

Hammock Reserve Homeowners Association, Inc.

c/o Campbell Property Management
1215 E. Hillsboro Blvd., Deerfield Beach FL 33441
(561) 510-6070

**ARCHITECTURAL CONTROL COMMITTEE (ACC)
ARCHITECTURAL CHANGE FORM (ACF)**

(Rev. (10) 2023.11.30)

ACC decisions are based on fair and impartial application of the Rules & Regulations and the Declaration of Covenants & Restrictions for Hammock Reserve.

Application Instructions

Submit all to Hammock Reserve ACC by **email** to (HammockReservePM@campbellproperty.com), **or on site** during office hours **or mail** to CPM. One (1) copy of this form for all proposed additions, changes, modifications, etc., accompanied where appropriate, plans and survey showing boundary lines, legal description, easements, restrictions, and other features. In addition, submission must include proposed colors, patterns, materials and all additional information necessary for the Architectural Control Committee (ACC) to determine if the project meets HOA requirements. **Refer** to Article XII Architectural Control, Conditions of Approval defines when a Property Owner needs ACC approval.

All required information must be attached or the ACC will automatically reject the application.

Property Owner

Address

Phone #

E-Mail

(Office use only)

Date Received by Campbell Property Management (CPM) Date: _____ Initial: _____ Notes: _____

Date Physical Deposit Check Received by CPM Date: _____ Initial: _____ Notes: _____

Date CPM sent to Hammock Reserve ACC Date: _____ Initial: _____ Notes: _____

Description of Proposed Work/Project _____

A. The work/project will be performed by a Contractor or Independent Contractor _____

B. The work/project will be performed by Property Owner _____

Initial _____

Hammock Reserve's Governing Documents and Forms can be accessed.
HammockReserve.org or <https://portal.campbellproperty.com> or contact property manager.

Landscaping, Tree, Bush, Plant: For HOA Guidelines & Standards, please request them from HammockReservePM@campbellproperty.com before submitting your application.

Exterior Paint & Materials: For HOA Guidelines & Standards, please request them from HammockReservePM@campbellproperty.com before submitting your application.

Tree & Palm Removal: For HOA & City Guidelines & Standards, please request them from HammockReservePM@campbellproperty.com before submitting your application.

Roof Replacement: For HOA Guidelines & Standards please request them from HammockReservePM@campbellproperty.com before submitting your application.

Electric Vehicle (EV): For HOA Guidelines & Standards, please request them from HammockReservePM@campbellproperty.com before submitting your application.

Conditions of Approval

Initial A to D on Architectural Change Form

- A. _____ Complete description of materials. **Note:** The color of all aluminum materials must be White matching color scheme in Hammock Reserve and the color of all screening must be Charcoal.
- B. _____ Survey of property showing exact location of work to be performed, boundary lines, legal description, easements, restrictions, and other features.
- C. _____ Current Certificate of Liability Insurance "Additional Insured" for:
1. Hammock Reserve Homeowners Association, Inc.
 2. Campbell Property Management.
 3. Property Owner.
- D. _____ A Debris Deposit of Five Hundred Dollar (\$500.00) per the Declaration of Covenants and Restrictions for Hammock Reserve (page 34) for homeowners doing any exterior construction to the property E.g. digging/excavating, pools, tree removal, concrete work, fence, etc., *will be required*. The ACC reserves the right to require a deposit for any application.

Initial _____

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Hammock Reserve ACC approval stipulations that are required but may not be limited to:

- 1) **PROPERTY OWNERS - BE AWARE:** Even if the ACC approves your project, you may still need necessary permits/approvals from Federal, State, County, LWDD, SFWMD, FSEP, underground utilities companies and the City of Delray Beach. Contract Sunshine 811 before digging - Florida Statue Chapter 556.
- 2) All required permits/approvals must be obtained and displayed by the property owner in accordance with all government agencies and City of Delray Beach.
- 3) Cost associated with irrigation modifications or damage shall be at owners expense and performed solely and exclusively by the Association.
- 4) Declaration of Covenants and Restrictions for Hammock Reserve Easements, Drainage Easements and Drainage Facilities. No structure, No material improvements, No obstructions, No debris or No planting (other than sod) shall be placed or permitted within the easements.
- 5) Property Owner assume all responsibility, cost and ongoing maintenance for any new landscaping installation.
- 6) If the project is not completed to the same specifications that were approved, said approval will be revoked and the owner will be required to remove at owner's expense. The property owner will be subject to legal action by the Association, and the owner shall bear the cost of reasonable attorney's fees incurred by the Association.
- 7) Property Owner is responsible to pay for and repair any and all damages to the HOA infrastructure, common areas, easements, utilities and irrigation system as a result of the project/installation.
- 8) Improvements shall not block, interrupt or redirect any existing drainage flow and/or cause additional drainage flow to adjacent properties.
- 9) It is the responsibility of the property owner to notify CPM when all work has been completed. Once CPM has verified the project has been completed as approved by the ACC the deposit refund will be initiated by CPM.
- 10) You will receive an Approval, Modify or Disapproval letter within thirty (30) days from date of submission of your application to the Hammock Reserve ACC.

Initial _____

PROPERTY OWNERS RESPONSABILITIES

Initial _____ The property owner is legally responsible, accountable, and personally guarantees their project compliance as defined below.

Initial _____ The property owner must comply with ALL Federal, State, County and City of Delray Beach **license(s) and registration requirements** when hiring contractors, subcontractors, businesses, material suppliers, vendors, agents, handyman, or individuals for their project.

Initial _____ The property owner is personally responsible, accountable and legally responsible to determine if workers' compensation coverage is necessary for their project at: www.myfloridacfo.com/division/wc/employer/coverage-requirements or if a Performance Bond is necessary.

Initial _____ The property owner is personally responsible, legally responsible, liable, and accountable to verify Florida State Licenses for all involved with their project by visiting Florida Department of Business & Professional Regulation (DBPR) online Services website www.myfloridalicense.com/w111.asp

Initial _____ The property owner must verify with the City of Delray Beach what are the Business Tax registration requirements when hiring contractors, subcontractors, businesses, material suppliers, vendors, agents, handyman, or individuals for their project. (561) 243-7203

Initial _____ The property owner must determine if a Lake Worth Drainage District (LWDD) Right-of-Way Permit is required for their project by calling (561)-498-5363

Initial _____ In addition to complying with our ACC Guidelines & Standards, it is the responsibility of all property owners to comply with all State, County and City of Delray Beach zoning, permit, standards and ordinances. If you have any questions about State, County or City of Delray Beach requirements, zoning, permits, approval or permissions for your project you should contact the appropriate department head.

Initial _____

**Hammock Reserve HOA is managed by:
Campbell Property Management (CPM)**

1215 East Hillsboro Blvd.

Deerfield Beach, FL 33441

Phone: 954-427-8770

Property Manager's phone number 561-510-6070 - Email:

HammockReservePM@campbellproperty.com

Initial _____ I have read the Declaration of Covenants and Restrictions for Hammock Reserve and agree to abide by them.

The property owner acknowledges that unless the project is approved in writing by the ACC. NO work is to be performed.

From the City of Delray Beach Permit Office

"A City Building Permit does not assure compliance with Homeowners Association's rules, regulations and/or deed restrictions. Applicants are advised to obtain approval from the Homeowners Association before improving any property."

ACKNOWLEDGEMENT, INDEMNIFICATION, AND HOLD HARMLESS

The Hammock Reserve ACC ("ACC") shall have no liability or obligation to determine whether the requested improvements, changes, alterations or additions comply with any and all City, County, State, and Federal law or ordinance. The property owner shall **indemnify, defend and hold harmless** the ACC, Hammock Reserve Homeowners Association, Inc. ("Association") and Association's officers, directors, or committee members or their respective agents for any and all claims, actions, suits, or other legal proceedings brought against the Association or the ACC, its officers, directors, or committee members or their respective agents, arising out of the performance of the undersigned, or the contractors, subcontractors, vendors, agents or other individuals of the undersigned, for work advanced under ACC approval.

Property Owners Signature

Date

**Declaration of Covenants and Restrictions for Hammock Reserve Article XII,
Architectural Control, #3 General Provisions, C, apply to this application.**

**Florida Law -720.305 Obligations of members, any director, officer, tenants, guests and invitees.
(1) Each, are governed by, and must comply with, this chapter, the governing documents of the community, and the rules and regulations of the association.**