

Retreat at Seabranh HOA: ACC Change Application

(Please PRINT Legibly)

NOTE: All resident owners in The Retreat are required to fill out this application prior to making any changes to: 1. The exterior of your home. 2. Any change, [adding or removing] to your outdoor property (land, trees, shrubs, bushes, driveways, sidewalks, lighting, drainage, plant beds, solar, patios, pools, etc.).

Name: [Property Owner] _____

Street Address in Retreat: _____

Model of Home [circle one] Capri Oakmont Carlyle

Home phone # _____ Cell phone # _____

E-Mail address: _____

Please submit the following documents along with this application for The Managements and ACC review.

- 1. A copy of your current up to date homeowner Insurance Declaration Page
- 2. A copy of your home’s survey showing the exact location of the proposed change.
- 3. A detailed scope of work from the vendor or from the homeowner listing all of the plants, colors, materials, etc. being used.
- 4. Any photos, literature, drawings, sketches that help explain your project.

Describe your project—what you want to do. _____

I have read and agree with The Conditions of Approval on page 2. I further confirm that there are no fines or assessments levied against my home, and that my HOA dues payments are current. I/we acknowledge that I/we own the above mentioned property and have read and understand this application; that any and all applicable codes and permitting codes for Martin County will be complied with, and agree that representatives of the Retreat ACC and Management can visit the site to verify project specifics. I also agree that no work is to be engaged in or completed until the homeowner has received, in writing, approval of their application. All plants used will be from the approved plant list and only listed materials detailed with this application will be used.

Owner Signature: _____ Date: _____

Owner Signature: _____ Date: _____

APPROVED or DISAPPROVED (circle one) by the ACC with these stipulations or for these reasons:

Committee Member Signature Date

_____ Approved Denied

_____ Approved Denied

_____ Approved Denied

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Conditions of Approval & General Relevant Information

The following are commonly requested changes and the conditions for approval that apply. For a more complete list consult our DOCUMENTS & RULES in your Document Book or Forms & Guidelines at www.retreatatseabranh.com.

Only OWNERS, not renters or guests, may apply for Architectural Control Committee [ACC] approvals.

HURRICANE SHUTTER replacements must be accordion-style, and white in color.

All SCREENING must be charcoal in color and all enclosure framing must be white.

To eliminate physical window hurricane shutters, the Replacement windows must be hurricane-rated impact type, and conform in appearance, size and style to the windows they replace.

REPLACEMENT DOORS must be hurricane-rated; the glass must be hurricane and impact-rated or the glass must be protected with a physical hurricane shutter mounted over the glass.

THE RETREAT has an approved plant list and a book that displays their appearance for resident use.

Any Martin County Construction Permits must be displayed when work is ongoing.

Prior to any DIGGING, especially in front yards, owner-residents must call 811 to have utility cables and lines marked. This prevents the owner from being liable for costs involved should one be broken. Also, you may need to call Capital Realty Advisors at (561) 624-5888 to have your Irrigation sprinkler heads flagged so digging does not damage them and so that your project doesn't adversely divert water.

If you plan to cover your walkways with PAVER BLOCKS, use 1" thick blocks and the paver block footprint must match your driveway Paver Blocks (color & size). Pavers within your rear screen enclosure may be different. Sample pavers and how to procure them are available at our office.

Effective in 2006 all water purifiers must be located in the garage. Any that were located outside prior to that need to be relocated inside the garage when they need to be replaced. They should drain into the home sewer system and not drain their waste into the earth and plants outside the house.

A \$50.00 application deposit is required when you submit this application to The Retreat Office. This deposit is destroyed after you notify Retreat Management that your project is complete and after all approved changes are verified.

In addition, a \$500 Common Area damage deposit is required for large projects that require County Permits such as Cement patios, screen enclosures, pools, etc. This deposit is refundable as described above.

Owners Please Note: Our homes are treated with an STO Finish. The color is mixed into this finish prior to the concrete walls being coated with it. It is neither a paint nor surface coat; it is a stucco finish rated to last about 18 years. Under certain conditions owners are allowed to paint their home, but it is highly inadvisable to paint; touch-up is all that should be considered. Check with Management for details and info before considering the painting of any house. Capri owners require ACC approval prior to painting. All paint color codes are available in The Retreat Office.

If you request, ACC members can meet with you to help in planning your project. Notify Management, and an ACC member will meet with you and help with your planning and options.

Retreat at Seabranh HOA: ACC Notice of Completion of Project

HOMEOWNER OBLIGATION

When all work has been completed and you wish your deposit money to be returned, this page must be returned to the on-site Retreat Property Manager. The Property Manager or an ACC representative or a BOD member will inspect the project and check it against your application. When the work has been officially verified to be in compliance with the approved application, your deposit will be returned or destroyed.

Name on Application: _____

Address: _____

Date Completed: _____ Phone: _____

Brief Project Description: _____

COMMENTS

FOR OFFICIAL HOA USE:

Verified Complete and In Compliance _____

Issues Remain (see comments below) Date _____

Signature of authorized Retreat Management Representative Print Name

ANY ADDITIONAL COMMENTS