



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

Ph: (561) 641-8554 / Fx: (561) 641-9448

**CYPRESS LAKES PRESERVE HOMEOWNERS' ASSOCIATION, INC.  
REQUEST FOR ARCHITECTURAL CONTROL BOARD MODIFICATION APPLICATION**

Unit Owner Name(s): \_\_\_\_\_

Address: \_\_\_\_\_ Lot No.: \_\_\_\_\_

Contact Telephone No.: \_\_\_\_\_ Email Address: \_\_\_\_\_

***Application, documentation, and fees are to be submitted via mail or hand-delivery to GRS at the address indicated above.***

**Modification to be completed by: \_\_\_\_\_ Homeowner or \_\_\_\_\_ Licensed Contractor**

**Describe in detail the changes and/or modifications in which you are seeking approval:**

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**Please complete and sign this form and attach the following information, if applicable.**

1. ***\$25.00 Application processing fee, payable to GRS Community Management in the form of money order or cashier's check. (Other fees/deposits may be required by the Association depending on the project).***
2. Copy of contractor proposal and sketch of work to be done.
3. Copy of contractor's occupational license.
4. Copy of contractor's liability and automobile insurance certificate naming **'Cypress Lakes Preserve Homeowners' Association'** (in c/o GRS Community Management at the above referenced address) as the **Certificate Holder and as Additional Insured** and a copy of Workman's Compensation Insurance Certificate.
5. Copies of all Permit Application(s) and sign off when completed - for all applicable modifications.

**Materials you may need to provide to the Association for the approval of the requested changes or modifications.**

1. A picture, drawing or advertising materials displaying the items you are requesting for installation.
2. A sample of the type and texture of any building materials that may be used on the unit's exterior.
3. Any other materials or information that may assist in the Association's evaluation of the project.
4. Copy of lot site survey indicating location of changes or modifications.

**It is understood that the changes or modifications which you are requesting may not:**

1. Cause a nuisance or interference with the peace or privacy of the other people in the community.
2. Be performed by unlicensed contractors or without the required permits from all governmental agencies.
3. Contractors are permitted to work Monday through Friday. Work on Saturday is permitted if no noise is audible beyond the home/property where the work is being performed. Work may NOT commence prior to 8:00 a.m. or after 5:00 p.m. Monday through Saturday. Contractors may not work on Sunday or public holidays.

As a condition precedent to granting approval of any request for a change, alteration, or addition to an existing basic structure that the applicant, the heirs, and assigns thereto, hereby assume sole responsibility for the repair, maintenance, or replacement of any such change, alteration, or addition. It is understood and agreed that the ASSOCIATION, is not required to take any action to repair, replace, or maintain any such approved change, alteration, or addition or any damage resulting therefrom for any reason to the existing original structure, or any other property. THE UNIT OWNER ASSUMES ALL RESPONSIBILITY AND COSTS FOR ANY ADDITION OR CHANGE, AND ITS FUTURE UPKEEP PLUS ANY WORK THAT HAS TO BE DONE ON COMMON GROUNDS THAT IS AN ADDED EXPENSE BECAUSE OF THIS ADDITION OR CHANGE.

Unit Owner(s) Signature: \_\_\_\_\_

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

**REQUEST FOR MODIFICATION:**

\_\_\_\_\_ Approved

\_\_\_\_\_ Conditionally Approved

\_\_\_\_\_ Disapproved

Comments: \_\_\_\_\_

Authorized Signature: \_\_\_\_\_

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

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**RE: CODES**

Please be advised this Request for Modification approval is subject to County Codes, setbacks, and permit conditions required.

If at a later point it is found the homeowner(s) has not complied with these procedures, **the Homeowner(s), will be held responsible** for any and all changes that would be required.

Unit Owner Signature: \_\_\_\_\_

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

Unit Owner Signature: \_\_\_\_\_

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

**WAIVER OF LIABILITY:**

The undersigned hereby agrees any, and all liability caused by arising from any acts which may increase the hazard of susceptibility to loss on the described premises shall not be held against the ASSOCIATION, "as their interest may appear", and they shall be held harmless from any liability arising therefrom and indemnify them for all losses, cost, expenses, and attorney's fees in connection with any such addition to their unit.

Unit Owner Signature: \_\_\_\_\_

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

Unit Owner Signature: \_\_\_\_\_

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

**REQUEST FOR ARCHITECTURAL /EXTERIOR MODIFICATION GUIDELINES**

To expedite your request, please include the information listed below for the specific category. The list may not be inclusive; the Architectural Control Board reserves the right to ask for additional information.

**1) FENCES**

- a) Survey indicating the location with respect to property lines and existing improvements.
- b) Type of fence including materials, height, drawings, and which must be bronze aluminum rail.
- c) Location and swing of gates.
- d) Proposed landscaping plan surrounding fence.
- e) The front of fence must be no less than ten (10) feet from the front edge of house on either side.
- f) Fences installed on corner lots must be set back so as not to obstruct the view around the corner.
- g) No fill permitted on uneven property. The developer has conformed to county code and altering elevation may cause drainage problems.
- h) The maximum height of fence is six (6) feet.

**2) 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 bands color, door color, etc.)

**3) DRIVEWAYS – STAINING / PAVERS**

- a) Color of stain or pavers.
- b) Provide color sample and pattern information.

**4) SCREEN ENCLOSURES**

- a) Survey depicting location of proposed screen enclosure.
- b) Description of proposed type of screen enclosure.
- c) Plans and specifications provided by the contractor indicating dimensions, height, screen roof type (i.e. mansard, gable or flat), location(s) of screen door(s) and accessories (i.e. kick plates).
- d) Plan and elevation views of screen enclosure.
- e) Identify colors including, as appropriate colors for screening, aluminum framing and kick plates.
- f) Proposed landscaping plan surrounding fence.

**5) 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.
- f) Proposed landscaping plans surrounding fence.

**6) LANDSCAPING**

- a) Survey depicting location of existing plantings with respect to property lines and existing improvements.
- b) Drawing illustrating placement of proposed landscaping.
- c) Description of proposed landscaping including type, height, and quality of planting materials.

**7) SATELLITE DISHES**

- a) Survey depicting location of dish.
- b) Descriptions of proposed dish, including width, height, color, and type of mounting (i.e. on pole in ground or affixed to the building).