



Olympia Master Association Architectural Review Committee

List of documents and important notes for the most common projects.

Homeowner must place a check next to items they have provided, below and submit with the ARC Form.

All projects must include:

- ARC Form
- Lot Survey with Project Drawing (except painting)
- Certificate of Insurance and Liability of Vendor (except painting)

In addition to the above, select project require:

DRIVEWAY/PATIO EXTENSIONS

- New Pavers **MUST** match existing pavers
- May **NOT** remove or relocate swale tree
- Driveway extensions must not exceed 12'
- Driveway extensions must be within building line

FENCE

- Description of fence (material, color, height and location of gates).
- Must be Olympia approved fence style and color
- Rear gate must be installed unless abuts to another lot
- Must submit Olympia Removal Agreement notarized form (all owners on deed must sign)

GARAGE/FRONT DOORS/SHUTTERS FAUX-WOOD PAINT

- Sample color chip/photo of proposed grain finish

ROOF REPAIR OR REPLACEMENT

- ARC Damage Deposit Form
- \$500 Check (Deposit)

PAINT

- ARC Form Color scheme column must be followed Each part of the house must be painted with the color assigned to that specific part.
 - ⇒ No swapping is permitted. For newer color options (300's), body color #2 is to be used only if applicable.
 - ⇒ Body colors #1 and #2 cannot be swapped to paint the entire body of the house
- Must submit photos of adjacent lots

SCREEN ENCLOSURES

- ARC Damage Deposit Form
- \$500 Check (Deposit)

SWIMMING POOL/SPA

- ARC Damage Deposit Form
- \$500 Check (Deposit)

PLEASE NOTE:

- This is a summary of the required items. Please consult the ARC Guidelines for full information required prior to submitting
- All documents should be submitted to your Village first. Your village will submit to the OMA if your village approves your request.
- You are required to have approval from your Village and the Olympia Master Association before any project may commence.
- Submission of the required documents does not guarantee the project will be approved.
- The committee may require additional information to consider your request
- Do not begin any project until you have a fully executed ARC, signed by the requestor, Village and Olympia Master Association
- **IMPORTANT:** It is the responsibility of the homeowner and recommended that you (the homeowner) consults with the Village of Wellington if a permit is required for the proposed project.
- Homeowner is responsible for all required changes stemming from misleading, providing inaccurate or omitted information to the village or the Olympia Master Association. These required changes can be up to and including restoring the property to the previous state; before the project commenced.

I have read the above information and agree that the information is accurate and the proper items have been submitted:

Homeowner's Signature: _____ Date: _____

I have verified the proper items have been submitted for this project, per the above checklist:

Village's Signature: _____ Date: _____

OMA's Signature: _____ Date: _____



Request for Architectural Review Committee Approval to Modify Property in _____ Village

Please complete (print) all items and checklist, read all conditions, sign, & submit to Village Association (which will forward to Olympia). Homeowner must place a check next to items they have provided, below and submit with the ARC Form.

Applicant	Applicant Name(s): _____ (“Applicant”)		
	Lot Address: _____ (“Property”) Model Type: _____		
E-Mail: _____ Phone: _____			
I request approval for the change to my Property (“Change”) described below and on the attached, supporting documentation:			
<hr/> <hr/> <hr/>			
All Projects	<ul style="list-style-type: none"> • ARC Form • Certificate of Insurance and Liability of Vendor • Complete set of plans and specifications prepared by an architect, landscaper, engineer, painter, or other qualified professional, showing the Change’s nature, kind, shape, height, materials, color scheme, and other relevant details. 		
	Common Projects Checklists	<table border="1"> <tr> <td style="vertical-align: top;"> <ul style="list-style-type: none"> • DRIVEWAY / PATIO EXTENSIONS <ul style="list-style-type: none"> • Lot Survey with Project Drawing • New Pavers must match existing pavers • May not remove or relocate swale tree • Driveway extensions must not exceed 12’ • Driveway extensions must be within building line • FENCE <ul style="list-style-type: none"> • Lot Survey with Project Drawing. • Fence description (material, color, height) (Must be Olympia approved fence style and color). • Gate locations: <ul style="list-style-type: none"> • Side gates must be installed. • Rear gate must be installed unless rear fence abuts and is adjacent to another rear fence. • Must submit Olympia Removal Agreement notarized form (all owners on deed must sign). • ROOF REPAIR OR REPLACEMENTS <ul style="list-style-type: none"> • ARC Damage Deposit Form. • \$500 Check (Deposit). </td> <td style="vertical-align: top;"> <ul style="list-style-type: none"> • PAINT <ul style="list-style-type: none"> • ARC Form Color scheme must be followed. Each part of the house must be painted with the color assigned to that specific part. <ul style="list-style-type: none"> ⇒ No swapping. For newer color options (300’s), body color #2 to be used only if applicable. ⇒ Body colors #1 and #2 cannot be swapped to paint the entire body of the house. • Must submit color photos of: <ul style="list-style-type: none"> • house to be painted. • adjacent houses. • house(s) directly across street. • SCREEN ENCLOSURES, SWIMMING POOLS / SPAS <ul style="list-style-type: none"> • Lot Survey with Project Drawing. • ARC Damage Deposit Form. • \$500 Check (Deposit). • GARAGE DOORS / FRONT DOORS / SHUTTERS FAUX-WOOD PAINT <ul style="list-style-type: none"> • Sample color chip/photo of proposed grain finish. </td> </tr> </table>	<ul style="list-style-type: none"> • DRIVEWAY / PATIO EXTENSIONS <ul style="list-style-type: none"> • Lot Survey with Project Drawing • New Pavers must match existing pavers • May not remove or relocate swale tree • Driveway extensions must not exceed 12’ • Driveway extensions must be within building line • FENCE <ul style="list-style-type: none"> • Lot Survey with Project Drawing. • Fence description (material, color, height) (Must be Olympia approved fence style and color). • Gate locations: <ul style="list-style-type: none"> • Side gates must be installed. • Rear gate must be installed unless rear fence abuts and is adjacent to another rear fence. • Must submit Olympia Removal Agreement notarized form (all owners on deed must sign). • ROOF REPAIR OR REPLACEMENTS <ul style="list-style-type: none"> • ARC Damage Deposit Form. • \$500 Check (Deposit).
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Reminders	<ul style="list-style-type: none"> • The above is a summary of required items for information purposes only. Consult your Villages’ and Olympia’s ARC Guidelines for information required before submitting. • All documents should be submitted to your Village first, which, if approved, will forward to Olympia for decision. • No project or work may begin without the Village’s and Olympia’s prior written approval. Submission of the required documents does not guarantee the project will be approved. 		
	<ul style="list-style-type: none"> • ARC may require extra information to consider your request. • Homeowner should check with the Village of Wellington to see if a permit is required. Olympia’s approval does not imply VoW will approve. • Homeowner is responsible for all required changes arising from misleading or inaccurate information submitted or information omitted, including being required to restore the Property to the previous state (before the project began). 		



Conditions Precedent and Agreements by Applicant	<ol style="list-style-type: none"> 1. I have no unpaid obligations (incl. assessments, fines, late fees, interest, collection costs including attorney's fees) owed to Olympia or my Village, nor any uncured violations in Olympia or my Village (unless this Request is for curing such violations). 2. Attached is a completed Checklist of Important Documents and Notes for Common Projects. 3. I consulted my Village and Olympia architectural review guidelines about restrictions, conditions, and procedures, and understand to be complete, this Request must be completed, signed, include the Survey and Plans, and be accompanied by the ARC Damage Deposit (if applicable). This Request violates neither the Village nor Olympia architectural review guidelines. 4. I, with my heirs, assigns, successors, and successors in title, as it relates to the Change or any claims, causes of action, expenses (incl. attorney's fees) ("Claims") made in connection with, because of, or arising from any part of the Change, incl. when the Change or part of it has been approved, (a) assume sole responsibility for (i) repair, maintenance, and replacement of any Change, and (ii) damage to or interference with Village or Olympia Common Areas, including roads, sidewalks, landscaping, & underground facilities, other Lots, and (iii) the Property, and (b) will indemnify, defend, and hold harmless the Village, Olympia, and their respective managers, management companies, officers, directors, committee members, and agents from and against any such Claims. 5. Any approval constitutes (1) neither the Village's or Olympia's waiver of their rights under the Village and Olympia Declarations, any easements or other interest in the Village or Olympia Common Areas, nor (2) any warranty or representation by the Village or Olympia about the Change's structural integrity, suitability for intended purpose, building code conformance, or building official's approval. 6. Review or approval may take 30 days or longer depending on committee/board meeting schedules and investigations the Village or Olympia may undertake (but neither association must do so). Approval, if granted, is intended solely to maintain harmonious visual aesthetics with acceptable improvements within the Village & Olympia. No work may begin until Olympia returns this Request signed and approved, and any required Wellington permits have been issued, and I will instruct my contractors accordingly. 		
Owner	<p>I have read the above Checklists, Reminders, and Conditions Precedent and Agreements by Applicant, and certify all information contained on and submitted with this Request is accurate and agreed to, and all the proper items have been submitted:</p> <p>Applicant Signature: (all Property Owners): _____</p>		
Village ARC	Received: _____	Conditions/Notes:	
	_____ _____ _____		
	<input type="checkbox"/> Disapproved <input type="checkbox"/> Approved. I have verified the proper items have been submitted for this project, per the above checklist.		
	Village Name: _____ Signature: _____ Date: _____		
Olympia ARC	Received: _____	Disapproved _____	Approved _____
	Conditions/Notes: _____ _____ _____		
	Olympia Signature: _____ Date: _____		



Prepared by and return to:
 Wyant-Cortez & Cortez, Chartered
 840 US Highway One Suite 345
 North Palm Beach, FL 33408-3834
 (561)627.0009

OLYMPIA REMOVAL AGREEMENT

WHEREAS _____ (“Owner(s)”) desire(s) to construct or install a _____ (“Improvement”) on part of an easement or easements providing for drainage, access, conservation, or other purpose (“Easement”) in favor of Olympia Master Association, Inc. (“Olympia”), on land owned by Owner(s) described as Lot: _____ Block: _____ Plat Name: OLYMPIA _____ as recorded at Plat Book _____ Page _____, Public Records of Palm Beach County, Florida (“Dwelling Lot”), and the Improvement is intended to benefit the Owner(s) and Dwelling Lot by increasing the its use, enjoyment, function, and/or aesthetics, NOW THEREFORE, in consideration of Olympia approving the Improvement, if otherwise approved, Owner(s) agree(s) and covenant(s):

1. The above recital is true and incorporated here as if fully restated.
2. To remove the Improvement, at no expense to any easement holder, any easement beneficiary, Olympia, or any Village Association (collectively, “Easement Beneficiary(ies)”) nor to any adjoining Dwelling Lot Owner within 30 days’ notice by any Easement Beneficiary’s notice to Owner(s) that the Improvement is not or no longer is consistent with the Easement’s use as determined in the Easement Beneficiary’s sole discretion.
3. That this Removal Agreement must be recorded in the Public Records of Palm Beach County, Florida, and is a covenant running with the land and is binding on the heirs, personal representatives, grantees, assigns, successors in interest, and subsequent mortgagees and lien holders of Owner(s) and the Property.
4. That, with respect to the placement of the Improvement in the Easement, in the event Olympia or other Easement Beneficiary is challenged or a claim for damages is made, Owner(s) shall protect, defend, reimburse, indemnify, and hold Olympia and other Easement Beneficiaries, their agents, managers, community association management companies, employees, directors, officers, committee-persons elected officers harmless from and against all claims, liability, expense, loss, cost, damages or causes of action of every kind or character, including attorney’s fees and costs, whether at trial or appellate levels or otherwise from said challenge.
5. That if Owner(s) fails to remove the Improvement, Olympia may enforce this Removal Agreement like a violation or breach of the *Declaration of Covenants, Restrictions and Easements for Olympia*, recorded in Off. Rec. Bk. 14541, P. 1085, Pub. Rec. of Palm Beach County, Fla., as amended from time to time, including such provisions for entry upon the Dwelling Lot, Fines, Individual Assessments, attorney’s fees and costs, and equitable relief.

 Owner Signature

 Owner Signature

 Owner Printed Name

 Owner Printed Name

State of Florida, County of Palm Beach):

The foregoing Olympia Removal Agreement was acknowledged before me this _____ day of _____, 202____, by _____ by [] online notarization or [] physical presence who [] is personally known to me or [] provided _____ as identification.

SEAL:

 Notary Public, State of Florida
 Printed Name: _____



Architectural Review Committee (ARC) Damage Deposit Form

_____ and _____
("Owners") of _____, Wellington, Florida, submit the request to the Architectural Review Committee ("ARC"), for written approval of the attached plans and specifications or drawings ("Plans") for the construction of the improvements shown on the Plans *the "Improvements"). The Owners acknowledge and agree that they shall be responsible for any and all damage to roadways, sidewalks and landscaped areas and any other common areas governed by the Master Association or any Village Association or any other property within Olympia ("property") in connection with or arising out of the construction of the improvements.

Without in any way limiting, and in addition to the rights and remedies of the Architectural Review Committee ("ARC") and the homeowners association(s), the Owners hereby deposit the sum of \$500.00 ("Deposit") with Olympia Master Association, Inc. ("Master Association"), to be used by the Master Association, or its designees, in the Master Association's sole discretion, to repair or restore any damage to the Property caused by or resulting from the acts or omissions of the Owners, or the Owners' contractors and agents in connection the construction of the Improvements. The Owners shall be liable to the Masters Association for any amount in excess of the Deposit required to effect the repairs to or restoration of the Property, or to pay any claim for injury or damage to the Property.

The Owners shall notify the Master Association in writing upon completion of the Improvements. If the Master Association determines: (a) that there is no damage to the Property, the Deposit shall be refunded to Owners within 30 business days of the Master Association's determination; or (b) that there is damage to the Property, then, after deducting the costs and expenses as aforesaid from the Deposit, the balance, if any, shall be returned to Owners with 30 business days of completion of the repairs or restoration, or the payment of any claims.

Dated: _____, 20____

x _____

x _____

PLEASE MAKE CHECK PAYABLE TO: OLYMPIA MASTER ASSOCIATION, INC.

ACKNOWLEDGMENT

Olympia Master Association, Inc. acknowledges receipt of the Deposit (if paid by check, subject to clearance) and agrees to act in accordance with the terms of the Application.

OLYMPIA MASTER ASSOCIATION, INC.

Dated: _____, 20____

by: _____