

# Request for Architectural Review (ACC Form)

## Harbor Cove Association

**NOTE:** ONE CHECK FOR \$1,000.00 SECURITY DEPOSIT IS REQUIRED FOR ALL CONSTRUCTION RELATED REQUESTS. MAKE CHECKS PAYABLE TO HARBOR COVE HOA. THE APPLICATION WILL NOT BE PROCESSED IF THE DEPOSIT CHECK IS NOT INCLUDED. See below to determine if a deposit is required.

Directions: 1. Fill in requested information

2. Attach required Checks

3. Attach required certificates

4. Sign required forms and return

to **chairman of ACC**

Name: \_\_\_\_\_

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

Lot # \_\_\_\_\_

Telephone

**Home**

**Work**

**Cell**

Brief Description: in the space below or on 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

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**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/number (if required)
- Copy of contractor's license
- Copy of contractor's Certificate of Insurance to include General Liability (minimum \$1M)
- General Aggregate (minimum \$2M) and Workmen's Comp

**If you are installing a pool, room addition, paver or concrete patio addition or any major landscaping modifications 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 \$1,000.00 security deposit/inspection fee check must be included with your application. Make the check payable to HARBOR COVE HOA. The check will be deposited into the HARBIR COVE HOA account and will be refundable upon the restoration of any damages within 14 days of final inspection notice sent to Cove Management Company. Pool installation requires the Pool be covered by a Lanai as no fences are permitted.**

# HARBOR COVE ASSOCIATION

## 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:

1. All Losses caused to others, including common areas as a result of this undertaking, whether caused by me or others
2. To comply with all state and local building codes
3. Any encroachment(s)
4. To comply with the conditions of acceptance (if any)
5. 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.
6. 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 the home. The Association shall not be responsible for any effect that any proposed landscaping installation may have on drainage. The applicant shall be responsible for all Association costs.
7. The Homeowner is responsible for any costs associated with irrigation modification as a result of this alteration. The Homeowner is responsible for notifying **Harbor Cove Landscape Vendor via a Work Order** to make modifications to any irrigation system prior to work being initiated. Modifications required are at the Homeowner's expense.
8. Homeowner assumes maintenance responsibility for any new landscaping
9. **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 and damages. Failing that, the Homeowner is responsible for all costs necessary for the HOA to properly restore the area and the deposit will be used for that purpose.**

I also understand that the ACC 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 of Board of Directors. 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 HOA. In such event, I shall be responsible for all reasonable Attorneys' fees.

_____	_____
Date	Signature of Homeowner
<b>Do Not Write Below This Line</b>	
_____	_____
Approved by the ACC	Deferred, due to the following missing information
_____	_____
Approved, subject to the following conditions	Denied, not approved for the following information
_____	_____
By: _____	By: _____
Signature of ACC or Board Member	Signature of ACC or Board Member
_____	_____
Date	Date

# REQUEST FOR ARCHITECTURAL REVIEW

## HARBOR COVE ASSOCIATION

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

### 1. Painting

- a. Use Harbor Cove Paint Chart ONLY
- b. Provide paint color choices per roof color
- 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.

### 2. Driveway/Concrete/Paver 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

### 3. Screen Enclosures

- a. Survey depicting location of proposed screen enclosure(s)
- b. Description of proposed type of screen enclosure(s)
- 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. kick plates)
- d. Plan and elevation views of screen enclosure(s)
- e. Identify colors. including as appropriate, colors for screening, kick plates and glass
- f. White aluminum frame only

### 4. Pool Additions

- a. Survey depicting location of proposed pool on lot
- b. Architectural rendering
- c. Plans for screening (see #3 above)
- d. Plans for shrubs to conceal pool equipment

### 5. 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

### 6. Other

- a. Shutters require description of type of shutters and color (brochure is helpful if available)
- b. Satellite dishes are to be approved by the Baywinds Master ARC
- c. Generator installation - fuel tank must be buried. Must be approved by Baywinds Master ARC. Plans for shrubs to conceal generator on survey
- d. Solar Panels & Batteries must be approved by Baywinds Master ARC. Plans for installation locations must be kept on file with Baywinds

**Note: Any Architectural renderings submitted to the ACC will not be returned to the applicant**

## ATTACHMENT "A"

### Pool Requirements

1. The irrigation zones in the location of proposed pool must be cut and capped. Zone lines for the balance of the lot must remain functional during the pool construction. Contractor shall not tamper with the irrigation valve serving the subject and adjacent lots.
2. No construction materials to be dumped/stored in the public right-of-way. All materials to be stored on the subject lot.
3. Any damage to the public right-of-way must be repaired and/or restored to their original condition. This includes the asphalt, concrete sidewalks, and sod within the public right-of-way.
4. All pool dirt must be removed off-site the same day the pool is excavated.
5. For lake front lots, no material/dirt is allowed to be stored within the lake tract which includes the 20' lake maintenance easement.
6. All pool overflows must be plumbed on the sides of the pool (NOT the rear).
7. Prior to sodding, the Contractor shall have the side yard swales staked and graded to ensure positive drainage.
8. If the pool deck is to be constructed to the rear property line, the existing grade at the rear property line must not be compromised or changed. If the pool deck grade is higher, a retaining wall must be built at the grade transition.
9. Sod seams at tie-ins shall be cut-ins to match the adjacent sod/grade.
10. Bushes shall be installed around all pool equipment for screening.
11. All Pools must have Screen enclosures. Plans for pool are to include screen enclosure plans to be approved as part of the approval process.  
incurred by the HOA to make necessary repairs not completed by the pool
12. Once the pool has been signed-off by Palm Beach County or City of WPB, a full inspection will be completed by the HOA's Manager to insure that all of the above have been maintained. Any cost incurred by the HOA to make necessary repairs not completed by the pool contractor will be deducted from the deposit. Once the HOA has signed off, the pool deposit will be returned