

**REQUEST FOR REVIEW FOR ARCHITECTURAL/EXTERIOR MODIFICATION**

To: Board of Directors of Cypress Lakes Preserve (Fieldstone) Homeowners Association, Inc.  
C/O Soleil Property Management, PO Box 212964, Royal Palm Beach, FL 33421

Owner's Name: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

Day Phone: \_\_\_\_\_ Night Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

**IN ORDER TO PROCESS THIS APPLICATION THE FOLLOWING MUST BE ATTACHED:**

1. Sketch of boundary survey with proposed modifications drawn on the survey.
2. The appropriate drawings showing both a Plan View and an Elevation.
3. Specifications of the proposed modifications (example: color, size, etc.).
4. **Contracted work must include copies of the contractor's license and certificate insurance.**
5. Estimated completion of the project \_\_\_\_\_ Total number of pages attached \_\_\_\_\_
6. Processing Fee of \$25 made payable to Soleil Property Management. Check or money order ONLY. No cash will be accepted.

**YOUR APPROVAL SHALL BE SUBJECT TO THE FOLLOWING:**

1. You are responsible for obtaining any necessary permits from the appropriate Building and Zoning Department(s).
2. Access to areas of construction is only to be allowed through your property, and you are responsible for any damage done to the common elements during construction.
3. All modifications must adhere to all federal, state and county rules.
4. This is approved from the "aesthetic point of view and does not constitute approval from an engineering/structural point of view."
5. Any modifications, additions or deletions made to the attached plans after approval will void this approval and require a new application be submitted and reviewed.
6. All work must be completed within 90 days of the date of this signed approval. If completion will exceed the allotted time frame, you must resubmit your application for approval.

Approval is hereby requested to make the following modification(s), alterations, or addition(s) as described below and on the additional attached pages:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Owner(s) Signature(s)** \_\_\_\_\_ **Date:** \_\_\_\_\_

\_\_\_\_\_

\*\*\*\*\*

\*\*\*\*\* **(FOR BOARD OF DIRECTORS USE ONLY)**

Date application received \_\_\_\_\_ Date reviewed \_\_\_\_\_

\_\_\_\_\_ Approved or \_\_\_\_\_ Disapproved

**(Board of Director Signature)** \_\_\_\_\_

Notes from the Board of Directors below:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**FIELDSTONE @ CYPRESS LAKES PRESERVE HOMEOWNERS ASSOCIATION, INC.**  
**HOLD HARMLESS AND INDEMNIFICATION AGREEMENT**

The approval of any proposed improvements or alterations by the Architectural Control Board shall not constitute a warranty or approval as to and neither the ASSOCIATION nor any member or representative of the Architectural Control Board or the Board of Directors of the ASSOCIATION shall be liable for the safety, soundness, workmanship, materials or usefulness for any purpose of any such improvement or alteration no as to its compliance with governmental or industry codes or standards. By submitting a request for the approval of an improvement, or alteration the requesting OWNER/RESIDENT 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.

OWNER/RESIDENT hereby indemnifies and holds the ASSOCIATION harmless from and against any and all claims, damages, losses and expenses including but not limited to attorney's fees and costs, which are attributable to bodily injury, sickness or death. OWNER/RESIDENT hold harmless and indemnification in favor of the ASSOCIATION is operative with respect to any and all claims, damages losses and expenses attributable to bodily injury, or death from OWNER/RESIDENT or other person utilization equipment.

Alteration/modification requested:

\_\_\_\_\_

\_\_\_\_\_

Address: \_\_\_\_\_

Owner: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Association: \_\_\_\_\_

Signature/Title: \_\_\_\_\_

Date: \_\_\_\_\_

## **REQUEST FOR ARCHITECTUARL/EXTERIOR MODIFICATION GUIDELINES**

To expedite your request, please include the information listed below for the specific category. The list may not be inclusive; the Architectural Review Committee reserves the right to ask for additional information.

### **1) FENCES**

- a) Survey indicating the location with respect to property lines and existing improvements.
- b) Type of fence including materials, height, drawings, color, finish and decorative style.
- c) Location and swing of gates.
- d) Proposed landscaping plan surrounding fence.

### **2) 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 bands color, door color, etc.)

### **3) DRIVEWAYS – STAINING / PAVERS**

- a) Color of stain or pavers.
- b) Provide color sample and pattern information

### **4) SCREEN ENCLOSURES**

- a) Survey depicting location of proposed screen enclosure.
- b) Description of proposed type of screen enclosure.
- c) Plans and specifications provided by the contractor indicating dimensions, height, screen roof type (i.e. mansard, gable or flat), location(s) of screen door(s) and accessories (i.e. kick plates).
- d) Plan and elevation views of screen enclosure.
- e) Identify colors including, as appropriate colors for screening, aluminum framing and kick plates.
- f) Proposed landscaping plan surrounding fence.

### **5) 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.
- f) Proposed landscaping plans surrounding fence.

### **6) LANDSCAPING**

- a) Survey depicting location of existing plantings with respect to property lines and existing improvements.
- b) Drawing illustrating placement of proposed landscaping.
- c) Description of proposed landscaping including type, height and quality of planting materials.

### **7) SATELLITE DISHES**

- a) Survey depicting location of dish.
- b) Descriptions of proposed dish, including width, height, color and type of mounting (i.e. on pole in ground or affixed to the building).

**NOTE: IMPROVEMENTS AND/OR ALTERATIONS ARE SUBJECT TO APPLICABLE PERMITS (CITY OR COUNTY). PERMITTING PROCESS IS THE SOLE RESPONSIBILITY OF THE HOMEOWNER.**

## **CYPRESS LAKES PRESERVE HOA ~ FIELDSTONE**

### **FENCE GUIDELINES**

- 1. Presently, we have only one type of fence approved for use within our community. The only approved fence is a bronze aluminum rail.**
- 2. Front of fence must be no less than ten (10) feet from the front edge of house on either side.**
- 3. Fences installed on corner lots must be set back as not to obstruct the view around the corner.**
- 4. No fill permitted on uneven property. The developer has conformed to county code and altering elevation may cause drainage problems.**
- 5. Maximum height of fence is six (6) feet.**
- 6. All fences require architectural approval by the Architectural Control Board.**