

VILLAGGIO RESERVE HOMEOWNERS' ASSOCIATION, INC.

Please Complete The Following

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

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

Lot Number: \_\_\_\_\_

Telephone: Home \_\_\_\_\_ Work \_\_\_\_\_ Cell \_\_\_\_\_

Directions: 1. Fill in requested information

2. Attach required checks

3. Attach required certificates

4. Sign required forms and **return to 7942 Via Lampione, Delray Beach, FL, 33446.**

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 specific as possible). Please include such details as dimensions, material, color(s), design, location and other pertinent data.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

B. 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 (if required)
  - Copy of subcontractor's license
  - Copy of sub-contractor's insurance certificate to include general liability and workers compensation
- If you are installing a screen enclosure, pool, room addition, gutters, concrete patio addition or any paver related modification such as a driveway or patio, or any landscaping modification that requires the use of equipment that could result in damages to existing landscaping, irrigation systems, drainage slopes, sidewalks, curbs, or common areas, a \$500.00 security deposit check must be included with your application. Make the check payable to Villaggio Reserve Homeowners' Association, Inc. This check will be returned after the final inspection.**

\_\_\_ Received joint application from neighbor (if applicable)

**VILLAGGIO RESERVE HOMEOWNERS' ASSOCIATION, INC.  
OWNER'S AFFIDAVIT**

I have read, understand, and agree to abide by the covenants and restriction 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 Owner is responsible for any costs associated with irrigation modifications as a result of this alteration. Modifications required are at the Owner's expense.
- Owner assumes maintenance responsibility for any new landscaping.
- **The Owner 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 Owner will be notified of any deficiencies in writing and will be asked to correct any damages. Failing that, the Owner is responsible for all costs necessary for the Villaggio Reserve Master Association, Inc. to properly restore the area.**

I also understand that the Board of Directors, ARC 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.

I agree to abide by the decision of the Board of Directors, ARC and/or the Management Company. 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 Association. In such event, I shall be responsible for all reasonable attorneys' fees.

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Date

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Signature of Owner

REQUEST FOR ALTERATION REVIEW

**VILLAGGIO RESERVE HOMEOWNERS' ASSOCIATION, INC.**

-----Do Not Write Below This Line-----

- \_\_\_\_\_ **Approved by the Board of Directors and/or the ARC Committee**
- \_\_\_\_\_ **Approved, subject to the following conditions:** \_\_\_\_\_
- \_\_\_\_\_ **Deferred, due to the following missing information:** \_\_\_\_\_
- \_\_\_\_\_ **Denied, not approved for the following reason:**

\_\_\_\_\_  
\_\_\_\_\_

**By:** \_\_\_\_\_  
ARC Signature

**Date:** \_\_\_\_\_

**By:** \_\_\_\_\_  
ARC Signature

**Date:** \_\_\_\_\_

**By:** \_\_\_\_\_  
Board Signature

**Date:** \_\_\_\_\_

**VILLAGGIO RESERVE 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.

**LANDSCAPE ORNAMENTS:**

- A. Decorative landscape ornaments (defined as a small decorative object enhancing appearance) may NOT exceed 36 inches in height and may ONLY be placed in the landscaped beds.
- B. Decorative ornaments may be kept inside screened enclosures.
- C. Villas, Patio Villas and Single-Family homes on the lake are permitted 3 landscape ornaments including pots on your property as follows, 3 in the front and 3 in the back no larger than 36 inches in height. All landscape ornaments including pots are restricted to homeowners' private property.
- D. Villas, Patio Villas and Single-Family Homes NOT on the lake are permitted 3 landscape including pots on your property as follows, 3 in the front and 3 in the back no larger than 36 inches in height. All landscape ornaments including pots are restricted to homeowners' private property.
- E. If landscape ornaments are damaged by the landscapers, the Owner will be held responsible for the replacement cost of such landscape ornament(s).
- F. Statues (Defined as a 3-dimensional representation usually of a person, animal, or mythical being that is produced by sculpting molding, or casting) are permitted if they are not objectionable in nature in the front or back of Villas, Patio Villas, or Single-Family homes. In addition, the homeowner may not install more than 1 statue and all statues must be under 36 inches in overall height.
- G. Window and planter boxes are NOT permitted.
- H. Artificial plants and flowers are NOT permitted.
- I. Wall art is permitted by the front door entryway or inside a screen enclosure ONLY.
- J. Benches are permitted by the front door entryway ONLY.
- K. Single Family homes ONLY may change their coach lights; however, size and color restrictions apply.
- L. Fountains may be displayed in the rear of the home ONLY. Fountains are limited to a height of 36 inches as measured from undisturbed surrounding area. Water supply must be provided by the Owner. Furthermore, the Owner may NOT utilize irrigation system or lake water. Water must be maintained in a healthy state.
- M. Fountains and other decorative elements may NOT obstruct or interfere with any neighbor's lake views.
- N. Capping of sprinklers may NOT alter intended water coverage. If irrigation is affected, Owner is responsible for repairs/damages.
- O. In the event of severe weather and high winds, ALL decorative ornaments, pots, solar lights, and statues, must be brought inside.

**VILLAGGIO RESERVE HOMEOWNERS' ASSOCIATION, INC.**

IV. LANDSCAPING:

- A. Any landscaping installed by Owner that interferes with the irrigation system and may impair proper irrigation is the sole responsibility of Owner to relocate and /or correct.
- B. All hedges planted by Owner must be maintained by the Owner to community standards NOT to exceed 6 ft. in height in the back or sides, 5 ft. on lake Lots and 3 ft. on corner Lots.
- C. 1.) All removal of palm trees or hardwood trees, in the Villa and Patio Villas, must all be replaced with trees with overall height of 8 feet for Palms. For hardwoods, they may be replaced with 6' being clear grey trunk with diameter's no less than 75% of the existing tree being replaced. In the case of single-family homes, the palms and hardwoods are to be no less than 8'.  
2.) Trees (palm or hardwood) that are moved must follow all Palm Beach County's ULDC keeping the tree count for the buildings as per Villaggio Reserve Landscape plan, and all HOA Rules and Regulations.  
3.) Trees must comply with the specifications stated in the Approved Hardwoods Trees list
- D. All Owners located on Lake Lots are entitled to a tunnel view ONLY for any plantings.
- E. Survey depicting location of existing plantings with respect to property lines and existing improvements.
- F. Drawing illustrating placement of proposed landscaping. (on survey submitted) with detailed footage identified.
- G. Description of proposed landscaping including type, height and quality of planting materials.
- H. Do not plant anything on the Association easements. Should you plant anything on an association easement, you will be required at your own expense to replace such plant material if any utility company or the HOA needs to gain access to the designated area.
- I. All major landscape work such as tree replacements will require the Owner to contact all utility companies by calling 811. Call before you dig.
- J. Some landscape additions that are major in scope may require items on Attachment A.
- K. Contaminated or diseased soil, must be replaced and owners' expense, before new landscaping can be done.
- L. Contaminated and diseased trees must be removed and replaced at owner's expense.
- M. Any landscaping modification must not impinge upon the sightlines to oncoming traffic (sidewalk or roadway).
- N. When air conditioning units are replaced, all landscaping around the unit must be restored.
- O. Dead plants and trees on owner's property must be removed and replaced within 60 days.
- P. In the event of a homeowner opting out of any services provided by the community retained landscape company, the homeowner is then responsible for any damages caused by this opt-out.
- Q. As per amended Florida HOA Law 720.3045, artificial turf backyards are now permitted with the following standards:
  1. Any existing non-compliant artificial turf must be removed.
  2. Palm Beach Broward must perform, at user expense, an irrigation survey to locate any irrigation heads that must be capped.
  3. Turf Standard:
    - Green color
    - Between 7/8 inch and one (1) inch height
    - Anti-microbial infill
    - A three (3) to four (4) inch layer of angular pee gravel underlayment
  4. To prevent rain sheeting and excessive runoff:

REQUEST FOR ALTERATION REVIEW

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- Permeable, flow-through backing with a minimum 95% flow through
  - Multilayer; No sand or solid backing
5. To satisfy the law's visibility restrictions, the committee will provide required privacy measures that must be complied with so that the turf is not visible from adjacent and common areas. Measures may include black aluminum four (4) foot fencing with opaque screening or four (4) foot plant fence of the following suggested types:
- Podocarpus (recommended)
  - Green Arbutus
  - Simpson Stopper.

For any other variety, committee approval is required.

Failure to adhere to these restrictions will result in forfeiture of the security deposit.

It is the sole responsibility of the owner to clean, maintain and if necessary, replace the turf to prevent objectionable odors. Failure to do so may result in fines.

***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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OWNER SIGNATURE

## Approved Hardwoods

## Minimum Size

Callophyllum	25 Gallon
Silver Buttonwood	25 Gallon
Pink Tabebuia	25 Gallon
Orange Geiger	25 Gallon
Crepe Myrtle	25 Gallon
Queen Myrtle	25 Gallon
Dahoon Holly	25 Gallon
Magnolia (Little Gem)	6' to 8' O.A. 25 Gallon
Bottlebrush	25 Gallon
Japanese Fern	25 Gallon
Verawood	25 Gallon
Desert Cassia	6' to 8' O.A. 25 Gallon
Japanese Blueberry	6' to 8' O.A. 25 Gallon

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**DISCLAIMER/RELEASE**

The VILLAGGIO RESERVE **HOMEOWNERS' ASSOCIATION, INC.** and/or the Management Company will not be held responsible for any damage incurred by Owner's vendors/contractors. 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. Any Alteration renderings submitted to the Board of Directors, ARC and/or Management Company will NOT be returned to the applicant.

\_\_\_\_\_  
Owner Name (please print)

\_\_\_\_\_  
Owner Signature

\_\_\_\_\_  
Address

\_\_\_\_\_  
Date

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



**VILLAGGIO RESERVE HOMEOWNERS' ASSOCIATION, INC.**

**ATTACHMENT A**

A \$500.00 security deposit fee check must be included with your application.

Make the check payable to Villaggio Reserve Master Association, Inc. This check will be returned after final inspection of the completed work.

1. A check in the amount of \$500.00 made payable to Villaggio Reserve Master Association, Inc. must be submitted with application. (The \$500.00 Security deposit will be returned after final inspection. There is no inspection fee that will be deducted.)
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

NOTE:

You must submit a Notice of Completion (attached to approval letter) after all work has been completed.

The Security Deposit (\$500.00) will be returned to you, by the Management Office, after the final inspection by the ARC committee. Please allow a minimum of ten business days after final inspection for check to be returned.

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OWNER SIGNATURE

