THREE LAKES
PROPERTY OWNER'S ASSOCIATION, INC.

Re: Three Lakes POA – Architectural Modification Guidelines

Dear Property Owners and Vendors,

We have created this document for the purpose of providing guidelines and requirements from the Architectural Control Committee when an architectural modification request is submitted. It contains the minimum documentation required by the ACC to approve or disapprove an ARC application. This document will be updated from time to time based on community standards and protocol changes, so please request an updated version every time that you need to apply.

Important information when submitting an Architectural Modification Request

Don't make a costly mistake by making changes, improvements, or repairs to any property without prior written approval from the Architectural Control Committee.

a) Applicants should be up to date with Association monetary obligations before applying.

b) Only completed applications will be accepted.

c) The ACC meeting are held every month based on members availability. Please ask management about the next monthly meeting date.

d) Please submit your applications and documentation required via email using JPEG or PDF formats. Documentation submitted in other type of formats will not be processed.

e) Vendors, please keep copied the property owner on each email that you sent us to avoid miscommunications.

f) Please follow the email sequence to avoid delays on your request.

g) Pictures and documents files should have enough resolution and clearness for computer monitors. Low resolution pictures or documents will not be accepted.

h) After the application is reviewed by the ACC, it can be approved, disapproved, or placed in deferred status while waiting for additional or missed information. Management will contact you to inform you about it.

i) We will contact you via email when the approval letter is ready for pickup, most likely within 3 business days after it's approved at the meeting.

j) Express approval applications can be done within three business days after the completed documentation is submitted.

Jorge Midence, LCAM | Jmidence@AssociaFlorida.com | Clubhouse office: (305) 253-6948

Office hours: Monday-Tuesday **10am-2pm** | Wednesday **Closed** | Thursday-Friday **1pm-5pm**

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Perimeter Fences or Patio Gate replacements or new installations

- ☐ ARC form filled and signed by property owner describing type, color, material, shape and style, height, and length of fence to be installed. Linear feet amount for perimeter fences is required.

- ☐ Pictures of the actual structure or location of the new fence.

- ☐ Pictures of the fence or patio gate proposed.

- ☐ Contractor Commercial License copy and Certificate of Insurance. THREE LAKES POA 13321 SW 151 TER Miami FL 33186 as Certificate holder. Make sure Insurance Policy is up to date.

- ☐ Neighbor Approval Affidavits

- ☐ A Clear copy of property survey marked showing fence location.

- ☐ A Copy of the MDC permit requested.

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Hurricane accordion or rolling shutters Installation.

- ☐ ARC form filled and signed by property owner describing type, amount, color, and material of hurricane shutters to be installed.
- ☐ Contractor Commercial License copy and Certificate of Insurance. THREE LAKES POA 13321 SW 151 TER Miami FL 33186 as Certificate holder. Make sure the insurance policy is up to date.
- ☐ A picture of shutters proposed.
- ☐ NOAs and Diagram of hurricane shutter location
- ☐ A Copy of the MDC permit requested.

Rain Gutters installation

- ☐ ARC form filled and signed by property owner describing the material and color of the gutters to be installed.
- ☐ Contractor Commercial License copy and Certificate of Insurance. THREE LAKES POA 13321 SW 151 TER Miami FL 33186 as Certificate holder. Make sure the insurance policy is up to date.
- ☐ Pictures of actual and proposed gutters.

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Driveway pavers repairs/replacement/leveling only.
Not include driveway expansion.

- ☐ ARC form filled out and signed by the property owner, describing the type, color, and style of pavers to be installed. Include a brief statement indicating that the original measurement or dimensions will not be changed or modified.

- ☐ Contractor Commercial License copy and Certificate of Insurance. THREE LAKES POA 13321 SW 151 TER Miami FL 33186 as Certificate holder. Make sure the insurance policy is up to date.

- ☐ Clear copy of property survey marked showing location where pavers will be replaced, repaired, or leveled.

- ☐ High Resolution picture of full front house including actual driveway and green areas.

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Driveway expansion

- ☐ ARC form filled and signed by property owner describing type of project, proposed driveway expansion measurement, information of the pavers to be used, and description of the vegetation removed/replaced.

- ☐ Contractor Commercial License copy and Certificate of Insurance. THREE LAKES POA 13321 SW 151 TER Miami FL 33186 as Certificate holder. Make sure the insurance policy is up to date.

- ☐ Copy of property survey marked showing driveway expansion.

- ☐ Survey or diagram clearly showing expansion measurement, and calculations for setbacks.

- ☐ Full and clear picture showing the actual full front of the property.

- ☐ Copy of the permit requested to Miami-Dade County

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Installation of pavers at the patio entrance

- ☐ ARC form filled and signed by property owner describing measurements and pavers type, color, and size.

- ☐ Contractor Commercial License copy and Certificate of Insurance. THREE LAKES POA 13321 SW 151 TER Miami FL 33186 as Certificate holder. Make sure the insurance policy is up to date.

- ☐ Clear copy of property survey marked showing measurements for pavers area.

- ☐ Full and clear picture showing the actual full front of the property.

- ☐ A marked picture of the project area proposed.

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New Pergola or Gazebo installation

- ☐ ARC form filled and signed by property owner describing pergola or Gazebo measurements, material, and color.
- ☐ Picture of pergola or gazebo proposed. It can be from previous contractor's installations.
- ☐ Contractor Commercial License copy and Certificate of Insurance. THREE LAKES POA 13321 SW 151 TER Miami FL 33186 as Certificate holder. Make sure Insurance Policy is up to date.
- ☐ Clear copy of property survey marked showing pergola location.
- ☐ Site plan clearly showing pergola measurements and setbacks.
- ☐ Neighbor Approval Affidavits
- ☐ (4) Pictures of actual property back yard.
- ☐ Copy of the permit requested to Miami-Dade County
- ☐ Drawing of any electrical, gas, or plumbing items to be installed. If not, please clarify it, including a note in the application.

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In-Ground swimming Pools
(New, renovations, and modifications)

- ☐ ARC form filled and signed by property owner describing pool measurements and volume, vegetation to be installed or removed, material to be used for the pool deck.

- ☐ Contractor Commercial License copy and Certificate of Insurance. THREE LAKES POA 13321 SW 151 TER Miami FL 33186 as Certificate holder. Make sure Insurance Policy is up to date.

- ☐ Pool construction site plan showing measurements and location of swimming pool and setbacks.

- ☐ In case the swimming pool deck includes new pavers, please submit picture of the manufacturer's catalog showing name, brand, and color. Pool deck and pavers need to be showed on the site plan submitted.

- ☐ (4) Pictures of actual property back yard

- ☐ Neighbor Approval Affidavits

- ☐ Copy of the permit requested to Miami-Dade County

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Removing or replacing trees or palm trees

- ☐ ARC form filled and signed by property owner describing type of tree to be removed and replaced including location.

- ☐ Contractor Commercial License copy and Certificate of Insurance. THREE LAKES POA 13321 SW 151 TER Miami FL 33186 as Certificate holder. Make sure Insurance Policy is up to date.

- ☐ Clear copy of property survey marked showing tree or/and palm locations.

- ☐ Updated certified arborist assessment showing reasons why palm and/or tree should be removed.

- ☐ Picture of the tree

- ☐ Neighbor Approval Affidavits

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Garage doors replacement

- ☐ ARC form filled and signed by property owner describing doors dimensions and color.

- ☐ Contractor Commercial License copy and Certificate of Insurance. THREE LAKES POA 13321 SW 151 TER Miami FL 33186 as Certificate holder. Make sure Insurance Policy is up to date.

- ☐ Full picture of actual garage door.

- ☐ Picture of the proposed garage doors. It can be a full-page picture of the manufacturer's pamphlet showing the proposed door and model name.

- ☐ NOAs (Notice of Acceptance).

- ☐ Copy of the permit requested to Miami-Dade County

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Dock or/and Deck installation

- ☐ ARC form filled and signed by property owner describing type of project, material, color, and measurements.
- ☐ Contractor Commercial License copy and Certificate of Insurance. THREE LAKES POA 13321 SW 151 TER Miami FL 33186 as Certificate holder. Make sure Insurance Policy is up to date.
- ☐ Clear copy of property survey marked showing Dock or/and Deck proposed location.
- ☐ Site plan showing the deck and/or dock location.
- ☐ (4) full pictures of property backyard.
- ☐ Copy of the permit requested to Miami-Dade County
- ☐ Neighbor Approval Affidavits

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Solar panels/tiles installation

- ☐ ARC form filled and signed by property owner describing type of project.
- ☐ Contractor Commercial License copy and Certificate of Insurance. THREE LAKES POA 13321 SW 151 TER Miami FL 33186 as Certificate holder. Make sure Insurance Policy is up to date.
- ☐ Pictures of other property where the solar panels/tiles have been installed.
- ☐ Scope of work including power capacity and system layout.
- ☐ Actual full picture of the actual front property.
- ☐ A clear copy of property survey.
- ☐ Copy of the permit requested to Miami-Dade County

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Main or Front door replacement

- ☐ ARC form filled and signed by property owner describing type of project.

- ☐ Contractor Commercial License copy and Certificate of Insurance. THREE LAKES POA 13321 SW 151 TER Miami FL 33186 as Certificate holder. Make sure Insurance Policy is up to date.

- ☐ Picture of actual main door outside view.

- ☐ Picture of proposed main door outside view.

- ☐ NOAs and specifications for doors to be installed.

- ☐ Copy of the permit requested to Miami-Dade County

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Power Generator

- ☐ ARC form filled and signed by homeowner, including the project specifications.
- ☐ Picture of proposed location where the structure will be installed on the property.
- ☐ Picture of proposed structure that will be installed.
- ☐ Site plan and scope of work including noise generated in decibels.
- ☐ Marked property survey showing the exactly the location of the Power Generator, including dimensions and setbacks.
- ☐ Contractor Commercial License copy and Certificate of Insurance. THREE LAKES POA 13321 SW 151 TER Miami FL 33186 as Certificate holder. Make sure Insurance Policy is up to date.
- ☐ Neighbor Approval Affidavits
- ☐ Miami-Dade County copy of permit

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Awning installation or replacement

- ☐ ARC form filled out and signed by the property owner describing awning dimensions, material, and color. Earth tones are only accepted.

- ☐ Picture of the actual structure in case you are replacing an old awning.

- ☐ Picture of Awning proposed. It can be from other Awnings installed by Contractor.

- ☐ Contractor Commercial License copy and Certificate of Insurance. THREE LAKES POA 13321 SW 151 TER Miami FL 33186 as Certificate holder. Make sure Insurance Policy is up to date.

- ☐ Clear copy of property survey marked showing Awning location.

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Turf installation

- ☐ ARC form filled and signed by property owner describing project, size of the area to be covered by turf, turf's brand, and name. Turf should be environmentally friendly and permeable.

- ☐ Diagram or site plan where the turf will be installed based on property survey.

- ☐ Survey marked showing the turf location.

- ☐ 4 pictures of the backyard

- ☐ Neighbor Approval Affidavits