

**REQUEST FOR ARCHITECTURAL REVIEW AND HOA  
APPROVAL - PHEASANT WALK HOMEOWNERS ASSOCIATION, INC.**

NAME: \_\_\_\_\_  
ADDRESS: \_\_\_\_\_  
LOT: \_\_\_\_\_  
PHONE: (H) \_\_\_\_\_ (W) \_\_\_\_\_  
Email: \_\_\_\_\_

**Directions:**

1. Fill in requested information
2. Sign and Date Form
3. Mail with proper postage or deliver to:  
Pheasant Walk HO Association, Inc.  
c/o Superior Association Management  
20283 State Road 7 Suite #219  
Boca Raton, FL 33498

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

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 are as follows: **Roofing** – includes new and re-roofing, specifically **NO 3-tab flat shingles are allowed, shingles must be thick-butt architectural dimensional shingles, or tile, or standing seam metal, or cedar shake; the roof type, style & color subject to HOA approval;** **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 and staining; **Home Additions** – such as rooms, porches, etc.; **Windows** – replacement; **Hurricane shutters** - addition or replacement; **Screen enclosures** – including porches and pool enclosures; **Entrance doors and garage doors** – new and replacements. **This is NOT an exhaustive list, but rather a list of some major items that require HOA approval. When in doubt, please contact the HOA or property manager.**

**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 following items (see page 3 for more information)

- \_\_\_\_\_ Survey/Lot plan showing the location of the improvement(s)
- \_\_\_\_\_ Plans, elevations or detailed sketch & color photo of existing home
- \_\_\_\_\_ Paint color(s) chip(s)
- \_\_\_\_\_ PALM BEACH COUNTY is NOT supposed to issue a BUILDING PERMIT without the homeowner providing PROOF of ARB / HOA approval. The homeowner is responsible for complying with all Palm Beach County building codes and zoning requirements. The HOA strongly advises the homeowner to obtain any necessary building permits. **AFTER ARB approval is granted, THEN homeowner is to obtain any necessary County permit(s).** Once obtained, please forward a copy of permit(s) to the above address.
- \_\_\_\_\_ Other \_\_\_\_\_

**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:

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- For all losses caused to others, including in the common areas, because of this undertaking, whether caused by me or others;
  - To comply with all state and local building codes;
  - For any encroachment(s);
  - To comply with HOA conditions of acceptance (if any);
  - 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,
  - 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.
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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 Board 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 ARB Committee

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

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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

\_\_\_\_\_  
\_\_\_\_\_

**SEE PAGES 3 & 4 FOR ADDITIONAL ARB INFORMATION**

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To expedite your request, please include the information listed below for the specific category. The list may not be inclusive; the ARB 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)

**Fence Standards**

***ALL FENCES WHICH ABUT PHEASANT WAY MUST MEET THE FOLLOWING CRITERIA:***

1. All new fencing must be wood imperial style shadowbox style, 6' high + or - 2". Pickets must be 6" x 1" nominal (5½ "x 5/8" actual).
2. Fences that need repair may keep the existing configuration (Board-on-Board, Shadowbox...). Pickets must be 6"x1" nominal (5½ "x 5/8" actual). Fences must be the same height to match neighboring fences, and plumb and straight across the entire length, including the height which can be no more than 6' + or -2". Broken and warped pickets must be replaced per specifications.
3. All repaired or replaced fences must be painted Sherwin Williams Ecru #6135.
4. Any soil and/or sand encroaching the sidewalk from under a fence must be retained on the owner's lot by installing material (i.e. 2x4 Marine grade wood, plastic edging material...) to prevent encroachment.

**2. Painting (exterior)-The associations approved paint palette colors are available at Scarborough Management and the East & West Sherwin Williams paint stores.**

- Identify colors including paint manufacturer, color name and color number
- Provide paint chip color samples
- Elevation of structure to be painted (elevation survey) identifying the location(s) of each paint color, i.e. stucco bands of color "x", door color "y", trim "z", etc.
- Provide roof tile / shingle color and style
- Provide daytime photo of home
- **NOTE – the HOA does not approve any colors/tones of PURPLE or BLUE**

**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
- Proposed landscaping plan surrounding screen enclosure (see 7. Below)

**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
- Proposed landscaping plans surround fence or screen enclosure (see 7 below)

**6. Room and/or porch additions, 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
- Proposes landscaping plan (see 7 below)

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**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
- **NOTE – the HOA Covenants and Restrictions set MINIMUM requirements for landscaping in Sections 1-7 as follows: all lots must have a minimum of 5 trees, each at least 6 feet tall (when planted) and a minimum of 30 shrubs, at least 18 inches tall when planted. In Section 8, the Covenants require 8 trees, each at least 10 ft. tall when planted, and a minimum of 75 shrubs, 25 of which must be 18 inches tall when planted, and 50 shrubs 30 inches tall when planted.**

**8. Roofing, and 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
- No flat, 3-tab shingles are allowed

**9. Garage doors and front doors**

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

**10. New construction, knock-downs, 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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REVISED 06-21-2017