

## ACC APPROVAL GUIDELINES

- ❖ **Satellite Dishes:** ACC request MUST include a diagram (even if hand written) of the home with an X at the proposed location for the Satellite Dish. You will need to review the documents of the community to determine what is acceptable. They are generally to be placed on the rear fascia of the home. If your documents do not contain that information, please refer to prior approvals or contact me for assistance.
- ❖ **Shutters:** ACC request MUST include picture of shutter type, color of shutter, copy of the installer's license and insurance. You will need to review the documents of the community to determine which color and types are acceptable. If your documents do not contain that information, please refer to prior approvals or contact me for assistance.
- ❖ **Window Tints:** ACC request MUST include a sample of the tint and copy of the installer's license and insurance. You will need to review the documents of the community to determine which color and types are acceptable. If your documents do not contain that information, please refer to prior approvals or contact me for assistance.
- ❖ **Playground Equipment:** ACC request MUST include a picture of the equipment, measurements and copy of the installer's license and insurance. Playground equipment is only permitted on single family lots in most communities. It is recommended that it not be visible from the outside of the property. You will need to review the documents of the community to determine what is acceptable. If your documents do not contain that information, please refer to prior approvals or contact me for assistance.
- ❖ **Flags:** ACC request MUST include a picture of the flag with dimensions and a diagram with an X marking the proposed location. You will need to review the documents of the community to determine what is acceptable. If your documents do not contain that information, please refer to prior approvals or contact me for assistance.
- ❖ **Landscaping (Front of Home):** ACC request MUST include pictures of all proposed plants to be added. The plants must be consistent with the look of the community. If the request is for the removal of trees (not shrubs), written approval from the city is required. You will need to review the documents of the community to determine what is acceptable. If your documents do not contain that information, please refer to prior approvals or contact me for assistance.
- ❖ **Fountains, Ponds and other Landscape Décor:** ACC request MUST include pictures of the Fountain, Pond or other Décor (statues, borders, signs etc.,) to be installed, if ALLOWED per documents. If professional installation is required, a copy of the installer's license and insurance must be provided. Any additions CAN NOT interfere with landscape maintenance provided by community vendors. You will need to review the documents of the community to determine what is acceptable. If your documents do not contain that information, please refer to prior approvals or contact me for assistance.
- ❖ **Back Yard Sheds (Pre-built & Non-Concrete Structures):** ACC request must include a picture of the shed, with measurements, material and color. If professional installation is required, a copy of the installer's license and insurance must be provided. Sheds are generally only permitted on single family lots in most communities. It is recommended that it not be visible from the outside of the property. You will need to review the documents of the community to determine what is acceptable and/or if allowed. If your documents do not contain that information, please refer to prior approvals or contact me for assistance. If the shed requires plans and permits, please submit to our office for approval.
- ❖ **Fences:** All fences MUST be approved by the Board. Before presenting such applications to the Board it MUST include the following:
  - Survey of the property (given at closing) with a clear line through the location of the proposed fence.
  - Material to be used.
  - Proposed color, if applicable
  - Measurement of proposed fence (height – 6 ft., 4 ft. on back of lake properties)
  - License and Insurance for Installer

If the application does not comply with ALL of the above points, it must be submitted to our office for approval.

**CHECKLIST FOR ARCHITECTURAL REVIEW**

**\* PLEASE PRINT AND COMPLETE THIS APPLICATION AND SUBMIT WITH ALL MATERIALS NEEDED TO PROCESS\***

**SUBMIT ONE (1) APPLICATION PER IMPROVEMENT**

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

Name of Owner: \_\_\_\_\_

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

**APPLICATION MUST INCLUDE:**

- Copy of Property Survey, marking location of improvement, if applicable
- Copy of blueprints, if applicable
- Brief Description of Improvement: \_\_\_\_\_

**COMPANY INFORMATION:**

(If you are contracting a company to do this work, the following must be included)

Company Name: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_  
State: \_\_\_\_\_

Phone Number: \_\_\_\_\_

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

**COMPANY MUST SUBMIT COPIES OF THE FOLLOWING:**

- \_\_\_\_\_ Certificate of Liability Insurance\*\*
- \_\_\_\_\_ Workman's Compensation
- \_\_\_\_\_ Contractor's County License

**\*\* Certificate Holder (bottom left corner) MUST list ASSOCIATION NAME C/O Vesta Property Services as insured with address 751 Park of Commerce Dr #116, Boca Raton, FL 33487\*\***

**DO NOT SUBMIT THE APPLICATION UNLESS ALL THE ABOVE IS ATTACHED & COMPLETED.**

**APPLICATION FOR ARCHITECTURAL MODIFICATION(S)  
ARCHITECTURAL CONTROL COMMITTEE (ACC) FORM FOR REVIEW**

ACC forms take approximately **15-20 days** to process. Please note modifications can NOT begin until you receive an answer/approval in writing. You do not have to call to check status of application.

Send complete application to:

**Charleston Commons Community  
c/o Vesta Property Services, INC  
751 Park of Commerce Dr #118  
Boca Raton, FL 33487**

**Phone: 561-245-4444 | Email: [charlestoncommonshoa@gmail.com](mailto:charlestoncommonshoa@gmail.com)**

**Please be sure to include required pictures, samples, property survey, plans and/or specifications so there is no delay/return.**

Association Name: Charleston Commons Community

Property Address:

Date Applying :

Daytime #:

Email:

Name of Owner(s):

Approval is proposed for the following modification(s), addition(s), and/or alteration(s) as described below and/or on attached page(s):

**Check the applicable boxes and/or describe below:**

- |  |  |   |
|--|--|---|
| <input type="checkbox"/> Awnings                               | <input type="checkbox"/> Landscaping Additions/Modifications | <input type="checkbox"/> Play Structure/Playgrounds |
| <input type="checkbox"/> Exterior Paint as per approved colors | <input type="checkbox"/> Other Exterior Modification         | <input type="checkbox"/> Pool Installation          |
| <input type="checkbox"/> Exterior Lighting/Solar Lights        | <input type="checkbox"/> Patio Furniture Visible             | <input type="checkbox"/> Satellite Dish Location    |
| <input type="checkbox"/> Fence as per approved criteria        | <input type="checkbox"/> Patio/Terrace/ Decks                | <input type="checkbox"/> Spa/Jacuzzi                |
| <input type="checkbox"/> Hurricane Panels/Accordion Shutters   | <input type="checkbox"/> Pavers/Driveway/Paver Extensions    | <input type="checkbox"/> Other:_____                |

**THIS IS A RE-SUBMITTAL**       Yes       No

Additional Information/Detail: \_\_\_\_\_

Attached...Please note you **MUST** provide the following: (If Applicable) **Process will be delayed if missing!**

- |   |   |
|---|---|
| <input type="checkbox"/> Color plan(s)                                      | <input type="checkbox"/> Property Survey, showing location of Modification(s)       |
| <input type="checkbox"/> Drainage Surface Water Plan                        | <input type="checkbox"/> Sample(s)/Picture(s)                                       |
| <input type="checkbox"/> Initial or Revised Plan(s) and/or Specification(s) | <input type="checkbox"/> Contractor License/Insurance Naming Assoc. as Cert. Holder |
| <input type="checkbox"/> Material(s) Designation Plan/Sample(s)             | <input type="checkbox"/> Other:_____  |

**By Initialing below applicant agrees and acknowledges as follows:**

\_\_\_\_\_ Owner agrees to be fully responsible at Owner's sole expense for any and all damages to Common Areas and/or neighboring Lots including, but not limited to, damage from delivery, construction or other vehicles or machinery. Access to construction areas is only to be allowed through Owner's property.

\_\_\_\_\_ Owner agrees and understand that should the Owner desire to install any new improvement or landscaping within the boundary of a Lot, a drainage surface water plan prepared by a professional irrigation or engineering company certified to the Association will be required to accompany this application. Said water plan must certify that the proposed improvement or landscaping will not adversely affect the drainage and irrigation of the community, Common Areas and/or any adjacent Lots.

\_\_\_\_\_ Owner agrees and understands to be responsible for obtaining any necessary permits from the appropriate Building and Zoning Department(s) and all other applicable governmental authorities. Furthermore, owner agrees to comply with the Association Documents including, but not limited to, the Declaration, in all respects.

\_\_\_\_\_ Owner agrees to remise, release, acquit, satisfy, and forever discharge "Developer", "Management Co.", and the "Association(s)" of and from all, and all manner of, action and actions, cause and causes of action, suits, debts, sums of money, accounts, bills, covenants, controversies, agreements, promises, damages (including consequential, incidental, punitive, special or other), judgments, executions, claims, liabilities and demands, whatsoever, at law and in equity (including, but not limited to, claims founded on tort, contract, contribution, indemnity or any other theory whatsoever) in any way related to any previous representations made by "Developer", "Management Co.", and the "Association(s)", and the construction of your requested improvements due to any defects to the marketability, ability to obtain a loan, and/or insurability of your home caused therefrom; any encroachment caused by your requested improvements; and/or the repair, reconstruction or removal of the improvements as required by any governmental or court action.

\_\_\_\_\_ Owner agrees to defend, indemnify and hold harmless "Developer", "Management Co.", and the "Association(s)", against any and all claims, costs (including without limitation reasonable attorney's fees, paraprofessional fees and court costs at all levels), actions, liabilities and/or expenses in any way related to the construction of your requested improvements due to any defects to the marketability, ability to obtain a loan, and/or insurability of your home caused therefrom; any encroachment caused by your requested improvements; and/or the repair, reconstruction or removal of the improvements as required by any governmental or court action.

**\_\_\_\_\_ Owner agrees, understands and acknowledges that failing to abide by the aforementioned will be deemed grounds for this request being DENIED.**

Anticipated Commencement Date:	Owner's Signature:
Anticipated Time for Completion:	Owner's Signature:

**(FOR ACC/PROPERTY MANAGEMENT OFFICE USE ONLY)**

Approved                          Conditionally Approved                          Disapproved   

Date: \_\_\_\_\_                      X \_\_\_\_\_  
(Signature of ACC Chairperson/OR Property Manager)

NOTES: \_\_\_\_\_

