

**ARCHITECTURAL CHANGE FORM**

Windsor Park Abacoa HOA, Inc.  
c/o Capital Realty Advisors  
600 Sandtree Drive, Suite 109,  
Palm Beach Gardens, FL 33403  
561-624-5888 Phone

Name of Applicant/Homeowner	Address of Unit
Date of Application	Model / Elevation
Telephone Number	Email

**A. BRIEF DESCRIPTION:**

In the space below or on an attached page, give a description of the alteration, improvement, addition, landscaping, or other change you would like to make to the exterior of your home. *(Be as specific as possible)*

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**B. ATTACH THE FOLLOWING ITEMS TO THIS APPLICATION:**

- Two (2) copies of the complete package for all proposed additions, changes, modifications, etc.
- Survey and/or Site Plan of lot marked to show the location of the proposed addition, change or modification.
- Any product specification sheets, landscape plan, floor plans, drawings, sketches, exterior elevations (all views), and site plans showing applicable setbacks, dimensions from property lines to proposed structures, etc.
- Pictures of proposed items, proposed colors, design, size, patterns, materials, and all additional information appropriate.
- If there are any existing trees shown in the photos of the proposed location of modification(s), please specify on the Landscape Plan whether trees will be: incorporated into the design as-is, replaced, or relocated. (if relocated please specify new location)
- Copy of your contractor’s license, certificates of insurance, to include general liability and workers compensation with Windsor Park HOA listed as the additional insured.
- Signed contract of the proposed work.
- A One Thousand Dollar (\$1,000.00) deposit for common area damage and a copy of the contractor’s certificate of insurance will be required if there is any concrete work, installing or constructing a swimming pool, patio or pool screen enclosures and pool heaters, **OR** a Five Hundred Dollar (\$500.00) deposit will be required for fences, generator, propane tank or other material changes at the Board’s discretion. Please make checks Payable to *Windsor Park Abacoa HOA*. Deposit is refundable when Association Manager confirms that all roadways and landscaping are restored to the original state, and the project is satisfactorily completed.

**C. CONDITIONS OF APPROVAL:**

Impact is the irrigation contractor of the Association and the only authorized company to modify the system in Windsor Park. Homeowner must also contact Impact at 561-575-9501 prior to the work commencing and when the work has been completed for needed modifications and repairs at the homeowner’s expense. \_\_\_\_\_ *(Initials of Homeowner)*

Homeowner is responsible for notifying the utility companies prior to commencing any lot excavation in order to identify utility lines in the path of excavation. \_\_\_\_\_ *(Initials of Homeowner)*

If all required information is not received with this completed application, the ACC will automatically reject the application until all requested information is received. \_\_\_\_\_ *(Initials of Homeowner)*

The property owner is not authorized to start the project until an official ACC approval has been given by the ACC. \_\_\_\_\_ (Initials of Homeowner)

All required permits must be obtained and displayed by owner prior to work beginning. \_\_\_\_\_ (Initials of Homeowner)

The undersigned acknowledges that they have read and understand this application.

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Owner's Signature

Owner's Signature

**GUIDELINES:**

Exterior Paint Colors must comply with Declaration and all amendments.

Roof type must comply with the original Windsor Park elevation design of the home

All exterior aluminum must be white. All screening must be charcoal color.

Exterior Doors must be of Pulte standard design

Windows must match the original window color.

Pool equipment, satellite dishes (with tops no more than 36" above ground), and other ground-based structures are to be screened from view with hedge plantings (i.e., hibiscus, Eugenia, or Viburnum) planted 30" high and 18" on center at installation. Satellite dishes cannot be attached to exterior of building.

Any additional landscape material approved by the ACC shall be maintained and trimmed by the homeowner. No landscaping materials may encroach on neighboring properties or common areas.

Piping, fasteners, and frames to solar panels must be painted to match the adjacent exterior structure color, i.e. roof, wall or trim. Warranty of the roof may be voided with this installation.

Any approved exterior storm protection not installed by the developer must be approved by the ACC. Storm protection may only be closed during a storm event or when a storm event is imminent.

Applicant or Applicant's agents or contractors shall not use any portion of the Association Property, other than Roads, or any portion of any Zero Line Easement on the Applicant's Lot, for the purpose of obtaining access to the Applicant's Lot and Home to construct any improvements approved by the ACC. **All construction must be within the applicant's property line and cannot be on any portion of the Zero Line Easement or Common Area.**

It is the homeowner's responsibility to return the grade to the original condition as reflected on the survey. In order to properly accomplish this, it is the homeowner's responsibility to retain a surveyor to verify the grade after the install is complete. If the area is not returned to the original grade reflected on the survey you may be liable for costs the HOA incurs to regrade the area.

**FENCE GUIDELINES:**

ALL NEW FENCES must be white PVC material 60'' in height, either solid or picket in style, and can have an additional 12'' of lattice for a total of 72''. The gate to the fence must be wide enough to allow for the landscape contractor's mowing equipment (44'' to 48' inches), fence sections should be installed with a 2'' vertical separation between the bottom of the fence and the ground beneath, also the horizontal separation a two inch offset from each side of the fence line. Fence must have a 45 degree angle at each corner of the fence closest to the alleyway and/or sidewalk. **Owner must call Impact Irrigation at 561-575-9501** to modify the irrigation prior to the fence installation. The fence must meet all state and local code requirements. Please contact the property manager upon completion for re-inspection and deposit return. For any fence, if approved, the Owner shall assume the responsibility to maintain the fence, including trimming any grass or plants from fence.

No fence, wall, hedge, landscaping, or other structure similar thereto shall be erected, placed, or installed on, along, or adjacent to the side yard or front yard of an Owner's Lot. Partial fencing of any kind is prohibited, except for party fences on the Townhouse Units originally installed by the Developer. No fence, wall, hedge, landscaping, or other structure similar thereto shall be erected, maintained,

or installed on or adjacent to the rear yard of an Owner's Lot without the prior written approval of the Architectural Compliance Committee, which shall have the sole and absolute discretion to determine the suitability of such fence or other boundary.

**SINGLE FAMILY HOME FENCE SPECIFICATIONS:** Fence must be three feet in from the alleyway paver edge and installed on owner's property. Any fence abutting a sidewalk must be three feet in from the edge of the sidewalk and installed on owner's property. Nothing can be installed or planted in the three feet area of fence edge to paver edge and/or sidewalk edge. Fence must have a 45-degree angle at each corner of the fence closest to the alleyway and/or sidewalk. Free standing side yard fences are not permitted.

**DUPLEX FENCE SPECIFICATIONS:** Front of Duplexes: fence must be setback 6 feet from front corner of duplex structure. Any fence abutting a sidewalk must be three feet in from the edge of the sidewalk. Fencing may not extend further than the garage.

**TOWN HOUSES AND LIVE WORK UNITS FENCE SPECIFICATIONS:** No fences on these units are permitted.

**ADDITIONAL CONDITIONS:**

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**NOT APPROVED:**

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Approved [    ]                      Rejected [    ]

ACC Members Signature \_\_\_\_\_ Date \_\_\_\_\_