

WOODLAKE HOMEOWNERS ASSOCIATION  
385 SW 27<sup>th</sup> Terrace  
Delray Beach, Fl. 33445

ADDRESS # \_\_\_\_\_

NAME: \_\_\_\_\_

**WOODLAKE HOMEOWNERS ASSOCIATION**

APPLICATION FOR PLAN REVIEW BY THE ARCHITECTURAL REVIEW COMMITTEE (ARC)

\*\*\*NOTE: No modifications, alterations, or additions may be made on any home without prior written approval from The Woodlake Homeowners ARC Representatives

REVIEW PROCESS:

1. The application and all required supporting documents/ information must be submitted in a single document in PDF format via email to [woodlakehoadelray@gmail.com](mailto:woodlakehoadelray@gmail.com), or brought to the Management Office in person.
2. Upon receipt of a fully completed application and all required supporting documents/ information, the ARC will review the submission.
3. If the ARC has questions regarding an application or supporting documents/ information submitted, they will contact the property owner.
4. Once the ARC has completed its review process, the applicant will be notified via email of their decision.
5. Once the property owner has received written approval from The Woodlake HOA ARC Committee, they must contact the City of Delray Beach to see if a permit is required.
6. No work may commence until the application is approved. ***A Homeowner must check with the Woodlake Office 20 days after a completed ARC Application is submitted to verify its status and ensure the document is moving forward towards approval. The HOA has 30 days to approve or disapprove the completed application.*** The Association may have the right to remove, or cause to be removed, any changes or modifications which have been made without first obtaining approval. Work begun prior to approval will subject the homeowner to a fine.

**For Office use:**

**Date Received:** \_\_\_\_\_ **Date Complete ARC Received & Submitted:** \_\_\_\_\_

**Date ARC Approved:** \_\_\_\_\_ **COA Issued**

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**GENERAL CONDITIONS**

1. ANY alteration to the exterior of your property beyond your property line or visible from another homeowner's property or any common area requires approval of the Woodlake Architectural Review Committee and the Board of Directors.
2. Requested alterations must be documented by a sketch, plan and/or full description indicating size, location, type of construction, paint color, etc. including any other pertinent information describing the requested change
3. Approval by the Woodlake ARC Committee or Board of Directors is not to be construed to cover approval of any city, county or state code requirements.
4. As a condition precedent to granting approval of any request for a change, alteration or addition to any existing basic structure, the applicant, the heirs and assigns thereto, hereby assume sole responsibility for the repair, maintenance, or replacements of such change, alteration or addition. It is understood that the Association is not required to take action to repair, replace or maintain any such approved change, alteration or addition or any damage resulting there from for any reason to the existing original structure or any other property. The unit owner assumes all responsibility and costs for addition or change and its future upkeep.
5. The homeowner is fully responsible and liable for any damage to any other homeowner's property, or common areas of the association that occur as a result of the repair, replacement or construction during the project.  
This includes sidewalks, walls, fences, roads, grass areas, electrical lines, sprinklers/irrigation etc.  
If any damages do occur or are caused by the hired contractor or homeowner, the association will make the necessary repairs, and the homeowner will be charged by the association for said repairs
6. Any changes/modification to the sprinkler system on a homeowner's property must be inspected and approved by the Woodlake maintenance staff prior to any work being done. Any repair/alteration must be done by the Woodlake staff only. If your system requires customization, you may be charged for the work.
7. When major construction is scheduled by a homeowner, appropriate construction materials may be stored for a limited time outside the owners' property in such a way as not to interfere with the right of way of other homeowners.
8. It is the responsibility of the homeowner to make sure the major alterations are completed in timely fashion limiting the inconvenience of their neighbors.
9. ***Please refer to the current Rules & Regulations for all projects.***

I/WE have read & understand all the above Review Process & General Conditions.

Signature/s \_\_\_\_\_ Date: \_\_\_\_\_

Signature/s \_\_\_\_\_ Date: \_\_\_\_\_

Date Submitted: \_\_\_\_\_

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ADDRESS # \_\_\_\_\_

NAME: \_\_\_\_\_

Property Owner's Name: \_\_\_\_\_

Property Owner's **Phone & Email:** \_\_\_\_\_

Property Address: \_\_\_\_\_

Contractor's Name: \_\_\_\_\_

Contractor's Phone & Email: \_\_\_\_\_

Contractors License # \_\_\_\_\_ (Must include a copy of license)

Contractors Insurance No. & Company \_\_\_\_\_ (Must include copy of COI  
w/Woodlake written as additionally insured)

Approximate Start Date: \_\_\_\_\_ End Date: \_\_\_\_\_

Description of Proposed Project(s):

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

\*\*\*\*\*

PROJECT COMPLETED \_\_\_\_\_

NOT COMPLETED \_\_\_\_\_

SIGNATURE ARC REP: \_\_\_\_\_ DATE: \_\_\_\_\_

NOTES/COMMENTS: \_\_\_\_\_

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

**PLEASE SELECT THE APPLICABLE CATEGORY OF THE PROPOSED PROJECT AND  
PROVIDE THE REQUIRED SUPPORTING DOCUMENTS/INFORMATION NOTED**

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**ADJOINING PROPERTY AGREEMENT (IF APPLICABLE)**

**2<sup>ND</sup> NEIGHBOR**

Date Submitted: \_\_\_\_\_

Property Owner's Name: \_\_\_\_\_

Property Owner's Phone & Email: \_\_\_\_\_

Property Address: \_\_\_\_\_

Contractor's Name: \_\_\_\_\_

Contractor's Phone & Email: \_\_\_\_\_

Contractors License # \_\_\_\_\_ (Must include a copy of license)

Contractors Insurance No. & Company \_\_\_\_\_ (Must include copy of COI  
w/Woodlake written as additionally insured)

Approximate Start Date: \_\_\_\_\_ End Date: \_\_\_\_\_

Description of Proposed Project:

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

**\*ALL TERMS OF THIS ARC APPLIES TO BOTH PARTIES**

Signature/s \_\_\_\_\_ Date \_\_\_\_\_

Signature/s \_\_\_\_\_ Date \_\_\_\_\_

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**\*Please circle selections-**

**\_Roof, \_Gutters, Solar Panels, \_Garage Door**

**Replacement/Repair**

Required Supporting Documents/ Information:

\_ Fully completed application

\_ Roof Material type (Flat roof, Shingles, **\*Metal**): \_\_\_\_\_

\_ Material manufacturer, model, color: \_\_\_\_\_

\_ Material photo or brochure showing the proposed color

\_ Photo(s) of your home showing the current roof and paint colors

\*For a **metal** roof, you must request Guidelines & Spec sheet from office.

**GUIDELINES**

**- For adjoining roof replacement or repair.**

- o Roof shingles must match and be of an approved color and texture as provided by the Woodlake HOA. Both homeowners must sign in agreement.
- o Metal roofs must be agreed on by both parties, and installation must take place at the same time.

- Rain gutters installed should be contiguous in style and match in color. Leaders must be painted to match the color of the house.

- Garage Doors must be painted the color of the house or trim.

- **\*See office for color selections.**

\_ City of Delray Beach permit or permit application submitted to the City of Delray Beach (If already applied for)

\_ Contractor's license and insurance certificate (naming "Your address/community, as additional insured)

ADDRESS # \_\_\_\_\_

NAME: \_\_\_\_\_

**\*Please circle selections-**

**\_Fencing, \_Privacy Wall, \_Gates**

Required Supporting Documents/ Information:

- Fully completed application
- Fence Type: Wood Shadowbox, OR, **\*White Vinyl Shadowbox**  
Fence/wall photo or brochure showing the style and color
- Survey showing the location of proposed location

Wood Color: \_\_\_\_\_

**\*For adjoining properties, White Vinyl fences must be agreed to by both parties, and work must be completed at the same time.**

**GUIDANCE FOR FENCE & GATE ALTERATIONS**

1. Perimeter walls and fences must match the height and style of the “roof mate” neighbor. Fences cannot exceed 6’ (six feet) in height, must not protrude beyond the lowest wall or column they are attached to. Adjoining neighbors must agree to all changes.
2. Only “Shadow box” style fences are permitted on house perimeters facing the street.
  - a. Vinyl fencing must be shadow box style, white color with flat matt design.
  - b. Wood fencing must be shadow box style painted with approved color. See #3.
  - c. Homes on the lake have the option of metal fences with vertical slots
3. Fences & Gates must be painted the same as the house trim, in the approved Woodlake HOA color palette.
4. Painting must be completed within 60 days of replacement or repair.
5. Trash gates must be of the same height & style as the fences.

City of Delray Beach permit or permit application submitted to the City of Delray Beach

Contractor's license and insurance certificate (naming 'Your address/Community' at Woodlake HOA, as additional insured)

ADDRESS # \_\_\_\_\_

NAME: \_\_\_\_\_

**\*Please circle selections-**

**Exterior Painting – House, Trim, Fence, Garage Door**

**\*Benjamin Moore approved colors only. (Consult Paint Committee Member).**

Required Supporting Documents/ Information:

Fully completed application

Paint Manufacturer name: \_\_\_\_\_

Paint Color Name: \_\_\_\_\_

Paint code/model number: \_\_\_\_\_

Brochure or photo of proposed color(s)

Photo(s) of your home showing the current paint and roof colors

**GUIDANCE FOR EXTERIOR PAINTING**

1. See the office for the sample books & painted material samples of roof, house, and trim colors.
2. Samples may be borrowed for 1 week with a \$50 refundable deposit.
3. Attached homes must be the same color.
4. Repairs to house, wall, and fencing must be done before painting.
5. Houses on either side of a home may not use the same color scheme.
6. Once you have selected a color scheme from the book, request the chart of that scheme so your selections accompany this ARC form.
7. We recommend using low luster finish for the house; solid stain for fencing; semi-gloss for doors.
8. Sidewalks in need of paint can be done in color 973 – Ice Formations.
9. Hessler Paint & Ace Hardware offers residents discounts on paints and supplies. Ask for the Woodlake HOA discount. They will also create a file of your purchases for future reference.
10. We recommend buying a sample of your chosen color to test prior buying a large amount.

Contractor's license and insurance certificate (naming 'Your address/Community' at Woodlake HOA, as additional insured)

Other: \_\_\_\_\_

\_\_\_\_\_

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**\*Please circle selections-**

**— Landscaping Modifications - Tree/palm removal or replacement, Sod, Artificial Turf**

*NOTE: ANY REQUIRED MOD/FICATIONS OR REPAIRS TO THE /RR/GATION SYSTEM AS A RESULT OF THIS PROJECT WILL BE AT THE EXPENSE OF THE HOMEOWNER.*

Required Supporting Documents/ Information:

- Fully completed application
- Property survey or site plan showing the location(s) of the proposed landscape changes
- Diagram or plan showing the proposed materials, quantity, and size
- Photo(s) of your home showing the current landscaping in the area(s) where you are proposing changes
- Description of tree replacement. \_\_\_\_\_

**GUIDANCE FOR LANDSCAPING ETC.**

1. Approval required for any changes made to landscaping.
  - a. Removal or planting of trees, shrubs, hedges or flowers outside of perimeter walls or fences.
  - b. Homes which boarder the lake and can be seen by other neighbors.
  - c. Between homes (must be approved by both homeowners).
2. **Before digging**, the Woodlake office must identify where irrigation pipes and wires are located.
3. **Before digging**, you need to call The City of Delray – Sunshine811, at 800.432.4770, to have them locate and mark your utility lines.
4. No plantings are to be placed over sprinkler control boxes (Usually located on the corner of the property.)
5. No sprinkler heads or pipes are to be moved or altered in any way. The Woodlake office must be contacted if this is necessary.
6. Several trees and/or plants not allowed by the state of Florida, **will not** be approved.
  - City of Delray Beach permit or permit application submitted to the City of Delray Beach (If already applied
  - Contractor's license and insurance certificate (naming 'Your address/Community' at Woodlake HOA, as additional insured)
  - Other: \_\_\_\_\_

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**\*Please circle selections- Major Alterations.**

Windows,  Doors,  Screening,  Awnings,  Hurricane Shutters

Pool,  Spa,  Patios,  Walkways,  Driveways,  Other

Required Supporting Documents/ Information:

Fully completed application

Diagram of home showing locations of window/door, Pool/Spa, Patio/Walkway, etc. to be replaced

Diagram, brochure or photo of proposed project style etc.

Color/Style/Brand: \_\_\_\_\_

\_\_\_\_\_  
 Photo(s) of your home showing the *current project style and color*

Fully completed application

Description of proposed project: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Any architectural plans or documentation related to your proposed project that would assist in the review process

**GUIDANCE FOR MAJOR ALTERATIONS:**

1. If a proposed project will require any fencing or landscape changes, please complete those sections of the application also
2. Requested alterations must be documented by a sketch, plan and/or full description indicating size, location, type of construction, paint color, etc. including any other pertinent information describing the requested change
3. Approval by the Woodlake ARC Committee or Board of Directors is not to be construed to cover approval of any city, county or state code requirements.
4. As a condition precedent to granting approval of any request for a change, alteration or addition to any existing basic structure, the applicant, the heirs and assigns thereto,

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hereby assume sole responsibility for the repair, maintenance, or replacements of such change, alteration or addition. It is understood that the Association is not required to take action to repair, replace or maintain any such approved change, alteration or addition or any damage resulting there from for any reason to the existing original structure or any other property. The unit owner assumes all responsibility and cost for addition or change and its future upkeep.

5. The homeowner is fully responsible and liable for any damage to any other homeowner's property, or common areas of the association that occur as a result of the repair, replacement or construction during the project.

This includes sidewalks, walls, fences, roads, grass areas, electrical lines, sprinklers/irrigation etc. If any damages do occur, or are caused by the hired contractor or homeowner, the association will make the necessary repairs, and the homeowner will be charged by the association for said repairs.

6. Any changes/modification to the sprinkler system on a homeowner's property must be approved. Call the office to make a maintenance check work order.
7. When major construction is scheduled by a homeowner, appropriate construction materials may be stored for a limited time outside the owners' property in such a way as to not interfere with the right of way of other homeowners.

City of Delray Beach permit or permit application submitted to the City of Delray Beach (If already applied for)

Contractor's license and insurance certificate (naming "Your Address/Community" at Woodlake HOA, as additional insured)

**\*\*\*\*NOTE: ARC may request additional supporting documents/ information after the application is submitted\*\*\*\***

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**APPLICANT:**

The applicant confirms that the application and supporting documents/ information submitted accurately reflects the full scope of the proposed improvements.

\_\_\_\_\_  
Signature of Property Owner

\_\_\_\_\_  
Signature of Property Owner

Date: \_\_\_\_\_

Date: \_\_\_\_\_

\*\*\*\*\*

**ARC Plan Review Decision:**

\_\_\_ **Approved**

**Approved with conditions:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Denied:** \_\_\_\_\_

\*\*\*\*\*

\_\_\_\_\_  
**Board/ARC Member Signature**

\_\_\_\_\_  
**Board/ARC Member Name**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Board/ARC Member Signature**

\_\_\_\_\_  
**Board/ARC Member Name**

\_\_\_\_\_  
**Date**

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**ANY SPECIAL NOTES OR COMMENTS:**