



**ENCLAVE AT BOCA DUNES HOMEOWNERS ASSOCIATION, INC.
ARCHITECTURAL CONTROL COMMITTEE (ACC)
APPLICATION AND APPROVAL FORM**

**c/o GRS Community Management
3900 Woodlake Blvd., Suite 309, Lake Worth, FL 33463 | 561-641-8554 | accapps@grsmgt.com**

INSTRUCTIONS AND GUIDELINES: This ACC Application and Approval Form is provided to comply with the Enclave at Boca Dunes Homeowners Association, Inc. **Declaration Section 19 – Architectural Control.** You can access the Community Declaration on the GRS Website: www.GRSmgt.com.

The Homeowner will submit this completed application, including all required additional documents, to the Architectural Control Committee (ACC) via GRS Community Management’s ACC Department email: accapps@GRSmgt.com.

BEFORE any work commences, the application must be approved by the **ACC or Board of Directors**. Per Section 19.8.3, no later than forty-five (45) days after receipt of all information required by the ACC for final review, the ACC shall approve or deny the application in writing. The ACC shall have the right to refuse to approve any plans and specifications which are not suitable or desirable, in the ACC’s sole discretion, for aesthetic or any other reasons or to impose qualifications and conditions thereon. If approved, no additional modifications or other alterations may be made without further approval by the ACC or Board of Directors. If you are using heavy equipment such as a dump truck, bobcat, forklift, front-end-loader, etc., it is the responsibility of the Homeowner to take every precaution to ensure no damage is done to the roadways, sidewalks, electrical, water, irrigation, cable or any other common area/s of the Association. The Homeowner is solely responsible for restoring such areas to their original state including any associated costs for the restoration. Once approved your application is valid for a period of sixty (60) days only.

Be sure to attach all requested documentation, as only fully completed applications will be processed. Any missing information or documentation will result in delays in the approval process and the need to resubmit the entire application.

CONDITIONS APPLICABLE TO ENCLAVE AT BOCA DUNES HOMEOWNERS ASSOCIATION, INC. ACC APPLICATION:

1. I understand that compliance with the Enclave At Boca Dunes Homeowners Association, and approval by the Architectural Control Committee does not necessarily constitute compliance with the building and zoning codes or provisions of Palm Beach County.
2. Approval of any project by the ACC does not waive the Homeowner’s responsibility for obtaining the appropriate Palm Beach County permits and inspections as required. Further, obtaining required County permits does not waive the requirements for the ACC approval.
3. I understand and agree that no construction or exterior alteration shall commence without prior written approval from the ACC. If alterations are made prior to receiving approval, I may be required to return the property to its former condition at my own expense if this application is disapproved wholly or in part, and that I may be required to pay all legal expenses incurred.
4. I understand that any approval is contingent upon construction or alterations being completed in a professional manner.
5. Per Section 19.8.2 of the Declaration: In the event the information submitted to the ACC is, in the ACC’s opinion, incomplete or insufficient in any manner, the ACC may request and require the submission of additional or supplemental information. The Applicant shall, within fifteen (15) days thereafter comply with the request.
6. Per Section 19.8.3 of the Declaration: No later than forty-five days after receipt of all information required by the ACC for final review, the ACC shall approve or deny the application in writing. The ACC shall have the right to refuse to approve any plans and specifications which are not suitable or desirable, in the ACC’s sole discretion, for aesthetic or any other reasons or to impose qualifications and conditions thereon. In the event the ACC fails to respond within said forty-five (45) day period, the plans and specifications shall be deemed disapproved by the ACC.
7. Per Section 19.8.5: If the ACC disapproves of any plans and specifications, the applicant may request a hearing by the ACC for additional review of the disapproved plans and specifications. The meeting shall take place no later than forty-five (45) days after written request for such meeting is received by the ACC, unless applicant waives this time requirement in writing. The



ACC shall make a final written decision no later than forty-five (45) days after such meeting. In the event the ACC fails to provide such written decision within said forty-five (45) days, the plans and specifications shall be deemed disapproved.

8. Per Section 19.8.6: Upon final disapproval (even if the members of the Board and the ACC are the same), the applicant may appeal the decision of the ACC to the BOARD within forty-five (45) days of the ACC's written review and disapproval. Review by the Board shall take place no later than forty-five (45) days after receipt by the Board of applicant's request, therefore. If the Board fails to hold such a meeting within forty-five (45) days after receipt of request for such meeting, then the plans and specifications shall be deemed disapproved. The Board shall make a final decision no later than sixty (60) days after such meeting. In the event the Board fails to provide such written decision within said sixty (60) days after such meeting, such plans and specifications shall be deemed disapproved.
9. Per Section 19.12.3: Each owner is responsible for ensuring compliance with all terms and conditions of these provisions and of the Community Standards by all its employees and Contractors. In the event of any violation of any such terms or conditions by any employee or Contractor, or in the opinion of the ACC, the continued refusal of any employee or Contractor to comply with such terms and conditions, after five (5) days' notice and right to cure, the ACC shall have, in addition to the other rights stated in the Declaration, the right to prohibit the violating employee or Contractor from performing any further services in the Enclave At Boca Dunes.
10. The work must be performed strictly in accordance with the plans as approved. If after the plans have been approved, the improvements are altered, erected, or maintained upon the LOT other than as approved, same shall be deemed to have been undertaken without ACC approval
11. All supporting documents such as drawings, photographs, illustrations, plot plans, plats, survey, Contractor's license number, Contractor's Certificate of Liability and Workers' Compensation Insurance must be submitted with the application for the ACC Application to be considered "complete."
12. Architectural Control Committee Limitations: The primary goal of the ACC is to review the applications, plans, specifications, and sample materials submitted, to determine compliance with the policy standards set forth in the Enclave at Boca Dunes Homeowners Association, Inc. Documents. The ACC does not assume responsibility for the structural integrity, adequacy, capacity or safety features compliance with Building Codes, safety requirements, governmental laws, regulations or ordinances, performance or quality of work of any contractor, damages, or insurance requirements of the proposed modification/s.
13. Deposit: I understand I may be required to place a deposit with the Association at an amount to be determined by the Board of Directors, ranging from \$200.00 to \$1500.00, dependent upon the size, scope, and nature of the project, to secure against property damage due to the installation/modification. Once the installation/modification is completed and the property is appropriately restored as determined by the Board, the deposit will be refunded. Should I fail to restore or repair the damaged property caused by the installation/modification within a reasonable time, the Association will have the right to use my deposit toward completing the repairs. I will be responsible for any additional associated costs required to complete the repairs.

OWNER'S NAME: _____ DATE: _____

STREET ADDRESS: _____

PHONE: _____ EMAIL: _____

DESCRIPTION OF WORK TO BE PERFORMED: _____



CONTRACTOR NAME & LICENSE #: (*Please state if you are using an Enclave HOA Vendor):

*If you are not using an HOA Vendor, please attach a COPY OF CONTRACTOR/VENDOR CERTIFICATE OF LIABILITY & WORKERS' COMPENSATION INSURANCE - LISTING THE ASSOCIATION'S NAME AS THE CERTIFICATE HOLDER.

Example: Enclave At Boca Dunes Homeowners Association, Inc.
C/O GRS Community Management
3900 Woodlake Blvd., Suite 309
Lake Worth, FL 33463

THE FOLLOWING ITEMS NEED TO BE SUBMITTED ALONG WITH THIS FORM:

_____ Color Photographs of area/s of home and of new materials to be installed

_____ Property Survey - Indicate on survey where modifications are desired

AREA OF MODIFICATION:

DRIVEWAY

_____ Driveway Paver Installation/Replacement
_____ Sealing Driveway

LANDSCAPE

_____ Tree Removal/Additions
_____ Removal/Replacement Shrubs, Hedges

SCREEN ENCLOSURES /ADDITIONS

_____ Install/Remove Screen
_____ Adding/Expanding Paved Patio
_____ Adding Gutters
_____ Adding Awnings

DOORS AND WINDOWS

_____ Garage Door Replacement
_____ Front Door Replacement
_____ Window Replacement

OTHER: _____



Homeowner Affidavit: I have read & agree to abide by the Declaration of Covenants & Restrictions of Enclave at Boca Dunes Homeowners Association, Inc. I understand no work will begin without approval from the Association.

Owner Signature: _____ Date: _____

Date Application Received: _____ APPROVED _____ DENIED _____ RESUBMIT _____

Approved with the following conditions: _____

Resubmit due to: _____

Date: _____

Authorized by Enclave at Boca Dunes Homeowners Association, Inc. Representative:

Print: _____

Signature: _____

Title: _____

Date: _____