

# Architectural Control Committee – Change application

The Retreat at Seabranh Homeowners Association, Inc.

8700 SE Retreat Drive, Hobe Sound, FL 33455

Phone: (772) 546-6112 Fax: (772) 546-1699

Name of Applicant		Address of Unit	
Address of Application (If Different)		Date of Application	
Telephone Number-Daytime		Telephone Number-Evenings	
Contractor ( If Applicable)	Address	Telephone Number	
Contractor Business License Number			

## Description of Addition, Change, Modification

Submit one (1) copy of this form for all proposed additions, changes, modifications, etc., *accompanied by a copy of a survey* showing the location of proposed changes. Where appropriate, floor plans, exterior elevations (all views), and site plans (showing applicable setbacks, dimensions from property lines to proposed structures, etc.) should be included. In addition, submissions will include proposed colors, patterns, materials and all additional information necessary for the Architectural Control Committee or Landscape Committee (when involved) to make an informed decision. *If all required information is not received with this completed application, the Committee will automatically reject the application until all requested information is received.*

Description of Change \_\_\_\_\_

The undersigned acknowledges that they have read and understand this application. *They also understand that until a signed approval is received, no work may be started.*

Homeowner Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## Conditions of Approval

1. The owner agrees that no work in this request shall commence until written approval by the ACC is received.
2. All required permits must be obtained and displayed by owner prior to work beginning.
3. All exterior aluminum must be white. All screening must be charcoal color.
4. **A non-refundable Fifty Dollar (\$50)** application fee is required for any project doing concrete work, installing or constructing a swimming or lap pool, patio or room enclosure.
5. **A Two Thousand Dollar (\$2000) deposit for common area damage** will be required from any party doing concrete work, installing or construction a swimming or lap pool, patio or room enclosure. Deposit is refundable when Association Agent confirms that all roadways, landscaping and irrigation are restored to original state, and current project is completed.
6. To paint Exterior: **(Please contact ACC First)** color must match existing **STO** color. **No spraying of paint permitted.**
7. Homeowner is responsible for notifying Association Manager prior to commencing any lot excavation in order to identify any irrigation or utility lines in the path of excavation.
8. Homeowner is responsible for maintaining and trimming all landscape materials approved by the ACC in addition to the original builder installed. No landscaping materials may encroach on neighboring properties or common areas.
9. Pool heaters, satellite dishes (with tops no more then 36" above the ground), and other ground-based structures are to be screened from view with hedge plantings approved by the ACC (i.e., hibiscus, Eugenia or viburnum) planted 30" high and 18" on center at installation.
10. Piping, fasteners and frames to solar panels must be painted to match the adjacent exterior structure color, i.e. roof, wall or trim. Warranty on roof will be voided by the installation.
11. Applicant is responsible for the removal, in a timely manner, of all debris resulting from this project.
12. This application must meet all applicable codes and permitting.

## Architectural Control Committee – Change application continued

13. Unless specifically excepted by the ACC, all improvements for which an approval of the ACC is required under the associations declaration shall be completed within twelve (12) months from the date of the ACC approval.  
The ACC shall establish time limitations for completion of any architectural improvements for which approval is required.
14. Evidence of insurance is required for an ACC application to be considered as provided in the Retreat documents.

Additional Conditions:

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ACC Member Signature _____	[ <input type="checkbox"/> ]	Approved	[ <input type="checkbox"/> ]	Rejected	Date _____
ACC Member Signature _____	[ <input type="checkbox"/> ]	Approved	[ <input type="checkbox"/> ]	Rejected	Date _____
ACC Member Signature _____	[ <input type="checkbox"/> ]	Approved	[ <input type="checkbox"/> ]	Rejected	Date _____

Architectural Control Committee Comments:

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**HOMEOWNER:** Complete and return bottom portion of this form when work is completed.

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

Brief description of work completed: \_\_\_\_\_

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Date completed: \_\_\_\_\_

Approved by: (HOA Representative): \_\_\_\_\_

Deposit Returned: \_\_\_\_\_