

**LAS PALMAS HOMEOWNERS ASSOCIATION, INC.
REQUEST FOR ARCHITECTURAL REVIEW AND APPROVAL**

ARB PROTOCOL:

STEP 1

Complete all pages of this form and give to your Property Manager along with the applicable documents.

STEP 2

Your Manager will pre-screen the request and hand back to the homeowner should additional information be required. If so, please resubmit to your Manager with the additional information. Once your Manager has pre-screened and approved, your Manager will forward to the Las Palmas Board of Directors.

STEP 3

Final approval of all ARB requests will be made by the Board of Directors.

***NO WORK MAY START WITHOUT PRIOR BOARD APPROVAL.**

OWNER(s) NAME: _____

ADDRESS: _____

DAY PHONE: _____ EVENING PHONE: _____

E-MAIL ADDRESS: _____

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Approval is hereby requested to make the following modification(s), alteration(s), or addition(s) as described and depicted below, or on additional attached pages as necessary. Please include such detail as dimensions, materials, color, design, size, location and other pertinent data.

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REQUIRED ATTACHMENTS:

_____ This form completed in full.

_____ Survey (If applicable), plans and specifications must show the nature, kind, shape, height, materials, floor plans, color scheme and the location of same for any structural changes, including anything to be erected, removed, added or maintained. Must clearly note if any easements will be encroached upon and obtain approval from applicable companies and Association if applicable. Plans to be submitted with this application must be prepared by an Architect, Landscape Architect, Engineer, or other person found to be qualified by the Board.

_____ Proposal from contractor. Include copy of license and insurance.
(Liability and Workman's compensation)

TERMS OF AGREEMENT TO PERFORM WORK:

I understand and will comply with the following:

- * No project may commence prior to unit owner receiving written approval from the Board of Directors.
- * Owner is responsible for complying with all Easements, State, County and Village building codes and to obtain all applicable permits as may be required.
- * All contractors must be licensed and insured.
- * Contractors may only work during specific hours of the day, Monday through Saturday. ALL contractors, contractor vehicles and repair services MUST be off the premises by the hours indicated.
- * Unit owner is responsible for payment of and repair to any and all damage done to common areas as a result of the installation/modification.
- * If owner's request is not approved, or work performed is different than approved ARB, the owner understands and agrees, by signing below, that owner will be required to restore area back to its original condition at unit owner expense. Unit owner may also be subject to legal action by the Association and owner shall be responsible for all reasonable attorney fees and costs in the event legal action may become necessary.
- * NO materials may be placed or stored on common area property at any time or any area that is visible from the road without prior Board approval. This includes, but is not limited to, stones, wood, screen, sand, pavers, landscape materials, etc.

Estimated Start Date: _____ Estimated Completion Date: _____

Time Frame for Completion: _____

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Owner agrees to commence work within THREE MONTHS of approval and if not started within this time frame will reapply for approval: any prior approval will no longer be valid. Once started you have SIX MONTHS to complete work, unless prior Board approval is obtained for a longer completion time frame.

THE FOLLOWING CONDITIONS OF APPROVAL MUST ALSO BE ADHERED TO.
PLEASE INITIAL EACH ITEM:

- _____ Once approval has been obtained and PRIOR to commencement, unit owner, Contractor and appropriate Manager - or designated representatives - shall meet on site for a preconstruction walk though of the site.

- _____ AT ALL TIMES, NOISE MUST BE KEPT TO A MINIMUM TO AVOID DISTURBING THE HORSES. IF THE WORK INVOLVES NOISY EQUIPMENT YOU MUST NOTIFY THE MANAGER A MINIMUM OF TWO BUSINESS DAYS PRIOR TO ADVISE OTHER OWNERS.

- _____ Contractor shall ensure that the construction site, common areas and neighboring units are free from dirt, dust and debris at the end of each day. If this is not performed on a daily basis, the Association shall have this work performed at owner cost. Owner agrees, by signing this form to pay all costs of clean up. ALL dumpsters must be emptied when debris level is at top of container. All dumpsters must be screened to prevent trash and debris from blowing through the community.

- _____ Commercial dumpsters are limited to a total of 60 days per jobsite unless the Association approves a longer time frame.

- _____ When the Alterations/Construction is complete, a second walk through shall take place between unit owner, Contractor and appropriate Manager - or designate representatives - to determine if any damage has occurred to neighboring units, grounds or common areas.

- _____ NO vehicles or equipment may block access for other residents or contractors.

- _____ When applicable, park your vehicles in your garage and permit your contractor(s) to park in your driveway or entirely on your property.

- _____ HURRICANE SEASON: HURRICANE WATCH ANNOUNCEMENT - ALL TOOLS AND MATERIALS MUST BE REMOVED FROM THE JOB SITE OR ADEQUATELY SECURED IN AN ENCLOSED AREA. ALL DUMPSTERS MUST BE REMOVED. ALL ROOFING MATERIALS NOT PERMANENTLY ATTACHED MUST BE REMOVED FROM THE ROOF.

BY SIGNING THIS FORM, OWNER ACKNOWLEDGES AND AGREES TO REIMBURSE ASSOCIATION FOR ANY AND ALL EXPENSES INCURRED BY

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ASSOCIATION IN ITS EFFORTS TO SECURE AND PROTECT UNITS FROM
DAMAGE WHICH MAY BE CAUSED BY OWNER, OR OWNER'S
CONTRACTORS FAILURE TO SECURE OR REMOVE MATERIALS, ETC.
OWNER EXPRESSLY HOLDS THE ASSOCIATION AND ITS DESIGNATED
REPRESENTATIVES HARMLESS FROM ANY AND ALL CLAIMS WHILE
IMPLEMENTING THIS ACTION.

Date of Request

Signature of Owner

BOARD OF DIRECTORS

DATE RECEIVED: _____

APPROVED: YES () NO () WITH CONDITIONS ()

CONDITIONS: _____

Signature

Printed Name

Date

CONTACT INFORMATION:
Sea Breeze Community Management Services, Inc.
4227 Northlake Boulevard
Palm Beach Gardens, Fl 33410
561-626-0917 Fax 561-626-7143
www.seabreezecms.com