

HAMILTON BAY
----- **COMMUNITY ASSOCIATION, INC.** -----

Architectural Review Application

The accompanying application form must be completed, in duplicate and must be signed by all owners of the property. Please submit a self addressed envelope with the appropriate postage.

Please return the application and accompanying documentation, if any, to:

Kings Management Services, Inc.
PO Box 32248
Palm Beach Gardens, FL 33420

Your Architectural Review Committee will act upon your application within thirty (30) days of receipt. When your application is acted upon, a properly executed copy will be returned to you in the self addressed stamped envelope you provided. You must provide either a self addressed stamped envelope or alternate return information in order to receive the reviewed application.

UNDER NO CIRCUMSTANCES IS ANY ALTERATION TO BEGIN WITHOUT THE PROPER WRITTEN APPROVAL OF THE ASSOCIATION.

If you have any questions, please contact your property manager at the telephone number on this form.

THANK YOU FOR YOUR COOPERATION

Board of Directors
Hamilton Bay Community Association, Inc.

HAMILTON BAY
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INSTRUCTIONS FOR APPLICATION TO THE ARCHITECTURAL REVIEW COMMITTEE

Application for any exterior changes to the residence or for landscape changes to the property must be made to the Architectural Review Committee ("ARC"). The application may be obtained from the property manager. When completed it should be returned to the property manager. It will then be reviewed at the next meeting of the Board of Directors or ARC. All applications should be submitted in duplicate. If the application is not submitted as described below it will be returned and no action will be taken. The homeowner will be notified by mail and/or telephone of the decision.

A COMPLETED APPLICATION CONSISTS OF THE FOLLOWING:

APPLICATION FORM: Completed and signed.

SITE PLAN: A site plan showing the location of surrounding homes, existing structures, and the boundaries of the property must be included. Proposed changes must be indicated on the site plan. These changes must show the dimensions of the changes, the location of the changes indicating the dimensions and distances from the home and adjacent properties.

MATERIALS AND COLORS: Samples of the material (i.e. screen, shutter etc.) must be included. Color samples must be included. Photographs of the existing residence should be included so that the Board of Directors or ARC can ascertain that the changes would be compatible.

IRRIGATION: Any change in the underground irrigation system must be approved by the Board of Directors or ARC and will be at the owner's expense.

DRAWING AND PHOTOGRAPHS: A drawing or a graphic description of the change must be included. This may be in the form of the manufacturer's literature, or photographs, or freehand or mechanical drawings in as much detail as possible. An example of an acceptable drawing is attached.

CITY OF WEST PALM BEACH: After receiving approval from the Board of Directors or ARC, a permit may be required from the City of West Palm Beach or other governmental authorities. The applicant must determine whether this requirement applies to the requested modification and obtain the necessary permits.

RUN OF THE LAND: An agreement to "Run with the Land" must be included for all landscape changes.

THIRD PARTY COMMENTS: Written comments from neighbors and other residents concerning the proposed changes may accompany the application. These will be considered by the Board of Directors or ARC. However, all decisions of the Board of Directors or ARC will be based on the standards set forth in the Declaration. These standards may change over time. The changes will be made public and will be reflected in the application process. The Board of Directors or ARC welcomes any homeowner to its meetings when their application will be discussed.

HAMILTON BAY COMMUNITY ASSOCIATION, INC.

c/o Kings Management Services, Inc. - P.O. Box 32248 - Palm Beach Gardens, FL 33420
Phone 561.627.0480 - Fax 561.627.1247

HAMILTON BAY
----- **COMMUNITY ASSOCIATION, INC.** -----

OWNER(S): _____ DATE: _____

PROPERTY ADDRESS: _____

HOME PHONE# _____ BUSINESS PHONE# _____ MOBILE PHONE# _____

Describe, in detail, including a photo of the home, a photo of the area to be affected, copy of survey, a drawing, sketch and/or brochure, the type of alteration, and materials to be used.

(IF MORE SPACE IS REQUIRED, PLEASE ATTACH IT TO THIS FORM.)

An application is required for any alteration to structure, property or landscape, which is visible from outside the home, whether or not it exists elsewhere in the Association and approval must be received in writing prior to commencement of requested change. Your application will be mailed backed in the self addressed stamped envelope you provided. If a stamped envelope was not submitted you must provide alternate contact information in order to receive the reviewed application.

If approval is granted for any modification, alteration or addition, it is not to be construed to cover any required Federal, State, County, City or applicable agency approval(s) or permit(s). A building permit from the appropriate building department is needed on most property alterations and /or improvements. As a condition precedent to granting approval of any request for a change, alteration or addition to an existing basic structure, property or landscape and irrigation, the applicant, their 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 PROPERTY OWNER AND ITS ASSIGNEES ASSUMES ALL RESPONSIBILITY AND COST FOR ANY ADDITION OR CHANGE AND ITS FUTURE UPKEEP AND MAINTENANCE.

DATE

OWNER'S SIGNATURE

PLEASE PRINT NAME

PLEASE PROVIDE CONTRACTOR INFORMATION

CONTRACTOR NAME: _____

MAILING ADDRESS: _____

CONTACT PERSON: _____ BUSINESS PHONE# _____

HAMILTON BAY
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FOR ARCHITECTURAL REVIEW COMMITTEE USE ONLY

Required Documents Reviewed By: _____

1. In compliance _____ Date _____

2. Non Compliance _____ Date _____

3. Non Compliance, returned to Owner _____ Date _____

Reason: _____

4. Action Taken:

Approval _____ Date _____

Approved with conditions (see comments below) _____ Date _____

Disapproval _____ Date _____

ARCHITECTURAL REVIEW COMMITTEE

By: _____

Title: _____

5. Comments and/or Conditions:
