



REQUEST FOR ALTERATION REVIEW

Please Complete the Following

Name: _____

Address: _____

Lot number _____

Contact Phone#: _____

Email: _____

- Directions:**
1. Fill in requested information
 2. Attach required checks
 3. Attach required certificates
 4. Sign required forms and **return to: Magnolia Court HOA Office**
835 20th Place
Vero Beach, FL 32960
772-569-9853

A. **Brief Description:** In the space below or on an attached page, give a description of the alteration, improvement, addition or other change you would like to make to the exterior of your home (*to avoid delays, be as specific as possible*). Please include such details as dimensions, materials, color(s), design, location and other pertinent data.

B. Please attach the following items to this application:

- _____ Survey of lot showing the location of the improvement
- _____ Plans, elevations, or detailed sketches
- _____ Paint color chip (if required)
- _____ Copy of sub-contractor’s license
- _____ Copy of sub-contractor’s insurance certificate to include general liability and workers compensation with Magnolia Court HOA listed as additional insured
- _____ **If you are installing a pool, concrete patio addition or any paver related modification such as a driveway or patio, or any major landscaping modification that requires the use of construction equipment that could result in damages to existing landscaping, irrigation systems, drainage slopes, sidewalks, curbs, or common areas, the \$2,500.00 security deposit, check must be included with your application. Make the check payable to Magnolia Court HOA. *This check will be deposited in Magnolia Court HOA deposit account.**
- _____ Photos showing the area of the proposed improvement



ATTACHMENT 'A'

(Required for Pools, Patio Extensions and Major Landscaping)

If you are installing a pool, concrete patio addition or any paver related modification such as a driveway or patio, or any major landscaping modification that requires the use of construction equipment that could result in damages to existing landscaping, irrigation systems, drainage slopes, sidewalks, curbs, or common areas, a \$2,500.00 security deposit check must be included with your application. Make the check payable to Magnolia Court HOA.

1. One check in the amount of \$2,500.00 made payable to Magnolia Court Homeowners' Association, Inc. must be submitted with application. (The \$2,500 security deposit will be returned after final inspection).
2. Photos of the following areas:
 - A. Front of home including sidewalk, driveway areas, and landscaping
 - B. Both sides of home including all landscaping
 - C. Rear of home including landscaping and areas that are being altered
 - D. Lake Easement area and lake bank.

NOTE: You must request in writing a refund of the security deposit after all work has been completed. No signs of contractor advertising are permitted to be placed in or on any portion of the property or common area.

The Security Deposit (\$2,500.00) will be returned to you, by the Management Company, after the final inspection by the third-party inspector following installation of approved addition. Please allow a minimum of ten business days after final inspection for check to be returned.

OWNERS SIGNATURE

DATE

Magnolia COURT

.....**Do Not Write Below this Line**.....

_____ Approved by the Board of Directors and/or the Management Company

_____ Approved, subject to the following conditions:

_____ Deferred, due to the following missing information:

_____ Denied, not approved for the following reason:

By: _____ Date: _____
Signature of a Member of the Board of Directors and/or the Management Company

REQUEST FOR ALTERATION REVIEW

To expedite your request, please include the information listed below for the specific category. The list may not be inclusive and the Board of Directors and/or the Management Company reserves the right to ask for additional information.

Fences:

- a. Survey indicating the location with respect to the property lines and existing improvements.
- b. Type of fence including materials, height, drawings, color (**must be bronze**), finish and aluminum rail.
- c. Location and swing of gates (in or out). There must be a minimum of two gates, and they must be at least 60 inches wide.
- d. Proposed landscaping plan surrounding fence (if required, see 7 below).\
- e. Any soil removed from a home for any modification, including but not limited to the installation of a pool, fence, patio, additional landscaping etc. must be transported and properly disposed of **outside of the community**. If soil is found to be improperly disposed of within the community, a portion of and or the complete damage deposit may be kept.
- f. Irrigation repairs must be made by the Association's irrigation contractor.

Magnolia COURT

Guidelines for Fences

The following guidelines shall be considered when evaluating requests for fences. Even in the event of strict compliance with the following guidelines, prior approval from the Architectural Review Committee shall be required for each and every fence installation.

1. Only bronze aluminum rail fences shall be approved.
2. No style of wood or chain link fence shall be approved.
3. All fences must have a minimum of two (2) gates, which must be at least 60 inches wide.
4. No fence shall be approved which is not set back a minimum of 10' back from the front wall of the homes and at least 5' back from the sidewalk where applicable. No fences shall be attached to a neighbor's house. In considering requests for fence installations, the following may be taken into consideration: locations of air conditioning units; location of garage access doors; and positions of adjacent homes.
5. No fence shall be approved or installed which encroaches into Association Property or other lots.
6. No fence shall be approved which extends in front of the front corner of a neighbor's Home where the two homes are immediately adjacent to each other and where both homes face the same direction.
7. Aluminum rail fences, the height shall not exceed 5', except fences on rear lot line of Lake or Canal must be no higher than 4' all around. However, if the fence serves as a pool barrier and the County requirements provide for a minimum height of the fence in excess of 5', then the height of the fence shall be the minimum height required by the County. The pickets shall not be spaced closer than 3" on center and shall be no thicker than 1".
8. For fences installed on corner lots whose rear property line is common with the adjacent lot's side property line and/or whose side property line is adjacent to or visible from the road, a landscape hedge must be installed on the outer side of the fence within the lot to provide screening. No fence shall be permitted on corner lots which cross a utility easement.
9. No fence shall be approved which does not provide access to the owner's neighbor for maintenance of the neighbors zero lot line wall and roof overhang, if applicable.
10. For Lake Lots, only aluminum rail fences shall be approved.
11. For lots with drainage easements, the approval from and execution of fence removal agreements with the County and the Association may be required.
12. Any fence which crosses a utility easement may require approval in writing by all utility companies occupying the easement.
13. For any fence, if approved, the Owner shall assume the responsibility to maintain the fence, including trimming any grass or other plants from the fence.
14. For any fence, if approved, the Owner shall be responsible for the costs associated with any required removal, repair and/or replacement if that fence is erected on or adjacent to a lot line common with a Lot where the house is not yet under construction or, if under construction, not yet closed to the owner.
15. For any fence if approved, the owner shall be responsible to meet all County requirements and criteria including, but not limited to, proper permitting and surveying.
16. No signs of contractor advertising are permitted to be placed in or on any portion of the property or common area.

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To expedite your request, please include the information listed below for the specific category. The list may not be inclusive and the Board of Directors and/or the Management Company reserves the right to ask for additional information.

Driveways/Concrete Patio Extensions:

- a. Survey indicating location of proposed installation drawn on survey.
- b. Type of materials (driveways must be brick pavers).
- c. Provide color and pattern information, preferably samples.
- d. *Items on Attachment 'A' required.*
- e. All dirt must be removed by contractor and may not be dumped anywhere on the site of Magnolia Court. All excess dirt must be removed from Magnolia Court and must be dispensed at the expense of the owner. If the dirt or debris is illegally dumped onsite, Magnolia Court has the right to keep the damage deposit until the dirt/debris is removed.
- f. Irrigation repairs must be made by the Association's irrigation contractor.
- g. All excavated soil must be removed from the property. Soil may not be dumped or temporarily stored in the street for any reason or for any length of time.
- h. Sweeping the streets free of debris caused by the patio installation is the responsibility of the homeowner.
- i. All irrigation modifications (capping or re-routing) the system must be done by Impact Irrigation. Arranging the modification and the cost of the modification is the sole responsibility of the Homeowner. Contact Impact Irrigation at 561- 575-9501 or customerservice@impactlandscaping.net
- j. Cost of any repairs to common area or neighboring property may be withdrawn from the Security Deposit.
- k. Access to your property is not permitted through any common area easement or lake bank easement.
- l. Driveway extensions must be brick paver and must match the original color and pattern.
- m. No signs of contractor advertising are permitted to be placed in or on any portion of the property or common area.

If conditions are not adhered to, part or all of the Security Deposit will be forfeited.

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Screen enclosures:

- a. Survey depicting location of proposed screen enclosure.
- b. Description of proposed type of screen enclosures.
- c. Plans and specifications provided by the contractor indicating dimensions, height, screen roof type (e.g. mansard, gable or flat), location(s) of screen door(s) and accessories (e.g. kick plates).
- d. Plan and elevation views of screen enclosure.
- e. Identify colors (**can only be bronze**) including, as appropriate, colors for screening, aluminum framing, kick plates and glass.
- f. *If concrete slab is required, items on Attachment 'A' required.*
- g. Screens framework must be Bronze finish. Screens must be Charcoal or Black.
- h. Must be installed as depicted on application and survey.
- i. No insulated, solid or clear plastic roofs permitted on the screen enclosures.
- j. Landscapers are not responsible for damage to screen enclosures.
- k. Screen must be secured to slab or footer and meet or exceed all wind load requirements.
- l. Front screen enclosures must be installed as submitted on the design. Must be Bronze framework and charcoal or black screen.
- m. No signs of contractor advertising are permitted to be placed in or on any portion of the property or common area.

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To expedite your request, please include the information listed below for the specific category. The list may not be inclusive and the Board of Directors and/or the Management Company reserves the right to ask for additional information.

Pool Additions:

- a. Survey depicting location of proposed pool on lot.
- b. Architectural rendering.
- c. Plans for fencing or screening (see 1 and 4 above).
- d. Identify pool deck type, color and pattern, preferably samples.
- e. Identify coping material and color, preferably samples.
- f. Plans for shrubs to conceal pool equipment.
- g. *Items on Attachment 'A' required.*
- h. *Irrigation repairs must be made by the Association's irrigation contractor.*
- i. Any soil removed from a home for any modification, including but not limited to the installation of a pool, fence, patio, additional landscaping etc. must be transported and properly disposed of **outside of the community**. If soil is found to be improperly disposed of within the community, a portion of and or the complete damage deposit may be kept.
- j. All excavated soil must be removed from the property. Soil may not be dumped or temporarily stored in the street for any reason for any length of time.
- k. Sweeping the streets free of debris caused by the pool installation is the responsibility of the homeowner.
- l. All irrigation modifications (capping or re-routing) the system must be done by Impact Irrigation. Arranging the modification and the cost of the modification is the sole responsibility of the Homeowner. Contact Impact Irrigation at 561-575-9501 or customerservice@impactlandscaping.net
- m. Cost of any repairs to common area or neighboring property may be withdrawn from the Security Deposit.
- n. Access to your property is not permitted through any common area easement or lake bank easement.
- o. Pool Equipment/Pumps must only run between the hours of 8:00 a.m. and 5:00 p.m.
- p. Pool equipment (pump/heater) must be screened with Landscaping/Shrubs.
- q. Pool must be fenced, or screen enclosure installed. Fence or Screen Enclosure must be also be approved by HOA. Fence or screen must be bronze in color.
- r. No signs of contractor advertising are permitted to be placed in or on any portion of the property or common area.

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Landscaping:

- a. Survey depicting location of existing plantings with respect to property lines and existing improvements.
- b. Drawing illustrating placement of proposed landscaping.(on survey submitted)
- c. Description of proposed landscaping including type, height and quality of planting materials.
- d. *Some landscape additions that are major in scope may require items on Attachment 'A'.*
- e. Irrigation repairs must be made by the Associations Irrigation contractor.
- f. Any soil removed from a home for any modification, including but not limited to the installation of a pool, fence, patio, additional landscaping etc. must be transported and properly disposed of **outside of the community**. If soil is found to be improperly disposed of within the community, a portion of and or the complete damage deposit may be kept.
- g. Oak Trees are not permitted to be moved to an alternate location. Oak Trees are NOT permitted to be removed.
- h. All excavated soil must be removed from the property. Soil may not be dumped ore temporarily stored in the street for any reason or for any length of time.
- i. Sweeping the streets free of debris caused by the landscaping installation is the responsibility of the homeowner.
- j. All irrigation modifications (capping or re-routing) the system must be done by Impact Irrigation. Arranging the modification and the cost of the modification is the sole responsibility of the Homeowner. Contact Impact Irrigation at 561-575-9501 or customerservice@impactlandscaping.net
- k. Cost of any repairs to common area or neighboring property may be withdrawn from the Security Deposit (if applicable).
- l. Access to your property is not permitted through any common area easement or lake bank easement.
- m. Owner is responsible for maintenance of all Landscape not original to home. This includes but is not limited to pest control, such as white fly, and any other pest, which may damage plants. This also includes trimming and fertilization of all landscape installed as part of this application approval process.
- n. No signs of contractor advertising are permitted to be placed in or on any portion of the property or common area.

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Other:

- a. Shutters require description of type of shutters and color. (Brochure is helpful if available).
- b. Satellite dishes require details regarding size, color, type and location where dish will be mounted. Dish must be mounted near or at rear of the home. Dishes will not be approved on the front of the home.
- c. Gutters – details regarding the color and site plan showing location on home and location of downspouts.
- d. Pole, ground mounted or satellite dishes mounted low to the ground, must be screened with landscaping at the owner's expense.
- e. If the dish is mounted in any other area other than the approved location the owner will be required to move the dish at their expense.
- f. No signs of contractor advertising are permitted to be placed in or on any portion of the property or common area.

Note: Any alteration renderings submitted to the Board of Directors and/or Management Company will not be returned to the applicant.

Painting:

- a. Identify colors including paint manufacturer, color name and color number.
- b. Provide paint color samples.
- c. Elevation of structure of area to be painted (elevation survey) identifying the location(s) of each paint color-i.e. stucco color x, trim bands color y, door color z, etc.
- d. No signs of contractor advertising are permitted to be placed in or on any portion of the property or common area.

OWNERS SIGNATURE

DATE



HOMEOWNER'S AFFIDAVIT

I have read, understand, and agree to abide by the Covenants and Restrictions of the Association. In return for approval, I agree to be responsible for the following:

- All losses caused to others, including common areas, as a result of this undertaking, whether caused by me or others;
- To comply with all state and local building codes;
- Any encroachment(s);
- To comply with the conditions of acceptance (if any);
- To complete the project according to the approved plans. If the modification is not completed as approved, said approval will be revoked and the modification shall be removed by the owner at the owner's expense.
- Applicant further acknowledges that drainage swales have been designed and established between homes (side yard) to carry storm water off the lot and to maintain positive drainage away from home. The Association and/or developer shall not be responsible for any effect that any proposed landscaping installation may have on drainage. The applicant shall be responsible for all associated costs.
- The Homeowner is responsible for any costs associated with irrigation modifications as a result of this alteration. Modifications required are at the Homeowner's expense.
- Homeowner assumes maintenance responsibility for any new landscaping.
- **The homeowner is responsible for ensuring that all areas affected by the project construction (i.e. landscaping, irrigation, common areas, etc.) are restored to their original condition. The homeowner will be notified of any deficiencies in writing and will be asked to correct any damages. Failing that, the homeowner is responsible for all costs necessary for Magnolia Court HOA to properly restore the area.**
- Any soil removed from a home for any modification, including but not limited to the installation of a pool, fence, patio, additional landscaping etc. must be transported and properly disposed of **outside of the community**. If soil is found to be improperly disposed of within the community, a portion of and or the complete damage deposit may be kept.
- **No signs of contractor advertising are permitted to be placed in or on any portion of the property or common area.**

I also understand that the Board of Directors and/or the Management Company does not review and assumes no responsibility for the structural adequacy, capacity or safety features of the proposed construction, alteration or addition; or for performance, workmanship, or quality of work of any contractor or of the completed alteration or description. The Association has the authority to inspect all projects including modification to the grading and or elevation changes created by the homeowner's construction, all associated inspection fees shall be paid by the homeowner. The homeowner is responsible to restore the grade to its original condition at the homeowner's expense.

I agree to abide by the decision of the Board of Directors and/or the Management Company. If the modification is not completed as approved with the specifications submitted in this application and I refuse to correct or remove the modification, I may be subject to court action by the Association. In such event, I shall be responsible for all reasonable attorneys' fees.

OWNERS SIGNATURE

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REQUEST FOR ALTERATION REVIEW

Conditions of Approval

Generators:

- Any damage to the sod or irrigation must be repaired by the homeowner and returned to original state.
- Any damage or change in grade is the responsibility of the homeowner to repair and return to its original state.
- Must be maintained by homeowner to the standards of the community. Generator Testing is only permitted between 10:00am and 4:00pm Monday – Friday.
- Capping or re-directing sprinklers is the responsibility of the Homeowner. Contact Impact Irrigation to make modifications and adjustments.
- Must obtain all required permits through Indian River County including, but not limited to, gas and electric.
- Hedges required to buffer equipment from adjacent lot and street. Must be a minimum of two and a half (2 ½) to three (3) feet in height installed. Must be similar to existing improvements and within the harmony of the overall community.
- All County Codes must be adhered to and homeowner must be in compliance with all hurricane codes.
- No signs of contractor advertising are permitted to be placed in or on any portion of the property or common area.



**HOMEOWNER MUST CONTACT IMPACT LANDSCAPE
BEFORE STARTING ANY WORK ON YOUR PROPERTY**

Capping or re-directing sprinklers should not affect property or easement area. If irrigation is affected, the homeowner is responsible for repairs and damages. To set up an appointment, call Impact Landscaping at 561-575-9501 or customerservice@impactlandscaping.net to re-direct sprinklers at the homeowner's expense. Please leave a message and they will return your call. The original builder's warranty will be deleted if Impact is not included in this process.

DISCLAIMER/RELEASE

Magnolia Court Homeowners' Association, Inc. and/or the Management Company will not be held responsible for any landscaping or damage incurred by any homeowner's vendors/contractors pertaining to any installations made to said property.

If requested a copy of the building permit will be provided to the Property Management Company prior to the installation or construction to said property. Also, if requested, a copy of a signed County Inspection Approval will be provided upon completion.

At any time, the Board of Directors and/or the Property Management Company may ask for some documents and has the right to demand that said installation and/or construction be removed immediately at owner's expense if said modification is not what was approved by the Board of Directors or the Property Management Company.

Name (please print)

Signature

Address

Date

Lot _____