

COMMITTEE APPROVAL: DEBBIE WILLSON _____ RUSS MAYER _____ DON DAUGHERTY _____
DIANNE STEVENS _____ RICH COHEN _____

DELRAY VILLAS PLAT 4/5 HOMEOWNERS ASSOCIATION, INC
APPLICATION FOR ARCHITECTURAL IMPROVEMENTS
(EXTERNAL PAINTING, CONSTRUCTION, OR MODIFICATIONS)

SINGLE HOUSE _____ DUPLEX _____

NAME OF OWNER _____ DATE _____

PHONE (LOCAL) _____ PHONE (OTHER) _____

EMAIL ADDRESS _____

UNIT ADDRESS _____

NATURE OF IMPROVEMENT(S) _____

1. A SKETCH OF THE PROPOSED IMPROVEMENT(S) MUST ACCOMPANY THIS APPLICATION INDICATING LOCATION(S), DIMENSIONS, AND ALL MATERIALS TO BE USED.
2. SUPPLIER OR CONTRACTOR MUST HAVE A BUSINESS LICENSE AND INSURANCE IN PALM BEACH COUNTY.
3. IF THE WORK IS IN LANDSCAPING: THE SKETCH MUST INDICATE ITS LOCATION, SIZE, MATERIALS TO BE USED, AND THE LOCATION OF ALL SPRINKLER HEADS.
4. IF THE WORK IS PAINTING-HOME: COLOR NAME AND NUMBER FROM THE COLOR CHART MUST BE SUBMITTED WITH THIS APPLICATION AND FOR A DUPLEX INDICATE THE COLOR OF COMMON WALL(S). _____
5. IF THE WORK IS STAINING-DRIVEWAYS: COLOR NAME AND NUMBER FROM THE COLOR CHART MUST BE SUBMITTED WITH THIS APPLICATION. _____

THE HOMEOWNER AGREES TO NOTIFY THE ACC WHEN THE PROJECT IS STARTED & COMPLETED.

NOTE: PLEASE READ ATTACHMENTS BEFORE SIGNING

Depending on the work being done, review all conditions, then (initial area below)

ARCHITECTURAL _____, LANDSCAPING _____, PAINTING - HOMES/DRIVEWAYS _____

Application must be signed before submitting it to the ACC

OWNER'S SIGNATURE _____ **DATE** _____

ACTION OF ACC BOARD: () APPROVED () DISAPPROVED **DATE:** _____

REASON FOR DISAPPROVAL _____

**RETURN APPLICATION TO: DELRAY VILLAS 4/5 ARCHITECTURAL CONTROL COMMITTEE CHAIR
DEBBIE WILLSON, 6364 OVERLAND DRIVE 631-624-7779**

ARCHITECTURAL CONTROL COMMITTEE

POLICIES AND PROCEDURES

A. Submitting an application: CHECKLIST

1. Application Process _____
2. Site plans _____
3. Drawings, Photographs, and other information _____
4. Permits _____
5. General Compliance _____

B. Basis of Decisions

C. Notification of Approval

D. Job Site Conditions

E. Violations

1. Enforcement
2. Fines

**ARCHITECTURAL CONTROL COMMITTEE
POLICIES AND PROCEDURES**

A. Submitting an application: No proposed improvements may be erected, constructed, affixed, placed, deleted or altered before submitting an application and obtaining approval in writing in advance by the ACC

1. Application Process: Applications may be obtained from the Delray Villas 4/5 ACC Chairperson. Completed applications must be hand delivered to the ACC Chairperson. Only an HOA member (homeowner), not tenant, may file an application to the ACC.

2. Site plans: Homeowners may not make any changes, modifications, additions, deletions and new construction outside the boundaries of their property. A property survey must be included with the application showing the location of existing structures and the boundaries of the property. Proposed changes, modifications, new construction, or additions must be indicated thereon, including dimensions and distances between the home and adjacent properties. Landscaping changes, modification, additions, or deletions must be indicated as well.

3. Drawings, Photographs, and other information: A graphic description of the request must be provided. This may be in the form of manufacturer's literature, photographs, or freehand or mechanical drawings. The amount of detail must be consistent with the complexity of the proposal. Proposals for landscaping should include graphic description of the type of plantings to be installed or removed, and information regarding the nature of the plantings proposed and the height to which they will eventually grow, no higher than the window ledge or brick facing in the front. All owners must maintain their landscaping including all trees on a regular basis.

4. Permits: The applicant is solely responsible for determining all permit requirements that apply to the requested modifications, additions, or deletions, from Palm Beach County and any other applicable governmental authorities, and for obtaining all requisite permits prior to submission of an application to ACC.

5. General Compliance: All homeowners shall comply with all terms and conditions found in the Operation Documents, including but not limited to Articles of Incorporation, Bylaws, and the Rules and Regulations of Delray Villas 4/5, which are in effect or may be enacted by the Board of Directors in the future as pertains to the maintenance and upkeep of their property.

ARCHITECTURAL CONTROL COMMITTEE POLICIES AND PROCEDURES

B. Basis of Decisions: The ACC makes decisions based on the information provided by the homeowner and the standards set forth in the Governing Documents as further described in the document. The ACC does not seek to restrict an individual's taste or preferences. In general, its aim is to avoid glaring disparities in the landscaping and architectural themes of Delray Villas 4/5 and to foster thoughtful design so that there is harmony between neighboring residences. The ACC strives to be fair and impartial in the application review process. ACC approval of plans or specifications submitted by one homeowner shall not be deemed to be a waiver by the ACC of the right to object to any of the features or elements if and when the same features and elements are included in subsequent plans and specifications submitted for approval by other homeowners.

C. Notification of Approval: The ACC has the right to reject an application in order to request additional information. A rejection issued in order to request additional information waives the original thirty (30) day time period, and a new thirty (30) day time period will begin upon receipt of the additional information requested.

D. Job Site Conditions: The ACC Chairperson has the right to require cessation of work if the following are not adhered to:

1. Job sites must be kept in a neat and orderly condition, as determined by the ACC. All tools must be safely and securely stored and the site kept free of trash and construction debris
2. Commercial construction hours must not exceed the limits set in the Palm Beach County ordinances - Monday through Friday 8:00AM to 8:00PM and Saturday and Sunday, 8:00AM to 4:00PM.
3. Construction operations must comply with all state and local government ordinances.

E. Violations: Any work in connection with changes, modifications, additions, deletions, and new construction made without the prior written consent of the ACC will be considered a violation and subject to fine. No changes, modifications, additions, deletions, or new construction will be allowed to remain if they are in violation of Delray Villas 4/5 Governing Documents or County zoning or building ordinances or regulations.

1. **Enforcement:** The HOA is empowered to enforce its policies by means specified in the Governing Documents, including an action in a court of law to ensure compliance. The HOA has the right to levy fines and request full reimbursement of all costs incurred by the HOA for changes, modifications, additions, and new construction made without the application to approve from the ACC.
2. **Fines:** Homeowners are subject to fines of up to \$100.00 per day up to a maximum of \$1000 for failure to obtain required ACC approval, failure to implement a project consistent with the conditions of approval by the ACC, or for implementing a project after receiving a disapproval decision from the ACC. Fines may be imposed in addition to other remedies available to the HOA, including legal action.