



3900 Woodlake Blvd., Suite 309, Lake Worth, FL 33463
Ph: (561) 641-8554 / Fx: (561) 641-9448

RANCHETTE LAKE HOMEOWNERS' ASSOCIATION, INC.

ARB CHECKLIST

An Architectural Review Board (ARB) Application must be submitted for all modification requests to the exterior of your home or property. Please complete the application and include all the applicable following documentation along with a ***\$25.00 processing fee which is to be in the form of a cashier's check or money order payable to GRS Community Management.***

1. ARB Application outlining in detail the scope of work to be performed.
2. Homeowners Insurance (if doing is being performed by homeowner).
3. Contractor(s) Business License(s).
4. Contractor(s) Certificate of Insurance (Ranchette Lake HOA must be listed as Certificate Holder and Additional Insured).
5. Contractor(s) Workers Compensation Certificate(s).
6. Permit from the County (if applicable).
7. Schematic of home/drawing of work being done:
 - Dimensions of project (example size of patio extension or driveway expansion)
 - Type of material being used (for this usually the estimate from the contractor will provide the necessary information/detail)
 - Colors being used (if applicable)
8. Landscaping should include what is being removed and what is being put back (if you take out a tree you must replace it). Some instances of disease may not allow for replanting of a tree, please make sure to indicate why the tree is being removed.
9. If adding landscaping names of plants/shrubs/trees need to be included along with a colored picture of the plant/tree/shrubs being installed.
10. Windows/Hurricane impact windows must conform with the Community's standards of colors and style. You must provide a colored picture of what the windows will look like.

Please submit via hand-delivery or USPS the completed application, fee and all applicable documentation to GRS at the address indicated above.



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RANCHETTE LAKE HOMEOWNERS' ASSOCIATION, INC.
APPLICATION FOR ALTERATIONS

HOMEOWNER NAME: _____

PROPERTY ADDRESS: _____ LOT #: _____

CONTACT PHONE: _____ EMAIL ADDRESS: _____

DESCRIBE IN DETAIL, TYPE OF ALTERATION AND MATERIALS TO BE USED:

Is there a permit required? Yes No

Has the project been approved by the City/County Authority? (If applicable, please provide copies of such documents.)

Contractor/Vendor Name: _____

License Number: _____ Telephone No.: _____

An application requesting approval of any alteration which occurs outside the exterior walls of the building, MUST BE ACCOMPANIED BY THE FOLLOWING: A SKETCH INDICATING LOCATION, SIZE AND TYPE OF CONSTRUCTION; A COPY OF YOUR SURVEY SHOWING WHERE THE CHANGES WILL BE LOCATED, AND OTHER PERTINENT INFORMATION. ALSO ATTACH A COPY OF YOUR CONTRACTORS LICENSE, INSURANCE CERTIFICATE (LIABILITY & WORKMAN'S COMP. CERTIFICATE)

If approval is granted, it is not to be construed to cover approval of any County Code requirements. A building permit from the County Building Department is needed on most property alterations or improvements. NOTE: Any alterations may not encroach onto any existing 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 COMMUNITY MANAGEMENT are not required to take any action to repair, replace, or maintain any such approved change, alteration, or addition, or any damage resulting therefrom 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 LANDSCAPING AROUND THE FENCE AS WELL AS INSIDE THE FENCE AREA. THIS MAINTENANCE MUST BE DONE BY THE HOMEOWNER AT NO EXPENSE TO THE ASSOCIATION.

HOMEOWNER SIGNATURE

DATE



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**RANCHETTE LAKE HOMEOWNERS' ASSOCIATION, INC.
APPLICATION FOR ALTERATIONS**

ACTION BY THE ASSOCIATION:

APPROVED: _____

*NOT APPROVED: _____

*REASON(S) FOR NON-APPROVAL:

SIGNATURE - ASSOCIATION REPRESENTATIVE

DATE

SIGNATURE - ASSOCIATION REPRESENTATIVE

DATE

WAIVER OF LIABILITY

The undersigned hereby agrees that any and all liability caused by or arising from any acts which may increase the hazard of susceptibility to loss on the described premises shall not be held against the ASSOCIATION AND GRS COMMUNITY MANAGEMENT, "as their interest may appear," and they shall be held harmless from any liability arising therefrom and indemnify them for all losses, costs, expenses and attorney's fees in connection with any such addition to their unit.

DATE: _____

UNIT OWNER: _____

DATE: _____

UNIT OWNER: _____

DATE: _____

WITNESS: _____

DATE: _____

WITNESS: _____