
**REQUEST FOR ARCHITECTURAL REVIEW
ARCHITECTURAL CONTROL COMMITTEE APPLICATION**

APPLICATION INSTRUCTIONS AND NOTES:

- All applications must be approved by the ACC Committee prior to starting any work. The ACC Committee meets on the third Friday of every month at 9:00 am.
- Submit your application with all required documents/information/checks to the management office via:
 - Mail: 8576 Golden Gate Avenue, Delray Beach, FL 33446
 - Management Drop Box: Located to the left of the clubhouse exterior doors
 - Or with the management office staff during office hours
- Please be sure to include all required information, documents, and fees, with all checks payable to “The Bridges HOA.” Refer to fees listed directly below, as well as required items listed on pages 2 and 3 of this document.
- After the meeting you will receive a phone call/email with your approval status, followed by an official approval letter within 2 weeks.
- Contact Ellen Broder at ebroder@grsmgt.com or via phone at 561.404.9260 with any questions pertaining to your ACC Application.

APPLICATION FEES:

- **Minor Projects (basketball hoop, coach lights, tree installation or removal, garage / front door painting)**
 - **\$25.00** non-refundable application fee.
 - **\$100.00** refundable check that will be returned upon completion of your project and inspection by an ACC Committee Member.
- **Projects that do not require heavy machinery (generators, painting, fences, artificial turf)**
 - **\$100.00** non-refundable application fee.
 - **\$100.00** refundable check that will be returned upon completion of your project and inspection by an ACC Committee Member.
- **Large Projects where heavy machinery will be entering the property (pools, pavers, screen enclosures)**
 - \$5,000 Security Deposit Check.
 - Once your project is completed and approved by an ACC Committee member, your Security Deposit refund will be processed. Please note that an application fee of \$200, as well as any pool grading inspection fees (\$300 each), will be deducted from this amount. Any damages to association property from the use of heavy machinery and equipment may also be deducted from this amount.

ARCHITECTURAL CONTROL COMMITTEE APPLICATION

Owner Name: _____

Address: _____ Lot No.: _____

Phone #: _____ Email: _____

A. BRIEF DESCRIPTION: 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 the details of your project and all information noted on Page 3 of this application as it pertains to your project.

B. PLEASE ATTACH THE FOLLOWING ITEMS TO THIS APPLICATION

Check off the items attached and pertain to the project.

- _____ Copy of contractor's license
- _____ Copy of contractor's Insurance Certificate to include General Liability (min. 1 million dollars General Aggregate (min. of 2 million) and Workmen's Comp.
- _____ Survey of the lot showing the location of the improvement
- _____ Check(s) for Refundable and Non-Refundable Application fees
- _____ Any additional project-specific items are listed on page 3 of this application such as a picture of the front of the home, etc.
- _____ Pictures of the sidewalk in front of the home for projects requiring the use of heavy machinery. These pictures will serve as documentation of the sidewalk's current condition prior to any work being done.

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

_____ **Approved by the Architectural Control Committee**

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

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

_____ **Denied, not approved for the following reasons:**

ACC Member Signature: _____ Date: _____

ACC Application Items to Include – Project Specific

To expedite your request, please include the information listed below for the specific category.

Pools

- Survey depicting the location of the proposed pool on the lot.
- Architectural rendering. Identify pool deck type, color, and pattern, preferably samples.
- Landscaping plans with plans for shrubs to conceal pool equipment.
- **IMPORTANT:** Once your application is approved you will need to contact CPM direct at 954.973.3333 to schedule the irrigation capping BEFORE your dig date. This is very important as failure to cap your irrigation lines will result in major flooding and repairs to the irrigation lines.

Landscaping

- Survey depicting the location of existing plantings with respect to property lines and existing improvements.
- Drawing illustrating placement of proposed landscaping. (On survey submitted)
- Description of proposed landscaping including type, height, and quality of planting materials.

Exterior Painting

- Identify the manufacturer and color codes for the body, trim, front door, and garage door.
- Photo of the front of the house.
- **NOTE:** The Bridges Exterior Color Guide can be found on The Bridges HOA APP and includes all approved colors. Contact GL Warranty for the original exterior paint colors at 1.866.979.2424, or the Sherwin Williams paint store on Atlantic Avenue at 561.496.1717.

Fences

- Survey indicating the location with respect to the property lines and existing improvements.
- Fence material and drawings that include the fence dimensions.
- Must meet HOA fence requirements and which include a minimum of 5 feet tall, bronze color, and two gates for mower access.

Artificial Turf

- Survey depicting the location of where the artificial turf will be installed, noting any landscaping that will be removed or added at the time of installation.
- A proposal for irrigation alterations, from the onsite landscape/irrigation company (CPM), must accompany the application. Outside companies are not authorized to alter our irrigation system. Please contact CPM direct at 954.973.3333 to request a proposal for an irrigation alteration to install artificial turf.

Generators

- Survey indicating the location to which the generator company will be installing the generator.
- Please note that after the installation is complete, a hedge must be added to the front and side of the generator so that it is not visible from the street and neighboring homes.

Screen Enclosures

- Survey depicting the location of the proposed screen enclosure.
- 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).
- Must meet HOA screen enclosure requirements.

Driveways/Concrete Patio Extensions

- Survey indicating the location of proposed installation drawn on the survey.
- Material description, layout pattern, and pictures of the pavers and face of the home from the street view.
- Must meet HOA fence requirements and may not extend past the face of the home per the HOA's Rules and Regulations.

Other

- Awnings require description, location, and color. (Brochure is helpful if available).
- Pergolas require a description of the material, color, and location as shown on the lot survey.
- Satellite dishes require details regarding size, color, type, and location where the dish will be mounted.

Contact Ellen Broder at ebroder@grsmgt.com or via phone at 561.404.9260 with any questions pertaining to your ACC Application.

THE BRIDGES HOMEOWNERS' ASSOCIATION, INC.
HOMEOWNERS 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 the 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 stormwater off the lot and to maintain positive drainage away from the 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 CPM @ 954-973-3333 to make modifications to any irrigation system prior to work being initiated. Modifications required are at the Homeowner's expense.
- Homeowner may assume maintenance responsibility for any new landscaping changes.
- **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 ACC 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 Control Committee or Board of Directors. If the modification is not completed as approved, within 90 days, 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 an event, I shall be responsible for all reasonable attorneys' fees.

Signature: _____ Date: _____

**THE BRIDGES HOMEOWNERS' ASSOCIATION, INC.
ARCHITECTURAL CONTROL COMMITTEE (ACC) – DISCLAIMER/RELEASE**

The Bridges Homeowners Association's Board of Directors, the ACC 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 of the said property. Also, if requested, a copy of a signed County Inspection Approval will be provided upon completion.

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

Per county ordinances, the operation of any machinery, demolition equipment, construction equipment, excavating equipment, power tools, equipment, or semi-mechanical devices or undertaking construction work that emits sound across the landline of an inhabited residential land between the hours of 10:00 PM and 7:00 AM, Monday through Saturday with no construction permitted on Sunday. This shall not prohibit the use of pumps or machinery which, because of its very nature and purpose, is required to be operated twenty-four (24) hours a day.

Signature: _____ **Date:** _____

ATTACHMENT A

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

- A check in the amount of \$5,000.00 made payable to THE BRIDGES HOA must be submitted with the application. The \$200.00 **non-refundable** deposit and the \$300.00 **non-refundable** inspection fee will be deducted accordingly.) Each grading inspection is at a cost of \$300.00 deducted from the original \$5,000.00 fee. The remainder of the \$5,000.00 fee will be returned after the grading inspection

- Application shall also include the following:
 - Survey depicting the location of the proposed pool on the lot.
 - Architectural rendering.
 - Plans for fencing or screening.
 - Landscaping plans.
 - Identify pool deck type, color, and pattern, preferably samples.
 - Identify coping material and color, preferably samples.
 - Plans for shrubs to conceal pool equipment.
 - **IMPORTANT:** Once your application is approved you will need to contact CPM direct (954.973.3333) to schedule the irrigation capping BEFORE your dig date. This is very important as failure to cap your irrigation lines will result in major flooding and repairs to the irrigation lines.

NOTE:

- The Application fee, minus the security deposit and grading inspection cost, will be returned to you, by the Management Company. Please notify the Property Manager after full completion of addition and/or changes.
- A Committee member will review the final changes against the approved application for the check to be returned.

Signature: _____ Date: _____

ACC Project Completion Form

Upon the completion of all projects, this form must be filled out and submitted to the HOA management team. 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.

Owner Name: _____

Address: _____

Lot No.: _____

Phone #: _____

Email: _____

Description of Completed Project: _____

OFFICE USE ONLY

Inspected by: _____

Date of Inspection: _____

_____ APPROVED

_____ DENIED

NOTES: _____