



Homeowners Association

4521 PGA Blvd., Box #198 • Palm Beach Gardens, FL 33418

info@Shadylakeshoa.com

APPLICATION FOR EXTERIOR CHANGES & ADDITIONS

ARCHITECTURAL REVIEW COMMITTEE (ARB) & BOARD OF DIRECTORS

Shady Lakes Protective Covenants requires any change to the exterior of the building, hardscape and landscaping must receive prior approval from the ARB and Association Board prior to any work being performed.

The following application and general guidelines are to help the applicant with the process for approval.

Please direct the application and any questions you may have in writing to:

ARB Email: **ARB@SHADYLAKESHOA.COM**

SHADY LAKES HOMEOWNERS ASSOCIATION
ARCHITECTURAL REVIEW SUBMITTAL
CHECKLIST AND APPLICATION (PLEASE COMPLETE)

Date: _____ PROPERTY ADDRESS: _____

OWNER NAME: _____

OWNER MAILING ADDRESS: _____

OWNER PHONE NUMBER: _____

OWNER EMAIL: _____

PAINTING: (Please see the attached permitted color palette)

_____ 4" x 6" Photo of house to be painted

_____ 4" x 6" Photos of neighboring homes to **right** and **left** of applicant

_____ Actual Color Sample 3" x 3" sample(s) (include body and trim color sample)

HURRICANE SHUTTERS OR IMPACT GLASS WINDOWS/DOORS

_____ Photos of all windows and doors which are going to have shutters/windows installed

(number the windows)

_____ Building footprint showing location of windows (**please number windows to match photos**)

_____ Copy of contract clearly identifying what type of shutters/windows are going on each opening.

ROOF

_____ Roofing contract proposal

_____ Roof tile sample.

_____ 4" x 6" Photos of house and neighboring homes to right and left of applicant

DRIVEWAY

_____ Proposed driveway material (concrete, pavers, cementitious coating, etc)

_____ Proposed color and sample if pavers

_____ 4" x 6" Photos of house and neighboring homes to right and left of applicant

LANDSCAPE CHANGES

_____ Landscape drawing and contract showing location, size, type and quantity of proposed landscaping (NOTE: If it is a complete landscape re-design, plans must be submitted in TRIPLICATE). Must show existing landscaping

_____ 4" x 6" Photos of existing landscaping and copy of contract

SCREEN ENCLOSURES

- _____ Site plan showing setbacks (Clearly indicate whether over existing patio)
- _____ Screen drawings and copy of contract
- _____ Screen enclosures are required to have 12" tall plants around screen and 4' tall accent plants on each corner. Include what type of plants/plant sizes will be used.
- _____ 4" x 6" Photos of affected area

POOL

NOTE: City ordinance requires a fence or screen enclosure for all pools. When application for pool approval is submitted, a screen or fence application must accompany the pool application.

- _____ Site plan showing setbacks and location of pool and deck to scale (must also show fence or screen).
- _____ Pool detail drawings and copy of contract with scope of work.

SOLAR PANELS

- _____ Roof plan showing location of proposed solar panels
- _____ 4" x 6" Photos of home (Photo to show area where panels are to be installed – solar panels should not be on the FRONT or street side of the house)
- _____ Panel Details and copy of contract

GENERATOR

- _____ Brochure or specifications of unit and copy of contract (must have dimensions)
- _____ Site plan showing where unit will be located
- _____ Photo of area where unit will be installed (NOTE: 4' tall hedges required around unit)

FENCE

- _____ Site plan showing set backs
- _____ Fence detail drawings and copy of contract
- _____ Fence must be located two feet inside property line
- _____ Information on type of hedge to be installed (as required) along outside of fence
- _____ 4" x 6" Photos of area which will be fenced

Variance for location may be submitted for consideration and approval. Information, description and photos to better explain the request of variance are suggested to be submitted.

ADDITION

- _____ Site plan showing set backs
- _____ Floor plans/Architectural drawings
- _____ Elevations
- _____ Wall sections

_____ 4" x 6" Photos of home showing location to be modified

GARAGE DOOR REPLACEMENT

_____ 4" x 6" Photo of house to be painted

_____ 4" x 6" Photos of neighboring homes to **right** and **left** of applicant

_____ Manufacturer, Color and style of proposed garage door

SHADY LAKES HOMEOWNERS ASSOCIATION INC.
Email: ARB@SHADYLAKESHOA.COM

FROM: Shady Lakes Architectural Review Board (ARB)
RE: ARB Application Procedures
TO: Shady Lakes Homeowners

Attached please find the Architectural Review Board (ARB) review and approval procedures for all Shady Lakes Property Owners requesting architectural review. The procedures apply to the individual owner planning to remodel, construct an addition, pool, screen enclosure, change a house color, roof, modify landscaping or make any exterior changes to the home. The procedure for the construction of new homes apply and owners should refer to the Shady Lakes Declaration of Protective Covenants.

The procedures are as follows:

1. Prepare all necessary documents. Necessary documents may include a revised site plan (survey), building elevations, floor plans, pool drawings, screen drawings, patio drawings, roof proposals, paint colors, landscape plans, and photos of the affected area.
2. Submit the approval packet to Shady Lakes ARB. If the ARB does not approve the request, the ARB will return the application to the owner without Board review. A letter will also be sent explaining that the ARB denied the request.
3. The ARB meets once per month or sooner. Once the request is placed on the agenda, the ARB will review the request and respond per one of the three following categories:
 - a) Not Approved – Revise and Resubmit: The owner or builder will need to make required revisions to the request and then resubmit to the ARB for approval.
 - b) Approved as Noted – Approval has been granted; however, additional requirements must be met (e.g.: additional landscaping, trim bands on walls, etc.).
 - c) Approved – The approval has been granted as submitted.
4. If approved or rejected, you will be notified ARB.

5. Recognizing that on-going construction activity, if not completed in a prompt and expeditious manner, could be a source of annoyance to nearby residents, the ARB requires that once commenced, construction should be completed in a timely manner.
 - a) All paint, miscellaneous repairs and landscaping must be completed within ninety (90) days of ARB approval.
 - b) Re-roofing of any residence must be completed within forty-five (45) calendar days from the date of commencement. Commencement must begin within ninety (90) days of ARB approval.

Upon project completion, the owner or contractor must contact the ARB by email:
ARB@SHADYLAKESHOA.COM to request a final inspection.

Thank you.

RESTRICTION AND PROTECTIVE COVENANTS – OUTLINE (4/3/2018)

1. Owners shall maintain their Property in a neat and attractive manner, No weeds, underbrush, or other unsightly growth permitted grow or maintain upon any part of the property.
2. Basketball poles and nets properly maintained, repaired and cleaned, not showing deterioration
3. Garbage and recycle containers are not permitted to be placed on curb side prior to 4:00 pm prior day of scheduled pickup. Empty containers to be removed from curb side at earliest as possible.
4. Vegetation and landscape cuttings may be placed on curb side at 12:00 pm prior day of scheduled pickup.
5. Home Elevations: No changes without approval
6. Roof Color: Neutral and earth tones consistent with roofs in The Properties
7. Roofs must be maintained as necessary for a neat and clean appearance, including replace damaged roof tiles
8. Building Colors: All colors, materials and finishes are to be coordinated on all exterior elevations of the home to achieve design consistency.
9. Fences, Walls & Hedges:
 - a. Fence height: no higher than 4'
 - b. Hedge height: no higher than 6'
 - c. Walls and fences that can be viewed from streets, must have landscape hedge
 - d. Fence must be set back at least two feet from side property line and shall be visually screened with a hedge
 - e. Fence can only be installed from rear corner of house and the proceed to nearest property line setback
10. Ancillary & Equipment:
 - a. No temporary buildings, sheds or tents
 - b. Mechanical equipment (air conditioners, pool pumps, pool heaters), utility meters must be screened from view from streets and adjacent property by an enclosure, fence, wall or mature landscaping.
11. Landscaping & Irrigation:
 - a. Each Lot shall retain "signature tree" Live Oak or Laurel Oak located forward of front face of the home
 - b. All landscaping areas required to have no weeds, underbrush, unsightly growth
 - c. No natural vegetation (ie;Pine trees) is permitted to be removed from any lot without ARB approval
 - d. No artificial grass, vegetation or shrubs are allowed
 - e. Irrigation system must be underground, sufficient size and capacity to irrigate all sodded and landscape areas, maintained in good working order.

12. Mailboxes: Must be Association designed and approved, properly maintained, repaired and cleaned, straight, plum and level, and not showing deterioration. Property owner is responsible for all maintenance of the mailbox
13. Garbage and Trash Receptacles: Receptacles must be underground or have a wall, fence or mature landscaping, areas to be screened from view from streets and adjacent property properties.
14. Driveways and walkways: Must be maintained, free of oil spots, dirt, and shall be kept broom clean
15. Post Lamp: Each Lot must have, properly maintained, repaired and cleaned, straight, plum and level, and not showing deterioration. Post lamps must have automatic photo cell. The type and location is to be approved by Association.
16. Parked vehicles come to stand or park on The Properties must be:
 - a. No commercial trucks, Trailers, Campers and Boats
 - b. No vehicle parking along street between the hours of 11:00 pm – 6:00 am (City of Palm Beach Gardens Ordinance)
 - c. Operate by its own power
 - d. Does not exhibit greater than moderate body damage, rust greater than 1", peeling or deteriorating paint
 - e. Vehicles including motorcycles and scooters does not emit noise or exhaust sounds that are greater normal factory
 - f. Does not have commercial lettering
 - g. Vans have factory designed installed windows
- a. No person shall stop, stand, or park a motor vehicle on or within the unpaved portion of any public street or right-of-way, which includes the swale area adjacent to the paved public roadway anytime
- 17.: Construction and Repairing
No construction work shall be conducted on Sunday by any contracting company including building contractors, lawn maintenance, etc. Homeowners are allowed to work on homes/lots on Sunday under these constraints:
 - a. No construction work shall begin before 8:00am and cannot continue after 6:00pm.
 - b. No lawn cutting shall be done before 8:00am on Saturdays, Sundays or holidays.
17. No vehicle maintenance or repair is to be performed outside of a garage
18. **Note:** Contracting work is allowed on Sunday with acknowledgment of emergency service work.
19. Leasing of Home
 - a. Limited to a single family
 - b. Minimum lease period is 6 months
 - c. Only one lease per 12-month period
 - d. The Association must approve the tenant
20. The tenant must sign a receipt indicating that they have accepted the Shady Lakes Declaration of Restrictions and Protective Covenants.

PERMITTED COLOR PALETTE FOR EXTERIOR COLORS

Exterior Color Palate:

Suggestions shown below are from SHERWIN WILLIAM

SW- 6379 JERSEY CREAM	SW-6127 IVOIRE	SW-6120 BELIEVABLE BUFF
SW-9109 NATURAL LINEN	SW-9110 MALABAR	SW-6183 CONSERVATIVE GRAY
SW-9166 DRAFT OF MIST	SW-7013 IVORY LACE	SW-7637 OYSTER WHITE
SW-7551 GREEK VILLA	SW-7570 EGRET WHITE	SW-7004 SNOW BOUND
SW- 7003 TOQUE WHITE	SW- 7014 EIDER WHITE	SW-7557 SUMMER WHITE
SW- 6126 NAVAJO WHITE	SW-7567 NATURAL TAN	
SW-7566 WESTHIGHLAND WHITE		

Roof Colors:

Earth Tones

Gray

Tan

Window Frames:

White

Bronze

Screen Enclosures & Pool Fence:

White

Bronze

Perimeter Chain Link Fence:

Green

Black

Wood Atrium Fence:

Match home color