



3900 Woodlake Blvd., Suite 309, Lake Worth, FL 33463

Ph: (561) 641-8554 / www.grsmgt.com

REQUEST FOR ARCHITECTURAL COMMITTEE APPROVAL TO MODIFY UNIT AND/OR PROPERTY

Please note there is a required **Architectural Modification Application Processing Fee** in the amount of **\$25.00 payable to GRS Community Management** in the form of a money order or cashier's check.

CONTRACTOR/VENDOR GUIDELINES

All Homeowner and Condominium Associations require the following documents to be **provided by the Contractor/Vendor to the Homeowner** and submitted in whole with the Modification Application and Fee to be processed expeditiously:

1. _____ Current copy of Contractor/Vendor Occupational License.
2. _____ Current copies of a Contractor/Vendor Certificate of Liability Insurance, Automobile/Vehicle Insurance and Workers Compensation Insurance (or an Exempt Certificate must be provided).

The COI's Certificate Holder must reflect the following verbiage:

"Name of Association" (*in which the project is contracted*)
c/o GRS Community Management
3900 Woodlake Blvd. Suite 309
Lake Worth, FL 33463

The Association must be named as an Additional Insured.

3. _____ No Application will be processed without being completed in its' entirety and submitted without all required supporting documentation as listed above and/or the fee(s).
4. _____ Applications and/or documentation submitted in part(s) or through a third party will not be accepted and will be returned to the Homeowner.

Please submit payment with the attached application and ALL required documentation.

Thank you.

THIS FORM IS TO BE USED WHEN REQUESTING A MODIFICATION, ALTERATION OR ADDITION TO THE EXTERIOR OF YOUR HOME OR PROPERTY

**Approval is required in advance on all proposed changes that will be visible from the exterior of the home
Requested modification(s) must be in compliance with association bylaws**

ASSOCIATION NAME: THE ESTATES OF ROYAL PALM BEACH HOMEOWNERS ASSOCIATION INC.

OWNER'S NAME	
MAILING ADDRESS	
HOME PHONE	
CELL PHONE	
BUSINESS PHONE	
EMAIL ADDRESS	

**Approval is hereby requested to make the following modification(s), alteration(s) or addition(s)
as described below and depicted in the required attachments:**

LOT ADDRESS	
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Type or print clearly and provide details to include nature, kind, color, shape, size and material. Show location of Proposed modification on survey, and include survey, along with any other appropriate attachments; a copy of any contractor licenses and Certificates of Insurance are required when applicable.

Description:

Signature of Owner

Date

Your association Architectural Review Committee will review your request and return a copy to you with committee decision. **If you do not receive an ARC response to your application within thirty (30) days, your request is automatically denied. Please contact the GRS Management office for information regarding the decision.**

ARC Review Committee:

() APPROVED Date: _____ () DISAPPROVED

Signature Committee Chair

Signature Committee Member

Signature Committee Member

Committee Comments:

Reason for denial:

MANDATORY

*****If you are painting your home you must paint a 2 ft by 2 ft color swatch of the home color, trim color next to the home color, and any other colors you want approved on the front of your home for inspection before the application will be approved.*****

*****When painting a driveway, you cannot extend the paint over the sidewalk as it is a violation of Royal Palm Beach city codes. If the sidewalk is painted, you will have to have the paint removed.*****

*****If you have any questions or need assistance, please contact the property manager*****

Approval of any modification, alteration or addition is subject to county codes, setbacks, and permit conditions required. You are responsible for obtaining any Federal, State, County, City or applicable agency approval(s) or permit(s)

*****This ARC is valid for 60 days from the date of the approval. If the project is not started by that date, a new ARC submission must be handed in. *****

Submit Application to: GRS Management Assoc Inc, 3900 Woodlake Blvd, Suite 309, Lake Worth, FL 33463

P: (561) 641-8554 F: (561) 641-9448

Email (preferred method of delivery if no deposit is required): ResidentServices@grsmgt.com

ARCHITECTURAL REVIEW COMMITTEE (ARC) RULES AND GUIDELINES

This guide is meant to assist residents in understanding the architectural guidelines of the community and the procedures required to obtain approval for changes to a property's appearance. While the list below is comprehensive, it is not complete, as the ARC frequently encounters new types of requests. Nonetheless, most of these guidelines come directly from the HOA documents and are relatively straight forward. Others have resulted from decisions made by the ARC in the past years. When in doubt about a change to the outside appearance of your home, always request approval. You can always call the Property Manager and discuss any issue.

ARC request forms can be obtained from the Property Management office and should be completed and returned with all of the necessary documentation materials describing the improvement or change. Documentation may include a survey or map of the property indicating the location and size of the feature, specifications, building materials, dimensions, colors and a color photograph or color swatch of the architectural element. A written description of the change should be included along with all contact information. An application is not complete and will not be submitted to the ARC until all documentation has been received.

A \$1,000 bond in the form of a check is required for all work that involves heavy machinery or construction (such as pools, spas, etc.) ARC approval is contingent upon receipt of this deposit and is intended to provide a guarantee that any damage to Association property resulting from the work is properly repaired. All clean up required as a result of the work is also the responsibility of the homeowner. For example, if a pool is being installed, crushed rock and dirt must be kept out of the road or will be cleaned at the homeowner's expense. Damage to the sidewalk, curb, or swale vegetation must be repaired or will be charged to the homeowner. It is the homeowner's responsibility to require that contractors work responsibly and cleanly.

After the work has been completed and approved by the property manager, the bond will be refunded in full less any charges. If damage or cleanup results in costs beyond \$1,000, the additional amount will be charged to the homeowner.

The ARC convenes once a month at a publicly noticed meeting, generally on the days and at the location of the Board of Directors meeting, to review all applications received since the previous meeting.

CHANGES TO THE APPEARANCE OF THE RESIDENCE

- Prior to beginning any structural or color changes to a home, including roof, driveways, walkways, trim or other structures, ARC approval is REQUIRED.
- Solar heating equipment is allowed by law; color, placement, style and quality of such equipment are subject to ARC approval prior to installation.
- Basketball hoops and supports, either permanent or portable, are not allowed anywhere on the property.
- Up to 18' satellite dishes are allowed but should be installed out of view from the street, if possible. ARC approval is required for placement.
- Mailbox installation must be one of the approved styles (contact Property Manager or ARC member). If another style is desired, it must be reviewed by the ARC for aesthetic appeal prior to installation.

OPEN AIR PERMANENT ROOFED STRUCTURES

- Built for Human Use – not for housing animals or storage
- Approved by an engineer and built by a licensed contractor
- Permitted by the Village of Royal Palm Beach
- Must be similar and compatible with the existing home in material and architectural character, including but not limited to roofing and other building materials.
- Not to exceed a single-story roofline
- No closed wall structures
- Flooring must be specific and approved

POOLS

- Must conform to Village of Royal Palm Beach (VRPB) guidelines and setbacks.
- Pool design and enclosure or fence requires ARC approval.

FENCING

- Black vinyl coated chain link and white or black aluminum fencing only is allowed.
- Fence height: 4' or 5' only (4' preferred)
- Fences cannot be installed anywhere along the front property line of the house.
- Fences can be installed in and along the side and rear property lines.
- On corner lots, fencing installed along the side property line, along a sidewalk, must be setback at least one foot from the sidewalk for reasons of safety and visibility.
- Fences must NOT be installed in the lake maintenance easement, although a variance for partial encroachment into the easement of no more than six feet may be requested from the ARC.
- Other easement variances will be considered by the ARC, however under no circumstances may a fence approach closer than within six feet of the high waterline.
- If possible, hedges or decorative plantings should be included along fences that are visible from the road to beautify them.
- All hedges growing near or through fences must be well-maintained and trimmed.
- Weeds must be kept from growing along the base of fences.

SWING SETS

- Only wooden swing sets are allowed but must be approved by the ARC.
- Smaller plastic children's play equipment must be reviewed by the ARC for approval and should be stored out of view when not in use, if possible.

LANDSCAPING CHANGES TO HOME

- While smaller landscape changes and plantings are always allowed, approval is necessary if more than 50% of the front vegetation is to be changed, removed or added.
- The HOA is serious about maintaining our neighborhood green scape. No trees may be removed from the property without prior approval. In general, removal of native slash pines and cypresses is particularly discouraged, although all requests will be considered.
- Trees to be planted on the property should be of proper type and eventual size suited to the property so as not to obstruct easements or common areas and should minimize hindrance of views.
- No trees may be planted in the front swale. The live oak trees in the swale will be trimmed by the association. No removal, major pruning or "hat racking" of the oaks is permitted, although residents may, and should, trim branches that obstruct passage on the sidewalk or hang low over the street or driveway.
- If an oak tree dies, it must be replaced by the homeowner and at homeowner expense, within one month, with another live oak tree of at least eight feet in height.
- Planting of flowers or other vegetation in the common area swale between the sidewalk and road requires ARC approval and, if approved, must be maintained by the homeowner.

VEGETATION

- Maximum height of hedges is 8 feet per VRPB code.
- Removal of any trees from the property requires ARC approval and usually requires replacement by other native vegetation, pending ARC approval.
- ARC requires hedges or shrubs to be installed by homeowner around any garbage cans stored outside if the garbage can is visible from the street.

SIGNS

- No advertising signage is allowed anywhere on the property.
- Decorative signs visible from the street need ARC approval.
- US flags and flagpoles require ARC approval prior to installation for review of location and size. No flag other than a US flag may be flown from a freestanding flagpole.
- All other banner-type flags should be flown from a pole attached to the premises and should be in good taste.
- If selling or renting a home, a single standard "For Sale" or "For Rent" sign is permitted on the property. No signs, including "Open House" signs are permitted in any common area.

BOATS

- No boats, trailers, recreational-type vehicles can be stored within the property, except in the garage, with the following exception:
- For houses along the canals, small motor boats, canoes and kayaks are allowed to be stored in the back yard and launched from the backyard ONLY along two canals (the "Village Canal" on the southern border of the Estates and the M-1 Canal on the eastern board of the Estates) – not on the main lake. ARC approval is required for storing such a watercraft along a canal.
- Docks and moorings along canals must be approved by the ARC and are subject to VRPB and South Florida Water Management District (SFWMD) restrictions.
- Bulkheads and waterfront structures along canals must be approved by the ARC.

DRIVEWAYS

- For all changes to the driveway (expansion, addition, removal, or surface treatment), ARC approval is required.
- No paint or texture treatment may be applied to the sidewalk, in conformance with VRPB codes. The sidewalk is considered to run continuous along the end of the driveway – no treatment is allowed.
- No modifications to any part of the sidewalk are allowed.

ORNAMENTATION

- All site furniture and fixtures (fountains, benches, etc.) visible from the street require ARC review and approval.
- Plastic or reflective ornaments to be displayed on a year-round basis on the front lawn are generally not allowed, but the ARC will review proposals on a case-by-case basis.
- December holiday lights must be taken down from anywhere on the property by January 15th of each year.
- Any lawn ornaments greater in number than four and/or larger than 12 inches in size must be submitted for ARC approval.

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Note: The following notice is sent out with all ARC approvals for structural changes as a reminder to residents:

Dear Resident,

We remind you that in the course of completing your project, any damage done to any part of the common area of the Estates as a result of your or your contractor's actions is your responsibility. This includes, but is not limited to sidewalks, swales, light poles, street, curbing, sewers, pipes, underground cables, vegetation, easements, lake, gates and or drop arms. If damage occurs, you will be responsible for the cost of the repairs. Please make sure that your contractors are aware of this and responsible in their activities; make sure they are bonded and insured.

Sincerely,

The Architectural Review Committee

DESCRIPTION	ARC APPLICATION REQUIREMENTS	NON-REFUNDABLE APPLICATION REVIEW FEE	REFUNDABLE DEPOSIT
EXTERIOR LIGHTING	ARC required for installation of <u>additional</u> lighting, not for replacement of existing fixtures. Submit photo/picture of fixtures. Identify style, color intensity and proposed installation drawing.	N/A	N/A
FENCING	Submit survey, plans, style, height, color and proposed installation drawing including gate locations and landscape plan. Village approval required.	N/A	\$250.00
GENERATOR	Submit size and dimensions with exact location of the slab, generator and propane tank noted on survey. Include landscape specifications, size, quantity and species to be planted to screen from street and neighbor view.	N/A	\$500.00
HARDSCAPE (Driveway, walkway, patios, decks)	Submit survey, hardscape plan and product specifications, identify landscape plan to soften the hardscape.	N/A	\$500.00
HURRICANE PROTECTION (Windows, doors, shutters)	Submit drawing to show where product is to be installed on the home. Shutter specifications must include style and color. Window and door specifications must include type and color of glass and frame or style. Include color photo of product.	N/A	\$500.00
IRRIGATION WELL	Submit survey with well location. Include landscape specifications, quantity and species to be planted to screen equipment from street and neighbor view.	N/A	\$500.00
LANDSCAPE (MAJOR)	ARC approval required if more than 50% of the front landscape to be changed. Submit survey, landscape plan, plant list including species, size, quantify. Include a photo of existing landscape.	NA	\$250.00
MAILBOX AND/OR POST	Standard mailbox required in black or white with PVC or pressure treated post to match mailbox. Pre-approved mailbox and posts are available at the management office for expedited approval process.	N/A	N/A
NEW CONSTRUCTION OR ADD ON	Two (2) sets of permitted plans, specifications, finishes, survey and landscape plan.	N/A	\$1000.00
PAINT/STAIN DRIVEWAY	Submit proposed color sample with the application showing color name, manufacturer and number. Professional staining highly recommended.	N/A	N/A
POOL OR SPA	Submit survey showing pool and equipment location. Provide specifications of materials to be used including deck material, fence or screen enclosure and landscape.	N/A	\$1000.00

ROOF REPAIR	Submit color photo or brochure showing replacement tile sample, type, style and color of roof material. Provide photo of home with existing tile and house color. NOTE: Homeowner may do emergency dry-in repair Prior to approval.	N/A	\$250.00
ROOF REPLACEMENT	Submit color brochure showing tile sample, type, style and color of roof material. Provide photo of home with existing tile and house color.	N/A	\$1000.00
SCREEN ENCLOSURE	Submit plans drawn by contractor. Identify color of framing and screen.	N/A	\$500.00
REPAINT HOME	Submit proposed color sample with application showing color name, manufacturer and number. Specify the trim, doors and body colors. A 2'x2' sample of the colors must be painted on the front of the home before the application will be approved or denied.	N/A	N/A

All work being done by a contractor requires the following to be submitted with the ARC application

1. Copy of the contractor's occupational license
2. The certificate of insurance for **general liability** and **workers compensation**, please be sure the certificate holder on the bottom left reads the following:

**The Estates of Royal Palm Beach HOA
C/O GRS Management Associates, Inc
3900 Woodlake Blvd Suite 309
Lake Worth, FL 33463**

****The Association must be named as certificate hold AND additional insured with respect to general liability insurance****

****If the contractor is exempt from workers compensation, they MUST provide documentation showing the are exempt****