

Architectural & Landscape Alterations (ARC)





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: _____

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COLOR SCHEME OF HOME

COLOR OF STUCCO:

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

COLOR OF ROOF:

- Hopi (multi-colored)*
- Seashore*

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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: _____

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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