

**PALM BEACH POLO & COUNTRY CLUB PROPERTY OWNERS' ASSOCIATION, INC.**  
**3031 FORTUNE WAY – A11**  
**561-514-1800**  
**WELLINGTON, FL 33414**

***DESIGN REVIEW/RENOVATIONS APPLICATION FORM***

**IMPORTANT:**

APPLICANT MUST SUBMIT A COPY OF THIS APPLICATION TO BOTH THE ARCHITECTURAL REVIEW COMMITTEE (ARC) AND THE DESIGNATED HOMEOWNER'S ASSOCIATION (HOA). THE APPLICANT (OR DESIGNATED REPRESENTATIVE) WILL ATTEND A HOMEOWNER'S ASSOCIATION MEETING. PENDING HOA APPROVAL, THE APPLICATION WILL BE PASSED ON TO THE ARC.

PLEASE SUBMIT THE FOLLOWING IN ORDER THAT YOUR REQUEST MAY BE REVIEWED:

- (1) SET OF WORKING DRAWINGS (INCLUDING ELEVATIONS)
- DESCRIPTION OF MODIFICATION/ALTERATION
- THE ATTACHED RELEASE FORM SIGNED
- HOA APPROVAL LETTER MUST BE ATTACHED TO THIS APPLICATION
- (\$200.00) APPLICATION FEE PAYABLE TO PALM BEACH POLO POA
- LICENSE AND INSURANCE CERTIFICATE OF THE CONTRACTOR (INSURANCE CO. MUST LIST PBP&CC/POA INC. AS AN ADDITIONAL INSURED)
- ESTIMATED COST OF PROJECT

ALL CHECKLIST ITEMS MUST BE COMPLETED PRIOR TO HOA OR ARC COMMITTEE REVIEW. THIS APPLICATION WILL NOT BE ACCEPTED WITHOUT THE APPROVAL OF THE HOA ATTACHED.

**LEGAL DESCRIPTION:**

BLOCK SUBDIVISION APT/LOT NO: \_\_\_\_\_

STREET ADDRESS: \_\_\_\_\_ WELLINGTON, FL 33414

NAME OF HOA: \_\_\_\_\_

**PROPERTY OWNERS:**

NAME(S) LIST ALL: \_\_\_\_\_

IF LLC, NAME DESIGNATED REPRESENTATIVE(S): \_\_\_\_\_

MAILING ADDRESS: \_\_\_\_\_

EMAIL ADDRESS: \_\_\_\_\_



- A. THE STRUCTURAL ADEQUACY, CAPACITY OR SAFETY FEATURES OF THE PROPOSED MODIFICATION/ALTERATION.
- B. WHETHER OR NOT THE LOCATION OF THE PROPOSED MODIFICATION/ALTERATION ON THE BUILDING SITE IS FREE FROM POSSIBLE HAZARDS FROM FLOODING OR FROM AN OTHER POSSIBLE HAZARD. WHETHER CAUSED BY CONDITIONS OCCURRING EITHER UPON OR OFF THE PROPERTY.
- C. SOIL EROSION, UNCOMPACTIBLE OR UNSTABLE SOIL CONDITIONS.
- D. MECHANICAL, ELECTRICAL OR ANY OTHER TECHNICAL DESIGN REQUIREMENTS FOR A PROPOSED PROJECT.
- E. COMPLIANCE WITH ANY AND ALL BUILDING CODES, SAFETY REQUIRMENTS OR GOVERNMENTAL LAWS, REGULATIONS, CODES OR ORDINANCES.
- F. PERFORMANCE OR QUALITY OF WORK OF ANY CONTRACTOR.

DATE: \_\_\_\_\_ BY: \_\_\_\_\_

(CONTRACTOR SIGNATURE)

THE ARCHITECTURAL REVIEW COMMITTEE, IN GRANTING APPROVAL FOR THE CONSTRUCTION OF SAID MODIFICATION, AND THE BOARD OF DIRECTORS OF YOUR ASSOCIATION STIPULATE THAT THE PRESENT OWNER AND ANY AND ALL SUBSEQUENT OWNERS OF APT/LOT NO. \_\_\_\_\_, LOCATED AT WELLINGTON, FL 33414, SHALL BE RESPONSIBLE FOR INSURANCE AND ALL RELATED COSTS OF REPAIRS OR SERVICE OF THE MODIFICATION AND AGREES THE ASSOCIATION SHALL NOT BE RESPONSIBLE FOR SAME.

THE OWNER FURTHER ACKNOWLEDGES THAT THE PRIMARY GOAL OF THE ARCHITECTUAL REVIEW COMMITTEE IS TO REVIEW THE APPLICATION (PLANS AND SPECIFICATIONS) SUBMITTED TO IT TO DETERMINE IF THE PROPOSED MODIFICATION COMPLIES WITH THE DEED RESTRICTIONS AND TO DETERMINE IF THE PROPOSED MODIFICATION CONFORMS IN APPERANCE WITH THE STANDARDS AND POLICY SET FORTH BY THE COMMITTEE FOR DEVELOPMENT IN PBPC. THE COMMITTEE DOES **NOT** REVIEW AND ASSUMES **NO** RESPONSIBILITY FOR THE FOLLOWING:

- A. THE STRUCTURAL ADEQUACY, CAPACITY OR SAFETY FEATURES OF THE PROPOSAL MODIFICATION/ALTERATION.
- B. WHETHER OR NOT THE LOCATION OF THE PROPOSED MODIFICATION/ALTERATION ON THE BUILDING SITE IS FREE FROM POSSIBLE HAZARDS FROM FLOODING OR FROM AN OTHER POSSIBLE HAZARD, WHETHER CAUSED BY CONDITIONS OCCURRING EITHER UPON OR OFF THE PROPERTY.
- C. SOIL EROSION, UNCOMPATIBLE OR UNSTABLE SOIL CONDITIONS.
- D. MECHANICAL, ELECTRICAL OR ANY OTHER TECHINAL DESIGN REQUIREMENTS FOR A PROPOSED PROJECT.
- F. PERFORMANCE OR QUALITY OF WORK OF ANY CONTRACTOR.
- G. **PROJECTS FROM ONE THOUSAND DOLLARS (\$1,000.00) TO FIVE THOUSAND DOLLARS (\$5,000.00) WILL REQUIRE A FIVE HUNDRED DOLLAR BOND (\$500.00) TO BE POSTED BY THE RESIDENT AND HELD IN ESCROW BY THE POA.**

**PROJECTS FROM FIVE THOUSAND DOLLARS (\$5,000.00) TO TWENTY-FIVE THOUSAND DOLLARS (\$25,000.00) WILL REQUIRE A FIFTEEN HUNDRED DOLLAR BOND (\$1,500.00) TO BE POSTED BY THE RESIDENT AND HELD IN ESCROW BY THE POA.**

**PROJECTS OVER TWENTY-FIVE THOUSAND DOLLARS (\$25,000.00) WILL REQUIRE A FIVE THOUSAND DOLLAR BOND (\$5,000.00) TO BE POSTED BY THE RESIDENT AND HELD IN ESCROW BY THE POA.**

DATE: \_\_\_\_\_

BY: \_\_\_\_\_

(PROPERTY OWNER/MANAGING AGENT SIGNATURE)

APPROVED BY THE PALM BEACH POLO & CC POA ARC COMMITTEE:

DATE: \_\_\_\_\_

\_\_\_\_\_  
PRINT NAME

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
PRINT NAME

\_\_\_\_\_  
SIGNATURE

**CONSTRUCTION RULES FOR COMPANIES WORKING WITHIN  
PALM BEACH POLO AND COUNTRY CLUB**

1. THE POA MUST BE GIVEN A NAME, TELEPHONE AND CELL PHONE NUMBER OF THE ON-SITE SUPERINTENDENT(S). HE/SHE WILL BE HELD RESPONSIBLE FOR THE COMINGS AND GOINGS AND CONDUCT OF HIS SUBCONTRACTORS, DELIVERIES AND MANPOWER. PICTURE ID WILL BE REQUIRED FOR ALL INDIVIDUALS ENTERING THE PROPERTY.
2. A. CONTRACTORS WILL PROVIDE A LIST OF NAMES OF ALL EMPLOYEES WORKING ON A PARTICULAR PROJECT. A CURRENT LIST WILL BE REQUIRED ON OR BEFORE THE FIRST WORKING DAY OF EACH MONTH.  
B. CONTRACTORS WILL PROVIDE A LIST OF DELIVERIES EXPECTED EACH DAY. LARGE TRAILER TRUCKS MUST BE ACCOMPANIED BY A POA PATROL CAR AND WILL BE CHARGED A \$25.00 ACCOMPANIMENT FEE.
3. THE ABOVE RULES SHALL APPLY FOR CONSTRUCTION WORKERS FROM MONDAY THROUGH FRIDAY. THERE IS NO CONSTRUCTION ON WEEKENDS AND NO POWER TOOLS MAY BE USED. PAINTING AND CLEANING IS PERMITTED, BUT MUST NOT CAUSE NOISE OR NUISANCE TO SURROUNDING NEIGHBORS.
4. NO LANDSCAPING IS PERMITTED ON WEEKENDS EXCEPT PLANTING, MULCHING AND TRIMMING SO LONG AS HAND TOOLS ARE IN USE. NO POWER EQUIPMENT IS ALLOWED.
5. NO STEAM OR POOL/PATIO AREA CLEANING ON WEEKENDS IS PERMITTED. POOLS MAY BE SKIMMED BY HAND.
6. IF ALTERATION/CONSTRUCTION OR THE STORAGE OF MATERIAL INVOLVES THE EXTERIOR OF THE RESIDENCE, PLASTIC CATCH FENCES MUST BE INSTALLED.
7. CONSTRUCTION MATERIAL CANNOT BE STORED OR PLACED ON THE STREETS.
8. PORTA-SAN TOILETTES MUST BE PLACED OUT OF VIEW, SCREENED AND EMPTIED EVERY FRIDAY.
9. DUMPSTERS MUST BE USED ON THE SITE DURING CONSTRUCTION AND ANY GARBAGE OR WASTE MATERIALS

MUST BE CLEANED UP AT THE END OF THE DAY, INCLUDING STREETS, DRIVEWAYS AND SIDEWALKS. DUMPSTERS MUST BE COVERED BY TARPS OVERNIGHT. ANYONE DUMPING IN ANOTHER CONTRACTORS DUMPSTER WILL BE DENIED ENTRY WITHOUT NOTICE. ALL DUMPSTERS MUST BE EMPTIED BY FRIDAY OF EACH WEEK. A FINE OF \$100.00 WILL BE LEVIED ON EACH VIOLATION.

10. ANY PULLOUT MATERIALS AND/OR EQUIPMENT SHOULD BE ACCOMPANIED BY AN AUTHORIZATION FROM THE RESPONSIBLE INDIVIDUAL. WRITTEN AUTHORIZATION SHOULD BE LEFT WITH THE POA.
11. WORK HOURS ARE LIMITED TO MONDAY THROUGH FRIDAY 8:00AM – 6:00PM OFF SEASON (APRIL- OCT.) AND IN SEASON (OCT. - MARCH) 8:00AM – 5:00PM. DURING SEASON NO EQUIPMENT CAN BE OFF-LOADED PRIOR TO WORK COMMENCING AT 8:00AM.
12. THE USE OF RADIOS IS PROHIBITED.
13. SPEED LIMIT OF 30 MPH WILL BE ENFORCED ALONG WITH OTHER TRAFFIC REGULATIONS.
14. NO FISHING IS ALLOWED WITHIN THE BOUNDARIES OF PALM BEACH POLO.
15. DRESS CODE SHALL BE APPROPRIATE AND INCLUDE SHIRTS AND SHOES.
16. PARKING OR STOPPING ON RIGHT OF WAYS (INCLUDING SWALES & COMMON AREAS) AND THOSE AREAS NOT SPECIFICALLY DESIGNATED FOR PARKING IS STRICTLY PROHIBITED. A FINE OF \$100.00 WILL BE LEVIED ON EACH VIOLATION.
17. TEMPORARY SIGNAGE FOR CONSTRUCTION SHALL MEET THE FOLLOWING SPECIFICATIONS: SIZE 18" x 24", PROJECT NAME, PROJECT DESCRIPTION, BUILDER'S NAME AND TELEPHONE NUMBER. ALL PERMITS MUST BE DISPLAYED.
18. ALL PERMITS ALONG WITH HOA AND POA ARC APPROVAL (IN WRITING), ARE REQUIRED PRIOR TO COMMENCEMENT OF ANY EXTERIOR WORK WITHIN PALM BEACH POLO. FAILURE TO OBTAIN THE REQUIRED APPROVALS WILL RESULT IN A STOP WORK ORDER TO BE ISSUED UNTIL ALL DOCUMENTS HAVE BEEN REVIEWED AND APPROVED.
19. CHILDREN AND ANIMALS ARE NOT PERMITTED ON WORK SITES.
20. IF A UTILITY LINE IS BROKEN, IT IS TO BE REPORTED IMMEDIATELY TO THE POA AND YOUR SUPERINTENDENT WHO MUST MAKE SURE A PBP&CC, POA REPRESENTATIVE HAS VISITED THE SITE AND KNOWS WHERE THE ACTUAL BREAK IS LOCATED.
21. ANY WORKER REQUIRING A RIDE OR OTHER TYPE OF ASSISTANCE MUST GET PRIOR AUTHORIZATION FROM SECURITY. FAMILY MEMBERS AND/OR FRIENDS WITHOUT PRIOR AUTHORIZATION WILL BE DENIED ENTRY,

**THE ABOVE REGULATIONS WILL BE ENFORCED IN ORDER TO FACILITATE THE MOVEMENT OF TRAFFIC THROUGH THE GATES AND ASSIST IN MAINTAINING THE HIGHEST LEVEL OF PROFESSIONAL INTEGRITY. ANY CONTRACTOR OR INDIVIDUAL WHO DOES NOT ABIDE BY THE COMMUNITY REGULATIONS WILL BE DENIED ACCESS WITHOUT NOTICE.**

I HAVE READ THE ABOVE AND AGREE TO FOLLOW THE REGULATIONS. I AGREE TO ACCEPT RESPONSIBILITY ON BEHALF OF MYSELF, MY COMPANY, SUBCONTRACTORS AND DELIVERY PERSONNEL.

NAME: \_\_\_\_\_ SIGNATURE: \_\_\_\_\_

TITLE: \_\_\_\_\_ DATE: \_\_\_\_\_

ADDRESS: \_\_\_\_\_