



**Homeowners' Association**

**APPLICATION FOR ALTERATIONS**

Submit completed pages 1 through 5 along with all other required documents for your requested architectural or landscape modification.

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

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

ADDRESS: \_\_\_\_\_ LOT: \_\_\_\_\_

PHONE: \_\_\_\_\_ OTHER CONTACT PHONE: \_\_\_\_\_

**COLOR SCHEME OF HOME**

For Informational Purposes Only

COLOR OF STUCCO:            *Coral Pink*            *Coral Salmon*            *Coral Sand*

COLOR OF ROOF:            *Hopi(multi-colored)*            *Seashore*

**GENERAL DESCRIPTION OF MODIFICATION/ALTERATION**

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### ALTERATIONS REQUEST FORM

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

ADDRESS: \_\_\_\_\_ LOT: \_\_\_\_\_

PHONE: \_\_\_\_\_ OTHER CONTACT PHONE: \_\_\_\_\_

I/We understand the following:

1. That, if required, the necessary building permits from the appropriate governmental agencies will be secured prior to the commencement of work; it is our responsibility to determine the necessity of permits and to obtain same.
2. a) That any and all damage to the building or grounds, as a result of said work, must be repaired promptly so as to restore same to its original condition. Further, all future maintenance and repairs in connection with said work will be done by us at our expense, in order to properly maintain same.  
  
b.) That any approval given by the Architectural Review Committee (ARC) for work to be done is on an aesthetic basis and I/We understand that I/We are responsible for proper structural and architectural details and compliance with applicable codes, completion of work in a workmanlike fashion, as well as any and all damage to any portion of the building and/or premises. The Architectural Committee does not review the safety or architectural details and is in no way responsible for their adequacy or legality.
3. That any contractor utilized by owner to do landscaping work approved by the Architectural Review Committee in connection with approved landscaping or structural changes does not disturb the sprinkler system. In the event that it becomes necessary for any work to be done on the sprinkler system, such work will be at my/our expense and may only be performed by the subcontractor to be designated by the Coral Trace Homeowners' Association, Inc.
4. That the contractor I/We utilize is identified and is properly licensed, said proof of licensing being furnished to the Coral Trace Homeowners' Association, Inc.

5. That the contractor has adequate liability and workers' compensation insurance coverage, with evidence of said coverage being furnished to the Coral Trace Homeowners' Association, Inc.
6. The approval of any proposed improvements or alterations by the Architectural Review Committee shall not constitute a warranty or approval as to, and neither the Association nor any member or representative of the Architectural Review Committee or the Board of Directors shall be liable for, the safety, soundness, workmanship, materials or usefulness for any purpose of any such improvement or alteration nor as to its compliance with governmental or industry codes or standards. By submitting a request for the approval of any improvement or alteration, the requesting Owner shall be deemed to have automatically agreed to hold harmless and indemnify the aforesaid members and representatives, and the Association generally, from and for any loss, claim or damages connected with the aforesaid aspects of the improvements or alterations.

#### LIMITATION OF RESPONSIBILITIES

The primary goal of the Architectural Review Committee is to review the application (plan and specifications) submitted and determine if the proposed modifications/alterations conform in appearance and compliance with the rules set forth in the guidelines. The ARC does NOT review and assumes NO responsibility for the following:

- A) The structural adequacy, capacity or safe features of the proposed modification/alteration.
- B) Whether or not the location of the proposed modification/alteration of the building site is free from possible hazards from flooding, or from any other possible hazard, whether caused by conditions occurring either upon or off of the property.
- C) Soil erosion, or unstable soil conditions.
- D) Mechanical, electrical or any other technical design requirements for a proposed project.
- E) Compliance with any and all building codes, safety requirements or governmental laws, regulations, codes or ordinances.
- F) Performance or quality of work of any contractor.

If approval is granted, it is not to be construed to cover approval for any Code requirements. A building permit from the City of Delray Beach may be required.

As a condition precedent to granting approval of any request for a change, alteration or addition to the existing basic structure, the applicant, their heirs, and assigns thereto; assume sole responsibility for the installation, repair, maintenance or replacement of any such change, alteration or addition. It is understood and agreed that the ASSOCIATION AND THE MANAGEMENT COMPANY are not required to take any action to install, repair, replace, or maintain any such approved change, alteration, or addition, or any damage resulting from this approval, for any reason, to the existing original structure and/or any other structure or property. THE UNIT OWNER ASSUMES ALL RESPONSIBILITY AND COSTS FOR ANY ADDITION OR CHANGE, AND ITS FUTURE UPKEEP AND ANY WORK THAT HAS TO BE PERFORMED ON THE COMMON GROUNDS THAT IS AN ADDED EXPENSE AS A RESULT OF THIS ADDITION OR CHANGE. This approval does not remove or waive any of the rights under the HOA Documents for enforcement of those Documents by the ASSOCIATION.

**SUBMITTED BY:**

\_\_\_\_\_  
OWNER

\_\_\_\_\_  
OWNER

\_\_\_\_\_  
DATE

\_\_\_\_\_  
DATE

**ACTION BY THE ASSOCIATION:**

DATE \_\_\_\_\_ APPROVED: \_\_\_\_\_ DENIED\*: \_\_\_\_\_

For the Board: \_\_\_\_\_ Print name \_\_\_\_\_

Committee  
Members: \_\_\_\_\_

\_\_\_\_\_  
\*NOTE: Reason for denial: \_\_\_\_\_  
\_\_\_\_\_



INSTRUCTIONS FOR FILING ALTERATION REQUEST

**The ARC reserves the right to charge a reasonable fee for outside consultant services if required in the approval process.**

- A. Modification categories are listed in the following pages.
- B. Select the category for your particular modification(s) and be sure to submit a **SET OF PLANS FOR YOUR ARCHITECTURAL OR LANDSCAPE IMPROVEMENT.** THE PLANS MUST INCLUDE DIMENSIONS AND ELEVATIONS.
- C. Structural and Landscape modifications must include a property survey showing the exact location of proposed changes. Also, please note placement of current landscaping.
- D. All structural modifications must include a landscaping plan in order for the Committee to consider the request.
  - 1. All landscaping plans must include the type, height, and quantity of the proposed landscape material.
- E. Any architectural renderings submitted to the Architectural Review Committee (ARC) will be returned to the homeowner.
- F. Any incomplete packages will be returned to the homeowner with a request to submit the proper documents. The ARC will not be able to review your request until such time as your package is complete. The ARC or Management Company must receive your forms by the 20<sup>th</sup> of the month to be considered at the next month's Board meeting. If submitted after the 20<sup>th</sup>, approval may be denied, without prejudice, and Owner may have to re-submit package by the 20<sup>th</sup> of the next month for reconsideration.
- G. The Management Company will notify you in writing of the decision.
- H. Please allow up to thirty (30) days from the time of submission for a decision.
- I. Alterations, which will require modification/repairs to irrigation systems will be at homeowner's expense and must use the association's irrigation contractor.

THE FOLLOWING INFORMATION MUST BE PROVIDED WITH REGARD TO THE CONTRACTOR WHO WILL PERFORM THE ALTERATION.

If Homeowner is performing the work please write "N/A-Homeowner"

- A. Contractor's Name: \_\_\_\_\_
- B. Address: \_\_\_\_\_
- C. Telephone #: \_\_\_\_\_
- D. Proof of Liability Insurance and Workers' Compensation Insurance are required to be attached to this application.
- E. Proof of valid Contractor's License, currently active with the state of Florida, is required to be attached to this application.



## **Homeowners' Association**

### **Architectural and Landscape Committee Policies**

The Landscape and Architectural Committee is dedicated to preserve the architectural integrity of the community. Its goal is to maintain the appearance and value of the property within the community. The goal of this committee is to concern itself with all aspects and aesthetics of the community and reasonable standards of uniformity to be maintained by all homeowners and lessees.

The committee must approve all landscape and exterior architectural changes. The Landscape and Architectural Committee for the Coral Trace Homeowner's Association shall abide by all regulations set forth by the City of Delray Beach, Landscape Regulations, Section 4.6.16 for Multiple Family Dwellings. Removal or replacement of any tree will require approval from the city.

Street view appearance and rear views of lake lot homes affect the property value of the entire community. Therefore, the landscaping shall reflect similar designs and plant materials. Street view shall be defined as that which faces the street and the first ten feet (10') around the side of the home. Potted plants, lawn and garden ornaments, trellises, artificial plants, and hanging baskets that are in street view are not permitted. Planting at the street shall be maintained uniformly in appearance. Landscaping between identical model homes will be maintained in symmetry. The committee will closely maintain its landscape policies: Any plant considered being obnoxious or undesirable will not be allowed.

Tasteful Holiday decorations are allowed. Refer to Use Restrictions, Seasonal Decorations.

Certain land tracts in Coral Trace have been designated natural preserves. They are as follows: Tracts A, B, J, K, L, M, N, and O. All, with the exception of tract J, are common areas dedicated to the HOA. Tract planting should be done in a random pattern with only native plants, as to create a more natural looking environment. In addition, each Unit Owner must maintain 25% native Florida plantings as required by the City of Delray Beach.

The committee will meet monthly to discuss:

- 1). Proposed homeowner changes and make recommendations to the HOA for approval or denial of such proposed changes.
- 2.) Make periodic assessments of the community landscaping, and make recommendations on what it determines to be desired improvements other than routine maintenance.

The Management Company representing the Association will use the procedures set forth in the Association Documents and Covenants to take any or all action necessary for correction and non-compliance of the guidelines and regulations.

Maintenance and repair of common areas and landscaping are not the responsibility of the committee, but should be brought to the attention of the Board and Management Company.



## Architectural and Landscape Guidelines

All guidelines and decisions are subject to the City of Delray Beach Law. All exterior architectural and landscape changes require a formal request and written approval.

Submit completed forms to the Management Company for delivery to the Architectural Review Committee. The ARC will not be able to review your request until such time as your package is complete. The ARC or Management Company must receive your forms by the 20<sup>th</sup> of the month to be considered at the next month's Board meeting. If submitted after the 20<sup>th</sup>, approval may be denied, without prejudice, and Owner may have to re-submit package by the 20<sup>th</sup> of the next month for reconsideration.

Unless otherwise stated, the following guidelines require approval:

### 1. FENCES AND HEDGES:

#### Wood:

- Five-foot (5') high shadow box fence painted SW2060-Casa Blanca. Fencing adjacent to the street must be planted with a continuous #3 cherry hedge or other acceptable material 30" on center on the outside abutting the fence.

#### Aluminum:

- Four-foot (4') high white picket/railing type must be used on all water lots in all locations past the rear plane of the house. May be combined with a continuous #3 cherry hedge at 30" on center or other acceptable materials on center up to the easement line not to exceed eighteen inches (18") in height.

#### Plantings:

- All fencing facing the street must be accompanied by fence planting: 3 gallon size 24" high. Must be a vine or a shrub.

#### Gates:

- All Units that do not have rear access for yard maintenance must install 2 gates, one on each side, to allow Homeowner's Association access to adjacent back yards.

#### Setbacks:

- Front -Cannot extend forward of rear plane of the Villa.
- Corner -Cannot extend off the side of Villa unless enclosing a pool.
- Back -Dry lots only- to the property line or easement line.
- Water lots -To the water maintenance easement line only.

## 2. SWIMMING POOLS AND PATIOS:

### Pool Patio Setbacks:

- Must be a minimum of 10' rear setback. Duplexes non-zero side setback must be 7.5' and Quadraplexes non-zero side setback 10' from any property line. An open, unscreened pool deck may extend to the lot line except for the drainage easement.

### Equipment:

- May not be located beyond rear plane of house and must be screened with landscaping.

### Patios (without swimming pools):

- Open or unscreened, can be located anywhere in the rear yard but cannot extend into easements and no less than 3' from rear property line.

## 3. SCREEN ENCLOSURES:

### Material:

- White aluminum with charcoal screening. Box beam.

### Roof Type:

- Mansard or shed/cathedral depending on the roofline of house. – Must be same type to any previously installed enclosure on the same building. Flat roofs are not allowed.

### Setbacks:

- Shall not extend past the side of the building unless covering a swimming pool.
- Rear setback fifteen feet (15').
- Side setback three-feet (3') to adjoining zero lot line property.

## 4. STORM SHUTTERS:

- Shutters must be removable panels, aluminum/metal, clear fiberglass/resin, or white side-mounted retractable accordion type on windows.
- White roll-down type shutters are permitted on rear glass patio doors, or the edge of the covered patio, provided that the housing header is mounted inside the covered patio so as not to be seen from the exterior. All attachments, header panels or bottom and top tracks, which remain, shall be white.
- Shutters are for storm protection. They are not for “security” while **away from** home. Shutters are not to be installed/closed more than **48 hours** before a storm warning and must be removed within **7-14 days** after a storm, or **96 hours** after a storm warning.
- Required permits, licenses, easements and/or approval must be obtained, and all City of Delray Beach ordinances and the guidelines promulgated by Palm Beach County adhered to. Approval does not constitute warranty of any type; only the aesthetic considerations.



**5. WINDOW TINTING:**

-Must be non-reflective; i.e. no “mirror” finishes.

**6. GUTTERS:**

- White gutters along fascia.
- Downspouts white or painted to match the stucco.
- No downspouts on the front of the house
- Downspouts cannot drain water onto neighboring property.

**7. RENEWABLE RESOURCE DEVICES:** None Allowed

**8. PLAY EQUIPMENT/BASKETBALL HOOPS:**

- Do not require approval, based on the following conditions:
- Only portable basketball hoops will be permitted providing they are maintained in respectable condition at all times and must be placed no more than 12’ from the garage door.
- Basketball hoops may not be placed in the street or on the sidewalks at any time and hours of use are limited from dawn to dusk.
- Other play equipment shall not create a nuisance, nor exceed 7’ in height and must be kept at least 5’ from all property lines.

**9. MAILBOXES:**

- Do not require approval and are maintained by Owner. Must be rural type mailbox, two boxes to each post in Heritage design, bronze color, gold letters, where allowed by USPS. Any repair of mailboxes is a shared expense by both Angel Wing Unit Owners.  
For repair contact: The Mail Box Company, phone 954-792-6245 or fax 954-792-6830—the ONLY vendor for our mailboxes.

**10. HOUSE COLORS:**

- Are determined by the lot, on file with the city and may not be changed.

**11. HOUSE MOUNTED FLAG POLES:**

- House mounted flagpoles and brackets do not require approval based on the following:
- Poles should be approximately no more than 4’ long. Either brass or aluminum; they should be attached to the house between 5’ and 6’ from the ground.
- Seasonal flags are not allowed, except for Holidays.
- Any resident may display in a respectful manner, one portable, removable United States flag.

**12. ATTIC VENTILATORS:**

- Flush Mounted, no wind turbines. Must not be seen from the street.

**13. ELECTRONIC INSECT TRAPS:**

-Subject to ARC approval.

**14. EXTERIOR LIGHTING:**

- Low voltage lighting systems may be used to accent and enhance the appearance of the home, walkway, and landscape.
- Fixtures are to be tasteful in design and may not exceed 18” in height. -All exterior lighting may not create a nuisance to neighbors.

**15. WATER FILTERS:**

-Must be screened with plants so as not to be seen.

**16. STORAGE SHEDS:**

Not allowed.

**17. DRIVEWAYS:**

- May be concrete, textured concrete, or brick pavers in earth tones or grays, or tri-color.
- Driveways may only be sealed with a clear finish or earth tone stain
- Paver driveways must be sealed with a clear finish.
- All coatings must be in good repair, or refinishing will be requested.

**18. WALKWAYS:**

- May be pavers, concrete, textured concrete, or tile in earth tones.
- Walkways may only be sealed with a clear finish or earth tone stain
- Tile must be a non-slip surface.
- All coatings must be in good repair, or refinishing will be requested.

**19. LANDSCAPING:**

**Material:** All installation or removal of landscape plant material requires approval. **Coral Trace is required to adhere to the City of Delray Beach Landscape Regulations (Section 4.6.16). These regulations stipulate what types of plants and trees may be planted and where they may be planted. Please refer to these regulations or contact the committee if you have questions about the limitations.**

**Trees:** May not be removed or replaced if the trunk diameter is larger than 4 ½” without a permit from the city.

**Shrubs, Bushes, and Ground Covers:** All under plantings in the front beds, and side beds should be maintained to be healthy, attractive, and kept to a similar size in relation to other homes’ landscaping designs.

**Edging:** Does not require approval. It can be concrete or plastic brick to match the unit’s color, colored or patterned to match the walkway or driveway, or white. Edging may also be natural wood peg, black or green plastic. Edging type should be of consistent material, color, and style throughout the front and side. Designer edging is not permitted.

**Lawn Ornaments, Trellises, Hanging Baskets, and Potted Plants:** Are not permitted to be in street view.

-Approval is not required if kept on the rear patio, or kept in the side or rear garden beds.

**Mulch:** Approval is not needed to mulch beds with brown wood mulch.

**Annual Flowers:** Approval is not needed to plant annual flowers in existing garden beds.

**20. FRONT ELEVATION CHANGES:**

-Front elevation changes are a very sensitive area of architectural concern.

-**NO** glass block, decorative glass panels, or obscure glass windows are allowed on the front elevation of the house.

**21. SATELLITE DISHES:**

-Landscape buffer should be used if possible. Any visible wiring must be painted to match the exterior home color. Satellite dishes are allowed without ARC written approval.

**NOTE:** ALL OF THE PRECEDING GUIDELINES ARE SUBJECT TO AND SUPERCEDED BY (IF THERE IS ANY CONFLICT) THE CODES AND ORDINANCES OF THE CITY OF DELRAY BEACH AND THE CORAL TRACE HOMEOWNER'S ASSOCIATION DOCUMENTS AND COVENANTS.