



# Crystal Pointe Homeowners Association Application for Architectural Approval

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CPHOA Board Approval: \_\_\_\_\_ Date: \_\_\_\_\_

**Dear Homeowner,**

The Crystal Pointe Homeowners Association requires your application for approval to make any changes to the exterior of your unit or lot. The purpose of this requirement is to protect the quality of life and property values within our community. Your understanding is appreciated. **\*\*Failure to obtain Architectural Review Committee approval before the work is started will result in additional fees.**

**WRITTEN APPROVAL FROM THE ARCHITECTURAL REVIEW COMMITTEE MUST BE OBTAINED PRIOR TO THE IMPLEMENTATION OF ANY CHANGE.**

This application is provided for Architectural Control Committee purposes only. If you live in a community that has a separate maintenance association, the improvements depicted in your request may impose additional obligations to your individual maintenance association and it is advised that you obtain their consent prior to proceeding with them.

**Who must apply:** Any owner planning any improvement, addition, change or removal of any structure on any lot, including but not limited to house accessory, building(s) additions, roof changes, fences, wall or retaining walls, swimming pool/jacuzzi, pond or lake, additions (including screen porches or shade structures), decks, driveways, parking areas, basketball or sporting equipment, play sets, awnings, solar panels, landscaping changes, color changes, and paint changes.

### **Conditions of Approval:**

**Required Information:** Each application must include supporting information in order to facilitate thorough and timely processing by the Architectural Control Committee. In all cases please include:

- A copy of your contractor's license & insurance information. **Certificate of insurance must include both general liability & workers compensation insurances. If the contractor is exempt from workers compensation a copy of the exemption certificate is required. The Certificate holder MUST be indicated as: CPHOA, 2600 Crystal Pointe Way, PBG, FL 33410 , and also include the address of the homeowner.**
- A properly detailed set of plans, specifications, or product descriptions are required for the proposed improvements. **Please include samples or color photos of samples of proposed roof tiles, pavers, paint, etc.**
- A plot plan fixing the exact location of the proposed improvements.
- A survey prepared by a Florida registered land surveyor which indicates all lot boundaries, set back lines, easements, and location (with distances to lot set-back lines) of any improvements for approval.
- **Window and Door Installations:** Window frames must be either bronze or white. All window and door openings must remain the same size-no alterations are permitted.

**Note: Most owners receive a survey as part of their home purchase documents. It is acceptable to submit a copy of this survey with mark-ups to depict the details of the requested improvements.**

**Disclaimer:** The owner understands that neither the Architectural Control Committee nor the Board of Directors certifies compliance with any building, zoning, health, safety, or similar codes or standards. Approval(s) must be separately obtained, if applicable, from all necessary agencies by the owner.

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Neither this Association nor its officers, directors, Architectural Control Committee or agents assumes, nor shall have any liability for the approval or disapproval or for death or injuries to a person or persons, or property arising from construction or use of improvements, or for loss to owners, economic or otherwise, arising from construction or use of said improvements.

**Obligation:** The owner(s) agree(s) to take full responsibility for, and to bear the full cost of immediate repairs or replacement of any item(s) on the property of the Association or the property of others that may be damaged and/or destroyed by the work done pursuant to the request, whether such damage is caused directly by the owner or indirectly by a contractor, employee, or agent of the owner.

**On Site Access:** The owner hereby acknowledges that the governing documents, including but not limited to the Declaration of Restrictions and Architectural Guidelines and Rules for Crystal Pointe, as amended from time to time, permit any agent of member of the Architectural Control Committee and/or Board of Directors access to the lot and/or improvement for the purpose of inspecting the work in progress and up to completion.

**The owner acknowledges that if this application requires work of a contractor, the owner must choose a licensed and bonded (or insured) contractor and may be required to provide proof of their credentials prior to being permitted on Crystal Pointe property. The Board of Directors has empowered the Gate House staff to refuse access to unlicensed contractors and not to allow them to conduct business in Crystal Pointe.**

**The owner agrees that if approval for this improvement is given, the owner will be responsible to indemnify the Association and hold it harmless from any damages or costs, including without limitation attorneys' fees and costs incurred by the Association as a result of the installation, construction, or presence of the described improvement.**

The owner understands that the owner is responsible to maintain the improvement.

The owner agrees that all proposed work, alterations, or remodeling as described in this application shall be completed within 30 days after commencement of such work unless an extension of this 30-day provision is expressly given in writing by the Architectural Control Committee.

The completed application may be returned to the Property Manager's office in the Crystal Pointe Clubhouse or to the Gate House.

**Applications are reviewed as part of the agenda of each monthly Association Board meeting. While we try to process requests quickly, in some cases additional research or consultation may be required. Please allow 30 to 60 days for review.**