

Retreat at Seabranh HOA: ACC Change Application Please PRINT legibly.

NOTE: All resident owners in The Retreat are required to fill out this application prior to making any changes to: 1. The exterior of your home. 2. Any change, adding or removing, to your outdoor property (land, trees, shrubs, bushes, driveways, sidewalks, lighting, drainage, windows, shutters, plant beds, solar, patios, pools, etc.). If plants are being replaced in an existing bed, approval is not needed as long as the new plants are on the Approved Plant List and the guidelines are followed. **Refer to attached Approved Plant List for guidelines.** Should you have any questions on a project that you will be doing, please contact Signature Property Management. 772-219- 4474

Name of Owner: _____

Street Address in Retreat: _____

Model of Home [circle one] Capri Oakmont Carlyle

Home Phone #: _____ Cell Phone #: _____

Email address: _____

Please submit the following documents along with this application for The Managements and ACC review. **Complete applications must be turned in by the Wednesday of the week prior to the 3rd Thursday of the month to be considered for that month's ACC meeting. Otherwise, your application will be reviewed the following month.** Emergency repairs, please contact Signature Property Management.

1. A current copy of your Contractor's License, Liability Insurance, & Workers Comp. Insurance **CONTRACTOR LICENSE AND INSURANCE MUST BE SUBMITTED WITH APPLICATION** Contractor Certificate of Insurance must include the Certificate Holder to read:
The Retreat at Seabranh HOA c/o Signature Property Management 3171 SE Dominica Terrace, Stuart, FL 34997
2. A copy of your home's survey showing the exact location of the proposed change, **ONLY** for changes that are **not** attached to the home. For example, generators, pavers, drainage, or landscaping. If the change is attached to your home, do **not** attach a copy of your survey. Attached include hurricane shutters, doors, windows.
3. A detailed scope of work from the vendor or from the homeowner listing all of the approved plants names, colors, materials, etc. being used.
4. Any photos, literature, drawings, sketches that help explain your project. Color pictures of pavers and roof tiles required.

Project description

I have read and agree with The Conditions of Approval on page 2. I/we acknowledge that I/we **own** the above-mentioned property and have read and understand this application; that any and all applicable codes and permitting codes for Martin County will be complied with, and agree that representatives of the Retreat ACC, Board, or Management can visit the site to verify project specifics. I also agree that no work is to be engaged in or completed until the homeowner has received, in writing, approval of their application.

Owner(s) Signature(s): _____ Date: _____

APPROVED or DISAPPROVED (circle one) by the ACC with these stipulations or for these reasons:

Conditions of Approval & General Relevant Information

The following are commonly requested changes and the conditions for approval that apply. For a more complete list consult our DOCUMENTS & RULES in your Document Book or Forms & Guidelines at www.retreatatseabranh.com.

Only OWNERS, not renters or guests, may apply for Architectural Control Committee [ACC] approvals.

HURRICANE SHUTTER replacements must be accordion-style, and white in color. County codes must be followed.

All SCREENING must be charcoal in color and all enclosure framing must be white.

WINDOWS -To eliminate physical window hurricane shutters, replacement windows must be hurricane-rated impact type, and conform in appearance, size and style to the windows they replace. Outside appearance of the white grid pattern must match original windows.

ROOF REPLACEMENT must go through the ACC committee. Approved replacement tile is Boral Concrete Roof Tiles, Galena style, colors- Carmel black antique IGQCS6202AA or Canyon Clay black antique IGQCS6201AA. Metal barrel roof tiles are also permitted. Colors and shapes must be similar to original roof tiles. For more information on these roof tiles, please contact management for other options.

REPLACEMENT DOORS must be hurricane-rated; the glass must be hurricane and impact-rated or the glass must be protected with a physical hurricane shutter mounted over the glass or other hurricane protection. Doors must be white.

THE RETREAT has an Approved Plant List attached to this form. It is suggested that you look at plant information online if you are unfamiliar with certain plants. Not every approved plant is right for every location or yard.

All Martin County Construction Permits must be displayed when work is ongoing.

Prior to any DIGGING, owner-residents must call 811 to have utility cables and lines marked. This prevents the owner from being liable for costs involved should one be broken. Also, you may need to call Signature Property Management at (772) 219-4474 to have your Irrigation sprinkler heads flagged so digging does not damage them, and so that your project doesn't adversely divert water. Homeowners are responsible for damages caused by their contractors, or work done on their property.

If you plan to cover your walkways with PAVER BLOCKS, use 1" thick blocks and the paver block footprint and pattern must match your driveway pavers color & size. Pavers within your rear screen enclosure may be different. Color pictures of pavers required with your application.

Effective in 2006 all water treatment equipment must be located in the garage. Any that were located outside prior to that need to be relocated inside the garage when they need to be replaced. They must drain into the home sewer system, and not drain their waste and chemicals onto the lawns and plants outside the house.

A \$50 application deposit is required when you submit your application. This deposit is destroyed or returned after you notify Retreat Management that your project is complete, by sending in page 3 of the application, and after all approved changes are verified by the ACC Committee members. Final completion inspections will be done on the 2nd Thursday of every month. Resident need not be present. AGAIN, please complete and return page 3 to Signature Property Management when your project is completed.

In addition, a \$500 Common Area damage deposit is required for large projects that require any County Permits such as cement patios, screen enclosures, pools, generator installations, etc. This deposit is refundable as described above.

If you request, ACC members can meet with you to help in planning your project. Notify Signature Property Management, and an ACC member will meet with you and help with your planning and options, including landscape choices.

Retreat at Seabranh HOA: ACC Notice of Completion of Project

HOMEOWNER OBLIGATION

When all work has been completed, this page must be returned to Management. The Property Manager or an ACC representative will inspect the project and check it against your application. When the work has been officially verified to be in compliance with the approved application, your deposit will be returned or destroyed.

Name on Application: _____

Address: _____

Date Completed: _____ Phone: _____

Brief Project Description: _____

COMMENTS: _____

FOR OFFICIAL HOA USE:

- Verified Complete and In Compliance
- Issues Remain (see comments below)

Date: _____

Signature of authorized Retreat Representative

Print Name

COMMENTS: _____

**Please note: A removed hardwood tree must be replaced with another approved hardwood tree only.
Removed palms must be replaced with another approved palm only.
Oak trees may only be removed with BOD permission.**

TREES - Hardwood

Black Olive Shady Lady
Clusia-Pitch apple
Cypress-Pond or Bald
(wet areas)
Elm-Drake
Hollies-East Palatka, Eagleston,
Yaupon, Nellie Stevens
Ligustrum (NOT Recurvifolium)
Oaks (Live Oaks only)
Red Maple-Florida
Magnolia-Little Gem

TREES – Flowering Hardwoods

Bulnesia-Verawood
Cassia-Surattensis, Desert
Crape Myrtle
Powder Puff
White Geiger
Brugmansia

SHRUBS

Arboricola-Trinette, Gold Capella,
Green (Deer prefer these)
Clusia-Pitch Apple
Cocoplum
Crotons
Green Pittosporum
Ilex Schillings
Ligustrum
Myrsine
Podocarpus
Podocarpus-Pringles Dwarf, Maki
Varigated Pittosporum
Viburnum
Wild Coffee

SHRUBS - Flowering

Allamanda-Shrub / Brown Bud
Begonia Odorata Alba
(shady, wet side of house)
Bouganvillea
Brunfelsia / Yesterday Today &
Tomorrow
Copperleaf
Crepe Jasmine
Dombeya
Firebush
Firespike
Florida Cracker Roses
Knock Out Roses for full sun
Gardenia
Hibiscus (Deer prefer these)
Ixora-Nora Grant (red/orange)
Jasmine-Star, Simps, Pinwheel,
Sambac
Jatropha
Panama Rose
Razzleberry
Spathyphyllum
(shady side of house)
Yellow Elder
Clerodendrum

SHRUBS - Accent

Bird of Paradise-Orange
Bouganvillea
Crinum Lillies
Hibiscus-standard
(Deer prefer these)
Jatropha-standard
Philodendron-Xanadu
Powderpuff-dwarf
Ti/Cabbage Palm Tree
Fern-Japanese
Agave

GRASSES

Cord Grass
Fakahatchee
Liriope-Variegated Evergreen, Big
Blue, Emerald, Goddess
Muhly-Dwarf, Regular, Pink

GROUNDCOVER

Blue Daze
Bulbine
Carissa-Emerald Blanket
Fern-Foxtail, Dwarf Sword Kimberly
Ficus-Green Island
Iris-African, Apostles, Regina,
Walking
Juniper-Parson's
Lantana-Purple
Pentas
Bromeliads

PALMS

Alexander-Montgomery
Bismarck
Canary Island Date
Chinese Fan Foxtail
Lady Palm
Paurotis
Robellini
Royal
Sable
Sylvestris Date
Triangle