

**REQUEST FOR ARCHITECTURAL REVIEW
CANYON TRAILS HOMEOWNERS ASSOCIATION**

NOTE: A TWENTY-FIVE (\$25.00 Non-refundable) PROCESSING FEE IS REQUIRED FOR ALL REQUESTS and A TWO HUNDRED (\$200.00 Refundable) SECURITY DEPOSIT (Make checks payable to CANYON TRAILS HOA)
THE APPLICATION WILL NOT BE PROCESSED IF FEES ARE NOT INCLUDED.

Name: _____

Address: _____

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

**Canyon Trails Homeowners Office
(Located in the Clubhouse)
Or
GRS Management Assoc., Inc.
3900 Woodlake Blvd. Suite 309
Lake Worth, FL 33463**

Lot number: _____

Telephone Home: _____ **Work:** _____ **Cell:** _____

Email: _____

- 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 sub-contractor's license
- ____ Copy of sub-contractor's Insurance Certificate to include General Liability (minimum of 1 million dollars) General Aggregate (minimum of 2 million) and Workmen's Comp. **Certificate Holder made out to Canyon Trails HOA, 10950 Mantova Bay Circle, Boynton Beach, FL 33473**
- ____ **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 \$5,000.00 security deposit/ inspection fee check must be included with your application. Make the check payable to CANYON TRAILS HOA. This check will be deposited in the CANYON TRAILS HOA deposit account. ***

CANYON TRAILS HOMEOWNERS 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 Top Cut (561-649-1335) 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.**

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 attorney's 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: _____
Signature of ARC Member

Date: _____

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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. 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.
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.
 - d. *Items on attachment A required.*
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, aluminum framing, kickplates and glass.
 - f. *If concrete slab is required, items on attachment A required.*
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. Identify pool deck type, color and pattern, preferably samples.
 - e. Identify coping material and color, preferably samples.
 - f. Plans for shrubs to conceal pool equipment.
 - g. *Items on attachment A required.*
6. 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.*
7. 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.*
8. 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.

Note: Any Architectural renderings submitted to the ARB will not be returned to the applicant.

**CANYON TRAILS HOMEOWNERS ASSOCIATION, INC.
ARCHITECTURAL REVIEW BOARD (ARB)**

DISCLAIMER/RELEASE

The CANYON TRAILS Homeowners Association's Board of Directors, the ARB Review Board Members or their representative and 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 ARB Board, the Board of Directors of the Association 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 ARB Board, Board of Directors, or the Property Management Company.

The Committee shall have up to forty-five (45) days after delivery of all required materials to give written approval or rejection of any plans.

Name (please print)

Signature

Address

Date

Lot _____

ATTACHMENT A

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

1. A check in the amount of \$5,000.00 made payable to CANYON TRAILS HOA must be submitted with application. The Security Deposit will be returned after submitting a signed Final County Inspection Approval, and all conditions have been met.
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.
3. **Each individual lot's irrigation system is connected to a Community One Source Water System. Because of this, it is imperative that your irrigation system is modified prior to start up to prevent interruption to the lots around you. The homeowner is responsible for notifying Gryphon Landscaping & Irrigation (561-801-3216) to make modifications to any irrigation system prior to work being initiated. Modifications required are at the Homeowners expense.**
4. Removal of landscape material, trees or shrubs, must have HOA Approval. Pictures submitted must show what trees are planned to be removed during this improvement. Please note all native trees must be relocated or replaced with native trees of the same height and overall maturity. Please ask your HOA for an approved list of native trees.

NOTE: The Security Deposit (\$5000.00) and/or (\$200.00) will be returned to you, by the Management Company, after submitting a signed Final County Inspection Approval. Please allow a minimum of fifteen (15) business days after final inspection for check to be returned.

Vendors for major construction and/or renovation are **NOT** allowed in the community during the weekend at **ANY** time. All other vendors (landscaping, pool maintenance.) may enter the community from 9AM to 6PM Saturday and Sunday.