

**BEXLEY PARK MASTER ASSOCIATION  
C/O A & N MANAGEMENT  
902 CLINT MOORE ROAD  
SUITE # 110  
Boca Raton, Florida 33487**

Phone: 561-982-8633

Fax: 561-982-8655

**ARCHITECTURAL APPLICATION**

Name: \_\_\_\_\_ Date: \_\_\_\_\_  
Address: \_\_\_\_\_ Lot # \_\_\_\_\_  
Home Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_

Describe in detail the changes or modifications for which you are requesting approval:

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

**Please complete and sign this form and attach the following information:**

1. Copy of contractor proposal and sketch of work to be done.
2. Copy of contractor's occupational license.
3. Copy of contractor's liability insurance and workman's compensation insurance; certificate holder must state **Bexley Park Master Association**
4. Copy of homeowner's property survey indicating location of changes or modifications.

Materials you **may** need to provide for the Association to make a decision on your request include:

1. A picture, drawing or advertising materials displaying the items you are requesting for installation.
2. A sample of the type and texture of any building materials that may be used on the house exterior.
3. A sample of the color of paint or other materials that may be used on the house exterior.
4. Any other materials or information that may assist in Association evaluation of the project.
5. A site plan showing your lot, the location of your home on the lot, and where the changes will be made.
6. Landscape changes may require changes to your irrigation system. Supply information regarding same. You are required to make any changes and will be responsible for any damages to either private or common areas.

**It is understood that the changes or modifications which you are requesting may not:**

1. Interfere with, or obstruct any easements on your property or the adjoining property.
2. Damage landscaping on your property, that of a neighbor, or the common grounds of the Association. If you do so, you are responsible for all repairs.
3. Cause a nuisance or interference with the peace or privacy of the other people in the community.
4. Be performed by unlicensed contractors or without the required permits from all governmental agencies.
5. Upon approval of your Architectural Application, the work must commence within forty-five (45) days and be completed within 90 days of commencement. Failure to start the work in the forty-five (45) day period will require your submitting a new application.

Homeowner's Signature \_\_\_\_\_

APPROVED \_\_\_\_\_ DISAPPROVED \_\_\_\_\_

Authorized Association Signature \_\_\_\_\_ Date \_\_\_\_\_

**You will be notified within thirty (30) days of Architectural Review Board approval or disapproval of your request for changes or modifications. You will be required to accept the responsibility of maintaining any landscape changes you make.**

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**EASEMENTS**

Dear Homeowner:

Please be advised that the Association does not have the power to change the conditions related to use of any easements that may exist on your property.

Architectural Approval does not supersede the rights granted by an easement.

Easements are typically granted to Utility Companies, Governmental Agencies such as Water Management Districts, and other persons who have been granted access to, on and below your lot.

In the event that you install plants, fences or other items on any easement, you accept the responsibility for the removal of those items if the party who has the easement wants access to the property.

Person or Companies that hold easements have the right to free access to those areas where easements exist and are not responsible for items that you may have placed on the easement.

We caution you to examine your deed to determine where any easements may exist.

Sincerely,

*Norman Silverstein*

Norman Silverstein, LCAM

On Behalf of the Association

**POOL, PATIO AND FENCE INSTALLATION**

Dear Homeowner:

In the event that you install a pool, patio or fence please be advised that **you are responsible** to ensure that the grading profile of the lot is restored to its original form to provide for proper drainage. Additionally, you are responsible for any landscape or irrigation damage caused during or following said installation. Lack of water will cause sod, plantings, bushes, etc., to die.

Equipment being driven over the property can cause severe damage. No equipment or materials to be stored on roadway. Any damage to common property is also your responsibility.

This not only protects the Association but your property as well. The integrity of the grading is very important so please be sure and address this issue with your contractor.

Homeowner Signature: \_\_\_\_\_

Dated: \_\_\_\_\_

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**CODES**

Dear Homeowner:

Please be advised this approval is subject to County Codes, setbacks, and permit conditions required. If at a later point it is found that you have not complied with these procedures, **you will be held responsible** for any and all changes that would be required.

Homeowner Signature: \_\_\_\_\_

Date: \_\_\_\_\_

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**ARCHITECTURAL LANDSCAPE ADDENDUM**

Should I / we remove any landscaping that is required for the developer to receive their final CO from the County, I / we agree to bring it back to its original condition, **at our cost**, within 10 days of receiving any notice for this purpose.

This includes, but is not limited to, the removal of trees or any plant material when installing a pool or patio, or removing or relocating any landscaping anywhere on the property as part of a landscape plan.

I / we agree that we fully understand the above and agree to the terms as part of this request for Architectural Approval.

Dated \_\_\_\_\_

Signature \_\_\_\_\_

Signature \_\_\_\_\_