

GARDEN OAKS HOA ARCHITECTURAL CONTROL REQUEST / RESPONSE / SECURITY FORM

Applicant's Name _____ Signature _____ Date _____

Applicant's Address _____ Home phone # _____ Work# _____

Request is for _____

Contractor's Name/Address _____ Phone # _____

Contact Name _____ Phone # _____

List all subcontractors _____

- All ACC requests must be completed within 30 days of the application approval date.
- Contract workers must be off the property by 6:00PM.
- Construction deliveries are not allowed after 5:00PM Monday through Friday.

A deposit of \$500.00 is required when anything is being constructed or added onto the back of the home.

REQUIREMENTS AND INSTRUCTIONS: (The more information you can supply, the better)

1. Use a copy of your plot plan or a drawing to show the location and scope of the proposed modification.
2. Include the dimensions, side and elevation views, colors of all materials to be used, and composition of materials
3. Include brochures, catalogues, or photographs, which are helpful in expediting the process.
4. It is the homeowner's responsibility to be certain the contractor repairs all damages to the home or common area.
5. It is the homeowner's responsibility for any damages to the irrigation system and costs related to complete repairs.
6. Contractors may not park on the grass. Contractors must keep the front yard in an orderly condition. Vehicles must not leak fluids.
7. No equipment or materials are to be stored in front of the home
8. All framework must be white aluminum
9. All changes applied for must be built as was approved by the ACC. Failure to do so will cause a work stoppage by the ACC.
10. The ACC will review your project at the beginning, midway, and upon completion.
12. Garden Oaks HOA is not responsible for the contractor's work ethics or the material he uses.
13. Contractors are required to obtain the necessary PBG City Permits.

Mail your request to: Garden Oaks HOA, Inc. 4100 Lazy Hammock Rd Palm Beach Gardens Fl 33410
Or drop it in the ACC Box at the pool, leave it at guardhouse **or fax your request to:** (561) 630-7592.

PLEASE NOTE: The ACC meets twice a month. Completed applications will be decided upon at that time. The ACC may take from five to thirty days from the date your request is received to respond. You will be notified once the ACC makes a decision.

Attention Security Officer: No contractor is allowed in Garden Oaks to work on the following non-emergency items without this form being approved by the ACC committee. Contractors cannot begin working before 8:00AM and must stop working by 6:00PM.

Common Items requiring an ACC Form:

- Small satellite dishes up to 1 meter (3.3 ft)
- Hurricane shutters
- Fences and Gates (48 inches high)
- Screen enclosures
- Pools, Decks, and Pavers
- Structural additions or work performed outside the home
- All Tree pruning or removal, front and/or rear yards
- Driveway & walkway concrete color staining specifications
- All roof, gutter and soffit repairs

ACC comments: _____