

ARCHITECTURAL REVIEW FORM (ARF)

JUPITER HARBOUR POA, Inc. (Pg. 1 of 4 updated 08/2022)

CONDOMINIUMS * TOWN HOMES * MARINA * INDEX PROPERTIES

All external property changes related to the condominiums, town homes, marina and Index Properties must be submitted for approval to the Property Owners Association. This includes, but is not limited to, new structures, changes to existing structures, landscaping, roof replacement, window replacement, color changes, walkway replacement, etc. The purpose of this review is to ensure visual integrity to the Jupiter Harbour properties in totality.

The following is the routing path for forms (allow 45 days for decision):

1. Owner submits completed ARF to office@seabreezecms.com **OR** hand-deliver or mail to Sea Breeze Community Management Services, Inc., 4227 Northlake Boulevard, Palm Beach Gardens, FL 33410, 561-626-0917 Fax 561-626-7143.
2. Sea Breeze, in the case of the condominiums, the town homes and marina, will forward the ARF to the appropriate community Property Manager for their review and recommendation. **At this point, incomplete forms will be returned to the submitter for completion.**
3. After the completed ARF is returned to Sea Breeze, it will be forwarded to the POA Architectural Review Board (aka the ARB - a volunteer committee made up of members of each community). The Architectural Review Board will investigate the request for rules compliance and visual integrity within the community. Their recommendation for approval, rejection or approval with conditions will be forwarded to the Property Owner's Association (POA) via Sea Breeze.
4. **The POA will render a final decision** on the submitted ARF with a majority of the POA board votes.
5. After the decision is rendered, the Form will be forwarded to submitter for execution.
6. **A final review of the project will be completed by the ARB or POA to ensure adherence to the approval details.** Changes from the approved work must be corrected by the owner at the owner's expense.

The following attachments needed for approval:

1. Attach contractor proposal, license and insurance (check and make sure dates on documents will be valid for the duration of the project).
2. Attach surveyor's/plot plans, plans, sketches, photos, proposed structures, materials, etc. (missing attachments will slow down the project as the ARF will be returned for needed attachments).
3. Attach specific, actual material details to be used. (expected detail examples are paint manufacturer and color code; roof tile style and color; pictures of actual plants/trees to be planted; window manufacturer, model number and complete list options to be used; etc.).

Questions on/during the process:

POA Property Manager, Krystle Marie at office@seabreezecms.com or (561) 626-0917

IMPORTANT INFORMATION - POA ARF Form (pg. 2 of 4 updated 08/2022)

- A. "Replacement to match your existing or current" is the policy of the community. If changes to that are requested, that should be highlighted, specific and clear.
- B. No project can begin prior to approval. Owner agrees to start work within three months of approval and complete work within six months of approval. Outside of these dates nullifies the approval.
- C. Owner is responsible for following all laws and codes.
- D. Owner is responsible for obtaining all needed permits.
- E. Owner is responsible for the actions of all contractors.
- F. Owner is responsible for communicating approved work days and hours to all contractors. All communities allow work Monday – Saturday only. Condominium hours are 8:00 am set-up, 8:30 am construction start and 5:00 pm stop. Town Homes, Marina and Index are 7:00 am construction start and 5:00 pm stop.
- G. Owner is responsible for staying within the work approved. All work outside of approved work must be rectified or it will be removed by the POA at the owner's expense.
- H. Owner is responsible for all repairs of damage done to common areas and affected resident properties.
- I. Owner is responsible to ensure a maximum of 2 contractor vehicles are allowed per job site. Additional vehicles can load and unload only. No vehicle may block any resident driveway or park in designated no parking areas.
- J. Owner is responsible for no materials being placed or stored on common area property at any time **or** any area that is visible from the road. This includes, but is not limited to, stones, wood, screen, sand, pavers, landscape materials, etc.
- K. Owner is responsible for executing the approval as written. If owner's request is not approved, or work performed is different than approved by the POA, the owner understands and agrees, by signing this document, that the owner is required to restore the area back to its original condition. Unit Owner may also be subject to legal action by the Property Owners Association and that owner shall be responsible for all reasonable attorney fees and costs.
- L. Owner is responsible for keeping the construction site, common areas and neighboring units, free from dirt, dust and debris at the end of each day. If this is not performed on a daily basis, the POA, HOA or COA shall have this work performed at unit Owner's cost.
- M. Owner is responsible for all dumpsters being emptied when the debris level is at the top of container. All dumpsters must be screened to prevent trash and debris from blowing through the neighborhood. Commercial dumpsters are limited to 60 days per project.
- N. The Jupiter Harbour Associations, including the POA, COA, HOA, MOA and Index Inc. shall always be "held harmless" for any and all incidents or damage that may arise during or after the project.
- O. When the project is complete, a review from a member of the ARB or POA will be done. Any items not completed per the approved ARF must be corrected within 30 days. Any damages to common or adjacent properties must be repaired within 30 days.
- P. HURRICANE SEASON – Any announcement of a hurricane watch or greater will cease all work. Tools and materials must be removed from the site. All dumpsters must be removed. All non-attached roofing material must be removed.

Approval Page POA ARF Form (pg. 4 of 4 updated 08/2022)

Owner's Name: _____
Owner's Signature: _____
Submission Date: _____

Date POA Mgr. Received & Forwarded to COA/HOA/MOA: _____
Notes: _____

COA/HOA/MOA Contact Name: _____
Return Date: _____
Forward Date to POA ARB: _____
Notes: _____

ARB Initials _____ Approved ____ Rejected ____ Approved w/Conditions ____
Condition: _____

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Condition: _____

ARB Initials _____ Approved ____ Rejected ____ Approved w/Conditions ____
Condition: _____

ARB Initials _____ Approved ____ Rejected ____ Approved w/Conditions ____
Condition: _____

Date Received back by POA Manager & Forward Date to POA Board: _____

Notes: _____

ARCHITECTURAL REVIEW REQUEST – POA DECISION

Approved _____ Rejected ____ Approved w/Conditions ____
Conditions/Notes: _____

Post Project Approval ARB/POA Initials _____ Approved ____ Rejected ____

Actions Needed: _____
