

ARCHITECTURAL REQUEST GUIDELINES

Exhibit B:

Architectural Review Board Approval

1. Any and all changes/modifications/additions, that involve the outside component of your unit, (extensions, wood trim, doors, windows, walks, patios, driveways, atriums, roofs, screen enclosures, etc.), unless pre-authorized, require prior approval and application and review by the Architectural Review committee and BOD. **Note:** Approval of the finished work will also be required. Therefore, upon completion, arrangements must be made with the ARB Committee for a final inspection of the project.
2. Forms: See Form 1 for illustration of Architectural Improvement/Change Request Application, which is available for Association members at the Clubhouse office or on-line from the Shadywoods website.
3. Form must be completed in its entirety, including the attachment of appropriate design drawings, specifications, lot survey and any other needed documentation to support the change requested, (e.g. roof mate/neighbor agreement, if applicable).
4. Applications and attachments, with the appropriate number of copies, are to be submitted to the BOD's ARB Chairman, and no later than the 3rd Monday of the month, who will review it for completeness. If found complete, the application will be logged, dated and noted as received "Complete," at which time the 30 day time limit will begin to run. The appropriate form copy will be given to the unit owner. **Project must be completed within 90 days of approval being granted.**
5. Applications found "Incomplete/Insufficient" will be logged in as received, but then subsequently returned to the unit owner for further information. Review and return of incomplete applications may take up to 10 days.
6. Architectural Change Request applications may require on-site inspection, which will be undertaken by the ARB committee for recommendations regarding approval or disapproval to the ARB Chairman, who will then notify the unit owner accordingly. The ARB Committee generally meets during the first week of the month.
7. Work is NOT to begin prior to receiving the appropriate approvals. If not observed, unit owner may be subject to fines, penalties and possible removal or correction of such work started or completed.
8. Applicants who request was not approved may appeal to the BOD.
9. Approval by the BOD is intended to reflect conformance with Shadywoods' requirements, but not those of the City, County or State requirements. It is the applicant's responsibility to ascertain and secure any necessary City/County/State permits or approvals.
10. All requested outdoor changes that may require alteration of sprinklers, sprinkler lines, any related electrical/cable lines, landscaping, and/or landscaped areas, etc., will be at the sole cost of the homeowner. Staff employees, if hired, cannot perform any such work during regular duty hours.
11. Forms should indicate expected start/completion dates for the work planned, which is also subject to further follow-up verification and approvals that finished work is in accordance with Request details.

Once an architectural request has been approved, the project must be completed in accordance with the approved form. Failure to adhere to the approved form may result in a violation, fine, or the project may be removed at the unit owner's expense.

I have read and understand the above requirements.

Signature of unit owner: _____ Date: _____

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SHADYWOODS HOMEOWNERS' ASSOCIATION, INC.

4500 Shadywood Drive

Delray Beach, FL 33445-5747

ARCHITECTURAL IMPROVEMENT/CHANGE REQUEST APPLICATION

Please PRINT all entries and sign form below.

UNIT OWNER: _____

Address of Unit: _____

Telephone: _____

Email: _____

Date: _____

OFFICE USE:

Received by: _____

Date Received: _____

Property Manager: _____

Brief Description and Location of addition, alteration, improvement, etc. _____

DOCUMENT CHECK LIST

- Survey/Plat Plan
Specifications
Building Plans
Permit Application(s)
Elevations
Photos
Details
Colors

CONTRACTOR CHECK LIST

- Name
Address
Phone

OR

HANDYMAN CHECK LIST

- Name
Address
Phone

COPIES OF CONTRACTOR LICENSE & CERTIFICATE OF INSURANCE MUST BE PROVIDED WITH THIS FORM.*

Anticipated start date: _____ end date: _____

OWNER AFFIDAVIT

I have read the Covenants and restrictions of Shadywoods Homeowners' Association and agree to abide by all the Rules & Regulations as well as Local, County, and State law, Rules, Requirements, and Codes. No work will commence without the approval of the Association. I understand that it will be my sole responsibility and expense to correct any damage associated with this alteration including replacement of sod, landscaping, sprinklers, sprinkler lines, and electrical/cable lines. Staff employees, if hired, cannot perform any such work during regular duty hours.

Signed: _____

For Association Use Only

NOTES:

- Approval by Association BOD
Approval by BOD Secretary
Incomplete/Insufficient Information - Resubmit
Not Approved BOD
Not Approved BOD
Date:

*In the bottom left-hand box of the COI, the following must be entered as additional insured:

- Shadywoods HOA, 4500 Shadywoods Drive, Delray Beach, FL 33445-5747
Team Real Estate Management Solutions, 11440 Okeechobee Blvd, Suite 203, Royal Palm Beach, FL 33411