

## REQUEST FOR ALTERATION REVIEW

### PENNOCK PRESERVE PROPERTY OWNERS ASSOCIATION, INC. "THE PRADO"

Please Complete The Following

Name: \_\_\_\_\_ Directions: 1. Fill in requested information  
2. Attach required checks  
Address: \_\_\_\_\_ 3. Attach required certificates  
4. Sign required forms and **return to:**  
Lot number \_\_\_\_\_ **GRS Management Associates, Inc.**  
Telephone Home \_\_\_\_\_ Work \_\_\_\_\_ Cell \_\_\_\_\_ **3900 Woodlake Blvd. Suite 309**  
**Lake Worth, FL 33463**  
**[bmcdonald@grsmgt.com](mailto:bmcdonald@grsmgt.com)**

- A. **Brief Description:** In the space below or on an attached page, 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 specific as possible*). Please include such details as dimensions, materials, color(s), design, location and other pertinent data.

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- B. **Please attach the following items to this application in PDF format:**

- \_\_\_\_\_ Survey of lot showing the location of the improvement **and placement of port-a-potty (if required)**
- \_\_\_\_\_ Plans, elevations, or detailed sketches, **MUST** have dimensions noted
- \_\_\_\_\_ Paint color chip (if required)
- \_\_\_\_\_ Photos from **FOUR** cardinal directions indicating the location of the alteration
- \_\_\_\_\_ Copy of sub-contractor's license
- \_\_\_\_\_ Copy of sub-contractor's insurance certificate to include general liability and workers compensation
- \_\_\_\_\_ **If you are installing a pool, room addition, concrete patio addition or any paver related modification such as a driveway or patio, or any major landscaping modification that requires the use of construction equipment that could result in damages to existing landscaping, irrigation systems, drainage slopes, sidewalks, curbs, or common areas, a \$2,000.00 security deposit check must be included with your application. Make the check payable to Pennock Preserve POA. This check will be deposited in the Pennock Preserve HOA deposit account. \***

**All applications must be submitted in its entirety.**  
**Individual documents CANNOT be submitted seperately.**  
**A new, complete application must be submitted with each edit or addition.**

**PENNOCK PRESERVE PROPERTY OWNERS ASSOCIATION, INC.  
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**HOMEOWNER'S 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 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 storm water off the lot and to maintain positive drainage away from 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. Modifications required are at the Homeowner's expense.
- Homeowner assumes maintenance responsibility for any new landscaping.
- **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 PENNOCK PRESERVE POA to properly restore the area.**

I also understand that the Board of Directors and/or the Management Company 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 Board of Directors and/or the Management Company. If the modification is not completed as approved 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 event, I shall be responsible for all reasonable attorneys' fees.

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

\_\_\_\_\_ **Signature of Homeowner**

**Do Not Write Below this Line**

\_\_\_\_\_ Approved by the Board of Directors and/or the Management Company

\_\_\_\_\_ Approved, subject to the following conditions:

\_\_\_\_\_ Deferred, due to the following missing information:

\_\_\_\_\_ Denied, not approved for the following reason:

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

By: \_\_\_\_\_ Date: \_\_\_\_\_

Signature of a Member of the Board of Directors and/or the Management Company

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To expedite your request, please include the information listed below for the specific category. The list may not be inclusive and the Board of Directors and/or the Management Company reserves the right to ask for additional information. Please see your Association Documents for additional information.

**Fences:**

- a. Survey indicating the location with respect to the property lines and existing improvements.
- b. Type of fence including materials, height, drawings, color (\*\*must be bronze or black\*\*), finish and aluminum rail.
- c. Location and swing of gates (in or out). There must be a minimum of two gates and they must be at least 60 inches wide.
- d. Proposed landscaping plan surrounding fence (if required, see 7 below).

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OWNER'S SIGNATURE

# **Pennock Preserve Property Owners Association Inc.**

## **"THE PRADO"**

### **Guidelines for Fences**

The following guidelines shall be considered when evaluating requests for fences. Even in the event of strict compliance with the following guidelines, prior approval from the Architectural Control Committee shall be required for each and every fence installation.

1. Only bronze or black aluminum rail fences shall be approved.
2. No style of wood, PVC or chain link fence shall be approved.
3. All fences must have a minimum of two (2) gates, which must be at least 60 inches wide.
4. No fence shall be approved which is not set back a minimum of 10' back from the front wall of the homes and at least 5' back from the sidewalk where applicable. No fences shall be attached to a neighbor's house. In considering requests for fence installations, the following may be taken into consideration: locations of air conditioning units; location of garage access doors; and positions of adjacent homes.
5. No fence shall be approved or installed which encroaches into Association Property or other lots.
6. No fence shall be approved which extends in front of the front corner of a neighbor's Home where the two homes are immediately adjacent to each other and where both homes face the same direction.
7. Aluminum rail fences, the height shall not exceed 5', except fences on rear lot line of Lake or Canal must be no higher than 4' all around. However, if the fence serves as a pool barrier and the County requirements provide for a minimum height of the fence in excess of 5', then the height of the fence shall be the minimum height required by the County. The pickets shall not be spaced closer than 3" on center and shall be no thicker than 1".
8. For fences installed on corner lots whose rear property line is common with the adjacent lot's side property line and/or whose side property line is adjacent to or visible from the road, a landscape hedge must be installed on the outer side of the fence within the lot to provide screening. No fence shall be permitted on corner lots which cross a utility easement.
9. For lots with drainage easements, the approval from and execution of fence removal agreements with the County and the Association may be required.
10. Any fence which crosses a utility easement may require approval in writing by all utility companies occupying the easement.
11. For any fence, if approved, the Owner shall assume the responsibility to maintain the fence, including trimming any grass or other plants from the fence.
12. For any fence, if approved, the Owner shall be responsible for the costs associated with any required removal, repair and/or replacement if that fence is erected on or adjacent to a lot line common with a Lot where the house is not yet under construction or, if under construction, not yet closed to the owner.
13. For any fence if approved, the owner shall be responsible to meet all County requirements and criteria including, but not limited to, proper permitting and surveying.

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**Painting:**

- a. Identify colors including paint manufacturer, color name and color number.
- b. Provide paint color samples.
- c. Elevation of structure of area to be painted (elevation survey) identifying the location(s) of each paint color-i.e. stucco color x, trim bands color y, door color z, etc.

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**Screen enclosures:**

- a. Survey depicting location of proposed screen enclosure.
- b. Description of proposed type of screen enclosures.
- 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. kickplates).
- d. Plan and elevation views of screen enclosure.
- e. Identify colors (\*\*can only be bronze\*\*) including, as appropriate, colors for screening, aluminum framing, kickplates and glass.
- f. *If concrete slab is required, items on attachment A required.*

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**Pool Additions:**

- a. Survey depicting location of proposed pool on lot.
- b. Architectural rendering.
- c. Plans for fencing or screening (see 1 and 4 above).
- d. Identify pool deck type, color and pattern, preferably samples.
- e. Identify coping material and color, preferably samples.
- f. Plans for shrubs to conceal pool equipment.
- g. *Items on attachment A required.*

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**Landscaping:**

- a. Survey depicting location of existing plantings with respect to property lines and existing improvements.
- b. Drawing illustrating placement of proposed landscaping.(on survey submitted)
- c. Description of proposed landscaping including type, height and quality of planting materials.
- d. *Some landscape additions that are major in scope may require items on attachment A.*

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**Other:**

- a. Shutters require description of type of shutters and color. (Brochure is helpful if available).
- b. Satellite dishes require details regarding size, color, type and location where dish will be mounted. Dish must be mounted near or at rear of the home. Dishes will not be approved on the front of the home.
- c. Gutters – details regarding the color and site plan showing location on home and location of downspouts.

***Note: Any Alteration renderings submitted to the Board of Directors and/or Management Company will not be returned to the applicant.***

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**DISCLAIMER/RELEASE**

The Pennock Preserve Property Owners Association, Inc. and/or 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 to said property. Also, if requested, a copy of a signed County Inspection Approval will be provided upon completion.

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

\_\_\_\_\_  
Name (please print)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Address

\_\_\_\_\_  
Date

Lot \_\_\_\_\_

## ATTACHMENT A

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

**If you are installing a pool, room addition, concrete patio addition or any paver related modification such as a driveway or patio, or any major landscaping modification that requires the use of construction equipment that could result in damages to existing landscaping, irrigation systems, drainage slopes, sidewalks, curbs, or common areas, a \$2,000.00 security deposit check must be included with your application. Make the check payable to Pennock Preserve POA. This check will be deposited in the Pennock Preserve POA deposit account. \***

1. A check in the amount of \$2,000.00 made payable to Pennock Preserve Property Owners Association, Inc. must be submitted with application.
2. Photos of the following areas:
  - A. Front of home including sidewalk, driveway areas, and landscaping
  - B. Both sides of home including all landscaping
  - C. Rear of home including landscaping and areas that are being altered
  - D. Lake Easement area and lake bank.
  - E. Preserve, Wetland, or Mitigation Areas

NOTE:

**You must request in writing a refund of the security deposit after all work has been completed.**

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