

Tequesta Pines Property Owners Association, Inc.

Architectural Review Committee (ARC) Application Form

Property Owner's Name(s): _____

Address: _____

Phone Number: _____ Email*: _____

*You consent Tequesta Pines Property Owners Association (TPPOA) to send you periodic emails.

Information in these emails may include notice of upcoming meetings, special events, or general matters of interest in or affecting Tequesta Pines. You can unsubscribe at any time.

Contractor Name: _____

Phone Number: _____ Email: _____

Describe all requested modifications, alterations, or new items (attach additional sheets if necessary):

Minimum Documentation Requirements

All improvements: Plans and specifications, showing the nature, kind, shape, height, materials, floor plans, color scheme, location of such structure or other work to be done. Supporting documents should provide:

- the location of all existing improvements that will impact proposed modifications;
- the location of proposed alterations, additions, modifications shall be highlighted or otherwise marked;
- dimensions (height, width, and length) of all proposed improvements;
- distances to all property lines from all proposed alterations, improvements, additions, landscaping, including landscaping beds, landscaping walls, curbing, edging, walkways, trees, shrubs and water features; and
- distances to all roadways from proposed alterations, improvements, and additions.
- **a current photo of the house showing the area which will be modified by the applied-for work**

Exterior Paint or Trim Color Change: All painting requests must include an accurate color sample and description of where each color will be painted (walls, shutters, fascia, etc.).

Roof Replacement: Color and type of material for all proposed improvements. Allowed materials include cement tiles, clay tile, metal, or wooden shake shingles. Residences located on Russell Street and Wingo Street only, may use asphalt or fiberglass shingles in addition to these approved materials.

Addition: Architectural drawing of proposed floor plan, including elevation drawings, and existing floor plan with property survey showing setback lines and measurements, to scale.

Fence: Color and type of material, final installed height, and a survey showing setback lines, existing easements, and measurements, to scale. Preferred materials include Vinyl PVC, aluminum, and black galvanized chain link. Allowed materials include shadowbox and stockade wood fences but they must be maintained in good condition and be repaired or replaced when signs of rot appear. All fences must be installed with all finished sides facing away from the property.

Garage Door Replacement: Color, material, and a photo of the design. A brochure from the manufacturer showing the exact door to be installed is sufficient to meet the photo requirement.

Hurricane Protection: Color, material, and type of covering. Provide brochure from the manufacturer showing the exact window, shutter panels, accordion shutters, or other protection which is desired to be installed.

Interior Remodel: Architectural or design drawings, materials, new floor plan, and existing floor plan.

Pool: Size, shape, and color details, along with a property survey showing setback lines, existing easements, and measurements, to scale.

Landscape: Detail drawing showing location and quantity of proposed plant material (trees, shrubs and flowers) inside and outside of all landscaping beds being added or altered; maximum height of plant material; maximum height of landscape walls; identify all accent materials in landscaping beds (rock, pine, mulch, etc.); and a boundary survey showing setback lines, existing easements, and measurements, to scale.

Note: These are the minimum requirements. The Architectural Review Committee may require additional information after reviewing the application.

Acknowledgement, Indemnification, and Hold Harmless:

Property owner acknowledges ARC approvals and denials are made in accordance with the standards provided by the governing documents for the Association. It is the property owner's responsibility to obtain all necessary permits, governmental approvals and maintain compliance with all governmental laws, water management district plans, and private restrictions, including building regulations, zoning regulations, plat requirements, and permitting ("Laws"). ARC shall have no liability or obligation to determine whether the requested improvements, changes, alterations or additions comply with the Laws. Property owner agrees to indemnify and hold harmless ARC, and their principals, for any claims arising from the property owner's constructions of improvements in violation of the Laws. Without limiting the foregoing, ARC approval in no way modifies the property owner's responsibility or liability to comply with all applicable building and zoning laws.

Notice of ARC Meeting:

I acknowledge that this application must be received by 5:00 PM the Friday before the regularly scheduled Board meeting of each month. It will be reviewed at the regularly scheduled Board meeting, held the second Tuesday of every month at 6:30 pm at a location published on the Association's website. I acknowledge that I may attend the meeting to answer any questions and present any relevant information to avoid delay in processing my application.

By signing this form, I acknowledge that I have read and recognize the responsibilities and liabilities as described above. I will apply for any required permits, in accordance with any restrictions ARC places on my project, after receiving ARC approval. Email completed form and supporting information to:
architectural@tequestapinespoa.com

Date: _____ Signed: _____

ARCHITECTURAL REVIEW COMMITTEE ACTION:

☐ Approved as submitted ☐ Approved with stipulation(s) below ☐ Denied for reason(s) below

Date: ____/____/____ Committee Member Signature: _____