

# Turtle Creek East Owners Association

## **Unit Modification Request** **Townhomes - Required for All Modifications** **Patio Homes - When Governmental Building Permit Required**

Date: \_\_\_\_\_ Villa/Patio Home: \_\_\_\_\_ Condominium/Townhomes: \_\_\_\_\_

Owner(s): \_\_\_\_\_

Property Address: \_\_\_\_\_ Tequesta, FL 33469

Mailing Address if different than above: \_\_\_\_\_

Phone Number: Home \_\_\_\_\_ Cell: \_\_\_\_\_ Office: \_\_\_\_\_ Email: \_\_\_\_\_

Exterior Modification: \_\_\_\_\_ Interior Modification: \_\_\_\_\_ Landscape Modification \_\_\_\_\_

Project Description in Detail [Attach Separate Sheets and plans, if necessary] \_\_\_\_\_

**NOTICE:** PLANS AND SPECIFICATIONS ARE NOT APPROVED FOR ENGINEERING DESIGN, SAFETY, OR CODE COMPLIANCE, BY APPROVAL OF THE PLANS AND SPECIFICATIONS NEITHER THE TCEOA OR IT'S BOARD OF DIRECTORS, OR THE MEMBERS THEREOF ASSUME ANY LIABILITY OR RESPONSIBILITY FOR SUCH COMPLIANCE. IT IS THE RESPONSIBILITY OF EACH OWNER AND HIS/HER CONTRACTOR TO COMPLY WITH ALL APPLICABLE CODES AND OTHER REQUIREMENTS AND TO OBTAIN ALL NECESSARY STATE AND COUNTY PERMITS AND APPROVALS.

**Contractor requirements:** The Owner is to provide with this Request a copy of the Contractor's license and Insurance Certificate for Workman's Compensation and for liability for damage to person and property.

**Project Timing:** The Architectural Review Committee ("ARC") will (1) during the period November 1 to April 30 of each year review the Request and report to the TCEOA Board within 30 days of receipt of the Request or (2) during the period May 1 to October 31 of each year review the Request and report to the TCEOA Board within 45 days of receipt of the Request. The TCEOA Board shall at its next regular meeting after receipt of the ARC Report forward its decision within seven (7) days after such meeting to the Owner. If the TCEOA Board fails to forward its decision within the seven (7) day time period this Request will presume to be approved, provided that it complies with the Architectural Standards of TCEOA.

Construction is to commence within 45 days of the TCEOA approval and complete within the time period set forth in the Project Description above. Failure to commence the construction within 45 days of approval shall void the approval given and require the owner to reapply for approval of the modification.

# Turtle Creek East Owners Association

Deposit: Upon filing this Request the Owner shall make a refundable deposit payable to TCEOA for deposit in the Special Modification Account as follows:

	<u>Townhomes</u>	<u>Patio Homes</u>
Estimated cost under \$10,000	\$1,000	\$500
Estimated cost \$10,000 to \$15,000	\$2,000	\$750
Estimated cost over \$15,000	\$3,000	\$1,500

The purpose of the Deposit is to pay the cost of any outside consultant and to repair the damage to TCEOA Common Areas caused by the construction. If the cost of the consultant or of the repairs exceeds the deposit the Owner shall pay TCEOA the amount of excess cost. Walkways and elevators used by a contractor are to be cleaned by the contractor on a daily basis at the end of the day.

Trash Removal: It is the responsibility of the contractor to remove all visible trash on a daily basis. No construction trash is to be placed in the TCEOA garbage dumpsters. If a construction dumpster is required, its size and location must be approved in advance by the ARC.

Contractor Working Hours: Unless written approval is received from the Board no construction shall begin prior to 8:30 A.M. and shall terminate by 5:30 P.M. Monday through Friday. NO construction shall take place on Saturday, Sunday and legal holidays.

Construction Material Delivery: The property maintenance manager MUST be notified in writing of any delivery requiring use of an elevator. Such deliveries must be scheduled between 8:30 A.M. and 5:00 P.M. Monday through Friday, excluding legal holidays.

INSPECTIONS: Periodic inspections may be made by the Board, or its agent, while work is in progress to determine compliance with the approved plans, specifications and provisions of these Standards. The Board or any such agent of the Board shall not be deemed to have committed a trespass or other wrongful act by reason of such inspection. All job sites shall be kept in a neat and orderly condition, as determined by the Board.

I/we the undersigned owner understand the approval of our request must be granted before any work shall commence. I/we acknowledge that an item installed without approval may be required to be removed at our expense. I/we also understand that our request could be delayed if insufficient information is included with this request.

DATE: \_\_\_\_\_

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

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

# Turtle Creek East Owners Association

This Request and all supporting documents shall be delivered to:  
Turtle Creek East Owners Association  
c/o Capital Realty Advisors, Inc.  
600 Sandtree Drive, Suite 109, Palm Beach Gardens, FL 33403  
Tel: 561-624-5888 / Fax: 561-624-5827  
- For More Info Email: [jboulduc@cra.email](mailto:jboulduc@cra.email) -

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## ARCHITECTURAL REVIEW COMMITTEE ACTION

Request Filed Date \_\_\_\_\_ Request Reviewed Date: \_\_\_\_\_

Recommended for Approved: \_\_\_\_\_ Denied: \_\_\_\_\_

If approved, conditions, if any: \_\_\_\_\_

If denial, reason: \_\_\_\_\_

\_\_\_\_\_  
Authorized Signature

NOTICE: REQUESTED MODIFICATION APPLICATION IS NOT AUTHORIZED UNTIL APPROVED BY THE BOARD OF DIRECTORS

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## TURTLE CREEK EAST OWNER ASSOCIATION BOARD ACTION

Date acted upon: \_\_\_\_\_ Approved: \_\_\_\_\_ Denied: \_\_\_\_\_

If denial, reason: \_\_\_\_\_ Date sent to Owner: \_\_\_\_\_

\_\_\_\_\_  
Authorized Signature

# *Turtle Creek East Owners Association*

## NOTICE OF COMPLETION

**Notice to Homeowner:** This form must be returned to the Association Office within **Fourteen (14)** days after the requested work has been completed.

When received, the property will be inspected for compliance.

Date: \_\_\_\_\_ Application Date: \_\_\_\_\_ Resubmitted Date: \_\_\_\_\_

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

Homeowner Name: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Work performed: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Inspection** Date: \_\_\_\_\_ By: \_\_\_\_\_ By: \_\_\_\_\_

Approved: \_\_\_\_\_ Disapproved: \_\_\_\_\_

Comments: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

### **Resubmission**

**Inspection** Date: \_\_\_\_\_ By: \_\_\_\_\_ By: \_\_\_\_\_

Approved: \_\_\_\_\_ Disapproved: \_\_\_\_\_

Comments: \_\_\_\_\_

\_\_\_\_\_

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