

WILLOUGHBY FARMS

Web Site: www.willoughbyfarms.org

WILLOUGHBY ESTATES & WILLOUGHBY TOWNHOMES

HOMEOWNERS' ASSOCIATIONS, INC.

ARC APPLICATION & ARCHITECTURAL GUIDELINES

The Governing Documents of the Estates HOA, Townhomes HOA and Willoughby Farms Master Association contain specific restrictions that do not permit modifications, structural alterations or exterior improvements to your property, **without prior written approval from the Board of Directors of your Sub-Association (Estates or Townhomes) and the Master Association.** The purpose for these restrictions is to preserve the architectural design and aesthetic style of the development.

The restrictions *include, but are not limited to*, exterior painting, exterior doors, fences and walls, screen and patio enclosures, pools, landscaping, antennas, shutters, driveways, walkways, etc.

Each Board of Directors currently functions as the Architectural Review Committee (ARC) for its respective association. ARC Request Forms are available through the Property Manager. Please consult the Property Manager BEFORE starting any exterior modification project.

The following MUST be included with the attached ARC Application form before it can be processed & forwarded.

- 1) Completed ARC Application Request Form with a complete description of the improvement change or modification project. Attach complete drawings & specifications.
- 2) Copy of your Lot Survey with highlighted detail of the area(s) and items you wish to add or modify, clearly marked. **NOTE: a copy of the survey is required with every Application.**
- 3) When using a Contractor,
 - a) Copy of contractor's current occupational license, and
 - b) Copy of the contractor's Certificate of Insurance showing liability and worker's compensation
- 4) If doing the work, change or modification yourself personally, you must indicate this in the description box and sign your acceptance of responsibility on the ARC Request form.

SEE BELOW STATEMENT CONCERNING APPROVAL OF YOUR APPLICATION

Each Board of Directors has **forty-five (45) days** from receipt of ALL required materials to approve or disapprove the modification project. If the ARC Request Form is received incomplete, it will be returned for the missing items. Application will only be approved at Board meetings, your Board of Directors first and then the Master Association Board must approve your Application at their next Board Meeting. SEND IT WELL IN ADVANCE of the date you would like to start. **YOU MAY NOT START YOUR MODIFICATION PROJECT PRIOR TO RECEIVING AN APPROVED ARC FORM AND A LETTER OF APPROVAL FROM THE WILLOUGHBY FARMS MASTER ASSOCIATION.**

WILLOUGHBY FARMS

C/O Capital Realty Advisors (CRA)
600 Sandtree Drive, Suite 109, Palm Beach Gardens, FL 33403
561.624.5888 Email: bhaas@CRA.email

ARC APPLICATION

Date Received at CRA: _____

THIS FORM MUST BE USED WHEN REQUESTING A CHANGE TO THE OUTSIDE OF YOUR UNIT

ARCHITECTURAL REVIEW COMMITTEE - REQUEST FOR MODIFICATION

OWNER'S NAME: _____ UNIT ADDRESS: _____

MAILING ADDRESS (IF DIFFERENT): _____

DAY PHONE: _____ EVENING PHONE: _____ E-Mail: _____

INSTRUCTIONS: Description - "SEE ATTACHED" is not a sufficient. Include details such as dimensions, materials, design, location, color, etc. Use additional paper if necessary, attach complete drawings and supporting documentation. **MUST be attached:**(check off items attached)

- Copy of executed Contract,
- Contractor's License & Certificate of Insurance,
- Painting – Paint Store 'Color Swatch' showing the exact color being used.

LOT SURVEY is required with **ALL ARC Applications** and if required you must show the location of the project attached on survey, include any and ALL exterior construction (such as but not limited to: Fences, Screen/Patio Enclosures, Pools, Satellite Dishes, Landscaping changes). If Owner is doing the work personally, indicate below. **Failure to submit a complete application with required attachments cannot be given to the Board of Directors for consideration and will delay consideration.**

Description: _____

Approval is hereby requested to make the modification(s) as described above, with detailed specifics. If doing the modification, myself, I hereby accept responsibility for complying with all applicable County Ordinances, Building Codes, obtaining applicable Permits. I understand that all approvals expire after 180 days and a new ARC must be submitted.

DATE OF ARC REQUEST: _____ SIGNATURE OF OWNER: _____

(DO NOT WRITE BELOW THIS LINE-FOR BOARD OF DIRECTORS USE ONLY)

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(Check X One) WILLOUGHBY TOWNHOMES HOA or WILLOUGHBY ESTATES HOA

[DATE APPROVED: _____] [DATE DENIED: _____] BY: _____

COMMENTS: _____

WILLOUGHBY FARMS MASTER ASSOCIATION

[DATE APPROVED: _____] OR [DATE DENIED: _____] BY: _____

COMMENTS: _____

ARC Guidelines – Townhomes HOA

1. Entry Door: (Prior ARC approval required) ONLY the original door style installed by the Builder is allowed (Solid White Steel/Raised Panel)
2. Doors in front of the Entry Door: (Prior ARC approval is required)
Guidelines on Storm and/or Screen door styles for the front are:
 - a. French Door style (White Frame with Glass and/or Screen panels. (Lowe's has a Larson ventilated French door "Largo" style, as seen on several Units)
 - b. Fully Retractable Screen Panel (White Frame/Charcoal Screen). No visible bars.
 - c. Solid Glass Panel style (White Frame/Solid Glass Pane). No visible bars.
3. Front Screen Enclosures (also called "Birdcage"): (Prior ARC approval required)
White Aluminum Frame/Charcoal Screen. Full drawings/plans must be submitted. Approved Birdcage designs for each Townhome model are available from Screen Builders, Inc. The approved Birdcage Screen Door is PCA Products Inc. #P-110 or #P-120. Homeowners should contact the Property Manager.
4. Front Entry Slab and Walkways: (Prior ARC approval required). NO Painting. ONLY approved brick pavers allowed. Approved brick pavers are an Almond/Camel or Almond/Camel/White color system in a Cobble lock or 4 in. x 8 in. Herringbone pattern. Homeowners should contact the Property Manager.
5. Rear Patios: Prior ARC approval is not required ONLY if painting or installing tiles or pavers on rear patios. The approved rear patio screen door style is PCA Products Inc. A-100, as originally installed by the Builder. Any other modification to the rear patio requires prior ARC approval.
6. Hurricane Shutters: (Prior ARC approval required) ONLY the original Storm Panels provided by Builder or White Accordion Shutters are allowed.
7. Satellite Dishes: Homeowners do not need prior ARC approval, IF and ONLY IF
 - a. Dish size is an 18-39-inch maximum diameter dish, and
 - b. the dish is located below the roof, on the back wall of the 2nd Floor,The dish may be installed elsewhere (if necessary for proper signal reception), only with a letter from the installation company and prior ARC approval. Cable lines attached to exterior walls must be painted to match the color of the Unit.
8. Window Tinting: (Prior ARC approval required) "Mirror" window tinting is prohibited.
9. Gutters: (Prior ARC approval required) ONLY 6-inch aluminum gutters allowed.
10. Landscape and Walkway Borders/Edging: Permanent, poured concrete landscape borders are strictly PROHIBITED. Other landscape edging such as removable borders and bricks along the walkways may be installed, but must be easily removable.

ARC Guidelines – Estates HOA

1. Front Entry Door/Front Screen Doors and Front Screen Enclosure (also called “Birdcage”): Prior ARC approval is required) ONLY White Aluminum Frame/Charcoal Screen
2. Exterior Paint Colors for Homes: (Prior ARC approval is required) the Family of approved colors of exterior paint for use on Estates homes can be viewed at the Clubhouse. A color swatch from the paint store of the exact color must be attached to the Application when submitted. All trim & facials, doors, including garage, must be white and a survey of the lot is required to be submitted.
3. Rear Screen Enclosures: (Prior ARC approval required) ONLY White Aluminum Frame/Charcoal Screen. Full drawings/plans must be submitted. Modification is subject to Palm Beach County ordinances. Maximum width is the width of the Unit and maximum length is up to the Privacy Wall plus 1 foot to allow for the Footer.
4. Patio Extensions: (Prior ARC approval required) Full drawings/plans must be submitted. Modification is subject to Palm Beach County ordinances. Maximum width is the width of the Home and maximum length is up to the Privacy Wall plus 1 foot to allow for the Footer. No Aluminum roofs.
5. Pools: (Prior ARC approval required) Full drawings/plans must be submitted. Pools are subject to Palm Beach County ordinances. Any Common Area landscaping damaged during construction must be replaced/restored to the original condition.
6. Hurricane Shutters: (Prior ARC approval required) ONLY the original storm panels provided by the Builder or White or Light Beige Accordion Shutters
7. Satellite Dishes: Homeowners do not need prior ARC approval, **IF and ONLY IF**:
 - a. Dish size is 18-39-inch maximum diameter, and
 - b. The Dish is located on the back or side of the house (**NOT the zero lot line side**). The Dish may be installed elsewhere, if necessary for proper signal reception), ONLY with a letter from the installation company, and prior ARC approval. Cable lines on exterior walls should be painted to match the color of the Home.
8. Fences: (Prior ARC approval required)
 - a. ONLY White Aluminum fences (the same style as the Clubhouse Pool fence) or Green Vinyl Chain Link fences are allowed, and
 - b. Approved fence heights are 4ft or 5ft.
9. Driveway Pavers and/or Stamped Concrete: (Prior ARC approval required) Color/Size/Pattern to be approved by the Board. Pavers and/or Stamped Concrete MAY NOT extend beyond the first expansion joint closest to the Home.
10. Front Entry Slab and Walkways: (Prior ARC approval required). Paint, Pavers and/or Stamped Concrete are allowed. Color/Size/Pattern must be approved by the Board.
11. Retractable Rollout Awnings: (Prior ARC approval required) Board approves Color/Size.
12. Solar Panels: (Prior ARC approval required)
13. Window Tinting: (Prior ARC approval required) “Mirror” window tinting is prohibited.