

PARAISO HOMEOWNERS ASSOCIATION, INC.
Campbell Property Management

INSTRUCTIONS FOR COMPLETING

ARCHITECTURAL REVIEW BOARD APPLICATION

Attached you will find an Architectural Review Board (ARB) Application. ARB

In order to have your application reviewed in a timely manner, **please submit your completed** form to Campbell Property Management. **Please allow 30 days for processing.** If you have questions, please contact gstocking@campbellproperty.com

Please note: Per Paraiso's Governing Documents, no tree removal, substantial landscaping work or exterior home modification may commence until approved by the ARB. Once a complete application and necessary supporting documents are received, the ARB will make a decision within 30 days.

An approval granted by the ARB will expire ninety (90) days from the date of approval unless work has commenced or the homeowner notifies the ARB that a delay has occurred and the ARB approves an extension. Please keep this in mind before submitting your application.

All modifications/alterations/changes approved must be completed within six (6) months from the date of approval unless the homeowner notifies the ARB that a delay has occurred and the ARB approves an extension.

To ensure prompt attention to your application, **please fill out all sections of this form. Incomplete forms will be returned.**

Optional: it may be helpful to the ARB (and possibly expedite your application) if you attach one or more color photos of your home to illustrate the current appearance of the item you propose to modify.

Return signed and completed ARB Application:

**Paraiso Homeowners Association, Inc.
c/o Campbell Property Management
1215 East Hillsboro Blvd
Deerfield Beach, FL 33441
954-427-8770**

OR

If you have filled out the PDF and have converted all supporting documents to electronic format, e-mail the package to gstocking@campbellproperty.com

PARAISO HOMEOWNERS ASSOCIATION, INC.

ARCHITECTURAL REVIEW BOARD APPLICATION

Date: _____

HOMEOWNER INFORMATION

Name: _____

Address: _____

Home Phone: _____ Cell Phone: _____

E-mail: _____

I prefer to be contacted by: Home Phone _____ Cell Phone _____ E-mail _____

MODIFICATION REQUEST

GENERAL DESCRIPTION OF MODIFICATION/ALTERATION/CHANGE (attach additional pages if needed):

Please see the attached instructions for information required for various types of requests. Ensure to list the SW number when listing paint colors. Please answer the following:

	CURRENT (If Available)	PROPOSED
Color Scheme #	_____	_____
Color of Exterior of Home	_____	_____
Color of Exterior Trim	_____	_____
Color of Front Door	_____	_____
Color of Garage Door	_____	_____
Color and Type of Roof	_____	_____
Color and Type of Driveway	_____	_____

Other modifications.: _____
(i.e. Patio addition, Hot Tub, Landscaping, ect..)

FOR ARB DISPOSITION ONLY

APPROVED ☺

Comments: _____

APPROVED WITH CONDITIONS ☺

Comments: _____

DISAPPROVED ☹

Comments: _____

Signature _____ Date _____

PARAISO HOMEOWNERS ASSOCIATION, INC.

ARCHITECTURAL REVIEW BOARD APPLICATION

TYPE OF MODIFICATION—Please mark your category selection below, and follow the procedures listed as they pertain to your project.

TYPE OF MODIFICATION

Roof (New or Change in Roof Color or Style)

- a. Place several tiles of your requested color in front of your home for the ARB to review. Sample tiles must be visible from the street, standing against your home to one side of your garage door. If the proposed roof color is a blend, display sample tiles showing all colors in the blend.
- b. A picture of the color and type of roof tile is acceptable.

Re-Painting Your House)

- a. Only the approved color schemes will be excepted no changes will be allowed.

Fences

- a. Attach a survey of your property showing the pool, pool deck and location of the proposed fence.
- b. Include a description of the fence materials and color (brochure or photo).
- c. Include a landscape plan for the area surrounding the proposed fence which specifies type, gallon size or height and quantity of plant material to be used. Portions of fences that are visible from the street must be screened from view by landscaping.

Pool Addition

- a. Attach a survey of your property showing the proposed pool, the proposed pool deck and location of the proposed pool fence/screen enclosure. An elevation plan must be provided if a screen enclosure is proposed.
- c. Include a description of the fence/screen enclosure materials and color of the proposed fence/screen enclosure (brochure or picture if available).
- d. Include a landscape plan for the area surrounding the proposed fence/screen enclosure which specifies the type, gallon size or height and quantity of plant material to be used.

Screened Enclosure

- a. Attach a survey or architectural rendering of your property marking the proposed location of the screen enclosure.
- b. See above conditions for screen enclosures under "Pool Addition."

Room Addition(s)

- a. Attach a survey of your property and one set of architectural plans showing the proposed room addition(s).
- b. See requirements under "Roof," "Re-Painting Your House," "Driveways and Walkways" and "Landscape and Tree Removal" for any proposed modifications/changes resulting from the room addition(s).
- c. Please note: if a proposed addition may obstruct the lake view from another dwelling, Paraiso's property manager will notify the owners of adjacent lots of the ARB meeting date at which the proposal will be considered.

Doors and Windows

- a. Submit specifications and photos of proposed doors and/or windows (note: product must be "Dade County approved" to meet building code).
- b. All windows must be consistent in style of opening (e.g., single hung, horizontal rollers, etc.).
- c. Windows and window frames must be same color as other windows on your home with similar glass.

Driveways and Walkways

- a. Attach a survey of your property marking the location of the proposed change(s) to the driveway and/or walkway.
- b. Provide description of the proposed driveway and/or walkway (picture, brochure if available).
- c. Place a sample of pavers for the ARB to review. Samples must be visible from the street, standing against your home to one side of your garage door. If the proposed color is a blend, display sample pavers showing all colors in the blend.
- d. Include a landscaping plan if existing landscaping is affected by the modification to the existing driveway and/or walkway. Specify type, gallon size or height, and quantity of plant material to be used.
- e. Note: Modifications to driveways other than a simple repair require a Palm Beach County building permit.

Landscape Modifications/Tree Removal and/or Replacement

- a. Include a survey of your property showing locations of the proposed modifications to landscaping. Include both existing and new plantings, and indicate any items to be removed.
- b. Landscaping plan must indicate the type, gallon size or height and quantity of plant material to be used.

NOTE: Landscaping includes not only trees and plants, but such items as paving, pavers, fountains, exterior lighting fixtures, and statuary.

Miscellaneous (Swing Sets, Playground Equipment, Sheds, etc.)

- a. Provide a survey of your property showing the proposed location of the item.
- b. Provide a description of the proposed item (brochure, drawing or picture, if available).
- c. Include a landscaping plan if the proposed installation is visible from the street. Specify type, gallon size or height and quantity of plant material to be used. Portions of play equipment that are visible from the street must be screened from view by landscaping.

CONTRACTOR INFORMATION

The following contractor information must be provided for significant structural modifications along with proof of a valid license and current insurance, including Liability and Workmen’s Comp. Certificate Holder is Paraiso c/o Campbell Property Mgmt 1215 E Hillsboro Blvd Deerfield Beach FL 33441

CONTRACTOR’S NAME: _____

ADDRESS: _____

PHONE NUMBER(S): _____

PARAISO HOMEOWNERS ASSOCIATION, INC.

ARCHITECTURAL REVIEW BOARD

LIMITATION OF RESPONSIBILITIES

The primary goal of the Architectural Review Board (ARB) is to review the ARB application (plans and specifications) submitted to determine if the proposed modification/alteration/change complies with the deed restrictions and to determine if the proposed modification/alteration/change conforms in appearance with the Standards and Policies set forth by the Declaration of Covenants as they pertain to the ARB and any other rules or policies adopted by the ARB or Association.

No work is to be started prior to receiving written ARB approval. Work started before obtaining such approval may be subject to a fine as determined by the Board of Directors or subject to removal. Should legal action be required by the Association the homeowner will be responsible for all reasonable attorney’s fees. Before work commences, make sure no Aggrieved Party has filed an appeal with the Board of Directors. If an appeal is filed, your approval may be modified or overruled by the Board after notice and hearing. Accordingly, we suggest that you contact the Association to verify that no appeal has been filed.

The ARB does not review and assumes NO responsibility for the following:

1. The structural adequacy, capacity or safety features of the proposed modification/alteration/change.
2. Whether or not the location of the proposed modification/alteration/change on the lot is free from possible hazards from flooding or any other conditions occurring either on or off the property.
3. Soil erosion, uncompactable or unstable soil conditions.
4. Mechanical, electrical or any other technical design requirements for a proposed modification/alteration/change.
5. Performance or quality of work of any contractor.
6. Compliance with any and all governmental building codes, regulations, safety requirements, laws or ordinances. ARB approval does not constitute local government approval or permits.

All work must be completed in a professional manner and is subject to final ARB/HOA review. Modifications made to a project subsequent to ARB approval may be subject to a fine. Material for construction may not be placed in front of the home until 2 weeks prior to work commencing or without prior board approval.

No contractors may post any signage at any time on the property or within the community advertising their services. Construction trailers are not permitted.

When installing a driveway, screen enclosure, pool addition, room addition, new roof or any other modification an inspection will be made of the common areas and surrounding area side walk after the work has been completed. If there is any damage noted, the homeowner will be responsible to repair or replace any broken, cracked or otherwise damaged areas and any costs involved with making these corrections.

As a courtesy to your neighbors, and to comply with City of Boca Raton regulations, please restrict construction work to the hours between 8a.m. and 6p.m. weekdays and 9a.m. to 5p.m. Saturdays. No work to be done on Sundays.

By my following signature, I affirm that I have read the foregoing and understand that the ARB approval of requested modifications/alterations/changes to my property does not at any time waive my responsibility to obtain necessary permits from the appropriate governmental entities for the work to be performed, nor does it in any way guarantee the workmanship or quality of the work performed and, furthermore, I agree to all of the above stipulations and requirements of the

ARB and the Paraiso Homeowners Association, Inc.

Homeowner Signature _____

Printed Name _____

Date _____