



# CYPRESS CREEK PROPERTY OWNERS' ASSOCIATION REQUEST FOR ARCHITECTURAL REVIEW

**PLEASE SEND TWO (2) COMPLETE SETS OF YOUR REQUEST**

**DATE RECEIVED BY MGMT:** \_\_\_\_\_

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Lot#: \_\_\_\_\_  
Phone (H/O): \_\_\_\_\_  
Cell: \_\_\_\_\_

1. Complete Form  
2. Sign Form  
3. Mail or email form with all attachments to  
Email: [jquatrini99@yahoo.com](mailto:jquatrini99@yahoo.com)  
Mail: CCPOA ARC Committee  
c/o John Quatrini, President & ARC Chair  
4213 Palo Verde Dr., Boynton Beach, FL 33436

**If you have any questions about this form or what is required for your project please contact John Quatrini at: 561-369-3564**

A. Brief Description: In the space below and if more space is needed use a separate sheet, give a description of the alteration, improvement, addition or other changes you would like to make to the exterior of your home (to avoid delays, be as clear as possible). Please include such detail as the dimension, materials, color, design, location and other pertinent data. PLEASE PRINT OR TYPE.

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B. Please attach to this application the following items (see also attachment 1):

- \_\_\_\_\_ Property survey showing the location of the improvement
- \_\_\_\_\_ Plans, elevations or detailed sketch
- \_\_\_\_\_ Paint color chip (where applicable)

C. If applying to install a fence, if this intended to screen a boat, RV, watercraft etc. Yes/No

D. If Yes to question C, please state the dimensions of your boat, RV, watercraft etc. \_\_\_\_\_

\*If applying to install a fence to screen a boat, RV, watercraft etc., approval by the ARC does NOT imply approval that the fence is sufficient to screen it. Once completed, the ARC is to be informed so that it can be deemed sufficient by way of ARC inspection to make sure it is compliant with our governing documents.

\*If you install a fence and later wish to use it to screen a boat, RV, watercraft etc., a further application to the ARC must be made so an inspection can take place.

### HOMEOWNER AFFIDAVIT

I have read, understand and agree to abide by the Covenants and Restrictions of the Association. I understand and in return for approval I agree to be responsible for the following: For all losses caused to others, including common areas, as a result of this undertaking, whether caused by me, or others.

- To comply with all state and local building codes.
- For any encroachment(s).
- To comply with conditions of acceptance (if any); and
- To complete the project according to the approved plans. If the modification is not completed as approved, said approval can be revoked and modification shall be removed by the owner at the owners' expense.
- Applicant further acknowledges that drainage swales have been designed and established between homes (side yard) to carry storm water off the lot and to maintain positive drainage away from home. The Association shall not be responsible for any effect proposed landscaping installation may have on this drainage. The applicant shall be responsible.

I also understand that the ARC does not review and assumes no responsibility for the adequacy, capacity or safety features of the proposed construction, alteration or addition; for soil erosion of uncompactable or unstable soil conditions for mechanical, electrical or any other technical design requirements for the proposed construction, alteration or addition, or for performance, workmanship or quality of work of any contractor or of the complete alteration or description.

I agree to abide by the decision of the Architectural Review Committee or the Board of Directors. If the modification is not approved or does not comply, I may be subject to court action by the Association. In such an event, I shall be responsible for all reasonable attorney's fees.

Date of request: \_\_\_\_\_

Signature of Homeowner: \_\_\_\_\_

**Do not write below this line**

\_\_\_\_\_ Approved by Architectural Review Committee

\_\_\_\_\_ Approved subject to following conditions:

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

\_\_\_\_\_ Pending insufficient information.

Resubmit requested information. Be sure to include the following:

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

Signature of ARC Member

\_\_\_\_\_ Denial, not approved for following reason(s):

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

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

**CYPRESS CREEK PROPERTY OWNERS' ASSOCIATION**  
**REQUEST FOR ARCHITECTURAL REVIEW GUIDELINES**

Attachment 1 – Guidelines for Information to be Provided with Request

To expedite your request, please include the information listed below for the specific category. The list may not be inclusive; the Architectural Review Committee reserved the right to ask additional information.

1. Fence
  - a. Survey indicating the location with request to property lines and existing improvements.
  - b. Type of fence including materials, height, drawings, color, finish and decorative style.
  - c. Location and swing of gates.
  - d. Proposed landscaping plan, surrounding fence.
2. Painting
  - a. Identify colors including paint manufacturer, color name and color number.
  - b. Provide paint color samples.
  - c. Elevation of structure of area to be painted (elevation survey) identifying the location(s) of each paint color – i.e. stucco bands color x, doors color y, etc.
3. Driveways-Staining/pavers
  - a. Color of stains or pavers.
  - b. Provide color and pattern information.
4. Screen enclosure
  - a. Survey depicting location of proposed screen enclosure.
  - b. Description of proposed type of screen enclosures.
  - c. Plans and specifications provided by the contractor indicating dimensions, height, screen roof type (e.g. mansard, gable or flat), location(s) of screen door(s) and accessories (e.g. kick plates).
  - d. Plan and elevation views of screen enclosure.
  - e. Identify colors including, as appropriate, colors for screening, aluminum framing and kick plates.
  - f. Proposed landscaping plan, surrounding fence.
5. Pool Addition
  - a. Survey depicting location of proposed pool on lot.
  - b. Architectural rendering.
  - c. Plans for fencing or screening (see 1 and 4 above).
  - d. Identify pool deck type, color and pattern, preferably samples.
  - e. Identify coping material and color.
  - f. Proposed landscaping plans surrounding fence.
6. Landscaping
  - a. Survey depicting location of existing planting with respect to property lines and existing improvements.
  - b. Drawing illustrating placement of proposed landscaping.
  - c. Description of proposed landscaping including type, height and quality of planting materials.
7. Satellite Dishes
  - a. Survey depicting location of dish.
  - b. Description of proposed dish, including width, height, color and type of mounting, i.e. on pole, in ground or affixed to the building.

**Note: Improvements and/or alterations are subject to applicable permits (city or county).**  
**Permitting process is the sole responsibility of the homeowner.**