

Boca Isles South POA
19951 Ocean Key Drive Boca Raton, FL 33498
(561) 477-7334
manager@bisboca.org

Architectural Control Committee Alteration Application

THIS APPLICATION MUST BE ACCEPTED AND APPROVED BY THE BOCA ISLES SOUTH ASSOCIATION BEFORE ANY WORK BEGINS

Property Address: _____

Owner Name: _____ Date: _____

Please describe in detail the type of alteration(s) and materials to be used. Include site plans or architectural drawings, landscape drawings, etc., as appropriate. Information must include type of construction and a description of the materials to be used and manufacturer’s specifications, styles, and colors. Landscaping requests should include plant types and any other pertinent information such as border materials, mulch, etc. For roof/driveway/home walkway repairs or replacement, describe the materials to be used and manufacturer’s specifications, including style and color. Attach a picture of the color of any tiles (roof or pavers) or, if you can, bring a sample to the management office.

Proposed Alteration: _____

Checklist:

- \$10.00 **Check** or **Money Order** written out to “**BIS POA**”
- Sample/Images of Alteration Proposed
- Vendor’s Certificate of Liability

Work Start Date: _____ Work End Date: _____

Received by: _____ Date: _____

Submitted to ACC (date): _____ Check #: _____

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APPROVED: This application will be valid for 6 months following approval. If the work is not completed within 6 months, and no extension has been requested, a new application must be submitted.

Note, any deviation from approved color(s) will require the owner to repaint to conform to ACC standards, and result in a fine.

DISAPPROVED: (Reason): _____

Completion Notification Received By: _____ Date: _____

Inspection Completed By: _____ Date: _____

Inspection Notes: _____

Manager's Signature: _____ Date: _____

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ACC Member Comments and/or Approval/Disapproval

Member Name: _____

Comments: _____

Approved: _____ Disapproved: _____ Initials: _____ Date: _____

Member Name: _____

Comments: _____

Approved: _____ Disapproved: _____ Initials: _____ Date: _____

Member Name: _____

Comments: _____

Approved: _____ Disapproved: _____ Initials: _____ Date: _____

Member Name: _____

Comments: _____

Approved: _____ Disapproved: _____ Initials: _____ Date: _____

Member Name: _____

Comments: _____

Approved: _____ Disapproved: _____ Initials: _____ Date: _____

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If access is required across any portion of adjacent residential or Association property or you are placing landscaping on or near the neighboring property line, a Permission Form (available at www.bisboca.org) must be signed by the affected party(s) and attached to this application. The need for waste receptacles or other alteration materials or equipment to be kept outside the home during the alteration must be identified. This application must include a project completion date. If the project goes beyond that date, the owner may be subject to a fine if a determination is made that the delay was not justified however, any proposed fine may be appealed to the Fining Committee as specified under FL720 statutes and BIS governing documents. The intent is to ensure projects proceed to completion and is not intended to present an unreasonable burden on the homeowner. A fee of ten (\$10) dollars is required upon submittal of this application to be considered for approval. The ACC has thirty (30) business days in which to review and approve/disapprove applications specified in the governing documents of Boca Isles South. These documents can be found on our website at www.bisboca.org under the forms tab. The committee may request additional information from the applicant in order to complete a review, including but not limited to site plans, specifications, etc., and the thirty (30) day review period does not begin until the ACC has all of the information they deem necessary to review the application. When the committee has the necessary information, the manager will sign the application as complete and will notify the resident that the application has been accepted.

If approval is granted, it is not to be construed to cover the approval of any County Code requirements. Please note, a Palm Beach County building permit is required for most property alterations and/or improvements.

It is my responsibility to ensure the finished construction of my home matches my ACC application as approved and variations in work may require corrective action on my part. I will provide Boca Isles South POA with Certificate of Liability Insurance Forms for all contractors that will be on the property to perform the duties outlined in this application. This application will be valid for 6 months following approval. If the work is not completed within 6 months, and no extension has been requested, a new application must be submitted.

I have read and understand the Covenants, Declarations and the Rules and Regulations of BIS as they pertain to this application. I am required to advise the Property Manager upon completion of the work and, subject to an inspection, this alteration will be identified as completed.

Owner's Name (print): _____ Date: _____

Signature: _____