

## **PROSPERITY HARBOR NORTH MASTER ASSOCIATION, INC.**

C/o Bristol Management Services Inc.  
1930 Commerce Lane Suite 1  
Jupiter Fl 33458  
Phone 575-3551 Fax 575-5423

### **ARCHITECTURAL MODIFICATION APPLICATION**

Bristol Management Services Inc. will notify homeowner once the Architectural Review Committee makes a decision concerning the request. All completed and supporting materials must be mailed to Bristol Management Services at the above address.

### **ITEMS TO BE SUBMITTED WITH ARC APPLICATION**

1. Use a copy of your survey (plat plan) to show the location of the proposed modification.
2. Include all drawings to illustrate the modification showing:
  - All dimensions
  - Front and side elevation views
  - Colors of all materials and finishes
  - Composition of materials to be used
  - Method of attachment to the home as installed.
3. Brochures or catalogues may be included for additional clarity.
4. Photographs have proven extremely helpful in expediting the process.
5. Owner approval for lessee request.
6. A \$2,000.00 refundable deposit must accompany the application. Costs for any damages will be deducted from deposit after the completion of the work and the balance to be refunded to the owner. If applicable, a check in the amount of \$45.00 must accompany the application to inspect the irrigation system. Both checks should be made payable to PROSPERITY HARBOR NORTH MASTER ASSOCIATION, INC.
7. Addendum to landscape modifications must be submitted.
8. The owner is responsible for obtaining any and all permits (if required) prior to commencing work.
9. Contractors will be permitted to work from 8AM to 5PM, Monday through Friday. Saturday working hours will be 8AM until Noon. No workman or trades people will be admitted on Sunday and Holidays.
10. Management company will not submit this application to ARC for review until full compliance with these Guidelines has been met.

**(TURN OVER TO COMPLETE APPLICATION FORM)**

**PROSPERITY HARBOR NORTH MASTER ASSOCIATION, INC.  
C/o Bristol Management Services, Inc.  
1930 Commerce Lane Suite 1, Jupiter FL 33458  
561-575-3551 Fax: 561-575-5423**

**REQUEST FOR ARC APPROVAL**

Owner Name: \_\_\_\_\_ Date: \_\_\_\_\_

Address: \_\_\_\_\_ Telephone number: \_\_\_\_\_

I, the undersigned owner at Prosperity Harbor North Master Association, Inc. hereby request permission from the Architectural Review Committee to make the following change(s):

Description of addition/modification:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**PLEASE NOTE:** A drawing and/or diagram listing the specifications to be used, including materials, dimensions, type and color **MUST** accompany this request in order for this application to be considered or reviewed by the Architectural Review Committee. Owner shall provide sealed plans from a licensed Engineer or Architect or other appropriate professional on any addition or modification, which requires a building permit.

Contractor Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Contractor Address: \_\_\_\_\_

Contractor License Number: \_\_\_\_\_ Is contractor Insured/bonded? \_\_\_\_\_

A \$2000.00 deposit must accompany the application. Costs of any damages will be deducted from the deposit after completion of the work and the balance to be refunded to the owner. If applicable, a check in the amount of \$45.00 must accompany the application to inspect the irrigation system. Both checks should be made payable to: PROSPERITY HARBOR NORTH MASTER ASSOCIATION, INC.

IT IS HEREBY UNDERSTOOD THAT NO WORK SHALL BEGIN UNLESS THE OWNER HAS RECEIVED WRITTEN AUTHORIZATION TO PROCEED WITH THE REQUEST CHANGE FORM THE ARCHITECTURAL REVIEW COMMITTEE THROUGH BRISTOL MANAGEMENT SERVICES. ANY WORK NOT PERFORMED IN STRICT CONFORMANCE WITH THE APPROVED PLANS SHALL BE CORRECTED TO CONFORM WITH THE APPROVED PLANS.

\_\_\_\_\_  
Unit Owner Signature

\_\_\_\_\_  
Unit Owner Signature

**FOR ARCHITECTURAL REVIEW COMMITTEE USE ONLY**

\_\_\_\_\_ The above request has been APPROVED

\_\_\_\_\_ The above request has been APPROVED with the following revisions:

\_\_\_\_\_  
\_\_\_\_\_ The above request has been DENIED for the following reasons:

\_\_\_\_\_  
SIGNATURE/ARC COMMITTEE: \_\_\_\_\_

# ARCHITECTURAL REVIEW COMMITTEE

## ADOPTED GUIDELINES

### **(I) POOLS. SCREENING. FENCING**

1. Screens are to be of white aluminum.
2. See Diagram 1 for setback requirements
  - Essentially, 5 ft. from property line on the rear and 10 ft. side •
3. Solar heating panels will not be allowed without prior approval of the ARC, must be painted to match the house.
4. Approval of satellite dishes and location is required by **ARC**.
5. Solar panels, satellite dishes, antennas, aerials, or the like shall not be visible from the street under any circumstances.
6. All construction to be approved by Village of North Palm Beach and required permits to be obtained for same.
7. Fences may not be attached to neighbors' lot perimeter wall.
8. Awnings cannot interfere with easement areas.
9. Garage lights must be similar in size, color and style to the original developer lights. Light bulbs must be white in color.
10. December Holiday decorations may be displayed from December 1<sup>st</sup> through January 10<sup>th</sup>. All other holiday decorations may be put up two weeks prior to and must be removed no later than one week following the holiday.
11. Complaints regarding the actions of other unit owners shall be made in writing and signed by the complaining unit owner and submitted to property manager.

### **(II) ACCESSORY STRUCTURES**

1. Accessory structures, such as playhouses, tool sheds, doghouses or dog runs, shall not be permitted unless specific written approval of the ARC is obtained. If approved, these structures shall be well hidden.

2. Plantings are not permitted around the base of mailboxes.
3. Lighting is to be approved as to placement and type.
  - (a) No color lighting is permissible and lighting can not shine on neighbors house.
4. All fencing must be black railing type wherever approved in the yard.
5. All gates must be 36" wide and be self-closing.
6. All screens must meet setback requirements and be white aluminum with charcoal screening.
7. Additional hurricane shutters are permissible, however they may be put in place only during the period of a hurricane emergency (refer to the national hurricane center), and they must be painted the same color as the house exterior.
8. No statues, birdbaths, flowerpots or ornaments or the like are permitted in front or side yards without the approval of the ARC.
9. House numbers must conform to the original numbers over the garage as installed by developer. Brass numbers 3" in height or black numbers (See attached guidelines from Village of North Palm Beach) - permissible 3" high.
10. The ARC must approve any house and trim color changes. The colors used must be consistent with the original choices used by the developer, see Diagram #2.

### **(III) LANDSCAPE GUIDELINES**

1. Abide by the By-Laws at all times. The ARC Committee will not consider any ARC request if the property is in violation.
2. Oak trees are not mandatory and may be removed at the owner's expense.
3. All plant material to be Florida Fancy or Florida #1.
4. Landscape beds may have mulch or decorative stone.
5. No hedges separating front yards between houses.
6. No extra parking pavers will be allowed.
7. No hedge over 3' (along waterfront). All hedges to be maintained at wall level and not to exceed 6 feet.
8. No berming will be allowed, which will alter and affect drainage on adjoining property.
9. Landscape material must be consistent with others and be suitable to South Florida.

10. The ARC may, at any time, impose its rule if the subject is not clearly defined elsewhere.
11. It is permissible to have vine plant material attached to your home, contingent on the house numbers being visible and the plants maintained.
12. Any additional equipment next to the house (i.e. pool heaters, etc.) must be landscaped from view. This is to include utility boxes when applicable.
13. Prior to commencement of work, copies of permits and certificate of insurance be submitted to the Association.

**(IV) LANDSCAPE GUIDELINES**

1. Drawing and specifications shall conform to high standards and to all prevailing ordinances and codes
2. All local codes, ordinances and procedures regarding plant placement are to be adhered to by Owner and all Landscaping contractors.
3. The irrigation Contractor(s) shall secure any and all necessary permits for the work prior to commencing.
4. The Irrigation Contractor shall submit a drawing for fully automatic, 100% overlap coverage, underground irrigation system (where modifications have been made) which is of accepted standards and specifications.
5. All work must meet all Building Code requirements.
6. All pipes under walks and walls to be schedule 40 PVC.
7. The contractors) shall fully acquaint themselves with the site conditions under which the work is to be performed. Verify utility locations, relative paving, elevations, water and electrical supply. Notify Owner in writing of unsatisfactory conditions. Start of work will indicate acceptance of conditions and full responsibility for completed work.
8. No substitutions shall be made without written permission of the ARC.
9. All work in R.O.W. (Right Of Way) shall conform to the standards and specifications of the Village of North Palm Beach and approval of the ARC. All work or modifications done in the Utility Easement must have "HOLD HARMLESS AGREEMENTS" signed by all utilities and service providers entitled to use such easements.
10. Any Owner planting or landscaping shall be subject to any and all easements located within the lot, the Owner therefore shall be responsible to repair and/or replace, at its expense, any damage caused to the plants or landscaping which results from any use of the easement for the purpose for which the easement is intended.

11. The job site shall be kept clean and orderly during installation operations. Upon completion, all debris and waste shall be removed by the contractor.
12. When working near or crossing over drives or walks (Common Property) such surfaces are to be covered to protect them from cracking, settling, staining or other damage due to weight, mechanical abrasion or traffic. Any and all damage done to the common Property shall be the Owner's responsibility to replace or restore.
13. Sodding is required in all unpaved areas within the site boundaries and adjacent to R.O.W. unless otherwise specified on the landscape plan.
14. Sod shall be #1 St. Augustine "Floritam". Sod shall be reasonably free from pests and noxious weeds, laid with no gaps. Sod shall be adequately irrigated.
15. Landscaping refers to shrubs and trees: approval is not required for the replanting of annuals in their designated beds.
16. No landscaping shall be installed, replaced or removed without approval of the ARC. This rule covers front and side yards and all areas visible from the street.
17. Any uses prohibited by the Declaration of Covenants, Restrictions and Easements for Prosperity Harbor North Master Association shall remain in force and effect, notwithstanding that they are not included herein.

**A FAILURE OF THE BOARD TO ENFORCE ANY PARTICULAR RULE SHOULD NOT BE INTERPRETED AS A DECISION TO NOT ENFORCE THAT RULE, OR ANY OTHER RULE IN THE FUTURE.**