

The Isles Homeowners Association, Inc.

% Capital Realty Advisors, Inc. 600 Sandtree Dr. Suite 109 , Palm Beach Gardens, Fl 33403

Date Received _____ By _____

ACC Change Application

Name of Applicant Homeowner

Date of Application

Address of Unit and, if different ,Address of Applicant Owner

Telephone Number (daytime)

Telephone Number (Evening)

Email Address

A. Description of Requested Change:

B. Checklist of Required Documents: The following items must be attached to this application before it will be received or considered by the Architectural Control Committee (ACC). An incomplete application will be returned to the applicant for completion. Two copies of the application package are required for processing, but if an applicant submits a single copy a charge will be incurred for making the second copy. After action by the ACC, a copy of the decision and the application package will be returned to the applicant. **Initial each item to confirm that it has been attached or mark it NA for not applicable.**

1. _____ Insurance Certificate of your contractor or landscaper and any required permits.
2. _____ Signed contract between you and your contractor or landscaper for the proposed work covered by the application.
3. _____ Site plan survey (from your Documents) showing the location of the changes being proposed.
4. _____ Samples of materials and colors for projects involving paint, awnings, pavers, etc.
5. _____ If the proposal involves landscape changes:
 - a. A drawing by you or your landscaper showing which plants and/or trees would be removed, replaced or added. Label each tree or plant which would be affected by the proposal and provide the common or Latin names of any plants or trees.

- b. For any plants or trees which are not currently in common use on the property, a copy of printed source documentation giving a picture and description of the plant or tree, characteristics such as growth rate, height, spread, its form, etc. This documentation could be from a Google search or from a book about landscaping material.

6. _____ If the proposal is for structural changes, major construction, screen enclosures, pools, addition of a generator or pool heater, attach the following information:

- c. _____ State license and or registration for contractor.
- d. _____ A copy of any license or registration required by Florida, Palm Beach County or Palm Beach Gardens for your contractor’s occupation or business.
- e. _____ A copy of all applicable Building Permits required by Palm Beach County or Palm Beach Gardens. If not available at the time of application, permits must be provided to the property manager prior to beginning any work. (To be supplied prior to commencement.)
- f. _____ If making structural changes, provide drawings, floor plans, and a site plan including exterior elevations (all views), and a survey showing setbacks and property lines in relation to any proposed structure or modification
- g. _____ A check for \$500 as a damage deposit to correct any damage to the common areas by construction activity. Any unused portion of the deposit will be returned to the owner.
- h. _____ A deposit in the amount \$250 to the Association for all projects requiring permits. Such deposit is to be made at time of application and shall be returned upon receipt by the property manager of the permit indicating final applicable governmental inspection and approval.

The undersigned acknowledge that they have read and understand this application and understand and agree that no work is to be started until a signed written approval is received. Starting a project prior to approval is subject to a fine of up to \$100 per day to a maximum of \$1000. I/We understand that compliance is required with any conditions that may be included as part of the approval.

_____ Date _____ Date
 Applicant’s Signature Applicant’s Signature

CONDITIONS OF APPROVAL

Note that the following conditions of approval apply to commonly requested changes.
For a complete list consult the ACC Guidelines and Documents.

- 1. **Projects involving landscape changes:** It may be stipulated as a condition of approval that the owner is responsible for maintaining and trimming of all landscape material approved by the ACC, including weeding, mulching, pruning, pest control, etc. and replacement of installed plantings in the event they die or are damaged. No landscaping material may encroach on neighboring properties or common areas. Pool heaters, satellite dishes and ground based structures are required to be screened from view with approved hedge plantings. If the owner fails to maintain

the plantings, and the plantings become overgrown or unsightly, the owner will be sent a written notice indicating there is a 10 day period in which the situation must be corrected. As a condition of approval, the owner must agree the HOA may either perform the necessary maintenance or remove the plants at the owner's expense. If ownership of the property transfers, either the new owner must agree to be bound by the conditions of approval or the existing owner must remove all the plantings covered by the approval and return the landscape to its original design.

- 2. Hurricane Shutter Changes:** All hurricane shutter material and exterior tracks must be white in color.
- 3. Projects involving irrigation system changes:** If irrigation equipment is affected by the request the owner is required to use the HOA's irrigation contractor to make any necessary changes to the irrigation system, including capping off heads and relocating irrigation lines. This will be at the owner's expense. Failure to use the HOA's contractor will result in owner being responsible for any costs incurred to the HOA to restore the irrigation system to working order. The contractor's number is 561-762-4189 (Kelvin with BrightView).
- 4. Projects involving fencing or screening:** All exterior aluminum must be white and all screening material must be charcoal color.
- 5. Projects involving exterior painting:** No change in the original exterior color of a Unit is allowed.
- 6. Solar Panels:** Piping, fasteners and frames for solar panels must be painted to match the adjacent roof, wall or trim color.
- 7. Projects requiring permits.** Any required permits must be obtained and displayed by the owner prior to starting work.

Landscape Committee Recommendation Date Reviewed _____

- Not recommended for approval
- Recommend for approval, owner responsible for replacement
- Recommend for approval, owner responsible for replacement and maintenance

Comments/Recommended Conditions:

Landscape Committee (Two signatures required)

_____	_____	_____
Name	Signature	Date
_____	_____	_____
Name	Signature	Date
_____	_____	_____
Name	Signature	Date

Decision of the ACC (copy to be mailed to owner)

Approved with the following conditions:

Denied for the following reasons:

_____ Approved Denied
 Committee Member's Signature Date

_____ Approved Denied
 Committee Member's Signature Date

_____ Approved Denied
 Committee Member's Signature Date

_____ Approved Denied
 Committee Member's Signature Date

_____ Approved Denied
 Committee Member's Signature Date

_____ Approved Denied
 Committee Member's Signature Date