



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 ROOF

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.

ROOF REPLACEMENT

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"/>		

ROOF – 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.

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. Roof Contractor Rules and Standards, signed and initialed by contractor
2. initialed and signed by contractor. (Also required for Roof Sealing/recoating).
3. Product selection sheet. (Also required for Roof Sealing/recoating).
4. A letter detailing of any modification from the original homes design
5. Security deposit of \$1,500
6. Dumpster form completed and given to PM
7. Copy of all permits required for completion of project from the City or County
8. The vendor's business license and certificate of insurance

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 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 roof 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.

ROOF – Contractor Rules and Standards

ACC APPLICATION

Initialed by
Contractor:

- _____ Maximum gross weight of both the vehicle and tile load will not exceed 22 tons, on
a vehicle with a minimum of 10 wheels.
- _____ No parking vehicles on any grass
- _____ Only parking vehicles on side of the road with a sidewalk
- _____ Use a magnetic sweeper to pick up stray nails and metal debris
- _____ Construction hours:
Monday to Saturday, 8:00am to 6:00pm
No construction on Sundays or HOA specified legal holidays

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

Company name:

Contractor signature: Date:

Contractor name:

Homeowner signature:

Homeowner name:

ROOF- Home Owner 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 within ninety (90) 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:	<div></div>	Date:	<div></div>
Homeowner Signature:	<div></div>	Date:	<div></div>

Tile Options

Company	Tile Profile	Product name	SKU #	"X" selection
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Single color roof

West Lake				
A	Estate	Canyon Clay	SKU: 1GOCS6201NN	
B	Estate	Terra Cotta	SKU: 1GOCS6230NN	
Eagle Roofing				
C	Capistrano	Terra Cambra	Product #: 3664	
D	Capistrano	Kona Red range	Product #: 3698	

Blended roof

West Lake				
1	Estate	Monterey Blend Terra Cotta Canyon Clay Carmel	SKU: 1GOCS6230NN SKU: 1GOCS6201NN SKU: 1GOCS6202NN	
2	Estate	Sangria Blend Spanish Red Gold Dust Blend Spanish Clay	SKU: 1GOCS7069NN SKU: 1GOCS7205 SKU: 1GOCS6225BU	
3	Estate	Carmel Oaks East Canyon Clay Carmel Del Crest Tan	SKU: 11GOCS6201NN SKU: 1GOCS6202NN SKU: 1GOCS0311BU	
4	Estate	Tan Blend Carmel Del Crest Tan Dessert Tan	SKU: 1GOCS6202NN SKU: 1GOCS0312BU SKU: 1GOCS0311BU	

Westlake <https://westlakeroyalroofing.com/>Eagle <https://eaglerroofing.com/>

- Blends are an equal proportion ratio of 1/3 of each color
- The grout must match the tile color or any one of the three tile colors in a blend
- Vents, solar tubes, and solar attic fans must be painted to match the roof
- The rake tiles on roof gables must match the color of the tile or any one of the three tile colors in a blend
- The confirm the selected tiles are currently available, and the not on backlog

Skylight color selection:

Frame Color: White Black Bronze

Lens Color: _____

ROOF - Tile & Sealing Options

ACC APPLICATION

Roof Sealant is allowed in lieu of Re- Tiling.

Canyon Clay color only.

Specification based on Sherwin Williams. An equivalent color from other paint suppliers is acceptable.

Sherwin Williams Canyon Clay: SW 6054 Canyon Clay-R 133 -G 89 -B 79-Hex value #85594f LRV 13

Type: 2020 Alive, 2021 Sanctuary

All vents, attic fans and solar tubes should be painting to match roof color
Homeowners must inspect the roof periodically to assure maintenance of the approved color including addressing any fading or non-uniformity of roof color. Any re-coating of tiles must be the same color as previously approved by the ACC.