

GRAMERCY SQUARE HOMEOWNERS ASSOC, INC.
C/O G.R.S. Management Associates, Inc.
3900 Woodlake Blvd., Suite 309
Lake Worth, FL 33463
(561) 641-8554

REQUEST FOR ARCHITECTURAL REVIEW

Name: _____

Directions: 1. Fill in requested information

2. Sign form

Address/ Lot # _____

3. Mail with proper postage and postmark to:

GRS Management Associates, Inc.

3900 Woodlake Blvd., Suite 309

Lake Worth, Florida 33463

Phone (H) _____ (W) _____

A. **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 clear as possible*). Please include such details as dimension, materials, color, design, location and other pertinent data.

B. **Please attach to this application the following items below and any listed on attachment 1 for the applicable project being applied for.**

____ Survey/ Lot plan showing the location of the improvement

____ Plans, elevations, or detailed sketch

____ Paint color chip, if applicable

____ Copy of contractor's certificate of insurance (proof of liability insurance and worker's compensation.)

____ Proof of valid contractor's license, currently active with the State of Florida.

____ Signed affidavit on following page

____ Other _____

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

- For all loses 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
- For any encroachment(s)
- To comply with the conditions of acceptance, (if any);and
- 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 shall not be responsible for any effect installation of proposed landscaping or any other improvements improvement may have on drainage. The applicant shall be responsible for all associated costs incurred to restore drainage and/or landscaping to original condition.

I also understand that the ARB 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 Architectural Review Board or Board of Directors. If the modification is not approved or does not comply, I may be subject to court action by the Association. In such event, I shall be responsible for all reasonable attorney's fees.

Date of Request

Signature of Homeowner

Lot #

Please Print Name

Do Not Write Below this Line

_____ Approved by the Architectural Review Board

_____ Approved Subject to following conditions

_____ Approved Subject to compliance inspection by ARB member following installation of addition
ACC will call you to schedule this inspection.

_____ Pending, insufficient information. Resubmit requested information. Be sure to include the following.

_____ Denial, not approved for the following reason: _____

Date: _____

**REQUEST FOR ARCHITECTURAL REVIEW
GRAMERCY SQUARE HOMEOWNERS ASSOCIATION, INC.**

Attachment-1 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 Architectural Review Board reserves the right to ask for additional information.

1. Exterior Painting – Association's responsibility
2. Driveways
 - a. Clear seal only
3. Paved patio additions
 - a. Survey depicting location of proposed addition on lot
 - b. Architectural drawings including plan and elevation views

Note:

Any Architectural renderings submitted to the ARB will not be returned to the applicant

**GRAMERCY SQUARE HOMEOWNERS ASSOCIATION, INC.
ARCHITECTURAL REVIEW BOARD (ARB)**

DISCLAIMER/RELEASE

The Gramercy Square Homeowners Association's Board of Directors, the ARB Review Board Members or their representative and 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 Palm Beach County Building Permit and/or a Palm Beach County Removal Agreement, a copy 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 ARB Board, the Board of Directors of the Association 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 ARB Board, Board of Directors, or the Property Management Company.

Name (please print)

Signature

Address

Date

Lot _____