

ARCHITECTURAL REQUEST CHANGE APPLICATION

Request must be submitted at least 30 days prior to beginning construction or improvement.

A separate application must be completed for each project.

c/o Campbell Property Management

3000 Casa Rio Court • Palm Beach Gardens, FL 33418 • (561) 840-9225

Name: _____ **Date:** _____

Property Address: _____

Email Address: _____ **Telephone Number:** _____

I hereby submit this application to the Woodbine Master Association Architectural Committee/Board for review. I acknowledge that all parties have the right to approve or deny any application based on their judgement. I agree to abide by the decision of the Committee/Board.

Homeowner Signature: _____ **Print Name:** _____

REQUESTED IMPROVEMENT / MODIFICATION

- | | | | |
|--------------------------------------|---|---|--|
| <input type="checkbox"/> Roofing | <input type="checkbox"/> Exterior House Painting | <input type="checkbox"/> Driveway: Staining/Pavers | <input type="checkbox"/> Windows, Shutters, Door |
| <input type="checkbox"/> Fences | <input type="checkbox"/> Exterior Lights | <input type="checkbox"/> Screen Enclosures, Pergolas, | <input type="checkbox"/> Garage Door |
| <input type="checkbox"/> Landscaping | <input type="checkbox"/> Tree Removal & Plantings | Tiki Hut, Play Equipment, Pool | <input type="checkbox"/> Flagpoles |

BRIEF DESCRIPTION OF IMPROVEMENT / MODIFICATION

WORK TO BE COMPLETED BY

Contractor Name: _____ **Contractor License #:** _____

Business Address: _____

A copy of license and insurance must be included with application including workman's compensation or the workman's compensation exemption form. This information is mandatory.

According to Article X Section 10.01 of the Woodbine Master Association Declaration, no building, sign, outdoor lighting, fence, hedge, wall, walk, dock, or other structural or planting shall be constructed, erected, removed, planted or maintained, nor shall any addition to or any change or alteration to such be made until the plans and specifications showing the nature, kind, shape, height, materials, floor plans, color scheme and the location of same shall have been submitted to and approved in writing by the ARC. Upon receipt of the completed application, the ARC Committee has up to thirty (30 days) in which to accept or reject the application. Please note, all applications will first be sent to the Woodbine Amin or Association Manager before it can be submitted to the ARC Committee.

ARC COMMITTEE DECISION

- Approved** – Contingent on following criteria: _____ **Not Approved** – Based on following criteria: _____

ARC Committee Member Signature: _____ **Print Name:** _____ **Date:** _____

ARC Committee Member Signature: _____ **Print Name:** _____ **Date:** _____

Submit your completed application to: Woodbine Master Association

Upload to Homeowner Portal • Drop off at Casa Rio Clubhouse • Mail to Woodbine Master Association, 3000 Casa Rio Court, Palm Beach Gardens, FL 33418 • Email to WoodbineAdmin@campbellproperty.com or WoodbinePM@campbellproperty.com

Roofing

- a. ROOF STYLE, MATERIAL, AND COLOR MUST BE CHOSEN FROM THE APPROVED LIST.
- b. Picture of the house including driveway.
- c. Approved roof tiles can be located by logging into the homeowner portal at <https://portal.campbellproperty.com>.

Exterior House Painting

- a. ALL PAINT COLORS MUST BE SELECTED FROM CURRENT APPROVED COLOR PALETTE. NO EXCEPTIONS.
- b. A maximum of 3 different colors are permitted per house. Please read the Paint Standards Guidelines located in the homeowner portal at <https://portal.campbellproperty.com>.
- c. Paint codes must be included in the application.
- d. You must include a color photo of your home showing the roof and driveway as well as photos of the neighboring homes. Homes located next to each other cannot be painted the same colors.
- e. Identify the location(s) of each paint color (i.e., stucco bands, front door, garage door, shutters, etc.). The colors apply to the Body, Trim and Accent.

Driveway: Staining/Pavers

- a. Provide color and/or pattern information, COLORS MUST BE SELECTED FROM THE CURRENT APPROVED COLOR. PALETTE. Approved colors can be located by logging into the homeowner portal at <https://portal.campbellproperty.com>.
- b. Provide a color picture of our house including the roof.
- c. Sidewalks within the driveway may NOT be painted or stained.

Windows, Hurricane or Decorative Shutters, Front Door

- a. Photo of home showing current windows, shutters, and front door.
- b. Sample picture of the proposed product, including colors, style, and specifications.
- c. Plot plan illustrating the proposed location.

Fences

- a. Survey indicating the location of the fence with respect to the property lines including the location of the gates and the swing direction of all gates.
- b. Type of fence including material, height, color, and style.
- c. A sample picture of the fence showing the style of fence.
- d. Fencing material and styles are contingent on the location of your home. Please see Master Association Standards and Guidelines for reference.

Exterior Lights

- a. Sample picture of the lights to be installed.
- b. Documentation of color and wattage.
- c. Picture of house where lights are to be installed.
- d. A listing of suggested lights can be located by logging into the homeowner portal at <https://portal.campbellproperty.com>.

Screen Enclosures, Pergolas, Tiki Hut, Play Equipment, Pool (Separate Application for each Project)

- a. Survey depicting location of structure.
- b. Plans and specifications provided by the contractor indicating dimensions, heights, screen roof tyle (i.e. mansard, gable or flat), location(s) of screen door(s), elevation drawings and accessories (i.e. kick plates).
- c. Identify colors, for screening, aluminum framing and kick plates.
- d. Sample picture of product being installed.

Garage Door Replacement

- a. Picture of house.
- b. Picture of sample garage door including color.
- c. Decorative hardware is not permitted.
- d. See permissible styles of garage doors located by logging into the homeowner portal at <https://portal.campbellproperty.com>.

Landscaping

- a. Drawing illustrating placement of proposed landscaping.
- b. Description of proposed landscaping including type, height, and quality of planting materials.
- c. Description of any plants that will be removed.
- d. Picture of current landscaping.
- e. Suggested plantings can be located by logging into homeowner portal at <https://portal.campbellproperty.com>.

Tree Removal & Plantings

- a. Picture of front of the house including current tree location.
- b. Description of replacement trees based on the Woodbine Master Association standards.
- c. Survey or drawing of proposed planting.
- d. A listing of suggested trees can be located by logging into the homeowner portal at <https://portal.campbellproperty.com>.

Flagpoles

- a. Picture Flagpoles must be within the Palm Beach County Regulations. 1-story homes: 20 ft. max, 2-story home: 25 ft. max.
- b. Flags must be maintained and kept in good condition at all times.

NOTICE TO HOMEOWNERS

- Some modifications may be subject to applicable permits. Obtaining a permit is the sole responsibility of the homeowner and not the HOA. Investigations of all contractors, licenses and insurance are the responsibility of the homeowner. The HOA will not be held responsible for contractors hired by the homeowner.
- All approvals granted are based on an aesthetic point of view and does not constitute an approval from an engineering/structural point of view. Members of the ARC Committee or the Board of Directors will not be held liable to the Association, any homeowner or applicant, or any other person arising out of, related to, the performance of the ARC's duties of review.
- Any modifications, additions or deletions made to the attached plans after approval will void any approval granted and require a new application to be submitted and reviewed. The board has the right to ask homeowners to revert to the original plan at the homeowner's cost.
- **All work must be commenced and completed within 60 days from the date of the signed approval. If you have requested approval for painting of your home or a permit is required and it has been granted, you will have 60 days to complete. All approvals are void after 60 days if the work is not completed. To obtain an extension, the reasoning must be submitted in writing to Management for approval. This does not apply to any violation resolutions.**
- Access to the areas of construction may only be allowed through your property. No permission is granted to access your property across common areas or neighboring lots. Any damage caused to non-homeowner property must be restored immediately.