

**LIGHTHOUSE POINTE AT BAYWINDS
ARCHITECTURAL CONTROL COMMITTEE (ACC)**

APPLICATION FOR ALTERATIONS

Please refer to the ACC GUIDELINES for detailed information.

Owner's Name: _____ Date: _____
Address: _____ Phone # _____
E-mail: _____ Bldg #: _____ Lot#: _____

Circle unit model: Clipper, Spinnaker, Windjammer

Owner's Alternate address and phone number if NOT in Lighthouse Pointe: _____

Project or Alteration **MUST** commence **within 30 days** of Approval date. If work has not begun within this allotted time frame, except for extenuating circumstance (e.g. permits, weather, etc.), then a **NEW** application **MUST** be submitted.

A SEPARATE APPLICATION is required for **EACH PROJECT**, including a detailed rendering. To avoid delays, each application **MUST** be accompanied by **ALL** applicable documents listed on following page titled: **APPLICATION FOR ALTERATION FORM CHECK LIST.**

Approval is requested for the following alteration. **Mark one item only per application.**

| | |
|-----------------------------|-------------------------------|
| ____ Landscaping _____ | ____ Hurricane Shutters _____ |
| ____ Patio Extension _____ | ____ Gutters/Downspouts _____ |
| ____ Screen Enclosure _____ | ____ Entry/Door _____ |
| ____ Edging _____ | ____ Water Feature _____ |
| ____ Other _____ | |

NAME OF CONTRACTOR: _____

BEING DONE BY SELF: _____

PLEASE NOTE: When permits are required, work may **NOT** commence until the permits are filed with **THE MANAGEMENT COMPANY**. For projects where permits are not required, work may **ONLY** begin after your application is **APPROVED** and you have received an approval letter. _

DO NOT USE THIS FORM IF ALTERATION IS FOR: Roof, Solar Panels, Skylights, Satellite Dish, Generator/Fuel Tank, or Footprint/Façade of home. MASTER BOARD APPROVAL IS REQUIRED_____

**LIGHTHOUSE POINTE AT BAYWINDS
ARCHITECTURAL CONTROL COMMITTEE**

APPLICATION FOR ALTERATION FORM CHECK LIST

To avoid delays, Application **MUST** be accompanied by all applicable documents:

- Copy of Plat Survey - If you need a copy of your survey, call (561) 805-6684
- Sketch with **ACTUAL** dimensions indicating the design, size, shape, color
- Copies of all Contractor licenses
- Copies of all Contractor Liability and Workers Compensation Certificates
- If painting, color swatch (original color only)
- Refer to ACC Guidelines \$1,000.00 Damage deposit (when required)

Please submit your **COMPLETED** application to The Management Office by the second Friday of the month, allowing time for forwarding to the ACC for final review on the third Tuesday of the month.

PLEASE RETURN COMPLETED APPLICATION TO:

Century Management Consultants, Inc.
2950 Jog Road
Greenacres, FL 33467

Property Manager: Michelle Holmes
Phone: 561-641-1016 Fax: 561-641-9118
Michelle@cmcmangement.biz

If approval is granted, it must not be construed to cover approval of any City code or Baywinds Community Association requirements. A building permit from the City of West Palm Beach Building Department is needed on most property alterations or improvements. No improvements can be placed beyond any easement. Additionally, Lighthouse Pointe at Baywinds HOA approval does not grant Baywinds Community Association approval, as each owner is responsible for ensuring compliance with all terms of the Community Standards of both the Lighthouse Pointe at Baywinds HOA and Baywinds Community Association.

As a condition precedent to granting approval of any request for a change, alteration or addition to an existing structure, the applicant, the heirs, and assigns thereto, hereby assume sole responsibility for the repair, maintenance, replacement or damage to any such change, alteration or addition can cause. The Association shall have the right to accept or reject the quality of material or workmanship regarding replacement of damaged items. It is understood and agreed that the Association and the Management Company are not required to take any action to repair, replace, or maintain any such approved change, alteration, addition or damage. If approval is granted, a copy of the building permit **MUST** be sent to the Management Company to be included in your permanent file. **NO WORK CAN BE STARTED WITHOUT ACC APPROVAL AND SUBMISSION OF PERMIT. UPON WORK COMPLETION, A COPY OF THE FINAL INSPECTION APPROVAL MUST BE SUBMITTED TO THE MANAGEMENT COMPANY.** The approved ACC application will only be valid for 30 days. If alterations are not started within this time period, an extension **MUST** be requested through The Management Company.

FAILURE TO COMPLY WITH THESE GUIDELINES WILL RESULT IN A VIOLATION.

WAIVER OF LIABILITY

I/We hereby agree that any and all liability caused by or arising from any acts which may increase the hazard of susceptibility to loss on the described premises shall not be held against the Association or CMC Management, Inc., "as their interest may appear", and they shall be held harmless from any liability arising there from and indemnify them for all losses, costs, expenses and attorney's fees in connection with any such addition to their property.

Owner Signature: _____ **Date:** _____

Note: Approval of any Modification, Alteration, or Addition does not waive the necessity of obtaining the required Federal, State, County or applicable agency approval (s) or permits (s).

LIGHTHOUSE POINTE at BAYWINDS
ARCHITECTURAL CONTROL COMMITTEE (ACC)
GUIDELINES for ARCHITECTURAL APPROVAL

The ACC Application and the Guidelines for Architectural Approval can be obtained at CMC Management, Office, 2950 Jog Road, Greenacres, FL 33467 or the CMC website, www.cmcmanagement.biz.

ACC approval is REQUIRED for exterior additions, alterations or improvements to your home and property in Lighthouse Pointe, including but not limited to the following:

1. Landscaping, (new or extended beds, trees, and shrubs)
2. Patio extensions
3. Screen enclosures (front and/or back)
4. Potted plants and lawn art in excess of specified parameters
5. Edging
6. Light fixtures
7. Hurricane shutters
8. Gutters/Downspouts
9. Pools/Spas
10. Fencing
11. Front entry and doors
12. Signs and decorative flags or banners
13. U.S. Flag
14. External paint — HOA will repaint per schedule as a Reserve Expense
15. Holiday Lighting and Decorations

In order to expedite your approval, please note the following:

- Homeowner MUST adhere to the ACC Application. Any changes may require additional approval.
- Homeowner is responsible for all irrigation and drainage issues.
- Homeowner is responsible for keeping street cleared at all times during construction.
- Homeowner is responsible to have sidewalk repaired if damaged.
- Homeowner is responsible to have sod replaced from damage due to trucks, heavy equipment, etc.
- Nothing can be planted, placed or constructed in any lake easement (20 feet) or utility easement [see individual lot survey or elicit a FREE service to determine the exact location of underground utility lines by calling 1-800-432-4770 to mark utilities on your property to avoid damage unnecessary expenses].
- Homeowner is responsible for any damage to existing property not specifically mentioned in this document, and all replacements will be of the same type and quality of materials and workmanship of the original item.
- It is the homeowner's responsibility to pay for damage to property, including but not limited to the common area and neighboring units, resulting from completion of said project. Damaged property must be immediately restored and returned to its original condition.

- For large scale projects requiring heavy equipment and/or access via property belonging to the Association or others, a \$1,000.00 deposit is required upon approval of the ACC Application, until satisfactory repair and restoration is deemed complete. This deposit must be submitted with the copy of the Permit **PRIOR** to the start of the approved project.
- **Upon verification of the completion of the project including the repair and restoration of any damage to Association or other property and submittal of inspection approval(s) to the Management Company, the deposit will be refunded.** Should the Homeowner not restore damaged property to the previous level, the deposit will be applied to restoration, and further costs associated with damage repair and restoration in excess of any deposit shall be the Homeowner's responsibility.
- **Failure to comply with ANY of the guidelines stated herein may result in a violation and may be referred to the Fines Committee.**

1. LANDSCAPING

- Shared areas require written consent of immediate neighbor(s). (For example, strip between driveways of two units, flower beds that cross property lines, etc.)
 - Homeowner is responsible for all irrigation and drainage issues resulting from their project(s). No plantings may interfere with the irrigation spray patterns. **The HOA Landscape and Irrigation Contractor will make irrigation adjustments at homeowner's expense, if required.**
 - Residents **MUST** maintain (trimming, fertilizing and such) their OWN plantings (flowers, plants, shrubs, hedges, trees) in all new beds. Place RED REFLECTORS to alert contract landscapers **NOT** to provide routine service. Reflectors may also be used to mark an existing bed or individual plant in an existing bed that you wish not to be cared for by the contract landscapers.
 - Lawns must be kept clear of furniture, grills, and any items (e.g. lawn art) that would prevent or require moving for lawn maintenance. Lawn furniture and grills should be stored on patios or in garages when not in use. Requests can be made through the ACC for permission to create a PAVER platform, replacing an area of grass up to 5' X 5' to support your grill outside of your screen enclosure (earthen tones, no plastic or wood).
 - NO hose shall be visible from the street. Hose containers ARE acceptable.
 - No artificial vegetation is allowed per the HOA documents.
 - Plants, flowers and low growing shrubs may be placed in existing (developer created) beds without ACC approval. (See attached suggestion list.)
- h. No grass can be replaced nor flower beds extended or created without approval**
- REPLACEMENT of trees, REMOVAL of trees, the ADDITION of trees, or the RELOCATION of existing trees **REQUIRES** ACC approval. **Living trees shall be offered to the community, NOT DISCARDED.** No citrus trees or ficus trees are permitted.

2. PATIO EXTENSIONS

- a. Patio extensions are limited to 10 feet from the outer edge of the existing builder-installed patio or less as required to ensure any lake or utility easements.
- b. Patio extension surfaces must coordinate with pavers, tiles or surface of existing patio.
- c. Homeowner is responsible for all rerouting modifications and drainage issues connected with the patio extension. **The HOA Landscape/Irrigation Contractor will make modifications at homeowner's expense.**

3. SCREEN ENCLOSURES

- a. Screen framework must be WHITE aluminum only with charcoal mesh screen.
- b. Screen enclosure on extension must have screened pitched roof. No flat or solid roof.
- c. Maximum 12 inch kick plate permitted on doors and/or screening.

4. POTTED PLANTS AND LAWN ART in excess or larger than specified parameters **MUST be**

approved by the ACC. The following items are automatically approved but are limited to a total of 4 items (pots and decorative lawn art items) meeting the following specifications:

- a. Pots must be decorative — fiberglass composites, clay, ceramic or cement, and cement composites are acceptable. **No black nursery containers.** Containers **MUST NOT EXCEED** 24 inches in height or width.
- b. No potted plants around free standing trees.
- c. Residents must maintain all of their personal plants in a healthy manner. If plants are not healthy, they must be replaced or removed.
- d. Large, heavy decorative rocks (cap rock, coral, granite or the like) must be firmly embedded in the ground.
- e. No birdfeeders, pinwheels, decorative flags, windsocks, or wind chimes in the front of units.
- f. **WHEN STORM WARNINGS ARE IN EFFECT**, all pots, solar lights, and decorative lawn art must be removed. When hurricane shutters go up, those items must go in.

5. EDGING described below is automatically approved; any other products are not.

- a. Natural (earth tone) brick or pavers to blend with driveway pavers and building color may be scalloped or flat, no higher than 6 inches.
- b. Edging/ borders to flower beds must be secured by landscape or paver caulking if they are placed on top of driveway/walkway pavers. If placed in beds, they must be securely implanted in the soil.

6. **LIGHTING** — Except for seasonal holiday lights, ALL exterior lighting requires the written approval of the ACC. Landscape solar and low voltage lights must be of the same type and style, and must be NO MORE than 12 inches in height and a minimum of 18 inches apart. The ACC may require the removal of any lighting that creates a nuisance (e.g., unacceptable spillover to adjacent homes).

7. HURRICANE SHUTTERS

- a. Approved hurricane shutters are either panel or accordion-type shutters.
- b. They may be either white or beige.
- c. Roll up shutters are not permitted in order to preserve the commonality of the outward appearance of the community during non-hurricane periods.

8. GUTTERS/DOWNSPOUTS

- a. Gutters must conform to the existing HOA gutter policy.
- b. All gutters and downspouts must be the same color as the fascia boards (white).
- c. Rear gutters attached to patio screen enclosures shall be the same color as the enclosure structural supports (white).
- d. Downspouts shall be located so as to not drain onto neighboring property and shall divert water away from the foundation and external equipment. Downspout must be at ground level pitched away from house. Splash blocks or lava rocks that coordinate with pavers will be placed below the drain.
- e. Each unit with a shared gutter must have its own downspout discharging onto its own property.
Exception: Center Units only — a shared gutter with one downspout may be located at the centerline of the common wall between the adjacent garages.

9. POOLS/SPAS

No above ground pools shall be permitted. All pools, hot tubs, spas and appurtenances installed shall require the approval of the ACC. All pools shall be adequately maintained and chlorinated.

10. FENCING

No walls or fences of any kind shall be allowed in Lighthouse Pointe.

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ARCHITECTURAL CONTROL COMMITTEE**

When planning revisions to your garden beds, we have selected a proven few which thrive in our sub-tropical planting zone and are accepted vegetation in our community. If you are considering a plant or tree that is not on the following list, please research it and submit it for approval with your ACC application.

The following is a partial list of Landscape Replacements/Installations which may be accepted and is provided to expedite the ACC approval process.

BUSHES and GROUND COVERS:

| | |
|-----------------------------|------------------------------------|
| Hibiscus | Croton Petra |
| Carissa | Azalea |
| Copperleaf | Plumbago |
| Mexican Ruella | Silver Buttonwood |
| Gold Mound Duranta | Ginger (Green & Variegated) |
| Pittosporum | Gardenia |
| Indian Hawthorne | Bromeliads |
| Juniper (several varieties) | Annuals (for sub-tropical zone) |
| Xanadu | Perennials (for sub-tropical zone) |
| Dwarfed Oleander | Crinon Lily |
| Bougainvillea | |

PALM TREES:

| | |
|---|------------------------------|
| Foxtail Palm | MacArthur Palm |
| Adonidia (Christmas Palm) | Areca (Clustering Palm tree) |
| Phoenix Robellini (Pygmy Date Palm) | Bottle Palm |
| Paurotis Palm (Native, clumping palm...vertical accent in small spaces) | |

HARDWOOD TREES:

| | |
|---------------------------|--|
| Crape Myrtle | Hibiscus (varieties including weeping) |
| Guava | Pigeon Plum |
| Ligustrum | Geiger Tree |
| Hong Kong Seedless Orchid | Oleander Tree |
| Tibouchina | Hibiscus Tree |
| Purple/White Duranta | |

Rock Scapes, Various Succulents, Agaves, and Arid-type plants MUST be submitted to the ACC for approval.