



3900 Woodlake Blvd., Suite 309, Lake Worth, FL 33463
Ph: (561) 641-8554 / Fx: (561) 641-9448

SATURNIA ISLES HOMEOWNERS' ASSOCIATION, INC.

REQUEST FOR ACC APPLICATION

Unit Owner Name(s): _____

Address: _____ Account No.: _____

Contact Telephone No.: _____ Email Address: _____

**Application, documentation, and fees are to be submitted via mail or hand-delivery to
GRS at the address indicated above.
Applications can take up to 45 days to review.**

**FAILURE TO INCLUDE THE REQUIRED DOCUMENTATION WILL
RESULT IN A DENIAL OF THIS APPLICATION.**

**EACH PROJECT REQUIRES A SEPARATE APPLICATION.
IE: POOL, FENCE/SCREEN ENCLOSURE, LANDSCAPING, ECT.**

Modification to be completed by: _____ Homeowner or _____ Licensed Contractor

- Paint Exterior Install Front Doors Install Pavers Install Doors/Windows
- Install Roof Landscaping Pool/Resurfacing Pool

In the space below, provide a description of the alteration, improvement, addition, or other change you would like to make to the exterior of your home:

Estimated completion date: _____

Please complete and sign this form and attach the following information, if applicable.

1. ***\$2,000.00 Security Deposit, payable to Saturnia Isles, HOA in the form of money order, cashier's check, or personal check.***

This is a refundable deposit following receipt of the written request from the Owner.

- *Stating completion of the project.*
 - *Including Owner inspection photographs (as illustrated below).*
 - *A copy of the final inspection certificate from the County.*
 - *Completion of Association's agent's inspection.*
2. ***\$25.00 Application processing fee, payable to GRS Community Management in the form of money order, cashier's check, or personal check. (Other fees/deposits may be required by the Association depending on the project).***
 3. Copy of contractor proposal and sketch of work to be done.
 4. Copy of contractor's occupational license.
 5. Copy of contractor's liability and/or occupational insurance certificate naming '**Saturnia Isles Homeowners' Association'** (at the above referenced address) as the **Certificate Holder** and as **Additional Insured** and a copy of Workman's Compensation Insurance Certificate.
 6. Copies of all Permit Application(s) and sign off when completed - for all applicable modifications.

Materials you may need to provide to the Association for the approval of the requested changes or modifications.

1. A picture, drawing or advertising materials displaying the items you are requesting for installation.
2. A sample of the type and texture of any building materials that may be used on the unit's exterior.
3. Any other materials or information that may assist in the Association's evaluation of the project.
4. Copy of lot site survey indicating location of changes or modifications.

It is understood that the changes or modifications which you are requesting may not:

1. Cause a nuisance or interference with the peace or privacy of the other people in the community.
2. Be performed by unlicensed contractors or without the required permits from all governmental agencies.
3. Contractors are permitted to work Monday through Friday. Work on Saturday is permitted if no noise is audible beyond the home/property where the work is being performed. Work may NOT commence prior to 8:00 a.m. or after 5:00 p.m. Monday through Saturday. Contractors may not work on Sunday or public holidays.

Required Color Photographs at Project Completion:

1. Frontal picture of home: including sidewalk, driveway and landscaping.
2. Both sides of home, including all landscaping.
3. Rear of home, including landscaping.
4. Lake Maintenance Easement and Lake Bank.

The security deposit of \$2,000.00 will be returned to you by the Association following the Agent's final inspection. This inspection will determine whether damage has occurred to Association common property or any neighboring property during construction and if so, that these items have been repaired/restored to their pre-construction condition. If damages have not been remedied, said security deposit will be facilitated to address such repairs or restorations, plus charges/fees.

As a condition precedent to granting approval of any request for a change, alteration, or addition to an existing basic structure that the applicant, the heirs, and assigns thereto, hereby assume sole responsibility for the repair, maintenance, or replacement of any such change, alteration, or addition. It is understood and agreed that the ASSOCIATION, is not required to take any action to repair, replace, or maintain any such approved change, alteration, or addition or any damage resulting therefrom for any reason to the existing original structure, or any other property. THE UNIT OWNER ASSUMES ALL RESPONSIBILITY AND COSTS FOR ANY ADDITION OR CHANGE, AND ITS FUTURE UPKEEP PLUS ANY WORK THAT HAS TO BE DONE ON COMMON GROUNDS THAT IS AN ADDED EXPENSE BECAUSE OF THIS ADDITION OR CHANGE.

Unit Owner(s) Signature: _____

Date: _____

SATURNIA ISLES HOMEOWNERS' ASSOCIATION, INC.
REQUEST FOR ARCHITECTURAL /EXTERIOR MODIFICATION GUIDELINES

The following guidelines shall be considered when evaluating requests for Improvements. Note that, even in the event of strict compliance with the following guidelines, prior approval from the ACC shall be required for each of the following items:

Guidelines for Information to be Provided with Request. To expedite your request, please include the information listed below for the specific category. The list may not be inclusive: The ACC Committee reserves the right to ask for additional information.

1. Fences

- Survey indicating the location with respect to the property lines and existing improvements.
- Type of fence including materials, height, drawings, color, finish and decorative style.
- Location and swing of gates.
- Proposed landscaping plan surrounding fence (see 7 below).

2. Painting

- Identify colors including paint manufacturer, color name and color number.
- Provide paint color samples.
- 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.
- **Painting.** The painting, staining, or varnishing of the exterior of the Home, including doors and garage doors, may be approved only if the colors and style are consistent with existing improvements. Declarant's original paint color schemes provided to its original purchasers shall be the basis for determining consistency with existing improvements. Painting of roof is NOT ALLOWED.

3. Driveways

- Survey indicating location of proposed driveway installation.
- Type of driveway materials (must be brick pavers).
- Provide color and pattern information, preferable samples.

4. Screen Enclosures

- Survey depicting location of proposed screen enclosures.
- Description of proposed type of screen enclosures.
- 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. kick plates).
- Plan and elevation views of screen enclosure.
- Identify colors including, as appropriate colors for screening, aluminum framing, kick plates and glass.
- Proposed landscaping plan surrounding fence (see 7 below).

5. Pool Additions

- Survey depicting location of proposed pool on lot.
- Architectural rendering.
- Plans for fencing or screening (see 1 & 4 above).
- Identify pool deck type, color and pattern, preferable samples.
- Identify coping material and color, preferably samples.
- Proposed landscaping plans surrounding fence (see 7 below).

6. Room Additions

- Survey depicting location of proposed addition on lot.
- Architectural drawings including plan and elevation views.
- Identify exterior paint colors including paint manufacturer, color name and color number.
- Provide roof color verification, preferably with sample. Roof material and color must match existing home.
- Proposed landscaping plans (see 7 below).

7. Landscaping

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

8. Roof Replacement

- Sample roof tile to be provided to gatehouse. Please label the back of the tile with the color and style along with your address.
- The roof tile color must match current roof color. If the current roof color is not longer available, the chosen color must match as close as possible.
- Flat or barrel style tile are allowed.
- Requesting a different roof color will require on separate application for repainting your home.

9. Hurricane Shutters/Windows

- A copy of the original survey with drawing and location of the hurricane shutters/impact windows.
- Color and sample of shutters/impact windows (**note beige or white or cream only colors approved for shutters**).
- For impact windows you must also submit a sample of the color and frame style. (**color must be white**).
- Windows can be with or without mullions.

10. Garage Doors

- Must be like and kind as the current door only.

Note: Any Architectural renderings submitted to the ACC will not be returned to the applicant. The ACC shall approve or disapprove the request within 45 days from receipt of the requested submission plans and materials. In the event the ACC fails to approve or disapprove a request in writing within 45 days of receipt, unless a request is specifically deferred, the request shall automatically be deemed disapproved. The application is good for six months. Owner must resubmit a re-review if project isn't completed within six months or said project is considered not approved unless owner has made arrangements with the HOA or management company. By signing the application, you are acknowledging the above condition.

If at a later point it is found the homeowner(s) has not complied with these procedures, **the Homeowner(s) will be held responsible** for any and all changes that would be required.

Unit Owner Signature: _____

Date: _____

Unit Owner Signature: _____

Date: _____

WAIVER OF LIABILITY:

The undersigned hereby agrees any, and all liability caused by arising from any acts which may increase the hazard of susceptibility to loss on the described premises shall not be held against the ASSOCIATION, "as their interest may appear", and they shall be held harmless from any liability arising therefrom and indemnify them for all losses, cost, expenses, and attorney's fees in connection with any such addition to their unit.

Unit Owner Signature: _____

Date: _____

Unit Owner Signature: _____

Date: _____

REQUEST FOR MODIFICATION:

_____ Approved

_____ Conditionally Approved

_____ Disapproved

Comments:

If the project is not completed after 90 days, please submit the Extension Form with updated vendor insurance.

Authorized Signature: _____

Date _____



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SATURNIA ISLES HOMEOWNERS' ASSOCIATION, INC.

ACC APPLICATION EXTENSION FORM

Unit Owner Name(s): _____

Address: _____ Account No.: _____

Contact Telephone No.: _____ Email Address: _____

REASON FOR EXTENSION: _____

Project/Modification:

- Paint Exterior
- Install Front Doors
- Install Pavers
- Install Doors/Windows
- Install Roof
- Landscaping
- Pool/Resurfacing Pool

Other/Include Details:

New Estimated Completion date: _____

Please include:

- Copy of contractor's occupational license.
- Copy of contractor's liability and/or occupational insurance certificate naming '**Saturnia Isles Homeowners' Association**' as the **Certificate Holder** and as **Additional Insured** and a copy of Workman's Compensation Insurance Certificate.

Signature: _____ Date: _____

Submit form and updated insurance to:

GRS Community Management
3900 Woodlake Blvd.
Suite 309
Lake Worth, FL 33463