

ARCHITECTURAL CHANGE FORM
Keystone Condominium Association, Inc.

c/o Bristol Management Services, Inc.
1930 Commerce Lane, Suite 1, Jupiter, Florida 33458
(561) 575-3551 Fax: (561) 575-5423

Name of Applicant/Homeowner

Address of Unit

Address of Applicant (if different)

Date of Application

Telephone Number-Daytime

Telephone Number-Evenings

DESCRIPTION OF ADDITION, CHANGE, MODIFICATION, INC.

Submit **three (3) copies** of this form for all proposed additions, changes, modifications, etc., accompanied where appropriate by floor plans, exterior elevations (all views), and site plans (showing applicable setbacks, dimensions from property lines to proposed structures, etc). In addition, submissions will include proposed colors, and patterns, materials and all additional information necessary for the Board of Directors and the Town of Jupiter Building Department (when involved) to make an informed decision. **If all required information is not received with this completed application, the Board will automatically reject the application until all requested information is received.**

Description: _____

The undersigned acknowledges that they have read and understand this application. They also understand that until a signed approval is received, no work is to be started.

Applicant's Signature

CONDITIONS OF APPROVAL:

1. **Front screen door:** white only.
2. **Vinyl roll-up shades for rear enclosures:** white or beige only. They must be maintained, and kept in good condition and repair. The Board of Directors reserves the right to request that a Unit Owner replace the vinyl roll-up shades, if they are not in acceptable condition
3. **Hurricane protection:**
 - a. Hurricane shutters, for windows and screened enclosures: mill finish.
 - b. Accordion Storm Shutters – all permanent hardware must be white.
 - b. Roll ups, for screened enclosures: white or beige only.
 - c. Glass shield protection for windows: cannot be tinted.
4. **Flooring:**
 - a. Interior tile must have sound insulation installed beneath the tiling, especially on the second floor.
 - b. Screened porch enclosure: replacement carpeting is not allowed, per the Town of Jupiter (it can cause mold and mildew and break down the surface of the concrete). Brown or beige tile may be installed. The floor may be resurfaced (brown or beige color).
5. **Rear screen porch enclosure:** An aluminum splashguard (12" in height) may be installed along the bottom section of the enclosure. The splashguard must be dark bronze in color, must have a rolled edge or a "U" channel at the top of the guard, and must be attached to existing porch posts and bottom rail using corrosion resistant color matching fasteners. A non-porous fiberglass screen (Florida screen) may be installed from the bottom rail to the first horizontal rail. All screening, porous and non-porous, must be charcoal in color.

6. Landscaping:

- a. Flowers can be planted in courtyards only. Remember that there are four contiguous unit owners who must be included in any decisions.
- b. One flowerpot per Unit is allowed in white or terra cotta (clay pot) between 12 and 15 inches. No flowerpots are allowed in the flowerbeds of courtyards.
- c. Hanging plants are only allowed in the screened porch enclosure.
- d. Roll up any hose and mount it on a hose rack; or, roll it up and place it behind the hedge. Do not leave the hose on any hedges, plants or the lawn. This can damage hedges and plants and impede lawn maintenance.
- e. Wreaths are permitted on the front door entrance.

7. Screen enclosures:

- a. The Unit Owner is responsible for the repair/maintenance of screened areas and everything within. If not maintained the Unit Owner will be notified, and failure to remedy the situation will result in the Association doing the work and billing the Unit Owner.
- b. If painting the screen porch enclosure, the color must conform to the exterior building color.
- c. Patio furniture, exercise equipment or treadmills are the only items permitted in screened enclosures.

8. Front door and screen door: Unit Owners are responsible to repair and maintain these doors. If not maintained the Unit Owner will be notified that failure to remedy the situation will result in the Association doing the work and billing the Unit Owner.

9. Landings, Staircases, Courtyards, Walkways: Unit Owners/Lessees must maintain these areas and keep them in a presentable appearance, i.e., clear of leaves, cobwebs etc. Unit Owners are also responsible for painting landings and front entry ways (Porter Paint Western Beige # 5037-P). If not maintained the Unit Owner will be notified that failure to remedy the situation will result in the Association doing the work and billing the Unit Owner.

Additional Conditions: _____

This Application is rejected: _____

Board Member's Signature

Approved **Rejected**

Board Member's Signature

Approved **Rejected**