

OSPREY OAKS HOMES ASSOCIATION, INC.

ARCHITECTURAL CONTROL COMMITTEE (ACC) APPLICATION REQUEST FOR ARCHITECTURAL REVIEW OF EXTERIOR MODIFICATIONS

Directions:

Please note that the ACC meets on the first Thursday of every month to review applications. Please submit your application at least one week prior to the next meeting, in order for it to be reviewed.

1. Complete Sections A, B, and C.
2. Attach all necessary documents noted in Section C.
3. Read and sign the ACC Application and Requirements Affidavit.
4. Complete, sign, and date the application on page 4.
5. Submit application to the address below, in person or by mail.

Osprey Oaks Homes Association, Inc.
C/O GRS Community Management
3900 Woodlake Boulevard Suite 309
Lake Worth, FL 33463

Section A – Homeowner Information

Please fill in the homeowner information below, for the home in Osprey Oaks. Please be sure to include all necessary phone numbers and email addresses for the homeowners.

Name	
Address	
Lot Number	
Phone Number(s)	
Email Address(s)	

Section B – Project Modifications

Please give a description of the alteration, improvement, addition or other change you would like to make to the exterior of your home. Please include such details as dimensions, materials, color(s), design, location and other pertinent data.

Section C – Requirements, Attachments, and Documentation

Please check off and initial the items that you have attached to the application, as they pertain to your project. Each item has a description of what is being asked for and the type of modifications the item typically pertains to. The more information that you attach and provide, makes it easier for the ACC to understand and make the process seamless. For a more detailed understanding and the requirements that may pertain to your project, please refer to the current ACC Guidelines.

Self or Contractor

- Please indicate, on the line, if the work will be completed by the homeowner or a contractor.
- Required for ALL projects.

Sketches, drawings, clippings, pictures, catalog, swatches, samples

- Please attach any sketches, drawings, clippings, pictures, catalog, swatches, or samples that are applicable to best illustrate the project and its appearance.
- Required for ALL projects.

Site Plan

- Please attach a copy of your site plan (the surveyor's plat provided at closing), which depicts the dimensions and location of your requested alteration, with the proposed project drawn to scale.
- Required for projects that have any new items being added to the property or any project where existing items are being moved. Projects such as pools, fences, generators, turf, etc.

License and Insurance

- Please attach a copy of the contractor's (or vendor's) license and insurance. The insurance must be written with Osprey Oaks as the certificate holder. The name and address that must be on the insurance is listed under number 5 in the directions on page 1.
- Required for projects that will have a contractor/vendor on premise. Projects such as fences, pools, generators, etc.

Sprinkler Capping

- Please reach out to AquaPro at 561-963-3046 to have them cap your irrigation BEFORE work begins. Please note that AquaPro needs at least 30 days' notice to schedule the capping of your irrigation line.
- Required for projects that will affect your sprinkler system. Projects such as pools or artificial turf.

Meeting with ACC Member

- Please reach out to the ACC to set up a meeting with a member to review the process and projects, prior to work beginning. You can email them at ospreyoaksacc@gmail.com. This ensures that large projects, with heavy machinery, follow all rules before the work begins and helps to prevent any future mishaps.
- Required for projects that will involve major construction. Projects such as pools and additions.

Refundable Deposit

- Please attach a refundable deposit, in the form of a check made out to Osprey Oaks HOA, for 1% of the cost. This deposit will be returned upon completion of the project and final inspection from an ACC member or property manager. The deposit is a form of insurance in case of any major damages to HOA property.
- Only required for projects costing over \$40,000.

Project Completion Form

- Please initial, on the line, that once the project is completed that you will fill out and submit the Project Completion Form to the association for final review. Completion forms can be submitted to the Property Manager and will be provided to the ACC. This marks the completion of this ACC application process.
- Required for ALL projects.

OSPREY OAKS HOMES ASSOCIATION, INC.

ARCHITECTURAL CONTROL COMMITTEE (ACC) APPLICATION ACC APPLICATION AND REQUIREMENTS AFFIDAVIT

I/We _____ have read, understand, and agree to abide by the covenants and requirements of the association and Architectural Control Committee. In return for approval, I/We agree to the following:

- That no work on the alterations on this application will commence until I receive written approval of architectural modifications letter from the management company. To do so is a violation of the restrictive covenants that run with my deed and may result in my being required to remove any or all of the alteration, should they not be approved, and restore my property to its original condition at my own expense. I understand I may be held responsible for all legal fees incurred by the ACC and/or the Board of Directors in enforcing the Osprey Oaks Homes Association, Inc. ACC Guidelines & Standards and Restrictive Covenants.
- That the approval of this application (if so granted) is not based on any structural integrity. I will comply with any and all applicable Palm Beach County zoning and building codes, as required. I will contact the county and obtain necessary permits and inspections. The approval of this alteration satisfies only the requirements of the Osprey Oaks Homes Association, Inc. The ACC, the Board of Directors, and their employees or agents accept no responsibility for zoning and building code violations.
- That you are required to call 811 to locate any pipes or cables before you dig and have them marked.
- That approval (if so granted) is contingent upon the alterations being completed as applied for and approved by the ACC and no deviations may be undertaken. Modifications to the original approval will require application to ACC.
- That alterations may not conflict with any recorded easements except as provided for in the current ACC Guidelines, including sight distance easements, and I am solely responsible for ascertaining the location of such easements. The ACC, Board of Directors, and their employees or agents accept no responsibility for violations of recorded easements and clearance requirements. Additionally, alterations may not adversely affect the drainage in the area so as to impact neighboring lots.
- That no construction vehicles may enter upon common ground to deliver materials or facilitate construction. Any disturbed common area must be restored to the satisfaction of the ACC within 14 days of written notice to me. If not restored, the Osprey Oaks Homes Association, Inc will restore all disturbed areas and assess the cost, plus administrative charges to me.
- That approval (if so granted) is contingent upon construction being completed in a timely and professional workmanship manner as provided in the approval. Projects must begin within 6 months of approval and completed within 1 year of approval.
- That approval (if so granted) will automatically expire should the proposed project not be commenced within 180 days of the approval or completed within one year of the approval.
- Those members of the ACC and Board of Directors may enter upon my property (at reasonable hours) for the purpose of inspecting the proposed application, the project in progress, or the completed project. Such an inspection does not constitute a trespass.

Signature

Date

OSPREY OAKS HOMES ASSOCIATION, INC.

Signature and Date

I/We agree to abide by the decision of the Architectural Control Committee or Board of Directors. All of the previously stated information and attachments are true and correct. Work on the project described in this application will not begin until approval has been provided in writing.

Signature

Date

Please do not write below this line. For ACC use only.

_____ **Approved**

_____ **Approved, subject to the following conditions:**

_____ **Deferred, due to the following:**

_____ **Denied, due to the following:**

ACC Member Signature and Date:

OSPREY OAKS HOMES ASSOCIATION, INC.

ACC Project Completion Form

Upon the completion of all projects, this form must be filled out and submitted to the Property Manager to have reviewed by the ACC. This form ensures the return of refundable deposits to the homeowner and notifies the Architectural Control Committee to perform the final inspection. Please fill out the information required below.

Homeowner Name:

Address:

Lot Number:

Phone Number:

Email Address:

Completed Project:

Please do not write below this line. For ACC use only.

Inspected By:

Date of Inspection:

Notes:

Returned Deposit:
