

# Boca Isles South POA

19951 Ocean Key Drive Boca Raton, FL 33498

(561) 477-7334

[manager@bishoca.org](mailto:manager@bishoca.org)

## Architectural Control Committee Alteration Application

**Approval must be granted by the ACC before any work may begin**

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

Property Owner Name: \_\_\_\_\_ Date: \_\_\_\_\_

Work Date: \_\_\_\_\_ Completion 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 the type of construction and a description of the materials to be used, and the manufacturer's specifications, styles, and colors. Landscaping requests should include plant types and other pertinent information such as border materials, mulch, etc. For roof/driveway/home walkway repairs or replacement, describe the materials and manufacturer's specifications, including style and color. Attach a picture of the color of any tiles (roof or pavers) or bring a sample to the management office to be approved. **\*\*PLEASE FIRST REVIEW PAGES 5 & 6 OF THIS APPLICATION FOR DETAILED REQUIREMENTS\*\***

Proposed Alterations:

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☐ A non-refundable \$10.00 Check or Money Order written out to "Boca Isles South POA"

☐ A refundable deposit \$100.00 Check or Money Order to "Boca Isles South POA" held upon completion of the improvement. Once project is completed please submit photos of the completed work along with the Architectural Completion Notice to the management office to close the application and receive deposit back.

☐ Samples/Images/Surveys/Drawings/Plans of proposed alterations

☐ Vendors Certificate of Liability Insurance. Name the Association (*Boca Isles South POA 19951 Ocean Key Drive, Boca Raton, FL 33498*) as the Certificate Holder

☐ Vendors Workers Compensation Insurance or Exemption Letter

☐ Vendor current Contractor License or Business Tax Receipt

☐ Property Access Permission Form for projects requiring access across or near neighboring property line.

**\*\*Vendor Insurance MUST be Valid & Current through the expected completion date.\*\*** **\*\*For big projects coverage 3-6 months beyond completion may be required\*\*** **\*\*If the contractor does not have or is missing any of the above-required documentation, a letter will be required from the homeowner and contractor holding BIS POA harmless of any damages caused during the project.**

----- Office Use Below -----

Received by: \_\_\_\_\_ Date: \_\_\_\_\_

Non-Refundable Check #: \_\_\_\_\_ Refundable Check #: \_\_\_\_\_

**OFFICE USE ONLY**

☐ **APPROVED:** This application will be valid for 6 months following approval. If the work is not completed within six (6) months, and no extension has been requested, a new application must be submitted. Note that any deviation from the approved color(s) will require the owner to repaint to conform to ACC standards and can 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 Alteration Application**

**OFFICE USE ONLY**

**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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**ACC Alteration Application  
Owner Acknowledgment & Agreement**

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](http://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.

**To be considered for approval, this application must be accompanied by a fee of ten (\$10) dollars.**

**Additionally, the BIS-POA will hold a refundable one hundred (\$100) dollar deposit until the completed project has been inspected and approved by the ACC. Upon completion of the improvement, photos of the completed work, along with the ACC Completion Notice, must be submitted to the HOA management office to close the application and receive the deposit back.**

The ACC has thirty (30) business days to review and approve/disapprove applications specified in the governing documents of Boca Isles South. These documents are on our website at [www.bisboca.org](http://www.bisboca.org) under the forms tab. The committee may request additional information from the applicant 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 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 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 six (6) months and no extension has been requested, a new application must be submitted.

I have read and understand the Covenants, Declarations and 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:** \_\_\_\_\_

## **BIS ACC Application Requirements**

### **Contractor Documentation**

- All work performed by a contractor should be covered by a contractor's insurance.
- Insurance coverage should be valid through at least 3-6 months later than the expected completion date.
- The contractor's insurance documentation should include a general Liability Insurance Certificate with "Boca Isles South POA" to be included as a Certificate holder
- Contractors' insurance documentation should include Workers' Compensation Insurance Certificate,

### **Specific Job Requirements**

#### **Painting**

- The color should be selected from the BIS pre-approved list of colors. The pre-approved list can be viewed online [www.sherwin-williams.com](http://www.sherwin-williams.com) and direct link provided at <http://www.bisboca.org/acc/>
- Specify the approved scheme number and name. Body color and trim color can be from different schemes, but the combination of colors from different schemes is subject to approval by the ACC.
- Only one body color is allowed. Only one trim color is allowed.
- The front door, garage door, gutters and hurricane shutters can be painted in body, trim or their own color, not necessarily from the pre-approved scheme. Colors that are not pre-approved are subject to approval by the ACC.

#### **Roofs**

- Only concrete tile roofs are allowed. NO flat tiles. NO metal roofs.
- Borrel (Barcelona profile) and Eagle (Capistrano and Malibu profiles) are preferred manufacturers. Manufacturers that provide similar products (materials, colors, tile profiles) are allowed to use them; however, the tile needs to be presented to the committee for approval.
- Tile color should not drastically differ from the color of tiles in Boca Isles South (BIS).
- The application should include a color photo of the proposed tile, the name of the manufacturer, and the tile's name and color.

**\*\*\*Failure to comply with these requirements may require one to re-file a new application to ACC, which may require another fee\*\*\***

### **Entrance & Garage Door**

- Include an image of the door(s) with the application
- The following colors are allowed for doors: white, black, brown, gray, and bronze. Other colors require ACC approval. The application needs to include the proposed color.

### **Windows, Shutters & Hurricane Protection**

- Provide a Picture of the windows or shutters to be installed with the application
- Window frames should be Black or White. Additional colors require ACC approval

### **Landscaping**

- A land survey and/or detailed sketch showing the proposed project needs to be provided.
- A description of the proposed changes and materials/plants being used.
- Dead or dying Royal Palm trees must be replaced. One Royal Palm tree should be maintained at each property.
- The ACC must approve the removal of trees. When replacing a tree, the trunk of the tree must have eight (8) feet of visible wood on the trunk unless otherwise approved by the ACC.
- No trees are to be planted between the sidewalk and the street.
- Planting of Ficus trees is prohibited except in the case of hedges, which requires ACC approval.
- Artificial plants, including synthetic grass, are subject to approval by the ACC.

### **Fences & Screens**

- A land survey showing the proposed project needs to be provided.
- No front yard fencing will be allowed. NO PVC fencing allowed. No flat roofs.
- No fencing is allowed around any Lake Easement or Common Area.
- Fences and screens must be white, black or bronze aluminum. The ACC may approve additional colors. In the application, attach a picture of the proposed fence/materials.
- Fences must be no higher than five feet (5').

### **Driveway / Walkways / Pool Pavers / Backyard Pavers**

- A land survey and/or sketch showing the proposed project must be provided for repaving.
- For repaving projects, a paver sample should be brought to the clubhouse before the meeting or an image of the paver should be provided
- Driveways and walkways may be sealed with a clear color coat. The ACC must approve a request to stain them with a colored stain.
- For repaving projects, a paver sample should be brought to the clubhouse before the meeting or an image of the paver should be provided
- Any alterations to or repairs to a driveway should be done with pavers of matching design and color. Adding a walkway adjacent to the existing driveway should also be done with pavers of matching design and color.

**\*\*\*Failure to comply with these requirements may require to re-file a new application to ACC, which may require another fee\*\*\***

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## Architectural Completion Notice

Upon completion of the approved project, the homeowner must submit a photo of completed alteration along with this completed form, to the management office. Management and/or the ACC will inspect the project, if the project meets the ACC approval, the project will be closed out and the \$100 deposit returned.

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

Property Owner Name: \_\_\_\_\_

Describe work  
completed: \_\_\_\_\_

Date work was complete: \_\_\_\_\_

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

Please return to the management office Or email [manager@bisboca.org](mailto:manager@bisboca.org)

### FOR PROPERTY MANAGEMENT USE ONLY

Work inspected date: \_\_\_\_\_

☐ Satisfactory

☐ Not Completed

☐ Photo of completed work