

DELRAY ESTUARY HOMEOWNERS ASSOCIATION, INC.

c/o Tallfield Management 12765 Forest Hill Blvd;Suite 1320, Wellington, FL 33414 Office:561-983-6000 estuary@tallfield.com

FOR OFFICE USE ONLY: ALC

APPLICATION FOR BUILDING/STRUCTURAL MODIFICATIONS

PLEASE READ THE DIRECTIONS ON PAGE 2 OF THIS FORM BEFORE COMPLETING THIS APPLICATION

Owner Name:		Date:		
Address:				
Telephone Numbers: Home:	Cell:	Email:		
Name of Contractor(s)				
		10ne		
Brief description of modifications and ad	ditions: (attach separat	e sheet if necessary)		
		ompletion date		
CHECK LIST OF REQUIRED DOCUMEN	TS ACCOMPANYING	THIS APPLICATION:		
FROM YOUR CONTRACTOR: Copy of signed agreement from y Copy contractor's Certificate of L Copy of contractor's Workman's Copy of contractor's City or State DAMAGE DEPOSIT CHECK	iability Compensation Insuran Business License	ce Certificate		
☐ Attach refundable damage deposit check for 20% of the total cost of the project (\$2,000 maximum) made payable to: DELRAY ESTUARY HOA, INC. Projects with a cost of less than \$1,500 do not require a damage deposit check.				
DRAWINGS AND PLANS	Tojects with a cost of h			
☐ Include a drawing shown on your included. Also include material specificat GUTTER APPLICATIONS		ting proposed changes. Plans with dimensions must be shes.		
Include photos of you building wi	ith gutter and downspo	ut locations drawn in.		
ADDITIONAL MATERIAL	sheets and photograph	s of proposed change.		

SEE PAGE 2 FOR INSTRUCTIONS AND ESTUARY RULES GOVERNING BUILDING/STRUCTURAL MODIFICATIONS Page 1 of 2

INSTRUCTIONS

<u>Please review the following:</u> A) Association Documents (Amended and Restated Declaration of Covenants Conditions and Restrictions for Delray Estuary), B) Rules at a Glance, C) Architectural and Landscape Guidelines. These and other helpful documents are available on our website under "HOA Documents".

- 1) Complete this form and include all required documentation as specified on front of this form. If documentation is incomplete, the application will automatically be denied and returned.
- 2) Changes to your building must be drawn on a copy of your survey (plat plan from the closing of your unit).
- 3) All dimensions including front and side elevation views are required.
- 4) Colors and material specifications are required and must accompany this application. It is highly recommended that product brochures, specifications sheets and photographs be included for clarity.

ESTUARY RULES GOVERNING BUILDING MODIFICATIONS

- A. No work may commence without prior written approval by the Board of Directors. No exceptions. Please allow ample time for submission of documents and approval by the Board of Directors. All supporting documents (as outlined on page 1) must be submitted with this application.
- B. A refundable deposit check for 20% of the total project cost must accompany this application. (\$2,000.00 maximum) Check should be made payable to DELRAY ESTUARY HOA, INC. Costs for damages to the common areas will be deducted from the deposit.
- C. The homeowner is responsible for obtaining any and all required city permits prior to commencing work and a copy attached to this application. The damage deposit cannot be returned until the city permit (if required) is received. Owner must notify the Property Manager upon completion of project for inspection. Damage deposit cannot be returned without inspection.
- D. Contractors will be permitted to work from 8AM to 6PM, Monday through Saturday. No workman or trades people admitted on Sundays and Holidays. This rule is strictly enforced by our Security Staff.

<u>Please email application and related documents to Estuary@Tallfield.com. Deposit checks should be left at the</u> guardhouse or mailed to the management company. Do not fold. Address envelope to Property Manager.

I have read and agree with all statements outlined above and have included all required documentation and that all work will conform to the Delray Estuary Architectural Guidelines.

Homeowner Signature	Date	
FOR OFFICE USE ONLY		Data
All material received and reviewed by Tallfield_ APPROVED AS SUBMITTED		
APPROVED with the following stipulations DENIED for the following reasons		
ALC CHAIR:	Date:	_
Executive Committee / Board of Directors:		Date: