

Retreat at Seabbranch 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.). If plants are being removed & added to an existing bed, approval is not needed as long as the new plants are on the Approved Plant list. Removal of a tree must be replaced with another tree, removal of a bush must be replaced with another bush. Should you have any questions on a project that you will be doing, please contact the management office.

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. Complete applications must be turned in by the second Wednesday of the month to be considered for that month's ACC meeting.

- 1. A copy of your contractor's License & Insurance ***
****CONTRACTOR LICENSE AND INSURANCE MUST BE SUBMITTED WITH APPLICATION***
Contractor Certificate of Insurance must include the Certificate Holder to read:
The Retreat at Seabbranch HOA c/o Signature Property Management 3232 SE Dixie Hwy., Unit B, Stuart, FL 34997
2. A copy of your home's survey showing the exact location of the proposed change (for changes that are not attached to the home).
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.
5. A \$50.00 Application deposit check, made out to The Retreat at Seabbranch HOA.
- 6. Per the Committee, with no exceptions, applications will only be reviewed at the monthly meeting which is held the 3rd Thursday, monthly.**

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.

Owner Signature: _____ Date: _____

Owner Signature: _____ Date: _____

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

Committee Member Signature: _____
_____ ☐ Approved ☐ Denied Date: _____

_____ ☐ Approved ☐ Denied Date: _____

_____ ☐ Approved ☐ Denied Date: _____

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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.

ROOF REPLACEMENT must go through the ACC committee. Approved replacement tile is Boral Concrete Roof Tiles, Galena style, colors- Carmel black antique 1GQCS6202AA OR Canyon Clay black antique 1GQCS6201AA. Should these tiles become unavailable, please contact management.

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 Signature Property Management at (772) 219-4474 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 your application. This deposit is destroyed or returned after you notify Retreat Management that your project is complete (by sending in page 3 of the application) 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 from Management.

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 Management. 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 Representative

Print Name

COMMENTS: _____