

Architectural Review Committee Application & Instructions

ARC Form Locations:

1. Copies of the ARC application and instructions are available at the guardhouse.
2. Copies of the ARC and instructions are available online at - <https://watersidebocaraton.com/>.

Procedure for Completing ARC Requests:

1. All required forms must be filled out in full and submitted to the property management company.
2. All supporting documentation must be included with the submission to the property manager.
3. The property manager will provide the application to the ARC Committee. The Committee will review the application within 30 days and respond. You are NOT authorized to begin work prior to notification from the ARC.
4. If the ARC Committee requires additional information, or documentation, the Property Manager will advise the homeowner. Any notification for additional information must be provided to the Property Manager. If the information or documentation is not provided, then the application is deemed to be pending and not approved.

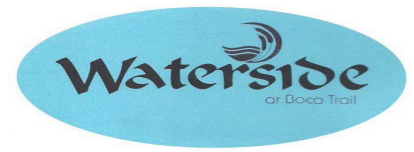
Submitting an ARC Application:

1. Submit the application via email and send to - blindenbaum@hawkeyefla.com
2. Submit the application via mail and send to:

Hawk-Eye Management LLC
1800 NW Corporate Blvd, Suite 200
Boca Raton, FL 33431

When an ARC Application is Required:

1. All changes being made to the exterior of the home requires an ARC application and approval. This includes, but is not limited to – landscape changes, roof replacement, window/door replacement, exterior lighting installation or replacement, exterior camera installation, patio construction, lanai construction or replacement, etc.
2. If you are not sure if an ARC application is required, please contact the Property Manager prior to doing any work or modifications.



Architectural Review Committee (ARC) Document Guidelines

The following is a guideline of the documents and information which are to be submitted to the Property Manager for various ARC applications. Please note, the below list is a guideline only, and does not limit the right of the ARC or Board to require additional documentation, pursuant to Watersides Rules and Regulations.

All applications must at a minimum, submit the (a) Architectural Review Committee (ARC) Request for Modification & (b) Architectural Review Committee (ARC) Request for Modification – Contractor Information forms.

1. Roof Replacement
 - a. The Architectural Review Committee (ARC) Request for Modification – Roof Replacement form.

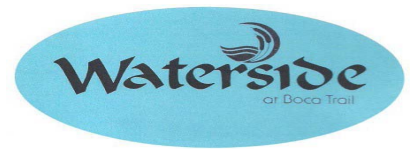
2. Window/Door Replacement
 - a. Color
 - b. Replacement type and design (description or specifications)
 - c. Location of replacement

3. Screen Enclosure (Lanai) / Patio
 - a. Property survey
 - b. Color
 - c. Contractor plans
 - d. Design and specifications (description)
 - e. Landscaping and irrigation plans (if applicable)

4. Lighting Changes
 - a. Location
 - b. Picture of fixture

5. Room addition (conversion of patio to enclosed room)
 - a. Property survey
 - b. Color
 - c. Contractor plans
 - d. Design and specifications (description)
 - e. Landscaping and irrigation plans (if applicable)
 - f. Elevation plans

6. Landscaping changes
 - a. Please see separate guidelines

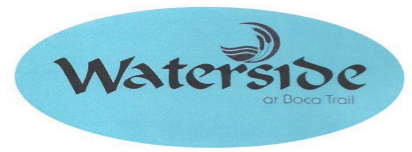


Landscaping Guidelines

Any changes to a homeowners existing landscaping are the exclusive domain of the Architectural Review Committee as empowered by the Board.

Removal or Addition of Trees, Plants, Shrubs, Grass or any Vegetation (collectively "Vegetation"):

1. Generally the homeowner is responsible for all costs associated with the removal or addition of Vegetation, unless otherwise is determined by the ARC in association with the Landscaping Committee.
2. Generally, changes to the Vegetation must be proceeded with an ARC application.
3. Removal, replacement or addition of any Vegetation on Common Property is strictly prohibited, unless the homeowner submits an ARC application and that application is approved.
4. For all modifications, please provide the following (as applicable):
 - a. Drawing of proposed changes
 - b. Exact specifications of Vegetation which is to be added
 - c. Property survey
 - d. Condition of Vegetation
 - e. Assessment of threat to structures (removal of Vegetation)
5. The homeowner will be responsible for any and all damages caused to the Common Property during the removal, addition or modification of Vegetation. This includes but is not limited to – irrigation system, sidewalks, other Vegetation, curbs, etc.



Architectural Review Committee (ARC) Request for Modification

Name: _____ Phone #: _____

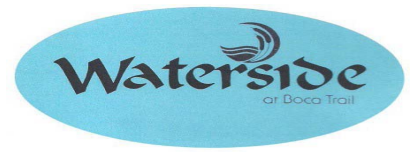
Address & Courtyard #: _____

Date: _____ Email: _____

General Description of Modification or Alterations to Property:

Instructions:

1. All required forms must be filled out in full and submitted to the property management company. You must include in the submission any and all required documentation, such as but not limited to - property survey, design plans, product samples, color samples, etc.
2. Some applications require a copy of your property survey. You would have been provided a copy of the survey at the time of the purchase of your home. If you do not have a copy of your property survey, you may get one by contacting the Palm Beach County Property Appraiser, or visiting <https://www.pbcgov.org/papa/>.
3. It is recommended that the homeowner retain a copy of the completed ARC application package as submitted to the Property Manager as the package will not be returned to the homeowner.
4. Important: The City of Boca Raton will not issue a permit for exterior work unless an ARC approval letter (if approved and issued) is included in the permit application request made by a contractor. Accordingly, it is suggested that homeowners submit their ARC application as early as possible.
5. The completed package should be submitted to the Property Manager at:
 - a. Bob Lindenbaum - blindenbaum@hawkeyefla.com
 - b. Hawk-Eye Management LLC
1800 NW Corporate Blvd, Suite 200
Boca Raton, FL 33431
6. Within 30 days you will receive communication from the ARC Committee regarding your application. You are NOT authorized to begin work prior to notification from the ARC.



Architectural Review Committee (ARC) Request for Modification – Contractor Information

Homeowner Information:

Name: _____ Phone #: _____

Address & Courtyard #: _____

Date: _____ Email: _____

Contractor Information (for self-installation, please state "Self" below):

Name: _____ Phone #: _____

Address: _____

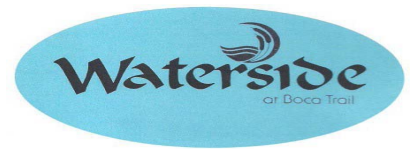
Note – The ARC Committee reserves the right to charge for outside consultant services, in the event that such service is required.

LIMITATION OF RESPONSIBILITIES

1. The primary goal and purpose of the ARC is to review the Application, the plans and the specifications submitted, in order to determine if the modifications/alterations conform in appearance with the Rules and Regulations as set forth by Watersides Governing Documents in accordance with the responsibilities of the ARC.
2. The ARC does NOT review, and assumes NO responsibility for the following:
 - a. The structural adequacy, capacity of or safety features of the proposed modifications, alterations or additions.
 - b. Whether the proposed changes on the building site(s) is free from any possible hazards, caused by conditions occurring either on or off the property.
 - c. Soil erosion from unstable soil conditions.
 - d. Mechanical, electrical, or other technical design requirements for a proposed project.
 - e. Compliance with any and all building codes or regulations.
 - f. Performance or quality of work of any contractor.

Homeowner Signature: _____

Date: _____



Architectural Review Committee (ARC) Request for Modification – Roof Replacement

Name: _____ Phone #: _____

Address & Courtyard #: _____

Date: _____ Email: _____

At this time, there are three pre-approved roof tiles available for Waterside. Please indicate which tile group that you will be installing.

- Boral Mfg. / Barcelona 900 Desert Spice Blend
- Boral Mfg. / Estate – Monterey Blend
- Crown Roof Tiles / Sanibel Nueva Espana Blend

The ARC Committee / Board of Directors does not limit the installation of only these manufacturers. In that regard, should the homeowner choose to use another supplier and the supplier can provide a roof tile combination that blends with the existing tiles in Waterside, samples of the proposed tile needs to be presented to the ARC committee. The ARC Committee will make an evaluation and work with the homeowner on a resolution, based on the decision of the Board.

IMPORTANT: The City of Boca Raton will not issue a permit for a roof replacement unless an ARC approval letter (if approved and issued) is included in the permit application request made by your contractor. Accordingly, it is suggested that homeowners submit their ARC application as early as possible.