

**BOCA HEIGHTS PROPERTY OWNERS ASSOCIATION, INC.**

**Architectural Review Committee**

**Request for Modification**

*Revised 1/09/2014*

**Association use only**

Application #: \_\_\_\_\_ Approved by: \_\_\_\_\_ Date: \_\_\_\_\_

Date Received: \_\_\_\_\_ 2<sup>nd</sup> approval: \_\_\_\_\_ Date: \_\_\_\_\_

Date Returned: \_\_\_\_\_ Rejected Date: \_\_\_\_\_

Reason for rejection or comments from Architectural Review Committee: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**PLEASE PRINT**

Name: \_\_\_\_\_ Phone Day: \_\_\_\_\_

Address: \_\_\_\_\_ Phone Eve: \_\_\_\_\_

\_\_\_\_\_ Lot/Block: \_\_\_\_\_

General description of modification or alteration: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Be sure to include the REQUIRED SUBMITTAL DOCUMENTS for your specific modification or alteration which are set forth in this Request for Modification beginning on page 2. The more information the Architectural Review Committee (ARC) receives the quicker the decision.**

Exterior finish type: \_\_\_\_\_ Ext. finish color: \_\_\_\_\_ Trim color: \_\_\_\_\_

Front door color: \_\_\_\_\_ Garage door color: \_\_\_\_\_ Driveway type: \_\_\_\_\_

Roof type: \_\_\_\_\_ Roof color: \_\_\_\_\_ Driveway color: \_\_\_\_\_

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## INSTRUCTIONS FOR FILING REQUEST

- A. Modification categories are listed on this page and the following pages.
- B. Select the category for your particular modification(s) and be sure to submit TWO (2) SETS OF PLANS FOR EACH ITEM as noted in that category.
- C. Structural modifications and all additions must include a survey showing the exact position of the addition, landscaping, etc. Also, please note placement of current landscaping.
- D. Paint samples submitted must be large enough for the ARC to determine actual paint color.
- E. All structural additions must include a landscaping plan in order for the ARC to consider the request! All landscaping plans must include the type, height and quantity of the proposed landscape material.
- F. Any architectural renderings submitted to the ARC will be returned to the homeowner.
- G. Any incomplete packages will be returned to the homeowner with a request to submit all the proper documents. The ARC will not be able to review your request until such time as your packet is complete.
- H. The ARB will notify you in writing of their decision.
- I. Please be sure to **sign the statement at the end of page 4.**

## REQUIRED SUBMITTAL DOCUMENTS

- 1) Please be advised that if the alteration is to be a structural modification or the construction of it will result in modification to the structural integrity of the building, a certified report from a registered engineer that the design will in no way alter or affect the structural integrity of the building, must be submitted with the plans. The cost of the report will be borne by the homeowner.
- 2) The ARC reserves the right to charge for outside consultant services and for the ARC's review.
- 3) **LIMITATION OF RESPONSIBILITIES:** The primary goal of the ARC is to review this Request for Modification (plans and specifications) submitted to it to determine if the proposed modification/alteration complies with the deed restrictions and conforms in appearance with the Standards and Policy set forth in the Association's Declaration of Covenants, Conditions and Restrictions, as amended on November 13, 2002. The ARC does NOT review and assumes NO responsibility for the following:
  - a) The structural adequacy, capacity, or safety features of the proposed modification/alteration.
  - b) Whether or not the location of the proposed modification/alteration to 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 the property.
  - c) Soil erosion, non-compactable or unstable soil conditions.
  - d) Mechanical, electrical, or any other technical design requirements for a proposed project.

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- 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.
- 4) Fences
    - a) Survey
    - b) Paint Samples
    - c) Type of fence description
      - i) Materials
      - ii) Drawings
    - d) Proposed landscaping plan surrounding fence
  - 5) Painting
    - a) Paint Samples – Due to variations in color from paint swatches, we highly recommend homeowners purchase a quart of paint prior to their final color selection
    - b) Elevation of structure of area to be painted
  - 6) Driveways
    - a) Survey
    - b) Color
    - c) Proposed landscaping plan
    - d) Type of driveway materials
  - 7) Screen Enclosures
    - a) Survey
    - b) Description of proposed screen enclosure
    - c) Detail of screening and framework material
    - d) Color of screening and framework
    - e) Proposed landscaping plan
    - f) Plans
    - g) Elevation plans
  - 8) Pool Additions
    - a) Survey
    - b) Architectural rendering
    - c) Plans for fencing and screening
    - d) Proposed landscaping plan
  - 9) Room Additions
    - a) Survey
    - b) Paint samples
    - c) Proposed landscaping plan
    - d) Architectural rendering
  - 10) Landscaping
    - a) Survey
    - b) Diagram indicating placement of proposed landscaping, description of proposed landscaping including type, quantity and height
  - 11) Miscellaneous (storage shed, swing set, playgrounds, etc.)
    - a) Survey
    - b) Diagram indicating proposed item
    - c) Proposed landscaping plan
    - d) Description of materials

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I understand that the Architectural Review Board approval for the requested changes to my home does not, at any time, waive my responsibility to obtain or in any way substitute for a mandatory building permit from the proper governmental departments, nor does it in any way guarantee the workmanship or quality of the requested work.

HOMEOWNER SIGNATURE: \_\_\_\_\_ Date: \_\_\_\_\_

HOMEOWNER SIGNATURE: \_\_\_\_\_ Date: \_\_\_\_\_

**Be sure to attach all REQUIRED SUBMITTAL DOCUMENTS as identified above.**

Return this form to:

Boca Heights Property Owners Association, Inc.  
Attention: Architectural Review Committee  
C/O Allied Property Management Group, Inc.  
1711 Worthington Place  
West Palm Beach, FL 33409

Note: The Architectural Review Committee is guided by the *Declaration of Covenants, Conditions, and Restrictions, Article VIII, Architectural Control* as amended on November 13, 2002.