THREE LAKES

Attention Homeowners,

Please be advised all ACC (Modifications) requests must be submitted on the 1st full Friday of every month before 5:00pm. If submitted to the office after deadline your request will be reviewed the following month.

Key documents that must be included:

- ☐ Contractor's license and insurance
- ☐ Notice of Acceptance (NOA) Roof, impact windows and door (Ask your contractor)
- ☐ Survey/ Plans and highlight the area(s) If applicable
- ☐ Neighbors Affidavit
- ☐ Estimate/Quote/proposal or contract
- ☐ Applications must be sign and dated
- ☐ Pictures of the area(s) with notes

We urge all residents to submit your request on time. All requests must be complete with all the necessary documents and details as explained in the application (no exceptions). **Incomplete applications will not be accepted. If you are emailing the form, please have all the documents ready in a single attachment PDF format ready to be submitted multiple attachments for the same requests will not be submitted**. We also ask to include a picture of the area being modified. Once again incomplete applications will not be submitted.

We strongly suggest you carefully review the application before submitting.

ALL alterations and/or enhancements to any exterior portions of your property must be approved prior to commencing work.

We appreciate your cooperation in following this process.

-Management

THREE LAKES

PROPERTY OWNERS' ASSOCIATION, INC.
ARCHITECURAL CONTROL COMMITTEE (ACC)
ACC REQUEST INSTRUCTIONS

General Instructions:

1. The ACC Request Form should be submitted for approval by the ACC prior to any work, changes, or alterations to any exterior portions of your property.

2. Such changes, alterations or work which require the prior approval of the ACC include, but are not limited to:

   a. painting the exterior of your home;
   b. replacing doors, garage doors, windows, lighting fixtures, rain gutters and downspouts;
   c. re-paving or adding of a driveway, walkway, decorative curbing.
   d. adding or replacing of a wall or fence.
   e. adding or replacing of an arbor, gazebo, swing set or major playground equipment;
   f. construction of a pool;
   g. adding or replacing a water softener, propane tank, pool heater, or generator;
   h. replacing your roof tiles on your roof;
   i. other items or alterations that are on any portion of the exterior of your home whether visible or not from the street or any common area.

The above list of items is not intended by the ACC or Three Lakes POA to be a complete list of all work, alterations or changes that may need to be pre-approved by the ACC but instead is intended to provide the homeowner with a general sense of the items that require approval. Prior to submitting a request, consult the Three Lakes POA ACC Standards (available on the Townsq website: https://app.townsq.io/login) for additional information regarding acceptable materials, architectural standards, and other limitations.

3. The request form must be submitted to the Property Management Company at the address on the form by the first full week of the month in order for the request to be reviewed by the ACC and processed for that month.

4. The submission of the ACC Request Form does not in any manner relieve or excuse the homeowner from complying with all local ordinances, permitting requirements, or laws that may be relevant to the work, alternations or changes contemplated by the homeowner. The obligation to determine whether the requested improvement, alteration or addition complies with any applicable law, rule, regulation, code or ordinance is strictly the responsibility of the homeowner and not the association. The homeowner is required to obtain all required permits from local governmental entities.
5. Incomplete ACC Request Forms cannot be processed and will be returned to the homeowner without approval.

THREE LAKES
PROPERTY OWNERS' ASSOCIATION, INC.
13321 SW 151ST TER. MIAMI, FL 33186 (305) 253-6948
FAX (305)252-5022 EMAIL: Jmidence@AssociaFlorida.com

ACC REQUEST FORM

Application Submittal

- Please mail, deliver, fax or email the application and supporting documents to: Architectural Control Committee (ACC), at the Boathouse Property Managers Office during the first full week of the month. Any submission submitted after the first week will be considered during the next following month review.
- Do not include original documents as they may not be returned. All pages submitted must be legible copies.
- Owner must sign on the signature line provided indicating that you have read and agree to the requirements and notices given that are contained within this application.

Homeowner Information:

Print Name:_____ Property Address: _____

Mailing Address (if different): _____

Contact Number: _____ Email Address: _____

General description of alterations being submitted: _____

_____

_____

Estimated starting date: _____ **Estimated completion date**: _____

1. Owner(s) hereby acknowledge they are familiar with the Declaration of Protective Covenants, Conditions and Restrictions (the "Restrictions"), as well as Amendments to the Declaration of Protective Covenants, Conditions and Restrictions ("Amendments"), if any, of the neighborhood.
2. Owner(s) hereby acknowledge and agree to honor all deadlines, if any, for completion of improvements referenced herein as established by the Architectural Control Committee (the "Committee").
3. Owner(s) agree to store construction materials on the above referenced property only and will bear the cost of repairing any damages caused to any such other areas for noncompliance.
4. Owner(s) agree to remove all unused materials from public view within seven (7) days following the completion of any work.
5. Owners hereby acknowledge in the event the Committee fails to approve or disapprove within thirty (30) days after the application and related documents requiring approval have been submitted, the application will be deemed denied. However, submissions that are deemed incomplete or request is made for additional information, the thirty (30) day approval time shall not commence until after all documents required herein have been submitted. Any application that is denied the homeowner has a right to appeal.

6. Owners agree to construct improvements as approved by the Committee and submit any changes prior to construction.

Required Exhibits and Supporting Documentation

The documents listed below **must** accompany all application for Committee approval. Failure to submit the proper documents to the Committee will be considered incomplete and will be returned as unapproved.

1. **Paint or stain colors**: A sample of the color(s) intended to be used; along with existing paint colors on the home that will remain unchanged must be provided. Note: A photo of existing paint colors is an acceptable alternate to samples of existing colors.
2. **Finish materials**: A written description and/or sample of all finish material to be used for Exterior modification must be provided.
3. **Site plan or plot plan**: A site plan or plot plan, drawn to scale, showing the exact location and dimension of the proposed alternations, including orientation with respect to the property lines and all structures, must be provided for applications, including but not limited to decks, patios, walls, fences, gazebos and any structural additions to the home. **Please note if this document is not included with every application, the application will be returned to you for re-submission.**
4. **Architectural drawing and/or landscape plans**: Complete detailed architectural drawings or plans must be provided for, including but not limited to decks, storage sheds, fences, gazebos and structural addition to the home, as well as, surrounding landscaping or topography changes of the lot.
5. **Contractors' estimate/proposal/plans**: Bids received may include the majority of the above described requirements. If they meet the criteria of item 3 above, you may attach these documents to the application to be submitted. NOTE: Drawings used to estimate material costs may not represent actual dimensions. The cost listed may be deleted as the Committee is not interested in the cost of the improvement.
6. **Contractor's license and insurance**: A copy of the contractor's license and insurance must be provided in your submission.
7. **Doors, roof tile, roof material and windows**: A copy of the Notice of Acceptance (NOA) documentation must be provided for doors, roof tile, roofing materials, and windows.
8. **Additional exhibits**: Additional exhibits may be required in order to permit adequate evaluation of the proposed changes. Feel free to contact the property manager for guidance prior to submission of application if in doubt.
9. **Neighbor approval affidavit**: Any improvement on your home that can affect the view, wind or rain distribution of your neighbors, you must get an approval affidavit that indicates your neighbor is ok with your improvement. The property manager can guide you in this process.

NOTICE GIVEN TO OWNERS

1. Nothing contained herein shall be construed to represent those alterations to lots or buildings in accordance with these plans shall not violate any of the provision of the Building and Zoning Codes established by the State of Florida and Miami Dade County, to which the property is subject to as well as any applicable easements on the property. Further, nothing contained herein shall be construed as a waiver or modification of said Restrictions.

2. Nothing contained herein shall be construed to represent those improvements, as approved by the Committee, are buildable.
3. Where required, appropriate building permits shall be obtained from Miami Dade Building and Zoning prior to construction. Nothing contained herein shall be construed as a waiver of said requirement.
4. Owner(s) is made aware and agrees that no work on this request will begin until written approval from the Committee and any applicable permits are acquired and posted on the home. A copy of the permit must be filed with the property managers office.
5. Owner(s) is made aware that contractors and/or delivery of materials will be denied entry into the community unless the ACC application has been approved.
6. Owner(s) agrees and grants express permission to the Committee or association designated representative to enter on the Owner's property at a reasonable time to inspect the project, during and after construction.
7. Owner(s) is made aware that any approval is contingent upon the completion of the alteration in a workmanlike manner and in accordance with the approved plan and specification of said alterations.
8. Owner(s) is made aware that any alterations not approved by the Committee will result in a written notification from the Committee and Owner(s) agree to bring the property back into compliance within a specified time as determined by the Committee. Further, Owner(s) are aware and agree that any legal expenses associated therewith will be the sole responsibility of the Owner(s).
9. Owner(s) is made aware and agrees to provide the association property manager with the final copy of the building permit with approvals to retain in the homeowner's records within thirty (30) of final approval.

Owners signature: _____ Date: _____

Owners signature: _____ Date: _____

FOR ASSOCIATION USE ONLY

DATE RECEIVED BY MANAGER: _____

APPROVED_____

APPROVED WITH STIPULATIONS: _____

_____

NOT APPROVED, REASON (S) _____

_____

DATE OF APPROVAL: _____ _____

DATE OF DISAPPROVAL: _____

ACC Chairperson Signature: _____ _____

Neighbor Approval Affidavit Side A

I _____
Your name

Owner of property address _____
Your Address

Approve the proposed modification/improvement of:

_____
Ex; TIKY, FENCE, PERGOLA

Located at the address _____
Requesting Neighbors Address

Name: _____

Signature: _____

Date: _____

Neighbor approval affidavit: Any improvement on your home that can affect the view, wind or rain distribution of your neighbors, you must get an approval affidavit that indicates your neighbors ae ok with your improvement. The property manager can guide you in this process. You must have a signed affidavit from both homeowners on each side of your home.

Neighbor Approval Affidavit Side B

I _____
Your name

Owner of property address _____
Your Address

Approve the proposed modification/improvement of:

_____
Ex; TIKY, FENCE, PERGOLA

Located at the address _____
Requesting Neighbors Address

Name: _____

Signature: _____

Date: _____

Neighbor approval affidavit: Any improvement on your home that can affect the view, wind or rain distribution of your neighbors, you must get an approval affidavit that indicates your neighbors ae ok with your improvement. The property manager can guide you in this process. You must have a signed affidavit from both homeowners on each side of your home.