

APPLICATION DIRECTIONS
Minor Exterior Alterations to Existing Home

Complete the attached application and provide the information as required below:

CHECKLIST

The following checklist is provided to assist you to ensure a complete submission:

CHECKLIST FOR SUBMISSION

_____ Completed Application

_____ Appropriate Documentation -- describing and depicting the alteration.
Example - if changing the front doors or windows, a copy of the manufacturer's brochure depicting the doors to be used would be appropriate. Indicate the color choice.
For new or replacement screen enclosures, three (3) copies of engineered plans and one (1) copy of "As Built" Survey must be submitted.

_____ Survey or Site Plan – proposed exterior modifications should be indicated thereon.

_____ Landscape Plan is required if adding or changing:
Pool Enclosure
Paver Patio
Fence
Walkway

FOR CHANGES INVOLVING PAINT:

_____ **Color Samples Must Be Provided**/Finishes Schedule (attached)

_____ Depiction of where paint color on house is required
(See description in Color Sample/Finishing Schedule)

FOR CHANGES INVOLVING NEW ROOF& PAVERS

_____ Samples of any new roofing materials or pavers

When replacing or installing a new roof,
please submit a copy of the permit to the HOA office.

(Please note that the Board has up to 30 days to approve this Application.)

APPLICATION
Minor Exterior Alterations to Existing Home

Owner's Name _____

Owner's Address _____

Owner's Telephone _____ Cell _____ Fax _____

E-Mail Address _____

Address of Project _____

| Category | General Description of Project |
|----------|--------------------------------------|
| _____ | Roof _____ |
| _____ | Windows _____ |
| _____ | Door _____ |
| _____ | Driveway/Walkway _____ |
| _____ | Fence _____ |
| _____ | Paint (Attach Sample) _____ |
| _____ | Pavers _____ |
| _____ | Pool Enclosure _____ |
| _____ | Other _____ |

Expected Starting Date (after DDA Approval) _____

Proposed Completion Date (2 months from start of work after DDA Approval) _____

Contractor's/Tradesman's Name _____ E-Address _____

Contractor's/Tradesman's Address _____

Contractor's/Tradesman's Telephone _____ Cell _____ Fax _____

License (copy) _____ *Certificate of Insurance (copy) _____

*Certificate Holder - must indicate "Delray Dunes Assn, 12005 Dunes Rd, Boynton Beach, FL 33436"

Please list additional Tradesmen's Name, Address, and Telephone # on sheet provided, and attach copies of License and Certificate of Insurance to Application.

Certifications:

We/I agree that we/I have read, understand and agree to abide by the rules of Delray Dunes Association, specifically the DDBRM which covers the criteria for Architectural changes. We/I further agree that no work will be started until written approval by the Association and that the work will be performed in accordance with the approved plan and schedule set forth under the Job Completion Time Limits (DDBRM, IV, Par. D.) We/I further understand that we/I may be charged a penalty of \$50/day for each day the work is not completed on time. We/I warrant that all individuals & firms listed on the attached page have been made aware of the Delray Dunes Building Renovation Manual (DDBRM).

During your project a representative from the ARC or LB Committee may enter the outside of your property in order to monitor your approved work. When appropriate, please notify the office when your project is completed. When the Committees have given their final review, the tradesmen for the job will no longer be cleared for your property without your **advance** notification to the Gate.

Owner's Signature(s) _____

Date _____

Contractor's Signature _____

Date _____

APPROVAL OF APPLICATION:

If Villa: Approved by Villa Association _____ Date _____
Name of Villa

(Signed) (Printed Name)
(Note: Applications from Villa Owners must be signed off by the Villa Association before submission to Delray Dunes Assn.)

Committee Sign-off:

Landscaping/Beautification Committee _____
(Signed) (Date)

Architectural Review Committee _____
(Signed) (Date)

ASSOCIATION SIGN-OFF OF COMPLETED WORK:

Committee Sign-off:

Landscaping/Beautification Committee _____
(Signed) (Date)

Architectural Review Committee _____
(Signed) (Date)

_____ Villa _____
(Signed) (Date)

Additional Vendors

Name _____

Address _____

Telephone Number _____

License Number _____

Name _____

Address _____

Telephone Number _____

License Number _____

Name _____

Address _____

Telephone Number _____

License Number _____

Name _____

Address _____

Telephone Number _____

License Number _____

Name _____

Address _____

Telephone Number _____

License Number _____

Name _____

Address _____

Telephone Number _____

License Number _____

COLOR/FINISH SCHEDULE

NAME _____

Please advise of ANY exterior colors or style changes being proposed for the house.

ACTUAL SAMPLES OF COLORS AND ROOFING MATERIALS, DRIVEWAY/PATIO/WALKWAY BRICKS OR PAVERS, AND/OR PICTURES OF NEW LIGHTING FIXTURES, DOORS, OR WINDOWS MUST BE SUBMITTED WITH THIS FORM FOR APPROVAL BY THE COMMITTEE.

PAINT COLORS/ NEW ADDITIONS:

House - color, manufacturer, name, number (**Attach Sample**) _____

Front Door - color, manufacturer, name, number _____

Garage Doors – color, manufacturer, name, number _____

Soffits & Window Trim – color, manufacturer, name, number _____

Shutter Finish – color, manufacturer, name, number _____

Window Finish – color, manufacturer, name, number _____

Driveway Finish – color, new style _____

New Light Post – color, style _____

New Exterior Lighting _____

New Door – style _____

New Garage Door – style _____

New Window – style, color _____

New or Replacement Roof – color, style _____

New or Replacement Shutters – color, style _____

For changes in paint colors, please provide a convenient way to determine where the colors will go on the house (for example: Xerox copy of a photo of the house, with a key showing locations of colors on the house, with paint chips attached.)

Any special faux finishes to be considered must be shown on an approximately 8” x 10” sample.