

ARCHITECTURAL CHANGE APPLICATION INSTRUCTIONS

HOMEOWNER INSTRUCTIONS:

1. If the modification is not completed as approved, said approval can be revoked and the modification will be required to be removed by the owner at the owner's expense.
2. Include one (1) copy of the documents listed below **WITH** your architectural request or it may not be accepted if it's incomplete.
3. If you are doing the work yourself, put "Homeowner" next to "Contractor Name" on the Architectural Change Application. Only submit documents 1-3 that are listed below.
4. I/we am responsible to pay for and repair any and all damage done to the common areas as a result of the installation.
5. I/we must comply with all applicable the state, county, or city building codes and that I/we must obtain all necessary permits and approvals at my expense.
6. I/we must abide by the decision of the Architectural Review Committee or the Board of Directors.
7. That if the modification is not approved or does not comply, I/we may be subject to court action by the Association and that I/we shall be responsible for all reasonable attorney's fee.
8. If while considering this application, the Association incurs any professional consultation expenses, such as conferring with a licensed architect, I/we will be responsible for said fee. The homeowner will be notified in advance if such services are required.
9. I/we understand the review process may take as long as 30 days from when the form is received by the property manager before results are determined.
10. I/we understand Approval from CDD (Coral Bay Community Development District) is required when it's an improvement that will occur on or affect the maintenance of easement or property owned by the District such as a fence, dock, landscape, structure, irrigation, driveway extension, etc.

I/We understand and agree to comply with the instructions provided above and will fill out, sign, and submit both pages of the Architectural Request Form to management with all other necessary documents listed below.

Homeowner Name (Print)

Homeowner Signature

Date

DOCUMENTS LISTED BELOW MUST BE SUBMITTED BACK WITH YOUR REQUEST:

1. Complete ARB form (See additional instructions on form - 2nd page)
2. A picture of the item/material that will be installed or used for your request (Windows, doors, paint samples, etc.)
3. A copy of the property Survey or a Site Plan indicating where and what the improvements are (If applicable)
4. A copy of the Contractor's License
5. A copy of the Contract detailing the work (does not have to show the price)
6. A copy of the Contractor's General Liability Insurance Certificate & Workers Comp Certificate or Exemption form.
The General Liability Certificate and Workers Comp Certificate must be made out to your Association as follows:

ISLAMORADA AT CORAL BAY HOA, INC.

c/o J&L Property Management, Inc.

10191 W. Sample Rd. #203

Coral Springs, FL 33065

DOCUMENTS CAN BE RETURNED TO J&L PROPERTY MANAGEMENT VIA EMAIL, MAIL OR CAN BE DROPPED OFF TO OUR OFFICE AT THE ADDRESS BELOW.

Email: Arcrequests@jlpmgmt.com

Mail: J & L Property Management, Inc.
10191 West Sample Rd., Suite 203
Coral Springs, FL 33065

Architectural Review Form

Islamorada at Coral Bay

c/o J&L Property Management, Inc.

10191 W. Sample Rd. #203

Coral Springs, FL 33065

Office: (954) 753-7966

To request approval for an improvement or modification to your property, you are required to fill out and submit this form to the Association at the address noted at the top of this form prior to commencing work. The Architectural Review Board will review your request and provide the Association with approval or denial of request.

Note: The City of Margate may require a building permit. Please contact the Margate Building Department at 954-970-3004 if you have any questions.

Date: _____

Property Owner Name: _____

Property Address: _____

Phone: _____

Email: _____

Please check or enter all that apply to your improvement or modifications.

Location on Property: Inside _____ Front _____ Rear _____
Dimension of item(s): Length _____ Width _____ Height _____ Depth _____

Is the improvement or modification above the fence line?	Yes	No
Is the improvement or modification visible from the street?	Yes	No
Is the improvement or modification visible from any adjacent property?	Yes	No
Have you referred to the Declaration of Covenants, Conditions, and Restrictions?	Yes	No

All approvals based on approval and permits from City of Margate

Please give a description of your project, (i.e. Install a white screen door on front of house, see photo/diagram.)

Note: Expansion or addition to existing structures must be accompanied with a site plan layout showing the dimension of the addition along with its placement on the property. You are encouraged to provide a sketch to help the Board better understand the nature of the project.

Do not write below this line – For Association use only

Approval Yes No Subject to: Notes: _____

Reason for denial: _____

Authorized by: (Printed Name) _____



Rules and Regulations

In addition to the state laws (Florida Statutes CHAPTER 720), Islamorada has **covenants** (describing the responsibilities of the homeowners and the powers of the association), **by-laws** (which explain how the association is to be setup and run) and the following rules which have been passed by the board since it was formed. We have done a general to clarify responsibilities and adjust the language throughout including Violations/Fines.

- 1) No parking in roadways or swales. Enforced 2AM - 6AM by the CDD. Any vehicle that violates will receive one warning and then the CDD will tow the vehicle. At no time may the sidewalk be blocked /even partially by any vehicle or object. State Law. Do not complain to Islamorada or the board, this is a CDD rule. Also monitor your guest parking to be sure emergency vehicles have clear passage. There is no Commercial Vehicle, RV, or Trailer/ Boat parking visible in the Community.
- 2) Trash cans and recycle bins should only be put out the day before pickup & must be brought in the day of pick up and stored out of view. (Considered a 3 day violation. Immediate action or Repeat offenders may receive a fine if not explained to Management Company.)
- 3) All Home colors must be approved colors. Homeowner cannot change house (house/fences/ doors/roof) colors without Board notification and approved Architectural Review Form.
 - a) Only Approved Color Chart colors may be used, in the correct correlation (body/ trim). Body and trim colors are noted on chart.
 - b) No two homes next to each other shall have the same color combination.

Please contact the Board before painting!

You can get the color chart from the HOA or a Board Member.

- c) The fences and gates facing the street may only be painted white or left as raw wood.
- d) Front doors and garage doors may only be painted white.
- e) The HOA has approved the following roof tiles for use obtained locally and normally in stock: We use the Boral Estate Series as the tile design from the Boral Roof Tile Okeechobee Brochure 0219.

Boral Estate Spanish Clay with Black Antique Product ID: 1GOCS6225AA or with White Antique 1GOCS6225BU (Replaces Integra Estate S-SPCL-AA-Y-SM-15 Spanish Clay with Antique)

Boral Estate Copper with Black Antique Product ID: 1GOCS7052AA (Replaces Integra Estate S-COPR-NN-Y-SM-15)

Boral Estate Casa Grande Blend Product ID: 1GOCS6144 (Replaces Product ID: 1MPCS6144)

Discontinued - Boral Villa 900 Mandarin Sun C/T Product ID: 1MPCS6254

Boral Estate Gold Dust C/T Product ID: 1GOCS7165 (Replaces Product ID: 1MPCS7165)

Boral Estate Arizona Clay Product ID: 1GOCS7049 (Replaces Product ID: 1MPCS7049)

- 4) Front lawns & swales, trees and shrubs must be maintained in a neat appearance. Trees must remain trimmed and coconuts must be harvested annually preferably at the beginning of Hurricane season. Hedges between homes should not exceed 3 ft. in height. No permanent parking on the lawns. (Considered a 3 day violation immediate action required. Repeat offenders may receive a fine if not explained to Management Company.)
- 5) All pets must be leashed and picked up after. Please report known violators to the board or Code Compliance Unit.
- 6) Before any architectural modifications are made to the exterior of property, an Architectural Form must be submitted to property management. The Form will be forwarded to the architectural committee for review. POD use or storage containers must be submitted for approval and then approved by the City of Margate for a maximum duration of 15 days. Highly suggested it be placed on a concrete surface per the City of Margate or lawn may get damaged needing to be replaced.

Regular Violation

1. Warning letter
2. 30 days later, \$25 fine
3. 60 days total, \$50 fine
4. 90 days total, \$75 fine
5. 15 days later, \$100 fine
6. 15 days later, \$250 fine, demand letter
7. 15 days later, \$500 fine, legal action with demand letter

*These rules apply unless a request for an extension is received within the first 30 days. Fines are cumulative. Maximum fine per violation \$1000.

The following violations are for either repeat offenders and for issues that must be attended to more urgently for safety reasons. Also repeat minor issues such as leaving out trash bins continuously.

3 Day Violation (usually safety related or time sensitive ex. Trash bins)

1. Violation notice
2. Second warning with \$25 + \$5 fine a day thereafter if not explained to Management Company

Immediate action notice (safety related)

If action not taken in 3 days the violation will be repaired at the member's expense + 10% fine.

2011 APPROVED HOUSE COLORS SCHEME

SHERWIN-WILLIAMS
ORIGINAL ONES

[illegible]

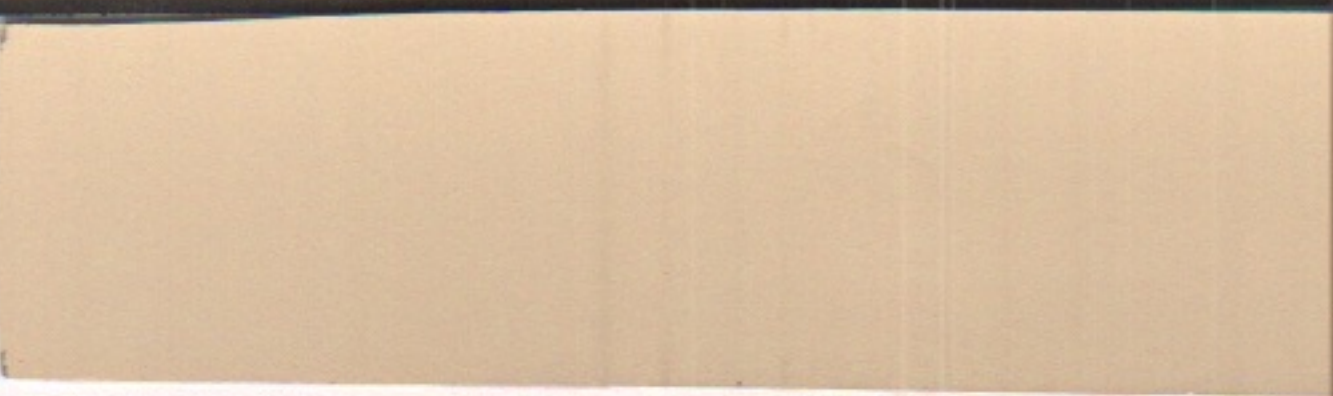
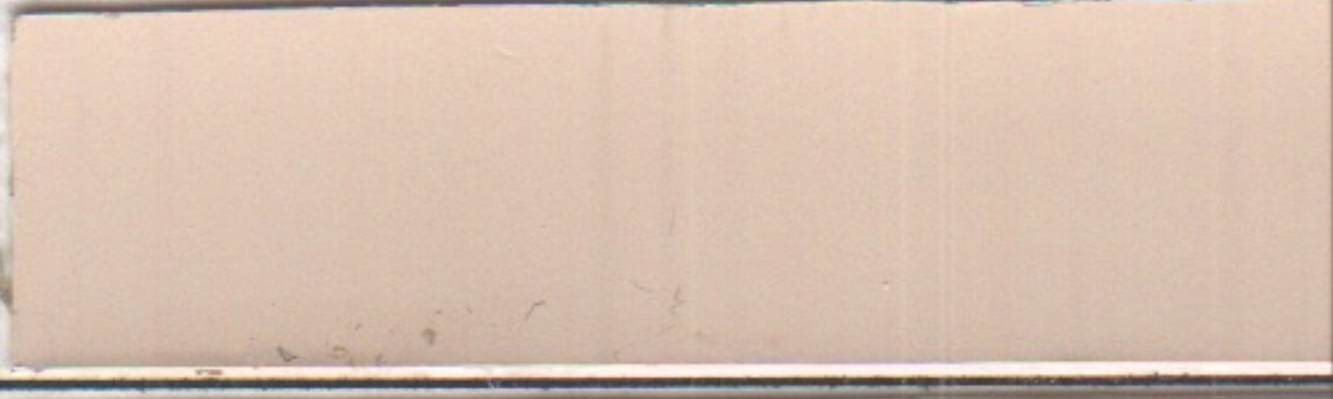
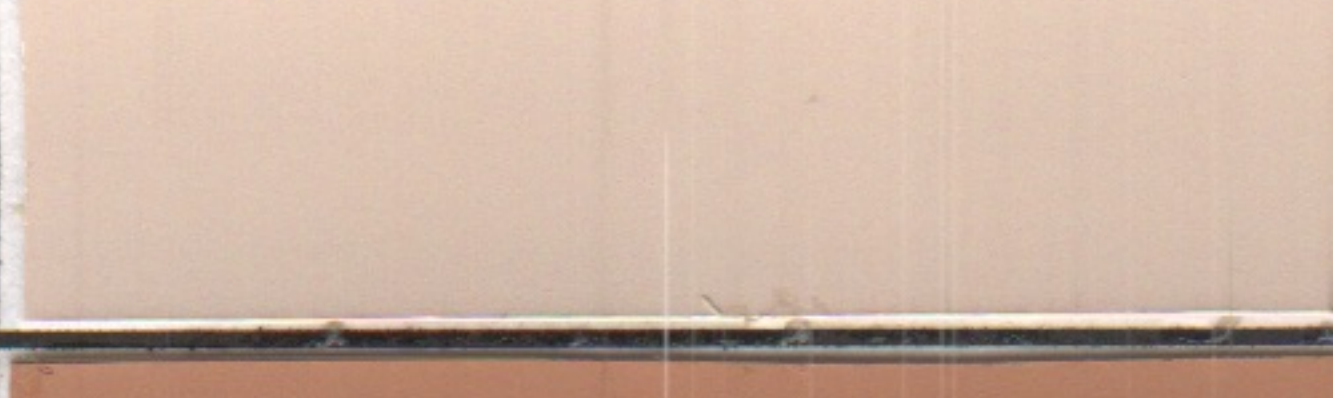
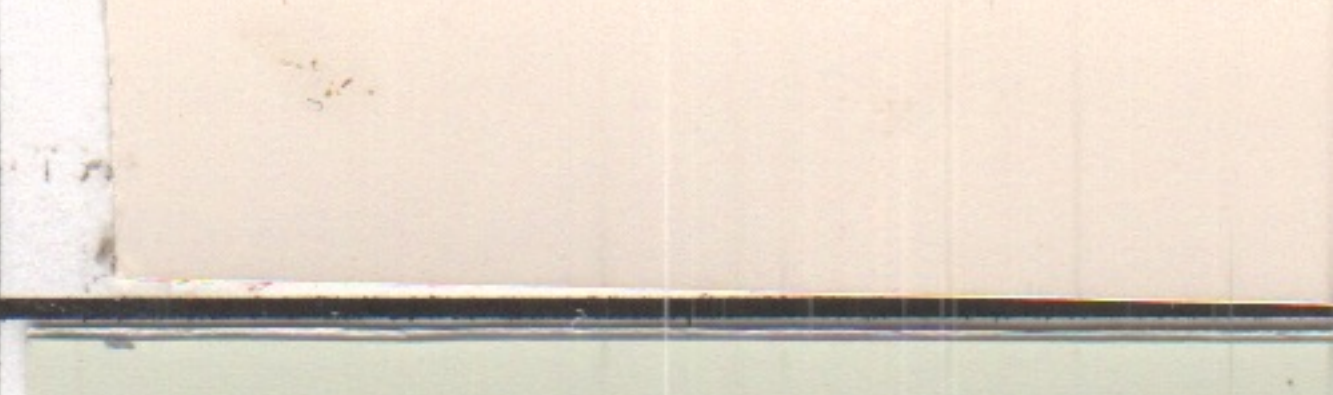
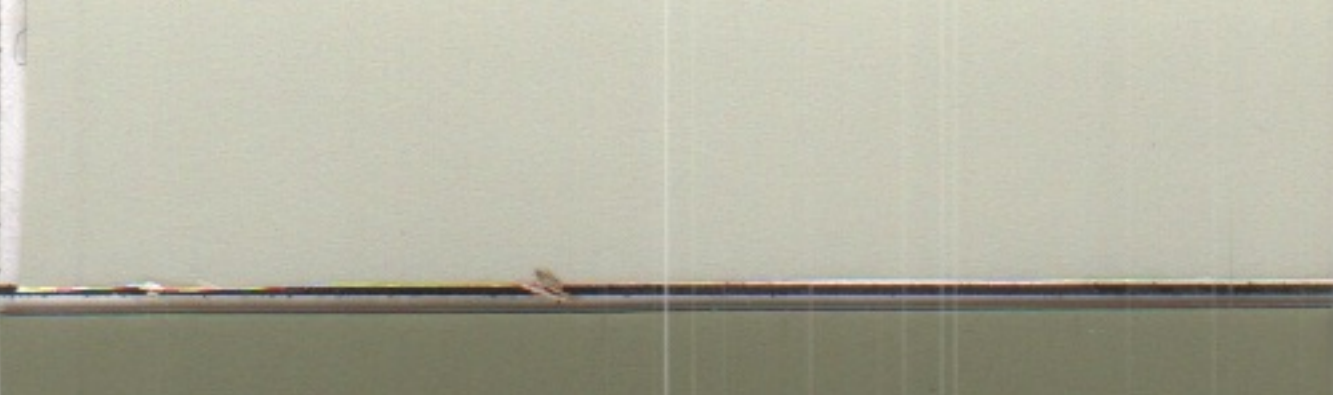
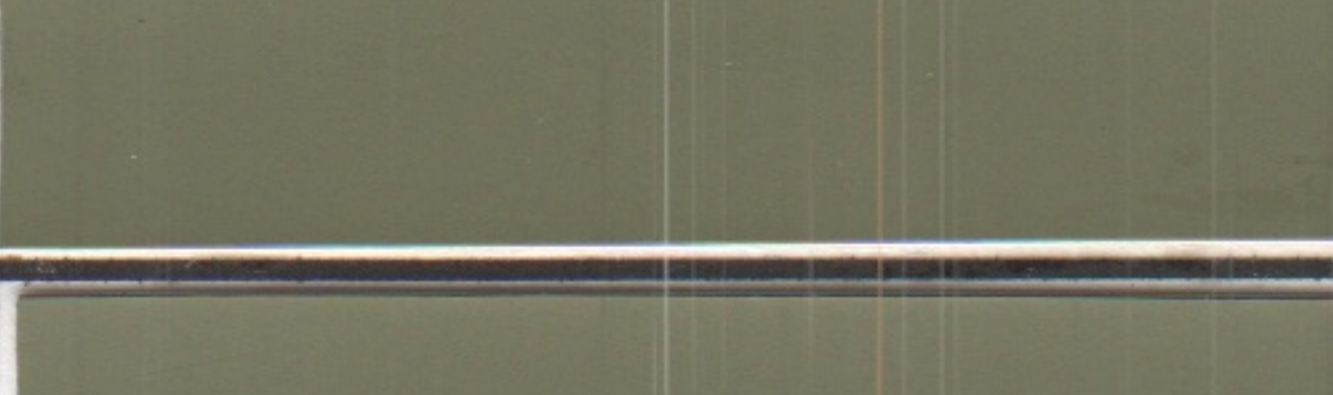
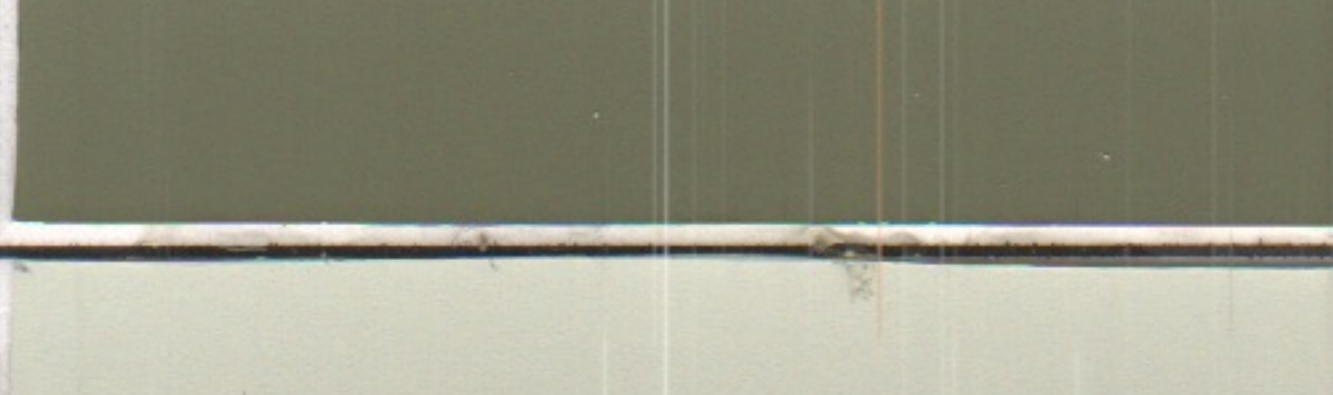
ISLAMORADA @ CORAL BAY VILLAGE ASSOCIATION

SHERWIN-WILLIAMS

2011 APPROVED HOUSE COLORS

NEW ONES

SCHEME

F	BODY	CROISSANT SW7716		SW 7716 Croissant
	TRIM	STEAMED MILK SW7554		SW 7554 Steamed Milk
G	BODY	TOWNHOUSE TAN SW7712		SW 7712 Townhouse Tan
	TRIM	TOWER TAN SW7704		SW 7704 Tower Tan
H	BODY	TOWER TAN SW7704		SW 7704 Tower Tan
	TRIM	TOWNHOUSE TAN SW7712		SW 7712 Townhouse Tan
I	BODY	OAK CREEK SW7718		SW 7718 Oak Creek
	TRIM	STEAMED MILK SW7554		
J	BODY	ANCIENT MARBLE SW6162		SW 6162 Ancient Marble
	TRIM	OLIVE GROVE SW7734		SW 7734 Olive Grove
K	BODY	OLIVE GROVE SW7734		SW 7734 Olive Grove
	TRIM	ANCIENT MARBLE SW6162		SW 6162 Ancient Marble
L	BODY	MOROCCAN BROWN SW6060		SW 6060 Moroccan Brown
	TRIM	TOWER TAN SW7704		