



ARCHITECTURAL CONTROL COMMITTEE  
REQUEST FOR MODIFICATION

Please complete the Following Information and the Sheets Attached:

DATE: \_\_\_\_\_

Homeowner Name: \_\_\_\_\_

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

Home Phone \_\_\_\_\_ Cell # \_\_\_\_\_

HOMEOWNER Signature \_\_\_\_\_

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

Property Mgmt Co. will notify by email prior to sending approval

General Description of modification/alteration:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

ARCHITECTURAL REVIEW BOARD ONLY

APPROVED

PRELIMINARY

DISAPPROVED

EXPIRATION DATE \_\_\_\_\_

See Comments Below

Date: \_\_\_\_\_

Date: \_\_\_\_\_

Date: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

COMMENTS: \_\_\_\_\_

All County Codes Must Be Followed.

Refer to Rules & Regulations

**BOCA GREENS HOMEOWNERS ASSOCIATION, INC.  
ARCHITECTURAL CONTROL COMMITTEE**

## **READ FIRST**

The primary goal of the Architectural Control Committee (ACC) is to review the requests submitted from the Homeowners to determine if the proposed modification/alteration complies with the deed restrictions and rules and regulations of the Boca Greens Homeowners Association. The ACC Committee is made up of Volunteer Homeowners of Boca Greens and reports to a Board Member assigned to run the Committee.

The ACC and the Board of Directors of Boca Greens and their Property Management Company assumes NO responsibility for the performance or quality of any contractor, compliance with building codes, safety requirements, federal, state or local laws, regulation codes and ordinances, mechanical, electrical or other technical design requirements proposed, soil erosion or conditions, hazards, flooding, or any other conditions occurring whether incurred or natural, any structural problems or any other conditions or circumstances related to your property.

You can drop your ACC Request and all supporting documentation at the Guard House for the Property Mgmt Company. The ACC has 30 days to approve your request from the time stamped received by the Property Management Company. NO WORK is to be contracted or started until approval has been received or fines may be imposed.

If a denial has been received by the Homeowner, a NEW ACC request and the 30 day approval cycle will begin again.

ALL WORK must be completed within 6 Months from the date of Approval, except for a New Home (9 months). If additional time is required, a notice to the ACC committee must be sent stating the cause for the delay and what additional time is required.

ALL Federal, State, and Local codes must be followed. If the work being performed requires a permit through the County, the homeowner must file and post the permit. (See the County for information of what projects require a permit)

<http://www.co.palm-beach.fl.us/pzb/permit/permits/permittypes.htm>

NO SIGNS are allowed to be put on the property by any contractor or Homeowner at any time.

ALL documentation included/required with an ACC Request (the ACC Request, property surveys, pictures, samples, architectural drawings for additions and New Homes, etc) will remain the property of the ACC and The Boca Greens HOA. Please retain copies for your records.

### **RECOMMENDATIONS:**

- Get Certificate of Insurance from all Contractors**
- Get Current License Information for all Contractors**
- Get a Release of Lien when the Job has completed from all Contractors.**
- Get References for all Contractors and check them out.**

## CATEGORY SELECTION

Please check ALL of the Sections that apply to this request for Change.  
Complete Each section with the information required.

**PAINTING:**

**Instructions:** The color Palette is located at Benjamin Moore, The Paint Place, 22765 State Road 7, Boca Raton, 561-487-7123. A 1' x 2' sample of the color should be painted on the front of the house on the area that is to be painted that color. i.e. paint house, house color, paint trim, trim color, etc.

- House: Color: \_\_\_\_\_
- Trim: Color: \_\_\_\_\_
- Garage Door: Color: \_\_\_\_\_
- Front Door: Color: \_\_\_\_\_
- Gutters: Color: \_\_\_\_\_
- Roof: Color: \_\_\_\_\_
- Driveway: Color: \_\_\_\_\_
- Sidewalk: Color: Must be H&C Bombay

**DRIVEWAYS: (if painting – see PAINTING section)**

**Instructions:** Attach a picture of the style and color of the pavers and place a sample near the garage door.

- Pavers: \_\_\_\_\_
- Stamped Concrete: \_\_\_\_\_
- Poured Concrete: (if staining see PAINTING section)
- Change: If you are changing your driveway in any manner please explain below:  
\_\_\_\_\_

**ROOF:**

**Instructions: (if painting – see Painting Section)**

Place one tile with the color choice by your front door for inspection.

- Concrete Style:  Flat Tile  S-Tile  
Metal Roof:  (must be S-Tile Style)

**HURRICANE PROTECTION:**

**Instructions:** submit a recorded survey of your house and indicate which windows and doors will be getting hurricane shutters.

- Type:  Removable Panels  Accordion  
Color:  White  Bronze  Tan/Beige  Galvanized  Clear  
Hurricane Impact Glass:

**SCREEN ENCLOSURES:**

**Instructions:** Submit a copy of your recorded survey showing the location of the screen structure. Note: Screen Enclosures must follow the slab of the patio and cannot be extended into the grass. One set of Screen Plans must be submitted with either recorded survey.

Aluminum Color:  White  Bronze

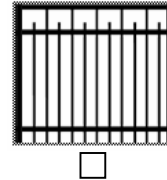
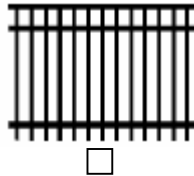
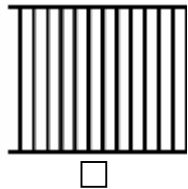
**POOL ADDITIONS:**

**Instructions:** In ground Pools ONLY. Submit a copy of your recorded survey showing the location of the pool. Include a copy of the Plans from the Contractor.

**FENCES: (Around Pool/Patio ONLY)**

**Instructions:** Only Aluminum or Wrought Iron Fences shown below are allowed and they must follow the slab. They CANNOT be put into the grass beyond the slab or follow the property line. Submit a copy of your recorded survey showing the location of the fence. Choose Color, Height and Type below.

Aluminum Color:  white  bronze  black  
Height:  4 feet  5 feet  6 feet



**Other Structures:**

**Instructions:** Only playground equipment (excluding clubhouses) are allowed. Playground equipment must be located in the rear yard only. Attach a picture of the requested equipment. NO SHEDS or Other Structures such as greenhouses, etc are allowed whether attached or stand-alone. See Room Additions for add-ons to the Home.

**Windows/Doors:**

**Instructions:** Submit a copy of your recorded survey indicating the doors and windows that you will be replacing. NOTE: If installing Hurricane Impact Glass, See Hurricane Protection Section. Please include a picture.

Frame Color:  white  bronze

Type of Windows: \_\_\_\_\_

Type of Doors: \_\_\_\_\_

**ROOM ADDITIONS or NEW HOME CONSTRUCTION:**

**Instructions:** Submit a copy of your recorded survey indicating where the room addition is to be added. Submit a copy of the complete plans from the contractor for the room addition or new Home. A Certified report from a Register Engineer or Architect is required that the alteration will not affect the structural integrity of the existing home. ACC will provide a preliminary approval. Once the County approves the plans the ACC will re-review for final approval. Final approval is required before any construction can begin. The following rules apply to contractors or anyone working on your property:

1. All contractors are to be called in via voice mail. They are not to be put on a permanent list.
2. **Hours for construction crews will be 7:30am to 5:30pm. Monday through Saturday**
3. **BEFORE YOU DIG** call Sunshine One at 800-432-4770 at least 48 hrs in advance to locate underground utility lines on your property.
4. Proper disposal of all materials removed or used in construction must be disposed of in a dumpster. A pass must be obtained at the gatehouse. Dumpsters can only be kept on site for the period of construction and must be emptied when the debris is even with the top of the container. They cannot overflow.
5. Excavations must be surrounded by a construction/barrier fence.
6. Additions must be completed in 6 months; new home construction must be completed in 9 months--if additional time is required, notice must be given to ACC in writing via the Property Management Company.
7. No Loud Music may be played by Contractors or anyone working at the site.
8. If a portable toilet is necessary, it should be kept as far out of sight as possible. It must be maintained and kept free of odors and emptied weekly, as required by law.
9. Temporary trailers or storage units are NOT permitted.
10. County building permits must be posted as required by County and available to the ACC committee for its review.
11. Any addition or New Home Construction shall not cause interference with the ability of neighbors to enjoy the use of their property.
12. Homeowners will be responsible for any damage to the property of others.
13. The ACC committee reserves the right to charge the homeowner for an outside consultant, if necessary, to approve any home additions or construction of a new home. Before a consultant is hired, the ACC will discuss this further with the Homeowner. If a consultant is deemed necessary, the cost for the consultant will be billed to the Homeowner.
- 14: General Contractor Information: **Must be completed**

General Contractor Name: \_\_\_\_\_  
Contact: \_\_\_\_\_  
Address: \_\_\_\_\_  
City, State, Zip \_\_\_\_\_  
Telephone # \_\_\_\_\_ Cell # \_\_\_\_\_  
License # \_\_\_\_\_

**LANDSCAPING:**

**Instructions:** Submit a copy of the recorded survey of your property showing the location of plants, trees, etc. Also submit a picture of the trees and plants that you are planning to plant and their size and height. NO plants and / or trees may be planted in your property's swale.

Whether you are re-landscaping or landscaping for the first time (new home), a Landscape Architect Drawing is preferred.

Allowed Hedge Plants: These are the only plants allowed on/near the property line.  
Ficus/Cherry Hedge

Controlled Plants/Trees:  
Ficus – only kept as a hedge. Trees are not allowed.  
Areca Palms – only with ACC approval.

The following are plants/trees that are NOT permitted in Boca Greens.  
NOTE: These plants have been identified by PBC as nuisance plants and they are currently restricted. PBC may in the future require that these plants/trees be removed.

Restricted Plants/Trees:  
Ficus Trees  
Melaleuca, Punk Tree or Paper Tree – Melaleuca quinquenervia  
Brazilian Pepper or Florida Holly – Schinus terebinthifolius  
Australian Pine – Casurina spp.  
Kudzu – Pueraria Montana var. Lobata  
Old-World Climbing Fern – Lygodium microphyllum  
Air Potato – Dioscorea bulbifera  
Carrotwood – Cupaniopsis anacardiodes  
Queensland Umbrella Tree or Schefflera – Schefflera actinophylla

**MAILBOX:**

**Instructions:** Choose One of the following approved Mailboxes.

