

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

REQUEST FOR ARCHITECTURAL REVIEW

Date: _____ **Account number:** _____

Homeowner's Name (Printed): _____

Address: _____ **Lot:** _____

Home Phone: _____ **Cell Phone:** _____

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. |

_____ Other, explain _____

INSTRUCTIONS

1. Complete Page 1 of this form.
2. Read General Rules (Page 2).
3. Complete Page 3.
4. Submit all required documentation by project (Pages 5-7) with this form. (Homeowners are reminded to keep copies for their own records.) Include a copy of your county-filed site plan.
5. Sign Affirmation of Responsibilities (Page 7).
6. Submit the complete package to the General Manager's Office, 6935 Via Bernardi, Lake Worth, FL 33467. 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

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.

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.
- The application processing fee will be refunded to the homeowner upon the ARC certifying that the project conforms to the submitted application, and where applicable, all signed permits have been submitted to the General Manager. The homeowner should allow a minimum of ten (10) business days for the Property Management Company to refund the \$100 fee.

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 Rules Section I, Rule 19.</i>

▪ **Coach Lights**

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

▪ **Door/Window Replacement**

Required	Manufacturer's window/door specification sheet showing color, paint, stain, inserts as applicable. Supply picture or brochure.
Note	<i>See ARC Rule, Section I, Rules 16 and 17.</i>

▪ **Fence**

Required	<p>Survey depicting the location of the fence with respect to the property lines and existing improvements;</p> <p>Specification of type of fence including materials, height, color (white or dark bronze, finish and decorative style);</p> <p>Specification of location and swing of gates;</p> <p>If this application is for a painted fence, documentation verifying the electrostatic application of the paint.</p> <p>If landscaping additions or modifications are to be performed with the fence installation, see the requirements for General Landscaping.</p>
Note	<i>See ARC Rules Section I, Rule 4 and Section II, Rules 1 thru 14.</i>

▪ **Garage Screen – Exterior Mounting**

Required	<p>The housing must be firmly attached to the fascia surfaces of the garage door header and both sides;</p> <p>The housing may not exceed 5 ½" for height and depth;</p> <p>The housing mounted to the garage door header must be painted to match the color of the garage door;</p> <p>The tracks must be firmly secured to the side fascia surface;</p> <p>The tracks must be painted to match the color of the surface to which they are mounted; and</p> <p>The bottom edge of the screen shall be no higher than 2".</p>
Note	<i>See ARC Rules Section I, 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	1. See ARC Landscaping Rules Section II, Rules 1-14 2. Refund of \$100 application fee is contingent upon certification by HOA landscaping/irrigation contractor that the system is fully operational.

▪ **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	See ARC Rules Section I, Rule 5, and Section II, Rules 1 thru 14

▪ **Gutters/Leaders**

Required	Gutter Color. Survey depicting gutter and downspouts locations.
Note	See ARC Rules Section I, Rule 6.

▪ **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	See ARC Rules Section I, Rule 9 and Section II, Rules 1 thru 14

▪ **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	See ARC Rules Section I, Rules 4, 11 and Section II, Rules 1 thru 14

▪ **Retractable Awnings – Automatic**

Required	Fabric sample. Survey depicting location in rear of home.
Note	See ARC Rules Section I, Rule 7.

▪ **Satellite Dish/Antenna**

Required	Specification of location on roof
Note	<i>See ARC Rules Section I, 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 Section I, Rule 9 and Section II, Rules 1 thru 14</i>

▪ **Shutters**

Required	Specification of color of shutters; Survey detailing locations.
Note	<i>See ARC Rules Section I, Rule 10</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 Section I, Rule 21 and Section II, Rules 1 thru 14.</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 Section II, Rules 1 thru 14</i>

▪ **Driveway Alterations**

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.
Note	<i>See ARC Rules Section III, Rule 1</i>

▪ **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 Section I, Rule 21</i>

▪ **Mailbox/Post Replacement**

Required	An application to ARC is required if replacing <u>both</u> the Post and Mailbox. The \$100 application fee is waived along with the need to submit a Site Plan. 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 Section I, Rule 23</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.

Homeowner Signature

Date