

ROCK CREEK HOMEOWNERS' ASSOCIATION

PROPERTY IMPROVEMENT REQUEST ARCHITECTURAL REVIEW BOARD

Owner Name _____ Email: _____

Phone: _____

Property Address _____ SubAssociation _____

Detailed Description of Proposed Change(s) or Addition(s): _____

Improvement to be completed by _____ and the site cleaned and restored.

Please include a copy of your property survey, indicate the exact location of proposed change or addition. Application must include a sketch showing style, dimensions, materials and color of the proposed change or addition. All requests for repainting must include a color sample. Your request may be deferred until all supporting documentation is received. Please note that the review and approval process will take 7 to 10 business days and up to 30 days if the Architectural/Environmental Control Committee needs to review your application.

1. Requests from an owner with delinquent assessments will be denied due to the account delinquency. Once the assessment account is in a current status, the ARB will promptly review and act on the request.
2. The owner understands and agrees that no work in this request shall commence until written approval by the ARB is received.
3. Construction must meet all zoning, building codes, and laws of the City and County. Check with Cooper City as to requirements for permits. Nothing herein contained shall be construed as a waiver or modification of any such code or law.
4. Misrepresentation of any items in this request, either oral or written, may void any approval by the ARB. If working in the easements, please check with local utilities for line locations.
5. No access is permitted through common areas and the FPL easement without the prior written approval of the ARB committee. Applicant will be required to sign a Hold Harmless Agreement with Rock Creek, Inc. and post a \$2,500 deposit with Rock Creek. The ARB has no authority to allow access through Cooper City's public right-of-ways.
6. In the event that the homeowner, or his agents, contractors or subcontractors shall violate any of the terms or conditions set forth in this Approval, the homeowner hereby acknowledges and consents to the immediate entry of a permanent injunction without notice requiring the cessation of all further work, the restoration of the property to its original condition and the payment to Rock Creek, Inc.
7. Notwithstanding the right of Rock Creek, Inc. to obtain a permanent injunction as set for the above, Rock Creek, Inc. shall additionally have the right to fine the homeowner for each day a violation of these terms and/or conditions continues, up to a maximum of \$50.00 per day.
8. In submitting this Property Change Request Form, you are authorizing the Community Manager and the members of the Architectural Review Board access to all exterior portions of your property (until a decision has been made on the request) for the purposes of determining whether the proposed modifications is in harmony with the surrounding properties and whether there are any other violations which need to be addressed before approval can be granted.

OWNER SIGNATURE _____ **Date Signed** _____

NAME	APPROVED	DENIED	CONDITIONAL APPROVAL	SIGNATURE - DATE
RON CHORON				
ROBERT GARCIA				
LISA DETARDO				
CHRISTOPHER KNAUER				
ROBERT HAMILTON				

CONDITIONS OF APPROVAL: _____

_____ APPROVED _____ DISAPPROVED
 Community Manager's Signature Date

RETURN TO: CARL@ROCKCREEKHOAFL.COM

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LIST OF ITEMS AND/OR EXHIBITS REQUIRED
(Please Check the Items Being Submitted with the Application)

- 1) Property Survey, indicating the exact location of improvements. The improvements shown on the survey must show all dimensions and distances from said improvement to the property lot lines. In the case of docks and other improvements along a boundary line adjacent to the lake, the water's edge must be indicated and dimensioned on the survey.
- 2) Sketch of proposed improvements.
- a) Conceptual approval for a proposed improvement. This type of approval shall require a property survey, with the details stated above and a sketch fully dimension, showing the type of construction, materials and colors.
- b) Construction approval for a proposed improvement. This type of approval shall require all of the items specified under 2a. In addition, full construction drawings shall be required. In the case of a building addition, floor plans, elevations, roof plans, foundation plans and wall section plans, signed and sealed by a Florida Registered Architect shall be required. Color samples for the addition shall also be required. In the case of docks, tiki huts, pool enclosures and other enclosures not requiring Architectural Plans by the Cooper City Building Department, Framing and Foundation Plans shall be submitted with the application.
- 3) Reroofing approval. A sample of the roof material shall be submitted with the application.
- 4) Photographs of the site area at the location of the improvements. Sufficient photograph of the property must be submitted to cover the area of the lot where the proposed construction is planned.
- 5) Landscaping approval. The Applicant shall submit a copy of property survey indicating the location of tree or trees that are going to be removed. All proposed replacement trees shall also be indicated on the survey. Species of the trees that are going to be removed and replacement trees must be shown on the survey. All replacement trees shall have a minimum height of 12 feet and minimum caliper of 3" DBH.

Note: All applications shall be submitted 15 business days prior to the A.R.B. Meeting. The Manager shall have 5 working days to review the application and associated documents. If a submittal is deemed incomplete and additional information is required the applicant shall have 5 working days to submit the additional information. An application shall not be included in the A.R.B. Agenda if the additional information is not submitted within the 5 day period stated above. The A.R.B. Members must have sufficient time to review all complete applications.

- **PLEASE NOTE: New construction, alteration or additions are limited to the hours of 9 a.m. to 5 p.m., Monday through Friday. No construction shall take place on the weekends or any legal holidays.**

_____ APPROVED _____ DISAPPROVED
Community Manager's Signature Date

RETURN TO: CARL@ROCKCREEKHOAFL.COM