



APPLICATION FOR ARCHITECTURAL REVIEW

Please Note: There is a **\$25.00** non-refundable processing fee for all applications. The application will not be processed if the fee is not included with the application. Make check payable to: **GRS Community Management**. Please see Architectural Review Checklist and Attachments for additional fee and deposit requirements.

Owner Name: _____

Property Address: _____

Email Address: _____

Phone: _____

Brief Description of Improvement: In the space below or on an attached page, describe the proposed alteration, improvement, addition or other change to the exterior of the Home or Lot ("the Improvement"). Please refer to the attached pages for additional requirements. PLEASE REFER TO THE DECLARATION OF COVENANTS, BYLAWS, AND RULES AND RESTRICTIONS FOR ISOLA BELLA HOMEOWNERS' ASSOCIATION, INC. FOR PROPERTY RESTRICTIONS AND LIMITATIONS. ALL PROPOSED IMPROVEMENTS MUST ALSO MEET ALL APPLICABLE COUNTY AND STATE GUIDELINES.

SECURITY DEPOSIT (CHECK OR MONEY ORDER MADE PAYABLE TO: ISOLA BELLA HOMEOWNERS' ASSOCIATION, INC.)

Driveway Alterations - \$2,500.

Fence Installation - \$1,500.

Generator/Propane Tank - \$1,500.

Landscaping - \$250.

Patio Extension/Installation/Walkway/Irrigation - \$1,500.

Pool Installation - \$3,000.

Roof - \$500.

Screen Enclosure - \$1,500.

NO Security Deposit Required for Glass Door Inserts, Door/Window Replacement, Driveway Sealing, Fence Removal, Gutters/Leaders, Painting, Satellite Dish, Shutters, Solar Panels

****A separate application must be completed for each modification****

_____The work will be performed by a contractor. _____The work will be performed by Owner.

ARCHITECTURAL REVIEW CHECKLIST

This checklist should be completed by the Owner and their contractor, and reviewed by the Property Manager before the Application for Architectural Review is submitted to the Architectural Review Committee ("Committee") for review and approval.

PLEASE CHECK ALL ITEMS BELOW THAT APPLY TO THIS APPLICATION:

_____ Owners have closed and have title to the property. Application will not be reviewed until Owners have closed on the purchase of the Home.

_____ Owners have signed and initialed the application and all required affidavits, acknowledgments and indemnification agreements.

_____ One (1) complete set of all plans, specifications, drawings and other supporting documents for the planned Improvement prepared by an architect, general contractor, landscape architect, engineer or other person determined by the Committee to be qualified. Dimensions of each improvement must be included in the documents submitted.

_____ Lot survey showing location of the Improvement in relation to the Home and Lot boundaries, clearly marked and drawn to scale and indicating dimensions and measurements, as well as property line setbacks and the adjacent lots. Some examples include fences, gate locations, pools, generators, landscaping, etc.

_____ Drainage Plan.

_____ Color photos of the proposed improvements identifying the materials to be used.

_____ Color photos of the Home and lot depicting the areas of the Home and lot to be affected by the improvement.

_____ Paint color code from paint manufacturer.

_____ Copy of contractor/Florida subcontractor's license and insurance certificate to include general liability (minimum of 1 million dollars) & workers compensation OR State of Florida workers compensation exemption. **Certificate of Insurance (COI) must list the Isola Bella Homeowners Association, Inc. c/o GRS Community Management 3900 Woodlake Blvd., Suite 309, Lake Worth, Florida 33463 as "Additional Insured".**

_____ A contract for capping and/or modifying the irrigation system is required and must be performed by the association's irrigation company. This is a common area system, and outside vendors are not permitted to modify the system. The owner is responsible for any charges required by the associations contracted vendor.

_____ A Security Deposit made payable to **Isola Bella Homeowners' Association, Inc.** The security deposit, less any damages caused by the construction or installation of the Improvements, will be returned after the final inspection following the installation or construction of the Improvement and closure of Palm Beach County permits, if applicable.

_____ Modifications are **not permitted** in drainage easements.

Notes:

- The Committee has thirty (30) days from receipt of the completed application and complete set of all required documents to complete the review.
- Owner must sign all forms, attach any required certificates, lot survey, plans and any other exhibits for the Improvement that may be required. If the application is submitted without the required documentation, photos, plans and exhibits, it will be returned to the Owner to complete and resubmit.
- ARC Applications are accepted in person by appointment **ONLY**. Please contact your Property Manager at manager@isolabellahomeshoa.com to request an appointment.

FOR COMMITTEE/MANAGEMENT USE ONLY

Date Complete Package Received from Owner: _____

Property Management Reviewer: _____

Property Manager Comments for Owner if package incomplete:

OWNER'S AFFIDAVIT

I have read, understand, and agree to abide by the Declaration of Covenants, Restrictions and Easements for the Association. In return for approval, I agree to be responsible for the following:

- a. Allowing reasonable access to the Lot by the property management company and committee members or their designees to conduct site visits as part of the review process, and on-going construction observations.
- b. All losses or damage caused to others, including common areas, as a result of this Improvement, whether caused by Owner or others;
- c. To comply with all applicable governmental laws, statutes, ordinances, codes, rules and regulations;
- d. To correct any encroachments caused by the Improvement;
- e. To comply with the conditions of approval required by the Association for the Improvement (if any);
- f. To complete the Improvement in accordance with the approved plans. If the Improvement is not completed as approved, said approval will be revoked and the addition or modification shall be removed by the Owner at the Owner's expense.
- g. Owner further acknowledges that the existing drainage swales have been designed and established between homes (side yard and/or rear yard) to provide positive drainage away from Home and convey storm water off the lots. The Association and/or Declarant shall not be responsible for any impact that proposed Improvement may have on drainage. The Owner shall be responsible for all associated costs to correct drainage problems caused by the Improvement.
- h. Costs associated with irrigation modifications as a result of this Improvement. The Owner must notify the property manager to make modifications to any irrigation system prior to work being initiated, all required modifications shall be at the Owner's expense.
- i. Assuming maintenance responsibility for any new landscaping installed.
- j. Providing contractors and material suppliers access to construction areas only through Owner's property only during the hours of 8am-6pm excluding holidays.
- k. Ensuring that all areas affected by construction of the Improvement (i.e. landscaping, irrigation, common areas, etc.) are restored to their original condition. Owner will be notified of any damage or deficiencies in writing and will be required to correct any damages. Failing that, the Owner is responsible for all costs necessary for the Association to properly restore the affected areas.
- l. Holding harmless and indemnifying the members and representatives of the Committee, the Declarant, and the Association generally, from any and all losses, claims, demands, suits, actions, causes of action, liabilities (including, without limitation, property damage, personal injury and/or death), judgments, damages (including, without limitation, all secondary, incidental, consequential, special and/or punitive damages), fines, liens, encumbrances, penalties, costs and expenses of whatever nature or kind (including, without limitation, Legal Fees), related to, arising out of and/or resulting from the Improvement.
- m. Should damage to common elements be reported and confirmed and the amount of damage exceeds the security deposit, additional costs will be billed to the Homeowner for payment.
- n. Homeowner is responsible for making sure the contractors, vendors, or other personnel follow the association rules. Parking on grass is strictly prohibited and homeowners will be charged for any damages to sod, irrigation, or any association property.

I acknowledge that the Committee does not review or assume responsibility for the structural adequacy, capacity, safety or compliance with any applicable law, rule, regulation, code or ordinance of the proposed Improvement; or for performance, workmanship, quality of work, or schedule of any contractor.

I agree to abide by the decision of the Committee or Association. If the Improvement is not completed as approved, within the specifications submitted in this application and any conditions of approval required by the Committee, and I refuse to correct or remove the Improvement, I may be subject to legal action by the Association and responsible for the Association's reasonable attorneys' fees.

Signature _____ Date _____ Signature _____ Date _____

MODIFICATION AND RE-ROUTING OF SPRINKLER/IRRIGATION SYSTEM

Please be advised that Owners are required to use the Association's irrigation contractor for any and all changes and repairs to the irrigation system required based on the requested Improvement to the Lot and/or Home prior to the start of the approved project. Keep in mind that the irrigation system for your Home is part of a master irrigation system for the Community and is therefore connected to several homes. Your contractor is not to turn on your irrigation from the valve at any time or otherwise adjust or tamper with the irrigation system. If you need longer irrigation run times, you may request this by placing a work order with your Property Manager.

If you are installing a pool, please do not install additional landscaping during construction, as your material will be in jeopardy due to the capped irrigation. **THE ISOLA BELLA HOMEOWNERS' ASSOCIATION, INC. WILL NOT BE RESPONSIBLE FOR DEAD MATERIAL RESULTING FROM THE CAPPING AS A CONDITION OF NEWLY INSTALLED LANDSCAPING. YOU ARE REQUIRED TO HAND WATER WHILE IRRIGATION IS CAPPED.**

I hereby acknowledge that all lawn sprinkler additions, irrigation system repairs, sprinkler system re-routes, including but not limited to installation and repairs of sprinkler heads, and other products damaged or in need of re-routing related to the irrigation system will be at Owners' expense and brought back to its original or repaired condition within seven (7) business days of the project completion.

OWNERS:

Print Name: _____
Date: _____

Print Name: _____
Date: _____

GENERAL SUBMITTAL GUIDELINES

To expedite review of this application, please submit the information listed below for the specific category. Every Improvement is unique so these items may not be an exhaustive list of the items required to be submitted. The Architectural Review Committee (“Committee”) reserves the right to request additional information. All plans must clearly depict the proposed Improvement and its relationship to the Home and Lot (i.e.: fences, pools, screen enclosures, pool equipment, patios, etc.), and shall be drawn at an appropriate scale. Please refer to the Association’s Rules and Regulations for additional information.

1. Fences Addition or Removal
 - Only White aluminum rail fences are permitted. Fence heights shall be 4’ or 5’ in height.
 - Privacy Fences are NOT permitted.
 - Proposed landscaping plan surrounding the proposed fence (if required, a separate ARC application must be submitted).
 - Fence Removal – Highlight the exact location of the fence to be removed, with respect to the home, property lines, existing improvements, and any easements.
 - Gates may NOT open out onto a neighboring property.
 - Items (including photos) set forth on Page 3 are required.
2. Painting/Driveway Seal Coating
 - Identify proposed colors, including paint manufacturer, color name and color code/number.
 - Choose colors from Association approved color palette
 - Elevation view of structure showing areas to be painted (elevation survey) specifying the locations of each paint color - i.e., stucco color x, trim bands color y, door color z, etc.
 - Items (including photos) set forth on Page 3 are required.
3. Driveways Alterations/Paver Walkways/Patio Additions
 - Type of materials (driveways must be brick pavers).
 - Color and paver pattern information. Color must be an approved Association color.
 - Landscape plan showing impact to existing landscape and any proposed replacement plantings (on separate ARC Application, if applicable).
 - Agreement for capping and re-routing irrigation.
 - The apron of the driveway is the property of the Association.
 - Items (including photos) set forth on Page 3 are required.
4. Screen Enclosures
 - Description of proposed type of screen enclosures.
 - Plans and specifications provided by the contractor indicating dimensions, height, screen roof type (mansard only), locations of screen doors and accessories (e.g. kick plates) and dimensions of paver door stoop.
 - Plan and elevation views of screen enclosure.
 - Enclosures must be white aluminum with charcoal screening
 - Doors may not open onto the neighboring property or Association property.
 - Landscape plan showing impact to existing landscape and any proposed replacement plantings (on separate ARC Application, if applicable).
 - 8” mulch or landscaping rock border with weed barrier adjacent to screen enclosure.
 - Concrete slab or footer is required, along with the items set forth on Page 3.
5. Pool and Pool Additions (including spas)
 - Lot Survey depicting location of proposed pool, deck, pool equipment on Lot, and the mechanical equipment on the adjacent lot. Note the property line setback referenced on Page 3.
 - Architectural rendering of the pool and deck.
 - Must include plans for fencing or screening (see Items 1 and 4 above – separate ARC application required)

- Identify pool deck type, color and pattern.
 - Identify coping material and color, pool tile and interior finish.
 - Landscape Plans showing impact to existing landscape and any proposed replacement plantings. Plan shall also include shrubs to conceal pool equipment from the road and any lake. Pool Equipment must be flush with the side of the home.
 - Agreement for capping and re-routing irrigation.
 - Items (including photos) set forth on Page 3 are required.
6. Landscaping (including artificial turf)
- Lot survey depicting location of existing plantings with respect to property lines, easements and existing improvements.
 - Scaled landscape plan illustrating placement of proposed trees, shrubs and groundcover.
 - Description of proposed landscaping material (trees and shrubs) including plant type, height and quality of planting materials.
 - Photos of proposed plantings and other landscape materials.
 - Agreement for capping and re-routing irrigation (if required).
 - Artificial turf is only permitted as an accent feature within a deck.
 - Items (including photos) set forth on Page 3 are required.
7. Hurricane Shutters and Satellite Dishes
- Shutters require description, type and color of all materials. Brochure is helpful if available.
 - Shutters may be beige, ivory, or white only
 - Satellite dishes require details regarding size, color, type and location where dish will be mounted.
 - Satellite dish cannot be located on the front elevation of home or on the side of the property that sits on the zero lot line
 - Items (including photos) set forth on Page 3 are required.
8. Generators/Water Softener System
- Lot survey depicting location of proposed generator with dimensions on the Lot and the mechanical equipment on the adjacent lot. Equipment must be flush with the side of the home.
 - Specification of technical data (size, wattage, and electrical service changes) for all equipment
 - Landscape plans showing impact to existing landscape and any proposed replacement plantings. Plan shall also include shrubs to conceal above ground equipment from the adjacent lots, road and any lake. (Separate Landscaping ARC Application required)
 - Signed Indemnification Agreement.
 - Agreement for capping and re-routing irrigation.
 - A licensed contractor must be used to install any plumbing and/or necessary connections
 - Items (including photos) set forth on Page 3 are required.
9. Roof/Gutters
- Photos of existing roof. Front, back, and all sides.
 - Indicate roof color and material (must be an Association Approved selection)
 - Gutters must match fascia color
 - Gutters may not drain onto a neighboring property
 - Items set forth on Page 3 are required
10. Windows/Doors/Glass Inserts
- Pictures of proposed windows/doors/glass inserts
 - Windows do not need to have "gridlines"
 - Windows MUST be white frame and the same style as the original design
 - Doors must be either an Approved Association color or white
 - Items set forth on Page 3 are required

11. Irrigation Addition – May NOT be tied into the Association Irrigation system.

- Lot survey highlighting the exact distances between the association irrigation system and the addition
- Items set forth on Page 3 are required

COMMITTEE APPROVAL: If the Committee approves the application, the Owner is authorized to contact their Contractor and begin work immediately once relevant permits have been obtained.

COMMITTEE DENIAL: If the Committee does not approve the application, the reason for denial will be stipulated in a letter. If additional information is needed, the Owner will be allowed to resubmit with all the required information. No work shall commence unless and until the Committee has provided its written approval for the Improvement.

Owners are responsible for obtaining all necessary permits and approvals from the appropriate governmental agencies, as applicable.

ISOLA BELLA HOMEOWNERS' ASSOCIATION, INC.
CONDITIONS FOR ARCHITECTURAL APPROVAL

- Permits from Palm Beach County MUST be obtained.
- The Association's contracted irrigation contractor MUST be used for all irrigation issues. Homeowners are not permitted to contact the Irrigation company directly.
- The Association will not provide landscaping services to any property that has a fence or pool installed.
- All repairs, replacements of sod, landscaping, irrigation, etc. must be completed within 15 days after the completion of the construction project.
- Homeowners are responsible for any repairs that need to be made to Association owned property due to the installation.
- Security deposits will be applied toward the cost of needed repairs. Homeowners are responsible for any remaining balance.
- Drainage swales, slope, or easements shall not be affected by the proposed modifications.
- The Committee has the right to charge for an outside consultant service for the review and/or inspection of the property.
- All work must be done with the accordance to the plan(s) approved by the Committee. The Association has the right to have the homeowner remove/correct any change made that was not approved in the plan submitted.
- Any driveway staining, street damage, landscape damage, or other damage to the community caused by construction vehicles and/or negligence must be reported to Management immediately. Cost of any/all repairs and cleaning in the responsibility of the Homeowner.
- Crews must pick up all litter and debris at the end of each work day.
- Loud radio/music is prohibited.

Once work has been completed. Please log on to www.grsmgt.com and submit a work order for inspection. Security deposits will not be returned until inspections have been completed and PBC Permits have been closed.

HOMEOWNER AFFIRMATION OF RESPONSIBILITIES

I understand that Isola Bella Homeowners' Association, Inc. Board of Directors, ARC, and/or the Property Management Company shall not be held responsible for any landscaping or damage caused by any homeowner's vendors/contractors pertaining to any installations made to the property.

I further understand that I am required to only use fully licensed and insured vendors/contractors for exterior work on my premises and that I shall be liable for damage to HOA property which may be sustained by reason of the negligence or willful misconduct of myself as owner, contractors, laborers, or family, lessees, invitees, and guests both minors and adults. Although this application is not necessary for interior improvement, I shall be liable for any damage to HOA property incurred in performing such interior work by reason of the negligence or willful misconduct of myself as owner, contractors, laborers, or family, lessees, invitees, and guests both minors and adults.

I agree to abide by the decision of the Architectural Review Committee and/or Board of Directors. If the modification is not approved or does not comply with the requirements of this application, I may be subject to immediate remedies (including removal and restoration to original conditions) at my expense. I further understand that I may be subject to legal action by the Association. In such event, I shall be responsible for all reasonable attorneys' fees and costs.

I have read and will abide by the rules written in this application as well as the Declaration of Covenants, Bylaws, and Rules and Restrictions for Isola Bella Homeowners' Association, Inc.

Print Name(s): _____

Owner Signature: _____ Date: _____

Owner Signature: _____ Date: _____

Office Use Only:

Architectural Review Committee/Board of Directors Decision: Approve: _____ Decline: _____

Signature _____ Date _____

Signature _____ Date _____

Deposit Information:

Check Number: _____ Amount: _____