

**FORM B – ACC**  
**FOR ALL MODIFICATIONS**  
**OTHER THAN PAINT & SHUTTERS**

Owner Name \_\_\_\_\_ Street Address \_\_\_\_\_

Day Phone \_\_\_\_\_ Evening Phone \_\_\_\_\_ Email Address \_\_\_\_\_

Description of Proposed Modifications:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Base Color \_\_\_\_\_ Trim Color \_\_\_\_\_ Garage Door Color \_\_\_\_\_

Front Door Color \_\_\_\_\_ Roof Type \_\_\_\_\_ Roof Color \_\_\_\_\_

Driveway Type \_\_\_\_\_ Driveway Color \_\_\_\_\_

**INSTRUCTIONS FOR FILING FORM B FOR MODIFICATION REQUESTS**

- A. Modification categories are listed below. Select the categories for your modifications, and be sure to submit a FULL SET of plans for each item as specified in each category.
- B. Structural modifications including additions must include a survey showing the exact location of the proposed changes.
- C. A structural addition must include an architectural rendering and a landscaping plan in your modifications package.
- D. An incomplete package will be returned to you. The ACC will not be able to review your proposed modifications until such time as your package is complete.

- E. The ACC will notify you in writing of its decision within 60 days of your submission of the complete Modifications Form package.
- F. If your modifications require access via the Common Area, a \$1,000 deposit is required before any approval will be granted. You will be responsible for the repair cost of any damage to the Common Area landscaping, irrigation, sidewalks etc. If Common Area access is required, please notify the HOA Office Manager at least two weeks prior to the ACC meeting at which your modifications are to be considered.

## **MODIFICATION CATEGORIES**

### **Fences**

- A. Survey
- B. Type of material
- C. Color
- D. Drawing

### **Driveways**

- A. Survey
- B. Type of material
- C. Color
- D. Layout (driveway dimensions)

### **Screen Enclosures**

- A. Survey
- B. Type
- C. Color
- D. Enclosure plan

### **Pools**

- A. Survey
- B. Deck type
- C. Enclosure plan (fence or screen)

### **Room Additions**

- A. Survey
- B. Paint sample
- C. Landscaping plan
- D. One set of architectural plans (signed by the architect & sealed or notarized)

### **Roof**

- A. Type of roof material (actual sample tile must be provided. If multi-colored, a minimum of 4 sample tiles are required.)
- B. Color of roof material
- C. Attach color brochure of tile if possible

**Permanent Generator**

- A. Type
- B. Survey showing location of generator
- C. Landscape plan
- D. Copy of PBC installation permit

The ACC meets on the second Wednesday of every month at 6:30 in the small clubhouse. Please submit your complete Modifications Form package to the HOA on-site Office Manager no later than **noon** of the prior Friday in order to get on the agenda for that month's meeting.

You will be notified of all Approvals/Denials within 60 days of receipt of your completed Modifications Form package. Once approved, the modifications must be completed within 90 days, unless the ACC grants additional time for completion.

**PLEASE DO NOT COMMENCE ANY WORK UNTIL YOU RECEIVE WRITTEN APPROVAL OF YOUR MODIFICATION REQUESTS.**

\_\_\_\_\_  
Owner's Signature

\_\_\_\_\_  
Date

The Lakes at Boca Raton Homeowners Association, Inc.  
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