

CHECKLIST SUBMITTAL GUIDELINES

Lotus Edge Homeowners Association, Inc.

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

GENERAL REQUIREMENTS FOR ALL APPLICATIONS

Unless otherwise noted, all improvement applications must include:

- ☐ Completed application submitted in person by scheduling a meeting with Management.
- ☐ One (1) complete set of plans, specifications, drawings, and supporting documents for the proposed improvement (when applicable).
- ☐ Lot survey/site plan showing the location of the proposed improvement and confirming that drainage swales and easements (front, rear, or sides of the home) will not be impacted.
- ☐ Contractor/subcontractor business license.
- ☐ Certificate of insurance including:
 - General liability insurance (minimum \$1,000,000)
 - Workers compensation insurance or State of Florida workers compensation exemption

Insurance certificate must list:

LOTUS EDGE Homeowners Association, Inc.
c/o GRS Community Management
3900 Woodlake Blvd., Suite 309
Lake Worth, FL 33463

Association must be added as **"ADDL INSD."**

- ☐ Florida Exotic irrigation capping proposal when required:
772-286-2924
 - ☐ Landscape plans/material details when the improvement affects existing landscaping.
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A

AC SPLIT UNIT

- ☐ Scope of work.
 - ☐ Photo of the area where the exterior unit will be placed.
 - ☐ Description of materials.
 - ☐ Photos of proposed materials.
 - ☐ \$50 check payable to GRS Community Management for processing fees.
 - ☐ Vendor business license and insurance certificate (if contractor is used).
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ARTIFICIAL TURF

Artificial turf is only permitted as an accent feature within a pool deck.

- ☐ Complete plans, specifications, drawings, and supporting documents.
 - ☐ Lot survey showing location of proposed artificial turf.
 - ☐ Picture/rendering of proposed installation.
 - ☐ Contractor business license and insurance certificate.
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B

BASKETBALL HOOP

- ☐ Scope of work.
- ☐ Photos of basketball hoop and dimensions.
- ☐ Survey showing equipment location.
- ☐ Vendor business license.
- ☐ Insurance certificate.
- ☐ \$50 check payable to GRS Community Management for processing fees.

Location Requirement:

Basketball hoops are permitted alongside the driveway only in a location no closer than

midway between the garage door and the front property line.
(See Rules & Regulations, Page 4, Paragraph 17.)

C

CAMERAS

- ☐ Lot survey showing proposed camera locations.
 - ☐ Picture of installation area.
 - ☐ Description of proposed camera type.
 - ☐ Contractor plans/specifications including:
 - Camera dimensions
 - Height
 - Camera type
 - Locations
 - Accessories
 - ☐ Contractor business license and insurance certificate.
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CHARGING STATION

- ☐ Complete plans, specifications, drawings, and supporting documents.
- ☐ Signed Hold Harmless Addendum.
- ☐ Lot survey showing proposed charging station location.
- ☐ Charging station must be:
 - Installed inside the garage, or
 - Located on the non-zero side of the property beyond the front corner of the home
 - Concealed by landscaping material
- ☐ Color identification and pictures/renderings.
- ☐ Landscape plan added to survey.

- ☐ Vendor business license and insurance certificate.
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D

DRIVEWAY & PATIO EXTENSIONS

Driveways cannot be extended on the zero side of the home.

- ☐ Complete plans prepared by an architect, landscape architect, engineer, or qualified professional.
- ☐ Lot survey showing proposed extension drawn to scale.
- ☐ Material specifications:
- Driveways must be brick pavers.
 - Provide color and paver pattern information.
 - Samples preferred.
- ☐ Landscape plan showing impact to existing landscaping and replacement plantings.
- ☐ Florida Exotic irrigation capping proposal.
- ☐ Contractor business license and insurance certificate.
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F

FENCES

- ☐ Complete plans, specifications, drawings, and supporting documents.
- ☐ Lot survey showing fence location in relation to:
- Property lines
 - Existing improvements
- ☐ Picture of rear yard.
- ☐ Fence details:
- Material
 - Height

- Drawings
- Color
- Finish

Fence Requirements:

- Maximum height: 5 feet
 - Bronze aluminum rail with pickets
 - Pickets no closer than 3 inches on center
 - Pickets no thicker than 1 inch
- ☐ Gate locations and swing direction.
- ☐ Two (2) 60-foot gates are required on lake lots.
- ☐ Proposed landscaping plan around fence (if required).
- ☐ Florida Exotic irrigation capping proposal.
- ☐ Confirm drainage swales and easements will not be impacted.

I'll continue with **G-P** next (Generators through Pools/Patio/Pergolas/Painting, etc.).

Continuing with the next section.

G

GENERATORS

- ☐ Complete plans, specifications, drawings, and supporting documents prepared by an architect, landscape architect, engineer, or qualified professional.
- ☐ Signed Hold Harmless Addendum.
- ☐ Photo of area where generator will be installed.
- ☐ Lot survey showing:
- Proposed generator location
 - Mechanical equipment on adjacent lot
- ☐ Landscape plan showing:
- Impact to existing landscaping

- Proposed replacement plantings
- Shrubs required to conceal above-ground equipment from adjacent lots, roads, and lakes

- ☐ Vendor license and insurance information.
- ☐ Florida Exotic irrigation capping proposal.
- ☐ Drainage swales and easements identified on survey/site plan and not impacted.
- ☐ Contractor business license and insurance certificate.

GUTTER INSTALLATION

- ☐ Scope of work.
- ☐ Photo of area where installation will occur.
- ☐ Description of materials.
- ☐ Photos of proposed materials.
- ☐ \$50 check payable to GRS Community Management for processing fees.
- ☐ Vendor business license and insurance certificate.

H

HURRICANE SHUTTERS & SATELLITE DISHES

- ☐ Complete plans, specifications, drawings, and supporting documents prepared by a qualified professional.

Hurricane Shutters:

- ☐ Description of shutter type and color.
- ☐ Brochure or manufacturer information (if available).
- ☐ Permanently installed hurricane shutters may not remain closed year-round.
- ☐ Accordion or roll-down shutters may not remain closed or lowered except during periods of hurricane watch or warning impacting the community.

Satellite Dishes:

☐ Details including:

- Size
- Color
- Type
- Mounting location

☐ Lot survey/site plan showing proposed location.

☐ Satellite dishes may not be installed on the front elevation of the home.

☐ Contractor business license and insurance certificate.

L

LANDSCAPE

☐ Scope of work and landscape plan showing proposed materials.

☐ Pictures of proposed materials.

☐ Pictures of installation areas.

☐ Lot survey showing location of all materials to be removed and installed, including:

- Rock
- Mulch
- Stepping stones
- Other landscape features

☐ Drainage plan if required.

☐ Florida Exotic irrigation capping proposal.

☐ Contractor business license and insurance certificate.

☐ Confirm drainage swales and easements will not be impacted.

LANDSCAPE LIGHTING

☐ Lot survey showing proposed lighting locations.

- ☐ Picture of installation area.
 - ☐ Description of proposed fixtures.
 - ☐ Contractor plans/specifications including:
 - Fixture size
 - Color
 - Material
 - Wattage
 - ☐ Contractor business license and insurance certificate.
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M

MOTORIZED SCREEN

- ☐ Lot survey showing proposed screen enclosure location.
- ☐ Picture of area to be screened.
- ☐ Description of proposed screen enclosure.
- ☐ Contractor plans/specifications including:
 - Dimensions
 - Height
 - Screen roof type
 - Screen door locations
 - Accessories (kick plates, etc.)
- ☐ Identify colors including:
 - Screen color
 - Aluminum framing color
 - Kick plates
 - Glass (if applicable)

All aluminum must be bronze in color.

☐ Contractor business license and insurance certificate.

P

PAINT HOME

☐ Scope of work.

☐ Photo of home and neighboring homes.

☐ Paint specifications:

- Color number
- Color name
- Photo/sample

☐ \$50 check payable to GRS Community Management for processing fees.

☐ Vendor business license and insurance certificate.

PAINTING

☐ Picture of home.

☐ Proposed colors including:

- Paint manufacturer
- Color name
- Color number

☐ Paint color samples.

☐ Elevation view showing areas to be painted, including location of each color:

- Stucco
- Trim bands
- Doors
- Other exterior elements

☐ Contractor business license and insurance certificate.

PATIO AWNING / SHADE

- ☐ Scope of work.
 - ☐ Picture/rendering of awning.
 - ☐ Color, description, and dimensions.
 - ☐ Survey showing equipment/location.
 - ☐ Vendor business license.
 - ☐ Insurance certificate.
 - ☐ \$50 check payable to GRS Community Management for processing fees.
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PERGOLA

- ☐ Complete plans, specifications, drawings, and supporting documents.
 - ☐ Lot survey showing proposed location.
 - ☐ Footers are required.
 - ☐ Color identification and pictures/renderings.
 - ☐ Roof structure must be:
 - Open, or
 - Louvered
 - ☐ Florida Exotic irrigation capping proposal.
 - ☐ Contractor business license and insurance certificate.
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PLAYSET

Playsets must not be placed in a drainage easement.

- ☐ Scope of work.
- ☐ Pictures of playset and dimensions.

- ☐ Survey showing equipment location.
 - ☐ Vendor business license.
 - ☐ Insurance certificate.
 - ☐ \$50 check payable to GRS Community Management for processing fees.
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POOL, SPA & POOL ADDITIONS

- ☐ Complete plans, specifications, drawings, and supporting documents prepared by a qualified professional.
- ☐ Lot survey showing:
 - Pool location
 - Deck location
 - Pool equipment
 - Adjacent lot mechanical equipment
 - Property line setbacks
- ☐ Architectural rendering of pool and deck.
- ☐ Plans for fencing or screening.
- ☐ Pool deck information:
 - Type
 - Color
 - Pattern
 - Samples preferred
- ☐ Coping material and color information.
- ☐ Landscape plans showing:
 - Impact to existing landscaping
 - Replacement plantings
 - Shrubs concealing pool equipment from roads and lakes

- ☐ Florida Exotic irrigation capping proposal.
- ☐ \$350 non-refundable inspection fee payable to LOTUS EDGE HOMEOWNERS ASSOCIATION, INC. for required lot grade inspection.
- ☐ \$5,000 refundable security deposit for large improvements when required.
- ☐ Contractor business license and insurance certificate.
- ☐ Photos of road and sidewalk areas surrounding the home.
- ☐ Drainage swales and easements confirmed unaffected.

Next section will cover **R–Z** (Replace items, Screen Enclosures, Solar Panels, Structural Additions, Summer Kitchen, and remaining categories).

Continuing with the final section.

R

REPLACE FRONT DOOR

- ☐ Scope of work.
- ☐ Picture of front of home including existing door.
- ☐ Photo and measurements of proposed replacement door, including hardware.
- ☐ Replacement door specifications.
- ☐ \$50 check payable to GRS Community Management for processing fees.
- ☐ Contractor business license and insurance certificate (if contractor is used).

REPLACE LIGHT FIXTURES

- ☐ Scope of work.
 - ☐ Photo of front of home including current fixtures.
 - ☐ Photos of replacement fixtures and dimensions.
 - ☐ \$50 check payable to GRS Community Management for processing fees.
 - ☐ Contractor business license and insurance certificate (if contractor is used).
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S

SATELLITE DISHES

(See Hurricane Shutters & Satellite Dishes section.)

SCREEN ENCLOSURES

Requirements:

- Screen enclosures require a landscaped border on the zero side.
 - A minimum 1-foot rock/mulch border is required around the entire base of the screen enclosure.
- ☐ Complete plans, specifications, drawings, and supporting documents prepared by a qualified professional.
- ☐ Lot survey showing proposed screen enclosure location.
- ☐ Description of proposed screen enclosure type.
- ☐ Contractor plans/specifications including:
- Dimensions
 - Height
 - Roof type (mansard, gable, or flat)
 - Screen door locations
 - Accessories (kick plates, etc.)
- ☐ Plan and elevation views.
- ☐ Color details including:
- Screening
 - Aluminum framing
 - Kick plates
 - Glass
- All aluminum must be bronze in color.**
- ☐ Landscape plan showing:

- Impact to existing landscaping
- Replacement plantings

☐ Concrete slab or footer required.

☐ Attachment “A” requirements.

☐ Florida Exotic irrigation capping proposal.

☐ Contractor business license and insurance certificate.

☐ \$5,000 refundable security deposit for large improvements when required.

☐ Confirm drainage swales and easements will not be impacted.

SOLAR PANELS

☐ Complete plans, specifications, drawings, and supporting documents.

☐ Signed Hold Harmless Addendum.

☐ Lot survey showing proposed location.

☐ Identify color and provide pictures/renderings.

☐ Contractor business license and insurance certificate.

STRUCTURAL HOME ADDITIONS

☐ Complete plans, specifications, drawings, and supporting documents prepared by a qualified professional.

☐ Lot survey showing proposed addition location.

☐ Architectural drawings including:

- Plan views
- Elevation views
- Engineering plans

☐ Exterior paint specifications:

- Manufacturer

- Color name
 - Color number
- ☐ Roof color verification and sample (if applicable).
- ☐ Roof material and color must match existing home.
- ☐ Landscape plan showing:
- Impact to existing landscaping
 - Replacement plantings
- ☐ \$5,000 refundable security deposit for large improvements when required.
- ☐ Contractor business license and insurance certificate.
- ☐ Drainage swales and easements confirmed unaffected.
- ☐ Attachment “A” requirements.
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S

SUMMER KITCHEN

- ☐ Scope of work.
- ☐ Photos of:
- Summer kitchen appliances
 - Proposed additions
 - Rear patio installation area
- ☐ Survey showing equipment location.
- ☐ Vendor business license.
- ☐ Insurance certificate.
- ☐ \$50 check payable to GRS Community Management for processing fees.
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PENDING / ADDITIONAL ITEMS

APPLICATION PROCESSING REQUIREMENT

All applications must be submitted in person by scheduling a meeting with Management.
A copy of the completed application is required at the time of submission.

GENERAL LARGE IMPROVEMENT SECURITY DEPOSIT REQUIREMENT

A refundable security deposit of **\$5,000.00**, payable to:

LOTUS EDGE HOMEOWNERS ASSOCIATION, INC.

may be required for large improvements, including but not limited to:

- ☐ Pools
- ☐ Large additions
- ☐ Screen enclosures
- ☐ Patio extensions
- ☐ Major landscaping improvements

The deposit covers incidental damage caused to:

- Association property
- Adjacent homes or lots
- Other property affected by construction or installation

The security deposit, less any repair costs, will be returned after the final inspection following completion of the improvement.
