

Martins Crossing Homeowners Association, Inc.

GRS Management Associates, Inc.
3900 Woodlake Blvd. Suite 309
Lake Worth, FL 33463
P: (561) 641-8554 F: (561) 641-9448

James Andersen, Property Manager
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Architectural Review Application

General information

April 20, 2009

Dear Applicant,

Thank you for your desire to improve your home and thereby the Martins Crossing Community as a whole. At this time let us take a moment to describe the architectural review process, applicant's responsibility as well as the responsibility of the Architectural Review Board (ARB) to review your application and remit to you a timely response.

PLEASE PLAN AHEAD -While the ARB has 45 **days** from date of GRS received date stamp in which to issue a formal response to the applicant, however it is advisable not to schedule contractor prior to formal approval. A failure to plan on the part of the applicant does not create an emergency for the review committee. The ARB will do their best to respond as promptly as possible.

The Process:

1. Applicants must complete the attached "Architectural Application for Alterations" and attach all required support information described in the application. Failure to provide the necessary information will only delay a response or cause your application to be returned as incomplete. If you have any question regarding your submission, contact the Property Manager, he will be more than pleased to review it with you prior to formal submission.
2. Three (3) complete sets are required for submission. If color has been used to denote specific areas, boundaries or landscape, please submit color copies.
3. Remit directly to CRS Management Associates address above and mark the envelope Time Sensitive ARC Application Martins Crossing.
4. GRS upon receipt will log your application, stamp date received and then forward to Property Manager for initial review.
5. Property manager upon receipt will review application for completeness and any issues that may cause a denial or require clarification. If the application is complete the process will move forward, if the application has minor deficiencies, the Property Manager may at his discretion contact the applicant for clarification. Should the application be incomplete it will be returned to the applicant at which point the applicant will need to correct and resubmit.
6. Property manager will then make a site visit and photograph the area of improvement.

7. Property Manager will complete the file, if the Property Manager deems the application complete the file will be date stamped and submitted to the ARB for further evaluation and final approval or denial. There are occasions when an approval is granted condition to certain specific actions required by the applicant.
8. If approved the file will be dated and forward to GRS management for final recording, at that point a formal letter of approval is sent to the applicant from the GRS main office.
9. If denied the same process (# 8) is completed except a formal notification of denial is sent to the applicant.
10. Once your improvement is complete please contact the Property manager for a final review.
11. Applicant is solely responsible for obtaining all necessary and required State, County and local building applications, permits and approvals prior to work commencement.
12. Martins Crossing Homeowners Association renews each application solely on a case by case basis to ensure each application is in compliance with the by-laws and policies of the Association as well as each applications aesthetic merit.

Once again thank you for your application and feel free to direct any questions to the property manager.

Martins Crossing HOA Board of Directors. Martin's Crossing
Architectural Review Board

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APPLICATION FOR ALTERATIONS

DATE: _____

OWNER: NAME _____ PHONE _____

ADDRESS _____ LOT# _____

COMMUNITY _____

DESCRIBE IN DETAIL, TYPE OF ALTERATION AND MATERIALS TO BE USED:

An application requesting approval of any alteration which occurs outside the exterior walls of the building **MUST BE ACCOMPANIED BY THE FOLLOWING:** A sketch indicating location, size and type of construction; A copy of your survey showing where the changes will be located, and other pertinent information. Also attach a copy of contractor license, insurance certificate (*Liability & Workman's Comp Certificate*).

If approval is granted, it is not to be construed to cover approval of any County Code requirements. A building permit from the Martin County Building Department is needed on most property alterations or improvements. NOTE: Any alterations may not encroach onto any existing easements.

As a condition precedent to granting approval of any request for a change, alteration or addition to an existing basic structure that the applicant, the heirs, and assigns thereto, hereby assume sole responsibility for the repair, maintenance or replacement of any such change, alteration or addition. It is understood and agreed that the ASSOCIATION AND G.R.S. MANAGEMENT ASSOCIATES, INC. are not required to take any action to repair, replace, or maintain any such approved change, alteration, or addition, or any damage resulting there from for any reason to the existing original structure, or any other property.

The unit owner assumes all responsibility and cost for any addition or change and it's future upkeep plus any work that has to be done on the common grounds that is an added expense because of this addition or change. NOTE: Fence installations will require the homeowner to maintain the fence and landscaping around the fence as well as inside the fence area. This maintenance must be done by the homeowner, at no expense to the Association.

OWNERS SIGNATURE:

Martins Crossing Homeowners Association, Inc.

APPLICATION FOR ALTERATIONS

ACTION BY THE ASSOCIATION:

DATE: _____ APPROVED _____ *NOT APPROVED _____

ASSOCIATION DIRECTOR

ASSOCIATION DIRECTOR

*NOTE: IF NOT APPROVED, THE FOLLOWING IS THE REASON:

WAIVER OF LIABILITY

The undersigned hereby agrees that any and all liability caused by or arising from any acts which may increase the hazard of susceptibility to loss on the described premises shall not be held against the ASSOCIATION AND G.R.S. MANAGEMENT ASSOCIATES, INC., "as their interest may appear," and they shall be held harmless from any liability arising there from and indemnify them for all losses, costs, expenses and attorney's fees in connection with any such addition to their unit.

DATE: _____

UNIT OWNER:

UNIT OWNER:

WITNESS:

PLEASE RETURN FORM TO:

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CONDITIONS FOR ARCHITECTURE APPROVAL

PATIO ADDITIONS AND SCREEN ENCLOSURES

- _____ Patio Addition floor must match the pavers of the existing patio.
- _____ Homeowner is responsible for all irrigation modifications and drainage issues connect with the patio addition.
- _____ The Screen Enclosure must have a pitched roof.
- _____ The Screen Enclosure Framework must be White.
- _____ Misc. _____

POOLS

- _____ The pool deck must have pavers that match the patio pavers.
- _____ Must have fence around the pool during and after construction.
- _____ Homeowner is responsible for all drainage and irrigation issues. Homeowner responsible to have street clear and cleaned at all times during construction.
- _____ Homeowner responsible to have sidewalk repaired if damaged:
- _____ Homeowner responsible to have sod replaced from damage due to trucks etc. from pool installation.
- _____ Misc. _____

FENCES

- _____ Fences must not be more than 5 ft. high and must be white aluminum.
- _____ Fences on rear lot line of Lake or Canal must be no higher than 4 feet. Gates must be at least 42 inches wide.
- _____ Fence must be installed at least 3 inches inside property lines and must not be in any easement. **(This is required to make sure fence is on your property)**

• LANDSCAPE CHANGES

- _____ Homeowner is responsible for all drainage and irrigation issues
- _____ Homeowner is responsible for all maintenance and fertilization of all plantings.
- _____ Homeowner must not plant anything else with regards to this application.
- _____ Lawn crew not responsible for damages to statues, landscape lighting, etc.
- _____ Shrubs along lot line must be planted at least 24 inches inside property line.
- _____ Hedges must be maintained no higher than 6 feet high.
- _____ Pool, Air Conditioning Equipment, and other mechanical equipment must be shielded from view of the street and neighboring property if requested by the neighbor.

SATELLITE DISHES

- _____ Must be located in rear of home and be shielded from view from street.
- _____ Must have landscaping around the dish.
- _____ Misc. _____

GENERAL RESTRICTIONS

- _____ **Nothing can be planted, placed, or constructed in any lake easements or utility easement.**

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Guidelines for Fences

The following guidelines shall be considered when evaluating requests for fences. Even in the event of strict compliance with the following guidelines, prior approval from the Architectural Review Committee shall be required for each and every fence installation.

1. **Only white aluminum rail fences** shall be approved.
2. No style of wood or chain link fence shall be approved.
3. No fence shall be approved which is not set back a minimum of 10' back from the front wall of the homes and at least 5' back from the sidewalk where applicable. No fences shall be attached to a neighbor's house. In considering requests for fence installations, the following may be taken into consideration: locations of air conditioning units; location of garage access doors; and positions of adjacent homes.
4. No fence shall be approved or installed which encroaches into Association Property or other lots.
5. No fence shall be approved which extends in front of the front corner of a neighbors Home where the two homes are immediately adjacent to each other and where both homes face' the same direction.
6. Aluminum rail fences, the height shall not exceed 5', except fences on rear lot line of Lake or Canal must be no higher than 4' all around. However, if the fence serves as a pool barrier and the County requirements provide for a minimum height of the fence in excess of 5', than the height of the fence shall be the minimum height required by the County. The pickets shall not be spaced closer than 3" on center and shall be no thicker than 1".
7. For fences installed on corner lots whose rear property line is common with the adjacent lot's side property line and/or whose side property line is adjacent to or visible from the road, a landscape hedge must be installed on the outer side of the fence within the lot to provide screening. No fence shall be permitted on corner lots which cross a utility easement.
8. No fence shall be approved which does not provide access to the owners neighbor for maintenance of the neighbors zero lot line wall and roof overhang, if applicable.
9. For Lake Lots, only aluminum rail fences shall be approved.
10. For lots with drainage easements, the approval from and execution of fence removal agreements ' with the County and the Association may be required.

11. Any fence which crosses a utility easement may require approval in writing by all utility companies occupying the easement.
12. For any fence, if approved, the Owner shall assume the responsibility to maintain the fence, including trimming any grass or other plants from the fence.
13. For any fence, if approved, the Owner shall be responsible for the costs associated with any required removal, repair and/or replacement if that fence is erected on or adjacent to a lot line common with a Lot where the house is not yet under construction or, if under construction, not yet closed to the owner.
14. For any fence if approved, the owner shall be responsible to meet all County requirements. And criteria including, but not limited to, proper permitting and surveying.