

***** IMPORTANT NOTICE TO HOMEOWNERS*****

As per the POA's Architectural Control Committee and the Association's Governing Documents, the POA office **will not** be permitted to accept **any** Architectural Control (ACC) applications which are **not fully completed** or accompanied with all required documents. This includes but is not be limited to, required material samples, as well as vendor business license and insurance documentation that is required for your modification.

Any incomplete ACC application that is received **will be RETURNED** to the applicant. Resubmitted applications must be made in their entirety.

The deadline for accepting **complete** ACC applications is **the 1ST Wednesday of the month**. The ACC Committee reviews applications on the 2nd Wednesday of every month, which is subject to change by the ACC Committee.

Complete applications received after the above deadline will be held until the next scheduled ACC Committee meeting.

We thank you for your assistance and cooperation. Please do not hesitate to contact the POA office with any questions.

Frenchman's Reserve POA,
On behalf of the Architectural Control Committee (ACC)



Property Owners' Association
3350 Grande Corniche, Palm Beach Gardens, FL 33410
Office: 561-626-2874 Fax: 561-626-2876

Dear Applicant,

Please make sure that you have **ALL** necessary documentation and samples required to accept and process your application.

If all necessary documentation is not submitted with your application **your application will be returned to you.**

Please visit: frenchmansreservepoa.com to view the ACC Guidelines.
Each project has specific requirements other than the below general items:

- Application signed by homeowner
- A copy of your lot survey is required for most projects
- Schematic/drawing indicating location of work proposed. (Lot survey cannot be used as schematic drawing)
- Copy of License & Certificate of Insurance of company performing the work, naming your property as insured. (Required each time)
- Material, color sample, specifications, and pictures
- If landscaping is being installed, and you are not aware of the Seacoast Utility Guidelines, a copy must be obtained from the POA office.

To ensure your application is accepted, it is imperative that all documentation, pictures, samples and colors are included with your application along with a detailed description of the work to be completed.

To acquire a copy of your lot survey you may call the City of PBG below to request.

City of Palm Beach Gardens
561-799-4205
<https://www.pbgfl.com/194/Building-Division>

The POA office is available for any questions regarding the approval process at 561-626-2874.

Thank you in advance for assisting us to better serve you in a timely and efficient manner.

FRENCHMAN'S RESERVE MASTER POA
APPLICATION FOR ARCHITECTURAL CONTROL COMMITTEE REVIEW

Submit SEPARATE applications for multiple modification types.

Please deliver or mail this form with the required plans and specifications to:

Owner Name: _____

Street Address: _____

Date: _____ Day Phone: _____ Evening Phone: _____

Email: _____

Approval is hereby requested for the following modification(s) as described below and on attached pages:

- | | | | |
|---|--|--|--|
| <input type="checkbox"/> Awnings | <input type="checkbox"/> Fence/Gates | <input type="checkbox"/> Landscaping | <input type="checkbox"/> River Rock |
| <input type="checkbox"/> Doors New | <input type="checkbox"/> Fireplace/Pits | <input type="checkbox"/> Outdoor Kitchen | <input type="checkbox"/> Roof Repair |
| <input type="checkbox"/> Doors Paint | <input type="checkbox"/> Garage Door New | <input type="checkbox"/> Pavers | <input type="checkbox"/> Roof Replacement |
| <input type="checkbox"/> Exterior Art/Statue/Pots | <input type="checkbox"/> Garage Door Paint | <input type="checkbox"/> Pergola | <input type="checkbox"/> Tree Removal |
| <input type="checkbox"/> Exterior House Paint | <input type="checkbox"/> Generator | <input type="checkbox"/> Play Structure | <input type="checkbox"/> Window Treatments |
| <input type="checkbox"/> Exterior Lighting | <input type="checkbox"/> Hurricane Shutters/Impact Windows | <input type="checkbox"/> Pool | <input type="checkbox"/> Other |

Is this a re-submittal? YES or NO Will this project require the use of a dumpster and/or portalet? YES or NO

Please describe request: _____

INCOMPLETE APPLICATIONS ARE NOT ACCEPTED

Please check the appropriate box

- | | |
|--|---|
| <input type="checkbox"/> Initial plans and/or specification attached | <input type="checkbox"/> Pictures |
| <input type="checkbox"/> Revised plan and/or specification attached | <input type="checkbox"/> Material design plan/sample attached |
| <input type="checkbox"/> Landscape Schematic | <input type="checkbox"/> Brochures |
| <input type="checkbox"/> Color samples attached | <input type="checkbox"/> Contractor License |
| <input type="checkbox"/> Lot survey attached | <input type="checkbox"/> Contractor Insurance |

Anticipated commencement date: _____ Time for completion of improvements: _____

OWNER SIGNATURE: _____

FOR ACC USE ONLY

Date Application Received: _____ Date of Approval/Disapproval: _____

ACC Signature: _____

- Approved Conditional Approval Insufficient Information Disapproved

Your approval is subject to the following:

1. You are responsible for obtaining any necessary permits from the City of Palm Beach Gardens Building and Zoning Department(s)
2. Access to areas of construction is only to be allowed through your property, and you are responsible for any damage done to the common areas or your neighbor's property during construction.

Explanation of disapproval or conditional approvals:

The property owner shall have 90 days from date of approval to commence and complete this project. Should project not be commenced within the 90-day period, the project is no longer deemed approved and a new ACC application must be submitted for consideration of the project. Should project not be completed within the 90-day period, you may request an extension but must provide reasons for delay along with a new projected completion date.



SAFE COMMUNITIES VENDOR ID PROGRAM

All vendors entering your community, condominium, office tower, or property can now have a criminal background check and driver's license status check at no cost to you. Fees are paid by the vendors who wish to work in your community. Once screened, each vendor will carry the **"Safe Communities Vendor ID"**. This ID is accepted by participating communities throughout the area. Have peace of mind knowing that vendors working on your property aren't sex offenders, burglars, thieves, or violent felons. Vendors that do not meet the background criteria will work in communities not participating in this program. **Don't be that community!**

Digital ID



Physical ID



Program Benefits

- The program is **FREE** to your community!
- Reduces the opportunity for your residents to be victimized by preventing criminals from working on your property.
- Vendor's driver's license status is shown on every ID. (Driver or Non-Driver)
- You will now know who all the vendors are on your property, not just the drivers.
- Track the physical location of every vendor on your property utilizing our geotracking feature, as well as seeing their past locations for up to 30-days.
- Our website allows authorized users access to vendor's data, including a view of the vendor's actual Digital ID.
- Every ID includes a QR code compatible with all access control software programs. Expedite vendor lines while documenting every vendor who enters your community or condominium.
- Our annually required background checks ensure vendors remain compliant with the program criteria.

Standardized Background Criteria

- No convictions in the past five (5) years for:
 - ✓ Robbery
 - ✓ Theft
 - ✓ Burglary
 - ✓ Aggravated Crimes of Violence
 - ✓ Dealing in Stolen Property
- No convictions in the past ten (10) years for Sexual or Lewd & Lascivious Offenses
- No Sexual Offender/Predator Status
- No Career Offenders or Ongoing Criminal Mindset

**Adjudication Withheld, Plea Agreements, Pre-trial Intervention, Probation, etc. are all considered the same as guilty/convictions.*

**Nolle Prose, No File, Dropped/Abandoned & Not Guilty are all eligible for ID's.*



Frenchman's Reserve- ACC Guidelines for most popular projects

ARTIFICIAL TURF*:

- ACC application - must be complete with homeowner's signature
- Schematic/drawing of the area that will change (dimensions of layout)
- Picture(s) to show scope of the entire area where turf will be installed
- Artificial turf sample must be submitted
- Vendor's license
- Vendor's certificate of insurance (certificate holder name should be the POA address: 3350 Grande Corniche, PBG 33410)

Additional Requirements:

- Synthetic turf that is visible from the street or golf course may not be allowed in some situation, including as a front lawn substitute for natural turf.
- Turf seams must not be visible.
- Adequate base drainage must be provided beneath the turf. A minimum of 3" compactable aggregate base recommended.
- Turf is not allowed directly under trees with surface roots.
- Turf that is wrinkled or uneven due to surface roots must be repaired and replaced.
- A planting buffer shall be installed between neighboring landscapes.
- Homeowner must insure that access to inground/underground irrigation valves is maintained as part of the artificial turf installation.
- Any irrigation heads that are within the area of artificial turf installation have access to operate through the artificial turf is irrigation is still needed for surrounding area vegetation, or capped if no irrigation is needed.
- Any present or future discovery of an issue or deficiency caused by the installation of artificial turf by a homeowner remains the responsibility of the homeowner and homeowner remains responsible for any costs to repair or remedy the issue or deficiency.

****Front artificial turf installation: only one type of artificial turf is approved for the front of properties visible from the street: see POA for sample.***

AWNING, CANOPIES, OUTSIDE CURTAINS & DRAPERY*:

- ACC application - must be complete with homeowner's signature
- Lot survey is required: **mark** the area(s) where work being conducted: **DO NOT DRAW ON SURVEY**
- Schematic plans (drawings), colors, and photos/brochures
- Picture(s) to show scope of the entire area as-is before installation
- Sample of material must be submitted
- Solid colors only, no bold colors or stripes permitted
- Must be a cloth/canvas type of material
- Must be able to remove or fold back during hurricane season
- If owner is away from residence for any period of 30+days must be removed or closed
- Vendor's license
- Vendor's certificate of insurance (certificate holder name should be the POA address: 3350 Grande Corniche, PBG 33410)

- **PERGOLAS**, additions & extensions:

Pergola/Trellis Resolution Amendment approved 8/09/2021

The structure of a pergola may be constructed, constituted or comprised of aluminum so long as or only if the aluminum structure of the pergola is not visible and is covered with a pre-cast finish, stucco finish or precast accents to replicate columns or framing around the aluminum structure that are harmonious with the material used to construct the existing home to which proposed pergola is either to be adjacent or attached.

Frenchman's Reserve- ACC Guidelines for most popular projects

DUMPSTER PLACEMENT*: (No Property Lot Survey Required)

- ACC application - must be complete with homeowner's signature
- Location must be approved by POA staff, it cannot block any portion of the sidewalk or street. Please have the vendor call us directly (561-626-2874) when they are in the community so we can meet them at the property for the correct placement
- Dumpster must be **covered by the end of each working day**
- Dumpster must be emptied once debris has reached the top of the unit
- Vendor license
- Vendor certificate of insurance (certificate holder name should be the POA address: 3350 Grande Corniche, PBG 33410)
- POA may require that dumpster be removed or emptied immediately upon the discovery of foul odors, rodents of other wildlife

EXTERIOR LIGHT FIXTURES*:

- ACC application - must be complete with homeowner's signature
- Brochure/pictures/specifications of the lights (color, type, size, material, etc.)
- Pic of existing area where lights are going
- Lot survey is required: please mark where the lights will be located
- Vendor's license
- Vendor's certificate of insurance (certificate holder name should be the POA address: 3350 Grande Corniche, PBG 33410)

EXTERIOR PAINTING GUIDELINES*: (No Property Lot Survey Required)

- ACC application - must be complete with homeowner's signature
- Color/stain/paint samples are required, even when painting the same color (Paint chip/swatch from the store or actual paint sample is acceptable)
- Color must conform to community/neighborhood color theme and palate
- Color **must not** mirror neighbor's house color on either side of home
- Picture(s) of entire front of house showing roof, driveway, front door & garage doors before painting as well as the two homes on either side of your home (3 photos in total to be submitted)
- The pre-approved color book selection is available for check-out in the POA office
- Vendor's license
- Vendor's certificate of insurance (certificate holder name should be the POA address: 3350 Grande Corniche, PBG 33410)
 - IF GARAGE DOORS, FRONT DOOR, AND GUTTERS WILL BE PAINTED
Please indicate this on the application & provide the necessary information for each of the items to be included. (pictures, specification, i.e., color swatches).

Frenchman's Reserve- ACC Guidelines for most popular projects

FENCES & GATES*:

- ACC application - must be complete with homeowner's signature
- Lot survey is required; please mark location accordingly
- Fences may be installed in the rear and sides of the home; only along the property line
- Fence *must be aluminum material* to match Frenchman's Reserve **black color**
- Colors sample, schematics, pictures, and brochures are required.
- Child protection fencing, around perimeter of pool, may be of different materials. {Required: design, color, material, & an ACC approved schematic of the installation plan}
- Decorative wrought iron or similar gates/fencing may be installed on a case-by- case basis (heritage custom homes)
- Repair/replacement of damaged portion of fence, in its original location with exact matching material and colors, *does not require* an ACC application.
- Vendor's license
- Vendor's certificate of insurance (certificate holder name should be the POA address: 3350 Grande Corniche, PBG 33410)

FRENCH DRAIN*:

- ACC application - must be complete with homeowner's signature
- Lot survey is required; please mark location accordingly
- Vendor's license
- Vendor's certificate of insurance (certificate holder name should be the POA address: 3350 Grande Corniche, PBG 33410)

FRONT DOOR/GARAGE & SIDE DOORS PAINT OR REPLACEMENT*:

- ACC application - must be complete with homeowner's signature
- If painting - Color sample required. Must coordinate with theme/color of home/property
- If installing a frosted glass, stencil designs or etching; must present sample
- For replacement: schematic & specifications /brochure of new door required along with color selection
- Picture(s) of entire front of house showing roof, driveway, front door & garage doors
- Picture close-up of current door
- Vendor's license
- Vendor's certificate of insurance (certificate holder name should be the POA address: 3350 Grande Corniche, PBG 33410)

GUTTERS REPAIR/REPLACEMENT*:

- Repairs made with matching materials **do not require an ACC Application**
- ACC application - must be complete with homeowner's signature
- Color must coordinate with the theme/color tones of the home
- Schematic plan is required
- Vendor's license
- Vendor's certificate of insurance (certificate holder name should be the POA address: 3350 Grande Corniche, PBG 33410)

Frenchman's Reserve- ACC Guidelines for most popular projects

HURRICANE SHUTTERS*:

- ACC application - must be complete with homeowner's signature
- Shutters may be accordion, roll down, or panels; design requires approval
- Materials must be compliant with Miami/Dade hurricane requirements & local municipal requirements
- Colors must blend with the home or trim color or be clear transparent
- Color and material samples are required
- Schematics & product specifications are required
- Installation diagram for total openings being covered required
- Aluminum shutter panels supplied with a home may be painted by a license professional in a bonding/electrostatic manner only
- Vendor's license
- Vendor's certificate of insurance (certificate holder name should be the POA address: 3350 Grande Corniche, PBG 33410)

LANDSCAPE LIGHTS*:

- ACC application - must be complete with homeowner's signature
- Brochure/pictures/and specification of the lights (color, type, size, material, etc.)
- Lot survey is required; please mark where the lights are located
- Must be low voltage system and all wires must be buried underground a minimum of five (5) inches
- Vendor's license
- Vendor's certificate of insurance (certificate holder name should be the POA address: 3350 Grande Corniche, PBG 33410)

OUTDOOR KITCHENS/BBQ GRILLS*:

- ACC application - must be complete with homeowner's signature
- Lot survey marking location of kitchen installation /construction
- Picture(s) to show scope of the entire existing area where outdoor kitchen or grill will be installed
- Must match the color scheme and finishes of the home
- Color & material samples, of the building materials and finishes, **are required.** (i.e., countertop, back splash, color swatches, etc.)
- Schematic plans (drawings), colors, and photos/brochures & ALL equipment specifications, of all appliances to be installed, are required.
- Vendor's license
- Vendor's certificate of insurance (certificate holder name should be the POA address: 3350 Grande Corniche, PBG 33410)

Frenchman's Reserve- ACC Guidelines for most popular projects

PAVERS/PATIO/DRIVEWAY/WALKWAYS NEW OR ADDITIONS & EXTENTIONS*:

- ACC application - must be complete with homeowner's signature
- Minor Repairs of damaged, sunk, or stained pavers **do not require ACC approval**
- Complete replacement/changeover or expansion of existing paver/decking area or adding a new paver area - requires ACC approval
- Color & style must coordinate with color theme of home and neighborhood
- Samples of pavers/stone must be submitted (if it is a mix, bring all color mix)
- Schematic/drawing of the area that will change (dimensions of layout)
- Lot survey is required, please mark paver areas accordingly
- Picture of the area, where pavers will be installed, as it currently looks
- Picture(s) of entire front of house showing roof, driveway, front door & garage doors
- Pavers are not permitted within 4 feet of a zero-lot-line & variances may be granted, on a case by case basis, at the ACC's sole discretion
- Vendor's license
- Vendor's certificate of insurance (certificate holder name should be the POA address: 3350 Grande Corniche, PBG 33410)

POOL RESURFACE/REMODEL ADDITIONS OR FIRST TIME BUILD*:

- ACC application - must be complete with homeowner's signature
- Lot survey marking location of pool - **only if homeowner is changing the footprint**
- Samples and brochures of color sections, finishes and tiles are required
- If new build or changing original footprint: schematic plans (drawings) showing setback limitations are required
- Pools may only be drained to the valley gutter *at the front of the home* to the roadway
- Vendor's license
- Vendor's certificate of insurance (certificate holder name should be the POA address: 3350 Grande Corniche, PBG 33410)

PORTABLE BATHROOMS*: (Port-O-Let) (No Property Lot Survey Required)

- ACC application - must be complete with homeowner's signature
- Permitted for construction/renovation of a home as required by local ordinance
- Time frame limitation, as defined in the ACC Review Manual, for unit remaining on property, is to coincide with the type of home project taking place.
- Location must be approved by ACC/POA staff & cannot be in the front of the home, nor visible from the golf course {No exceptions made for homeowner inconvenience}
- Bathroom unit must be removed from property if work will cease for 5 days or more.
- Bathroom unit must be camouflaged or covered, if approved location still allows for view from the street
- Vendor's license
- Vendor's certificate of insurance (certificate holder name should be the POA address: 3350 Grande Corniche, PBG 33410)

Frenchman's Reserve- ACC Guidelines for most popular projects

REMOVAL/REPLACEMENT/INSTALLATION OF LANDSCAPE*:

- ACC application - must be complete with homeowner's signature
- Property Lot Survey—Mark the areas where landscape work is being conducted **DO NOT DRAW ON SURVEY**
- Picture(s) of the foliage/plants/trees that you will be removing
- Schematic/landscape plan or drawing of new installs with a complete material list survey/diagram/pictures depicting location of plant material removal and installation is required
- Vendor's license
- Vendor's certificate of insurance (certificate holder name should be the POA address: 3350 Grande Corniche, PBG 33410)

THE FOLLOWING PLANTS ARE NOT ALLOWED TO BE INSTALLED IN THE COMMUNITY DUE TO PESTS AND DISEASES: **FICUS BENJAMINA, DURANTA GOLD MOUND, EUGENIA, SNOW ON THE MOUNTAIN, AND SAGO PALM**

IMPORTANT NOTE FOR NEW LANDSCAPE DESIGNS:

New Landscaping Installations: Homeowner is responsible to ensure the new landscape design has appropriate irrigation coverage. If any changes for irrigation coverage are necessary, the homeowner will be responsible for the cost of the necessary changes.

REPLACEMENT/INSTALLATION OF GENERATOR OR A/C UNIT*:

- ACC application - must be complete with homeowner's signature
- Lot survey is required. Please mark location accordingly
- Picture(s) to show scope of the entire existing area where unit will be installed
- Brochure/picture of the generator (specifications)
- Generators and A/C's must be buffered/shielded with vegetation, so they are not visible from the street. Please list the vegetation that will be used to cover the area
- Vendor's license
- Vendor's certificate of insurance (certificate holder name should be the POA address: 3350 Grande Corniche, PBG 33410)

ROOF REPLACEMENT*:

- ACC application - must be complete with homeowner's signature
- Roof tile sample is required, (if it is a blend, please provide 3 color tiles that represents the blend)
- Roof tile color must conform to established community/neighborhood standards and color theme of the home
- Picture(s) of entire front of house to show roof, front door, garage and driveway
- Aluminum roofs are not permitted
- Vendor's license
- Vendor's certificate of insurance (certificate holder name should be the POA address: 3350 Grande Corniche, PBG 33410)

IMPORTANT ROOF REPLACEMENT NOTE:

- Roof Tiles CANNOT be removed until new roof tiles have arrived.
- All materials MUST be placed within the foot print of the homeowner's property. No material on the roadway, sidewalk, or utility easement is permitted.
- Daily policing for nails and other debris left behind will be conducted; any damages are homeowner's vendor responsibility. (i.e.: nails in vehicle's tires)

IF GUTTERS WILL BE REPLACED at the same time, please indicate this on the application and provide the gutter information accordingly. (schematic, specifications such as color, material, style, etc.)

Frenchman's Reserve- ACC Guidelines for most popular projects

WINDOW AND SLIDING DOOR(S) REPLACEMENT*:

- ACC application - must be complete with homeowner's signature
- Schematic/floor plan
- Product Specification for all windows and doors (trim/frame color/sizes) must be provided by way of catalogue, brochure or product info sheet
- Lot Survey is required if the property has a "ZERO lot line", mark the area where the glass block is located and state if it will be replaced or not. If block glass will be replaced, new windows must be opaque for privacy
- Color/tint of window panel glass if other than transparent is required
- Window installation time frame is 45 days
- No mirror effect windows permitted
- Vendor's license
- Vendor's certificate of insurance (certificate holder name should be the POA address: 3350 Grande Corniche, PBG 33410)

STORAGE /MOVING PODS*:

- ACC application - must be complete with homeowner's signature, stating how many pod(s) will be placed on your property
- Dimensions of the pod(s)
- Property lot survey with highlight of the proposed location for the pod(s) to be placed
- Location must be approved by POA staff and cannot block any portion of the sidewalk or street. Please have the vendor call us directly (561-626-2874) when they are in the community so we can meet them at the property for the correct placement.
- Storage pod(s) must be closed and locked at the end of the business day
- Storage pod(s) can only remain on property for 3 days including the day of delivery. If third day falls on a Sunday, pickup/removal must be scheduled for the following Monday morning.
- Storage pod(s) can only be delivered Mon-Sat from 8:00 AM – 5: 00 PM and vendor must be off property by 6:00 PM *no holidays
- Storage pod(s) can only be picked up Mon-Sat from 8:00 AM – 5: 00 PM and vendor must be off property by 6:00 PM *no holidays
- Storage pod company or homeowner may not install yard signage or visible property markers
- Vendor business license
- Vendor certificate of insurance (certificate holder name should be the POA address: 3350 Grande Corniche, PBG 33410)

*: Please note that any and all guidelines are subject to change without given notice. Please contact the POA office (561-626-2874) to make sure you have the most up to date copy of the ACC requirements. A copy is always available in office or via email.
poaadmin@frenchmansreservecc.com