

**PALM BEACH POLO & COUNTRY CLUB PROPERTY OWNERS' ASSOCIATION, INC.
11585 POLO CLUB ROAD
WELLINGTON, FL 33414**

DESIGN REVIEW/RENOVATIONS APPLICATION FORM

APPLICANT MUST SUBMIT A COPY OF THIS APPLICATION TO THE ARCHITECTURAL REVIEW COMMITTEE (ARC)

THE APPLICANT (OR DESIGNATED REPRESENTATIVE) MAY BE REQUIRED TO ATTEND A MEETING TO REVIEW AND DISCUSS SUBMITTAL.

PLEASE SUBMIT THE FOLLOWING IN ORDER THAT YOUR REQUEST MAY BE REVIEWED:

- **(1) SET OF WORKING DRAWINGS (INCLUDING ELEVATIONS)**
- **DESCRIPTION OF MODIFICATION/ALTERATION**
- **THE ATTACHED RELEASE FORM SIGNED**
- **HOA APPROVAL LETTER MUST BE ATTACHED TO THIS APPLICATION**
- **\$200.00 APPLICATION FEE FOR PROCESSING & COMMON AREA SECURITY DEPOSIT (SEE F. ON PAGE 4)**
- **LICENSE AND GL/WC INSURANCE CERTIFICATE OF THE CONTRACTOR (INSURANCE CO. MUST LIST PBP&CC/POA INC. AS AN ADDITIONAL INSURED)**
- **ESTIMATED COST OF PROJECT & COPY OF PERMIT**
- **ISSUED SAFEVENDOR ID CARDS (PLEASE CONTACT 561-386-0044 OR WWW.SAFEVENDOR.NET)**

ALL CHECKLIST ITEMS MUST BE COMPLETED PRIOR TO ARC COMMITTEE REVIEW. THIS APPLICATION WILL NOT BE ACCEPTED WITHOUT THE APPROVAL OF THE HOA ATTACHED. POA OFFICE CAN BE REACHED AT 561-514-1800.

PROPERTY OWNERS:

NAME(S) LIST ALL: _____

IF LLC, NAME DESIGNATED REPRESENTATIVE(S): _____

STREET ADDRESS: _____
WELLINGTON, FL 33414

TELEPHONE/CELL# (INCLUDING AREA CODE): _____

EMAIL ADDRESS: _____

NAME OF HOA: _____

1. THE FOLLOWING INFORMATION MUST BE PROVIDED WITH REGARD TO THE CONTRACTOR WHO WILL PERFORM THE MODIFICATION/ALTERATION:

- A. CONTRACTOR'S NAME: _____
- B. ADDRESS: _____
EMAIL: _____
- C. TELEPHONE # (INCLUDING AREA CODE): _____
- D. PROOF OF GL & WORKMANS COMP INSURANCE
- E. PROOF OF VALID FLORIDA'S CONTRACTOR'S LICENSE, CURRENTLY ACTIVE WITH THE STATE OF FLORIDA

2. THE COMMITTEE RESERVES THE RIGHT TO CHARGE FOR OUTSIDE CONSULTANT SERVICES AND FOR THE COMMITTEE'S REVIEW.

3. LIMITATION OF RESPONSIBILITIES:

THE PRIMARY GOAL OF THE COMMITTEE IS TO REVIEW THE APPLICATION (PLANS AND SPECIFICATIONS) SUBMITTED TO IT TO DETERMINE IF THE PROPOSED MODIFICATION/ALTERATION COMPLIES WITH THE DEED RESTRICTIONS AND TO DETERMINE IF THE PROPOSED MODIFICATION/ALTERATION CONFORMS IN APPEARANCE WITH THE STANDARDS AND POLICY SET FORTH BY THE COMMITTEE FOR DEVELOPMENT IN PBCC. THE COMMITTEE DOES **NOT** REVIEW AND ASSUMES **NO** RESPONSIBILITY IN THE FOLLOWING:

- A. THE STRUCTURAL ADEQUACY, CAPACITY OR SAFETY FEATURES OF THE PROPOSED MODIFICATION/ALTERATION.
- B. WHETHER OR NOT THE LOCATION OF THE PROPOSED MODIFICATION/ALTERATION ON 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 THE PROPERTY.
- C. SOIL EROSION, UNCOMPACTIBLE 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 REQUIRMENTS OR GOVERNMENTAL LAWS, REGULATIONS, CODES OR ORDINANCES.
- F. PERFORMANCE OR QUALITY OF WORK OF ANY CONTRACTOR.

DATE: _____ BY: _____

(HOMEOWNER SIGNATURE)

THE ARCHITECTURAL REVIEW COMMITTEE, IN GRANTING APPROVAL FOR THE CONSTRUCTION OF SAID MODIFICATION, AND THE BOARD OF DIRECTORS OF YOUR ASSOCIATION STIPULATE THAT THE PRESENT OWNER AND ANY AND ALL SUBSEQUENT OWNERS OF APT/LOT NO. _____, LOCATED AT WELLINGTON, FL 33414, SHALL BE RESPONSIBLE FOR INSURANCE AND ALL RELATED COSTS OF REPAIRS OR SERVICE OF THE MODIFICATION AND AGREES THE ASSOCIATION, DEVELOPER AND PALM BEACH POLO AND COUNTRY CLUB SHALL NOT BE RESPONSIBLE FOR SAME.

THE OWNER FURTHER ACKNOWLEDGES THAT THE PRIMARY GOAL OF THE ARCHITECTURAL REVIEW COMMITTEE IS TO REVIEW THE APPLICATION (PLANS AND SPECIFICATIONS) SUBMITTED TO IT TO DETERMINE IF THE PROPOSED MODIFICATION COMPLIES WITH THE DEED RESTRICTIONS AND TO DETERMINE IF THE PROPOSED MODIFICATION CONFORMS IN APPEARANCE WITH THE STANDARDS AND POLICY SET FORTH BY THE COMMITTEE FOR DEVELOPMENT IN PBPC. THE COMMITTEE DOES **NOT** REVIEW AND ASSUMES **NO** RESPONSIBILITY FOR THE FOLLOWING:

- A. THE STRUCTURAL ADEQUACY, CAPACITY OR SAFETY FEATURES OF THE PROPOSAL MODIFICATION/ALTERATION.
- B. WHETHER OR NOT THE LOCATION OF THE PROPOSED MODIFICATION/ALTERATION ON THE BUILDING SITE IS FREE FROM POSSIBLE HAZARDS FROM FLOODING OR FROM ANOTHER POSSIBLE HAZARD, WHETHER CAUSED BY CONDITIONS OCCURRING EITHER UPON OR OFF THE PROPERTY.
- C. SOIL EROSION, INCOMPATIBLE OR UNSTABLE SOIL CONDITIONS.
- D. MECHANICAL, ELECTRICAL OR ANY OTHER TECHNICAL DESIGN REQUIREMENTS FOR A PROPOSED PROJECT.
- E. PERFORMANCE OR QUALITY OF WORK OF ANY CONTRACTOR.
- F. **A COMMON AREA SECURITY DEPOSIT IS REQUIRED IN THE EVENT THE CONTRACTOR CAUSES ANY DAMAGE TO THE COMMON AREAS OR ROADS IN WHICH CASE THE POA WILL UTILIZE THE DEPOSIT TO PAY FOR ANY NECESSARY REPAIRS. SECURITY DEPOSIT IS REFUNDABLE IN FULL IF THERE ARE NO DAMAGES TO THE COMMON AREAS OR ROADS. COMPLETION OF WORK AND WRITTEN NOTICE TO PALM BEACH POLO POA OFFICE IS REQUIRED FOR REFUND OF SECURITY DEPOSIT.**
 - (1) **PROJECTS FROM ONE THOUSAND DOLLARS (\$1,000.00) TO FIVE THOUSAND DOLLARS (\$5,000.00) WILL REQUIRE A FIVE HUNDRED DOLLAR (\$500.00) SECURITY DEPOSIT TO BE POSTED.**
 - (2) **PROJECTS FROM FIVE THOUSAND DOLLARS (\$5,000.00) TO TWENTY-FIVE THOUSAND DOLLARS (\$25,000.00) WILL REQUIRE A FIFTEEN HUNDRED DOLLAR (\$1,500.00) SECURITY DEPOSIT TO BE POSTED.**
 - (3) **PROJECTS OVER TWENTY-FIVE THOUSAND DOLLARS (\$25,000.00) WILL REQUIRE A FIVE THOUSAND DOLLAR (\$5,000.00) SECURITY DEPOSIT TO BE POSTED.**

DATE: _____ BY: _____
(PROPERTY OWNER/MANAGING AGENT SIGNATURE)

APPROVED BY THE PALM BEACH POLO POA ARC COMMITTEE – DATE: _____

PRINT NAME

SIGNATURE

**CONSTRUCTION RULES FOR COMPANIES WORKING WITHIN
PALM BEACH POLO & COUNTRY CLUB PROPERTY OWNERS'
ASSOCIATION**

1. THE POA MUST BE GIVEN A NAME, CELL PHONE NUMBER AND EMAIL ADDRESS OF THE ON-SITE SUPERINTENDENT(S). HE/SHE WILL BE HELD RESPONSIBLE FOR THE COMINGS AND GOINGS AND CONDUCT OF HIS SUBCONTRACTORS, DELIVERIES AND MANPOWER. SAFE VENDOR ID'S WILL BE REQUIRED FOR ALL INDIVIDUALS ENTERING THE PROPERTY. (PLEASE CALL 561-386-0044 FOR INFORMATION ON OBTAINING THE SAFE VENDOR ID).
2. A. CONTRACTORS WILL PROVIDE A LIST OF NAMES OF ALL EMPLOYEES WORKING ON A PARTICULAR PROJECT. A CURRENT LIST WILL BE REQUIRED ON OR BEFORE THE FIRST WORKING DAY OF EACH MONTH.
B. CONTRACTORS WILL PROVIDE A LIST OF DELIVERIES EXPECTED EACH DAY.
3. THE ABOVE RULES SHALL APPLY FOR CONSTRUCTION WORKERS FROM MONDAY THROUGH FRIDAY. THERE IS NO CONSTRUCTION ON WEEKENDS AND NO POWER TOOLS MAY BE USED.
4. NO LANDSCAPING IS PERMITTED ON WEEKENDS.
5. NO STEAM OR POOL/PATIO AREA CLEANING ON WEEKENDS IS PERMITTED.
6. IF ALTERATION/CONSTRUCTION OR THE STORAGE OF MATERIAL INVOLVES THE EXTERIOR OF THE RESIDENCE, PLASTIC CATCH FENCES MUST BE INSTALLED.
7. CONSTRUCTION MATERIAL CANNOT BE STORED OR PLACED ON THE STREETS.
8. PORTABLE TOILETS MUST BE PLACED OUT OF VIEW, SCREENED AND EMPTIED EVERY FRIDAY.
9. DUMPSTERS MUST BE USED ON THE SITE DURING CONSTRUCTION AND ANY GARBAGE OR WASTE MATERIALS MUST BE CLEANED UP AT THE END OF THE DAY, INCLUDING STREETS, DRIVEWAYS AND SIDEWALKS. DUMPSTERS MUST BE COVERED BY TARPS OVERNIGHT. ANYONE DUMPING IN ANOTHER CONTRACTORS DUMPSTER WILL BE DENIED ENTRY WITHOUT NOTICE. ALL DUMPSTERS MUST BE EMPTIED BY FRIDAY OF EACH WEEK. A FINE OF \$100.00 WILL BE LEVIED ON EACH VIOLATION.
10. ANY PULLOUT MATERIALS AND/OR EQUIPMENT SHOULD BE ACCOMPANIED BY AN AUTHORIZATION FROM THE RESPONSIBLE INDIVIDUAL. WRITTEN AUTHORIZATION SHOULD BE LEFT WITH THE POA.
11. WORK HOURS ARE LIMITED TO MONDAY THROUGH FRIDAY 8:00AM – 6:00PM OFF SEASON (APRIL- NOV.) NO CONSTRUCTION OR LANDSCAPING IS ALLOWED ON SATURDAYS OR SUNDAYS. DURING SEASON (DEC.-MARCH), NO CONSTRUCTION (INTERIOR OR EXTERIOR) IS ALLOWED. MINOR PAINTING, APPLIANCE REPLACEMENT, CABINETS, PLUMBING REPAIRS, AND A/C WORK IS PERMITTED, BUT IS LIMITED TO ONE MAINTENANCE VEHICLE AND MUST BE ACCOMPLISHED INDOORS OR WITHIN A CLOSED GARAGE. MINOR LANDSCAPING IS PERMITTED.

12. THE USE OF RADIOS IS PROHIBITED.
13. POSTED SPEED LIMITES WILL BE ENFORCED ALONG WITH FINES AND OTHER TRAFFIC REGULATIONS.
14. NO FISHING IS ALLOWED WITHIN THE BOUNDARIES OF PALM BEACH POLO.
15. DRESS CODE SHALL BE APPROPRIATE AND INCLUDE SHIRTS AND SHOES.
16. PARKING OR STOPPING ON RIGHT OF WAYS (INCLUDING SWALES & COMMON AREAS) AND THOSE AREAS NOT SPECIFICALLY DESIGNATED FOR PARKING IS STRICTLY PROHIBITED.
17. TEMPORARY SIGNAGE FOR CONSTRUCTION SHALL MEET THE FOLLOWING SPECIFICATIONS: SIZE 18" x 24", PROJECT NAME, PROJECT DESCRIPTION, BUILDER'S NAME AND TELEPHONE NUMBER. ALL PERMITS MUST BE DISPLAYED.
18. ALL PERMITS ALONG WITH HOA AND POA ARC APPROVAL (IN WRITING), ARE REQUIRED PRIOR TO COMMENCEMENT OF ANY EXTERIOR WORK WITHIN PALM BEACH POLO. FAILURE TO OBTAIN THE REQUIRED APPROVALS WILL RESULT IN A STOP WORK ORDER TO BE ISSUED UNTIL ALL DOCUMENTS HAVE BEEN REVIEWED AND APPROVED.
19. CHILDREN AND ANIMALS ARE NOT PERMITTED ON WORK SITES.
20. IF A UTILITY LINE IS BROKEN, IT IS TO BE REPORTED IMMEDIATELY TO THE POA AND YOUR SUPERINTENDENT WHO MUST MAKE SURE A PBP&CC, POA REPRESENTATIVE HAS VISITED THE SITE AND KNOWS WHERE THE ACTUAL BREAK IS LOCATED.
21. ANY WORKER REQUIRING A RIDE OR OTHER TYPE OF ASSISTANCE MUST GET PRIOR AUTHORIZATION FROM SECURITY. FAMILY MEMBERS AND/OR FRIENDS WITHOUT PRIOR AUTHORIZATION WILL BE DENIED ENTRY.

THE ABOVE REGULATIONS WILL BE ENFORCED IN ORDER TO FACILITATE THE MOVEMENT OF TRAFFIC THROUGH THE GATES AND ASSIST IN MAINTAINING THE HIGHEST LEVEL OF PROFESSIONAL INTEGRITY. ANY CONTRACTOR OR INDIVIDUAL WHO DOES NOT ABIDE BY THE COMMUNITY REGULATIONS WILL BE DEINED ACCESS WITHOUT NOTICE.

I HAVE READ THE ABOVE AND AGREE TO FOLLOW THE REGULATIONS. I AGREE TO ACCEPT RESPONSIBILITY ON BEHALF OF MYSELF, MY COMPANY, SUBCONTRACTORS AND DELIVERY PERSONNEL.

CONTRACTORS NAME: _____

CONTRACTORS SIGNATURE: _____

TITLE: _____ DATE: _____

ADDRESS: _____
