

WINSTON TRAILS FOUNDATION, INC.
5980 WINSTON TRAILS BLVD.
LAKE WORTH, FL 33463
561-433-9050 FAX 561-433-1011

ARB APPLICATION INSTRUCTIONS

PLEASE BE ADVISED THAT EACH SUB ASSOCIATION HAS DIFFERENT ARCHITECTURAL STANDARDS FOR MANY ITEMS INCLUDING PAINT COLORS, FENCES AND LANDSCAPE. PLEASE DO NOT ASSUME THAT WHAT YOU SEE IN ONE NEIGHBORHOOD IS ACCEPTABLE IN ANOTHER. PLEASE ALLOW 30 DAYS FOR A RESPONSE. YOU MUST RECEIVE APPROVAL FROM BOTH WINSTON TRAILS & SUB-ASSOCIATION BEFORE WORK CAN START

1. ALL REQUIRED INFORMATION MUST BE ATTACHED AND SUBMITTED AS A COMPLETE PACKAGE. PORTIONS OF THE REQUIRED INFORMATION WILL NOT BE ACCEPTED. **If your application requires pictures, you must submit color pictures.**
2. NEW COMMUNITY STANDARDS HAVE BEEN ADOPTED FOR WINSTON TRAILS AS OF 1/30/13. IF YOU HAVE NOT RECEIVED THE PACKET PLEASE ASK MANAGEMENT FOR A COPY. A COPY OF YOUR CONTRACTOR'S CURRENT LICENSE AND LIABILITY INSURANCE IS REQUIRED FOR ITEMS SUCH AS POOL INSTALLATION, FENCE, SCREEN ADDITIONS, HOME ADDITIONS, MAJOR LANDSCAPING, UNDERGROUND WELLS OR GAS TANKS OR ANY OTHER MAJOR CONSTRUCTION.
3. ALL APPLICATIONS MUST HAVE A COLOR PHOTO OF THE AREA BEING MODIFIED ATTACHED TO THE APPLICATION. FOR EXAMPLE: EXTERIOR PAINT APPLICATION MUST HAVE A COLOR PICTURE SHOWING THE ROOF AND DRIVEWAY. APPLICATIONS FOR A SCREEN ENCLOSURE MUST HAVE A PICTURE OF THE AREA TO BE SCREENED. APPLICATIONS FOR LANDSCAPE MUST HAVE A PICTURE OF THE FRONT, BACK OR SIDE LAWN AS APPLICABLE.
4. INCLUDE SAMPLES OF THE MATERIALS BEING USED. ALL EXTERIOR PAINT APPLICATIONS MUST HAVE A PAINT COLOR SAMPLE OF ALL COLORS INTENDED TO BE USED INCLUDING TRIM PAINT EVEN IF THE COLORS ARE ON THE APPROVED LIST FOR YOUR SUB-ASSOCIATION. DRIVEWAY MODIFICATIONS MUST HAVE A DESIGN AND COLOR SAMPLE. ROOF REPLACEMENTS MUST HAVE A TILE SAMPLE OR A BROCHERE INDICATING THE COLOR AND STYLE.
5. TREE REMOVAL APPLICATIONS: YOU MUST SUBMIT A PICTURE OF THE LAWN WHERE THE SUBJECT TREE IS LOCATED. TREE REMOVALS WILL LIKELY REQUIRE TREE REPLACEMENT. PLEASE SUBMIT AN APPLICATION THAT CLEARLY SHOWS THE REMOVAL TREE AND THE REPLACEMENT TREE AND LOCATION OF INSTALLATION. THE SIZE AND SPECIES OF THE TREES MUST BE IDENTIFIED. A SITE MAP OF YOUR PROPERTY MUST BE ATTACHED INDICATING THE NUMBER OF TREES AND THE SPECIES OF THE TREE CURRENTLY ON YOUR PROPERTY. THIS WILL DETERMINE IF YOU HAVE TO REPLACE THE TREE. SPECIFICALLY YOU MUST INDICATE THE NUMBER OF PALM TREES AND THE NUMBER OF HARDWOOD (AKA – SHADE OR CANOPY) FRUIT TREES ARE NOT PERMITTED.

If your application requires pictures, you must submit color copies of the pictures.

REVISED 12-11-19

REQUEST FOR ARCHITECTURAL/EXTERIOR MODIFICATION GUIDELINES

To expedite your request, please include the information listed below for the specific category. The list is not all inclusive; the Architectural Review Committee reserves the right to ask for additional information.

- 1) Fences
 - a) Survey indicating the location with respect to property lines and existing improvements with location of the gates and the swing of gates.
 - b) Type of fence including materials, height, color and decorative style. Include a picture of the fence style.
 - c) Proposed landscaping plan surrounding fence if any must be on a separate application.
- 2) Painting
 - a) ALL PAINT COLORS MUST BE SELECTED FROM THE APPROPRIATE COLOR PALETTE
 - b) Identify colors including paint manufacturer, color name and color numbers
 - c) Provide paint color samples attached to the application along with a color photo of your home showing the roof & driveway.
 - d) Identify the location(s) of each paint color (i.e. stucco bands, front door, garage door, shutters, etc.)
- 3) Driveways - Staining/Pavers
 - a) Provide color and pattern information
 - b) Provide color picture of house indicating house and roof color
 - c) **Sidewalks within the driveway may NOT be painted or stained**
- 4) Screen Enclosures
 - a) Survey depicting location of proposed screen enclosure
 - b) Plans and specifications provided by the contractor indicating dimensions, height, screen roof type (i.e. mansard, gable or flat), location(s) of screen door(s), elevation drawings and accessories (i.e. kick plates)
 - c) Identify colors including, as appropriate, colors for screening, aluminum framing and kick plates
- 5) Pool Additions
 - a) Survey depicting location of proposed pool on lot
 - b) Architectural rendering
 - c) Plans for fencing or screening (see 1 and 4 above) – all pools must be surrounded by a permanent fence or enclosure. Temporary fences (Kiddie Fencing) are not sufficient for pool installation. Fencing must be submitted on a separate application.
 - d) No above ground pools are permitted.
 - e) Please note all pumps, heaters etc. must be concealed from the street and neighboring lots by landscape hedge material such as coco plum, hibiscus, arbutus or trinetts
- 6) Landscaping
 - a) Survey depicting location of existing plantings with respect to property lines and existing improvements
 - b) Drawing illustrating placement of proposed landscaping
 - c) Description of proposed landscaping including type, height and quality of planting materials
 - d) Description of any trees or shrubs that will be removed
- 7) Satellite Dishes
 - a) Survey depicting location of dish. Descriptions of proposed dish, including width, height, color and type of mounting (i.e. on pole, in ground or affixed to the building)

NOTICE TO HOMEOWNER

- IMPROVEMENTS AND/OR ALTERATIONS ARE SUBJECT TO APPLICABLE PERMITS. PERMITTING PROCESS IS THE SOLE RESPONSIBILITY OF THE HOMEOWNER. INVESTIGATION OF ALL CONTRACTORS, LICENSES AND INSURANCE ARE THE RESPONSIBILITY OF THE HOMEOWNER.
- APPROVALS GRANTED FOR ANY MODIFICATIONS ARE BASED ON AESTHETIC POINT OF VIEW AND DOES NOT CONSTITUTE AN APPROVAL FROM AN ENGINEERING/STRUCTURAL POINT OF VIEW.
- ANY MODIFICATIONS, ADDITIONS OR DELETIONS MADE TO THE ATTACHED PLANS AFTER APPROVAL WILL VOID ANY APPROVAL GRANTED AND REQUIRE A NEW APPLICATION TO BE SUBMITTED AND REVIEWED.
- ALL WORK MUST BE COMMENCED WITHIN 90 DAYS AND COMPLETED WITHIN 180 DAYS FROM THE DATE OF THE SIGNED APPROVAL. ALL APPROVALS ARE VOID AFTER 180 DAYS IF THE WORK IS NOT COMPLETED. THIS DOES NOT APPLY TO VIOLATION RESOLUTIONS.
- ACCESS TO AREAS OF CONSTRUCTION MAY ONLY BE ALLOWED THROUGH YOUR PROPERTY. NO PERMISSION IS GRANTED TO ACCESS YOUR PROPERTY ACROSS COMMON AREAS OR NEIGHBORING LOTS.
- SUB ASSOCIATIONS IN WINSTON TRAILS HAVE THEIR OWN ARCHITECTURAL STANDARDS WHICH MUST BE ADHERED TO IN ORDER TO GAIN APPROVAL FROM WINSTON TRAILS FOUNDATION.
- ALL APPROVALS ARE BASED ON ALL IMPROVEMENTS BEING INSTALLED WITHIN THE PROPERTY LINES.

Homeowner Signature

DATE

REQUEST FORM

____ Survey/Plot Plan ____ Specifications Date: _____
____ Bldg. Plans ____ Permit Mr./Mrs. _____
____ Elevations ____ Photos
____ Details ____ Other (Noted) Property Address: _____

Email Address: _____ Telephone Number: _____

Brief description of addition, alteration, improvement, etc. Please attach a picture and any other details required for review. You must submit color copies of picture with your application.

Please attach a copy of the vendors information listed below.
Contractor: _____ Address: _____
Contractor License # _____ Certificate of Insurance: _____
Occupational License No: _____ Certificate of Competency No: _____

HOMEOWNER AFFIDAVIT: PRIOR TO BEGINNING WORK ON THE EXTERIOR OF YOUR PROPERTY, THIS FORM MUST FIRST BE SUBMITTED, ALONG WITH PROPER SUPPORTING PAPERWORK, TO THE MANAGEMENT COMPANY FOR YOUR NEIGHBORHOOD ASSOCIATION AND THEN TO WINSTON TRAILS FOUNDATION FOR REVIEW AND APPROVAL. NO WORK MAY COMMENCE WITHOUT WRITTEN APPROVAL FROM BOTH ASSOCIATIONS. I HAVE READ AND AGREE TO THE INSTRUCTIONS AND DISCLOSURES ON THE REVERSE OR ATTACHED TO THIS FORM REGARDING THIS APPLICATION.
Homeowner Signature: _____ Date: _____

For Sub - Association use only

Neighborhood Association: _____
Board/Committee Comments and Conditions of Approval:

Approved: _____ Approved with Conditions noted above: _____ Disapproved: _____

Board Member Signature: _____ Date: _____
Board Member Signature: _____ Date: _____
Committee Member Signature: _____

WINSTON TRAILS MASTER ASSOCIATION

Comments and Conditions of Approval:

Approved _____ Approved with Conditions noted above _____ Disapproved _____

Board Member Signature: _____ Date: _____