CYPRESS LAKE ESTATES HOMEOWNERS ASSOCIATION

REQUEST FOR ARCHITECTURAL COMMITTEE APPROVAL TO MODIFY UNIT AND/OR PROPERTY

CONTRACTOR/VENDOR GUIDELINES

Cypress Lake Estates requires the following documents to be ***provided by the Contractor/Vendor to the Homeowner*** and submitted in whole with the Modification Application.

1. _____ Current copy of Contractor/Vendor Occupational License.

2. _____ Current copies of a Contractor/Vendor Certificate of Liability Insurance and Workers Compensation Insurance (or an Exempt Certificate must be provided).

The COI's Certificate Holder must reflect the following verbiage:

"Name of Association" (*in which the project is contracted)*
c/o Soleil Property Management
PO Box 212964
Royal Palm Beach, FL 33421

The Association must be named as an Additional Insured.

3. _____ No Application will be processed without being completed in its' entirety and submitted without all required supporting documentation as listed above.

4. _____ Applications and/or documentation submitted in part(s) or through a third party will not be accepted and will be returned to the Homeowner.

ARC applications and ALL required must be emailed to:

CypressLakeEstatesARC@gmail.com

Cypress Lake Estates HOA
Architectural Alteration Application

Owner's Name _____ Date: _____ _

Address: _____ Phone: _____

Phone: _____ Email _____

Describe in detail the type of *alteration you are requesting (color, material, etc.). Please refer to the CLE Doc's and ARC Standards for detailed requirements. If more space is required attach it to this form.* ***NOTE THAT ROOFS CANNOT BE PAINTED.***

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Attachments:

1. An applicant requesting County and HOA approval for exterior alterations (pools ,fences, buildings, large tree plantings, shutters, roofing, etc.) must attach to this form any of the following documents or photos required by the PBC Building department or ARC.

a. A SKETCH OR SET OF PLANS INDICATING LOCATION, SIZE AND TYPE OF CONSTRUCTION, And if required a PLAN OR DETAILED SKETCH showing the ELEVATIONS. A photo of the home is required.

b. The name of the company, proof of workman's comp, certificate of liability insurance. And contractor's license will be required. Parcel owners and contractors will be held liable for damage to the common area property. **CERTIFICATE HOLDER MUST READ: CYPRESS LAKE ESTATES HOA C/O SOLEIL PROPERTY MANAGEMENT, PO BOX 212964, ROYAL PALM BEACH, FL 33421.**

2. Exterior Materials & colors- A paint pallet is available and must be used. To receive approval; sample colors must be attached to the form and 12x12 inch' squares of the selected colors must be painted on the garage door. Sample of roof tiles should be put in the front of garage door for inspection by the ARC committee for approval. See ARC Standards, section B for more details.

a. If approval is granted, it is not to be construed to cover approval of any County or City Code Requirements. A building permit from the appropriate building department is needed on most property alterations and/or improvements.

b. As a condition precedent to granting approval of any request for a change, alteration or addition to an existing basic structure is that the applicant, their hires and assigns thereto, hereby assume sole responsibility for the repair, maintenance or replacement of any such change, alteration or addition. IT IS UNDERSTOOD AND AGREED THAT CYPRESS LAKES ESTATES HOA, INC. AND SOLEIL PROPERTY MANAGEMENT, ET AL, ARE NOT REQUIRED TO TAKE ANY ACTION TO REPAIR, REPLACE OR MAINTAIN ANY SUCH APPROVED CHANGE, ALTERATION OR ADDITION, OR ANY STRUCTURE OR ANY OTHER PROPERTY. THE UNIT OWNER AND ITS' ASSIGNS ASSUMES ALL RESPONSIBILITY AND COST FOR ANY ADDITION OR CHANGE AND ITS FUTURE UPKEEP AND MAINTENANCE.

WAIVER OF LIABILITY: THE UNDERSIGNED hereby agrees that any and all liability caused by or arising from any acts which may increase the hazard or susceptibility to loss on the described premises shall not be held against Cypress Lake Estates HOA or Soleil Property Management as their interests may appear, there from and indemnify them from all losses, costs, expenses and attorney fees in connection with any such addition as described above.

Address:

Owner's Signature: _____ Dated: _____

Owner's Signature: _____Dated: _____

Action Taken by the Association:

( ) **APPROVED** by the Association

( ) **APPROVED** SUBJECT TO the following:

( ) **INSUFFICIENT INFORMATION -** Resubmit on new form. Be sure to include the following:

( ) **DENIED -** See the following reason:

Signature By ARC:_____Date: _____

Signature By ARC:_____ Date:_____