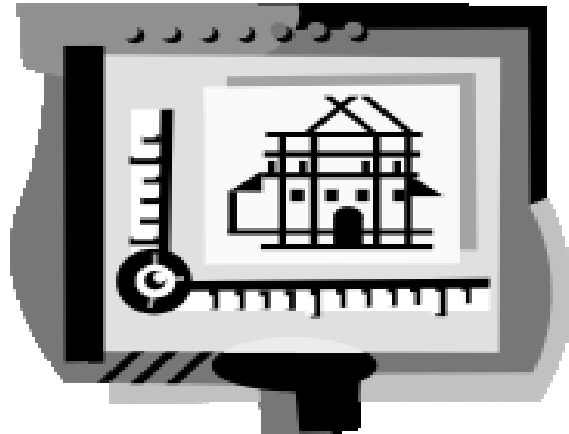


Architectural & Landscape Alterations (ARC)





Architectural and Landscape Guidelines

All guidelines and decisions are subject to City of Delray Beach Laws. All exterior Architectural and Landscape changes require a formal request and written approval from the **Homeowners Association (herein known as the HOA)**.

Submit completed forms to the Management Company for delivery to the **HOA**. The **HOA** will not be able to review your request until your package is complete. The **HOA** or Management Company must receive your forms by the 20th of the month to be considered at the next month's Board meeting. If submitted after the 20th, approval may be denied, without prejudice, and Owner may have to re-submit package by the 20th of the next month for reconsideration.

All the following items need HOA approval, unless otherwise stated: If the alteration that you are planning on is not listed, you must contact the HOA to determine if HOA approval is needed.

ATTIC VENTILATORS

Flush Mounted, no wind turbines. Must not be seen from the street.

AWNINGS

Front of House- Not permitted

Rear of House -HOA approval is needed. Must be retractable,-tasteful design, color must accent exterior colors

BASKETBALL HOOPS/PLAYGROUND EQUIPMENT

Do not require approval, based on the following conditions:

Only portable basketball hoops will be permitted providing maintained in respectable condition at all times and placed no more than 12' from the garage door.

Basketball hoops may not be placed in the street or on the sidewalks at any time and hours of use are limited from dawn to dusk.

Other play equipment shall not create a nuisance, nor exceed 7 feet in height and must be kept at least 5 feet from all property lines.

DRIVEWAYS

May be concrete, textured concrete, or brick pavers in earth tones, grays, or tri-color.

Driveways may only be sealed with a clear finish or earth tone stain.

Paver driveways must be sealed with a clear finish.

All coatings must be in good repair, or refinishing will be requested.

ELECTRONIC INSECT TRAPS

Subject to HOA approval.

EXTERIOR LIGHTING

Low voltage lighting systems may be used to accent and enhance the appearance of the home, walkway, and landscape. Fixtures are to be tasteful and uniform in design and may not exceed 18" in height. All exterior lighting may not create a nuisance to neighbors.

FENCES AND HEDGES:

All fencing facing the street must be accompanied by **fence planting**: Three-gallon size –24 inches high and must be a vine or a shrub. All units that do not have rear access must install two 48" gates, one on each side of the yard (to allow Homeowners Association and landscaping crew access to adjacent back yards). *First unit to install fencing sets the type of fencing for all remaining units.*

Wood:

Five-foot (5') high shadow box fence painted Sherwin Williams 2060-Casa Blanca. Fencing adjacent to the street must be planted with a continuous hedge or other acceptable material 30" on center on the outside abutting the fence.

Aluminum:

Four-foot (4') high white picket/railing type must be used on all water lots in all locations past the rear plane of the house. May be combined with a continuous #3 cherry hedge at 30" on center or other acceptable materials on center up to the easement line not to exceed eighteen inches (18") in height.

PVC: Will be considered on a case by case basis

Setbacks:

Front-Cannot extend forward of rear plane of the Villa.

Corner-Cannot extend off the side of Villa unless enclosing a pool.

Back- (Dry lots only) to the property line or easement line.

Water lots-to the water maintenance easement line only.

FRONT ELEVATION CHANGES:

Front elevation changes are a very sensitive area of Architectural concern.

NO glass block, decorative glass panels, or obscure glass windows are allowed on the front elevation of the house.

GUTTERS:

White gutters along fascia.

Downspouts white or painted to match the stucco.

No downspouts on the front of the house.

Downspouts cannot drain water onto neighboring property.

HOUSE MOUNTED FLAG POLES:

House mounted flagpoles and brackets do not require approval based on the following:

Poles should be approximately no more than 4' long. Either brass or aluminum; they should be attached to the house between 5' and 6' from the ground. Any resident may display in a respectful manner, one portable removable United States flag.

Seasonal flags are not allowed, except for Holidays.

HOUSE COLORS/PAINTING:

May not be changed from the original Builder Color.

Painting homes requires an ARC application. Owners must paint their home the original home color from the following chart. Color matching of the paint on the home is not permitted as the homes have faded. The original paint type was Sherwin Williams Paint and using any other type may not match the original paint color and would require repainting. The HOA has determined that satin paint lasts longer and is easier to maintain. So, satin is the only paint type allowed.

Each Home/Building must be repainted the "*Original Building Color*" each ten (10) years.

All owners will have until May 31, 2012 to have their homes repainted and will continue each 10 years thereafter (ex. 5/31/2022, 5/31/2032; then 5/31/2042, etc.). This rule does not restrict the HOA from requiring a Home/Building to be repainted if it determines said Home/Building requires repainting.



Homeowners' Association Exterior Paint Color Chart

Custom Colors by Sherwin-Williams

***** ALL PAINT CODES ARE ONE GALLON, SATIN PAINT*****

*****Both Delray Sherwin Williams Paint Stores have the HOA's Paint Colors on file*****

Exterior				
A-100	Architectural			
Satin	Latex			
	IFC 411X			
Coral Pink Stucco				
Custom Manual Match				
BAC COLORANT	OZ	32	64	128
N1-Raw Umber	-	9	1	-
R4-New Red	-	20	1	-
Y3-Deep Gold	-	15	1	1
One Gallon	Extra White			
A82W00151	640389177			
↓				
Exterior				
A-100	Architectural			
Satin	Latex			
	IFC 411X			
Coral Pink Stucco Trim				
Custom Manual Match				
BAC COLORANT	OZ	32	64	128
N1-Raw Umber	-	8	-	-
R2-Maroon	-	1	-	-
Y3-Deep Gold	-		1	-
One Gallon	Extra White			
A82W00151	640389177			

Exterior				
A-100	Architectural			
Satin	Latex			
	IFC 411X			
Coral Sand Stucco				
Custom Manual Match				
BAC COLORANT	OZ	32	64	128
B1-Black	-	10	-	-
R2-Maroon	-	6	-	-
Y3-Deep Gold	-	44	1	-
One Gallon	Extra White			
A82W00151	640389177			
↓				
Exterior				
A-100	Architectural			
Satin	Latex			
	IFC 411X			
Coral Sand Stucco Trim				
Custom Manual Match				
BAC COLORANT	OZ	32	64	128
N1-Raw Umber	-	5	-	-
Y3-Deep Gold	-	4	1	-
One Gallon	Extra White			
A82W00151	640389177			

Exterior				
A-100	Architectural			
Satin	Latex			
	IFC 411X			
Coral Salmon Stucco				
Custom Manual Match				
BAC COLORANT	OZ	32	64	128
B1-Black	-	3	1	-
R2-Maroon	-	8	-	1
Y3-Deep Gold	-	59	1	-
One Gallon	Extra White			
A82W00151	640389177			
↓				
Exterior				
A-100	Architectural			
Satin	Latex			
	IFC 411X			
Coral Salmon Stucco Trim				
Custom Manual Match				
BAC COLORANT	OZ	32	64	128
R2-Maroon	-	2	-	-
Y3-Deep Gold	-	14	1	-
One Gallon	Extra White			
A82W00151	640389177			

- **Fascia Trim: White Glossy Paint Garage and Front Door: White**
- **Rain Gutters: White Down Spouts: White or House Stucco Color**
- **Wood Fence.....Casa Blanca Satin 2060/SW 7571**

*******The Official approved paint is Sherwin Williams Exterior Satin paint, the HOA no longer allows flat paint for repainting of the home *******

Coral Trace HOA has an account at Sherwin Williams Paint Stores in Delray Beach 970 SE 10th St. (278-2365) and 5869 West Atlantic Ave. (496-1717) Owners can use this account to receive a discount on your purchase

(You Pay, "NOT the HOA")

LANDSCAPING:

- **Material:** All installation or removal of landscape plant material requires HOA approval **Coral Trace is required to adhere to the City of Delray Beach.**
- **Landscape Regulations (Section 4.6.16).** These regulations stipulate what types of plants and trees may be planted and where they may be planted. Please refer to these regulations or contact the committee if you have questions about the limitations.

Artificial plants: Not permitted

Annual Flowers: Approval is not needed to plant annual flowers in existing garden beds. Potted plants should not be placed on the lawn and grassy areas in order for grass cutting crews to cut the grass without having to move potted plants.

Edging: Does not require approval. It can be concrete or plastic brick to match the unit's color, colored or patterned to match the walkway or driveway, or white. Edging may also be natural wood peg, black or green plastic. Edging type should be of consistent material, color, and style throughout the owner's unit. Approval is not required if kept on the rear patio or kept in the side or rear garden beds.

Mulch: Approval is not needed to mulch beds with brown wood mulch. Other types of ground cover need an HOA approval.

Shrubs, Bushes, and Ground Covers: All under plantings in the front beds, and side beds should be maintained to be healthy, attractive, and kept to a similar size in relation to other homes' landscaping designs. Front Hedges must be kept trimmed no higher than the window sill. Homes with street side view must be kept trimmed no higher than 66 inches.

Trees: May not be removed or replaced without an Architectural Alteration request and may need a permit from the City of Delray Beach.

-Australian and Norfolk Pines are not permitted

MAILBOXES: (Double roadside mailboxes) Angle Wing - Two Villa Unit Owners

Does not require approval for repairs. Are maintained by Owner. Must be rural type mailbox, two boxes to each post in Heritage design, bronze color, gold letters, where allowed by USPS. If the **mailbox** is damaged (just the box), it would be the individual owner's expense as just one box can be replaced; but if the pole is bad, then it is a shared expense, as it affects an item shared by both owners. See **The Mailbox Co.** Info page 6, as they are the only approved replacement company.

PATIOS: Open or unscreened, can be located anywhere in the rear yard but cannot extend into easements or past the side of the home and no less than 3 feet from rear property line.

RENEWABLE RESOURCE DEVICES: (Composting devices)

None Allowed

SATELLITE DISHES: Satellite dishes are allowed without HOA written approval

Landscape buffer should be used if possible. Any visible wiring must be painted to match the exterior home color.

SCREEN ENCLOSURES:

Material: -White aluminum with charcoal screening. Box beam.

Roof Type: -Mansard or shed/cathedral depending on the roofline of house. – Must be same type to any previously installed enclosure on the same building. Flat roofs are not allowed.

Setbacks: Shall not extend past the side of the building unless covering a swimming pool. Rear setback fifteen feet (15').

Side setback three feet (3') to adjoining zero lot line property.

SEASONAL DECORATIONS:

Do not require approval and are maintained by owner. Winter Holiday decorations and lighting should not be installed prior to November 15th and should be removed no later than January 15th. All other holiday decorations and lighting may be displayed up to seven (7) days prior to and be removed no later than three (3) days following the holiday.

Lighting or decorations which create a safety hazard, or impede maintenance, will not be permitted. The resident is responsible for maintaining the Lot where lighting or decorations impede maintenance, until the lighting or decorations are removed.

Any damage to landscape elements caused by the installation or removal of decorations shall be repaired at the expense of the owner.

STORAGE SHEDS: Are not permitted.

STORM SHUTTERS: *White is the only approved shutter color.*

Required HOA forms, permits, licenses, easements and/or approval must be obtained, and all City of Delray Beach ordinances and the guidelines promulgated by Palm Beach County adhered to. Approval does not constitute warranty of any type; only the aesthetic considerations.

Shutters must be removable panels, aluminum/metal, clear fiberglass/resin, or **white** side-mounted retractable accordion type on windows. **White** roll-down type shutters are permitted on rear glass patio doors, or the edge of the covered patio, provided that the housing header is mounted inside the covered patio so as not to be seen from the exterior.

All attachments, leader panels or bottom and top tracks, which remain, shall be **white**.

Shutters are for storm protection. They are not for "security" while **away from** home. Shutters are not to be installed/closed more than **48 hours** before a storm warning and must be removed within **7-14 days** after a storm, or **96 hours** after a storm warning.

SWIMMING POOLS:

Pool Equipment May not be located beyond rear plane of house and must be screened with landscaping.

Pool Setbacks

Must be a minimum of 10 feet rear setback. Duplexes non-zero side setback must be 7.5 (is this 7 ½) feet and Quadraplex non-zero side setback 10 feet from any property line.

WALKWAYS/SIDEWALKS:

May be pavers, concrete, textured concrete, or tile in earth tones

Walkways may only be sealed with a clear finish or earth tone stain

Tile must be a non-slip surface

All coatings must be in good repair, or refinishing will be requested.

WATER FILTERS:

Must be screened with plants so as not to be seen.

WINDOW TINTING: Must be non-reflective; i.e. no "mirror" finishes.



Architectural and Landscape Policies

The HOA is dedicated to preserving the architectural integrity and appearance of the community. Its goal is to maintain the appearance and value of the property within the community. The goal of the HOA is to concern itself with all aspects and aesthetics of the community and reasonable standards of uniformity to be maintained by all homeowners and lessees.

The HOA must approve all landscape and exterior architectural changes and will review all applications for alteration requests to approve or deny such requests.

The HOA shall abide by all regulations set forth by the City of Delray Beach, Landscape Regulations-Section 4.6.16 for Multiple Family Dwellings. **Removal or replacement of any tree will require approval from the city and the HOA.** In addition, each Unit Owner must maintain 25% native Florida plantings as required by the City of Delray Beach.

Street view appearance and rear views of lake lot homes affect the property value of the entire community. Therefore, the landscaping shall reflect similar designs and plant materials. Street view shall be defined as that which faces the street and the first ten feet (10') around the side of the home. Planting at the street shall be maintained uniformly in appearance. Landscaping between identical model homes will be maintained in symmetry. Tract planting should be done in a random pattern with only native plants, as to create a more natural looking environment.

The HOA will closely maintain its landscape policies and make periodic assessments of the community landscaping, and recommendations on what it determines to be desired improvements other than routine maintenance. Any plantings considered being obnoxious or undesirable will not be allowed; this includes artificial plantings of any kind.

Certain land tracts in Coral Trace have been designated natural preserves. They are as follows: Tracts A, B, J, K, L, M, N, and O. All, with the exception of tract J, are common areas dedicated to the HOA.

The Management Company representing the HOA will use the procedures set forth in the Association Documents and Covenants to take any or all action necessary for correction and non-compliance of the guidelines and regulations.

Maintenance issues of common areas and landscaping should be brought to the attention of the Board and Management Company.

INSTRUCTIONS AND PROCEDURES FOR FILING ALTERATION REQUEST (ARC)

Review the Architectural Guidelines and modifications pertaining to your Alteration Request and submit the requested information, along with the alteration request packet to the Management Company no later than the 20th of the month in order to be considered at the next month's Board meeting. If submitted after the 20th, approval may be denied, without prejudice, and Owner may have to re-submit package by the 20th of the next month for reconsideration.

Any incomplete packages will be returned to the homeowner with a request to resubmit with the proper documentation. The Association will not be able to review your request until such time as your package is complete.

You will be notified in writing of the Association's decision and we ask that you please allow up to thirty (30) days from the time of submission before you make any inquiries.

Once the job is completed you must notify the Management Company in writing that the alteration is complete and ready for inspection. The inspection will be completed within 60 days of receipt of completion notification. If the alteration is not in compliance with approved plans, you will receive a written "notice of noncompliance" within 60 days of the inspection and you will have 30 days to correct and bring the items into compliance.

REQUIRED INFORMATION:

1. **A Set of Plans** for your Architectural or Landscape Improvement Request
 - a. Plans must include Dimensions and Elevations

2. **Structural modifications** request must include:

Copy of **Property survey** notating the following on survey:

- a. Exact Location of Proposed Changes
- b. Placement of Current Landscaping

*Architectural renderings (will be returned to homeowner upon decision)

3. **Landscaping Plan** modification request must include:

Copy of **Property survey** notating the following on survey:

- a. Exact Location of Proposed Changes
- b. Placement of Current Landscaping
- c. Type and Height of all plantings
- d. Quantity of proposed landscape material

4. **Contractors' Documentation** (if applicable) must be attached to this application.
 - a. Contractor Name, Address, Phone numbers and email
 - b. Proof of Liability and Workers' Compensation Insurance
 - c. Proof of valid and current Contractor's License with the State of Florida



APPLICATION FOR ALTERATIONS

***Submit completed pages **34 - 36** of the Architectural and Landscape forms, along with all other required documents (from page 30 above) for your requested Architectural or landscape modification to the management company.

Owner Name: _____ Email: _____

Address: _____ LOT: _____

Phone: _____ Cell: _____ Other Contact Phone: _____

=====

COLOR SCHEME OF HOME

COLOR OF STUCCO:

- Coral Pink*
- Coral Salmon*
- Coral Sand*

COLOR OF ROOF:

- Hopi (multi-colored)*
- Seashore*

=====

GENERAL DESCRIPTION OF MODIFICATION/ALTERATION

If used - Contractor information

1. Contractor's Name: _____
2. Address: _____
3. Telephone #: _____ Fax # _____
4. Cell Phone # _____ E-mail _____
5. Estimated start date: _____ Completion date: _____

I / We understand the following:

1. Agree to supply all requested information as per Instructions for Filing Alteration Request.
2. That, if required, the necessary building permits from the appropriate governmental agencies will be secured prior to the commencement of work; it is our responsibility to determine the necessity of permits and to obtain same.
3. That any and all damage to the building or grounds, as a result of said work, must be repaired promptly so as to restore same to its original condition. Further, all future maintenance and repairs in connection with said work will be done by us at our expense, in order to properly maintain same.
4. That any approval given by the HOA for work to be done is on an aesthetic basis and I/We understand that I/We are responsible for proper structural and Architectural details and compliance with applicable codes, completion of work in a workmanlike fashion, as well as any and all damage to any portion of the building and/or premises. The HOA does not review the safety or Architectural details and is in no way responsible for their adequacy or legality.
5. That any contractor utilized by owner to do landscaping work approved by the HOA in connection with approved landscaping or structural changes does not disturb the sprinkler system. In the event that it becomes necessary for any work to be done on the sprinkler system, such work will be at my/our expense and may only be performed by the subcontractor to be designated by the Coral Trace Homeowners' Association, Inc.
6. That the contractor which I/We utilize is identified and is properly licensed, said proof of licensing being furnished to the Coral Trace Homeowners' Association, Inc.
7. That the contractor has adequate liability and workers' compensation insurance coverage, with evidence of said coverage being furnished to the Coral Trace Homeowners' Association, Inc.
8. The approval of any proposed improvements or alterations by the HOA shall not constitute a warranty or approval as to, and neither the Association nor any member or representative of the HOA or the Board of Directors shall be liable for, the safety, soundness, workmanship, materials or usefulness for any purpose of any such improvement or alteration nor as to its compliance with governmental or industry codes or standards. By submitting a request for the approval of any improvement or alteration, the requesting Owner shall be deemed to have automatically agreed to hold harmless and indemnify the aforesaid members and representatives, and the Association generally, from and for any loss, claim or damages connected with the aforesaid aspects of the improvements or alterations.

LIMITATION OF RESPONSIBILITIES

The primary goal of the Homeowners' Association is to review the application (plan and specifications) submitted and determine if the proposed modifications/alterations conform in appearance and compliance with the rules set forth in the guidelines.

The HOA does NOT review and assumes NO responsibility for the following:

- A) The structural adequacy, capacity or safe features of the proposed modification/alteration.
- B) Whether or not the location of the proposed modification/alteration of the building site is free from possible hazards from flooding, or from any other possible hazard, whether caused by conditions occurring either upon or off of the property.
- C) Soil erosion or unstable soil conditions.
- D) Mechanical, electrical or any other technical design requirements for a proposed project.
- E) Compliance with any and all building codes, safety requirements or governmental laws, regulations, codes or ordinances.
- F) Performance or quality of work of any contractor.

If approval is granted, it is not to be construed to cover approval for any Code requirements. A building permit from the City of Delray Beach may be required.

As a condition precedent to granting approval of any request for a change, alteration or addition to the existing basic structure, the applicant, their heirs, and assigns thereto; assume sole responsibility for the installation, repair, maintenance or replacement of any such change, alteration or addition. It is understood and agreed that the ASSOCIATION AND THE MANAGEMENT COMPANY are not required to take any action to install, repair, replace, or maintain any such approved change, alteration, or addition, or any damage resulting from this approval, for any reason, to the existing original structure and/or any other structure or property. THE UNIT OWNER ASSUMES ALL RESPONSIBILITY AND COSTS FOR ANY ADDITION OR CHANGE, AND ITS FUTURE UPKEEP AND ANY WORK THAT HAS TO BE PERFORMED ON THE COMMON GROUNDS THAT IS AN ADDED EXPENSE AS A RESULT OF THIS ADDITION OR CHANGE. This approval does not remove or waive any of the rights under the Architectural and Landscape Alterations Documents for enforcement of those Documents by the ASSOCIATION.

The HOA reserves the right to charge a reasonable fee for outside consultant services if required in the approval process.

Only Owners may submit application for Architectural/Landscape Alterations

Your Signature indicates your understanding of all HOA Documents and Rule requirements and agreement to comply with these requirements. If only one (1) owner signs, then it is understood all owners agree to these documents.

SUBMITTED BY:

DATE

DATE

OWNER PRINT

OWNER SIGNATURE

RECEIVED BY

DATE

HOA REPRESENTATIVE



ACTION BY THE ASSOCIATION:

Owner Name: _____ Lot #: _____

Description of Alteration: _____

Date: _____ APPROVED: _____ DENIED*: _____

*NOTE: Reason for denial: _____

HOA Representative Name: _____

HOA Representative Signature: _____

=====

HOA USE ONLY

Date Letter of Advisement sent: _____

Date Letter of Completion received from Homeowner: _____

Date of Inspection: _____ Compliance: _____ Yes _____ No*

Reason for "Non-Compliance": _____

*Date "Letter of Non-Compliance" sent to Homeowner: _____

Date Re-inspected: _____ Compliance: _____ Yes _____ No

Comments: _____



[Management Company info inserted here]

NOTICE OF APPROVAL or DISAPPROVAL

[Date (Full)]
[Owner's Name]
[Mailing Address Line 1]
[Mailing Address Line 2]
[Mailing City-State-Zip]

Re: [Prop. Street Address]

Dear Homeowner:

Your ARC request has been Approved . Specifically, you have approval to proceed with the following.

Your ARC request has been Denied . Specifically, for the following:

Please follow the plan you submitted or submit an addition Request form if you cannot follow the original plan. An HOA representative will inspect your property to make sure it matches the Request you submitted for Approval. Please notify the HOA once the ARC is completed for inspection.

An attractive community helps all of us get the full value from our homes when we decide to sell.

Sincerely,

On Behalf of the Board of Directors