REQUEST FOR ALTERATION REVIEW
OAK HAVEN PROPERTY OWNERS' ASSOCIATION, INC.

Please Complete The Following

Name: _____

Address: _____

Lot number _____

Telephone Home _____ Work _____ Cell _____

Directions:
1. Fill in requested information
2. Attach required checks
3. Attach required certificates
4. Sign required forms and **return to**

Soleil Property Management
PO Box 212964
Royal Palm Bch, FL 33421
(561) 225-1524

Brief Description: In the space below or on an attached page, give a description of the alteration, improvement, addition or other change you would like to make to the exterior of your home (*to avoid delays, be as specific as possible*). Please include such details as dimensions, materials, color(s), design, location and other pertinent data.

NOTE: All 14 pages must be signed and returned with submittal. If the item does not apply to your application mark "NA" and sign or initial. Any Architectural Review will only be considered if the Home Owner applying is currently up to date with maintenance dues and has no current pending violations attached to their lot. **Approvals are only valid for one (1) year**. After one (1) year you must resubmit the application for approval.

Please notify the board when your project has been completed by contacting Soleil Property Management

_____

_____

_____

_____

_____

A. **Please attach the following items to this application:**

____ Survey of lot showing the location of the improvement
____ Plans, elevations, or detailed sketches
____ Paint color chip (if required)
____ Copy of sub-contractor's license
____ Copy of sub-contractor's insurance certificate to include general liability and workers compensation
____ **If you are installing a pool, room addition, concrete patio addition or any paver related modification such as a driveway or patio, or any major landscaping modification that requires the use of construction equipment that could result in damages to existing landscaping, irrigation systems, drainage slopes, sidewalks, curbs, or common areas, a $1,500.00 security deposit/ inspection fee check must be included with your application. Make the check payable to Oak Haven POA. This check will be deposited in the Oak Haven POA deposit account. ***

Revised 06/2017

OAK HAVEN PROPERTY OWNERS' ASSOCIATION, INC.

HOMEOWNER'S AFFIDAVIT

I have read, understand, and agree to abide by the Covenants and Restrictions of the Association. In return for approval, I agree to be responsible for the following:

- All losses caused to others, including common areas, as a result of this undertaking, whether caused by me or others;
- To comply with all state and local building codes;
- Any encroachment(s);
- To comply with the conditions of acceptance (if any);
- To complete the project according to the approved plans. If the modification is not completed as approved, said approval will be revoked and the modification shall be removed by the owner at the owner's expense.
- Applicant further acknowledges that drainage swales have been designed and established between homes (side yard) to carry storm water off the lot and to maintain positive drainage away from home. The Association and/or developer shall not be responsible for any effect that any proposed landscaping installation may have on drainage. The applicant shall be responsible for all associated costs.
- The Homeowner is responsible for any costs associated with irrigation modifications as a result of this alteration. Modifications required are at the Homeowner's expense.
- Homeowner assumes maintenance responsibility for any new landscaping**.**
- **The homeowner is responsible for ensuring that all areas affected by the project construction (i.e. landscaping, irrigation, common areas, etc.) are restored to their original condition. The homeowner will be notified of any deficiencies in writing and will be asked to correct any damages. Failing that, the homeowner is responsible for all costs necessary for the Oak Haven POA to properly restore the area.**

I also understand that the Board of Directors and/or the Management Company does not review and assumes no responsibility for the structural adequacy, capacity or safety features of the proposed construction, alteration or addition; or for performance, workmanship, or quality of work of any contractor or of the completed alteration or description.

I agree to abide by the decision of the Board of Directors and/or the Management Company. If the modification is not completed as approved with the specifications submitted in this application and I refuse to correct or remove the modification, I may be subject to court action by the Association. In such event, I shall be responsible for all reasonable attorneys' fees.

_____ _____

Date **Signature of Homeowner**

Do Not Write Below this Line

_____ Approved by the Board of Directors and/or the Management Company

_____ Approved, subject to the following conditions:

_____ Deferred, due to the following missing information:

_____ Denied, not approved for the following reason:

_____

_____

By: _____ Date: _____

Signature of a Member of the Board of Directors and/or the Management Company

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To expedite your request, please include the information listed below for the specific category. The list may not be inclusive and the Board of Directors and/or the Management Company reserves the right to ask for additional information.

Fences:

a. Survey indicating the location with respect to the property lines and existing improvements.
b. Type of fence including materials, height, drawings, color (**must be white**), finish and aluminum rail.
c. Location and swing of gates (in or out). There must be a minimum of two gates and they must be at least 60 inches wide.
d. Proposed landscaping plan surrounding fence (if required, see 7 below).

_____

OWNERS SIGNATURE

Oak Haven Homeowners' Association Inc.

Guidelines for Fences

The following guidelines shall be considered when evaluating requests for fences. Even in the event of strict compliance with the following guidelines, prior approval from the Architectural Review Committee shall be required for each and every fence installation.

1. Only WHITE aluminum rail fences shall be approved.
2. No style of wood or chain link fence shall be approved.
3. All fences must have a minimum of two (2) gates, which must be at least 48 inches wide.
4. No fence shall be approved which is not set back a minimum of 10' back from the front wall of the homes and at least 5' back from the sidewalk where applicable. No fences shall be attached to a neighbor's house. In considering requests for fence installations, the following may be taken into consideration: locations of air conditioning units; location of garage access doors; and positions of adjacent homes.
5. No fence shall be approved or installed which encroaches into Association Property or other lots.
6. No fence shall be approved which extends in front of the front corner of a neighbor's Home where the two homes are immediately adjacent to each other and where both homes face the same direction.
7. Aluminum rail fences, the height shall not exceed 5', except fences on rear lot line of Lake or Canal must be no higher than 4' all around. However, if the fence serves as a pool barrier and the County requirements provide for a minimum height of the fence in excess of 5', than the height of the fence shall be the minimum height required by the County. The pickets shall not be spaced closer than 3" on center and shall be no thicker than 1".
8. For fences installed on corner lots whose rear property line is common with the adjacent lot's side property line and/or whose side property line is adjacent to or visible from the road, a landscape hedge must be installed on the outer side of the fence within the lot to provide screening. No fence shall be permitted on corner lots which cross a utility easement.
9. No fence shall be approved which does not provide access to the owner's neighbor for maintenance of the neighbors zero lot line wall and roof overhang, if applicable.
10. For Lake Lots, only aluminum rail fences shall be approved.
11. For lots with drainage easements, the approval from and execution of fence removal agreements with the County and the Association may be required.
12. Any fence which crosses a utility easement may require approval in writing by all utility companies occupying the easement.
13. For any fence, if approved, the Owner shall assume the responsibility to maintain the fence, including trimming any grass or other plants from the fence.
14. For any fence, if approved, the Owner shall be responsible for the costs associated with any required removal, repair and/or replacement if that fence is erected on or adjacent to a lot line common with a Lot where the house is not yet under construction or, if under construction, not yet closed to the owner.
15. For any fence if approved, the owner shall be responsible to meet all County requirements and criteria including, but not limited to, proper permitting and surveying.

_____

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Painting:

a. Identify colors including paint manufacturer, color name and color number.
b. Provide paint color samples.
c. Elevation of structure of area to be painted (elevation survey) identifying the location(s) of each paint color-i.e. stucco color x, trim bands color y, door color z, etc.

_____

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Driveways/Concrete Patio Extensions:

a. Survey indicating location of proposed installation drawn on survey.
b. Type of materials (driveways must be brick pavers).
c. Provide color and pattern information, preferably samples.
d. *Items on attachment A required.*

_____

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Screen enclosures:

a. Survey depicting location of proposed screen enclosure.
b. Description of proposed type of screen enclosures.
c. 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. kickplates).
d. Plan and elevation views of screen enclosure.
e. Identify colors (**can only be white**) including, as appropriate, colors for screening, aluminum framing, kickplates and glass.
f. <u>If concrete slab is required</u>, items on attachment A required.

_____

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To expedite your request, please include the information listed below for the specific category. The list may not be inclusive and the Board of Directors and/or the Management Company reserves the right to ask for additional information.

Pool Additions:

a. Survey depicting location of proposed pool on lot.
b. Architectural rendering.
c. Plans for fencing or screening (see 1 and 4 above).
d. Identify pool deck type, color and pattern, preferably samples.
e. Identify coping material and color, preferably samples.
f. Plans for shrubs to conceal pool equipment.
g. Items on attachment A required.

_____

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To expedite your request, please include the information listed below for the specific category. The list may not be inclusive and the Board of Directors and/or the Management Company reserves the right to ask for additional information.

Landscaping:

a. Survey depicting location of existing plantings with respect to property lines and existing improvements.
b. Drawing illustrating placement of proposed landscaping.(on survey submitted)
c. Description of proposed landscaping including type, height and quality of planting materials.
d. Some landscape additions that are major in scope may require items on attachment A.

_____
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Other:

a. Shutters require description of type of shutters and color. (Brochure is helpful if available).
b. Satellite dishes require details regarding size, color, type and location where dish will be mounted. Dish must be mounted near or at rear of the home. Dishes will not be approved on the front of the home.
c. Gutters – details regarding the color and site plan showing location on home and location of downspouts.

Note: Any Alteration renderings submitted to the Board of Directors and/or Management Company <u>will not</u> be returned to the applicant.

_____

OWNERS SIGNATURE

OAK HAVEN PROPERTY OWNERS' ASSOCIATION, INC.

DISCLAIMER/RELEASE

The Oak Haven Property Owners' Association, Inc . and/or the Management Company will not be held responsible for any landscaping or damage incurred by any homeowner's vendors/contractors pertaining to any installations made to said property.

If requested a copy of the building permit will be provided to the Property Management Company prior to the installation or construction to said property. Also, if requested, a copy of a signed County Inspection Approval will be provided upon completion.

At any time, the Board of Directors and/or the Property Management Company may ask for same documents and has the right to demand that said installation and/or construction be removed immediately at owner's expense if said modification is not what was approved by the Board of Directors or the Property Management Company.

_____ _____

Name (please print) Signature

_____ _____

Address Date

Lot _____

ATTACHMENT A

(Required for pools, patio extensions, room additions, major landscaping)

If you are installing a pool, room addition, concrete patio addition or any paver related modification such as a driveway or patio, or any major landscaping modification that requires the use of construction equipment that could result in damages to existing landscaping, irrigation systems, drainage slopes, sidewalks, curbs, or common areas, a $1,500.00 security deposit/ inspection fee check must be included with your application. Make the check payable to Oak Haven POA. This check will be deposited in the Oak Haven POA deposit account. *

1. A check in the amount of $1,500.00 made payable to Oak Haven Property Owners' Association, Inc. must be submitted with application. (The $1,500 security deposit will be returned after final inspection.)

2. Photos of the following areas:
   A. Front of home including sidewalk, driveway areas, and landscaping
   B. Both sides of home including all landscaping
   C. Rear of home including landscaping and areas that are being altered
   D. Lake Easement area and lake bank.

NOTE:

You must request in writing a refund of the security deposit after all work has been completed.

The Security Deposit ($ 1,500.00) will be returned to you, by the Management Company, after the final inspection by the third party inspector following installation of approved addition. Please allow a minimum of ten business days after final inspection for check to be returned.

_____

OWNERS SIGNATURE

BEFORE STARTING ANY WORK ON YOUR PROPERTY YOU MUST CONTACT MARIO @ MASTERPIECE 561-662-6656

MASTERPIECE LANDSCAPING & IRRIGATION SUPERVISOR MUST BE NOTIIFIED OF PROPOSED IMPROVEMENT AND WRITTEN APPROVAL MUST BE OBTAINED AND SUBMITTED WITH YOUR APPLICATION IF PROPOSED IMPROVEMENT INVOLVES ANY DIGGING.

Capping or re-directing sprinklers should not affect property or easement area. If irrigation is affected, the homeowner is responsible for repairs and damages to any affected properties. To set up an appointment call or text Masterpiece Landscaping at 561-662-6656 to re-direct sprinklers at the homeowner's expense. Please leave a message and someone will return your call. The original builders warranty will be deleted if Masterpiece Landscaping is not included in this process. Additionally we will require Masterpiece Landscaping to sign off on the inspection of landscape and irrigation following the completion of construction prior to any deposit being returned.

Pre-Application:

_____ _____

Masterpiece's Irrigation Supervisor Date

_____

Property Address

Project Completion:

_____ _____

Masterpiece's Irrigation Supervisor Date

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The Oak Haven Property Owners' Association, Inc. and/or the Management Company ask that any construction work being performed on property happens between the hours of 8 am to 5 pm, Monday through Friday only. As a community, we feel it is a necessary and courteous step to insuring that the noise caused from the construction work being performed at the home does not interfere with the lives of the other residents of the community. We ask that owner of the home and the contractor conducting any work on the property, sign the line below stating that the work will only be performed on days and times as previously mentioned. Failure to sign off on this line may result in an incomplete application being returned the homeowner.

_____ _____

Signature of Homeowner Signature of Contractor

_____ _____

Date Date