



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/INSTALL PAVERS

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.

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"/>		

PAVERS - Requirements

ACC Application

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.

Application Attachments:

1. Paver Specifications document
2. Contractor Rules and Standards document
3. Brochure, photo, catalogue of paver material
4. Contractor's ICPI licenses and certifications
5. Contractor diagram(s) showing dimensions of driveway
6. Dumpster form filled out and given to PM (if applicable)
7. Copy of all permits required for completion of project from the City or County

Paver Requirements

1. All ACC 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. Homeowner is responsible for paying HOA fines relating to contractor violations.
4. 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.
5. Approved work must commence within thirty (30) days of the approval date and must be completed within thirty (30) days of commencement and conform to the approved application. The Property Manager must be notified if unable to meet the 30-day deadline.

Paver Specifications

SELECT ONE	MANUFACTURER	STYLE	COLOR BLEND
	US Paverscape	Brick	Amaretto (standard)
	Oldcastle	Holland Stone	Amaretto (standard)
	Coastal Tremron	Brick	Camel White (custom)

1. The new/replaced driveway shall be of the same size and dimensions as the existing driveway
2. Paver size: 37/8" W x 77/8" L x 23/8"D.
3. Paver to be a white cement color blend and color is throughout entire paver.
4. Pavers shall be manufactured with spacer bars to maintain proper spacing between pavers.
5. Install 6" submerged Concrete Edge Restraints to prevent paver movement (see diagram). No other form of edge restraint is acceptable.

**Initialed by
Contractor:**

- _____ Request services of Sunshine Services or Line Locators (or equivalent licensed company) to locate any underground utilities or pipes.
- _____ Streets, sidewalks, and all other areas shall be cleaned and washed down at the end of each day during construction.
- _____ Bedding and joint sand to conform to ICPI and Palm Beach County requirements.
- _____ Deliver, grade, and machine compact aggregate base to a compacted depth of at least 4" and concrete bedding sand compacted to ½" to 1".
- _____ Paver pallets are unloaded and mixed to ensure random color variation.
- _____ Cutting trimming of pavers with a saw, and brush in mason or bedding sand in joints.
- _____ Leave 15 pavers of the same manufactured lot for the homeowner.
- _____ Only parking vehicles on side of the road with a sidewalk.
- _____ Construction hours:
No construction on Sundays or HOA specified legal holidays
Monday to Saturday, 8:00am to 6:00pm

I have read and agree to the above restrictions and limitations:

Company name:

Contractor signature: Date:

Contractor name:

Homeowner signature: Date:

PAVER – 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 thirty (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:

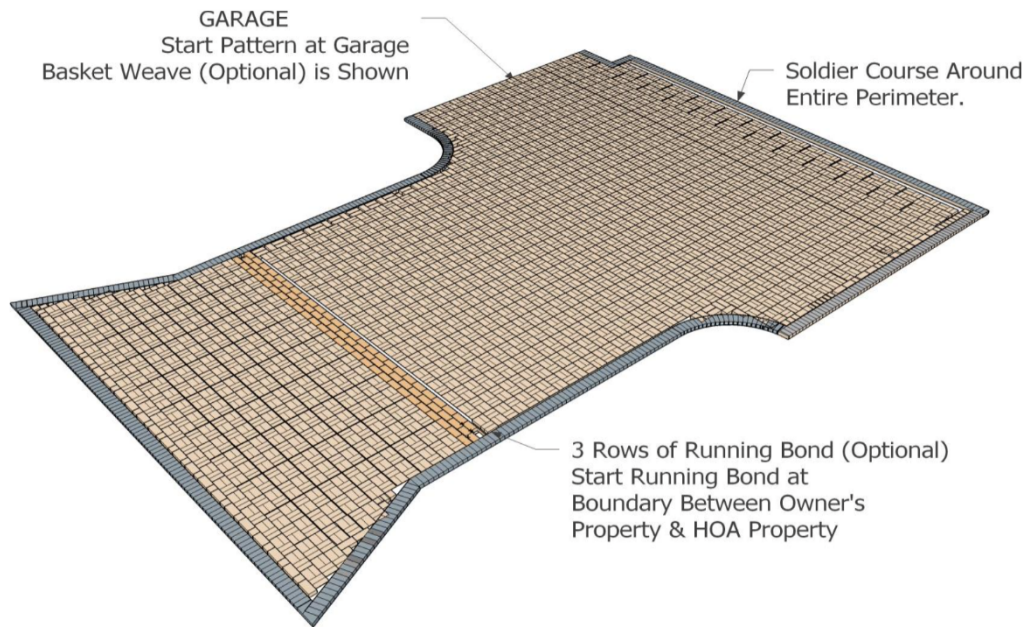
Homeowner Signature:

Date:

PAVERS

ACC APPLICATION

Paver layout example



Paver underlayment example

