

## ARCHITECTURAL APPROVAL REQUEST FORM

HOMEOWNER: \_\_\_\_\_

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

HOME PHONE: ( ) \_\_\_\_\_ BUSINESS PHONE: ( ) \_\_\_\_\_ CELL PHONE: ( ) \_\_\_\_\_ FAX: ( ) \_\_\_\_\_

Brief Description of Improvement: \_\_\_\_\_

**PLEASE FORWARD THE REQUIRED DOCUMENTS IN DUPLICATE.**

**REQUIRED DOCUMENTS:**

1. A copy of your lot survey with the exact location of the proposed improvement drawn in a clear and legible manner.
2. A copy of your warranty deed.
3. If you are doing the work yourself, then include a detailed sketch or drawing of the improvement or change; or
4. If contractor is being used include a copy of the proposal for the improvement or change with full sets of plans and/or drawings and specifications from contractor.
  - Include name, address & telephone number of the contractor.
  - Include contractor's Certificate of Insurance Number, Occupational License Number, and Certificate of Competency Number.
5. Letter of request providing as much information as possible regarding the exact location and description of the improvement or change and materials to be used.
6. If the improvement or any part thereof will be located within five (5) feet of the neighboring property, the improvement's relationship to that property should be shown in your sketch.
7. If you live on a corner lot and the street is on the side of your proposed improvement, please indicate this in your drawing.
8. If you are painting your home a picture of your house showing your roof color is needed.
9. Please submit a separate application for each improvement.

PLEASE FORWARD THIS APPROVAL FORM AND THE REQUIRED DOCUMENTS, IN DUPLICATE, TO:

ARC Review Committee  
*10293 SW 55th Ln  
Cooper City FL 33328*

I have read the above application. If approval is granted, I agree to comply with the following conditions:

1. An approval is only valid for sixty (60) days unless otherwise specified.
2. The unit owner is responsible for obtaining any permits required from the City, County, governmental agencies, etc.
3. The unit owner is responsible for any and all damage to any utilities, including sewer, water, cable, electric and telephone.
4. The unit owner must remove all debris (concrete, fill, etc.) from around your home and re-sod any areas that are destroyed.
5. The unit owner is responsible for any damage that may be caused to the sidewalks or roadway from heavy equipment.
6. The unit owner may not alter the drainage of your property or your neighbor's property.
7. The final inspection and approval of the association board after construction is completed.
8. You are responsible to maintain the alteration.

PLEASE NOTE; OTHER CONDITIONS MAY BE APPLICABLE. THESE CONDITIONS WILL BE DETERMINED AND STIPULATED ON AN INDIVIDUAL BASIS.

**HOMEOWNERS AFFIDAVIT**

I, \_\_\_\_\_, hereby make application for approval, pursuant to the regulations of my association, for the architectural change above noted and if said approval is granted, I agree to comply with the conditions stipulated herein. I further understand that I may be prosecuted by my association should I fail to comply with the covenants and restrictions of the association, or if I intentionally misrepresent information on this form.

No work will be commenced without the approval of my Association.

SIGNATURE OF APPLICANT: \_\_\_\_\_ DATE: \_\_\_\_\_

**FOR ASSOCIATION USE ONLY**

- |  |   |
|--|---|
| <input type="checkbox"/> Approved by Master HOA (noted)                | <input type="checkbox"/> Preliminary approval subject to review |
| <input type="checkbox"/> Insufficient information submitted – resubmit | <input type="checkbox"/> Not Approved (noted)                   |

Comments: \_\_\_\_\_

Signature: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

COOPER'S PLACE  
HOMEOWNERS ASSOCIATION

*Declaration of Covenants*  
*Supplement "A"*

## STRUCTURAL MODIFICATIONS

### 1. ADDITIONAL ROOMS

The exterior color must match that of the existing house. The room must be designed to complement the design and style of the house with respect to material and roof lines.

### 2. AIR CONDITIONING UNITS

Air conditioning units may be installed on the exterior wall only. It must be no higher than three feet from ground level and surrounded by shrubs so that it is not visible from the front or side of the house. Units cannot be larger than 10,000 BTU's.

### 3. AWNINGS

Canvas awnings are not permitted.

### 4. BASKETBALL BACKBOARDS

They must be installed at the side of the driveway, opposite the front walkway and must be professionally constructed, not homemade.

### 5. CHIMNEYS

They must be concrete stucco and painted to match the existing house color.

### 6. DECKS

They must be installed in rear yard only and cannot be visible from the front of the house. It must complement the style and design of the house and may be constructed of wood, pavers, or slab.

### 7. DOG HOUSES

Require written approval.

### 8. DRIVEWAYS

They may not be widened but a circular addition is permitted as long as the extended driveway connects to the road. Asphalt, concrete, tiles, interlocking pavers and stamped concrete driveways and walkways that complement the house are permitted.

## 9. FENCES

Two types of fencing are permitted:

- a) Vinyl Clad (green or black) chain link fence. Entire fence must be vinyl clad. Fence must be five (5) feet in height.
- b) White aluminum railing, five (5) feet in height with less than four (4) inches between rails.

### REQUIREMENTS FOR BOTH TYPES OF FENCING

- a) Fencing must be within homeowner's property limits.
- b) It must be set back a minimum of ten (10) feet from the front edge of the house unless the adjoining neighbor's house is set back further. In that case, the fence must be set back a minimum of ten (10) feet from the front edge of the neighbor's house.
- c) With lake lots, fencing is optional across the rear of the lot. If the owner requests to install a rear fence it shall stop at or before the start of the slope into the lake.
- d) No slats are permitted in chain link fencing.
- e) Hedges are not required with white aluminum fences. Hedges are optional with chain link fences. If you choose to install hedges the following guidelines apply.

#### E-1

Corner lots must have hedges planted on the interior of the fence along the side adjacent to the street & in the front adjacent to the street & also in the front of the lot adjacent to the street.

#### E-2

Hedges are optional outside the fence on the front facing the street, except corner lots.

#### E-3

Hedges on front and side must be maintained at the height of no less than five (5) feet and no more than six (6) feet. Minimum spacing as per original (approximately eighteen (18) inches on center).

#### E-4

Hedges along the rear section of the fence is optional. If installed, height is also optional, using the owners discretion.

## 10. GARAGE ENCLOSURES

Permanent enclosing, converting, or remodeling that would prevent proper entry and storage of automobiles will not be permitted.

11. GUTTERS AND DOWNSPOUTS

Gutter color must match the trim color of the house. Downspouts may match the existing house or trim color.

12. PATIOS AND SCREEN ENCLOSURES

Aluminum roof patios are permitted if the roofs are three (3) inches thick, insulated and meet current windstorm guidelines for Broward County. Corrugated roofs are not permitted. Screening must be a charcoal color. All colors must match the existing house colors.

13. POOLS AND SPAS

Above-ground portable spas are permitted but must be within 10 feet of the house and shielded to prevent immediate access. Above-ground pools are permitted as long as they are temporary, are inflatable and are no more than 2 feet in height. Pools shall be fenced to prevent immediate access. All pool/spa equipment (heater, pump, filter, accessory storage chest, and gas tank) must be installed within 10 feet of the house and with surrounding landscaping so as not to be visible to adjoining lot owners or from the street. Decking with a pool or spa may not extend beyond the sides of the house.

14. SATELLITE DISHES

Satellite dishes are permitted per city code and regulations. They must not be larger than 18 inches in diameter and located at the rear of the house. Satellite dishes must not be visible from the front of the house; they also require ARC approval.

15. SOLAR COLLECTORS

Collection panels for water heating and/or electrical energy require ARC approval. Any exposed wire or plumbing must be painted the same color as the existing house color.

16. STORM PROTECTION

Storm protection must be made and installed with County and City approval. Any permanent fixtures including, but is not limited to tracks, hardware, remaining on the house must be painted to match the corresponding section of exterior paint where it is installed. The storm protection may remain on the rear windows of your home if you are out of town for any period of time. All storm protection must be approved in writing by the ARC committee.

## LANDSCAPING MODIFICATIONS

### 1. LIGHTING

Low voltage landscape lighting does not need ARC approval. Free-standing outdoor light poles, and outdoor fixtures permanently attached to the house require ARC approval.

### 2. TREES AND LANDSCAPING

Fruit trees are not permitted in the front yard. Landscaping does not require ARC approval but must be compatible with the style of the house and neighborhood, and must be suitable to South Florida.

### 3. VEGETABLE GARDENS

ARC approval is not necessary, but all gardens must be on the side or rear of they yard and not visible from the street.

## MISCELLANEOUS ITEMS

### 1. BOAT AND VEHICLE STORAGE

Trailers, recreational vehicles, or campers cannot be kept on the homeowner's property overnight unless completely enclosed within the garage or not visible from the outside of the property. Non-motorized boats (i.e., canoes, paddleboats) are permitted within the community provided they do not exceed 16 feet in length, and when not in use, must be secured to the ground so as not to become mobile and should not be visible from the front.

### 2. CLOTHES LINES

Outdoor clothes drying lines or related facilities are not permitted.

### 3. GAMES AND PLAY STRUCTURES

They are permitted in the backyard only, must be properly maintained, and adequate precautions taken to secure or remove them in case of windstorm or hurricane warnings.

### 4. MAILBOXES

Alterations require ARC approval.

### 5. ROOFS

Roofs must be 3-Tab shingles of identical quality and color to the original roof. Flat tiles are permitted; they must conform to the color scheme of the house

6. SIGNS

- a) "Garage Sale" - only on day of the sale.
- b) "For Sale" - only for sale of house. no larger than twenty (20) inches by twenty (20) inches and no closer than eight (8) feet to the edge of the sidewalk.
- c) Signs are not permitted in the swale area.
- d) One political sign is permitted per lot. They must be removed the day following the election.

7. WATER FILTERS

Any ground mounted accessory equipment over two (2) feet in height must be screened with proper landscaping.