

**The Villas at Emerald Dunes**  
**6442 Emerald Dunes Drive, West Palm Beach, FL 33411**  
**ARCHITECTURAL REVIEW APPLICATION**

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*This is a request form to be completed and submitted to the Board of Directors BEFORE any work commences and requires Board approval for all Common Ground requests and Interior requests. PROJECT MUST BEGIN WITHIN NINETY (90) DAYS AND BE COMPLETED WITHIN ONE YEAR FROM THIS REQUEST APPROVAL DATE. Complete this form in its entirety and return to the Property Manager of The Villas at Emerald Dunes.*  
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Owner's Name: \_\_\_\_\_

Building: \_\_\_\_\_ Unit #: \_\_\_\_\_

Phone (Home) \_\_\_\_\_ (Work) \_\_\_\_\_

**DESCRIBE THE CHANGE/ADDITION/INSTALLATION: (i.e., Flooring, Fixtures, Paint, etc.)**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**SPECIFICATIONS: (Attach a copy of the contractor's plans/owners and a suitable drawing and/or picture. Also include a sample of materials to be used for flooring, (including floor inlay. additionally, a clear copy of the contractor's liability Insurance certificate & license #.**

Contractor: \_\_\_\_\_

Phone #/ Email: \_\_\_\_\_

License #: \_\_\_\_\_

Liability Insurance \_\_\_\_\_

DIMENSIONS: \_\_\_\_\_

MATERIAL(S): \_\_\_\_\_

COLOR(S): \_\_\_\_\_

**Resident signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**PLEASE NOTE:**

No project may commence prior to unit owner receiving written approval by Condominium Association. Contractors may only work during the hours of 9:00 am to 4:00 pm Monday through Friday. All contractors, contractor vehicles, etc. must be off the premises by 5:00 pm Monday through Friday. No work is permitted Saturday and Sunday. Before commencing work, please inform the office at least 48 hours ahead of time along with an expected completion time as well so other residents may be informed of possible noise disturbances the throughout project time.

**INSTRUCTIONS:** Complete all pages of this form and give to the Property Manger along with all applicable attachments. The Property Manager will then forward, to the Condominium Board will then approve, conditional approval, reject or request further information. A copy of the approval will then be emailed or mailed to the Owner and modifications, alterations or improvements may begin.

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**THIS SECTION TO BE COMPLETED BY THE BOARD OF DIRECTORS**

Request Received: \_\_\_\_\_ Date Approved: \_\_\_\_\_ Date Denied: \_\_\_\_\_

Comments:

\_\_\_\_\_  
\_\_\_\_\_

**For the Board of Directors:** Signature: \_\_\_\_\_

Print Name \_\_\_\_\_

Title: \_\_\_\_\_