

Architectural Review Committee
Alteration Application

**THIS APPLICATION MUST BE ACCEPTED AND APPROVED BY THE
TURTLE CAY MASTER ASSOCIATION BEFORE ANY WORK BEGINS**

Property Address: _____

Owner Name: _____

Date of Application: _____

Telephone Numbers -Daytime: _____ Evening _____

Email: _____

DESCRIPTION OF ADDITION, CHANGE, MODIFICATION, INC.

Submit this form for all proposed additions, changes, modifications, etc., accompanied where appropriate by plans, elevations (all views), etc. In addition, submissions will include proposed colors, and patterns, materials, color pictures and or samples and all additional information necessary for the Association to make an informed decision. **If all required information is not received with this completed application, the Association will automatically reject the application until all requested information is received. No incomplete applications will be processed.**

Description: _____

Turtle Cay ARC Request Form Update: Roof/Tile Replacement Instructions

REVISED 2024-05-29

As part of our ongoing commitment to maintaining the aesthetics and structural integrity of our community, the Association is implementing new guidelines and instructions for roof/tile replacement. The goal of this update is to streamline the ARC Request process and ensure consistency in the appearance and quality of roofing materials in our community.

Effective immediately, single family and townhome homeowners seeking to replace their roof/tiles must adhere to the following guidelines:

1. **Approval Process:** Prior to commencing any roof/tile replacement project, homeowners must obtain approval from the Architectural Review Committee (ARC). Please submit the Roof/Tile Replacement Request Form, along with any relevant documentation such as material specifications, replacement plan, timeframe for replacement, and contractor details, to the Management Office. **Where applicable (townhomes), approvals from adjacent neighbors that share party walls must also be obtained in writing if the replacement will intrude into their airspace or physically attached roof.**
2. **Material and Color Selection:**
 - TOWNHOMES ONLY: Roof tiles must be selected from the approved list of materials and colors provided by the Association. This list aims to maintain uniformity and harmony within the community while ensuring durability and weather resistance. Currently, the only approved tile is:
 - Brand: EAGLE
 - Style: MALIBU
 - Color: TERRACAMBRA RANGE
 - Generally, any ARC Request which proposes a tile other than the approved brand, color and style listed above will not be considered. Any exceptions due to special circumstances, though unlikely to be granted, would require explicit approval from the Board of Directors.
 - SINGLE-FAMILY DWELLINGS: Submit a physical tile sample for review.
3. **Contractor Credentials:** Homeowners are responsible for hiring licensed and insured contractors with experience in roof tile replacement. The contractor's credentials and proof of insurance must be submitted along with the Roof/Tile Replacement Request Form.
4. **Sample Display:** Upon approval to begin the replacement project, homeowners must display a sample of their chosen roof tile in a visible location on their property for a minimum of seven days. This allows neighbors to provide feedback and ensures transparency in the selection process.
5. **Installation Standards:** Roof/tile replacement must be carried out in accordance with industry best practices and manufacturer specifications. Any alterations to the roof structure or design must be approved by the ARC in advance and appropriate engineering

plans must be furnished which clearly illustrate that the neighboring party wall's integrity is not compromised. Tiles must be installed in a manner which presents a seamless appearance with the neighboring roofs (i.e., no metal, rubber, or flashings exposed from the visible roof). If possible, a rendering, sketch, or drawing of the expected look of the completed work should be provided, along with the other appropriate documents required by the Association.

6. **Completion Notification:** Upon completion of the roof/tile replacement project, homeowners are required to notify the HOA office and provide photographic documentation of the finished work for review and record-keeping purposes.
7. **Maintenance Responsibility:** Homeowners are responsible for the ongoing maintenance and upkeep of their roof tiles to preserve the appearance and performance of the roofing system. Regular inspections, cleaning, and repairs are recommended to prevent deterioration and ensure longevity.

Failure to comply with these guidelines may result in fines, corrective action, or other enforcement measures as provided for by the Governing Documents.

We appreciate your cooperation in maintaining the visual appeal and property values of our community. If you have any questions or require assistance regarding roof tile replacement, please don't hesitate to contact the HOA office.

Sincerely,

Turtle Cay Board of Directors

Required Documents:

Contractor's State License.

Copy of contractor's proposal (If Applicable).

Sketch/drawing of the work to be done.

Copy of homeowners' property survey indicating location of changes or modifications (If Applicable).

Certificate of Liability and Workers Compensations Insurance.

The Insurance Certificate(s) must read:

Turtle Cay Master Association Inc c/o Campbell Property Management

100 Old Beacon Way Riviera Beach, FL 33407

County Business Tax Receipt.

No Work May Commence Until Turtle Cay's Association Provides A Written Approval and the Appropriate Permit(s) Are Issued (if Required).

Estimated Work Start Date: _____

Estimated Work End Date: _____

Received by: _____ Date: _____

Submitted to ACC (date): _____

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☐ **APPROVED:** *This application will be valid for 6 months following approval. If the work is not completed within 6 months, and no extension has been requested, a new application must be submitted.*

Note, any deviation from approved color(s) will require the owner to repaint to conform to ARC standards, and result in a fine.

☐ **DISAPPROVED:** (Reason): _____

Completion Notification Received By: _____ Date: _____

Inspection Completed By: _____ Date: _____

Inspection Notes: _____

Manager's Signature: _____ Date: _____

Architectural Review Committee
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ARC Member Comments and/or Approval/Disapproval

Member Name: _____

Comments: _____

Approved: _____ Disapproved: _____ Initials: _____ Date: _____

Member Name: _____

Comments: _____

Approved: _____ Disapproved: _____ Initials: _____ Date: _____

Member Name: _____

Comments: _____

Approved: _____ Disapproved: _____ Initials: _____ Date: _____

Member Name: _____

Comments: _____

Approved: _____ Disapproved: _____ Initials: _____ Date: _____

Member Name: _____

Comments: _____

Approved: _____ Disapproved: _____ Initials: _____ Date: _____

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If access is required across any portion of adjacent residential or Association property or you are placing landscaping on or near the neighboring property line, a Permission Form (available at www.turtecay.net) must be signed by the affected party(s) and attached to this application. The need for waste receptacles or other alteration materials or equipment to be kept outside the home during the alteration must be identified.

This application must include a project completion date. If the project goes beyond that date, the owner may be subject to a fine if a determination is made that the delay was not justified however, any proposed fine may be appealed to the Fining Committee as specified under FL720 statutes and Turtle Cay governing documents. The intent is to ensure projects proceed to completion and is not intended to present an unreasonable burden on the homeowner.

The ARC has forty-five (45) business days in which to review and approve/disapprove complete applications specified in the governing documents of Turtle Cay. These documents can be found on our website at www.turtlecay.net under the documents tab. The committee may request additional information from the applicant in order to complete a review, including but not limited to site plans, specifications, etc., and the forty-five (45) day review period does not begin until the ARC has all of the information they deem necessary to review the application.

If approval is granted, it is not to be construed to cover the approval of any County Code requirements. Please note, a Palm Beach County and/or Riviera Beach building permit is required for most property alterations and/or improvements.

It is my responsibility to ensure the finished construction of my home matches my ARC application as approved and variations in work may require corrective action on my part. I will provide Turtle Cay Master Association with Certificate of Liability Insurance Forms for all contractors that will be on the property to perform the duties outlined in this application. This application will be valid for 6 months following approval. If the work is not completed within 6 months, and no extension has been requested, a new application must be submitted.

I have read and understand the Covenants, Declarations and the Rules and Regulations of Turtle Cay Master Association as they pertain to this application. I am required to advise the Property Manager upon completion of the work and, subject to an inspection, this alteration will be identified as completed.

Owner's Name (print): _____ Date: _____

Signature: _____