



ARCHITECTURAL CONTROL COMMITTEE (ACC) APPLICATION

INSTRUCTIONS

- 1. Review HOA Regulations:** Ensure your application complies with relevant HOA regulations.
- 2. Complete Application:** Please sign all sections of the form, agreeing to its terms. (Required signatures appear in red.)
- 3. Choose the Correct Form:** Use the "General" Form or "Exterior Paint" Form if applicable, following the Color Guide.
- 4. Include All Pages:** Submit all pages of the application.
- 5. Provide Required Information:** Ensure all documents, including the Signature Page and fees, are included.
- 6. Submission Process:** Submit your application to the management office via DropBox or by mail.
- 7. Approval Process:** Applications require ACC Committee approval before work begins.
- 8. Application Deadline:** Submit at least 48 business hours before the meeting. Late submissions will be reviewed the next month.
- 9. Approval Notification:** Expect a call/email after the meeting, followed by an official letter within two weeks.
- 10. Contact Information:** For questions, contact Ellen Broder at ebroder@grsmgt.com or 561.404.9260.

APPLICATION FEES:

- **Small Projects including but not limited to coach lights, tree installation &/or removal, front door replacement etc.:**
 - \$25.00 non-refundable application fee.
 - \$100.00 refundable check, returned upon project completion and ACC inspection.
- **Other Projects (excluding heavy machinery) including but not limited to generators, solar panels, paver installation/expansions, artificial turf installations, etc.:**
 - \$100.00 non-refundable application fee.
 - \$1000.00 refundable check, returned upon project completion and ACC inspection.
- **Exterior Painting of House:**
 - \$100.00 non-refundable application fee (waived for Approved Colors or Original GL Colors).
 - \$200.00 non-refundable Custom Color Request Fee (if applicable).
 - \$1000.00 refundable check, returned upon project completion and ACC inspection.
- **Large Projects (requiring heavy machinery such as a Bobcat) including but not limited to pool/spa construction, paver extension/replacement, screen enclosures, etc.:**
 - \$5,000 Security Deposit Check. **Note:** The \$200.00 non-refundable deposit and \$350.00 non-refundable inspection fee will be deducted accordingly, with the remainder returned after the grading inspection, if required. Refunds are processed after project inspection and approval, minus applicable fees and damages.

OWNER INFORMATION:

Owner Name: _____ Address: _____

Lot No.: _____ Subdivision: _____ Phone #: _____ Email: _____

DESCRIPTION OF WORK: Please Check ALL that Apply.....

Replace Front Door		Pergola	
New Coach Lights		Landscaping	
Satellite Dish		Pool / Spa Construction	
Generator		Fence	
Pavers		Screen	
Solar Panels		Other (please describe below)	
Exterior Paint			
Artificial Turf			

A. Brief Description: Provide a clear description of the exterior alteration, improvement, or addition you intend to make. Include project details and relevant information from Page 3 of this application.

B. Please Attach the Following Items: (*) The Application WILL NOT be reviewed without these items attached. Please check off all items attached.

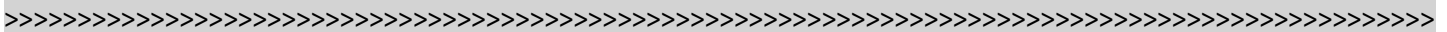
- Homeowner Signature Page
- Copy of contractor's license
- Copy of contractor's Insurance Certificate, including General Liability (min. \$1 million) & General Aggregate (min. \$2 million) and Workmen's Comp.
- Survey of the lot showing the location of the improvement
- Check(s) for Refundable and Non-Refundable Application fees
- Any additional project-specific items listed in this application (e.g., picture of the front of the home, etc.)
- Pictures of the sidewalk in front of the home and surrounding Common HOA areas for projects requiring the use of heavy machinery. These serve as documentation of the current condition prior to any work being done.
- **For Exterior Paint ONLY:** Identify manufacturer and color codes for the following and submit a photo of your house and homes to the left and right.
 - Body Color Name & Code: _____
 - Trim Color Name & Code: _____
 - Front & Garage Door Color Name & Code: _____

C. PLEASE SIGN APPLICATION

Note: The application will not be reviewed without the homeowner's signature. I, [Homeowner Name], hereby agree to abide by all the Conditions, Rules, and regulations outlined in this entire application.

Homeowner Signature: _____

Date: _____



DO NOT FILL OUT - FOR ACC COMMITTEE USE ONLY.

Approved by the Architectural Control Committee:

Approved, subject to the following conditions:

Deferred for the following reasons:

Denied, not approved for the following reasons:

ACC Member Name: _____ **Signature:** _____ **Date:** _____

ACC APPLICATION – SUBMISSION REQUIREMENTS

To expedite your request, please provide the following details for each category. Refer to the Association's Rules and Regulations for Architectural Additions and Alterations for further guidance.

Artificial Turf:

- Survey indicating installation location with landscaping changes.
- Proposal for irrigation alterations from CPM.
- Review Artificial Turf Installation Agreement Points.

Exterior Painting:

- Manufacturer and color codes for body, trim, front door, and garage door.
- Photo of the front of the house.
- Photos of the houses directly right and to the left of your home.
- Review Exterior Painting Agreement Points within this application and to the Exterior Paint Color Guide for exterior paint guidelines, original paint colors, and new color schemes deemed to be in harmony with the community and surrounding structures.

Fences:

- Survey indicating fence location relative to property lines and improvements.
- Fence material and drawings with dimensions.
- Ensure compliance with HOA fence requirements.
- Review Fence Installation Agreement Points.

Generators:

- Survey showing exact generator location and hedge type.
- Specification for burying pipes.
- Note: Add hedge to conceal generator and paint visible conduit pipes/boxes.
- Review Generator Installation Agreement Points.

Landscaping:

- Survey showing existing plantings and property lines.
- Drawing indicating proposed landscaping on the survey.
- Description of proposed landscaping.
- Note: Submit ACC Application for any Tree Removal/Planting.
- Review all points before signing the Application Signature page.

Paver Replacement & Extension:

- Survey indicating installation location.
- Material description, layout pattern, and photos.
- Proposal from CPM for irrigation alterations.
- Note: Must adhere to HOA Rules & Regulations regarding driveway width and grading changes.
- Review Paver Installation Agreement Points.

Pools/Spas:

- Survey depicting proposed pool location.
- Architectural rendering with pool deck details.
- Landscaping plans to conceal pool equipment.
- Review Pool Installation Agreement Points.

Screen Enclosures:

- Survey showing proposed location.
- Contractor-provided rendering and plans/specifications.
- Must comply with HOA screen enclosure requirements.
- Review Screen Enclosure Installation Agreement Points.

Solar Panels:

- Survey indicating downpipe location.

- Drawings specifying panel and electrical box placement.
- Documentation confirming skirting usage and system type.
- Photos of street view and roof sides with solar panels.
- Review Solar Panel Installation Agreement Points.

Miscellaneous:

- Awnings: Description, location, and color.
- Pergolas: Description of material, color, and location.
- Satellite dishes: Details on size, color, type, and mounting location.

GENERAL GUIDELINES FOR CONSTRUCTION IN THE BRIDGES:

- 1. Clean & Efficient Work:** Modifications must not obstruct HOA areas, sidewalks, or swales. Homeowners are responsible for ensuring compliance, and any necessary corrections will be at their expense for violations.
- 2. Construction Access:** Access to your lot must be through your property unless specifically approved on your ACC Application.
- 3. Daily Monitoring:** Homeowners must allow daily monitoring of construction activities for approved work.
- 4. Grading Prohibition:** No alterations to property grading are permitted; any changes must be repaired by the homeowner to restore the original state.
- 5. Concealed Conduit Pipes & Boxes:** External conduit pipes and boxes must be painted to match the background color.
- 6. Equipment Concealment:** All external equipment (e.g., A/C units, generators) must be shielded from street and neighbor view with a hedge.
- 7. Contractor Advertising:** Placing contractor advertising signs on the property is prohibited.
- 8. Right to Removal:** The Association reserves the right to request the removal of any improvement, such as due to complaints or poor maintenance, at the homeowner's expense.
- 9. Debris Removal:** Prompt removal of all debris from the property is required when using private landscaping companies.
- 10. Landscape Lighting:** Landscape lighting lines must be buried at least 6 inches into the ground.
- 11. Irrigation System:** Only the onsite Landscaping/Irrigation Company (CPM) is authorized to alter the irrigation system.

THE BRIDGES HOMEOWNERS' ASSOCIATION, INC. - HOMEOWNERS AFFIDAVIT

I, [Homeowner's Name], affirm that I have read, understood, and agree to abide by The Bridges Homeowners' Association, Inc.'s Covenants and Restrictions. I acknowledge the following:

- 1. Responsibility for Losses:** I am accountable for any losses to others or common areas resulting from my project.
- 2. Compliance with Building Codes:** I commit to complying with state and local building codes.
- 3. Encroachments:** I accept responsibility for any encroachments resulting from the project.
- 4. Completion According to Approved Plans:** I will complete the project according to the approved plans of the Association. Failure to comply will result in approval revocation and removal at my expense.
- 5. Drainage Responsibility:** I understand the impact of my landscaping on drainage systems and associated costs.
- 6. Irrigation Modifications:** Any irrigation modifications required are my responsibility, and I will notify CPM.
- 7. Maintenance Responsibility:** I will maintain any new landscaping changes resulting from the project.
- 8. Restoration of Affected Areas:** I will restore all affected areas to their original condition.
- 9. Construction Oversight:** I will oversee all aspects of the construction project.
- 10. Cleanliness of Construction Site:** I will keep the construction site clean, or the HOA may take corrective action at my expense.
- 11. Access and Blocking of HOA Areas:** Access to HOA areas, including sidewalks, shall not be blocked by construction material.
- 12. Construction Access:** Construction access must be from my property unless approved by the ACC.

13. Final Inspection: I will request a final inspection for a deposit refund only upon project completion.

14. Agreement to Terms: I agree to all conditions stated in the ACC application.

I understand the ACC does not review or assume responsibility for the structural adequacy, capacity, or safety features of the project. I agree to abide by the ACC or Board of Directors' decision. Failure to complete the modification as approved within 90 days may result in court action, with costs borne by me.

Homeowner Signature: _____

Date: _____

THE BRIDGES HOMEOWNERS' ASSOCIATION, INC. ARCHITECTURAL CONTROL COMMITTEE (ACC) – DISCLAIMER/RELEASE

I, [Homeowner's Name], acknowledge and agree that The Bridges Homeowners Association's Board of Directors, the ACC 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.

I understand that I may be required to provide the property management company with a copy of the building permit and a signed County Inspection Approval before the installation or construction of the property.

I agree that the ACC, the Board of Directors of the Association, and/or the Property Management Company may request documents and demand the immediate removal of any installation or construction that does not comply with the approved plans. I understand that failure to comply may result in legal action, with all associated costs borne by me.

I acknowledge and agree to adhere to county ordinances regarding construction noise and hours of operation.

Homeowner Signature: _____

Date: _____

ACC / HOMEOWNER APPLICATION AGREEMENT

LARGER PROJECT - INSTALLATION AGREEMENT POINTS

1. Submit a \$5,000.00 check payable to THE BRIDGES HOA with your application. The \$200.00 non-refundable deposit and \$350.00 non-refundable inspection fee will be deducted accordingly, with the remainder returned after the grading inspection.
2. Your application must include:
 - Survey showing proposed pool location
 - Architectural rendering
 - Plans for fencing or screening
 - Landscaping plans
 - Identification of pool deck type, color, and pattern (preferably with samples)
 - Identification of coping material and color (preferably with samples)
 - Plans for shrubs to conceal pool equipment
3. After approval, contact CPM at (954) 973-3333 to schedule irrigation capping before the dig date. Failure to cap irrigation lines may result in flooding and repairs.
4. All exterior gas and electric conduit pipes must be buried underground. Visible pipes and wall boxes must be painted to match the background color. Conduit pipes longer than 3 ft must be obscured with landscape material.
5. Homeowners must manage and oversee all construction activities at all times.
6. Homeowners are responsible for keeping the construction site, including the front of the home, clean at all times. Failure to do so will result in the HOA hiring a company to correct the situation at the homeowner's expense.

7. Construction material must not block any part of HOA area access, including sidewalks. Failure to comply will result in the HOA hiring a company to correct the situation at the homeowner's expense.
8. All construction access to your lot must be from your property, and you cannot use other HOA easements or access property unless approved on your ACC application.
9. Homeowners must obtain all required permits through Palm Beach County, including gas and electric permits.
10. Grading on the property must not be altered at any time. Any damage or change in grade is the responsibility of the homeowner to repair and return to the original state.
11. Any damages to the driveway or sidewalk are the sole responsibility of the homeowner to repair within 30 days.
12. The application fee, minus the security deposit and grading inspection cost, will be returned after passing the final ACC inspection.
13. Homeowners must call the office for a final inspection for your deposit refund only when the job is fully complete and all requirements are met.
14. A committee member will review the final changes against the approved application for the check to be returned.

EXTERIOR PAINT - INSTALLATION

AGREEMENT POINTS

1. Submit an ACC Application for Exterior Painting.
2. Paint all pipes, exterior conduit pipes, and boxes to match the background exterior color. Cover low-lying conduit pipes with landscape material.
3. Before painting the house, pressure clean the entire house and consider painting the front and garage doors.
4. If faux painting front or garage doors, consider sealing them for durability.
5. Call the office for a Final Inspection for Deposit Refund when the job is complete, including pressure cleaning any paint stains on the sidewalk.
6. A Committee member will review the final changes against the approved application for the check to be returned.
7. Consult the exterior color guide on The Bridges HOA APP and Website for approved colors. Once your application is approved, provide the approval letter to your contractor to confirm the agreed scope of work.

APPROVAL GUIDELINES:

- The home's exterior must be painted in two or three neutral colors.
- Existing stone finishes should not be painted unless specifically approved.
- Exterior railings should remain bronze.
- The stucco body of the home should be painted a single color with a flat finish.
- Stucco trim around windows should be painted a standard approved color to match exterior stone finishes.
- Fascia and gutters should have contrasting colors.
- Garage and front doors must be the same color or finish, matching the fascia and gutters or a third color.

GENERATORS - INSTALLATION AGREEMENT POINTS

1. Grading on the property cannot be altered under any circumstances. Homeowners are responsible for repairing any damage or changes and restoring it to its original state.
2. Homeowners must repair any damage to sod or irrigation and return it to its original condition.
3. Homeowners must maintain all generators to meet community standards.
4. Homeowners are required to repair or replace any material affected by weather or other elements, such as cracking or discoloration, within 30 days of notification.
5. Capping or redirecting sprinklers should not impact property or easement areas. If irrigation is affected, homeowners are responsible for all repairs and damages. Contact CPM at (954) 973-3333 to redirect sprinklers at the homeowner's expense.
6. Any damage to driveways or sidewalks is the sole responsibility of the homeowner to repair within 30 days.

7. Homeowners must obtain all required permits through Palm Beach County, including gas and electric permits.
8. After installation, a hedge must be added to the front and sides of the generator to conceal it from the street and neighboring homes. Recommended plants are 7 Gallon Podocarpus or Calusia, with a minimum height of two to three feet unless otherwise noted.
9. All exterior gas and electric conduit pipes must be buried. Visible pipes and wall boxes must be painted to match the background color. Conduit pipes longer than three feet must be obscured with landscape material (hedge).
10. Homeowners must comply with all County Codes and hurricane codes.
11. Homeowners should call the office for a Final Inspection for Deposit Refund only when the job is complete.
12. The Association reserves the right to have the homeowner remove the generator at their expense for any reason in the future, such as complaints, poor installation, or failure to maintain it.

FENCES - INSTALLATION AGREEMENT POINTS

1. Only aluminum rail fences meeting specific criteria are permitted. The approved fence type for homeowner installation is a bronze-colored rail picket fence with rails no wider than one inch and pickets spaced at least three inches apart. All pickets must be uniform in height. Wood or chain link fences are not allowed.
2. Fence height must be a minimum of 5 feet and a maximum of 6 feet for non-lake properties, and 5 feet for lakefront properties.
3. Fences must be positioned at least 10 feet from the neighbor's front wall and 5 feet from any sidewalk. Attaching fences to neighboring homes is prohibited.
4. Homeowners are responsible for maintaining live hedges to community standards, with a height of 5 inches for lakefront properties.
5. Gates must be included in all fences to provide access for neighbor maintenance and mower access. A minimum of two gates is required, each with a width of at least 48 inches.
6. Fences must not encroach upon association property or easements unless expressly permitted.
7. All fence installations must comply with county and hurricane codes.
8. Grading on the property cannot be altered, and any resulting damage is the homeowner's responsibility to repair.
9. Post-installation, homeowners must repair any damage to sod or irrigation caused by the fence.
10. Homeowners are responsible for maintaining their fences, including trimming vegetation, and must repair or replace any damage caused by weather within 30 days.
11. Fence gates must be operational and automatically close and lock at all times.
12. Redirecting irrigation due to fence installation is the homeowner's responsibility and must be arranged with CPM at the homeowner's expense.
13. Access to recess areas provided for maintenance purposes must be maintained.
14. New fences must be similar to existing improvements and harmonious with the community.
15. Corner lot fences require a landscape hedge for screening, and fences must not encroach upon utility easements.
16. The Association reserves the right to request the removal of the fence at the homeowner's expense for various reasons, including complaints or poor maintenance.

FENCES - INSTALLATION AGREEMENT POINTS

Submission Requirements:

- Provide a survey indicating the proposed location of the downpipe.
- Submit drawings showing the exact placement of solar panels and electrical boxes.
- Include drawings demonstrating how the panels will be attached to the roof.
- Furnish documentation confirming the use of skirting.
- Provide literature detailing the type of system to be installed.
- Include current pictures of the home's facade and roof from each side where solar panels will be installed.

Installation Guidelines:

- All conduit pipes must be installed inside the attic.
- Exterior conduit pipes leading to the electrical box should be positioned in the middle of the side of the house, not visible from the street.
- Skirting must be utilized to complete the installation next to the solar panels.
- Conduit pipes and boxes affixed to the house must be painted to match the background surface color for better blending and should not be visible from the street.
- Homeowners are responsible for obtaining all necessary permits from Palm Beach County, including those for gas and electricity, and must comply with county and hurricane codes.
- Contact the office for a final inspection and deposit refund only when the installation is complete, ensuring that all conduit pipes and wall boxes are painted.
- A committee member will review the final changes against the approved application before issuing the refund.
- The association reserves the right to request the removal of solar panels at the homeowner's expense for reasons such as complaints, poor installation, or lack of maintenance.

SECURITY DEPOSIT REFUND INFORMATION

Pools:

- **Step 1:** Contact Ellen Broder to schedule the grading inspection after your pool is complete but before sod installation. Allow up to two weeks for the engineer to conduct the final grading inspection.
- **Step 2:** Upon inspection approval, Ellen Broder will coordinate sod installation within a week to prevent interference with grading due to rain or machinery. Reconnect irrigation for grass and new plant material through CPM during this time.
- **Step 3:** After pool, sod, and plant installation, pressure clean the affected property to remove construction stains. Then, contact Ellen Broder to arrange the final inspection with the Architectural Control Committee (ACC). Ensure all fence gates close automatically and plants are planted by the pool equipment before scheduling the final ACC inspection to avoid delays in the refund process.
- **Step 4:** Once the ACC member approves the project, Ellen Broder will request the refund check, reflecting the remaining deposit after the security deposit and inspection fees are deducted. Expect the check to be sent within three to four weeks and mailed directly to you.

For inquiries, contact Ellen Broder at ebroder@grsmgt.com or 561.404.9260.

Other Large Projects: The same process applies to large projects requiring heavy machinery, such as screen enclosures or patio installation, with a \$5000 deposit fee. Follow the steps outlined above.

Exterior Painting: Before scheduling the final ACC inspection, ensure that the painters clean up the construction site completely. Additionally, paint all conduit pipes and wall boxes to avoid delays in the refund process.

Other Projects & General Reminders: Only request the Final Inspection for Deposit Refund once the job is fully complete.

ACC PROJECT COMPLETION FORM

For Internal Purposes Only

This form must be completed and submitted to the HOA management team upon the conclusion of all projects. It facilitates the return of refundable deposits to the homeowner and notifies the Architectural Control Committee to conduct the final inspection. Kindly provide the requested information below.

Owner Name: _____

Phone #: _____ Email: _____

Address: _____ Lot No.: _____ Subdivision: _____

Description of Completed Project: _____

Please refrain from writing below this line. For ACC use.

Office Use Only

- Inspected by: _____
- Date of Inspection: _____

APPROVED

DENIED

NOTES:
