



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 POOL

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"/>		

POOL - Requirements

ACC APPLICATION

Incomplete applications will be returned to homeowner and delay review and approval.

Non-Contractor representative during project. Initial one option below:

_____ We/I will be present during the duration of the project

_____ We/I will not be present during the project.

Our noncontractor representative is

Name _____ Phone _____

Email: _____

Attachments:

1. Provide a copy of plans and specifications that have been approved by the City or County.
2. Construction schedule for all material deliveries', heavy equipment, and milestone dates.
3. Property survey showing the location of the pool.
4. Contractor's license and certificate of insurance.
5. Security deposit of \$2,500
6. Dumpster form signed and given to PM.
7. Completed Pool Contractor Rules initialed / signed by the contractor and homeowner.
8. Copy of all permits required for completion of project from the City or County.

Pool Requirements

1. All ACC Request Forms must comply with the applicable provisions of the East Rules and Regulations and be signed by the Homeowner where applicable.
2. Homeowners are requested to notify their neighbors when scheduling any this project so they may prepare for any potential inconvenience that would interfere with the peace and enjoyment of their homes.
3. Homeowner is responsible for paying fines relating to contractor HOA 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.

POOL – Requirements Continued

Pool location limitations

1. Pool water cannot extend beyond the privacy wall or past the rear wall on the right. See Figure 1.
2. Pool equipment must be located behind the hose bib at the front or in the privacy wall space. If it is located on the side of the house, privacy landscaping must be installed at the time of the pool is being installed. A minimum 7-gallon plant must be used and requires an ACC landscaping application approval. The ACC reserves the right to recommend a different location of pool equipment.
3. Pool screen enclosure can extend to the right of the rear wall, up to 7.5 feet towards the neighbor's house, with a minimum 3 feet between the patio and the neighbor's house. See Figure 2.
4. Pool patios can extend past the privacy wall if it is not on HOA property (see your property survey) and if a minimum 7-gallon privacy landscaping is installed to provide privacy to your neighbors. An additional ACC Landscaping application must be approved for the privacy landscaping.
5. Pool screen enclosures require a separate ACC General application be approved.

Figure 1. Edge of pool water line cannot extend beyond privacy wall.

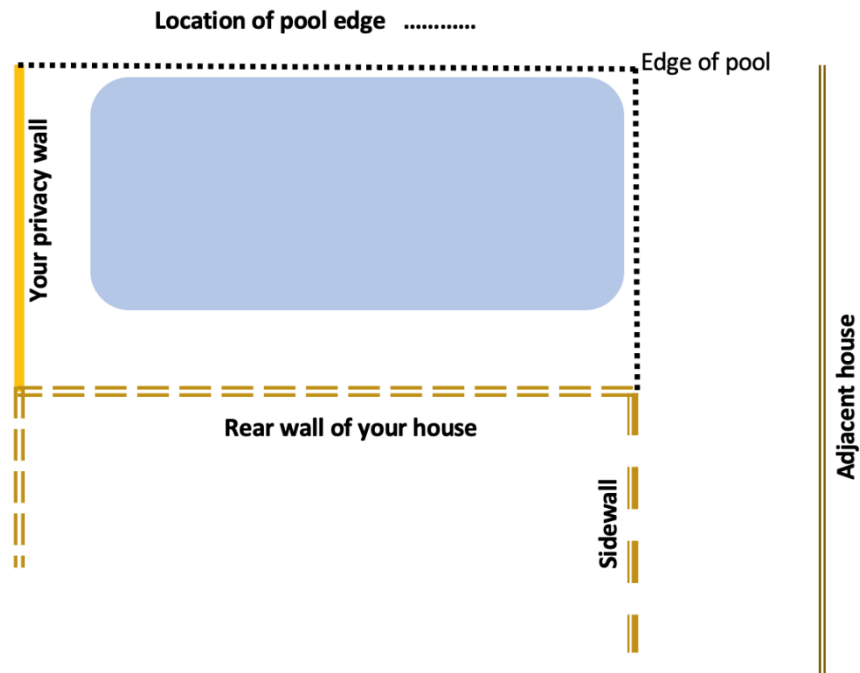
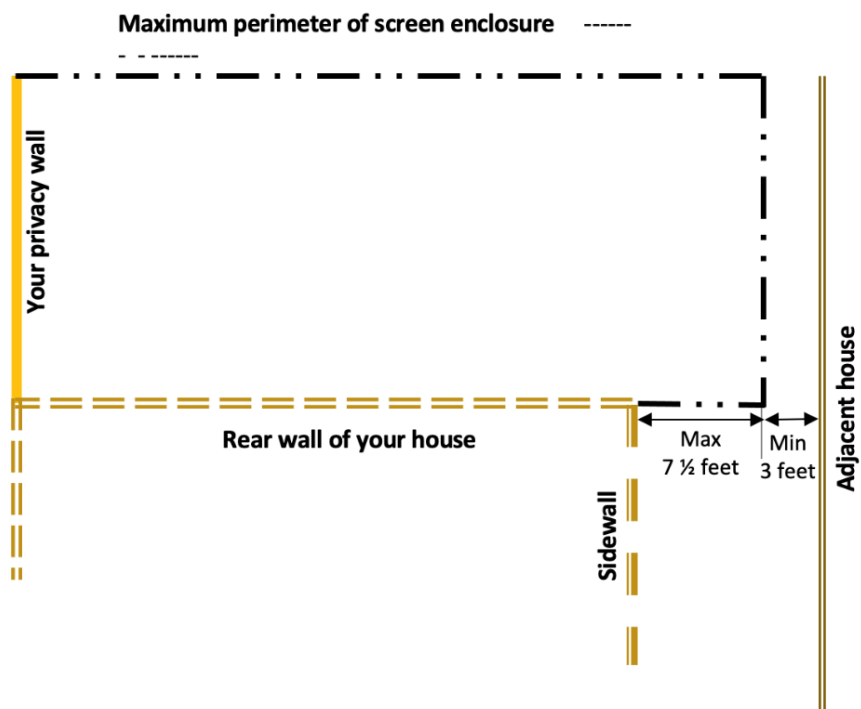


Figure 2. Limits to extension of screen enclosures



Pool Contractor Rules and Standards

Initialed by
Contractor:

Maximum 2 dump trucks allowed within the community walls at any time

No parking vehicles on any grass

Only parking vehicles on side of the road with a sidewalk

Daily site clean-up including washing driveway and sidewalk of dirt, moving material, plywood, trash, and debris from view from the road. All materials and equipment must be put away at the end of each day. Failure to do so could result in a fine.

Rocks cannot be dumped onto the grass in the front of the house

Construction hours:

No construction on Sundays or HOA 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:

Homeowner name:

POOL 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 ninety (90) days of the approval date. It must be completed It must be completed within sixty (60) 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: