

## REQUEST FOR ARCHITECTURAL APPROVAL - SIENA OAKS

Dear Homeowner,

The documents of our Homeowner Association require your application for approval of all changes on the exterior of your unit or lot. The purpose of this requirement is to protect the quality of life and the property value within our community.

### **WHO MUST APPLY:**

Every Owner planning any improvement on any lot including but not limited to: Houses, fences, swimming pools, screen patios, gazebos, decks, driveways, basketball equipment, awnings, hurricane shutters, windows, generators, solar panels, satellite dishes, painting, roof replacement and all landscaping changes.

### **MEETING DATE:**

The Architectural Control Committee (ACC) meeting is held the Monday prior to the regularly scheduled meeting of the Board of Directors. The Board of Directors meets the second Thursday of each month. Applications must be submitted 5 days prior to the meeting of the ACC to be considered.

### **APPROVALS / DISAPPROVALS:**

A decision regarding the approval status for most applications will be determined at the meeting of the ACC. Technically complex applications may take up to 30 days to review. Incomplete applications will be returned to the homeowner for completion and resubmission for the next ACC meeting.

### **CHECKLIST OF REQUIRED INFORMATION**

***\*\*\*\*Failure to include all required information will result in denial of application\*\*\*\****

#### **ALL MODIFICATIONS:**

- Copy of contractor business license and insurance.
- Copies of applicable permits from Palm Beach Gardens Building Department

#### **PAINTING MODIFICATIONS, INCLUDING DRIVEWAY PAINTING:**

- Photos of subject home and homes on either side of subject home.
- Swatches of paint colors to be used. Deviations from Association approved colors require a sample at least 5" x 8". Garage doors must be white. Roofs and fences may not be painted or stained, but may have a clear sealer applied.

#### **ROOF MODIFICATIONS:**

- Photos of subject home and homes on either side of subject home.
- Complete roof tile sample for material to be installed.

#### **FENCE MODIFICATIONS:**

- Photos or brochure for materials to be installed.

- Survey indicating location of fence, regardless if replacing existing fence.

**DOOR MODIFICATIONS:**

- Brochure and technical specifications (product approvals) for door to be installed.

**SHUTTER MODIFICATIONS:**

- Brochure and technical specifications (product approvals) for shutters to be installed.
- Diagram of installation location.

**GARAGE DOOR MODIFICATIONS:**

- Brochure and technical specifications (product approvals) for garage door to be installed.

**SCREEN ENCLOSURE MODIFICATIONS:**

- Photos or brochure for materials to be installed.
- Survey indicating location of enclosure, regardless if replacing existing fence.
- Elevation view diagram of enclosure, indicating height and location of proposed enclosure.

**WINDOW MODIFICATIONS:**

- Brochure and technical specifications (product approvals) for windows to be installed.
- Diagram of installation location.
- Elevation view diagram of windows, indicating height and location of proposed modifications.

**POOL MODIFICATIONS:**

- Survey indicating location of all proposed modifications, easements, and existing improvements.
- Written agreement of the Unit owner to be financially responsible for any damage that the pool contractor may cause to the Siena Oaks Homeowners Association property.
- Copy of contract with pool contractor, including Certificate of Insurance of said contractor.
- Copy of City Building Permit.
- Landscape plans, showing the type and location of the plants that will be used to screen the pool equipment from view and the location of such equipment.
- Certification of Owner's bond of not less than \$10,000.00 protecting the Association from damage to any Association property.
- Statement from Owner indemnifying and holding the Association and its officers, directors, and members harmless from any injury, damage, claim, expense of loss related to installation of the pool.

**LANDSCAPE MODIFICATIONS:**

- Survey indicating location of proposed modifications, with detailed list of material to be installed, including size of plant material.

**OTHER MODIFICATIONS:**

- Brochure and technical specifications (product approvals) for windows to be installed.
- Diagram of installation location.
- Elevation view diagram of windows, indicating height and location of proposed modifications.

## REQUEST FOR ARCHITECTURAL APPROVAL - SIENA OAKS

Date of Application: \_\_\_\_\_ Lot#: \_\_\_\_\_

Owner Name: \_\_\_\_\_

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

Work Ph#: \_\_\_\_\_ Home Ph#: \_\_\_\_\_ Email: \_\_\_\_\_

Contractor Name: \_\_\_\_\_

**PAINT**

Current House Color: \_\_\_\_\_ Current Trim Color: \_\_\_\_\_

Requested House Color: \_\_\_\_\_ Brand: \_\_\_\_\_ #: \_\_\_\_\_

Requested Trim Color: \_\_\_\_\_ Brand: \_\_\_\_\_ #: \_\_\_\_\_

House Color on Left: \_\_\_\_\_ House Color on Right: \_\_\_\_\_

\*\*\*\*GARAGE DOORS MUST BE WHITE. HOME ENTRY DOORS MUST BE WHITE OR STAINED WOOD, ONLY. \*\*\*\*

**DRIVEWAY**

Current Driveway Color: \_\_\_\_\_ Requested Driveway Color: \_\_\_\_\_

**ROOF**

Current Roof Color: \_\_\_\_\_ Requested Roof Color: \_\_\_\_\_

Roof Color on Left: \_\_\_\_\_ Roof Color on Right: \_\_\_\_\_

**FENCE**

Type of Fence:       Wood – Shadowbox     Vinyl – Estate 6 ft. x 40 3/4" with Gothic Post Caps  
                                  Metal

**DOOR REPLACEMENT**

Present Door Color: \_\_\_\_\_ Requested Door Color: \_\_\_\_\_

**HURRICANE SHUTTERS**

Type of Shutters:     Hurricane Panels     Accordion Shutters     Roll-Up Shutters

\*\*\*\*ACCORDION AND ROLL UP SHUTTERS MUST BE WHITE. \*\*\*\*

**GARAGE DOOR REPLACEMENT**

**SCREEN ENCLOSURE**

Describe Location: \_\_\_\_\_

\*\*\*\*SCREEN ENCLOSURE FRAME MUST BE WHITE AND SCREEN MATERIAL MUST BE CHARCOAL. \*\*\*\*

**WINDOWS**

Describe Location: \_\_\_\_\_

\*\*\*\*NO JALOUSIE WINDOWS, AWNINGS OR REFLECTIVE MATERIAL PERMITTED. \*\*\*\*

**POOL – SEE CHECKLIST FOR REQUIRED INFORMATION**

**LANDSCAPE MODIFICATION**

Describe Modification: \_\_\_\_\_

Describe Location: \_\_\_\_\_

List Material to be Installed: \_\_\_\_\_

**OTHER MODIFICATION**

Describe Modification: \_\_\_\_\_

Describe Location: \_\_\_\_\_

**By signing below, applicant declares that he/she is the owner of the property, that all information is true and accurate, and that applicant agrees with all provisions of this Request for Architectural Approval.**

Owner Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Estimated Start Date: \_\_\_\_\_ Estimated Completion Date: \_\_\_\_\_

**INCOMPLETE APPLICATIONS WILL NOT BE PROCESSED. PLEASE ENSURE THAT ALL ITEMS LISTED ON CHECKLIST ARE INCLUDED IN PACKAGE.**

## **ACKNOWLEDGEMENTS**

### **ON SITE ACCESS:**

The owner hereby acknowledges that the Documents including but not limited to the Declaration of Restrictions for Siena Oaks HOA, permits any member of the Architectural Committee and/or the Board of Directors access to the Lot and/or improvement for the purpose of inspecting the work in progress and upon completion

### **DISCLAIMER:**

I/we understand that neither the Architectural Committee nor the Board of Directors certifies compliance with any Building, Zoning, Health, Safety or similar code or standards by their approval of any matter contemplated by this Application and additional approval(s) must be separately obtained, if applicable, from all necessary agencies by the owner. Neither this Association nor its Officers, Directors, Architectural Committee or Agent assume or shall have any liability for approval or disapproval or for death or injuries to persons or property arising for construction or use of improvements or for loss to owners, economic or otherwise, arising from construction or use of said improvements.

### **OBLIGATION:**

The owner(s) agree to take full responsibility for and to bear the full cost of immediate repair or replacement of any item(s) on the property of the Association or the property of others that may be damaged and/or destroyed by the work done pursuant to this request, whether such damage is caused directly by the owner or indirectly by a contractor, employee or agent of the owner.

### **TIME PERIOD FOR COMPLETION:**

All projects must be completed within 30 days unless the ACC Committee approves a longer time period. Pools, additions etc will be allowed an extended time decided by the Committee.

### **DEFINITION:**

Should there be any doubt as to the meaning of any technical term; the definition given by the Architectural and Building Trade Directory shall prevail.

### **ARCHITECTURAL GUIDELINES:**

Homeowners should consult the Siena Oaks Architectural Guidelines before undertaking any project which may require Association approval. A copy of the Architectural Guidelines may be found in Exhibit D of the Association Documents, available at [www.grsmgt.com/association/siena-oaks\\_hoa](http://www.grsmgt.com/association/siena-oaks_hoa).

**Owner acknowledges all statements above and agrees to abide by the standards set by Siena Oaks HOA.**

Owner Signature: \_\_\_\_\_ Date: \_\_\_\_\_