



ARCHITECTURAL CONTROL COMMITTEE

Requests Must Include:

- ☐ Signed, dated, and completed "ACC" form.
- ☐ **Marked Property Survey** showing where proposed changes are to be made needs to be attached to each application. When application is for projects, such as fencing, landscaping, pools, accessory structures, and additions.
- ☐ **(Specifications) Drawing, Brochure, Photo, or Sample** depicting what completed project(s) will look like.
- ☐ **Copy of Contractors' Occupational License.**
- ☐ **Copy of Contractors' Certificate of General Liability Insurance and Workers Compensation.** Name the Association (Boca Falls Homeowners Association, Inc., 21700 Boca Falls Drive, Boca Raton, FL 33482) as the certificate holder.
- ☐ **Security Deposit** made payable to Boca Falls Homeowners Association, Inc. A refundable deposit of \$1,000 for pools and physical additions to home. All other projects require a \$300 deposit.
- ☐ Homeowner request has been verified and does not violate the Association documents, rules and regulations, and/or the Architectural Control Committee Guidelines.

**ONLY COMPLETE APPLICATIONS WILL BE SUBMITTED TO THE
ACC COMMITTEE**

Please return completed application and supporting documents to

Management office or via email to:

Erika Levin: erika.levin@castlegroup.com

**Boca Falls Homeowners Association, Inc.
21700 Boca Falls Drive
Boca Raton, FL 33428
(561) 883-0728**



ARCHITECTURAL CONTROL COMMITTEE

Request for Improvement/Modification

This completed ACC application must be received by 12:00 pm on the Thursday before the next meeting of the ACC. Meetings are held on Monday every three weeks. Please submit a separate application for each project. If you are changing the color of your home, include the "Color Change Form" with your application. For any work that involves a contractor, complete the "Contractor Form". The completed application can be emailed to erika.levin@castlegroup.com or dropped off at the management office.

Approval must be granted in writing by the ACC before any work may begin.

An improvement or modification that has not been approved by the ACC may be required to be removed or work in progress stopped if it has not been approved along with a fine from the association.

AN INCOMPLETE APPLICATION WILL NOT BE ACCEPTED

A deposit check made out to Boca Falls Homeowners Association is required for all improvements/modifications. The deposit check will be returned to the homeowner at such time that the homeowner submits the ACC Completion Notice to the Property Manager stating that the improvement/modification is complete. The Property Manager will inspect and determine whether the improvement/modification is as stated in the approved application.

Boca Falls Neighborhood: _____
Property Owner (Applicant): _____
Property Address: _____
Phone Number: _____ **Secondary Number:** _____
Email Address: _____

CHECK IMPROVEMENT/MODIFICATION(S) REQUESTED

☐	PAINT	☐	LANDSCAPING	☐	ACCESSORY STRUCTURE
☐	ROOF	☐	FENCE	☐	GENERATOR
☐	DOORS/WINDOWS	☐	POOL/ADDITIONS	☐	CAR CHARGER
☐	DRIVEWAY	☐	GUTTER	☐	OTHER

Please describe your request here:

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Boca Falls

HOMEOWNERS' ASSOCIATION, INC.

To complete this request, the Architectural Control Committee requests the following items (if applicable):

- A Survey or Site Plan showing the location of the improvement is required for projects such as fencing, landscaping, pool decks, pools, driveway modifications, structural additions, and generators.
- Plans for the improvement, elevations, or detailed sketch.
- Paint or color chip (if applicable).
- Photographs, pictures, and/or drawings of proposed improvement, i.e., fences require pictures or manufacturers documentation showing the type and design of the proposed fence.
- Tile sample of roof tile, if applicable and manufacturer's documentation.
- Contractor's License, Workers Compensation and Insurance Certificate with Boca Falls HOA named as Additional Insured.
- Permit for contracting (if applicable).
- Provide deposit check.
- Other information to assist with the approval process
- Photo of project location/current condition.

We hereby make application to the Architectural Control Committee for the above-described item(s) to be approved in writing by the ACC. I have read, understand, and agree to abide by the Covenants and Restrictions of the Association.

I understand that with approval, I am responsible for the following:

1. For all losses caused to others, including common areas as a result of this undertaking, whether caused by myself or others.
2. To comply with all state and local building codes.
3. To comply with the conditions of acceptance (if any) and to complete the project according to the approved plans. The improvement or modification, if approved, must be started within six months of approval date or the approval becomes void.
4. If the modification is not completed as approved, I agree, at my expense, to make the necessary modifications to comply with original approval. Approved projects must be completed within 90 days of commencement including all construction. Failure to complete the work within the prescribed time may result in a fine of \$100.00 per day up to \$1000. The Architectural Control Committee may grant an extension due to extenuating circumstances.

I understand that I am responsible for asking permission of my neighbor should my improvement require access via their property. I also understand that review by the ACC is for appearance only and does not imply government authority approval nor permit approval. As Homeowner, I am responsible for obtaining any permit(s) if required according to governmental laws.

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Boca Falls

HOMEOWNERS' ASSOCIATION, INC.

I agree to abide by the decision of the Architectural Control Committee or Board of Directors. If the modification is not approved or does not comply, I may be subject to court action by the Association. In such an event, I shall be responsible for all attorneys' fees. The Architectural Control Committee meets every three weeks on Monday evenings at the Clubhouse or via Zoom at a time to be determined.

Upon completion of the improvement, photos of the completed work along with the Architectural Completion Notice must be submitted to the management office to close the application and receive deposit back.

Signature of Homeowner: _____ Date: _____

FOR PROPERTY MANAGEMENT USE ONLY

Property Management affirms:

- ❖ This form was received on _____ By: _____
- ❖ _____ The application has been completed according to directions.
- ❖ _____ All supporting/required documentation is attached.
- ❖ _____ Deposit check is attached. Check # _____ in the amount of \$ _____

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ARCHITECTURAL CONTROL COMMITTEE

COLOR SUBMITTAL FORM

	Existing Color	Proposed Color
ROOF		
BODY		
TRIM		
PAVERS		
FRONT DOOR		
GARAGE DOOR		

Color Palette # _____

- ☐ Photos showing the home, garage, front door, roof and driveway.
- ☐ A 24" x 24" sample of the paint colors must be painted in a visible location in front of the house as the ACC committee members will visit the house to view the proposed color change within 3 days of the ACC meeting.
- ☐ Roof, Paver and/or Travertine tile samples must be placed in front of the garage as the ACC committee members will visit the house to view the proposed color change within 3 days of the ACC meeting.
- ☐ Leave samples out on Friday AM until Tuesday AM. Samples must be visible from the street.

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ARCHITECTURAL CONTROL COMMITTEE

ACC Contractor Letter of Understanding and Agreement

THIS FORM MUST BE COMPLETED BY YOUR CONTRACTOR AS PART
OF YOUR APPLICATION PACKAGE TO THE ACC.

To: The Architectural Control Committee (ACC) of Boca Falls Homeowners Association

From: General Contractor: _____

Address: _____

Telephone: _____ Email: _____

Re: Homeowners Name: _____

Homeowners Address: _____

Dear ACC:

I hereby acknowledge reading your rules and regulations affecting the job which I have been retained to do. I understand your requirements and agree to comply with them. I also acknowledge that if I fail to adhere to such requirements, you will not allow me to commence further work with Boca Falls.

The rules are as follows:

1. To refrain from placing construction debris on any common property or, if placed, to remove same no later than the end of the same day.
2. If debris is accumulated on Homeowner's Property, to accumulate same out-of-sight of all streets abutting the property being improved and to remove same no later than the end of the last construction day.
3. To remove all construction debris, including mud, gravel and the like from roads and gutters at the end of each construction day.
4. To surround all Common Property affected by the construction which poses a safety hazard with brightly colored tape on surrounding poles providing a margin of no less than three (3') feet in all directions.
5. To provide the Property Manager with a Certificate of Insurance before construction begins.
6. To provide the permitting information required for the project.

Signature of Contractor: _____ Date: _____

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ARCHITECTURAL CONTROL COMMITTEE

Architectural Completion Notice

The homeowner must complete this form and submit it to the management office upon completion of the project. Management will inspect the project, if project meets ACC approval, the project will be closed out and deposit returned.

Boca Falls Neighborhood: _____

Property Owner (Applicant): _____

Property Address: _____

Describe work completed: _____

Date work was completed: _____ (Final Permit Attached)

Signature of Homeowner: _____ **Date:** _____

Please return this form to management office or email to erika.levin@castlegroup.com

FOR PROPERTY MANAGEMENT USE ONLY

Work Inspected date: _____

- ☐ **Satisfactory**
- ☐ **Not Completed**
- ☐ **Photo of completed work**

Contingency

- ☐ **Yes** **Description** _____ **Date** _____
- ☐ **No**

ACC Application for Contingency Work

- ☐ **Yes**
- ☐ **No**

Contingency Completed date: _____

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