

# **ATTENTION:**

**We DO NOT accept applications via email or fax if your documents are in color.**

**Please mail or deliver your completed application to:**

**GRS Management Associates, Inc.  
3900 Woodlake Blvd. Suite 309  
Lake Worth, FL 33463**

**Office hours are:**

**M-F 9:00 a.m. – 5:00 p.m.**

**ONE PROJECT PER APPLICATION. EACH PROJECT MUST BE SUBMITTED ON A SEPARATE APPLICATION.**

**Lantana Pines Homeowners Association**  
**Architectural Alteration Application**  
**3900 Woodlake Blvd. Suite 309 Lake Worth, FL 33463**  
**Phone: 561-641-8554 Fax: 561-641-9448**

This is an application requesting approval for "SPECIFIC" alteration(s) to occur outside of the exterior walls of your home. Your Board of Directors will respond to your application request within thirty (30) days. **Under no circumstances should any alteration begin without approval. If not followed, a first violation notice will be sent and could lead to fining. ANY APPLICATIONS SUBMITTED AS A REPOSE TO A VIOLATION WILL NOT BE APPROVED FOR AN EXTENSION.**

**Board approval is not to be construed to cover approval of any County or City Code Requirements. A building permit from the appropriate building department is needed on most property alterations and/or improvements.**

**1. A completed application with accompanying documents are to be submitted to:**

GRS Management Associates, Inc.  
3900 Woodlake Blvd. Suite 309  
Lake Worth, FL 33463

**2. To avoid delay, refer to the "Check List" below.**

- ( ) SURVEY (Indicate on survey the location of the improvement)
- ( ) BUILDING PERMIT/WORKING PERMIT (DOES NOT HAVE TO BE FINALIZED, BUT MUST BE STARTED. SEE ENCLOSED.) **SEND COPY OF ORIGINAL PERMIT WHEN APPROVED BY COUNTY TO BEGIN WORK.**
- ( ) PLAN, ELEVATIONS, OR DETAILED SKETCH
- ( ) CONTRACTOR/ENTITY'S CONTACT INFORMATION
- ( ) CONTRACTORS CREDENTIALS (Attach License & Certificate of Insurance)

**CERTIFICATE HOLDER SHOULD READ: LANTANA PINES HOA C/O GRS MANAGEMENT ASSOCIATES 3900 WOODLAKE BLVD SUITE 309 LAKE WORTH, FL 33463**

- ( ) PAINT COLOR CARD SAMPLE (Attach)
  - ( ) PAINT DIAGRAM OF HOUSE (Attach)
  - ( ) ROOF TILE SAMPLE (Leave tile in front of garage door of home **with MFG part number on it**).
- DO NOT SUBMIT APPLICATION WITHOUT DISPLAYING TILE SAMPLE AGAINST GARAGE DOOR.**
- ( ) SAMPLE/BROCHURE/MFG Spec Sheet (Fencing, Windows, Doors, Mailbox, Siding, Pavers, Gutters, Lighting, Landscape Barriers) **DO NOT SUBMIT APPLICATION WITHOUT THE ABOVE.**

**3. ( ) AUTHORIZATION FROM FLORIDA IMAGE LANDSCAPING**

Prior to **any** (Digging/Removing/Installing/Planting, etc.) Owners are required to contact FLORIDA IMAGE LANDSCAPING at 561-965-9696 to obtain prior authorization. **A copy of the authorization must accompany this application.**

If (FIL) determines that additional irrigation work is required or should damages occur as a result of construction/installation by an Owner or their contractor, the Owner will be responsible for additions or repairs by LPHOA contractor Florida Image Landscaping. (Please be advised there is a \$75.00 consultation fee, payable directly to Florida Image Landscaping from Owner for consult).

**4. Call 811 for utilities to be checked prior to any digging, removal, installing, planting, etc.**





# EXTERIOR DIAGRAM FORM



- (1) HOUSE PAINT COLOR: \_\_\_\_\_ COLOR #: \_\_\_\_\_
- (2) TRIM PAINT COLOR: \_\_\_\_\_ COLOR #: \_\_\_\_\_
- (3) EXTERIOR DOOR(S) PAINT COLOR: \_\_\_\_\_ COLOR #: \_\_\_\_\_
- (4) GARAGE DOOR COLOR: \_\_\_\_\_ COLOR #: \_\_\_\_\_
- (5) PATIO/SLAB/DRIVE & WALK WAY (*COLOR OR STAIN*) \_\_\_\_\_ COLOR/STAIN #: \_\_\_\_\_  
 MATERIAL: \_\_\_\_\_
- (6) FENCE (*PAINT OR STAIN*) COLOR: \_\_\_\_\_ COLOR/STAIN #: \_\_\_\_\_  
 MATERIAL & STYLE: \_\_\_\_\_
- (7) ROOF COLOR: \_\_\_\_\_ TILE or OTHER: \_\_\_\_\_  
 ROOF MFG & PART #: \_\_\_\_\_
- (8) MAILBOX: BOX COLOR: \_\_\_\_\_ POST COLOR: \_\_\_\_\_  
 WOODEN MAILBOX HOUSE PAINT COLOR: \_\_\_\_\_  
 VINYL MAILBOX/POST MFG & COLOR \_\_\_\_\_  
 PROVIDE COLOR PICTURE SAMPLE OF MAILBOX.
- (9) OTHER: GUTTERS, DOORS, LIGHTING, SCREEN DOORS, WINDOWS, HURRICANE SHUTTERS/PANELS ETC.

**\*\* Include an approved Paint/Stain Color Card Sample with application**

**\*\* Include Samples & Brochures with MFG info for all other alterations as applicable**