

APPLICATION FOR ARCHITECTURAL APPROVAL

Dear Homeowner,

The documents of our Homeowner Association requires your application for approval of **all changes on the exterior of your unit or lot**. The purpose of this requirement is to protect the quality of life and the property value within our community.

WHO MUST APPLY:

Every Owner planning any improvement on any lot including but not limited to: Houses, Fences, Swimming Pools, Screen patios, Gazebos, Decks, Driveways, Basketball equipment, Awnings, Hurricane shutters, windows, Generators, Solar panels, Satellite dishes, painting, roof replacement and all Landscaping changes.

With every application we ask that you submit the contractors name along with a copy of their license and insurance. If you plan to do the work yourself please note that on your application.

REQUIRED INFORMATION:

- In all cases, a properly detailed set of plans and specifications for the proposed improvements. Please include all samples.*
- In cases of doors, shutters and windows please provide picture and brochure.*
- In all cases, a list of colors textures and styles of the improvement. Samples are required along with specifications.*
- In all cases, a drawing showing the exact location of the proposed improvement.*
- A survey prepared a Florida Registered land surveyor which indicates all lot boundaries, set-backs lines, easements and location of all improvements being applied for with the distances from the improvements to lot set-back lines*

ON SITE ACCESS:

The owner hereby acknowledges that the Documents including but not limited to the Declaration of Restrictions for Siena Oaks HOA, permits any member of the Architectural Committee and/or the Board of Directors access to the Lot and/or improvement for the purpose of inspecting the work in progress and upon completion

DISCLAIMER:

I/we understand that neither the Architectural Committee nor the Board of Directors certifies compliance with any Building, Zoning, Health, Safety or similar code or standards by their approval of any matter contemplated by this Application and additional approval(s) must be separately obtained, if applicable, from all necessary agencies by the owner. Neither this Association nor its Officers, Directors, Architectural Committee or Agent assume or shall have any liability for approval or disapproval or for death or injuries to persons or property arising for construction or use of improvements or for loss to owners, economic or otherwise, arising from construction or use of said improvements.

OBLIGATION:

The owner(s) agree to take full responsibility for and to bear the full cost of immediate repair or replacement of any item(s) on the property of the Association or the property of others that may be damaged and/or destroyed by the work done pursuant to this request, whether such damage is caused directly by the owner or indirectly by a contractor, employee or agent of the owner.

DEFINITION:

Shall there be any doubt as to the meaning of any technical term; the definition given by the Architectural and Building Trade Directory shall prevail.

NOTE:

Applications

Only One (1) request per form is allowed. Please submit as many forms as you need. Completed Architectural Request form must be delivered to the Siena Oaks HOA, Inc. 100 Siena Oaks Circle W, Palm Beach Gardens FL 33410

Meetings

The Architectural Committee holds meetings on the **2nd Monday of each month** at 7:30pm in the Clubhouse. Please make sure your application is completed and **submitted at least 5 days prior** to the meeting so that it may be reviewed for completeness and clarity. This is to assure homeowners of quick and efficient service.

Approvals/Disapprovals

Most applications will be approved or disapproved at this scheduled meeting; however, complex applications may take 30 days for approval. Incomplete applications will be returned to the homeowner for completion and the re-submitted for the next meeting.

Painting

All painting must be approved regardless of whether the color is changing or not. Approved colors by brand name are available in the HOA office for selection. Any deviation by brand or color requires a painted sample (at least 5x8")

Garage doors must be white.

Roofs and Fences may not be painted or stained but may have a clear sealer applied.

Roofs - Must submit application, copy of contractors license and insurance along with a sample roof tile even if it is the approved tile.

Pools

All pool requests must include landscaping details if equipment is visible. Screening or other protection is required if yard is not fenced.

Time Period for Completion

All projects must be completed within 30 days unless the ACC Committee approves a longer time period. Pools, additions etc will be allowed an extended time decided by the Committee.

I/we have read and understand the above information

Owner

Owner

Date

REQUEST FOR ARCHITECTURAL APPROVAL - SIENA OAKS

Date of Application: _____ Lot#: _____

Owner Name: _____

Address: _____

Work Ph#: _____ Home Ph#: _____ Email: _____

REQUESTED Change/Additions: _____

LOCATION of Change/Additions: _____

PAINT, ROOF and DRIVEWAY CHANGES

Current House Color: _____ Trim color: _____

Requested House Color: _____ # _____ Brand: _____

Requested Trim Color: _____ # _____ Brand: _____

House Color on Left: _____ House Color on Right: _____

Roof color: (Check box) Terracotta Mixed Grey White Pink Beige

Requested Roof color: (Check box) Terracotta Mixed Grey White Pink

SUBMIT SAMPLE TILE Beige Other _____

Roof Color on Left: _____ Roof Color on Right: _____

Original Drive Color: _____ Requested Drive Color: _____

- Note:** 1. Photos of your home plus houses either side are required
2. Samples are required if even if it is an approved roof tile or paint color tiles or driveway colors.

FENCES

Type: Wood – Shadowbox. Vinyl – Estate 6ft x 40¼” with Posts & Gothic Caps.

Metal

Please include design sample and Survey if fenced to be moved.

DOOR

Present color _____ **Requested Color** _____

If this is a replacement door you must submit a brochure for the specifications and a photo of the new door.

HURRICANE SHUTTERS: Aluminum accordion type are allowed but must be white in color. Aluminum roll up must be white in color.

Hurricane Panels Accordion Shutters

When submitted please include the specifications on the shutters. All attached hardware must be the color of the house of white.

GARAGE DOOR:

All garage doors are required to be white or the body color of the exterior. Submit the specifications. Must be Miami-Dade approved.

SCREEN ENCLOSURE Describe location: _____

Frame Color must be white

Screen Color must be charcoal

Provide sketch on survey and all specifications.

WINDOWS Description: _____

No jalousie windows, awnings or reflective material is allowed. Please provide all window specifications and brochure.

By our signature(s) below I(we) declare to be the owner of the property and that all information is true and accurate and agree with all provisions of this Request for Architectural Approval

Owner: _____ Date: _____

START ON OR BEFORE DATE: _____ REQUIRED Completion Date: _____

PLEASE SUBMIT CONTRACTORS NAME AND A COPY OF THEIR LICENSE AND INSURANCE ALONG WITH PHOTOS AND BROCHURES.

NOTE: Incomplete applications will not be processed. We encourage you to attend the meeting.