

# CRYSTAL LAKE GOLF VILLAS, PHASE II MODIFICATION REQUEST

For Home, Driveway, Landscaping or Exterior Alterations

Please email to: [clgv2hoa@gmail.com](mailto:clgv2hoa@gmail.com)

or bring to the monthly HOA meeting for quicker approval.

You may also place request in the **PHASE II** MAIL SLOT inside the clubhouse hallway.

Allow two weeks for approval or disapproval, please plan accordingly.

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

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

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

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

Modification request in detail: (Roof modifications require a color swatch/sample.)

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

**\*\*\*YOU MUST INCLUDE A SKETCHED DIAGRAM/PHOTO WITH YOUR REQUEST \*\*\* If another home has the same modification, please include a photo.**

Company Performing the Work: \_\_\_\_\_

Company Phone Number: \_\_\_\_\_ Start Date: \_\_\_\_\_

Completion Date\*: \_\_\_\_\_

\*WORK MUST BE COMPLETED WITHIN 90 DAYS. IF NOT, A NEW APPROVAL WILL BE NEEDED.

Does this work require a City Permit? Yes \_\_\_\_\_ No \_\_\_\_\_

APPROVED: Yes \_\_\_\_\_ No \_\_\_\_\_

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

\_\_\_\_\_

Approved By \_\_\_\_\_ Date \_\_\_\_\_

Approved By \_\_\_\_\_ Date \_\_\_\_\_

**INCOMPLETE APPLICATIONS WILL NOT BE CONSIDERED AND WILL BE RETURNED TO YOU.**

- A homeowner shall not make any additions, structural changes, or modifications of any kind to the exterior of the home, grounds, walkway, or driveway adjacent to the house. This includes platforms, railings, air conditioners, slabs, walks, fences, hedges or any other improvements or conversions, without prior written approval of the Association.
- Planting the following trees or plants is prohibited:  
Ficus, Australian Pine, Century Plant, Oleander, Cactus, Schefflera, Melaleuca, Brazilian Pepper.

**Crystal Lake Golf Villa Association II, Inc.**

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## **MODIFICATIONS, ENCROACHMENTS, VIOLATIONS**

- 1. A homeowner shall not make any additions, structural changes or modifications of any kind to the exterior of his home or to the ground, walkway or driveway adjacent to his house, including platforms, railings, air conditioners, slabs, walks, fences, hedges or any other improvements or conversions, without prior written approval of the Association.**
- 2. Any request for such alteration(s) must be submitted in advance in writing together with a sketch or plan to the Violations Committee acting for the Board. Safe, sound and fireproof materials are to be used. The alterations must comply with the South Florida Building Code. When necessary a permit must also be obtained from the City of Deerfield Beach by the owner.**
- 3. The Board will issue such approval in writing if not in violation of the Documents and after considering the effect of such alteration(s) on other homeowners and the overall appearance of the community.**
- 4. Any approval for alterations shall indicate a completion date. If the alteration is not completed by the specified time, the approval is null and void, unless an extension is obtained from the Board.**
- 5. The maintenance of all alterations is the responsibility of the homeowner.**
- 6. Where the homeowner does not submit such written request and does not receive such written approval from the Board, but makes such alteration, the Board in its discretion may fine the homeowner and direct the homeowner to remove such alteration and restore the property to an acceptable condition at the homeowner's expense.**
- 7. The Documents provide for the Association summarily to remove any violations or institute legal proceedings, and charge any expense involved in doing so to the homeowner, as well as place a lien upon the house.**
- 8. Widening of driveways from one car width to a total of 17 feet is permissible. Extension must be made toward the front entrance of the house and must consist of a surface of uniform color over properly compacted base course. Details regarding material and drainage shall conform to City of Deerfield Beach Code and proper permits must be acquired, in addition to permission from the Association. Driveways must be kept in good repair and re-surfaced when needed.**
- 9. Rain gutters and downspouts must be of standard white and the downspout located so as to discharge away from the neighbor's property.**
- 10. Painting and personalizing of exterior doors, shutters and garage doors is permissible. It shall be the responsibility of the individual homeowner to maintain same. General maintenance painting will cover only standard colors as chosen by the Board. Prior written approval of the Board must be obtained for any painting changes. Painting of walls inside enclosed front entrances, screened atriums and porches facing the street must conform to the color of the house.**