

THE ARCHITECTURAL CONTROL COMMITTEE MANUAL

for the

LAKES AT BOCA RATON HOA

The Association's Board of Directors and the Architectural Control Committee (ACC) have adopted the following procedures, guidelines and policies to preserve the harmonious design of Lakes at Boca Raton.

INTRODUCTION

All owners benefit from the planning and design that was an important part of the development of Lakes at Boca Raton (the Community). The intent of this Architectural Manual is to assure residents that the standards of the Community will be maintained to protect property values and enhance the overall environment.

An essential element of architectural control is the recognition by all owners of the importance of maintaining the ambiance of the Community.

The Declaration of Covenants, Conditions and Restrictions (the Declaration) of the Lakes at Boca Raton Homeowners Association, Inc. assures each owner that the quality of the Community will be maintained.

The Association is responsible for enforcing the Declaration, which it does in part by appointing the ACC and delegating to it the authority for approving exterior changes to owner parcels. The ACC's decisions are guided specifically by Article V and VI of the Declaration, as well as the owner parcels section of the Association's Rules and Regulations, both of which sections constitute part of the Governing Documents of Lakes at Boca Raton. The link to both sections can be found on the Documents main page under the Governing Documents header.

ALL requests for exterior modifications **MUST** be submitted to the ACC for its approval **BEFORE** work can begin on such changes.

The purpose of this Manual is to inform owners about the Association's architectural standards and procedures, as well as the specific rules that must be adhered to. Each application is evaluated by the ACC on its own merits, with reasonable flexibility for architectural creativity.

AUTHORITY

The authority for the ACC is set forth in Article V of the Declaration. The Declaration is a contract between the owners of all 653 homes and the Association, wherein the owners agree to refrain from making any modifications to the exterior of their homes without first receiving ACC approval. The ACC is responsible to the Board of Directors of the Association. The Board exercises ultimate authority on behalf of the Association.

ACC MEMBERS

The members of the ACC are appointed by the Association's Board of Directors and serve at the pleasure of said Board.

MEETINGS

The ACC shall meet once a month to review applications received for that month.

RESPONSIBILITIES

On behalf of the Association, the ACC is empowered to enforce the Association's architectural requirements by:

1. setting up the procedures for owner submission of proposed plans and specifications.
2. establishing guidelines with respect to approval or disapproval of design features, architectural styles, exterior colors and materials, details of construction, location and size of any structure, landscaping, and all other matters requiring approval by the ACC.
3. reviewing the form and content of plans and specifications submitted to the ACC for its approval.

LIMITATION OF RESPONSIBILITIES

ACC approval is based only on aesthetic features of the proposed modification. The ACC assumes no liability with regard to the structural integrity of any request. The ACC makes no representation as to its expertise regarding structural adequacy, capacity or safety features of the proposed improvement or structure as shown on the submitted plans, or on the ultimate construction of the approved modification. The ACC assumes no responsibility for the performance or quality of work of any contractor.

ARCHITECTURAL CONTROL COMMITTEE POLICIES

The ACC does not seek to restrict individual taste or preference. In general, its aim is to discourage design concepts that are incompatible with the architectural themes of the Community, and to foster thoughtful design among neighboring residences. The ACC

intends to be completely fair and objective in the review process and to maintain sensitivity to the individual aspects of design.

APPROVAL NECESSARY

No building, fence, wall, retaining wall, pool, spa, porch, screen enclosure or other structure or improvement of any kind shall be erected, constructed, placed or maintained on any properties without the written approval of the ACC. Nor may any exterior feature be altered, changed or modified unless approved in writing by the ACC.

TIME LIMITATIONS

After approval by the ACC, all improvements shall be completed within ninety (90) days of said approval. Projects which remain uncompleted for long periods of time are visually objectionable and can be a nuisance and a safety hazard for neighbors and the Community. The ACC may establish a longer period of time for completion of a specific project when deemed necessary.

If the ACC fails to make written approval or disapproval within 60 days of receipt of complete documentation for a proposed modification, its approval shall be deemed to be granted. The ACC shall have the right to request additional information if, in its opinion, the information submitted is incomplete or insufficient.

INSPECTIONS

Periodic inspections may be made by the Association's Board of Directors or any of its agents while construction is in progress and up to 30 days thereafter to ensure compliance with the approved plans and specifications. Said inspection shall not be deemed to have committed a trespass or other wrongful act by reason of such inspection.

APPEAL

An owner who seeks to challenge a decision of the ACC has the right to make written appeal to the Board of Directors within 30 days of such a decision. The determination of the Board upon review of the ACC's decision shall in all events be final.

VIOLATIONS

If any modification is made without the required prior written consent of the ACC, said modification shall be deemed a violation of the Declaration. Owners may be required to either restore what was modified or further alter its specifications at the direction of the ACC.

The Association is empowered to enforce its policies, as set forth in the Governing Documents, including an action in a court of law, to ensure compliance. The

Association's Compliance Committee also has the right to levy a fine on owners for modifications made without the written request and approval of the ACC.

ARCHITECTURAL GUIDELINES

The ACC evaluates all submissions based on the individual merits of the application. Besides evaluation of the particular design proposal, this includes consideration of the characteristics of the individual parcel and lot size, since what may be an acceptable design of an exterior in one instance may not be for another.

Conformance With Governing Documents

All applications are reviewed by the ACC to confirm that the proposed changes conform to all applicable provisions in the Governing Documents.

Validity Of Concept

The basic idea of the proposed alteration requested must be sound and appropriate to its surroundings.

Design Compatibility

The proposed alteration must be compatible with the architectural characteristics of the applicant's house, adjoining houses and neighborhood setting. Compatibility is defined as similarity in architectural style, quality of workmanship, similar use of materials, color and construction details.

Location and Impact On Neighbors

The proposed alteration should relate favorably to the landscape, the existing structure and the neighborhood. The primary concerns are access, view, sunlight and drainage. For example, fences or landscaping may obstruct views or access to neighboring properties; decks or larger additions may infringe on a neighbor's privacy.

Scale

The size of the proposed alteration should relate well to the adjacent structures and its surroundings. For example, a large addition to a small house may be inappropriate.

Color

Color may be used to soften or intensify visual impact. Parts of an addition similar to the existing house such as roof and trim should be matching in color.

Workmanship

Workmanship is another standard which applies to all exterior modifications. The quality of work should be equal to or better than that of the surrounding area. Poor workmanship, besides causing the owner problems, can be visually objectionable to others.

SUMMARY OF ACC PROCEDURES

APPLICATION PACKAGE

The ACC uses two different application forms, depending on the modification for which an owner is seeking approval:

Form A – used only for exterior paint colors and hurricane shutters.

Form B – used for all other modifications.

ACC applications can be obtained from the Forms page on this website, or from the HOA's on-site office at the Recreation Center.

The complete package must include a fully completed application form, along with all criteria pertaining to the modification being proposed. All applications must be received by noon on the Friday before the ACC's monthly meeting to be included on the agenda for that month.

An incomplete application will be returned to the owner with an explanation of the necessary changes to be made.

SITE PLAN

A site plan or property survey must be included with the application showing the location of existing structures and the property's boundaries. The proposed changes must be indicated on the plan or survey, including dimensions.

EXTERIOR COLORS

The manufacturer and paint numbers of all proposed colors must be provided, together with sample swatches of each proposed color painted on an 8 1/2 x 11 sheet of paper. A swatch of at least two feet in diameter must also be painted on the front of the house showing the proposed colors.

When painting the exterior of a dwelling, purple, red, orange, black, blue, hot pink, bright green and chocolate brown are prohibited colors. Any other bright or extreme colors may be rejected by the ACC if deemed incompatible with community norms. Also, pure white is prohibited as a base color.

ROOF

The manufacturer and tile name must be provided, along with a sample of the tile itself. For multi-colored roofs, three consecutive tiles are required.

DRAWINGS AND PHOTOGRAPHS

A graphic description of the proposed changes should be provided. This may be in the form of the manufacturer's literature, photographs, or freehand or mechanical drawings. The amount of detail should be consistent with the complexity of the proposal.

NOTIFICATION OF ACC'S DECISION

A letter of approval, approval with conditions or disapproval of an application will be mailed to the owner following the monthly ACC meeting.

The owner is responsible for determining if the changes approved by the ACC require a permit or bond from Palm Beach County. Work may not begin until the owner has satisfied all county requirements related to the proposed changes.

