, height, drawings, color, finish and decorative style.
   c. Location and swing of gates.
   d. Proposed landscaping plan surrounding fence (if required, see 7 below).

2. Painting
   a. Use Heron Cove Paint Chart ONLY
   b. Provide paint color choices, per roof color
   c. Elevation of structure of area to be painted (elevation survey) identifying the location(s) of each paint color-i.e. stucco color x, trim bands color y, door color z, etc.

3. Driveways/Concrete Patio Extensions
   a. Survey indicating location of proposed installation drawn on survey.
   b. Type of materials (driveways must be brick pavers).
   c. Provide color and pattern information, preferably samples.

4. Screen enclosures
   a. Survey depicting location of proposed screen enclosure.
   b. Description of proposed type of screen enclosures.
   c. Plans and specifications provided by the contractor indicating dimensions, height, screen roof type (e.g. mansard, gable or flat), location(s) of screen door(s) and accessories (e.g. kickplates).
   d. Plan and elevation views of screen enclosure.
   e. Identify colors including, as appropriate, colors for screening, kickplates and glass.
   f. White aluminum framing only

5. Pool Additions
   a. Survey depicting location of proposed pool on lot.
   b. Architectural rendering.
   c. Plans for fencing or screening (see 1 and 4 above).
   d. Plans for shrubs to conceal pool equipment.

6. Landscaping
   a. Survey depicting location of existing plantings with respect to property lines and existing improvements.
   b. Drawing illustrating placement of proposed landscaping.(on survey submitted)
   c. Description of proposed landscaping including type, height and quality of planting materials.

7. Other
   a. Shutters require description of type of shutters and color. (brochure is helpful if available).
   b. Satellite dishes are to be approved by the Baywinds Master ARC. .

Note: Any Architectural renderings submitted to the ARB <u>will not</u> be returned to the applicant.

ATTACHMENT "A"

Pool Requirements

1. The irrigation zones in the location of proposed pool must be cut and capped. Zone lines for the balance of the lot must remain functional during the pool construction. Contractor shall not tamper with the irrigation valve serving the subject and adjacent lots.

2. No construction materials to be dumped/stored in the public right-of-way. All materials to be stored on the subject lot.

3. Any damage to the public right-of-way must be repaired and/or restored to their original condition. This includes the asphalt, concrete sidewalks, and sod within the public right-of-way.

4. All pool dirt must be removed off-site the same day the pool is excavated.

5. For lake front lots, no material/dirt is allowed to be stored within the lake tract which includes the 20' lake maintenance easement.

6. All pool overflows must be plumbed on the sides of the pool (NOT the rear).

7. Prior to sodding, the Contractor shall have the side yard swales staked and graded to insure positive drainage.

8. If the pool deck is to be constructed to the rear property line, the existing grade at the rear property line must not be compromised or changed. If the pool deck grade is higher, a retaining wall must be built at the grade transition.

9. Sod seams at tie-ins shall be cut-in to match the adjacent sod/grade.

10. Bushes shall be installed around all pool equipment for screening.

11. Once the pool has been signed-off by Palm Beach County or City of WPB, a final inspection will be completed by the HOA's Manager to insure that all of the above have been maintained. Any cost incurred by the HOA to make necessary repairs not completed by the pool contractor will be deducted from the deposit. Once the HOA has signed-off, the pool deposit will be returned.