



CARAVELLE POA ACC GUIDELINES

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CARAVELLE PROPERTY OWNERS ASSOCIATION
ARCHITECTURAL CONTROL COMMITTEE
GUIDELINES INDEX

1. Garage Door Installation

- Guidelines and Requirements
- Approved Styles and Colors. Page 1 - 3

2. Resident Landscape Guidelines

- Plant Selection and Maintenance
- Modification Procedures. Page 4 - 6

3. Retractable Awnings

- Installation Guidelines
- Approval Process. Page 7 - 8

4. Roof Replacement

- Policy Overview and Requirements
- Materials and Standards. Page 9

5. Screen Enclosure Policy

- Application Process
- Maintenance Guidelines. Page 10 -11

6. Window Installations

- Installation Guidelines
- Approved Window Types. Page 12 - 13

7. Door Installations

- Installation Guidelines
- Door Replacement. Page 14 - 15

CARAVELLE POA NEW GARAGE DOOR INSTALLATION

Purpose:

The purpose of this policy is to maintain the uniform aesthetic appearance and architectural integrity of Caravelle by outlining the specifications and guidelines for the installation of new garage doors within the community.

Scope:

This policy applies to all residents, homeowners, contractors, and authorized personnel involved in the installation of garage doors within Caravelle.

Procedure:

1. Approved Design:

Only short panel garage doors with inserts featuring impact glass in the top panel are permitted for installation

The only approved design is exemplified by the Amarr Heritage Sunray 27 model (pictured below). Different manufacturers might name this design differently, but it must adhere to the specifications of short panel with impact glass and inserts (as stated above) in the top panel.

2. Color Specification:

The approved color for the garage doors is white.

3. Installation Process:

Prior to the installation of a new garage door, residents or homeowners must submit an architectural request form to the Caravelle POA detailing the intended door specifications, including design, color, and manufacturer's details.

Upon approval by the Caravelle POA, residents or homeowners may proceed with the installation of the garage door.

4. Compliance Verification:

After installation, the Caravelle POA reserves the right to verify that the installed garage door complies with the approved design and color specifications outlined in this policy.

Non-compliant installations may be subject to corrective actions or penalties as determined by the Caravelle POA.

5. Enforcement and Penalties:

Failure to comply with the approved design and color specifications may result in a request for the replacement or modification of the non-compliant garage door at the homeowner's expense.

Repeated violations or non-compliance may lead to further sanctions or penalties determined by the Caravelle POA.

Conclusion:

The installation of new garage doors within Caravelle must adhere to the specifications outlined in this policy to maintain the community's aesthetic and architectural coherence. All residents, homeowners, contractors, and authorized personnel involved in garage door installations are expected to comply with these guidelines.



DecraTrim Window Inserts

SHORT PANEL

CLEAR (01)



PRAIRIE (21)



WATERFORD (25)



FULL SUNRAY (26)



OBSCURE (01)



CATHEDRAL (22)



WAGON WHEEL (24)



STOCKTON (20)



CASCADE (23)



SUNRAY (27)



FIVE-PIECE SUNRAY (29) for 18" door (True White only)



CARAVELLE POA RESIDENT LANDSCAPE GUIDELINES

Policy Statement:

In Caravelle Property Owners' Association (POA), all landscaping work, both inside and outside the front gate of your property, requires the submission of an Architecture Request form and the subsequent approval by the Board of Directors. This policy is in place to ensure the consistent and approved use of materials, aesthetics, and vendor insurance, as outlined in the governing documents of the Caravelle POA.

Procedure:

1. Submission of Architecture Request Form:

- a. **General Requirements:** - Any Caravelle POA member intending to undertake landscaping work outside their property must submit an Architecture Request form. - The Architecture Request form must be completed in its entirety and submitted via mail or hand delivered to GRS Community Management 3900 Woodlake Blvd., Suite 309, Lake Worth, Florida 33463.
- b. **Contents of the Architecture Request Form:** - The Architecture Request form should include detailed information about the proposed landscaping changes, **including but not limited to:** - Roof tiles - Paint color - Driveways - Walkways - Patio pavers - Windows - Shutters - Garage doors - Front and rear exterior light fixtures - Doors
- Lanais - Choice of trees, plantings, and shrubs on and around the property.

The only approved exception is the planting of Annuals – Sunpatiens.

1. Prohibition of Artificial Foliage:

- o The use of artificial foliage is strictly prohibited.
- o Only natural, living hedge materials are permissible.

2. Selection of Hedge Materials:

- o Properties abutting the Golf Course must sustain a privacy hedge.
- o Hedge materials should be chosen based on their compatibility with the natural vegetation in the vicinity.
- o Selection criteria should consider factors such as local climate, soil conditions, and the ability to provide an effective barrier without obstructing the view or functionality of the golf course.

c. **Confirmation of Vendor Insurance:** - Along with the Architecture Request form, members must provide proof that any vendor or contractor involved in the landscaping project is adequately insured.

2. Review and Approval Process:

a. **Board Review:** - The Caravelle POA Architecture Committee and Board of Directors will review each submitted Architecture Request form.

b. **Compliance Check:** - The Board will evaluate the proposed changes to ensure they comply with the consistent and approved materials and aesthetics outlined in the Caravelle POA governing documents.

- Request for changes visible to Boca Pointe Drive must also gain approval from the Boca Pointe Master Association Architecture Committee.
- Request for changes visible to the Golf Course must also gain approval from "The Club".

c. **Decision and Notification:** - The Board will make a decision to approve or deny the submitted request. - The Board will notify the POA member within 30 working days of the decision in writing.

3. Compliance and Enforcement:

a. **No Substitution for Architecture Request Forms:** - POA member conversations and written communication (i.e., text messages, email) with individual Board member(s) are not a substitution for Architecture Request forms.

b. **No Unauthorized Alterations:** - Comments or written agreement by individual Board member(s) are not authorization to proceed with the landscaping work. - Authorization to proceed is provided only by the written approval by the Board in response to the Architecture Request form.

c. **Per Article VI, Section 2 of Caravelle's Declaration:** - The Association shall not be obligated to bear any responsibility for the maintenance, care, preservation or replacement of any landscaping, trees or plantings located upon a Lot installed or planted by the homeowner or his/her predecessor in interest.

D. **Per Article VI, Section 4 of Caravelle's Declaration:** - "No owner may [g]row or plant any type of plant, shrub, flower, etc., outside the dwelling without the prior written consent of the Association".

"In the event that the Association does consent to the growing or planting of any type of plant, shrub, flower, etc., outside the dwelling, the Association may require the Owner to either maintain said plantings at the Owner's expense, or require the Owner to pay the Association as a special assessment the extra cost required by the Association to so maintain said plantings"

- **Per Article IX Sections 1 and 2 of Caravelle's Declaration - Architectural Control:**

In addition to the provisions of Section 4, Article VI, no building, fence, wall mailbox or other structure shall be commenced, erected or maintained upon the Properties nor shall any exterior addition to or change or alteration to the fence, Lot or dwelling be made by owners other than Declarant until, the plans and specifications showing the nature, kind, shape, height, materials and location of the same shall have been submitted to and approved in writing as to harmony of external design and location in relation to surrounding structures and topography by the Board of Directors of the Association, or by Architectural Committee comprised of three (3) or more representatives appointed by the Board and who shall serve at the pleasure of the Board. In the event said Board, or its designated Committee, fails to approve or disapprove such design and location within thirty (30) days after said plans and specifications have been submitted to it, approval will not be required and this Article will be deemed to have been fully complied with.

- Section 2: In the event approval is granted, the Architectural Control Committee of Boca Pointe shall have the right of specific approval or veto of all architectural, engineering, platting, planning, and landscaping aspects of any improvements upon the Properties based upon the criteria of the Design Review Manual.

4. Obtaining Architecture Request Forms:

- a. Architecture Request forms may be obtained on the GRS website, www.grsmgt.com, either by logging into the Resident Portal or under the Find My Community tab.

5. Non-Compliance Consequences:

- a. Failure to follow this policy and procedure may result in penalties or corrective actions as determined by the Caravelle POA Board of Directors.

This policy and procedure are established to maintain the visual consistency and quality of the Caravelle community while ensuring vendor insurance and compliance with governing documents. All POA members are required to adhere to these guidelines when planning landscaping work inside and outside their property.

CARAVELLE POA RETRACTABLE AWNINGS

Objective: This policy is established to maintain a uniform and aesthetically pleasing appearance within the community while ensuring the use of high-quality materials. The policy outlines specific requirements for retractable awnings, including color and design specifications.

1. Awnings Color: All retractable awnings within the community must adhere to the following color specifications:

- Sunbrella fabric #4605 (Hemlock Tweed): This specific color and fabric shall be used for all awnings. Any deviation from this fabric will require prior approval from the Property Owners' Association (POA).

2. Awnings Design: All retractable awnings should feature a scalloped design, adding an element of elegance to the overall appearance. The scalloped design shall be consistent across all awnings.

3. Cassette Box Color: The cassette boxes of the retractable awnings must be white to match the moldings surrounding the exterior of the townhomes. This ensures a cohesive and visually appealing exterior appearance.

4. Installation and Maintenance: Owners of townhomes are responsible for the proper installation and regular maintenance of their retractable awnings. It is essential to keep the awnings in good condition, ensuring that they function as intended and remain visually appealing.

5. Approval Process: Any changes or replacements to existing retractable awnings must be approved by the Property Owners' Association. Owners must submit a ARC request for approval before making any alterations. Requests should include the following information:

- A photo or drawing of the proposed retractable awning.
- The specific brand and model of the awning.
- Confirmation that the awning fabric color and design meet the requirements outlined in this policy.
- A description of the installation location
- The POA will review all requests promptly and provide a decision within a reasonable timeframe. Failure to obtain approval for changes may result in non-compliance notices and potential fines.

- Request for changes visible to Boca Pointe Drive must also gain approval from the Boca Pointe Master Association Architecture Committee.
- Request for changes visible to the Golf Course must also gain approval from “The Club”.

6. Enforcement: The Property Owners' Association is responsible for enforcing this policy. Non-compliance may result in corrective actions or fines, as determined by the POA.

- **Per Article IX Sections 1 and 2 of Caravelle’s Declaration - Architectural Control:**

Section 1: In addition to the provisions of Section 4, Article VI, no building, fence, wall mailbox or other structure shall be commenced, erected or maintained upon the Properties nor shall any exterior addition to or change or alteration to the fence, Lot or dwelling be made by owners other than Declarant until, the plans and specifications showing the nature, kind, shape, height, materials and location of the same shall have been submitted to and approved in writing as to harmony of external design and location in relation to surrounding structures and topography by the Board of Directors of the Association, or by Architectural Committee comprised of three (3) or more representatives appointed by the Board and who shall serve at the pleasure of the Board. In the event said Board, or its designated Committee, fails to approve or disapprove such design and location within thirty (30) days after said plans and specifications have been submitted to it, approval will not be required and this Article will be deemed to have been fully complied with.

- Section 2: In the event approval is granted, the Architectural Control Committee of Boca Pointe shall have the right of specific approval or veto of all architectural, engineering, platting, planing, and landscaping aspects of any improvements upon the Properties based upon the criteria of the Design Review Manual.

7. Effective Date: This policy shall become effective on March 6, 2010. All retractable awnings installed or replaced after this date must adhere to the color and design specifications outlined herein.

8. Review: This policy will be reviewed periodically to ensure its continued effectiveness and relevance. Any necessary amendments or updates will be made through the approval of the Property Owners' Association.

By adhering to this policy, the community can maintain a consistent and attractive exterior appearance while ensuring the use of high-quality materials and designs for retractable awnings.

CARAVELLE POA ROOF REPLACEMENT

1. Permitting and Code Compliance:

- Any roof replacement within the community must be permitted through the appropriate local authorities and must adhere to all relevant building codes and regulations.

2. Roof Tile Design - Galena:

- Roof tiles for replacement must be of the Galena design to maintain the aesthetic consistency within the community.

3. Roof Color - Terra Cotta Black Antique:

- The preferred roof color for replacements is Terra Cotta Black Antique. This color maintains the overall uniformity and character of the community. However, residents may submit alternative color choices for consideration by the committee/board.

4. Manufacturer - Boral (Westlake Royal Roofing, LLC):

- All roofing materials used for replacement must be sourced from the manufacturer Boral, specifically through Westlake Royal Roofing, LLC. This ensures the quality and consistency of roofing materials within the community.

5. Flat Roofs:

- For properties with flat roofs, the color options are limited to White or Gray, in order to maintain a consistent and visually appealing appearance.
- All Flat Roofs must be replaced to current PBC code.

6. Trim/Fascia Restoration:

- When replacing the roof, all trim and fascia must be returned to their original condition and color, which is Bittersweet Stem. This ensures the overall aesthetic cohesiveness of the community.

7. Trim Color - Sherwin Williams White:

- All trim must be painted with Sherwin Williams White. Residents should consult the relevant codes for the precise shade of white to be used.

Compliance with these guidelines is essential to maintain the overall architectural integrity and visual harmony of our community. Residents are encouraged to engage with the HOA and seek proper guidance when planning a roof replacement to ensure adherence to these policies.

CARAVELLE POA SCREEN ENCLOSURE

Objective: The purpose of this policy is to establish guidelines and standards for the construction and use of screen enclosures attached to townhomes within the Caravelle community. These guidelines aim to ensure that all screen enclosures meet Palm Beach County codes while providing residents with a safe and aesthetically pleasing outdoor space.

Scope: This policy applies to all townhome owners within the Caravelle community who wish to construct or modify screen enclosures.

Compliance with Palm Beach County Codes: All screen enclosures must comply with the current Palm Beach County building codes and regulations. Townhome owners are responsible for obtaining all necessary permits and approvals from the relevant authorities before commencing construction.

Roofing Requirements: Hard flat roofs are strictly prohibited on screen enclosures within the Caravelle community. All screen enclosures must have roofs that comply with Palm Beach County codes and must meet safety and aesthetic standards. Some approved designs include Mansard Roofs, $\frac{3}{4}$ Mansard Roof, Modified Hip Roof, etc. Not including the foundational structure, all other components of the enclosure must be screen.

Awning Allowance: Townhome owners are allowed to install stationary or retractable awnings within the enclosure. The purpose of these awnings is to mitigate weather-related issues and enhance the overall usability of the enclosure. However, awnings must meet the following criteria:

1. **Compliance:** Awnings must comply with Palm Beach County codes and regulations.
2. **Material:** Awnings should be made of durable and weather-resistant materials (i.e. Sunbrella).
3. **Design:** The design of awnings should be in harmony with the overall aesthetics of the Caravelle community and scalloped.
4. **Color:** The color of the awning must match the permanent awnings in place at the time of the request. Presently, Hemlock Tweed (green) is the Sunbrella color.

Maintenance: Townhome owners are responsible for the regular maintenance and upkeep of their screen enclosures and any associated awnings. This includes but is not limited to cleaning, repairs, and compliance with any future modifications to Palm Beach County codes.

Approval Process: Prior to the construction or modification of a screen enclosure, townhome owners must submit detailed plans and specifications to the Caravelle POA Architectural Review Committee for approval. The committee will review the plans for compliance with this policy and Palm Beach County codes.

1. Request for changes visible to Boca Pointe Drive must also gain approval from the Boca Pointe Master Association Architecture Committee.
2. Request for changes visible to the Golf Course must also gain approval from "The Club".

Enforcement: Non-compliance with this policy may result in penalties, fines, or other enforcement measures as determined by the Caravelle POA. Additionally, the POA reserves the right to require the removal or modification of any screen enclosure that does not meet the established guidelines.

Review and Amendments: This policy will be subject to periodic review, and amendments may be made as necessary to align with changes in Palm Beach County codes or community needs. Townhome owners will be notified of any updates to this policy.

By adhering to these guidelines, we aim to maintain the aesthetic integrity of the Caravelle community while providing residents with enjoyable and compliant outdoor living spaces.

CARAVELLE POA NEW WINDOW INSTALLATIONS

Objective:

This policy outlines the guidelines for the installation of new impact windows in Caravelle to ensure uniformity and compliance with community standards.

Window Installation Policy:

1. Design Consistency:

- All windows must be installed on a *same as* basis, maintaining the original design elements, including grids, muttons, and overall aesthetic appearance.
- Window frames must be **bronze**.
- Window tint must be **gray**.
- All windows (with exceptions noted below) must be of the **standard vertical hung** type.
- **Hexagonal windows** must be replaced with the same design and must include the appropriate grid pattern.
- **Opaque privacy inserts** or any **reflective coating** that creates a hue different from the approved **gray-tinted windows** are not permitted.

2. Exceptions:

- The **window over the kitchen sink** may be replaced with either a **picture window** or a **horizontal slider**.
- **Etched windows** may be replaced with gray-tinted glass with specific design guidelines:
 - For the **half-moon window** above front doors, muttons must divide the window into thirds.
 - The bottom half of the window can be replaced with a picture window but must retain the same mutton design.
- **Etched windows** in **Majestic Models** may be replaced with a **horizontal slider** or a picture window with a center mutton.

3. Sliding Glass Door Installation:

- **Design Consistency:**
 - All replacement sliding glass doors must be installed *same as* the original design, including muttons, grids, and other aesthetic features.
 - Frames must be **bronze**.
 - Glass must be **gray-tinted**.
 - Doors must function **mechanically** the same as the original design, meaning they must open and close as originally intended.

- **Exterior handles** must be replaced with *same* as the original design.
- **French doors** (if applicable) must be replaced *same* as the original and must include grids.

4. Important Notes:

- **Horizontal Windows in Upstairs Bedrooms:**
 - Caravelle is governed by the fire code that was in place at the time the community was established.
 - The egress fire code **702.5** pertains to Planned Unit Developments (PUDs) built in the 1980s. Since Caravelle was constructed during this period, **fire code 702.5** remains applicable.
 - Mandates requiring horizontal windows in upstairs bedrooms do not apply, as per current county zoning regulations. For questions about this fire code, contact **Mr. Joseph Anderson**, Palm Beach County Department of Buildings, at **561-233-2597**.

Conclusion:

The installation of new impact windows and sliding glass doors in Caravelle must adhere to the community's established standards to maintain architectural consistency and uphold the aesthetic integrity of the neighborhood. By following the guidelines outlined in this policy, homeowners can ensure that their replacements are both functional and visually compatible with the original design of their homes and the overall appearance of the community.

This policy not only protects the uniform look of Caravelle but also aligns with safety codes and local regulations. It is the responsibility of each homeowner to ensure that any modifications comply with these standards. Should there be any questions or special circumstances, residents are encouraged to reach out to the Caravelle Board, GRS Management or the appropriate county authorities for further clarification.

Policy and Procedure for Front Door Replacement at Caravelle POA

Purpose: The purpose of this policy is to establish guidelines for the replacement of front doors in Caravelle to ensure uniformity, maintain the aesthetic integrity of the community, and uphold safety standards.

Scope: This policy applies to all Caravelle homeowners wishing to replace their front doors.

1. Approved Door Design

- Front doors must adhere to one of the following approved styles:
 - **Six Panel Door**
 - **True Four Panel Door**
- Both standard and impact-rated doors are acceptable, provided they conform to one of the approved designs.

2. Door Material and Impact Rating

- Homeowners are encouraged to install impact-rated front doors for enhanced safety and compliance with local building codes.
- Doors must be constructed from durable, weather-resistant materials suitable for Florida's climate.

3. Approved Paint Colors

- Front doors must be painted in one of the following approved colors:
 - **Sherwin Williams Black Fox (SW7020)**
 - **Behr Chocolate Soul (MQ1-58)**
- Homeowners are required to use the exact color codes specified. Any variations in shade will not be permitted.

4. Architectural Review Committee (ARC) Approval

- Homeowners must submit an **Architectural Request Form (ARC Form)** prior to commencing any front door replacement.
- The ARC submission must include:
 - A photograph or design specification of the chosen door style (six panel or true four panel).
 - The selected paint color (Sherwin Williams Black Fox or Behr Chocolate Soul).
- The ARC Committee will review the submission to ensure compliance with the design and color standards.

5. Installation Requirements

- The installation must be performed by a licensed and insured contractor.
- Homeowners are responsible for ensuring the door installation complies with local building codes and regulations.

6. Maintenance and Upkeep

- Homeowners are responsible for maintaining the appearance of the front door, including regular painting as needed to uphold the approved color standard.
- If the door's paint fades or becomes damaged, it must be repainted in one of the approved colors listed above.

7. Non-Compliance

- Any homeowner who replaces their front door without prior ARC approval or installs a non-compliant design/color will be required to correct the issue at their own expense.
- Non-compliance may result in enforcement actions as outlined in Caravelle's governing documents.

Questions or ARC Submission: For any questions or to submit an ARC request, please contact **GRS Management**.

