

**REQUEST FOR ARCHITECTURAL REVIEW AND HOA  
APPROVAL – SOUTHWIND LAKES HOMEOWNER’S ASSOCIATION, INC.**

NAME: \_\_\_\_\_

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

LOT #: \_\_\_\_\_

PHONE: \_\_\_\_\_

EMAIL: \_\_\_\_\_

**Directions:**

1. Fill in requested information
2. Sign and Date Form
3. Email completed form to:

[arc@swlhoa.com](mailto:arc@swlhoa.com)

Or Mail to:

Southwind Lakes HOA

c/o Superior Association Management

20283 State Road 7 Suite #219

Boca Raton, FL 33498

561-293-3612

**IF YOU HAVE ANY QUESTIONS ABOUT THIS FORM, OR WHAT IS REQUIRED  
FOR YOUR PROJECT, PLEASE CONTACT THE MANAGEMENT COMPANY AT: 561-293-3612**

Our Homeowner’s Association Documents require exterior changes to your home and/or property be approved by the HOA before any work begins. Examples of exterior changes that must be approved by the HOA include:

- Roofing – includes new or re-roofing
- Exterior Painting – includes trim, doors, fascia, body of home, etc.
- Driveways, Walkways & Patios – includes texture, pavers, tile, stain or resurfacing
- Landscaping – addition or removal of: trees, shrubs, decorative borders, etc.
- Pools – additions or remodels
- Fences – repair, additions, painting or staining
- Home Additions – rooms, porches, etc.
- Windows – additional or replacement
- Hurricane Shutters - addition or replacement
- Screen Enclosures – including porches and or pool enclosures
- Entrance & Garage Doors – new or replacements.

This is NOT an exhaustive list, but rather a list of some major items that require HOA approval.

**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 clear and detailed as possible). Please include such detail as the dimension, materials, color design, location and any other pertinent data.

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Please attach to this application the items based upon your improvements as listed on the attached Checklist.

The homeowner is responsible for complying with all Palm Beach County building codes and zoning requirements. After ARC approval is granted, then the homeowner shall obtain any necessary permit(s) issued by Palm Beach County. Once obtained, please forward a copy of permit(s) to the above address.

# HOMEOWNER AFFIDAVIT

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

For all losses caused to others, including in the common areas, because of this undertaking, whether caused by me or others;

1. To comply with all state and local building codes;
2. To comply with HOA conditions of acceptance (if any);
3. To complete the project according to the approved plans. If the modification is not completed as approved, said approval can be revoked and modification shall be removed by the owner at owner's expense; and,
4. Applicant further acknowledges that drainage swales have been designed and established between homes (side yards) to carry storm water off the lot and to maintain positive drainage away from the home. The Association shall not be responsible for any effect proposed landscaping installation may have on this drainage. The applicant shall be responsible.

I also understand that the HOA does not review and assumes no responsibility for the structural adequacy, capacity or safety features of the proposed construction, alteration or addition; for soil erosion of incompatible or unstable soil conditions, for mechanical, electrical or other technical design requirements for the proposed construction, alteration or addition; or for the performance, workmanship or quality of work of any contractor or of the completed alteration or description.

I agree to abide by the decision of the Architectural Review Committee and/or the Association Board of Directors. If the modification(s) is not approved or does not comply I may be subject to court action by the Association. In such an event, I shall be responsible for all reasonable attorney fees.

\_\_\_\_\_  
Date of Request

\_\_\_\_\_  
Signature of Homeowner

\_\_\_\_\_  
Signature of Homeowner

\_\_\_\_\_ Approved by ARC Committee

\_\_\_\_\_ Approved subject to the following terms and conditions:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_ Pending, insufficient information. Resubmit requested information. Please include the following:

\_\_\_\_\_

\_\_\_\_\_

# CHECKLIST FOR IMPROVEMENTS

## SOUTHWIND LAKES HOMEOWNER'S ASSOCIATION, INC.

To expedite your request, please include the information listed below for the specific category. The Architectural Review Committee reserves the right to ask for additional information as needed.

### 1. Fences – not to exceed 6 feet tall

- Survey indicating the location with respect to property lines & existing improvements
- Type of fence including materials, height, drawing, color finish and decorative style
- Location and swing of gate(s)
- Proposed landscaping plan surrounding fence (see 7. below)

### 2. Painting (Exterior) - The Southwind Lakes approved paint palette colors are available at Scarborough Management or by visiting the Behr website (<https://www.behr.com/hoa#paintSchemes?181>):

- Identify colors including paint manufacturer, color name and color number
- Provide paint chip color samples
- Roof Color \_\_\_\_\_
- House Color \_\_\_\_\_
- Accent Color \_\_\_\_\_
- Trim/Fascia Color \_\_\_\_\_
- Provide daytime photo of home

**Note: Southwind Lakes Homeowners receive a discount (of up to 20%) at Home Depot on all Behr paints, stains and Kilz products. This discount is applied when the homeowner enters our HD Pro XTRA Rewards # "5612124289" at checkout.**

### 3. Driveway and Walkways

- Survey indicating location of proposed driveway improvements and/or modifications
- Type of driveway, walkway materials (pavers, concrete, stucco texture)
- Provide color and pattern information, preferably samples

### 4. Screen Enclosures

- Survey depicting location of proposed screen enclosure
- Description of proposed type of screen enclosure(s)
- Plans and specifications provided by the contractor indicating dimensions, height, screen roof type, location(s) of screen door(s) and accessories
- Plan and elevation views of screen enclosure
- Identify color including, as appropriate, colors for screening, aluminum framing

### 5. Pool Additions

- Survey depicting location of proposed pool on lot
- Architectural rendering
- Plans for fencing or screening (see 1 and 4 above)
- Identify pool deck type, color and pattern, preferably samples
- Identify coping material and color, preferably samples

### 6. Room and or Porch Additions or Any Other Structures Erected on Lot

- Survey depicting location of proposed addition on lot
- Architectural drawing including plan and elevation views
- Identify exterior paint colors including paint manufacturer, color name and color number
- Provide roof color, preferably with sample. Roof material & color must match existing home

**7. Landscaping**

- Survey depicting location of existing plantings with respect to property lines and existing improvements.
- Drawing illustrating placement of proposed landscaping
- Description of proposed landscaping including type, height and quantity of planting materials

**8. Roofing or Re-roofs**

- Roof types currently approved are: thick butt architectural dimensional shingles; tile; cedar shake and standing seam metal
- Provide style, type, and color of proposed roof, preferably a sample
- If doing roof repairs, repair must match roof style, color and type

**9. Entrance and or Garage Doors**

- Replacement of garage doors, front doors, side doors, and any window/windows must be approved by the HOA prior to any work commencing.

**10. New construction, Knock-Downs or Extensive Renovations**

- During construction, the homeowner is responsible for obtaining temporary FPL service to the property
- NO generators are allowed in conjunction with on-going construction of a new residence, or extensive renovations of existing residence

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