



3900 Woodlake Blvd., Suite 309, Lake Worth, FL 33463 | Phone: 561-641-8554 | Fax: 561-641-9448 | www.grsmgt.com

**LA TERRE AT AVENIR NEIGHBORHOOD ASSOCIATION, INC.
ARCHITECTURAL MODIFICATION REQUEST APPLICATION**

Please complete the application below and include all required information when submitting. All applications must be accompanied by all appropriate and applicable information such as floor plans, site plans, renderings, photos, dimensions, colors, materials, lot surveys, and setbacks. If all required information is not received with the completed application, the application will be considered incomplete and rejected until the application is re-submitted with all requirements.

Name of Owner(s): _____

Address (in La Terre): _____

Contact Phone Number(s): _____

Contact Email Address(s): _____

Description of Modification Request:

Describe proposed additions, changes, modifications, etc. in detail below. List all vendors/contractors and their contact information. Please include details such as specifications, materials, colors, dimensions, etc. Please attach additional pages if more space is needed.

General Acknowledgements:

Please read the criteria below and initial next to each item to confirm that you have reviewed and agreed to the standards.

_____ **1. Required Application & Information** – A completed application is required to include all applicable floor plans, exterior elevations, site plans, property surveys, renderings, photos, colors, materials, dimensions, specifications, etc. The application must be filled out and signed by the owner(s). Homeowners must receive approval prior to beginning work.

_____ **2. Refundable Deposit** – All modifications require a \$100 refundable deposit, paid by check, made out to La Terre at Avenir. The deposit will be used to correct any damage to the common areas resulting from project activity. If no damages occur, the deposit will be refunded to the owner.

_____ **3. Damages** – Homeowners are ultimately responsible for any damage to common areas and/or other residential properties during the course of work, whether caused by homeowner, contracted vendors, subcontractors, etc. The Board of Directors recommends that homeowners require contractors to provide copies of their business license and certificate of insurance prior to work commencing. If obtained, that information can also be included with the application.

_____ **4. Permits** – The project must follow all local building codes and setback requirements, as well as and required permits. If a permit is required, the homeowner is responsible for obtaining and prominently displaying the permit.

_____ **5. One Year Completion Period** – Projects must be completed within one (1) year of approval. Please be sure to reach out to management if the project is experiencing setbacks and may not be completed in time.

_____ **6. Project Changes** – Homeowners may not deviate from the originally approved project plan. If a change in the plan is desired, the homeowner must re-submit a new application with all required information.

_____ **7. Notification of Completion** – Once the project is complete, management must be notified via email or mail. After final review, if there have been no damages, the deposit will be requested to be refunded and project closed out.

Specific Acknowledgements:

Please read and initial all criteria below that apply to the proposed project.

- _____ **1. Exterior Aluminum** – All exterior aluminum must be bronze/black color and screening must be charcoal.
- _____ **2. Pools** – All pool installations are required to provide a \$2,500 refundable security deposit, to be held until the project has been completed and inspected. The deposit will be returned if there are no damages to the common areas. The Pool Construction Agreement must be completed by the homeowner(s) and pool contractor/vendor.
- _____ **3. Exterior Painting** – All exterior colors must be in the existing color palette or one of the approved color schemes, with the condition that the proposed color scheme is not on an adjacent house.
- _____ **4. Exterior Shutters** – Boxes or exterior tracks must match the adjacent exterior wall color. Exterior shutters may only be closed while a hurricane/tropical storm watch or warning by the National Weather Service or National Hurricane Center is active. They must be removed within seven (7) days after such watch/warning has been lifted.
- _____ **5. Irrigation & Subsurface** – Homeowners are responsible for capping or monitoring the irrigation system for any subsurface work proposed.
- _____ **6. Landscape Material Maintenance** – Homeowners are responsible for maintaining, watering, pruning, trimming, and fertilizing all landscape materials approved through the Architectural Application, including the removal and installation of material. No landscaping material may encroach on neighboring properties or common areas from inception to mature growth.
- _____ **7. Ground Based Structures** – Pool heaters, satellite dishes, and all other ground based structures, are to be hidden from view or can be hidden with approved hedge plantings.
- _____ **8. Solar Panels** – Piping, fasteners, and frames to solar panels must be painted to match the adjacent exterior structure color (roof, wall, or trim).
- _____ **9. Fences** – Fences must be bronze/black in color, constructed of aluminum, and not exceed four (4) feet in height.
- _____ **10. Digging** – Homeowners/contractors must contact appropriate utilities prior to digging into utility easements.

Application Review Process:

- Submission of the application does not guarantee approval and approval must be received, in writing, prior to making the alteration. Approval is based on adherence to requirements and the aesthetics of the proposed change but does not certify the structural integrity of the proposed change.
- Application must be submitted to the management company with all required documentation and deposit. Applications can be mailed or hand delivered. Completed applications will be provided to the Board of Directors/Architectural Review Board and homeowners will be provided with a written response upon their review. Applications are reviewed at least once per month.
- Applications that are denied by the Architectural Review Board may be appealed to the Board of Directors within 14 days of receipt of denial. Homeowners must submit an appeal, in writing, (containing the basis for the appeal) to the management office via email or mail. The Board will then review the request at the next scheduled Board Meeting.

Applicant Acknowledgement:

I have read this application, understand the requirements, and will comply with the applicable criteria.

Homeowner Signature

Date

FOR MANAGEMENT/BOARD USE ONLY

Application is: _____ Approved _____ Approved, Subject to _____ Denied

Notes: _____

Reviewed By (Print Name)

Signature

Date

Project Completion Date: _____

Deposit Check Number: _____

Refund: ___ Yes ___ No

Installation and Post Closing Requirement for Pools and other Construction within La Terre

- 1. Pool Deposit –** All pool installations require a \$2,500 security deposit to be held by the Association. The security deposit will be refunded after the project is complete, if there have been no damages to the common areas.
- 2. Permits:** The homeowner and their pool contractor are responsible for obtaining all necessary permits and approval from the appropriate Building Departments and governmental agencies, as applicable.
- 3. Dewatering:** In the event construction of the pool requires dewatering, all water must be filtered using a pool filter to remove all sediment prior to discharge. If the home is on a lake lot, the filtered water must be discharged into the lake and the discharge pipe must be extended no less than 5' into the lake. If the home is on a non-lake lot, the filtered water must be discharged into the rear part of the property line near the rear wall. The discharged water SHALL NOT be released onto the ground/or swales. Should the pool contractor have questions, please have them contact the CPM (Community Property Manager).
- 4.** All permits must be submitted with approvals from abutters to ensure that all parties affected have a clear understanding of the size and scope of the project.
- 5. Work Hours and Access:** All contractor work should start no earlier than 8 A.M. and end by 6 P.M. All community gate access will be granted by the homeowner.
- 6. Neighboring Property Access:** In the event access to the rear of the property or necessary location using only the property of the homeowner is too narrow to accommodate the necessary equipment, a Waiver Agreement must be signed by the neighbor approving the use of their property for access. Any sod repair or replacement will be the responsibility of the homeowner for which the pool is being built including repairing any damage done to the adjacent lots and communal areas caused by the construction.
- 7. Dirt and Debris Removal:** The homeowner's pool contractor is responsible for removal of all dirt, rocks, concrete, debris and trash from the lot and community. All excavated fill (dirt) from the pool construction or any other part improvement must be removed from the community by the homeowner's contractor once the backfill process is completed. When the pool hole is excavated, the HOA will permit a 3–4–foot wall around the pool's entire perimeter, creating a barrier to allow for the next stages of the pool construction. No dirt or debris can be left on the lot, adjacent lots, street, swales, lake bank, preserve or any adjoining common area property during or after the backfill process is complete.

All storm drains need to be covered to prevent debris from setting in. They need to be removed nightly, so if any potential rain downpours, the storm drains are clear.

Silt fencing should be utilized to prevent mud areas from spreading and provide drainage.

All gutter drains need to be routed to prevent erosion of exposed soil.

As a reminder, the party responsible for repair of all applicable sod damage should be determined at the time of contract signing. The repair should be within 21 days (about 2 weeks) of receiving the final permit, subject to extension should other ARC projects remain open.

- 8. Sidewalks:** All sidewalks or otherwise common areas used by the Pool Contractor / Trades should be swept clear of debris and deemed safe for pedestrian traffic at the end of each day. In the rare event damage to the sidewalk is so severe that the elevation of the sidewalk has been altered, cavity created etc. and deemed not safe for

pedestrian traffic, the area should be identified with e.g., orange cone, orange safety fence. The HOA should be notified and a timeline for approved repair discussed and identified.

- 9. Excavation Area Silt Fencing:** Once the Pool is excavated, the excavated area and hole will have an orange safety fence installed around the perimeter for the project, preventing or mitigating any unintended use of the excavated pool hole.
- 10. Storage of construction materials:** All materials delivered to site for future use, e.g., pool deck material, cage, or fence material, should remain organized and out of sight to the best of the contractor's ability. The materials should be stored on the owner's lot. For lake lots, no material/dirt is allowed in the lake tract, including the lake maintenance easement. Unfortunately, space may not be available to ideally stage the material, but effort should be made to maintain the aesthetics of the neighborhood.
- 11. Subcontractors:** All subcontractors – e.g., pergola, cages, fences, or other structure(s) being constructed in concert with the primary pool project, must abide by all established rules that apply to the primary contractor. This form shall be signed by them as well.
- 12. Contractor Behavior:** All contractors and subcontractors shall behave respectfully regarding language, smoking, music, and restroom needs. All trash / debris will be gathered and/or removed each day, and the job site will be left in a reasonable, presentable fashion.
- 13. Traffic Obstruction:** In the event machinery necessary for the project blocks the safe, orderly flow of traffic, the contractor shall assign an individual to flag traffic for the duration of the blockage. In addition, the contractor should provide orange cones signifying work zone.
- 14. Signage:** There will be no signs displayed anywhere within the community per the Declaration of Covenants, Conditions and Restrictions. Only permit boards will be displayed and must be on the lot where the related work is performed. We will allow **one** pool company sign displayed below the permit board
- 15. Irrigation:** The irrigation zones in the location of the proposed pool must be cut and capped. Zone lines for the balance of the lot must remain functional during the pool construction. Contractor shall not tamper with the irrigation valve serving the subject and adjacent lots. Please be aware, once the irrigation is modified, the Association will not be responsible for the irrigation system.
- 16. Road Damage:** Any damage to the road right-of-way must be repaired/restored to their original condition. This includes the asphalt, concrete sidewalks, curb, and sod within the road right-of-way.
- 17. Sodding:** The contractor shall have the side yard swales staked and graded to insure positive drainage per the original design plans for the Community. Including any French drains that may have been installed by the Builders. The contractor shall have the surveyor confirm "as built" the side yard swales are done properly. Grades shall be shot at the appropriate intervals along the side yard property lines from the front to the rear of the property. Said as-built grades shall be submitted to the CPM for inspection and approval by the engineer for conformance with the original design plans, and to ensure the swales are properly graded to drain storm water away from the Home and in the appropriate direction.
- 18. Pool Deck:** If the pool deck is to be constructed near the rear of the property line, the existing grade at the rear property line must not be compromised and/or changed. If the pool deck grade is higher than the existing grade, a short retaining wall must be built at the grade transition.

19. Pool Equipment: Pool equipment must be located within 4'-6' from the exterior wall of the home so that adequate side yard drainage can be maintained. The proposed pool equipment must also be separated by more than 10' (front to rear) from existing mechanical equipment on an adjacent lot. There may be exceptions due to the lot footprint. The addition of pool equipment on the side of a home may require installation of roof gutter between homes to properly direct drainage consistent with the original design plans for the community. At the time of application for ARC, a site plan and detailed drainage plan shall be submitted showing the location of all existing and proposed mechanical equipment on the lot and adjacent lots with complete measurements to demonstrate compliance with this condition.

All pool motors must be variable speed. This will avoid future nuisance complaints. All pools must have an auto fill valve.

20. Landscaping: All landscape shrubs, minimum 48", shall be installed to screen all pool equipment from the road, neighboring lot, and lake.

21. Certificate of Completion: A Certificate of completion must be received from the Building Department prior to the ARC committee's final inspection and return of the security deposit.

22. Compliance Assessment: Should the Association to be forced to hire a professional engineer to ensure compliance, all costs will be assessed to the homeowner through a reduction in the security deposit returned or an assessment.

23. Financial: The application for ARC requests will be a \$200, non-refundable fee. The HOA collects a \$2,500.00 refundable Deposit to cover any unexpected damage to Common Areas.

ALL OF THE ABOVE REQUIREMENTS MUST BE MET BEFORE ANY DEPOSITS WILL BE RETURNED.

ACKNOWLEDGED AND AGREED TO BY:

HOMEOWNER(S):

Street Address

Printed Name

Signature

Date

VENDOR/CONTRACTOR:

Company Name

Printed Name

Signature

Date