

# ARCHITECTURAL CHANGE APPLICATION INSTRUCTIONS

## HOMEOWNER INSTRUCTIONS:

1. If the modification is not completed as approved, said approval can be revoked and the modification will be required to be removed by the owner at the owner's expense.
2. Include one (1) copy of the documents listed below **WITH** your architectural request or it may not be accepted if it's incomplete.
3. If you are doing the work yourself, put "Homeowner" next to "Contractor Name" on the Architectural Change Application. Only submit documents 1-3 that are listed below.
4. I/we am responsible to pay for and repair any and all damage done to the common areas as a result of the installation.
5. I/we must comply with all applicable the state, county, or city building codes and that I/we must obtain all necessary permits and approvals at my expense.
6. I/we must abide by the decision of the Architectural Review Committee or the Board of Directors.
7. That if the modification is not approved or does not comply, I/we may be subject to court action by the Association and that I/we shall be responsible for all reasonable attorney's fee.
8. If while considering this application, the Association incurs any professional consultation expenses, such as conferring with a licensed architect, I/we will be responsible for said fee. The homeowner will be notified in advance if such services are required.
9. I/we understand the review process may take as long as 30 days from when the form is received by the property manager before results are determined.
10. I/we understand Approval from CDD (Coral Bay Community Development District) is required when it's an improvement that will occur on or affect the maintenance of easement or property owned by the District such as a fence, dock, landscape, structure, irrigation, driveway extension, etc.

**I/We understand and agree to comply with the instructions provided above and will fill out, sign, and submit both pages of the Architectural Request Form to management with all other necessary documents listed below.**

\_\_\_\_\_  
Homeowner Name (Print)

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

\_\_\_\_\_  
Date

## DOCUMENTS LISTED BELOW MUST BE SUBMITTED BACK WITH YOUR REQUEST:

1. Complete ARB form (2 pages) – Fill in each box indicating colors, materials, and proposed work
2. A picture of the item/material that will be installed or used for your request (Windows, doors, paint samples, etc.)
3. A copy of the property Survey or a Site Plan indicating where and what the improvements are (If applicable)
4. A copy of the Contractor's License
5. A copy of the Contract detailing the work (does not have to show the price)
6. A copy of the Contractor's General Liability Insurance Certificate & Workers Comp Certificate or Exemption form. The General Liability Certificate and Workers Comp Certificate must be made out to your Association as follows:

*INDIAN KEY AT CORAL BAY VILLAGE ASSOC., INC.  
c/o J&L Property Management, Inc.  
10191 W. Sample Rd. #203  
Coral Springs, FL 33065*

**DOCUMENTS CAN BE RETURNED TO J&L PROPERTY MANAGEMENT VIA EMAIL, MAIL OR CAN BE DROPPED OFF TO OUR OFFICE AT THE ADDRESS BELOW.**

**Email:** Ashley@jlpropertymgmt.com & Mauro@jlpropertymgmt.com

**Mail:** J & L Property Management, Inc.  
10191 West Sample Rd., Suite 203  
Coral Springs, FL 33065

# Architectural Review Board Form

ASSOCIATION NAME: **INDIAN KEY AT CORAL BAY VILLAGE ASSOC, INC.**

Homeowner Name: \_\_\_\_\_ Email: \_\_\_\_\_

Property Address: \_\_\_\_\_ Lot #: \_\_\_\_\_ Phone #: \_\_\_\_\_

Contractor Name: \_\_\_\_\_ License #: \_\_\_\_\_

Contractor Address: \_\_\_\_\_ Phone #: \_\_\_\_\_

<b>JOB TYPE</b> <b>(Circle all applicable)</b>	<b>List Material to Be Used:</b>	<b>Type:</b>	<b>Color:</b>	<b>Notes:</b>
Roof				
Painting Exterior Walls				
Fascia				
Patio Screen Encl				
Privacy Fence				
Driveway / Walkway				
Windows / Doors				# of Windows: # of Doors:
Shutters				# of Shutters:
Other				

### OFFICE USE ONLY

**The Architectural Drawings for improvements on the above lot have been reviewed by the Architectural Control Board and have been:**

**Approved**                     
  **Approved with Comments**                     
  **Denied**

**Comments:** \_\_\_\_\_

\_\_\_\_\_  
**Chairman/Committee Member**

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

INDIAN KEY AT  
CORAL BAY

**Exterior Color Palette**

# INDIAN KEY AT CORAL BAY

## Exterior Color Palette

*How to use this Palette.*

The following describes the how to use the Exterior Color Palette for Indian Key.

1. All exterior colors must be chosen from a single color scheme within this palette.
2. You must choose one Body Color and one Trim Color from the choices provided.
  - “Body Color” means the color that the walls of the house will be painted.
  - “Trim Color” means the color that the soffit and other trim elements will be painted.
3. Each of the seven color schemes in this palette lists colors as “Body Colors” and “Trim Colors”. There are two ways you can use these colors:
  - a. You can choose one of the Body Colors to paint the body of your home and one of the Trim Colors to paint the trim on your home.

**For example:** From Scheme 1 (Pastel Yellow), you could choose to paint the body of your home Chamomile SW 6399 and the trim Alabaster SW 7008.
  - b. You can choose one of the Trim Colors to paint the body of your home and then choose of the Body Colors to pain the trim on your home.

**For example:** From Scheme 1 (Pastel Yellow), you could choose to paint the body of your home Snowbound SW 7004 (this color is listed as one of the Trim Colors) and the trim Convivial Yellow SW6393 (this color is listed as one of the Body Colors).

Either of these combinations is acceptable.

4. The color schemes list Sherman Williams paint colors and their corresponding ID codes.

The Sherwin Williams store on State Road 7 in Margate has the Indian Key color schemes on file. The address for this store is:

1613 N State Rd 7  
Margate, FL 33063  
Their telephone number is 954-979-1777

You are not obligated to use Sherman Williams paint. You may use any brand of paint your desire; however, the color must match the samples provided in this palette.

All colors listed in this document are approximate Sherman Williams color matches from the original Behr and Glidden colors which are no longer available.

# INDIAN KEY AT CORAL BAY

Because it is hard to accurately reproduce colors on the web, only the Sherwin Williams paint codes are listed here. If you want to see a particular color, please visit a Sherwin Williams paint store to pick up a color swatch.

You may use any brand of paint you desire; however the color must match the colors listed.

## Exterior Color Scheme 1 – Pastel Yellow

Body Colors	Trim Colors
Primary Body Color:  Chamomile (SW 6399)	Snowbound (SW 7004)  <u>Or</u> Alabaster (SW 7008)
Alternate Body Colors:  Vital Yellow (SW6392)  Convivial Yellow (SW6393)	

## Exterior Color Scheme 2 – Pastel Peach

Body Colors	Trim Colors
Primary Body Color:  Creamery (SW 6358)	Snowbound (SW 7004)  <u>Or</u> Alabaster (SW 7008)
Alternate Body Color:  Choice Cream (SW6357)	

## Exterior Color Scheme 3 – Pastel Pink

Body Colors	Trim Colors
Primary Body Color:  White Dogwood (SW 6315)	Snowbound (SW 7004)  <u>Or</u> Alabaster (SW 7008)

## Exterior Color Scheme 4 – Pastel Blue

Body Colors	Trim Colors
Primary Body Color:  Sky High (SW 6504)	Snowbound (SW 7004)  <u>Or</u> Alabaster (SW 7008)

## Exterior Color Scheme 5 – Pastel Green

Body Colors	Trim Colors
Primary Body Color:  Fleeting Green (SW 6455)	Snowbound (SW 7004)  <u>Or</u> Alabaster (SW 7008)

## Exterior Color Scheme 6 – Pastel Gray

Body Colors	Trim Color
Primary Body Color:  Lazy Gray (SW 6254)	Extra White (SW 7006)
Alternate Body Color:  Olympus White (SW6253)	

## Exterior Color Scheme 7 – Pastel Tan

Body Colors	Trim Colors
Primary Body Color:  Interactive Cream (SW 6113)	Snowbound (SW 7004)  <u><i>Or</i></u> Alabaster (SW 7008)
Alternate Body Colors:  Biscuit (SW6112)	
Bagel (SW6114)	

INDIAN KEY AT  
CORAL BAY

**Driveway Color Palette**



# INDIAN KEY AT CORAL BAY

## **Driveway Color Palette**

*The colors listed here are codes for H&C Silicone Acrylic concrete sealers which can be found at Sherwin-Williams, Home Depot, Lowe's, and other paint and home improvement centers.*

*You do not have to use H&C concrete sealer if you want to paint or seal your driveway, but you must match one of the colors listed here.*

*Because colors are hard to accurately reproduce on the web, we are only listing the color codes here. If you want to see a particular color, please go to a paint or home improvement center and pick up a color swatch card.*

*Option 1: H&C Gray Horizons (HC 140)*

*Option 2: H&C Naturally Red (HC 126)*

*Option 3: Interactive Cream (SW 6113)*

*This is a regular body color in our paint palette. It has been reported that H&C Concrete sealer can be color matched to this color.*

# INDIAN KEY AT CORAL BAY

## **Roof Color Palette**

# INDIAN KEY AT CORAL BAY

## **Roof Color Palette**

Because colors are hard to accurately reproduce on the web, we are only listing the manufacturer and color names here.

Option 1: Boral: Gold Dust

Option 2: Boral: Sedona

Option 3: Eagle Roofing: Kona Red Range

Indian Key uses the standard mailbox that's available at Home Depot, Lowe's or many other places. The attributes are:

- The mailbox is white.
- The dimensions are approximately 20”L X 9”H X 7”W
- The box is rounded at the top

The following image illustrates these general characteristics:



What's important here are the size, the shape, and the. This is meant to serve as a general example only.

The general guidelines for the post are:

- It be painted white in color.
- The post has the general form shown in the following picture.
- The dimensions of the material should be approximately 4” X 4” (round, or turned posts are not acceptable.)
- The post should be installed plumb and level so that the mailbox is at a USPS approved height.
- The post should be clean and in good repair.

The following image illustrates an unpainted post that otherwise has the correct characteristics:



Again what is important here is the general shape and characteristics. The dog-eared ends and the inset detailing are not required. This post would have to be painted white after installation to meet Indian Key standards. Such posts, or acceptable variations, are available at Home Depot, Lowe's, or many other places.

The post must be installed so that the mailbox sits at a height acceptable to the United States Postal Service.

The property address should be displayed on the post in numbers of contrasting color that are acceptable to the United States Postal Service.