

**VILLAGGIO AT VILLAGES OF WINDSOR HOA, INC.
6935 VIA BERNARDI
LAKE WORTH, FL 33467**

REQUEST FOR ARCHITECTURAL REVIEW

INSTRUCTIONS

1. Read Mission Statement and General Rules before proceeding (Page 1 & 2).
- 2. Complete Page 3 & 4**
3. Submit all required documentation by project (Pages 5-8) with this form. (Homeowners are reminded to keep copies for their own records.) Include a copy of your county-filed site plan.
- 4. Sign Affirmation of Responsibilities (Page 8).**
5. Submit the complete package to the HOA Office, 6935 Via Bernardi, Lake Worth, FL 33467.
Submissions must be received by 5:00pm on Monday preceding the 2nd & 4th Wednesday ARC meetings.
6. **NO PROJECT CAN BE STARTED UNTIL APPROVAL LETTER IS RECEIVED WHICH ARE SENT OUT 1-3 DAYS AFTER MEETINGS BY BOTH EMAIL & MAILING**
7. The application shall specify the expected date of the project start and the expected date of completion. If the project cannot be completed by the expected date, the homeowner shall file a written request for a reasonable extension of time to complete the project. Multiple requests for project extension will not be granted

Mission Statement

The Architectural Review Committee (“ARC”) mission is to establish Rules and Regulations that provide reasonable non-subjective standards for modifications or enhancements to residents’ homes and properties, to establish an application procedure for requesting such modifications or enhancements, and to ensure that all requests for modifications or enhancements conform to these Rules and Regulations via an approval process upon completion of the modification or enhancement. All standards, processes and rules are subject to approval by the Board of Directors of the Homeowners Association.

The aforementioned Rules and Regulations shall at a minimum meet local, county, state and federal codes and/or statutes, consistent with the Declaration of Covenants, Bylaws and HOA Rules and Regulations, and be structured to allow improvements and enhancements that are consistent with the general aesthetics and design of the community at large.

GENERAL RULES

Prior to Project

- The homeowner should review the ARC Rules and list of requirements for each project prior to submitting a Request for Architectural Review.
- The ARC will not review requests until packages are complete. Incomplete packages will be returned to the homeowner with a request to include the proper documents.
- Any architectural renderings submitted to the ARC will remain in the file.
- The homeowner will receive a written decision within thirty (30) days from the date of completed submission.
- After the project has been approved, and before any digging begins, the homeowner must contact the HOA landscaping/irrigation contractor for possible rerouting of irrigation pipes.
- The homeowner must contact Sunshine811 (a free service for marking property) by dialing 811 to ensure that no utility lines will be cut.
- Proper Palm Beach County permits must be obtained where applicable and posted before work can begin.
- **Roof replacement:** Along with the application, the homeowner must submit a sample tile and specs sheet identifying material, style and color. Once approved by the ARC, and upon delivery by the contractor, the homeowner and an ARC representative must ensure that the tiles conform to what has been approved before work begins.

During Project

- No sprinkler heads shall be added during landscaping without prior permission of the ARC.
- Drainage swales or easements (in front, rear or sides of home) cannot be affected by the proposed addition/modification.
- No construction debris, equipment, excavated fill and/or materials can be left on the street, swale, or adjoining property during construction.

Following Project Completion

- All construction debris excavated fill and/or materials must be hauled away after the construction process.
- The homeowner must notify the ARC or General Manager's Office at the clubhouse that the work site is ready for final inspection. Final signed permits, where required, must be submitted to the General Manager's office when work is complete.
- The ARC will arrange to have the property inspected by an ARC committee member to ensure that all work has been completed per the approved plan. If deficiencies are found, a notification will be provided to the homeowner in writing.

APPLICATION

Date: _____ **Account number:** _____

Homeowner's Name (Printed): _____

Address: _____

Best Contact Number (s) _____

Email Address: _____

PROPOSED ADDITION/MODIFICATION

(Check all that apply.)

_____ Attic Ventilator	_____ Patio Extension (Pavers only)	_____ Tree Removal/Change
_____ Coach Lights	_____ Pool/Spa/Water Feature	_____ Water Softener (exterior)
_____ Door/Window Replace.	_____ Pre-Cast Water Fountain	_____ Driveway widening
_____ Retractable Awning(s)	_____ Fence	_____ Satellite Dish/Antenna
_____ Garage Screen	_____ Screen Enclosure (front) or (rear)	_____ Shutters
_____ General Landscaping	_____ Generator/Propane Tank	_____ Solar Panels
_____ Gutters/Leaders	_____ Structural Addition/Modification	_____ Mailbox/Post Replace
_____ Roof Replacement	_____ Driveway Color Enhancer	
_____ Other, explain _____		

Roof Installation

☐ Low Double Barrel Roof Tile

☐ Low S Shape Roof Tile

Color _____

Please note roof vent be painted to match the color of your roof.

Sample of roof tile and manufacturer spec sheet must be submitted with the application.

ARC approval is required prior to signing vendor contract.

DESCRIPTION OF ADDITION/MODIFICATION:

In the space below or on an attached page, give a detailed description of the proposed addition/modification to the exterior of your home. (Attach an additional sheet if necessary.)

ESTIMATED START/COMPLETION DATES AND REQUIRED NOTIFICATIONS

Start Date _____

I will inform the HOA office when the work begins. I anticipate that the project from start to completion will be (check one) _____ 15 _____ 30 _____ 45 days. If the project runs longer than indicated, I will again notify the HOA office stating the reason(s) for the delay and give a new date for completion.

Following completion of the project I will inform the HOA office who will in turn notify the ARC project liaison that I am ready for a final inspection.

_____ Initial

CONTRACTOR/SUBCONTRACTOR INFORMATION

For **each** contractor/subcontractor on a project, the following is required: (Please provide the required information for additional contractors/subcontractors on a separate sheet.)

Name: _____

Address: _____

Phone: _____

Note: The homeowner is responsible to the HOA for any damages and lawsuits resulting from injury or accident. (Reference: Villaggio's DECLARATION OF COVENANTS, RESTRICTIONS AND EASEMENTS FOR VILLAGGIO AT VILLAGES OF WINDSOR, Article X, Section B)

Homeowner Signature:

CHECKLIST OF INFORMATION TO BE PROVIDED

To avoid delays in processing by the ARC, include all required details (dimensions, materials, color, design, location and other pertinent data). The ARC reserves the right to request additional information including the following:

- *Outline of lake easement area and lake bank showing installation details*
- *Technical details and/or manufacturer's details for all equipment, dimensions, etc.*
- *One (1) set of engineering/survey drawings with electrical details shown if necessary*

▪ **Attic Ventilator**

Required	Specification of ventilator (<i>including photos or catalog pictures</i>)
Note	<i>See ARC Rule, Page 11, Rule 19.</i>

▪ **Coach Lights**

Required	Specification of coach lights (<i>including photos or catalog pictures</i>)
Note	<i>See ARC Rule, Page 5, Rule 3.</i>

▪ **Door/Window Replacement**

Required	Manufacturer's window/door specification sheet showing color, paint, stain, inserts as applicable. <u><i>Windows facing the street must maintain their original look by having inserts that give the appearance of multiple panes of glass.</i></u> Supply picture or brochure.
Note	<i>See ARC Rule, Page 10, Rule 16 & Page 12, Rule 21c</i>

▪ **Fence**

Required	Survey depicting the location of the fence with respect to the property lines and existing improvements; Specification of type of fence including materials, height, color (white or dark bronze, finish and decorative style; Specification of location and swing of gates; If this application is for a painted fence, documentation verifying the electrostatic application of the paint. If landscaping additions or modifications are to be performed with the fence installation, see the requirements for General Landscaping.
Note	<i>See ARC Rules, Page 6, Rule 4</i>

▪ **Garage Screen – Exterior Mounting**

Required	The housing must be firmly attached to the fascia surfaces of the garage door header and both sides; The housing may not exceed 5 ½" for height and depth; The housing mounted to the garage door header must be painted to match the color of the garage door; The tracks must be firmly secured to the side fascia surface;
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	The tracks must be painted to match the color of the surface to which they are mounted; and The bottom edge of the screen shall be no higher than 2”.
Note	<i>See ARC Rules, Pages 7 & 8, Rule 9</i>

▪ **General Landscaping**

Required	Survey depicting location of existing plantings with respect to property lines and existing improvements; On the survey draw or otherwise indicate where new plantings will be placed, or old ones replaced or relocated; Specification of proposed landscaping (type(s), quantity of planting. For trees: type(s) including overall height, and trunk diameter, and trunk height to 1 st branch for Palms.
Notes	<i>1. See ARC Landscaping Rules Pages 16-18, Rules 1-14</i>

▪ **Generator/Propane Tank**

Required	Survey depicting location of all lines and equipment to be installed; Specification of technical data (size, wattage and electrical service changes) for all equipment; If landscaping additions or modifications are to be performed with the Generator/Propane tank installation, see the requirements for General Landscaping.
Note	<i>See ARC Rules Page 6, Rule 5</i>

▪ **Gutters/Leaders**

Required	Gutter Color. Survey depicting gutter and downspouts locations.
Note	<i>See ARC Rules Page 6, Rule 6.</i>

▪ **Patio Extension – Pavers (unenclosed area)**

Required	Survey depicting location of proposed patio extension; Specification of patio materials, color and pattern If landscaping additions or modifications are to be performed see the requirements for General Landscaping.
Note	<i>See ARC Rules Page 12, Rules 21b -21e</i>

▪ **Pool/Spa/Water Feature/Water Softener**

Required	Survey depicting location of proposed pool /spa/ water feature fencing or screening; Architectural renderings; Specification of pool /spa deck type, color and pattern; Specification of coping material and color; Specification of fencing or screening; If landscaping additions or modifications are to be performed with the Pool/Spa/Water feature/Softener installation, see the requirements for General Landscaping.
Note	<i>See ARC Rules Pages 8-9, Rules 11a-11h</i>

▪ **Retractable Awnings – Automatic**

Required	Fabric sample. Survey depicting location in rear of home.
Note	<i>See ARC Rules Page 7, Rule 7.</i>

▪ **Satellite Dish/Antenna**

Required	Specification of location on roof
Note	<i>See ARC Rules Page 7, Rule 8.</i>

▪ **Screen Enclosure**

Required	Survey depicting location of proposed screen enclosure; Specification of type of screen enclosure and engineering drawings; 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) location, and accessories (e.g., kick plates); Plan and elevation views of screen enclosure; Supply color sample if Bronze framing is used; If landscaping additions or modifications are to be performed with the Screen Enclosure installation, see the requirements for General Landscaping.
Note	<i>See ARC Rules Page 7, Rule 9</i>

▪ **Shutters**

Required	Specification of color of shutters; Survey detailing locations.
Note	<i>See ARC Rules Page 8, Rule 10a</i>

▪ **Structural Addition/Modification**

Required	Consultation with ARC to present concept for structural addition/modification
Upon Approval of Concept	Survey depicting location of proposed addition/modification; Architectural drawings depicting plan and elevation views; Specifications for all exterior walls, windows, doors and roofs. If landscaping additions or modifications are to be performed with the Structural Addition/Modification, see the requirements for General Landscaping.
Note	<i>See ARC Rules Page 5, Rule 1</i>

▪ **Tree Removal/Change**

Required	Survey depicting location of existing tree(s) with respect to property lines; Proposed tree(s) to be removed or changed; New tree(s) to be added
Note	<i>See ARC Rules Pages 16-18, Rules 1-14</i>

▪ **Driveway Alterations or Maintenance**

Required	Pre-approval sign off from HOA irrigation contractor and final irrigation approval sign off. Lawn grass and plant beds must be restored to original condition (not size). Survey depicting location of widening.
Required	ARC approval required to apply any finish or sealer (clear or color enhancer) to the surface of the driveway. If participating in HOA bulk program for driveway sealing, ARC approval not required. Approval required for driveway color enhancer product not approved by the HOA. Sample of the finish applied to half of an existing paver must be submitted with the ARC application

Note	<i>See ARC Rules Page, Rule 1a-1c</i>
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▪ **Lanai/Patio Sunroom**

Required	Survey depicting location of proposed addition/modification; Architectural drawings depicting plan and elevation views; Specifications for all exterior walls, windows and doors.
Note	<i>See ARC Rules Page 12, Rule 21</i>

▪ **Mailbox/Post Replacement**

Required	An application to ARC is required if replacing <u>both</u> the Post and Mailbox. Site plan is not required. Replacement of the Mailbox alone does not require an application to the ARC, but ARC rules under Maintenance, Sec. C of Rule 23, must be followed in either case.
Note	<i>See ARC Rules Page 13-14, Rule 22a-22d, Page 20, Rule 1-2</i>

VILLAGGIO AT VILLAGES OF WINDSOR HOMEOWNERS ASSOCIATION, INC.

HOMEOWNER AFFIRMATION OF RESPONSIBILITIES

I understand that the Villaggio at Villages of Windsor Homeowners Association's Board of Directors, ARC, and/or the current Property Management Company will not be held responsible for any landscaping or damage incurred by any homeowner's vendors/contractors pertaining to any installations made to said property.

I further understand that I am required to only use fully licensed contractors for exterior work on my premises and that I shall be liable for any damage to HOA property which may be sustained by reason of the negligence or willful misconduct of myself as owner, contractors, laborers, or family, lessees, invitees and guests both minors and adults. And further, although this application does not apply to interior work, if in the course of performing such work, I shall be liable for any damage to HOA property which may be sustained by reason of the negligence or willful misconduct of myself as owner, contractors, laborers, or family, lessees, invitees and guests both minors and adults.

I agree to abide by the decision of the Architectural Review Committee or Board of Directors. If the modification is not approved or does not comply with the requirements of this application, I may be subject to immediate remedies (including removal and restoration to original conditions) at my expense. I further understand that I may be subject to legal action by the Association. In such event, I shall be responsible for all reasonable attorneys' fees.

I understand failure to report completion of project to the HOA office or ARC project liaison by the timeframe indicated on page 3 will result in an ARC violation.

Homeowner Signature

Date