

Tequesta Hills Condominium Association, INC.  
Sea Breeze Community Management Services, Inc.  
4227 Northlake Boulevard  
Palm Beach Gardens, FL 33410  
(561) 626-0917 Fax: (561) 626-7143  
www.seabreezecms.com

**REQUEST FOR ARC APPROVAL**

Owner Name: \_\_\_\_\_ Date: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone Numbers: Home: \_\_\_\_\_ Work: \_\_\_\_\_

I, the undersigned owner hereby request permission from the Architectural Review Committee to make the following change:

**Description of addition/modification:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Note:** A drawing and/or diagram, listing the specifications to be used, including materials, dimensions, type and color **MUST** accompany this request in order for this application to be considered or reviewed by the ARC/Board.

Contractor Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Contractor Address: \_\_\_\_\_

IT IS HEREBY UNDERSTOOD THAT NO WORK SHALL BEGIN UNLESS THE OWNER HAS RECEIVED WRITTEN AUTHORIZATION TO PROCEED WITH THE REQUESTED CHANGE FROM THE ARCHITECTURAL REVIEW COMMITTEE THROUGH SEA BREEZE CMS, Inc. ANY WORK NOT PERFORMED IN STRICT CONFORMANCE WITH THE APPROVED PLANS SHALL BE CORRECTED TO CONFORM WITH THE APPROVED PLANS.

\_\_\_\_\_  
Unit Owner Signature

\_\_\_\_\_  
Unit Owner Signature

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**ARCHITECTURAL REVIEW COMMITTEE**

For Committee Use Only:

\_\_\_\_\_ The above request has been APPROVED.

\_\_\_\_\_ The above request has been APPROVED with the following revisions: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_ The above request has been DENIED with the following revisions: \_\_\_\_\_

\_\_\_\_\_

ARC/Board Signature: \_\_\_\_\_ DATE: \_\_\_\_\_

ARC/Board Signature: \_\_\_\_\_ DATE: \_\_\_\_\_

# **Tequesta Hills Architectural Guidelines**

**Revised February 2012**

**IF, AT ANY TIME, AN OWNER AND/OR RESIDENT IS NOT CERTAIN ABOUT ANY SPECIFICATION, THEY MUST CONTACT THE TEQUESTA HILLS BOARD OF DIRECTORS FOR DIRECTION**

## **Air Conditioning/Heating Units**

- A minimum of 2 ton air conditioning units are allowed.
- See attached air conditioning unit specifications.

## **Awnings**

- Awnings project is temporarily on hold until retractable awning prototypes are in place and functional. Prototypes will be installed in the future, if appropriate, and results will be reported to the Board of Directors for final decision.

## **Balcony**

- The balcony floor structure cannot be removed.
- The balcony is not to be used as a storage area.
- Carpeting will not be allowed on balconies as this creates moisture between carpeting and balcony which causes erosion.
- The balcony must be kept in good repair. Please contact Sea Breeze Management Company if repairs are needed.

## **Brick Veneer**

- Any damage to the brick veneer on exterior of building is prohibited. Repairs will be charged back to the Homeowner for damage.
- Regrouting of soil is prohibited. If there is a concern with water leakage, please contact the Board of Directors or Sea Breeze Management Company.

## **Building Exterior**

- The exterior building color must be the same paint color as the hurricane shutters (currently Sausalito in satin finish saved under Tequesta Hills wall color) for color uniformity. The paint color can be obtained from Porter Paints/PPG or Home Depot. Please see miscellaneous information for directors and business information to Porter Paints/PPG.
- Any paint color variation will not be allowed.

## **Concrete Patio**

- Courtyard size is currently 13' 10" x 22' 6" as indicated in By-laws and amended as per Article VII as 13' 8" x 24' 6" and must remain as stated per documentation.
- The concrete patio structure cannot be removed. Monetary damage to patio will be charged back to the Homeowner for reimbursement.
- The concrete patio can be painted or overlaid with a tile of the owner's and/or resident's choosing, enhanced as long as it does not jeopardize the integrity of the concrete or cause any maintenance issues. An application must be submitted, and the Architectural Committee or Board of Directors must give written approval before alterations can take place.
- The concrete patio structure must be kept in good repair.
- The owner will be held accountable for any damage to the patio.

### **Entry Door/Storm Doors/Screens**

- Windowed doors and windowless doors are currently in place and are acceptable. The door style is of the owner/s/resident's discretion.
- Entry door exteriors must be painted white or off-white. Owners and/or residents with any other paint color will be required to paint the exterior of the door white or off-white.
- Storm doors must be white or off-white.
- Entry doors, storm doors and screens must be clean and kept in good repair.
- Any other variation in paint color will not be allowed.

### **Fence Surrounding Courtyard Area**

- All fences surrounding the Courtyard area must be the same brown paint color as the storage area for color uniformity. The brown paint is on file at Porter Paints/PPG and Home Depot. Please see miscellaneous information for directions/business information for Porter Paints/PPG.
- The fences cannot be dismantled.
- If the owner and/or resident choose to replace or refurbish the fencing, they must replace or refurbish exactly as the original structure. The Association has contractors on file that can replace or repair fencing. Therefore, any work completed by the owner or the owner's vendor is done so at the owner's expense.
- Any variation in paint color or dimensions will not be allowed.
- The fences must be kept in good repair.

### **Gate Entry Door**

- The owner can mount their personal choice of decoration, within reason, on the exterior of the Gate Entry Door. Decorations cannot be heavier than one (1) pound.
- The Gate Entry Door must be the same brown paint color as the storage area and the surrounding Courtyard fence for color uniformity. The brown paint is on file at Porter Paints/PPG and Home Depot. Please see miscellaneous information for directions/business information for Porter Paints/PPG.
- The Gate Entry Door exterior hardware must be in a black color.
- If the owner chooses to replace or refurbish the Gate Entry Door, they must replace or refurbish exactly as the original structure as to the dimensions of the board material to be used and the paint color, at their own expense.
- The use of Dutch Doors regarding the Gate Entry Door is prohibited. The original structure, in good repair, must remain intact.
- The Gate Entry Door and hardware are the responsibility of the Association.

### **Gate Entry Lights**

- For those units having entry lights, they are of a white, black or bronze color, and are currently acceptable.
- Some entry lights, not all, are in working order.
- The Gate Entry Lighting will be reviewed at a later date by the Board of Directors to improve upon the overall appearance of the Community.

### **House Numbers/Letters**

- As the Palm Beach County Fire Rescue Ordinance, Local Amendment to the Florida Fire Prevention Code 2008, Chapter 69A-60, states:
- Approved numerical and/or alphabetical addresses shall be posted for all new and existing buildings in such a fashion that is plainly visible and legible from the street or roadway. All address related numbers and/or letters shall be posted on contrasting backgrounds and shall

be consistently placed throughout. All building numbers and/or letters shall be a minimum of eight (8) inches in height.

- In order for the Tequesta Hills complex to be in compliance with the Palm Beach County Fire Rescue Ordinance, to assist in the guidance of all emergency vehicles, and to ensure the safety and well-being of the Community, the following must be adhered to:
- Numerical and alphabetical addresses must be posted consistently and conspicuously throughout the Tequesta Hills complex. All alphabetical and numerical addresses will be identical in size, shape and color.
- Due to the difficulty of locating eight (8) inch numbers and letters, seven (7") inch numerical and alphabetical addresses are acceptable.
- The seven (7) inch numerical and alphabetical addresses will be posted horizontally on the fence surface facing the roadway circle, preferably to the right of the Entry Gate. If this is not possible, the address sets will be posted of the left of the Entry Gate. Every attempt will be made to ensure that the addresses are plainly and clearly visible to all emergency vehicles. Our # 1 priority is to ensure that emergency vehicles can immediately locate the appropriate building and unit when residents need emergency assistance.
- For the building units not facing the roadway circle or the main entrance, the 7 inch numerical and alphabetical addresses will be posted in a fashion clearly visible to all emergency vehicles from the main entrance or the roadway circle.
- If your entry way is not readily seen from the roadway circle or the main entrance, the address sets will be posted facing the main entrance or where it would be most strategically visible to emergency vehicles.
- All address related numbers and letters will be in beige only, with the contrasting background of the brown fence surrounding the Courtyard area.
- The owner can mount their personal choice of numeric and alphabetical lettering on their Gate Door only.
- No obstruction of any kind regarding the visibility of the beige, seven (7) inch numeric and alphabetical addresses will be allowed and removal is prohibited.

### **Hurricane Shutters**

- Hurricane shutters may not be installed without the prior written approval of the Board of Directors.
- The hurricane shutters must be the same paint color as the exterior of the building unit (currently Sausalito in satin finish) for color uniformity. The paint color can be obtained from Porter Paints/PPG or Home Depot.
- Two (2) types of hurricane shutters are currently acceptable:  
Permanently installed accordion-type hurricane shutters.  
Screw-mounted type (temporary) hurricane shutters.
- All hurricane shutters must be in good repair.

### **Plantings/Regarding of Soil**

- Any plantings within the confines of the Courtyard area must not be allowed to grow through the fence slate or against the building. The Landscaping Company will cut any plantings protruding through the fence slate.
- Removal of plantings outside the Courtyard area is prohibited. Homeowners will be charged for replacement of any removal of landscaping, i.e., plants, trees, etc.
- Regarding of soil is prohibited. If there is a concern with water leakage, please contact the Board of Directors or Sea Breeze Management Company.
- The Board of Directors, prior to any planting, must approve all plantings outside the Courtyard area.

## **Railings**

- All railings must be of the bronze tone paint color for color uniformity. The bronze tone paint color (currently Bronze) can be obtained from Porter Paints/PPG or Home Depot.
- Any variation in paint color will not be allowed.
- The railings cannot be enclosed, with any structure, without the prior approval of the Board of Directors.
- The railings must not be dismantled.

## **Sidewalks**

- The original sidewalks cannot permanently be removed or dismantled.
- Contact the Board of Directors for any repair or replacement.

## **Sliding Doors/Screens**

- Sliding doors and screens must be clean and kept in good repair.

## **Sprinkler Head**

- It is the responsibility of the Homeowner and/or resident to notify all contractors that parking on the lawn area is prohibited. Repairs will be charged back to the Homeowner for damage.

## **Storage Area**

- The original storage structure cannot be permanently removed or dismantled.
- The storage structure must have an entry door and all applicable hardware.
- The storage area must be the same brown as the Courtyard fence for color uniformity. The brown paint is on file at Porter Paints/PPG or Home Depot.
- Any variation in paint color will not be allowed.
- If the original Storage Area is replaced, the same measurements/dimensions of the original Storage Area must be followed, i.e., standard shed or extended shed. If you are increasing or decreasing the size of the Storage Area, you must acquire the written approval of the Board of Directors.
- If the above procedure is not adhered to, the contractor for Tequesta Hills will refurbish or replace and the expense will be charged to the owner.

## **Storage Area Roofing**

- The owner will have the choice of keeping the clear, corrugated plastic (utilizing sunlight for those Storage Areas without electricity and to prevent mold and/or mildew growth) or if the owner prefers, the corrugated plastic roofing can be painted brown. The brown paint color must be the same brown paint used for the Storage Area and fence surrounding the Courtyard area for color uniformity. The brown paint is on file at Porter Paints/PPG and Home Depot. The corrugated plastic must be screwed into 4x 4s at the top of the Storage Area for stability. The corrugated section of plastic (rippled side) must face outward toward the roadway or Common Area.
- In addition to the above, wood roofing material painted in the same brown fence color or no roofing material, will be allowed.
- Nails must not be protruding/showing on these structures.
- The overhang on all sheds must be 4 inches for drainage purposes.
- There must be a slight roofing pitch ensuring water drain off.
- If the owner chooses to replace or refurbish the Storage Area roofing, they must notify the Tequesta Hills Board of Directors prior to any construction, meet the above guidelines and

obtain approval from the Board of Directors, after completing the work. Any discrepancies must be rectified prior to approval from the Board.

- The Storage Area roofing must be kept in good repair.

### **Miscellaneous Information**

- The owner and/or resident shall notify the Board of Directors immediately regarding any maintenance or repair required for the following:
  - Building Exterior
  - Fence Surrounding Courtyard Area
  - Gate Entrances
  - Seven (7) Inch House Numbers
  - Railings
  - Storage Area
  - Storage Area Roofing
- If the owner chooses to repair, replace, paint or refurbish any item listed above, they must do so at their own expense.
- Porter Paints/PPG, 505 Alternate A1A, Jupiter, Fl. (561) 747-6446. Directions from Tequesta Hills: make a left onto County Line Road, make a left onto Old Dixie Highway and continue until you pass Center Street, move into the left-hand lane and make the next left. Porter Paints is open for business everyday from 7:00 a.m. to 5:00 p.m. and 7:00 a.m. to 12:00 noon on Saturdays.

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C/O Sea Breeze Community Management Services, Inc.  
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Palm Beach Gardens, FL 33410  
(561)626-0917 Fax (561)626-7143  
[www.seabreezecms.com](http://www.seabreezecms.com)

**Application to Replace Air Conditioning Unit**

Building # \_\_\_\_\_

Owner's Name \_\_\_\_\_

Address \_\_\_\_\_

Phone # \_\_\_\_\_

Replacement Model \_\_\_\_\_

Name \_\_\_\_\_

Size \_\_\_\_\_

Date of Installation \_\_\_\_\_

Name of Company Installing Unit \_\_\_\_\_

Company's Address \_\_\_\_\_

Company's Phone # \_\_\_\_\_

Florida Insurance #'S \_\_\_\_\_

I (we) \_\_\_\_\_, owner (s) of this above unit, acknowledge receipt of specifications for installing air-conditioning unit and further agree to comply with said specifications. Failure to do so will void this permit and cause air-conditioning unit to be removed at the owner's expense.

\_\_\_\_\_  
Signature of Owner (s)

\_\_\_\_\_  
Signature of Owner (s)

Approved Board of Directors: \_\_\_\_\_

Installation inspected and approved: \_\_\_\_\_

Management Co. \_\_\_\_\_

Tequesta Hills Condominium Association

**Air-Conditioner Contractor's Responsibility**

1. Contractor must make sure no part of new air-conditioner or duct work be no closer than 3" from property line (A)
2. Contractor is responsible for all measurements for Pan and Duct work and making of same.
3. Contractor must seal Unit supply duct to House supply duct.
4. Pan must be made of 14 gauge galvanized metal
4. Pan must be insulated inside with duct insulation.
5. Pan must have 1/2" clearance on all sides of curb.
6. Contractor must take great care to make sure the roof is not damaged in any way by his work or workers.
7. Contractor must remove all of the old air-conditioner, screws, and debris from roof after installing new unit.



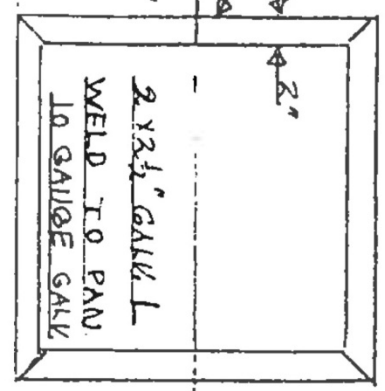
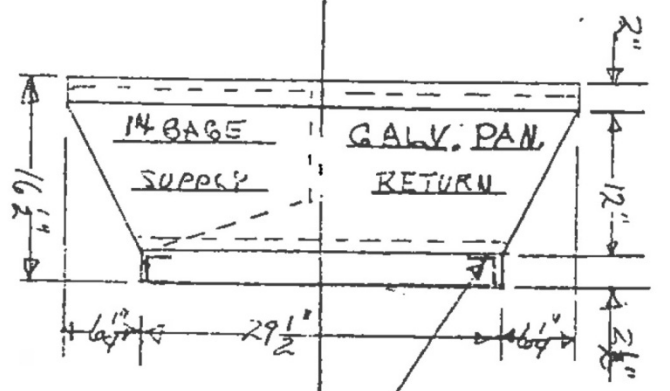
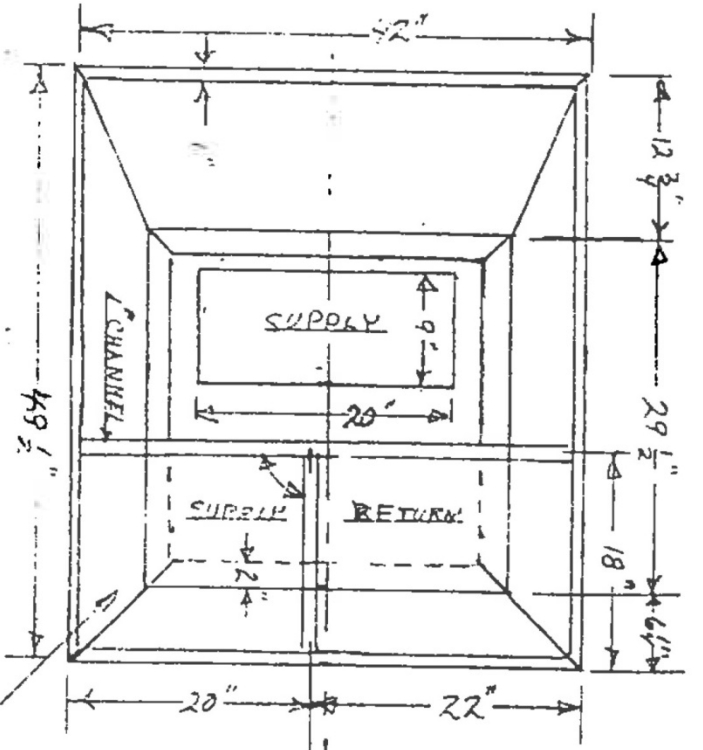
## TEQUESTA HILLS

### AIR CONDITIONING PACKAGE UNIT SPECIFICATIONS

#### (ROOF TOP)

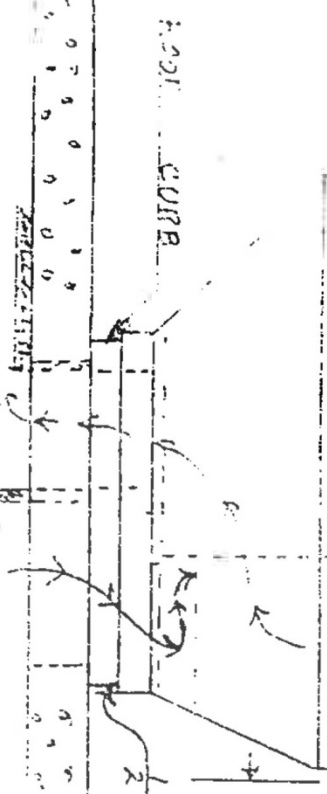
ALL NEW AND REPLACED AIR CONDITIONING UNITS MUST COMPLY WITH THE FOLLOWING SPECIFICATIONS:

1. All electrical work in connection with any new installation of air conditioning equipment must be verified for compliance with all applicable building codes including any new update as required. This includes disconnects, wiring, conduits, connections, weatherproof assemblies and any and all related items.
2. In connection with this work, the existing units must be removed with great care, protecting the roof assembly at all times, flashing, curbs, etc. The owners are entirely responsible for any damages, penetrations, etc. The owners are responsible for repair or demolition of any roof components.
3. New units must be a minimum of 2.0 ton package unit with new thermostats.
4. New units must fit the original wood curbs. This requires a transition metal curb designed per the original units to enable connection of the new unit in the transition curb. Utilize code approved anchorage strapping. New wood curbs must be mechanically anchored into the concrete with minimum penetration of 1.5 inches.
5. Roof membrane must run up over the top of the wood base curb prior to transition curb mounting.
6. Seals must be kept in water-tight condition.
7. Offset side draft air conditioning units are not permitted. They are considered hazardous and high winds and are subject to easier blow-off which could damage the roof.
8. All roof repairs must be implemented with John's Mansfield. .060 mil PVC compatible products.
9. Do not use asphalt products to seal any breach in the roof system.



ROOF CURB

SYSTEM MODEL BOUL  
LIGHT CONDITIONS AND HEAT  
OR 2 EQUAL  
VIEW DRAWING



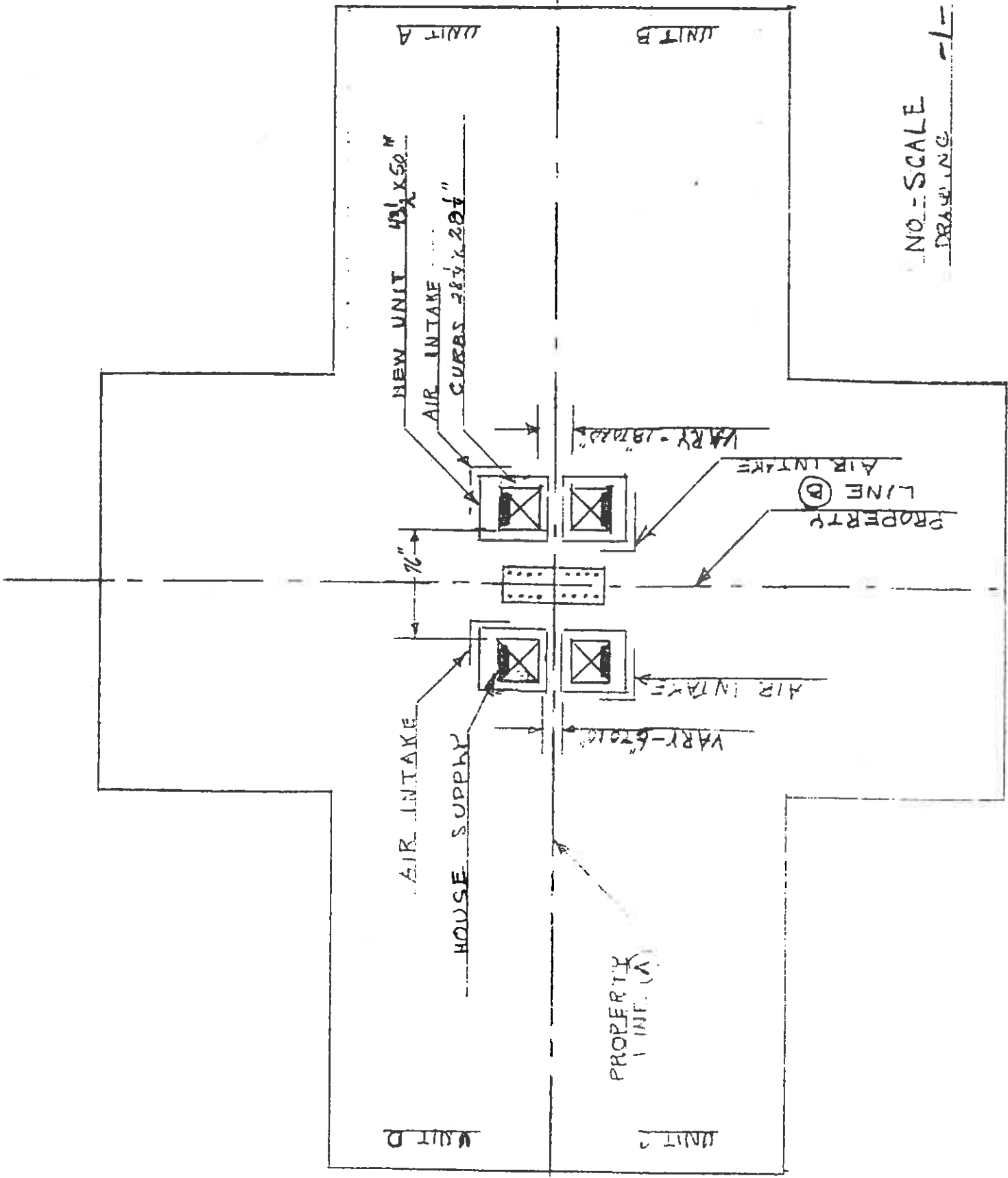
3" MINIMUM FROM PROPERTY LINE (A)

1" ALL SIDES MINIMUM

ROOF

DRAWING -2-  
NO SCALE CONTRACTOR  
RESPONSIBLE FOR  
ALL MAINTENANCE

INSULATE INSIDE OF PAN  
WITH DUCT INSULATION



NO - SCALE

DRAWING - 1-

UNIT A

UNIT B

NEW UNIT 40 1/2 X 50 1/2"

AIR INTAKE

CURBS 28 1/2 X 20 1/2"

76"

AIR INTAKE

HOUSE SUPPLY

UNIT D

PROPERTY LINE (A)

UNIT C

VARY - 18" MAX

AIR INTAKE

LINE (B)

PROPERTY

VARY - 6" TO 10"

AIR INTAKE