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REQUEST FOR ALTERATION REVIEW
SAILFISH COVE NEIGHBORHOOD ASSOCIATION, INC.

Directions:

1. Fill in requested information
2. Attach required checks
3. Attach required certificates
4. Complete the alteration requirements form and Homeowner affidavit and attach **all other required documents. Submit building material samples directly to the Sailfish ACC.**
5. Sign and initial all completed pages where indicated and return required pages (a minimum of 4 pages is required for any application) of this request plus attachments to:
GRS Management Associates, Inc.
3900 Woodlake Blvd., Suite 309
Lake Worth, FL 33463 (561) 641-8554

Note: If there is more than one Owner, both must sign and initial all pages where indicated.

Owners Name: _____ Your Signature _____

Owners Name: _____ Your Signature _____

Address: _____ Lot Number: _____

Telephone Home: _____ Work: _____ Cell: _____

Date Of Submission: _____ Expected Time to Complete Alteration _____

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.

B. **SUB-CONTRACTOR DOCUMENTATION:** If any work is being done by a sub-contractor please attach for each sub-contractor the following:

- Copy of sub-contractor's license
- Copy of sub-contractor's insurance certificate to include general liability and workers compensation certificate or exemption certificate

C. **SECURITY DEPOSIT:** If you are installing a pool, room addition, concrete patio addition or any paver related modification such as a driveway or patio, or any major landscaping modification 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 security deposit/inspection fee of **15% of the total cost** of alteration must be included with your application. Make the check payable to Sailfish HOA. This check will be deposited in the Sailfish HOA deposit account. The security deposit will be returned after submitting a signed Final City of West Palm Beach/Palm Beach County Inspection Approval (where required) and all conditions have been met. Please allow a minimum of ten business days after submission of final inspection or after all conditions are met for a check to be returned.

D. **ALTERATION REQUIREMENTS FORM:** This form lists the documentation required for each type of alteration that might occur. If you are doing multiple types of alterations please review each section that pertains to the type of alteration being done to ensure that you supply all the documentation that is needed. This form must be completed, signed and submitted with the application along with any supporting documents that are required i.e. surveys, samples etc.

E. **HOMEOWNER'S AFFIDAVIT:** Sign and attach

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REQUEST FOR ALTERATION REVIEW
ALTERATION REQUIREMENTS FORM
SAILFISH COVE NEIGHBORHOOD ASSOCIATION, INC.

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

Include this signed and initialed document with your application as evidence that you have reviewed and included all required documentation. Please place a check next to the type(s) of alteration(s) for which you are seeking approval.

SPECIAL NOTE REGARDING IRRIGATION SYSTEM

Each individual lot's irrigation system is connected to a Community One Source Water System. Because of this it is imperative that your irrigation system is modified PRIOR to the start of any alteration that will impact the irrigation system to prevent interruption to the lots around you, the Homeowner is responsible for notifying Leaderscape (561-241-2424) to make modifications to any irrigation system prior to work being initiated. Modifications required are at the Homeowner's expense.

SPECIAL NOTE REGARDING TELEPHONE, CABLE AND ELECTRICAL LINES

Since in many instances excavation may be done by hand or heavy equipment and this may damage underground cables, all telephone, cable and electrical lines MUST be marked by the respective utility company PRIOR to any excavation being done or any work that may damage lines and the marking must be inspected by the Sailfish ACC PRIOR to commencement of any work.

SPECIAL NOTE REGARDING LANDSCAPING

Removal of landscape material, trees or shrubs, must have HOA Approval. Pictures submitted must show what trees are planned to be removed during this improvement. Please note all native trees must be relocated or replaced with native trees that meet City of West Palm Beach Code requirements. Please ask your Sailfish Cove Landscape Committee for an approved list of native trees.

By signing below you affirm that you have read and understand the information contained in the Alteration Requirements Form and have supplied any and all information and pages of the form required to process this request.

OWNER'S SIGNATURE

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ALTERATION REQUIREMENTS FORM CONTINUED ON PAGES 3, 4 AND 5

ALTERATION REQUIREMENTS FORM CONTINUED

ALTERATION CATEGORIES (Check each category name that applies):

1. **FENCES** (also see guidelines for fences on Page 6 which must be signed and attached)
- a. Survey indicating the location with respect to the property lines and existing improvements.
 - b. Type of fence including materials, height and drawings.
 - c. Location and swing of gates.
 - d. If there will be landscaping surrounding the fence:
 - 1. Survey depicting location of existing plantings with respect to property lines and existing improvements.
 - 2. Drawing illustrating placement of proposed landscaping (on survey submitted).
 - 3. Description of proposed landscaping including type of plants and mature plant height.
 - e. If landscape additions are considered major in scope (Defined as a significant change to the property look or property access. If unsure check with the Sailfish ACC), photos of the following areas:
 - 1. Front of home including sidewalk, driveway areas, and landscaping
 - 2. Both sides of home including all landscaping
 - 3. Rear of home including landscaping and areas that are being altered
 - 4. Lake Easement area and lake bank.
-
2. **EXTERIOR HOUSE PAINTING**
- a. Provide paint color **samples**. Only approved color Schemes (Roof, Trim and House color combinations) located in the Sailfish Cove color book must be used.
 - b. Identify colors including paint manufacturer, color name and color number.
 - 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.
-
3. **DRIVEWAYS/PATIO EXTENSIONS**
- a. Survey indicating location of proposed installation drawn on survey.
 - b. Type of materials (driveways must be brick pavers and must match the dimensions of the existing pavers).
 - c. Provide color and pattern information and **samples**. Color of pavers must match the original builder paver colors with allowances for wear and fading of the original paver colors.
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4. **SCREEN ENCLOSURES**
- a. Survey depicting location of proposed screen enclosure.
 - b. Description of proposed type of screen enclosures.
 - 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.
 - e. Only the color WHITE may be used for framing, doors and kick plates and screens must be dark)
 - f. If concrete slab is required photos of the following areas:
 - 1. Front of home including sidewalk, driveway areas, and landscaping
 - 2. Both sides of home including all landscaping
 - 3. Rear of home including landscaping and areas that are being altered
 - 4. Lake Easement area and lake bank.

ALTERATION REQUIREMENTS FORM CONTINUED

5. POOL ADDITIONS

- a. Survey depicting location of proposed pool on lot.
- b. Architectural rendering.
- c. Identify pool deck type, color and pattern, with **samples**.
- d. Identify coping material and color, with **samples**.
- e. Plans for shrubs to conceal pool equipment.
- f. For pool fencing: (also see guidelines for fences on Page 6 which must be signed and attached)
 1. Survey indicating the location with respect to the property lines and existing improvements.
 2. Type of fence including materials, height and drawings.
 3. Location and swing of gates.
- g. If there will be landscaping surrounding the fence:
 1. Survey depicting location of existing plantings with respect to property lines and existing improvements.
 2. Drawing illustrating placement of proposed landscaping. (on survey submitted)
 3. Description of proposed landscaping including type of plants and mature height of plants.
- h. If screening will be installed:
 1. Survey depicting location of proposed screen enclosure.
 2. Description of proposed type of screen enclosures.
 3. 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).
 4. Plan and elevation views of screen enclosure.
 5. Only the color WHITE may be used for framing, doors and kick plates and screens must be dark)
- i. The following photos are required:
 1. Front of home including sidewalk, driveway areas, and landscaping
 2. Both sides of home including all landscaping
 3. Rear of home including landscaping and areas that are being altered
 4. Lake Easement area and lake bank.

NOTE: A single survey can be submitted that shows all the information required above.

NOTE: Hot tubs are subject to City of West Palm Beach regulations.

6. ROOM ADDITIONS

- a. You **MUST** obtain approval of the **Baywinds Master Architectural Control Committee** (ACC) for any footprint change to your home.
- b. Survey depicting location of proposed addition on lot.
- c. Architectural drawings including plan and elevation views.
- d. Provide paint color **samples**. Only approved color Schemes (Roof, Trim and House color combinations) located in the Sailfish Cove color book must be used.
- e. Identify exterior paint colors including paint manufacturer, color name and color number.
- f. Provide roof color verification with **sample**. Roof material and color must match existing home and be an approved Sailfish roof color.
- g. For windows:
 1. Only WHITE is allowed.
 2. Description of the type of windows and the placement on the house.
 3. Window glass color must conform to the existing window glass color.
- h. The following photos are required:
 1. Front of home including sidewalk, driveway areas, and landscaping
 2. Both sides of home including all landscaping
 3. Rear of home including landscaping and areas that are being altered
 4. Lake Easement area and lake bank.

ALTERATION REQUIREMENTS FORM CONTINUED

7. **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 of plants and mature height of plants.
 - d. If landscape additions are major in scope (Defined as a significant change to the property look or property access. If unsure check with the Sailfish ACC) photos of the following areas:
 - 1. Front of home including sidewalk, driveway areas, and landscaping
 - 2. Both sides of home including all landscaping
 - 3. Rear of home including landscaping and areas that are being altered
 - 4. Lake Easement area and lake bank.
-

8. **SATELLITE DISHES**
- a. You **MUST** obtain approval of the **Baywinds Master Architectural Control Committee** (ACC) for installation of satellite dishes (in accordance with FCC rules and guidelines).
 - b. Satellite dishes require details regarding size, color, type and location where dish will be mounted.
-

9. **GUTTERS**
- a. Must be white OR conform to the approved Sailfish Cove Color Schemes (Roof, Trim and House color combinations) located in the Sailfish Cove Color Book.
 - b. Site plan showing location on home and location of downspouts.
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10. **HURRICANE SHUTTERS**
- a. Shutters require description of type of shutters and color. (Vendor brochure is helpful if available).
 - b. Must conform to the approved Sailfish Cove Color Schemes (Roof, Trim and House color combinations) located in the Sailfish Cove Color Book.
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11. **LANDSCAPE LIGHTING**
- Landscape lighting design and placement requires approval of the Sailfish ACC.
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12. **DOOR REPLACEMENT**
- a. Submit a picture of the new door or a vendor brochure which shows the door.
 - b. The door must comply with appropriate building codes.
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13. **WINDOW REPLACEMENT**
- a. Only WHITE is allowed.
 - b. Description of the type of windows and the placement on the house.
 - c. Window glass color must conform to the existing window glass color.
-

14. **EXTERIOR CARRIAGE (COACH) AND FRONT DOOR LIGHTING**
- a. Color of light fixture must be white, may match as close as possible the trim or house color of the approved Sailfish color palette for the house OR be a color that coordinates with the trim or house colors. If the fixture(s) do not meet any of these requirements, submit this form and the Sailfish Architectural Control Committee will review the request and make a determination.
 - b. Submit a color picture(s) of the light fixtures that will be installed.

GUIDELINES FOR FENCES

The following guidelines shall be considered when evaluating requests for fences. Even in the event of strict compliance with the following guidelines, prior approval from the Sailfish ACC shall be required for each and every fence installation.

1. Only WHITE aluminum rail fences shall be approved.
2. No style of wood or chain link fence shall be approved.
3. All fences must have a minimum of two (2) gates, which must be at least 60 inches wide.
4. No fence shall be approved which is not set back a minimum of 10' back from the front wall of the homes and at least 5' back from the sidewalk where applicable. No fences shall be attached to a neighbor's house. In considering requests for fence installations, the following may be taken into consideration: locations of air conditioning units; location of garage access doors; and positions of adjacent homes.
5. No fence shall be approved or installed which encroaches into Association Property or other lots.
6. No fence shall be approved which extends in front of the front corner of a neighbor's home where the two homes are immediately adjacent to each other and where both homes face the same direction.
7. Aluminum rail fences, the height shall not exceed 5', except fences on rear lot line of Lake or Canal must be no higher than 4' all around. However, if the fence serves as a pool barrier and the City of West Palm Beach/Palm Beach County requirements provide for a minimum height of the fence in excess of 5', then the height of the fence shall be the minimum height required by the City of West Palm Beach/Palm Beach County. The pickets shall not be spaced closer than 3" on center and shall be no thicker than 1".
8. For fences installed on corner lots whose rear property line is common with the adjacent lot's side property line and/or whose side property line is adjacent to or visible from the road, a landscape hedge must be installed on the outer side of the fence within the lot to provide screening. No fence shall be permitted on corner lots which cross a utility easement.
9. No fence shall be approved which does not provide access to the Owner's neighbor for maintenance of the neighbors zero lot line wall and roof overhang, if applicable.
10. For lots with drainage easements, the approval from and execution of fence removal agreements with the City of West Palm Beach/Palm Beach County and the Sailfish Cove Neighborhood Association may be required.
11. Any fence which crosses a utility easement will require approval in writing by all utility companies occupying the easement.
12. For any fence, if approved, the Owner shall assume the responsibility to maintain the fence, including trimming any grass or other plants from the fence.
13. For any fence, if approved, the Owner shall be responsible for the costs associated with any required removal, repair and/or replacement if that fence is erected on or adjacent to a lot line common with a Lot where the house is not yet under construction or, if under construction, not yet closed to the Owner.
14. For any fence if approved, the Owners shall be responsible to meet all City of West Palm Beach/Palm Beach County requirements and criteria including, but not limited to, proper permitting and surveying.

OWNER'S SIGNATURE

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SAILFISH COVE NEIGHBORHOOD ASSOCIATION, INC.
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:

- All losses 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;
- Any encroachment(s);
- To comply with the conditions of acceptance (if any);
- 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 and/or developer shall not be responsible for any effect that any proposed landscaping installation may have on drainage. The applicant shall be responsible for all associated costs.
- The Homeowner is responsible for any costs associated with irrigation modifications as a result of this alteration. Modifications required are at the Homeowner's expense.
- Homeowner assumes maintenance responsibility for any new landscaping.
- **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 any damages within 30 days. Failing that, the Homeowner is responsible for all costs necessary for the Sailfish HOA to properly restore the area.**

I also understand that the Board of Directors and/or the Management Company 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.

If approval is granted, it is not to be construed to cover approval of any City of West Palm Beach/Palm Beach County Code requirements. A building permit from the City of West Palm Beach or Palm Beach County Building Department is needed on most property alterations or improvements. NO IMPROVEMENTS CAN BE PLACED OR CONSTRUCTED IN ANY LAKE MAINTENANCE OR DRAINAGE EASEMENTS.

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 AND GRS MANAGEMENT ASSOCIATES, INC. are not required to take any action to repair, replace, or maintain any such approved change, alteration, or addition, or any damage resulting there from 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 THE COMMON GROUNDS THAT IS AN ADDED EXPENSE BECAUSE OF THIS ADDITION OR CHANGE. NOTE: FENCE INSTALLATIONS WILL REQUIRE THE HOMEOWNER TO MAINTAIN THE FENCE AND ANY LANDSCAPING INSIDE THE FENCE AREA. THIS MAINTENANCE MUST BE DONE BY THE HOMEOWNER AT NO EXPENSE TO THE ASSOCIATION.

I agree to abide by the decision of the Board of Directors and/or the Management Company. If the modification is not completed as approved with the specifications submitted in this application or if the modification proceeds without approval of the Sailfish HOA and I refuse to correct or remove the modification, I may be subject to court action by the Association. In such event, I shall be responsible for all reasonable attorneys' fees.

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