

**CASCADES RESIDENTS' ASSOCIATION, INC. & VILLAGES**  
**Architectural Review Board (ARB)/Architectural Review Committee (ARC)**  
**Resident Application Form**

**Revised – August 2021**

**ARC/ARB APPROVAL PROCESS**

No landscaping or structure of any kind, including but not limited to any building, fence, wall, swimming pool, driveway, sidewalk, tennis court, screen enclosure, sewer, drain, disposal system, decorative building, landscape device generator, pavers, paint on the exterior of the home or object, lighting or other improvement, shall be commenced, erected, placed or maintained upon any Lot unless plans, specifications and location of the same, or any other information requested is provided, in writing, to the Architectural Review Committee (ARC) of your village on the forms promulgated by your village and any application fees, if any, paid. Application forms may be obtained in the Clubhouse Office or Managers' Office. The following procedure must be followed for approval or denial.

1. Once completed plans are submitted, the ARC will meet upon at least 48 hours' notice to the residents in the community by giving the date, time and place of the meeting along with the agenda (i.e., application(s) to be considered. The applicant has the right to attend and make a presentation to the committee.
2. This meeting must take place, a decision made and the applicant advised of the decision, in writing, within thirty (30) days of the completion of the application.
3. Should the ARC fail to meet, decide and advise the applicant within said 30 days, the application shall be deemed approved.
4. If the application is denied by the Village ARC, the matter is dead. There is no right of appeal to any body.
5. If the application is approved, the Village shall immediately provide written notice to the President of the Master Board and the Property Manager. The Architectural Review Board (ARB) of the Master Board shall then have an additional thirty (30) days to meet and consider the approval upon 48 hours' notice of the meeting to the community who may attend but has no right to be heard.
6. The ARB has the right to confirm the approval or deny the approval. The decision of the ARB shall be given in writing to the applicant and President of the Village to which the application was made and the Property Manager. There is no appeal from the decision of the ARB.

In no event shall an applicant have the right to rely upon anything other than the procedure outlined above. Any oral representation or written representation from any board member or member of an ARC or ARB shall not be relied upon unless it is authorized by the appropriate ARC or ARB following the meetings set forth above.

### **CONTRACTOR CHECK LIST**

1. Contractor's current business license for Palm Beach Country must be provided.
2. Contractors are required to provide current Certificates of Liability Insurance and Workers Compensation and updated copies if expiring during the job.
3. **Certificates of Liability Insurance and Workers Compensation must cover the Homeowner, the Village (list village as appropriate) and the Master Association as hold harmless. Listing the address of the Homeowner and 6601 Cascade Isles Blvd. for the Master and Villages.**
4. Contractors shall not start any work onsite prior to receiving permit(s) if applicable.
5. Contractors are not to start any work onsite prior to receiving approval from ARB/ARC Application Process.
6. The Contractors must provide for application approval of all drawings, diagrams and other required blueprints listing any and all colors to be used in the project prior to the approval process.

### **DESIGN CHANGES AFTER INITIAL ARB/ARC APPLICATION PROCESS APPROVAL**

In the event of a design or location change after the initial ARB/ARC Application Process approval, the Contractor must provide all revised drawings, diagrams and other required blueprints for ARB/ARC Application approval prior to the start of any work.

### **ALL CONTRACTORS PLEASE NOTE:**

It is the responsibility of the contractor to perform all work required **INCLUDING** 100% clean up during and upon completion. Contractor agrees that any damage done by the contractor, their employees and all sub-contractors, to the resident's property, village and/ or common properties will be corrected at the contractor's expense including but not limited to: Tire and tar marks, damage to structures and hard surfaces, damage to private and public landscaping, etc.

### **ROOF TILE INSTALLATION**

All Roof Tiles must be as close as possible to original color they are replacing or of a blending acceptable match to the color paint palette of the home's exterior walls. Size, style and color of the tiles must be approved by the village ARC.

Final approval of roof tiles **MUST** be inspected upon delivery by the village ARC prior to offloading and installation.

A **48 HOUR NOTICE** is to be provided by the Contractor to the Castle Management office prior to roof tile delivery. Failure of notification can result in delay of project and/or suspension of the Contractor to do work in The Cascades. **PLEASE DO NOT** begin any work prior to receiving approval notification.

**For any questions please contact the Castle Management Cascades Clubhouse Office at (561) 740-4955.**

**THE CASCADES ARCHITECTURAL REQUEST FORM**

DATE: \_\_\_\_\_

NAME: \_\_\_\_\_ PHONE-DAY: \_\_\_\_\_

ADDRESS: \_\_\_\_\_ PHONE-EVE: \_\_\_\_\_

LOT/BLOCK: \_\_\_\_\_

COMMUNITY: (Circle Village) LALIQUE – LIMOGE - WATERFORD – WEDGEWOOD

**GENERAL DESCRIPTION OF MODIFICATION/ALTERATION:**

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

**ROOF TILE MAKE & COLOR:**

**HOMEOWNER SIGNATURE:**

\_\_\_\_\_

**COLOR SCHEME OF HOME**

COLOR OF STUCCO: \_\_\_\_\_

COLOR OF TRIM: \_\_\_\_\_

TYPE OF DRIVEWAY: \_\_\_\_\_

COLOR OF DRIVEWAY: \_\_\_\_\_

TYPE OF ROOF: \_\_\_\_\_

COLOR OF ROOF: \_\_\_\_\_

COLOR OF DOOR (INCLUDING GARAGE): \_\_\_\_\_

**INSTRUCTIONS FOR FILING REQUEST:**

1. Modification categories are listed on the following pages.
2. Structural modifications on all additions must include a survey showing the exact position of the addition, landscaping, etc. and a copy of Palm Beach County permits. Also, please note placement of current landscaping.
3. Paint samples submitted must be large enough for the ARC/ARB to determine actual paint color.
4. All structural additions must include a landscaping plan in order for the Committee to consider the request. All landscaping plans must include the type, height and quantity of the proposed landscape material.
5. Any architectural rendering submitted to the ARC/ARB will be returned to the homeowner.
6. Any incomplete packages will be returned to the homeowner with a request to submit all proper documents. **The ARC/ARB will not be able to review your request until such time as your packet is complete.**
7. The ARB after ARC approval will notify you in writing of their decision within the allotted time as per the governing docs that may take up to 30 days plus. **PLEASE DO NOT START WORK BEFORE THE APPROVAL PROCESS IS COMPLETE AND PERMITS ARE RECEIVED.**

**THE FOLLOWING INFORMATION MUST BE PROVIDED WITH REGARD TO THE CONTRACTOR WHO WILL PERFORM THE MODIFICATION/ALTERATION:**

1. CONTRACTS NAME: \_\_\_\_\_
2. ADDRESS: \_\_\_\_\_
3. TELEPHONE#: \_\_\_\_\_ FAX# \_\_\_\_\_
4. PROOF OF LIABILITY INSURANCE AND WORKERS COMPENSATION IS REQUIRED TO BE ATTACHED TO THIS APPLICATION.

**LIABILITY/WORKERS COMPENSATION INSURANCE MUST HOLD HARMLESS THE HOMEOWNER AND THE CASCADES RESIDENTS' ASSOCIATION AND BE PRINTED IN THE HOLD HARMLESS SECTION OF THE PROOF OF LIABILITY INSURANCE**

5. **PROOF OF VALID CONTRACTOR'S LICENSE, CURRENTLY ACTIVE IN THE STATE OF FLORIDA IS REQUIRED TO BE ATTACHED TO THIS APPLICATION.**
  - A. Please be advised that if the alteration is to be structural modification or the construction of it will result in modification to the structural integrity of the building, a certified report from a registered engineer that the design will in no way alter or affect the structural integrity of the building, must be submitted with the plans. The cost of the report will be borne by the Owner of the Property.
  - B. The ARC reserves the right to charge for outside consultant services and for the Committee's review.
  - C. **LIMITATION OF RESPONSIBILITIES:**

The primary goal of the ARC is to review the application (plan and specifications) submitted to it to determine if the proposed modification/alteration complies with the deed restrictions and to determine if the proposed modification/alteration conforms in appearance with the standards and policy set forth by the Declaration in regard to the Architectural Control Board. The ARC does NOT review and assumes NO responsibility for the following:

1. The structural adequacy, capacity or safety features of the proposed Modification/alteration.
2. Whether or not the location of the proposed modification/alteration of the building site is free from possible hazards from flooding, or from any other possible hazard, whether caused by conditions occurring either on or off the property.
3. Soil, erosion, uncompacted or unstable soil conditions.
4. Mechanical electrical or any other technical design requirements for a proposed project.
5. Compliance with any and all building codes, safety requirements or governmental laws, regulations, codes, or ordinances.
6. Performance or quality of work of any contractor.

I Understand that the Architectural Control Board approval for the requested changes to my home does not, at any time, waive my responsibility to obtain, or in any way substitute for a mandatory building permit from the proper governmental departments, nor does it in any way guarantee the workmanship or quality of the requested work.

**HOMEOWNER SIGNATURE:** \_\_\_\_\_

**PRINT NAME:** \_\_\_\_\_

**DATE:** \_\_\_\_\_

**CONTRACTOR'S RESPONSIBILITIES**

It is the responsibility of the contractor to perform all work required including 100% clean up. The Contractor agrees that any damage done by the Contractor, its employees and all sub-contractors, to the resident's property or common areas of the Cascades and its Villages will be corrected at the Contractors expense including but not limited to: Tire and tar marks, damage to structures and hard surfaces, damage to private and public landscaping.

All changes to design and location from the original applications must be reprocessed before work will begin.

**CONTRACTORS SIGNATURE:** \_\_\_\_\_

**PRINT NAME:** \_\_\_\_\_

**DATE:** \_\_\_\_\_

***ROOF TILE INSTALLATION***

Final approval of roof tiles **MUST** be inspected upon delivery by the village ARC prior to offloading and installation. A **48 HOUR NOTICE** is to be provided by the Contractor to the Castle Management office prior roof tile delivery. Failure of notification can result in delay of project and/or suspension of the Contractor to do work in The Cascades. **PLEASE DO NOT** begin any work prior to receiving approval notification.

**For Any questions please contact Castle Management at the Cascades Clubhouse Office (561) 740-4955. Please return this form to: The Cascades Homeowners Association, Inc., Castle Management Office at The Cascades Clubhouse, 6601 Cascade Isles Blvd.**