



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

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

OAKS EAST HOMEOWNERS ASSOCIATION, INC.

REQUEST FOR ARCHITECTURAL COMMITTEE APPROVAL TO MODIFY THE EXTERIOR OF THE UNIT 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.

GENERAL EXTERIOR

ACC Application

Homeowner Information

Name	<input type="text"/>		
Address	<input type="text"/>		
Telephone	<input type="text"/>	<input type="text"/>	
Email address	<input type="text"/>		
Project Cost (Optional)	<input type="text"/>	Start date	<input type="text"/>
Description	<input type="text"/>		

Vendor Information

Company	<input type="text"/>		
Telephone	<input type="text"/>	<input type="text"/>	
Email address	<input type="text"/>		
Contact name	<input type="text"/>		
Contact cell #	<input type="text"/>		
Contact email	<input type="text"/>		

All the following attachments must be included with the application before it can be reviewed by the ACC committee. Incomplete applications will be returned to homeowner and delay review and approval.

Attachments:

1. A copy of the property survey, indicate location of property any modifications listed on page 4 of the application.
2. Description of modification
 - Dimensions
 - Material type
 - Colors
 - Method of attachment
3. Brochure, photo, catalogue of windows and doors to be installed or other modification.
4. A letter detailing of any modification from the original homes design
5. Security deposit of \$500 is required for Screen Enclosures, Window installation, or if a dumpster is being used.
6. The vendors business license and Certificate of Insurance

Requirements:

1. Request Forms must comply with the applicable provisions of the Oaks East Rules and Regulations and be signed by the Homeowner where applicable.
2. Homeowners are responsible for contacting the managing Irrigation Company to make any changes and/or repairs to the HOA irrigation system in completing their projects. All costs associated with these changes and/or repairs are the responsibility of the homeowner.
3. Homeowners making changes prior to receiving ACC approval will be subject to a fine and you may have to restore the site. Refer to the Declaration of Covenants and Restrictions to Article XII, "Architectural Control" and Article V, "Use of Property" for specific information for the community.
4. Only ACC applications deemed "complete" will be reviewed by the ACC Committee.
5. Homeowners will receive an email from ACC@OaksEastHOA.Org stating approval, approval with conditions or denial of their ACC application. A formal letter will also be sent via the mail.
6. Work may only commence if you application is approved and must be done following any conditions or limitations of the approval.

GENERAL EXTERIOR – Homeowner Agreement ACC APPLICATION

By executing this architectural and or landscape change, as approved by the ACC on behalf of itself, and the Association's Board of Directors, I/we, the homeowner(s), agree to and understand the following:

1. The homeowners are responsible to maintain the approved modification to the satisfaction of the Oaks East Homeowners Association (the Association).
2. Approved work must commence within 30 days of the approval date. It must be completed within thirty (30) days of commencement and conform to the approved application.
3. No construction work is allowed on Sundays or HOA specified legal holidays, except for emergencies.
4. Contractor Services hours are from 8 am to 6 pm.
5. The homeowner must provide the Property Manager with a copy any building permits (where applicable) before work commences. Deposits will not be returned without a copy of the building permit being received, the post-construction inspections are completed, and any damages and repairs are resolved.
6. With prior approval of the Property Manager, waste dumpsters may be placed in unit driveways for a maximum of ten (10) consecutive days.
7. Security deposit must be paid for roof, pavers, pool, pool enclosure, windows, or any work that requires trucks or dumpsters to go over the driveway apron.
8. Homeowners must provide a photo of their driveway apron condition prior to work commencing, if not the ACC driveway apron assessment will be used to validate existing cracks in apron.
9. The homeowner is responsible to notify any future owner of all responsibilities explicitly stated or implied by this document.

I understand and accept the terms of this agreement.

Homeowner Signature: Date:

Homeowner Signature: Date:

General Exterior Modification List

ACC Application

Modification List

The following improvements require ACC Approval:

1. Paint colors
2. Windows / Sliding doors
3. Hurricane shutters
4. Garage doors
5. Front door
6. Screen door front entry
7. Fences
8. Screen enclosures
9. Driveway refinishing
10. Roof coating
11. Astro turf
12. Flagpole Installation
13. Sculptures
14. Extensions, Additions or Changes
15. Arbors and Trellis
16. Exterior Lighting
17. Fuel Tanks
18. Solar Energy Systems
19. Awnings
20. Antenna & Satellite Dishes
21. Lighting
22. Skylights & Sun Tubes
23. Soffits and or gutters
24. House numbers
25. Other items as indicated in the rules and regulations document