

ASCOT PROPERTY OWNER'S ASSOCIATION, INC.

APPLICATION BY PROPERTY OWNER FOR AN ARCHITECTURAL CHANGE

THIS COMPLETED APPLICATION AND THE 5 SUPPLEMENTAL ITEMS REQUIRED IN SECTION B SHOULD BE SUBMITTED FOR CONSIDERATION TO:

ASCOT POA, INC.
% ROBERTA TATASCIORE, ARB SERVICES
CREST MANAGEMENT GROUP, INC.
6413 CONGRESS AVE., SUITE 100 BOCA RATON, FL 33487
PH: 561-994-2334, EXTENSION 238 FX: 561-994-2242
roberta@crestmanagementgroup.com

Please Note: This Application is NOT required if you wish to solely REPAIR the exterior of your home, driveway, patio, fencing or pool using tools, paints and other building materials all of like color and style. However, if you wish to REPLACE any of these items, this application is required. Flat roof repairs not requiring heavy equipment or a dumpster are considered a repair.

*** **SPECIAL NOTE** ***

Some Architectural Changes approved by Ascot ARB *require further approval from the Polo Club Architectural Review Board.* However, the Polo ARB will not begin its review, until it receives its own, required application AND a copy of the Ascot ARB approval letter. When you receive Ascot's approval letter, you will be advised whether the project requires Polo ARB approval and if so, you will be provided with the Polo ARB application and instructions to whom it should be submitted. Your project may not commence prior to receiving the Polo ARB approval.

HELPFUL CHECK LIST FOR YOU TO SUBMIT A
COMPLETE ASCOT ARB APPLICATION

- _____ Complete Page1
- _____ Review Section A., Rules Pertaining to All Architectural Changes
- _____ Attach all 5 items in Section B., Supplemental Items Required For This Application
- _____ Read, Sign and Date Section C., Acknowledgement of Owner
- _____ Read, Sign and Date Section D., Indemnity By Owner
- _____ Have your Contractor provide Corporate Name and acknowledge review of Sections A. and C. of this Application, Sign and Date Section E.

++ This is the Cover Page to the three page Ascot ARB Application ++

(PLEASE PRINT CLEARLY)

DATE: ____ / ____ / ____

NAME OF PROPERTY OWNER(S): _____

PROPERTY ADDRESS: _____

HOME TEL#: _____ CELL#: _____

EMAIL ADDRESS OF OWNER: _____

INDICATE TYPE OF CHANGE(S) REQUESTED:

____ Landscape ____ Fence/Wall ____ Painting ____ Structural
____ Driveway ____ Interior*** ____ Roof Replacement ____ Other (describe): _____

Please describe the type of architectural change for which you are requesting approval and include a description of the materials to be used, colors, and the estimated number of days to complete all such requested change(s):

*** Application is required ONLY if Heavy Equipment or Dumpster is to be used for Interior work.

THE FOLLOWING 2 PAGES OF THIS APPLICATION DETAIL THESE SECTIONS:

- (A) RULES PERTAINING TO ALL ARCHITECTURAL CHANGES
- (B) SUPPLEMENTAL ITEMS REQUIRED FOR THIS APPLICATION
- (C) ACKNOWLEDGEMENT OF OWNER
- (D) INDEMNITY BY OWNER
- (E) CONTRACTOR ACKNOWLEDGEMENT

(A) RULES PERTAINING TO ALL ARCHITECTURAL CHANGES

1. No part of any Landscape, Fence/Wall, Painting, Driveway, Interior, Structural or other Architectural Change requested in this Application may commence prior to your receiving confirmation in writing that the Ascot ARB has approved this Application.
2. Damages to outside landscape, your driveway, neighboring property, common areas, Polo Club property, including golf courses, must be repaired immediately at your expense.
3. Any change in the completion time of your project as stated in Page 1 must be advised beforehand to the Ascot Property Manager.
4. If your project requires use of a dumpster, the dumpster may only be placed on your driveway and it must be fully covered during non working hours. To prevent damage to your driveway, it is suggested wooden planks be placed under the wheels of the dumpster.
5. No storage of tools, machinery, or materials of any kind shall be placed on driveways or in front of homes during non-working hours. Construction site must be cleaned up at the end of each work day.
6. All materials and colors visible from outside your home shall conform with other homes in the Ascot community.
7. If you intend to modify an Architectural Change from that which was approved in this Application you must first obtain approval from the Ascot ARB prior to commencing the modification. Failure to do so will be deemed a violation and the modification may be required to be undone and/or legal action may be filed against the homeowner.
8. If the Architectural Change applied for herein required any state or county permits, you must forward the "Certificate of Completion" to the Ascot POA Property Manager.

(B) SUPPLEMENTAL ITEMS REQUIRED FOR THIS APPLICATION

1. Picture and/or Drawing/Sketch of finished project **AND** samples of materials used.
2. Copy of written contract with Contractor. If none, please check this box: _____
3. Copy of Florida Contractor License for contractor.
4. A \$1,000. refundable security deposit check is required, made out to Ascot POA.
5. Certificate (s) of Insurance from contractor performing work which details the following insurance in effect:
 - A. General Liability with a minimum Limit of Liability of \$1,000,000 each occurrence.
This Certificate must state that Ascot Property Owner's Association, Inc. is an Additional Insured under this policy.
 - B. Automobile Liability with a minimum Limit of Liability of \$1,000,000 each accident
 - C. Workers' Compensation at Florida statutory limits.

(C) ACKNOWLEDGEMENT OF OWNER

I agree I must be the owner of the property shown on Page 1 of this Application in order to request this Architectural Change. I agree that completion of this Application will not guarantee approval of my Architectural Change, and, that the Architectural Change requested herein cannot commence until I receive approval in writing from the Ascot ARB, via its Property Manager. I agree that Ascot Property Owners Association, Inc. does not certify the construction worthiness or structural integrity of my requested Architectural Change. I agree that I may not modify the plans detailed in this Application. I agree that should I desire to modify the Architectural Change detailed in this Application I must first re-apply to the Ascot ARB before I commence such modification. I agree that if the Architectural Change for which I am applying requires digging underground, that I have notified my contractor(s) to seek location approvals from the Ascot Landscape Company and the Ascot Irrigation Maintenance Company and the appropriate public utility companies. Further, I agree that I have notified my Contractor(s) to follow all local building codes and setback requirements and I am responsible for obtaining building permits required for the Architectural Change I am requesting.

Signature of Owner: _____ Date: ____/____/____

Printed Name of Signatory: _____

(D) INDEMNITY BY OWNER

I agree to indemnify and hold harmless Ascot Property Owners Association, Inc., all its Agents, Committee Members, Directors and Officers from any and all manner of action or actions, cause or causes of action, suits, damages, judgments, claims or demands, liabilities, defense costs, including attorney fees by any and all persons (whether natural persons or otherwise) specifically arising out of or in any way connected with the Architectural Change detailed in this Application.

Signature of Owner: _____ Date: ____/____/____

Printed Name of Signatory: _____

(E) ACKNOWLEDGEMENT OF CONTRACTOR

I/We have read Section A., **RULES PERTAINING TO ARCHITECTURAL CHANGES** and Section C., **ACKNOWLEDGEMENT OF THE APPLICANT** of this application.

Corporate Name of Contractor: _____

Printed Name of Person Signing: _____

Signature: _____ Date: ____/____/____

ASCOT PROPERTY OWNERS ASSOCIATION

Architectural Review Board

ASCOT ARB and POLO ARB Approvals

	ASCOT ARB Application	POLO ARB Application
Repairs: Are projects to the exterior of your home, using like materials and colors to restore the items to good working order or appearance. Note: This list provides examples only		
Tile roof repair- no dumpster or heavy machinery	Not required	Not required
Filling cracks in stucco	Not required	Not required
Repairing your privacy wall	Not required	Not required
Planting seasonal flowers	Not required	Not required
ARCHITECTURAL CHANGES*		
Front or Side of Property		
Removal of shrubs/trees with replacement of shrubs/trees/sod	Required	Not required
Replacement of driveways and walkways	Required	Not required
Back of Homeowner's property		
Removal of shrubs/trees with replacement of shrubs/trees/sod	Required	Not required
Replacement of backyard patio or pool pavers	Required	Not required
Planting requirements that meet POLO ARB standard	Required	Not required
Fence and gate replacement	Required	Required
General		
Roof Replacement	Required	Required
Hurricane impact windows, doors, garage doors	Required	Not required
Solar Equipment	Required	Required
Swimming pool, hot tub, other water features	Required	Not required
Satellite dishes, antennas	Required	Required
Flag poles	Required	Required
Standby generators	Required	Required
Sculptures, lawn and exterior wall art	Required	Not required
Changes in exterior paint color	Required	Required

***ARCHITECTURAL CHANGE:** Any change to the exterior appearance of any building, wall, fence or other structure or improvements, and any change in the appearance of the landscaping, shall be deemed an architectural change requiring ASCOT ARB review and approval.