

**REQUEST FOR ALTERATION REVIEW  
VERANDA GARDENS HOMEOWNERS ASSOCIATION, INC.**

**Please Complete The Following**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Lot number \_\_\_\_\_

Phone: Cell \_\_\_\_\_ Other \_\_\_\_\_

Email: \_\_\_\_\_

- Directions:
1. Fill in requested information
  2. Attach required checks
  3. Attach required certificates
  4. Sign required forms and **return to:**  
**GRS Management Associates, Inc.**  
**3900 Woodlake Blvd. Suite 309**  
**Lake Worth, FL 33463**  
**(561) 641-8554**  
**\*Do Not Send Via Fax\***

- 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.

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- 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 sub-contractor's license
- \_\_\_\_\_ Copy of sub-contractor's insurance certificate to include general liability and workers compensation with the Veranda Gardens HOA listed as additional insured
- \_\_\_\_\_ **If you are installing a pool, room addition, concrete patio addition or any paver related modification such as a driveway or patio, any major landscaping modification, fence, or solar equipment that could result in damages to existing landscaping, irrigation systems, drainage slopes, sidewalks, curbs, or common areas, or grading a \$2,000.00 security deposit/inspection fee check must be included with your application. Make the check payable to Veranda Gardens HOA. This check will be deposited in the Veranda Gardens HOA deposit account. \*Once the project is completed and prior to the return of the Deposit, the HOA will have a third party inspect the grade to ensure that the grade has not been modified.**
- \_\_\_\_\_ Photos showing the area of the proposed improvement
- \_\_\_\_\_ If there are any trees shown in the photos of the proposed location of improvement(s) please specify below whether trees will be: incorporated into the design as-is, removed, or relocated (if relocated please specify new location)

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*Revised 05/2015*

**VERANDA GARDENS HOMEOWNERS ASSOCIATION, INC.**  
**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. 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 Veranda Gardens HOA to properly restore the area.**

I also understand that the Board of Directors and/or the Management Company 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 Board of Directors and/or the Management Company. 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 Board of Directors and/or the Management Company

\_\_\_\_\_ Approved, subject to the following conditions:

\_\_\_\_\_ Deferred, due to the following missing information:

\_\_\_\_\_ Denied, not approved for the following

By: \_\_\_\_\_ Date: \_\_\_\_\_  
Signature of a Member of the Board of Directors and/or the Management Company

## REQUEST FOR ALTERATION REVIEW

### **VERANDA GARDENS HOMEOWNERS ASSOCIATION, INC.**

To expedite your request, please include the information listed below for the specific category. The list may not be inclusive and the Board of Directors and/or the Management Company reserves the right to ask for additional information.

#### **Fences:**

- a. Survey indicating the location with respect to the property lines and existing improvements.
- b. Type of fence including materials, height, drawings, color (\*\*must be bronze\*\*), finish and aluminum rail.
- c. Location and swing of gates (in or out). There must be a minimum of two gates and they must be at least 60 inches wide.
- d. Proposed landscaping plan surrounding fence (if required, see 7 below).

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OWNER'S SIGNATURE

# Veranda Gardens Homeowners Association Inc.

## Guidelines for Fences

The following guidelines shall be considered when evaluating requests for fences. Even in the event of strict compliance with the following guidelines, prior approval from the Architectural Review Committee shall be required for each and every fence installation.

1. Only bronze aluminum rail fences shall be approved.
2. No style of wood or chain link fence shall be approved.
3. All fences must have a minimum of two (2) gates, which must be at least 60 inches wide.
4. No fence shall be approved which is not set back a minimum of 10' back from the front wall of the homes and at least 5' back from the sidewalk where applicable. No fences shall be attached to a neighbor's house. In considering requests for fence installations, the following may be taken into consideration: locations of air conditioning units; location of garage access doors; and positions of adjacent homes.
5. No fence shall be approved or installed which encroaches into Association Property or other lots.
6. No fence shall be approved which extends in front of the front corner of a neighbor's Home where the two homes are immediately adjacent to each other and where both homes face the same direction.
7. Aluminum rail fences, the height shall not exceed 5', However, if the fence serves as a pool barrier and the County requirements provide for a minimum height of the fence in excess of 5', than the height of the fence shall be the minimum height required by the County. The pickets shall not be spaced closer than 3" on center and shall be no thicker than 1".
8. For fences installed on corner lots whose rear property line is common with the adjacent lot's side property line and/or whose side property line is adjacent to or visible from the road, a landscape hedge must be installed on the outer side of the fence within the lot to provide screening. No fence shall be permitted on corner lots which cross a utility easement.
9. No fence shall be approved which does not provide access to the owner's neighbor for maintenance of the neighbors zero lot line wall and roof overhang, if applicable.
10. For Lake Lots, only aluminum rail fences shall be approved.
11. For lots with drainage easements, the approval from and execution of fence removal agreements with the County and the Association may be required.
12. Any fence which crosses a utility easement may require approval in writing by all utility companies occupying the easement. **Fences can not encroach onto the existing 15 ft. lake maintenance easement tract.**
13. For any fence, if approved, the Owner shall assume the responsibility to maintain the fence, including trimming any grass or other plants from the fence.
14. **For any fence, if approved, the Owner shall be responsible for the costs associated with any required removal, repair and/or replacement** if that fence is erected on or adjacent to a lot line common with a Lot where the house is not yet under construction or, if under construction, not yet closed to the owner.
15. For any fence if approved, the owner shall be responsible to meet all County requirements and criteria including, but not limited to, proper permitting and surveying.
16. Prior to the return of deposit the property will be inspected by a 3<sup>rd</sup> party to ensure that the property has maintained the original proper grade.

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**Painting:**

- a. Identify colors including paint manufacturer, color name and color number.
- b. Provide paint color samples.
- 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.

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**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.
- d. *Items on attachment A required.*

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**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 (\*\*can only be bronze\*\*) including, as appropriate, colors for screening, aluminum framing, kickplates and glass.
- f. *If concrete slab is required, items on attachment A required.*

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#### **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. Identify pool deck type, color and pattern, preferably samples.
- e. Identify coping material and color, preferably samples.
- f. Show location of pool equipment, and the landscape plan to conceal the equipment from view.
- g. *Items on attachment A required.*

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**Room Additions:**

- a. Survey depicting location of proposed addition on lot.
- b. Architectural drawings including plan and elevation views.
- c. Identify exterior paint colors including paint manufacturer, color name and color number.
- d. Provide roof color verification, preferably with sample. Roof material and color must match existing home.
- e. *Items on attachment A required.*

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**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.
- d. *Some landscape additions that are major in scope may require items on attachment A.*

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**Other:**

- a. Shutters require description of type of shutters and color. (Brochure is helpful if available).
- b. Satellite dishes require details regarding size, color, type and location where dish will be mounted. Dish must be mounted near or at rear of the home. Dishes will not be approved on the front of the home.
- c. Gutters – details regarding the color and site plan showing location on home and location of downspouts.

***Note: Any Alteration renderings submitted to the Board of Directors and/or Management Company will not be returned to the applicant.***

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OWNER'S SIGNATURE

# **VERANDA GARDENS HOMEOWNERS ASSOCIATION, INC.**

## **DISCLAIMER/RELEASE**

The Veranda Gardens Homeowners Association, Inc. and/or the 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.

If requested a copy of the building permit will be provided to the Property Management Company prior to the installation or construction to said property. Also, if requested, a copy of a signed County Inspection Approval will be provided upon completion.

At any time, the Board of Directors and/or the Property Management Company may ask for same documents and has the right to demand that said installation and/or construction be removed immediately at owner's expense if said modification is not what was approved by the Board of Directors or the Property Management Company.

\_\_\_\_\_  
Name (please print)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Address

\_\_\_\_\_  
Date

Lot \_\_\_\_\_

## ATTACHMENT A

### (Required for pools, patio extensions, room additions, major landscaping)

**If you are installing a pool, room addition, concrete patio addition or any paver related modification such as a driveway or patio, 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 \$2,000.00 security deposit/ inspection fee check must be included with your application. Make the check payable to Veranda Gardens HOA. This check will be deposited in the Veranda HOA deposit account. \***

1. A check in the amount of \$2,000.00 made payable to Veranda Gardens Homeowners Association, Inc. must be submitted with application. (The \$1,900 security deposit will be returned after final inspection, the \$100.00 ***non-refundable*** inspection fee will be deducted accordingly.)
2. Photos of the following areas:
  - A. Front of home including sidewalk, driveway areas, and landscaping
  - B. Both sides of home including all landscaping
  - C. Rear of home including landscaping and areas that are being altered
  - D. Lake Easement area and lake bank.

NOTE:

**You must request in writing a refund of the security deposit after all work has been completed.**

The Security Deposit (\$1,900.00) will be returned to you, by the Management Company, after the final inspection by the third party inspector following installation of approved addition. Please allow a minimum of ten business days after final inspection for check to be returned.

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OWNER'S SIGNATURE

HOMEOWNER MUST CONTACT TERRANCE RILEY AT IMPACT LANDSCAPE  
AT 561-662-9763 BEFORE STARTING ANY WORK ON YOUR PROPERTY

Capping or re-directing sprinklers should not affect property or easement area. If irrigation is affected, the homeowner is responsible for repairs and damages. To set up an appointment call Terrance Riley at Impact Landscape at 561-662-9763 to re-direct sprinklers at the homeowner's expense. Please leave a message and he will return your call. The original builders warranty will be deleted if Impact is not included in this process.