

ARCHITECTURAL CHANGE FORM
The Lakes at Tradition HOA, Inc.
11840 SW Tradition Lakes Blvd., Port Saint Lucie, FL 34987
Phone: 772.345.0690 Fax: 772.345.0691
lathoa@gmail.com

Name of Applicant/Resident _____

Date of Application _____

Address of Unit _____

Telephone Number-Daytime _____

Telephone Number-Evenings _____

DESCRIPTION OF ADDITION, CHANGE, MODIFICATION, ETC.

This form must be used for all proposed additions, changes, modifications, etc., **along with a lot survey for all structural or design changes** to be marked to show the location of the proposed addition, change or modification. Additional information such as Contractor information (including copies of Occupational License and Certificate of Insurance) and a statement detailing the scope of the work and the materials to be used should also be included when appropriate. A Five Hundred Dollar (\$500.00) deposit for common area damage will be required from any party doing concrete work, lot excavation or any other project requiring the use of heavy equipment. **Submissions should also include building permits from Town of Port Saint Lucie Building Department (when applicable), pictures of proposed items, proposed colors and patterns, and all additional information necessary for the ACC to make an informed decision. If all necessary information, permits and deposits are not submitted with the completed application, the ACC will automatically reject the request until all required information is received.**

Description _____

The undersigned acknowledges that they have read and understand this application and that until a signed approval is received no work is to commence.

Applicant's Signature _____

Applicant's Signature _____

Conditions of Approval

1. All required permits must be obtained and displayed by owner prior to work commencing.
2. All exterior aluminum must be white. All screening must be charcoal in color.
3. The \$500.00 damage deposit will be reimbursed only after the Association Manager confirms all roadways and landscaping are restored to its original state **and when proof of passing inspection by the City is submitted.**
4. Owners with improvements where the topsoil is disturbed must contact Sunshine Utilities (8-1-1) prior to commencement of project and arrange for utility lines to be marked.
5. Owner is responsible for notifying the Association Manager prior to commencing any lot excavation in order to identify any irrigation in the path of excavation. Owner will be responsible for costs of any adjustments necessary. Owner must use HOA contractor.
6. Owner is responsible for notifying Association Manager if roll away dumpster is ordered by Contractor and providing dates it will be on-site. If ordered, the dumpster must be placed in the driveway of the unit and shall only remain on property during excavation of lot.
7. Owner is responsible for maintaining and trimming all landscape materials approved by the ACC. No landscaping may encroach on neighboring properties or common areas.
8. Pool heaters, satellite dishes (with tops no more than 36" above ground) and other ground-based structures are to be screened from view with hedge plantings (i.e. hibiscus, Eugenia or Viburnum) planted 30" high and 18" on center installation.
9. Fence installation requires consideration of the "Zero Lot Line" Easement and the Committee requires the applicant notify the adjoining unit of the proposed installation. "Zero Lot Line" conditions are that the fences cannot be attached to an adjoining unit or shared privacy wall, but must be attached to a post directly adjacent to wall, there must be a minimum four (4) foot gate installed at the front and rear of the lot for HOA maintenance access, and, if gate is locked, there must be a removable panel installed to allow the adjoining home their maintenance easement as defined in the Governing Documents. Fencing cannot attach to shared party walls, but must also be attached to a post directly adjacent to wall.
10. Capri Owners requesting installations on roof, as the roof is jointly owned and has joint warranty, which would be negated by any work performed, must complete an Indemnification Agreement releasing attached Unit Owner from any financial responsibility for repairs affected by the installation, and/or continued presence of installation, as is more fully set forth in the Indemnification Agreement.

ADDITIONAL CONDITIONS: _____

ACC Members Signature _____ Date _____ [] Approved [] Rejected

ACC Members Signature _____ Date _____ [] Approved [] Rejected

ACC Members Signature _____ Date _____ [] Approved [] Rejected

ACC Members Signature _____ Date _____ [] Approved [] Rejected

ACC Members Signature _____ Date _____ [] Approved [] Rejected