

REQUEST FOR ALTERATION REVIEW

CASTELLINA HOMEOWNERS' ASSOCIATION, INC
c/o GRS Community Management
3900 Woodlake Blvd, Suite 309
Lake Worth, FL 33463

Name: _____
Address: _____
Lot #: _____
Phone: _____
Email: _____

Directions:

1. Fill in all information
2. Remit the required deposit
3. Attach all required certificates
4. Sign required forms
5. Email as **One** PDF packet to residentservices@grsmgt.com

Description of Alteration: 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 specific as possible*). Please include such details as dimensions, materials, color(s), design location, and other pertinent data.

Please attach the following items to this application unless it is not applicable.

- Survey of the lot showing the location of the improvement.
- Plans, elevation, or detailed sketches.
- Paint color chip (if required).
- Copy of Sub-Contractor's license.
- Copy of Sub-Contractor's insurance certificate to include General Liability and Worker's Compensation. Certificate Holder **must** be named as follows: Castellina HOA c/o GRS Community Mgt (see full address above).
- All applicants must submit an application fee. Please read this carefully.** If you are installing a pool, concrete patio addition or any paver related modifications 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 \$1,500.00 security deposit/ inspection fee check must be included with your application. Make the check payable to Castellina HOA and mail with the first page of the application to GRS Community Management at the address above. This check will be deposited in the Castellina HOA bank account and upon completion of the project, owner will request an inspection. Once inspection is passed, a refund of \$1,400.00 will be processed. All other alterations require a \$100 deposit and should be delivered to the manager in the clubhouse office. This deposit will be held for 90 days and then maybe deposited. For release of this check, the owner must request a final inspection from the HOA. All inspection requests must be emailed to the property manager. **Check #**_____.
- Photos showing the area of the proposed improvement.
- If there are any trees shown in the photos of the proposed location of improvement(s) please specify below whether trees will be: incorporated into the design as-is, removed, or relocated (if relocated please specify new location) ****Please be advised that the Village of Wellington requires a permit be obtained from them for any tree being removed or relocated from the front yard.**

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CASTELLINA HOMEOWNERS' ASSOCIATION, INC.

To expedite your request, please include the information listed below for the specific category. The list may not be inclusive and the Board of Directors and/or the Management Company reserves the right to ask for additional information.

Fences:

- a. Survey indicating the location with respect to the property lines and existing improvements.
- b. Type of fence including materials, height, drawings, color (**must be bronze**), finish and aluminum rail.
- c. Location and swing of gates (in or out). There must be a minimum of two gates and they must be at least 60 inches wide.
- d. Proposed landscaping plan surrounding fence (if required, see 7 below).

OWNERS SIGNATURE

Castellina Homeowners' Association Inc.

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 Architectural Review Committee shall be required for each and every fence installation.

1. Only bronze 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 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 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 Lake Lots, only aluminum rail fences shall be approved.
11. For lots with drainage easements, the approval from and execution of fence removal agreements with the County and the Association may be required.
12. Any fence which crosses a utility easement may require approval in writing by all utility companies occupying the easement.
13. 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.
14. 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.
15. For any fence if approved, the owner shall be responsible to meet all County requirements and criteria including, but not limited to, proper permitting and surveying.

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Painting:

- a. Identify colors including paint manufacturer, color name and color number.
- b. Provide paint color samples.
- 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.

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Driveways/Concrete Patio 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.
- d. Items on attachment A required.

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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. kickplates).
- d. Plan and elevation views of screen enclosure.
- e. Identify colors (**can only be bronze**) including, as appropriate, colors for screening, aluminum framing, kickplates and glass.
- f. *If concrete slab is required, items on attachment A required.*

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Pool Additions:

- a. Survey depicting location of proposed pool on lot.
- b. Architectural rendering.
- c. Plans for fencing or screening (see 1 and 4 above).
- d. Identify pool deck type, color and pattern, preferably samples.
- e. Identify coping material and color, preferably samples.
- f. Plans for shrubs to conceal pool equipment.
- g. *Items on attachment A required.*

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Room Additions:

- a. Survey depicting location of proposed addition on lot.
- b. Architectural drawings including plan and elevation views.
- c. Identify exterior paint colors including paint manufacturer, color name and color number.
- d. Provide roof color verification, preferably with sample. Roof material and color must match existing home.
- e. *Items on attachment A required.*

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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.
- d. *Some landscape additions that are major in scope may require items on attachment A.*

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Other:

- a. Shutters require description of type of shutters and color. (Brochure is helpful if available).
- b. Satellite dishes require details regarding size, color, type and location where dish will be mounted. Dish must be mounted near or at rear of the home. Dishes will not be approved on the front of the home.
- c. Gutters – details regarding the color and site plan showing location on home and location of downspouts.
- d. Generators – details regarding the size, type, location. A brochure is helpful. Also, please have landscape plan accompany this project, as screening with plant material is required.

Note: Any Alteration renderings submitted to the Board of Directors and/or Management Company will not be returned to the applicant.

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CASTELLINA HOMEOWNERS' ASSOCIATION, INC.

DISCLAIMER/RELEASE

The Castellina Homeowners' Association, Inc. and/or 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 building permit 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 Board of Directors 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 Board of Directors or the Property Management Company.

Name (please print)

Signature

Address

Date

Lot _____

ATTACHMENT A

(Required for pools, patio extensions, major landscaping, and trees)

If you are installing a **pool, concrete patio addition or any paver related modification** such as a driveway or any major landscaping modification that **requires the use of construction equipment** that could result in **damages to existing landscaping, landscaping, irrigation systems, drainage slopes, sidewalks, curbs, or common areas**, a **\$1,500 security deposit/inspection fee check must be included** with your application. Make the check payable to Castellina HOA. This check will be deposited in the Castellina HOA bank account.

1. A check in the amount of \$1,500.00 made payable to Castellina Property Owners' Association, Inc. must be submitted with application. (The \$1,400 security deposit will be returned after final inspection; the \$100.00 **non-refundable** inspection fee will be deducted accordingly.)
2. Photos of the following areas:
 - a. Front of home including sidewalk, driveway areas, and landscaping
 - b. Both sides of home including all landscaping
 - c. Rear of home including landscaping and areas that are being altered
 - d. Lake Easement area and lake bank.

IMPORTANT

You must request an inspection and refund of the security deposit in writing after all work has been completed. Inspections will be completed once per month by the ARB committee on or about the date of their scheduled monthly meeting. The Security Deposit (\$1,400.00) will be returned to you, by the Management Company, after the final inspection by the third-party inspector following installation of approved addition. Please allow a minimum of ten business days after final inspection for check to be returned.

If you are **removing or replacing trees**, you will need to provide a copy of your required permit from the Village of Wellington with this application, otherwise, the HOA will only be able to provide an approval pending approval and a copy of that document. If you are planning to remove street trees the replacement options are limited to Pigeon Palms and Sylvester Palm; and lot trees have no limitations, but must be approved by the VOW and the HOA.

OWNERS SIGNATURE

CONSENT TO DIG

TOP CUT'S IRRIGATION SUPERVISOR **MUST** BE NOTIFIED OF PROPOSED IMPROVEMENTS IF SUCH IMPROVEMENTS INVOLVE **ANY DIGGING**. WRITTEN APPROVAL **MUST** BE OBTAINED AND SUBMITTED WITH YOUR APPLICATION. Capping or re-directing sprinklers should not affect property or easement area. If irrigation is affected, the homeowner is responsible for repairs and damages to any affected properties. **To set up an appointment call Top Cut Landscaping at 561-649-1335**. If sprinklers need to be re-directed this change will come at the homeowner's expense. Please leave a message and someone will return your call. The original builder's warranty will be deleted if Top Cut is not included in this process. Additionally, we will require Top Cut to sign off on the inspection of landscape and irrigation following the completion of construction prior to any deposit being returned.

Pre-Application:

Top Cut's Irrigation Supervisor

Date

Property Address _____

Project Completion:

Top Cut's Irrigation Supervisor

Date

Castellina HOA
ARB Application
Vendor Rules and Regulations

Dear Vendor:

Please review and acknowledge your understanding of the Rules and Regulations place upon you as a vendor working in the community by initialing on the spaces provided and by completing the bottom section of this form. Failure to complete this will result in immediate disapproval of the application. The Castellina board of directors appreciates your compliance.

_____The Contractor shall keep the premises and surrounding area free from accumulation of debris and trash related to the Work and any food/beverage containers and wrappers.

_____The Contractor shall keep all sidewalks and streets free of sand, gunite, or other like materials at the end of each work day, and vendor agrees to remove any discoloration on the roadway created by their trucks or materials.

_____The Contractor shall keep building material stored out of view from the road unless special permissions are requested and granted by the Castellina HOA Board of Directors/ARB Committee.

_____Contractor shall store all tools and construction material out of view from the roadways and neighboring properties.

_____Constructor shall, at the completion of the project, remove its tools, construction equipment, machinery and surplus material; and shall properly dispose of waste materials.

_____Contractor understands that for every day that the job site is in violation of these rules, a \$100 per day fine will be levied to the homeowner and potentially passed on to the vendor.

Vendor Information:

Company Name: _____

Company Address: _____

Print Name of Representative: _____

Signature of Representative: _____

Contact Phone Number: _____