



3900 Woodlake Blvd., Suite 309, Lake Worth, FL 33463
Ph: (561) 641-8554 / Fx: (561) 641-9448

**VERONA LAKES HOMEOWNERS' ASSOCIATION, INC.
REQUEST FOR ARCHITECTURAL REVIEW**

- A TWENTY-FIVE DOLLAR (\$25.00) PROCESSING FEE IS REQUIRED FOR ALL REQUESTS.
 - Please remit payment in the form of a money order/check ONLY, made payable to: Verona Lakes HOA
- **THE APPLICATION WILL NOT BE PROCESSED IF THE FEE IS NOT INCLUDED**

Name: _____ Address: _____

Home/Cell Phone No.: _____ Work Phone No.: _____

Directions:

1. Provide requested information.
2. Complete and sign ARC request form and attach required information.
3. Return the completed form and payment to the Property Manager at the Verona Lakes Clubhouse.

If you have any questions regarding this form or what is required for your project, please contact the Community Specialist at residentservices@grsmgt.com.

- A. Brief Description: In the space below, give a description of the alteration, improvement, addition, or other change you would like to make to the exterior of your home (to avoid delays be as clear as possible). Please include such details as the dimension, materials, color. design. location and other pertinent data.

- B. Please attach the following items to this application (see reverse side):
- Survey/Lot plan showing the location of the improvement. Plans elevation or detailed sketch.
 - Paint color chip/sample. (if required)
 - Copy of sub-contractor's license.
 - Copy of sub-contractors' insurance.

The certificate insurance holder must read the verbiage below:

*Verona Lakes HOA
C/O GRS Community Management
3900 Woodlake Blvd, Suite 309
Lake Worth, FL 33463*

- Copy of building permit. Association approval shall be in place prior to the permitting process.
- If you are installing a pool or room addition, a \$2000.00 security deposit check shall be included with the application made payable to Verona Lakes HOA.

I have read and agree to abide by the Covenants and Restrictions of the Association. I understand and, in return for approval, I agree to be responsible for the following:

1. For all losses caused to others, including common areas, as a result of this undertaking whether caused by me or others.
2. To comply with all state and local building codes.
3. For any encroachments.
4. To comply with conditions of acceptance if any.
5. To complete the project to the approved plans and if the modification is not completed as approved, said approval can be revoked and the modification shall be removed at owner's expense.
6. Applicant further acknowledges that the drainage swales have been designed and established between homes (side yards) to carry storm water off the lot and to maintain positive drainage away from the home. The Association or Developer shall not be responsible for any effect the proposed landscaping installation may have on the drainage. The applicant shall be responsible.
7. Access for all approved work shall be from the owner's property and NOT from common areas on neighbor's property.

I also understand that the ARC does not assume any responsibility or liability for the following: structural adequacy, capacity or safety features of the proposed construction, alteration or addition, soil erosion of incompatible or unstable soil conditions, mechanical, electrical or any other technical design requirements for the proposed construction, alteration or addition; or for the performance, workmanship or quality of work of any contractor or of the complete alteration or description.

I agree to abide by the decision of the ARCHITECTURAL REVIEW COMMITTEE and/or the Board of Directors. If the modification is not approved or does not comply, I may be subject to legal action by the Association. In such event I shall be responsible for all reasonable attorney's fees.

Date of Request: _____ Homeowner Signature: _____

Projected Start Date: _____ Projected Completion Date: _____

NOTE: The approval by the ARC, constitutes an approval of the project, only to the extent said project complies with the provision of the Association's Documents. The Owner shall indemnify and hold harmless ARC and Verona Lakes Homeowners' Association from and against any and all claims, demands, causes of action, losses, damages, liabilities, judgments, costs, and expenses (including attorneys' fees) asserted against or incurred by the Owner, and/or owner's agent, contractor, sub-contractor and/or employee or any other person acting on behalf of owner.

The Owner shall hold the ARC and Verona Lakes Homeowners' Association harmless from any and all liabilities and expenses incurred in connection therewith including without limitation, reasonable attorney's fees and court costs.

DO NOT WRITE BELOW THIS LINE

_____ Approved by ARC.

_____ Approved Subject to the following*

_____ Pending. insufficient information. Resubmit requested information.

*Be sure to include the following: _____

_____ Denial, not approved for the following reasons: _____

BY: _____

BY: _____

BY: _____

Date: _____

*Follow-Up for ARC Request Completed. Approved on _____ Date: _____

VERONA LAKES HOMEOWNERS' ASSOCIATION, INC.
REQUEST FOR ARCHITECTURAL REVIEW
GUIDELINES WITH INFORMATION TO BE PROVIDED WITH REQUEST

To expedite your request, please include the information listed below for the specific category. The list may not be inclusive; the Architectural Review Committee reserves the right to request additional information.

1) Fences:

- a. Survey indicating the location with respect to property lines. and existing improvements.
- b. Type offence including materials, height, drawing, color, finish, and decorative style.
- c. Location of swing gates.
- d. Proposed landscaping plan surrounding fence (see item #7 below).
- e.

2) Painting:

- a. Identify colors including paint manufacturer, color name and color number.
- b. Provide paint color samples.

3) Driveways:

- a. Survey indicating location of proposed driveway installation.
- b. Type of driveway materials (Brick Pavers).
- c. Provide color and pattern information, preferably samples.

4) Screen Enclosures:

- a. Survey depicting location of proposed screen enclosure.
- b. Description of proposed type of screen enclosure.
- c. 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., kickplate).
- d. Plan and elevation views of screen enclosures.
- e. Identify colors including. as appropriate, colors of screening. aluminum framing, kickplates and glass.
- f. Proposed landscaping plan surrounding screen (see item #7 below).

5) Pool/Spa Additions:

- a. Survey depicting location of proposed pool/spa on lot.
- b. Architectural rendering.
- c. Plans for fencing or screening (see items #'s 1 & 4 above).
- d. Identify pool deck type, color, and pattern, preferably samples.
- e. Identify coping material and color, preferably samples.
- f. Proposed landscaping plans (see item #7 below).
- g. \$2000.00 security deposit check must be included with application.

6) Room Additions:

- a. Survey depicting location of proposed addition on lot.
- b. Architectural drawing including plan and elevation views.
- c. Identify exterior paint colors including paint manufacturer, color name and color number.
- d. Provide roof color verifications preferably with samples. Roof material and color must match existing home.
- e. Proposed landscaping (see item #7 below).

7) Landscaping:

- a. Survey depicting location of existing plantings with respect to property lines and existing improvements.
- b. Drawing illustrating placement of proposed landscaping.
- c. Description of proposed landscaping, including type, height, and quality of plant materials.

NOTE: Any Architectural renderings submitted to the ARC will be returned to applicant.