

**CYPRESS HEAD ARCHITECTURAL REVIEW BOARD APPLICATION
PROCESS**

PHONE: (954) 753-7900; EMAIL: clubhouse@cypressheadhoa.com

ARCHITECTURAL REVIEW BOARD RESPONSIBILITY:

6.2 Powers and Duties of Architectural Review Board

- The ARB will review in a timely manner all applications submitted for improvements. The ARB's role is to enforce the standards established in the Declaration of Protective Covenants and Restrictions for Cypress Head along with the Builder Guidelines. Please refer to these guidelines prior to submitting your application.
- The ARB may place conditions on plan approvals as it deems reasonable and necessary.
- The ARB may require revisions or additional documentation at any time during construction that were overlooked during the review process.
- **Approvals and Disapprovals** will be provided in writing no more than thirty (30) days from the date of all application submittals.
- **The ARB typically meets twice a month**, the second Tuesday and the third Wednesday of every month. (This schedule is subject to change).
- Complete applications must be submitted to the Association Management Office with the required plans, surveys, samples, pictures, and other supporting documents needed to review your application.
- Applications must be submitted no later the Monday prior to the meeting. **Incomplete applications will not be accepted.**

HOMEOWNER RESPONSIBILITY:

- Each Homeowner is responsible to submit an application to the ARB for their review and consideration prior to commencement of any improvement or alteration.
- Failure to submit an application for approval will result in a \$100.00 penalty each week/day the alteration remains unapproved.
- Applications must include pictures, samples, and dimensions as it relates to the project.
- All contractors must be licensed and insured. Certificates of Insurance for each contractor/vendor must be submitted along with the application.
- City of Parkland Approval when necessary. Tree removal, structural, fence installation.

APPLICATION SUBMITTAL REQUIREMENTS:

A. ARB Applications for Cosmetic Improvements Must Include:

(Exterior painting, awning replacement, window /door replacement, roof replacement)

- An ARB application with the description of the project.
- A photograph showing the existing conditions. (For example: window replacement, a picture showing existing windows).
- When painting the exterior, we recommend taking a picture from the street that will capture the entire front elevation of the home including your roof and driveway.
- Indicate the exact color, nature, and style of the proposed product. (i.e. description/style of new windows being installed).
- A picture of proposed replacement. Samples or brochures may be required.
- Contractors/ vendors license # and certificate of insurance.

B. ARB Applications for Alterations or Major Improvements Must Include:

(Generators, Additions, Pool Fence Enclosures, Driveway Alteration.)

- An ARB application with a detailed description of the project.
- A photograph showing the existing conditions.
- Enlarged Property Survey; Size (24 X36)
- Indicate on the survey the exact location, dimensions, and measurements, elevations and floor plans (if applies) of the of the proposed project.
- Indicate the exact color, nature, and style of the proposed product.
- Contractors/ vendors license # and certificate of insurance.

C. ARB Applications for Landscape Replacement Must Include:

(Landscape Plans and Tree Removal)

- An ARB application with a detailed description of the project.
- A photograph showing the existing conditions. We always recommend taking a picture from street this will capture the entire front elevation of the home.
- Landscape plans must be submitted on an enlarged property survey; Size (24 X36).
- An enlarged property survey will provide the needed dimensions and exact locations of the areas being landscaped or removed.
- A plant legend /inventory including the botanical name, quantity, size, and landscape specifications. The legend should be a guide that explains each symbol and which plant they represent on the landscape plan. Specifications of installation (spacing from plant to plant).

***Enlarged property surveys can be ordered from: Phoenix Blue Prints and More: 954-708-1100**



ARB PERMIT APPLICATION

LOT: [redacted] BLOCK: [redacted]

Owner / Applicant Name(s): [redacted] Date Filled: [redacted]

Address: [redacted]

Telephone: [redacted] E-mail: [redacted]

Owner / Applicant Signature: [redacted]

PROPOSED PROJECT DESCRIPTION: (Attach Detailed Plans & Supporting Documents)

[redacted]
[redacted]
[redacted]
[redacted]
[redacted]

CONTRACTOR HIRED TO DO THE WORK:

Company Name: [redacted]

Telephone: [redacted] Contractor License #: [redacted]

Certificate of Insurance: [redacted] *Attached.

Address: [redacted]

Project to be completed within: [redacted] days from ARB Approval.

Required Completion Date: [redacted]

ARB REVIEW & DECISION:

Approved: [redacted] Date: [redacted] Denied: [redacted] Date: [redacted]

Approved w/Following Changes: [redacted]

[redacted] Date: [redacted]

RE-INSPECTION DATE: 30 DAYS: [redacted] 90 DAYS: [redacted] 120 DAYS: [redacted]

All improvements must be completed as indicated above, any deviation from the plan must be corrected at the Homeowners expense.