

## CHECKLIST SUBMITTAL GUIDELINES

All plans must clearly depict the proposed Improvement and its relationship to the Home and Lot (i.e.: fences, pools, screened cages, pool equipment, patios, additions, etc.), and shall be drawn at an appropriate scale.

Please refer to the Association's Rules and Regulations for additional information.

### FENCES

- One (1) complete set of all plans, specifications drawings, and other supporting documents for the planned improvement
- Lot survey indicating the location of the fence with respect to the property lines and existing improvements within the Lot.
- Type of fence including materials, height, drawings, color, and finish. Fences must be 5' in height and a bronze aluminum rail with pickets no closer than 3" on center and no thicker than 1".
- Location and swing direction of any gates. 2 -60' gates are required on lake lots.
- Proposed landscaping plan surrounding the proposed fence (if required, see 7 below).
- Florida Exotic capping proposal 772-286-2924
- Copy of contractor/subcontractor's business license and an insurance certificate to include general liability (minimum of 1 million dollars), workers compensation or State of Florida workers compensation exemption. Liability certificate must be issued to: LOTUS PALM Homeowners Association Inc. C/o GRS Community Management, 3900 Woodlake Blvd. Suite 309, Lake Worth FL 33463. Be sure we are added to "ADDL INSD" as well. **Work Comp insurance is required, if exempt must provide proof of exemption from each contractor working on the project**
- Drainage swales and easements (in front, rear or sides of the home) are identified on the Lot survey or site plan and will not be impacted by the proposed improvement.

### SOLAR PANELS

- One (1) complete set of all plans, specifications drawings and other supporting documents
- Hold Harmless Addendum signed.
- Include lot survey depicting location of proposed addition.
- Identify color and include pictures/renderings
- Copy of contractor/subcontractor's business license and an insurance certificate to include general liability (minimum of 1 million dollars), workers compensation or State of Florida workers compensation exemption. Liability certificate must be issued to: LOTUS PALM Homeowners Association Inc. c/o GRS Community Management, 3900 Woodlake Blvd. Suite 309, Lake Worth FL 33463 Be sure we are added to "ADDL INSD" as well. **Work Comp insurance is required, if exempt must provide proof of exemption from each contractor working on the project**

**LANDSCAPE**

- Scope of work and landscape plan indicating proposed material
- Pics of proposed material
- Pics of the installation areas
- Lot survey depicting the location of all material to be removed and installed, this includes rock, mulch steppingstones etc.
- Drainage plan if required, to be shown on survey.
- Florida Exotic capping proposal 772-286-2924
- Copy of contractor/subcontractor's business license and an insurance certificate to include general liability (minimum of 1 million dollars), workers compensation or State of Florida workers compensation exemption. A liability certificate must be issued to: LOTUS PALM Homeowners Association Inc. c/o GRS Community Management, 3900 Woodlake Blvd. Suite 309, Lake Worth FL 33463 Be sure we are added to "ADDL INSD" as well. **Work Comp insurance is required, if exempt must provide proof of exemption from each contractor working on the project**
- Be mindful that drainage swales and easements (in front, rear or sides of the home) are identified on the Lot survey or site plan and will not be impacted by the proposed improvement.

**ARTIFICIAL TURF IS ONLY PERMITTED AS AN ACCENT FEATURE WITHIN A POOL DECK**

- One (1) complete set of all plans, specifications drawings, and other supporting documents
- Include a lot survey depicting the location of the proposed addition.
- Picture/rendering required
- Copy of contractor/subcontractor's business license and an insurance certificate to include general liability (minimum of 1 million dollars), workers compensation or State of Florida workers compensation exemption. A liability certificate must be issued to: LOTUS PALM Homeowners Association Inc.. c/o GRS Community Management, 3900 Woodlake Blvd. Suite 309, Lake Worth FL Be sure we are added to "ADDL INSD" as well. **Work Comp insurance is required, if exempt must provide proof of exemption from each contractor working on the project**

## AC SPLIT UNIT

- scope of work
- photo of the area where the exterior unit will be placed
- description of materials
- pictures of material
- \$50 check payable to GRS Community management for processing fees
- copy of the vendor business license " ins cert issued to: LOTUS PALM Homeowners Association Inc.. HOA, c/o GRS Community management 3900 Woodlake Blvd suite 309 Lake Worth Fl 33463 Be sure we are added to "ADDL INSD" as well **Work Comp insurance is required, if exempt must provide proof of exemption from each contractor working on the project**

## PERGOLA

- One (1) complete set of all plans, specifications drawings, and other supporting documents
- Include a lot survey depicting the location of the proposed addition. Footers are required.
- Identify color and include pictures/renderings.
- Roof structure must be open or louvered
- Florida Exotic capping proposal 772-286-2924
- Copy of contractor/subcontractor's business license and an insurance certificate to include general liability (minimum of 1 million dollars), workers compensation or State of Florida workers compensation exemption. A liability certificate must be issued to: LOTUS PALM Homeowners Association Inc.. c/o GRS Community Management, 3900 Woodlake Blvd. Suite 309, Lake Worth FL Be sure we are added to "ADDL INSD" as well. **Work Comp insurance is required, if exempt must provide proof of exemption from each contractor working on the project**

## **MOTORIZED SCREEN**

- Lot survey depicting location of proposed screen enclosure.
- Picture of area to be screened
- Description of proposed type of screen enclosures.
- Plans and specifications provided by the contractor indicating dimensions, height, screen roof type (e.g. mansard, gable or flat), location(s) of screen door(s) and accessories (e.g. kick plates)
- Identify colors including, as appropriate, colors for screening, aluminum framing, kick plates and glass. (all aluminum must be bronze in color.)
- Copy of contractor/subcontractor's business license and an insurance certificate to include general liability (minimum of 1 million dollars), workers compensation or State of Florida workers compensation exemption. Liability certificate must be issued to: LOTUS PALM Homeowners Association Inc. c/o GRS Community Management, 3900 Woodlake Blvd. Suite 309, Lake Worth FL 33463 Be sure we are added to "ADDL INSD" as well. **Work Comp insurance is required, if exempt must provide proof of exemption from each contractor working on the project**

## **DRIVEWAY & PATIO EXTENSIONS**

### **DRIVEWAYS CAN NOT BE EXTENDED ON THE ZERO SIDE OF THE HOME**

- One (1) complete set of all plans, specifications drawings and other supporting documents for the planned improvement prepared an architect, landscape architect, engineer or other person determined by the Committee to be qualified.
- Lot survey indicating the location of proposed extension drawn to scale on the survey.
- Type of materials (driveways must be brick pavers).
- Color and paver pattern information, preferably samples.
- Landscape plan showing impact on existing landscape and any proposed replacement plantings.
- Florida Exotic capping proposal 772-286-2924
- Copy of contractor/subcontractor's business license and an insurance certificate to include general liability (minimum of 1 million dollars), workers compensation or State of Florida workers compensation exemption. Liability certificate must be issued to: LOTUS PALM Homeowners Association Inc.. c/o GRS Community Management, 3900 Woodlake Blvd. Suite 309, Lake Worth FL 33463 Be sure we are added to "ADDL INSD" as well **Work Comp insurance is required, if exempt must provide proof of exemption from each contractor working on the project**

**GENERATORS**

- One (1) complete set of all plans, specifications drawings and other supporting documents for the planned improvement prepared an architect, landscape architect, engineer or other person determined by the Committee to be qualified.
- Hold Harmless Addendum signed.
- Lot survey depicting location of proposed generator on the Lot and the mechanical equipment on the adjacent lot.
- Landscape plans showing impact to existing landscape and any proposed replacement plantings. Plan shall also include shrubs to conceal above ground equipment from the adjacent lot(s), road and any lake.
- Florida Exotic capping proposal 772-286-2924
- Copy of contractor/subcontractor's business license and an insurance certificate to include general liability (minimum of 1 million dollars), workers compensation or State of Florida workers compensation exemption. Liability certificate must be issued to: LOTUS PALM Homeowners Association Inc.. c/o GRS Community Management, 3900 Woodlake Blvd. Suite 309, Lake Worth FL 33463 Be sure we are added to "ADDL INSD" as well. **Work Comp insurance is required, if exempt must provide proof of exemption from each contractor working on the project**
- Drainage swales and easements (in front, rear or sides of the home) are identified on the Lot survey or site plan and will not be impacted by the proposed improvement

**SCREEN ENCLOSURES**

**SCREEN ENCLOSURES REQUIRE A LANDSCAPED BORDER ON THE ZERO SIDE AND A MINIMUM 1 FOOT ROCK/MULCH BORDER AROUND THE ENTIRE BASE OF THE SCREEN**

- One (1) complete set of all plans, specifications drawings, and other supporting documents for the planned improvement prepared by an architect, landscape architect, engineer, or other person determined by the Committee to be qualified.
- Lot survey depicting the location of the proposed screen enclosure.
- Description of proposed type of screen enclosures.
- Plans and specifications provided by the contractor indicating dimensions, height, screen roof type (e.g. mansard, gable or flat), location(s) of screen door(s) and accessories (e.g. kick plates)
- Plan and elevation views of screen enclosure.
- Identify colors including, as appropriate, colors for screening, aluminum framing, kick plates and glass. (all aluminum must be bronze in color.)
- Landscape plan showing impact to existing landscape and any proposed replacement plantings.
- Concrete slab or footer is required, along with the items on Attachment "A."
- Florida Exotic capping proposal 772-286-2924
- Copy of contractor/subcontractor's business license and an insurance certificate to include general liability (minimum of 1 million dollars), workers compensation or State of Florida workers compensation exemption. Liability certificate must be issued to: LOTUS PALM Homeowners Association Inc..c/o GRS Community Management, 3900 Woodlake Blvd. Suite 309, Lake Worth FL 33463 Be sure we are added to

“ADDL INSD” as well. **Work Comp insurance is required, if exempt must provide proof of exemption from each contractor working on the project**

- A refundable security deposit of \$5,000.00** made payable to LOTUS PALM HOMEOWNERS ASSOCIATION, INC. for large Improvements. (i.e. – pools, large additions, screen enclosures, etc.) to cover the costs of any incidental damage caused to Association Property, an adjacent Home or Lot, or any other property (whether real or personal) by virtue of Owner’s construction or installation of the Improvement(s). This security deposit is required at the Association’s sole discretion for improvements such as patio extensions, pools, room additions or major landscaping. The security deposit, less any damages caused by the construction or installation of the Improvement(s), will be returned after the final inspection following the installation or construction of the Improvement.
- Drainage swales and easements (in front, rear or sides of the home) are identified on the Lot survey or site plan and will not be impacted by the proposed improvement.

## **PAINTING**

- Picture of the home
- Identify proposed colors, including paint manufacturer, color name and color number.
- Provide paint color samples.
- Elevation view of structure showing areas to be painted (elevation survey) specifying the location(s) of each paint color - i.e. stucco color x, trim bands color y, door color z, etc.
- Copy of contractor/subcontractor’s business license and an insurance certificate to include general liability (minimum of 1 million dollars), workers compensation or State of Florida workers compensation exemption. Liability certificate must be issued to: LOTUS PALM Homeowners Association Inc. .c/o GRS Community Management, 3900 Woodlake Blvd. Suite 309, Lake Worth FL 33463 Be sure we are added to “ADDL INSD” as well. **Work Comp insurance is required, if exempt must provide proof of exemption from each contractor working on the project**

## **REPLACE LIGHT FIXTURES**

- scope of work
- photo of the front of the home including the current fixtures
- pics of replacement light fixtures & dimensions
- \$50 check payable to GRS Community management for processing fees
- If you are using a contractor, please include
- copy of the vendor business license ♦ ins cert issued to: LOTUS PALM Homeowners Association Inc.. HOA, c/o GRS Community management 3900 Woodlake Blvd suite 309 Lake Worth FI 33463 Be sure we are added to “ADDL INSD” as well. **Work Comp insurance is required, if exempt must provide proof of exemption from each contractor working on the project**
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## POOL, SPA & POOL ADDITIONS

- A photo of the street & sidewalk in front of the home is required.**
- One (1) complete set of all plans, specifications drawings, and other supporting documents for the planned improvement prepared by an architect, landscape architect, engineer or other person determined by the Committee to be qualified.
- Lot Survey depicting the location of the proposed pool, deck, pool equipment on Lot, and the mechanical equipment on the adjacent lot. (Note the property line setback)
- Architectural rendering of the pool and deck.
- Plans for fencing or screening (see Items 1 and 2 above).
- Identify pool deck type, color and pattern, preferably samples.
- Identify coping material and color, preferably samples.
- Landscape Plans showing impact to existing landscape and any proposed replacement plantings. Plan shall also include shrubs to conceal pool equipment from the road and any lake.
- Florida Exotic re-route/capping proposal 772-286-2924
- A **non-refundable \$350** Inspection Fee for the required lot grade inspection made payable to LOTUS PALM HOMEOWNERS ASSOCIATION, INC. This Review and Inspection Fee is required to ensure the lot has been properly graded for drainage. **Toward the end of the project, owners will be required to contact management prior to the install of any landscape material. At that time, the engineer will perform the required inspection.**
- A **refundable security deposit of \$5,000.00** made payable to LOTUS PALM HOMEOWNERS ASSOCIATION, INC. for large Improvements. (i.e. – pools, large additions, screen enclosures, etc.) to cover the costs of any incidental damage caused to Association Property, an adjacent Home or Lot, or any other property (whether real or personal) by virtue of the Owner's construction or installation of the Improvement(s). This security deposit is required at the Association's sole discretion for improvements such as patio extensions, pools, room additions, or major landscaping. The security deposit, less any damages caused by the construction or installation of the Improvement(s), will be returned after the final inspection following the installation or construction of the Improvement.
- Copy of contractor/subcontractor's business license and an insurance certificate to include general liability (minimum of 1 million dollars), workers compensation or State of Florida workers compensation exemption. A liability certificate must be issued to: LOTUS PALM Homeowners Association Inc..c/o GRS Community Management, 3900 Woodlake Blvd. Suite 309, Lake Worth FL 33463 Be sure we are added to "ADDL INSD" as well. **Work Comp insurance is required, if exempt must provide proof of exemption from each contractor working on the project**
- Drainage swales and easements (in front, rear, or sides of the home) are identified on the Lot survey or site plan and will not be impacted by the proposed improvement.

## HURRICANE SHUTTER & SATELLITE DISHES

- One (1) complete set of all plans, specifications drawings, and other supporting documents for the planned improvement prepared by an architect, landscape architect, engineer or other person determined by the Committee to be qualified.
- Shutters require a description of the type of shutters and color. (A brochure is helpful if available).
- Permanently installed hurricane shutters may not stay up year-round. Accordion or roll-down style shutters may not stay closed or down. No hurricane shutters shall cover window or door openings except during periods of hurricane watch or a hurricane warning that impacts the community
- Satellite dishes require details regarding size, color, type, and location where the dish will be mounted.
- Identify the proposed satellite dish location on the Lot Survey or site plan. (Satellite dishes cannot be located on the front elevation of the home.)
- Copy of contractor/subcontractor's business license and an insurance certificate to include general liability (minimum of 1 million dollars), workers compensation or State of Florida workers compensation exemption. Liability certificate must be issued to: LOTUS PALM Homeowners Association Inc.. c/o GRS Community Management, 3900 Woodlake Blvd. Suite 309, Lake Worth FL 33463 Be sure we are added to "ADDL INSD" as well. **Work Comp insurance is required, if exempt must provide proof of exemption from each contractor working on the project**

## SUMMER KITCHEN

- scope of work
- pics of summer kitchen appliances & any additions
- pics of rear patio area where kitchen is to be installed
- survey indicating location of equipment
- copy of vendor business license
- ins cert issued to: Lotus Palm Homeowners Association Inc..HOA, c/o GRS Community management 3900 Woodlake Blvd suite 309 Lake Worth FI 33463 Be sure we are added to "ADDL INSD" as well. **Work Comp insurance is required, if exempt must provide proof of exemption from each contractor working on the project**
- \$50 check payable to GRS Community management for processing fees

## STRUCTURAL HOME ADDITIONS

- One (1) complete set of all plans, specifications drawings, and other supporting documents for the planned improvement prepared by an architect, landscape architect, engineer or other person determined by the Committee to be qualified.
- Lot survey depicting the location of the proposed addition on the Lot.
- Architectural drawings including plan and elevation views of the proposed room addition. Engineering plans
- Identify exterior paint colors including paint manufacturer, color name, and color number.
- Provide roof color verification, preferably with the sample. Roof material and color must match the existing Home. (if applicable)
- Landscape Plan showing impact to existing landscape and any proposed replacement plantings.
- A refundable security deposit of \$5,000.00** made payable to LOTUS PALM HOMEOWNERS ASSOCIATION, INC. for large Improvements. (i.e. – pools, large additions, screen enclosures, etc.) to cover the costs of any incidental damage caused to Association Property, an adjacent Home or Lot, or any other property (whether real or personal) by virtue of the Owner's construction or installation of the Improvement(s). This security deposit is required at the Association's sole discretion for improvements such as patio extensions, pools, room additions or major landscaping. The security deposit, less any damages caused by the construction or installation of the Improvement(s), will be returned after the final inspection following the installation or construction of the Improvement.
- Copy of contractor/subcontractor's business license and an insurance certificate to include general liability (minimum of 1 million dollars), workers compensation or State of Florida workers compensation exemption. A liability certificate must be issued to: LOTUS PALM Homeowners Association Inc..c/o GRS Community Management, 3900 Woodlake Blvd. Suite 309, Lake Worth FL 33463 Be sure we are added to "ADDL INSD" as well. **Work Comp insurance is required, if exempt must provide proof of exemption from each contractor working on the project**
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- Items on Attachment "A" are required.

## PLAYSET

### MUST NOT BE PLACED IN A DRAINAGE EASEMENT

- scope of work
- pics of playset & dimensions
- survey indicating location of equipment
- copy of vendor business license
- ins cert issued to: LOTUS PALM Homeowners Association Inc.. HOA, c/o GRS Community management 3900 Woodlake Blvd suite 309 Lake Worth FI 33463 Be

sure we are added to "ADDL INSD" as well. Work Comp insurance is required, if exempt must provide proof of exemption from each contractor working on the project

- \$50 check payable to GRS Community management for processing fees

## TRAMPOLINE REQUIRES FENCE:

### TRAMPOLINE

- scope of work
- pics & dimensions of trampoline
- survey indicating location of equipment
- copy of vendor business license
- ins cert issued to: LOTUS PALM Homeowners Association Inc.. HOA, c/o GRS Community management 3900 Woodlake Blvd suite 309 Lake Worth FL 33463 Be sure we are added to "ADDL INSD" as well. Work Comp insurance is required, if exempt must provide proof of exemption from each contractor working on the project

### FENCE

- One (1) complete set of all plans, specifications drawings, and other supporting documents for the planned improvement
- Lot survey indicating the location of the fence with respect to the property lines and existing improvements within the Lot.
- Type of fence including materials, height, drawings, color, and finish. Fences must be 5' in height and a bronze aluminum rail with pickets no closer than 3" on center and no thicker than 1".
- Location and swing direction of any gates. 2 -60' gates are required on lake lots.
- Proposed landscaping plan surrounding the proposed fence (if required, see 7 below).
- Florida Exotic capping proposal 772-286-2924
- Copy of contractor/subcontractor's business license and an insurance certificate to include general liability (minimum of 1 million dollars), workers compensation or State of Florida workers compensation exemption. Liability certificate must be issued to: LOTUS PALM Homeowners Association Inc. C/o GRS Community Management, 3900 Woodlake Blvd. Suite 309, Lake Worth FL 33463. Be sure we are added to "ADDL INSD" as well. Work Comp insurance is required, if exempt must provide proof of exemption from each contractor working on the project
- Drainage swales and easements (in front, rear or sides of the home) are identified on the Lot survey or site plan and will not be impacted by the proposed improvement.

## BASKETBALL HOOP

- scope of work
- pics of basketball hoop & dimensions
- survey indicating the location of equipment
- copy of vendor business license
- ins cert issued to: LOTUS PALM Homeowners Association Inc..HOA, c/o GRS Community management 3900 Woodlake Blvd suite 309 Lake Worth FI 33463 Be sure we are added to "ADDL INSD" as well. **Work Comp insurance is required, if exempt must provide proof of exemption from each contractor working on the project**
- \$50 check payable to GRS Community management for processing fees  
***Hoops are permitted alongside driveway in a location no closer than midway between the garage door and the front property line. Rules & Regs page 5 paragraph 12***

## PATIO AWNING/SHADE

- scope of work
- pic/rendering of awning
- color/description/dimension
- survey indicating location of equipment
- copy of vendor business license
- ins cert issued to: Lotus Palm Homeowners Association Inc..HOA, c/o GRS Community management 3900 Woodlake Blvd suite 309 Lake Worth FI 33463 Be sure we are added to "ADDL INSD" as well. **Work Comp insurance is required, if exempt must provide proof of exemption from each contractor working on the project**
- \$50 check payable to GRS Community management for processing fees

## ADDITION TO HOME

- scope of work
- pic/rendering of area to be modified
- color/description/dimension
- survey indicating location of modification
- copy of vendor business license
- ins cert issued to: Lotus Palm Homeowners Association Inc..HOA, c/o GRS Community management 3900 Woodlake Blvd suite 309 Lake Worth FI 33463 Be sure we are added to "ADDL INSD" as well. **Work Comp insurance is required, if exempt must provide proof of exemption from each contractor working on the project**
- \$50 check payable to GRS Community management for processing fees

## ETCHED FRONT DOOR

- scope of work
- photo of the front of the home including the current fixtures
- pics of existing & proposed
- \$50 check payable to GRS Community management for processing fees
- If you are using a contractor, please include
- copy of the vendor business license ♦ ins cert issued to: LOTUS PALM Homeowners Association Inc.. HOA, c/o GRS Community management 3900 Woodlake Blvd suite 309 Lake Worth FI 33463 Be sure we are added to "ADDL INSD" as well. Work Comp insurance is required, if exempt must provide proof of exemption from each contractor working on the project