

NAUTICA ISLES WEST HOMEOWNERS ASSN INC.

P.O. Box 540424

LAKE WORTH, FL 33454

UPDATED 1/16/2010

ARCHITECTURAL PROCEDURES

Cover Sheet

THIS CHECKLIST SHOULD BE COMPLETED AND ATTACHED TO ALL ARB'S PRIOR TO BEING SENT FOR APPROVAL.

ARB CHECKLIST:

OWNERSNAME: _____

ADDRESS: _____

LOT # _____

DATE RECEIVED

Nautica West Office: _____

Date TO COMMITTEE: _____

Initials

_____ (1) Nautica Isles Office has reviewed contents.

_____ (2) Plans enclosed (if required).

_____ (3) Survey enclosed.

_____ (4) Color chip enclosed (required FOR FENCE PAINT SHUTTERS).

_____ (5) Landscape plans.

_____ (6) Contractors license, insurance certificate
(liability & workman's comp.) enclosed.

COMMENTS:

Home Owner signature: _____

NAUTICA ISLES WEST HOMEOWNERS ASSN INC.

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LAKE WORTH, FL 33454**

ARB APPROVAL PROCEDURE:

1. Send ARB form to customer (also available at HOA Office)
2. ARB is logged into office system with date received at HOA and given to Office Manager.
3. Manager reviews checklist to assure all items needed have been submitted.
4. If items are missing the ARB is returned to the requestor and noted accordingly. Items missing are documented in note field.
5. Once complete, cover sheet is attached and ARB is delivered to ARC Committee representative with any comments from Office Manager for approval or disapproval. Date to committee is logged into system.
6. ARB is returned to Office Manager when approved or disapproved by ARC Committee.
7. Contingencies noted by ARC are part of approval letter (or reasons for disapproval if not approved.)
8. Nautica Isles West HOA sends approval/disapproval letter.
9. ARB is logged out of system with date letter was sent. Request #

Home Owner signature: _____

NAUTICA ISLES WEST HOMEOWNERS ASSN INC.

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REQUEST FOR ARCHITECTURAL REVIEW NAUTICA ISLES WEST HOMEOWNER'S ASSOCIATION

Name: _____ Directions: 1. Fill in requested information

2. Sigh form (Address/ Lot) # _____

3. Mail with proper postage and postmark to: or hand deliver to Nautica Isles HOA Office.

Nautica Isles West HOA, P.O.Box 540424, Lake Worth, Florida 33454

Phone (H) _____ (W) _____

A. Brief Description: In the space below or on an attached page, give a description of the alteration, *Improvement, addition or other change you would like to make to the exterior of your home (to avoid delays, be as clear as possible).* Please include such details as **dimension, materials, color, design, location and other pertinent data.**

B. Please attach to this application the following items below and any listed on attachment 1 for the applicable project being applied for.

____ Survey/ Lot plan showing the location of the improvement

____ Plans, elevations, or detailed sketch

____ Paint color chip, if applicable

____ Copy of contractor's certificate of insurance (proof of liability insurance and worker's compensation.)

____ Proof of valid contractor's license, currently active with the State of Florida.

____ **If you are installing a pool, extending or your adding a concrete patio or constructing an addition to your home, items on "Attachment A" must be included.**

____ Signed affidavit on following page

____ Other _____

Home Owner signature: _____

NAUTICA ISLES WEST HOMEOWNERS ASSN INC.

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**NAUTICA ISLES WEST HOMEOWNER'S ASSOCIATION
HOMEOWNER'S AFFIDAVIT**

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

- For all loses caused to others, including common areas, as a result of this undertaking, whether caused by me or others;
- To comply with all state and local building codes;
- For any encroachment(s);
- To comply with the conditions of acceptance, (if any); and
- To complete the project according to the approved plans. If the modification is not completed as approved, said approval will be revoked and the modification shall be removed by the owner at the owner's expense.
- Applicant further acknowledges that drainage swales have been designed and established between homes (side yard) to carry storm water off the lot and to maintain positive drainage away from home. The Association and/or Developer shall not be responsible for any effect installation of proposed landscaping or any other improvements improvement may have on drainage. The applicant shall be responsible for all associated costs incurred to restore drainage and/or landscaping to original condition.

I also understand that the ARC does not review and assumes no responsibility for the structural adequacy, capacity or safety features of the proposed construction, alteration or addition; or for performance, workmanship, or quality of work of any contractor or of the completed alteration or description.

I agree to abide by the decision of the Architectural Control Committee or Board of Directors. If the modification is not approved or does not comply, I may be subject to court action by the Association. In such event, I shall be responsible for all reasonable attorneys' fees.

Date of Request _____ Signature of Homeowner _____

Lot # _____ Please Print Name _____

Do Not Write Below this Line

_____ Approved by the Architectural Control Committee

_____ Approved Subject to following conditions.

_____ Approved Subject to compliance inspection by ACC member following installation of addition
ACC will call you to schedule this inspection.

_____ Pending, insufficient information. Resubmit requested information. Be sure to include the following.

_____ Denial, not approved for the following reason:

By : _____ (Signature of ACC Member) Date: _____

Home Owner signature: _____

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REQUEST FOR ARCHITECTURAL REVIEW
NAUTICA ISLES WEST HOMEOWNERS ASSOCIATION, INC.

Attachment-1 Guidelines for Information to Be Provided With Request

To expedite your request, please include the information listed below for the specific category. The list may not be inclusive; The Architectural Review Committee reserves the right to ask for additional information.

1. Fences

- a. Survey indicating the location with respect to the property lines and existing improvements.
- b. Type of fence including materials, height, drawings, color, finish and decorative style.
- c. Location and swing of gates.
- D. Proposed landscaping plan surrounding fence (see 7 below)

2. Painting

- a. Identify colors including paint manufacturer, color name and color number
- b. Provide paint color samples
- c. Elevation of structure of area to be painted (elevation survey) identifying the location(s) of each paint color i.e. stucco bands color x, door color y, etc.

3. Driveways

- a. Survey indicating location of proposed driveway installation
- b. Type of driveway materials (must be brick pavers)
- c. Provide color and pattern information, preferably samples

4. Screen enclosures

- a. Survey depicting location of proposed screen enclosure
- b. Description of proposed type of screen enclosures
- c. Plans and specifications provided by the contractor indicating dimensions, height, screen roof type (e.g. mansard, gable or flat), location(s) of screen door(s) and accessories (e.g. kick plates)
- d. Plan and elevation views of screen enclosure
- e. Identify colors including, as appropriate, colors for screening, aluminum framing, kick plates and glass.
- F. Proposed landscaping plan surrounding screen (see 7 below)

5. Pool Additions (**attachment a required**)

- a. Survey depicting location of proposed pool on lot
- b. Architectural rendering
- c. Plans for fencing or screening (see 1 and 4 above)
- d. Identify pool deck type, color and pattern, preferably samples
- e. Identify coping material and color, preferably samples.
- f. Proposed landscaping plans surrounding fence (see 7 below)

6. Room Additions/Concrete patio additions (**attachment a required**)

- a. Survey depicting location of proposed addition on lot
- b. Architectural drawings including plan and elevation views
- c. Identify exterior paint colors including paint manufacturer, color name and color number
- d. Provide roof color verification, preferably with sample. Roof material and color must match existing home.
- E. Proposed landscaping plan (see 7 below)

7. Landscaping

- a. Survey depicting location of existing plantings with respect to property lines and existing improvements
- b. Drawing illustrating placement of proposed landscaping
- c. Description of proposed landscaping including type, height and quality of planting materials

Note: Any Architectural renderings submitted to the ACC will not be returned to the applicant.

Home Owner signature: _____

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ATTACHMENT A (Required for pools, concrete patio extensions, or room additions)

1. A check (security deposit) in the amount of \$1000.00 made payable to Nautica Isles West Homeowner's Association must be submitted with application. (Required)

2. Photos of the following areas:
 - A. Front of home including sidewalk, driveway areas, and landscaping
 - B. Both sides of home including all landscaping
 - C. Rear of home including landscaping and areas that are being altered
 - D. Also include Lake Easement area and lake bank.

NOTE:

The Security Deposit (\$1000) will be returned to you by the Association after the final inspection by the Association. The inspection will ascertain that any damages incurred to Association common property or any neighboring property during construction have been repaired and restored to their pre-construction condition. Please allow a minimum of ten business days after final inspection for check to be returned.

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Home Owner signature: _____