



ANDROS ISLE POA

2400 Victoria Point, West Palm Beach, FL 33411

ACC

(Architectural Control Committee)

PROJECT APPLICATION FORMS

Updated May 12, 2023

(Replaces all previous ACC Application Forms)

MANAGEMENT OFFICE CONTACT: Office: 561-792-8288

Missy Evans, Property Manager: androspm@campbellproperty.com

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ARCHITECTURAL CONTROL PROJECT Application Information

The primary scope of the ACC is consideration of the overall proposed design plan, consistency of aesthetic appearance and standards within Andros Isle.

Homeowners are required to follow all governmental regulations, ordinances, rules, etc., as they relate to deed restrictions, right-of-way easements, building codes, utilities, permits, etc. and are solely responsible to obtain any construction permits or site preparation underground markers prior to project commencement. ACC approval is not to be construed as the authority of approval for any other agencies. **Permits are required for most property alterations.**

The ACC does NOT review or assume any responsibility for the following:

- The structural adequacy, capacity, safety features, electrical, mechanical, or any technical design of the proposed construction, alteration, or addition
- Whether the location is free from possible hazards, including but not limited to, easement areas, underground utilities, soil conditions, water drainage.
- Performance, workmanship, or quality of work of any contractor or other person hired by the homeowner.

SUBMITTING A PROJECT APPLICATION

Applications must be submitted to the Property Manager's Office.

Applicants are encouraged to attend the ACC meeting when their application is being reviewed.

NO PROJECT MAY BE STARTED UNTIL THE ACC HAS GIVEN WRITTEN APPROVAL

Project Applications submitted without the required documentation will not go to ACC for review until the required documentation has been submitted, which may delay the review of your application and the ability to start your desired project. If necessary, the ACC may request additional information and may delay the review pending receipt of such information.

All exterior alterations require written notice of two (2) ACC approvals.

1. Initial Approval of the Project Application

Project Applications must be submitted to the Property Manager's Office for review by the ACC. Projects may not be started until the application has been approved by the ACC and the applicant has been notified in writing. **Notify the Management Office of the start date.**

2. Final Inspection - Approval of Project Completion

Notify the Management Office of the completion date. When the approved project is completed, the ACC will conduct a Final Inspection. if the project was completed satisfactorily, the project will have been approved in full.

A representative of the ACC and/or Management Office have express permission to enter onto the applicant’s property for site inspection at any time prior to or during project construction. If at any time the project is not being installed as approved, the ACC may require that the work be halted until the issue is resolved.

The homeowner understands that the authority to perform an alteration granted by this application will automatically expire if work is not commenced and completed within 180 days of approval, or another timeframe authorized by the ARC.

Extension of Time to Complete a Project or Change to ACC Approved Project Plan:

Reasonable extensions to complete an approved project may be granted at the discretion of the ACC. Changes to the original ACC approved project will only be considered by the ACC upon submission of a written request explaining the reason needed for an extension and approximate length of time needed for completion.

UPON RECEIVING WRITTEN NOTICE OF ACC APPROVAL, THE APPLICANT IS REQUIRED TO NOTIFY THE MANAGEMENT OFFICE AS SOON AS THE FOLLOWING DATES ARE KNOWN:

PROJECT START DATE: _____

PROJECT COMPLETION DATE: _____

ARCHITECTURAL REVIEW COMMITTEE (ACC) APPLICATION

PRINT OWNER NAME(s): _____ DATE: _____

Andros Isle ADDRESS: _____ LOT NUMBER: _____

CONTACT NUMBER: _____ EMAIL: _____

REFER TO THE ACC GUIDELINES FOR ADDITIONAL REQUIREMENTS OR RESTRICTIONS OF EACH PROJECT TYPE

SELECT TYPE OF PROPOSED CHANGE [Use a separate application for each different project item]

- Landscaping (Include description of all components, such as plants, ground cover, edging)
- Roof (See Management Office for pre-approved tile selections). **Note: A separate application is required if gutters are being replaced.**
- Gutters: **Note: If gutters will be replaced with the roof, a separate application is required.**
- Windows (Windows with grids need to be replaced with grids and same direction opening)
- Doors: **(paint must match trim)** Front Rear/Utility Garage
- Shutters (Show diagram where shutters will be installed)
- Driveway/Walkways (Describe pavers, patterns, colors)
- Screen Enclosure: Front Rear (Describe frame features and screen sample)
- Lighting: Coach Lights Landscape Lights Security Lights
- OTHER Project Type: (Description): _____
- TREES:** (See Tree Application Page 5) **The Management Office has a list of POA Preferred Trees**

DOCUMENTS REQUIRED WITH APPLICATION + \$ 25.00 APPLICATION FEE

Failure to provide the required documents may delay the review of your application by the ACC.

- Photo** of current project area proposing to be changed.
- Lot Survey** required for all projects. (Mark exact location of the project alterations/additions on survey)
- Drawing/Photo** illustrating identity and size of project (Examples: Lights, Doors, Pools, Walls, Fences, etc.)
- Description** of project details, including type, location, height, size, color, and surrounding features.
- Contractors' Proposal** to include full details of scope of work and NOA, if applicable (Notice of Acceptance).
- Contractors' Liability and Workers' Comp** insurance information naming **Andros Isle, 2400 Victoria Pt., West Palm Beach, 33411** as the certificate holder.
- NOA (Notice of Acceptance)**, (Example of projects: Windows, Shutters, Doors, Garage Doors)
- If **NOT** using a contractor, the Declaration Page of Owner's Personal Insurance Policy must be submitted with the application.
- Copy of Courtesy Notification to any adjoining property owners of intended project (roof, fence, landscape).

PROJECT PERMITS: Applicants/Owners are responsible for obtaining required Governmental Agency permits. Contact the City of West Palm Beach Permit Department 561-805-6700 to determine if your project requires a permit.

Underground Utilities and Sprinkler Systems: Projects that require digging or other activity that could potentially damage or disrupt use of underground irrigation systems or utilities must be reviewed in advance by Association Management and/or an authorized representative. Residents must contact the utility agencies to schedule a site visit to have underground utilities located and clearly marked before any ground intrusion is done near a utility or irrigation system. *Only the Association Irrigation Contractor* may move, alter, or change the irrigation system features on any property. Owners may be liable for any damages, repairs or cost of interrupted services caused by damage to underground utility, irrigation, or water/sewer/gas lines.

**TREE PROJECT APPLICATION ONLY
ARCHITECTURAL REVIEW COMMITTEE (ACC)**

PRINT OWNER NAME(s): _____ DATE: _____

PRINT OWNER NAME(s): _____ (LIST ALL PROPERTY OWNER'S)

Andros Isle ADDRESS: _____ LOT NUMBER: _____

Primary Mail Address of Owner: _____

CONTACT NUMBER: _____ EMAIL: _____

The Association does not permit removal of healthy trees. Extenuating circumstances and other methods of correction must be tried and found to be unsuccessful before any consideration will be given to the removal of a healthy tree (root barriers/root trimming). The ACC will evaluate requests for removal of a healthy tree and has the authority to approve or deny removal.

Existing diseased, dead, or trees damaged by lightening or storms should be treated or removed as soon as possible to avoid spread to other trees.

NEW TREES: New trees should be verified disease free before being transferred to property.
A Hardwood Tree must be replaced with a hardwood tree with a minimum of five and one-half feet (5 ½ ft.) of clear trunk measured from ground level to first branches at time of planting.
A Palm Tree must be replaced with a palm tree with a minimum of seven feet (7 ft.) of clear trunk measured from ground level to first fronds at time of planting.

Anyone planning to do excavation work must **“Call Sunshine” at 1-800-432-4770** or **DIAL 811** to schedule locations of underground utilities and prevent damages and costs causing by digging. **OWNERS ARE financially responsible for all damages associated with their project installation.**

REQUIRED with TREE APPLICATION - \$25.00 Application Fee

- A copy of the LOT SURVEY showing the exact location of existing tree(s) on the lot and proximity to the applicant dwelling, neighboring property line dwellings and the roadway, or sidewalk.
- Photos showing underground utility markers (gas, cable, electrical) and irrigation/water lines.
- Detailed description of exact type of new or replacement tree, including information such as: Tree species/name; maximum height/width of crown spread at maturity; whether bearing fruit or berries, etc.
- Vendor/Contractor information and copy of contract, including removal and replacement of all trees and ground cover. Note: Exposed tree roots must be removed. Tree stumps must be ground down below ground level and the bare spot covered with sod or other ACC approved ground cover.

ALL DEBRIS MUST BE REMOVED FROM SITE. Landscape beds, lawn grass/sod, and other ground cover must be restored to original condition if damaged during tree removal.

The following information is being provided as a courtesy for your convenience. The homeowner is solely responsible for making all inquiries and obtaining all required permits and services necessary for the proposed project.

The ACC advises hiring only licensed and insured contractors for your protection.

PERMIT AND UTILITY CONTACT INFORMATION

➤ **PERMITS – CITY of WEST PALM BEACH PROJECT QUESTIONS? 561-805-6700**

Not all projects may require a permit, asking first is the smart way to avoid a penalty if you are required to have a permit.

➤ **UNDERGROUND UTILITY LOCATIONS Sunshine 811 This is a free service.**

For any excavation projects large or small, Chapter 556, F.S. says you must notify **Sunshine 811** by dialing **811**. Member utility companies will be notified when you are planning to dig, and they will mark the approximate locations of underground lines, pipes, and cables in your yard or construction site. The process takes two full business days - day one starts the day after you call.

➤ **HOA SPRINKLER/IRRIGATION SYSTEMS**

If it is necessary to locate or move irrigation lines or sprinkler heads for your architectural project, you must contact the Management Office to arrange for the Association Irrigation Contractor to visit your property to evaluate the need to relocate or turn off any irrigation lines or sprinkler heads for your project. The Owner may be required to pay for the repair or replacement of any irrigation lines or sprinkler heads damaged during construction of your project.

**ANDROS ISLE PROPERTY OWNERS' ASSOCIATION
2400 VICTORIA POINT, WEST PALM BEACH, FL 33411
Management Office: (561)792-8288**

PROPERTY MANAGER: Missy Evans - ASSISTANT PROPERTY MANAGER: Danielle Gise