

**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.
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. ALL OTHER WORK DONE BY A CONTRACTOR MUST BE LICENSED & INSURED BUT VERIFICATION IS NOT REQUIRED.
3. ALL APPLICATIONS MUST HAVE A COLOR PHOTO OF THE AREA BEING MODIFIED ATTACHED TO THE APPLICATION. NO EMAIL PHOTOS ARE ACCEPTED. 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. THE ARB COMMITTEE MAY REQUIRE A 3" X 4" PAINT SAMPLE TO BE PAINTED ON YOUR HOME. YOU WILL BE NOTIFIED IF THIS IS REQUIRED.
5. PLEASE CHECK WITH MANAGEMENT FOR THE APPROVED COLOR PALETTE FOR YOUR SUBDIVISION. IF YOUR SUB DOES NOT HAVE A PALETTE YOU MAY ONLY CHOOSE COLORS FROM THE COMMUNITIES THAT HAVE APPROVED PALETTES. EXAMPLE IF YOU CHOOSE A COLOR FROM THE GREENS YOU MUST FOLLOW THEIR PALETTE INSTRUCTIONS COMPLETELY. YOU CAN NOT USE A HOUSE COLOR FROM THE GREENS AND A TRIM COLOR FROM SAND HILLS. DO NOT SELECT A COLOR OUTSIDE THE OPTIONS PROVIDED NO ADDITIONAL COLORS WILL BE APPROVED.
6. TREE REMOVAL APPLICATIONS: YOU MUST SUBMIT A PICTURE OF THE LAWN WHERE THE SUBJECT TREE IS LOCATED.
7. THE SIZE AND SPECIES OF THE TREE 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 WITH THE EXCEPTION OF THE COCONUT PALMS.

**If your application requires pictures, you must submit hard copies or color pictures.
Management can not print color copies of e-mailed picture.**

DOCUMENT CHECK LIST

REQUEST FROM

____ Survey/Plot Plan ____ Specifications
____ Bldg. Plans ____ Permit
____ Elevations ____ Photos
____ Details ____ Other (Noted)

Date: _____
Mr./Mrs. _____

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 hard copies of color pictures with your application. **Pictures will not be accepted by e-mail.**

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: _____

Board Member Signature: _____ Date: _____

Committee Member Signature: _____ Committee Member Signature: _____

Committee Member Signature: _____ Committee Member Signature: _____

WINSTON TRAILS MASTER ASSOCIATION

Comments and Conditions of Approval:

Approved _____ Approved with Conditions noted above _____ Disapproved _____

Board Member Signature: _____ Date: _____

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
 - b) Type of fence including materials, height, color and decorative style. Include a picture of the fence style.
 - c) Location and swing of gates
 - d) 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
 - e) Tree removal applications must include details and pictures of all other trees and the location of the trees on your lot.
- 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.
- 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

Catalina ARB instructions for both homeowners, committee members, and management staff.

All ARB applications must be complete. Please be sure to follow all instructions on the ARB application. An application with ANY missing information will not be accepted. When making an application for modification within Catalina on the Green the homeowner must submit the application and ALL supporting information before an ARB committee meeting will be scheduled.

Catalina ARB meeting is scheduled every two weeks on the Monday prior to the Winston Trails Foundation ARB meeting which is scheduled on a Friday. It is the responsibility of the Chairperson of the ARB Committee to pick up in person the ARB applications or request to have them delivered to their home. The home owner will be notified of the date and time of the meeting at that point. The homeowner MUST attend the meeting. If for any reason the homeowner cannot attend the meeting the committee will not review their application. Below is specific information for different modification requests. Please use this as a guide to ensure that you have a complete application and understand the process.

Painting: Catalina has an approved paint palate. All homeowners must choose colors form this palate only. Please be sure you have received a copy of the Paint color standards. Samples of the paint are required to be painted on the home as well as accompany the application package.

I have read and received the Catalina on the Green Paint Color standards

Homeowner initial

I have provided a copy of the paint standards to the Homeowner

Management initial

Roofing: When submitting your application for roof replacement a roof tile must be placed in the front of your home against the house so the committee can look at the color selection with the coordination of your house color. In addition a brochure must also be attached to your completed application which will indicate the manufacturer of the tile, the style and the color. Once the meeting date has been scheduled you will be required to bring the actual roof tile that you placed in front of your home to the meeting. It will stay at the management office until Winston Trails Foundation has signed your application.

I have read and understand the roofing requirements

Homeowner initial

Landscaping: You are required to have 3 palm trees 12ft in height and one hardwood tree 12ft in height in your front yard. If you are looking to remove and replace trees please be sure you stay within these guidelines. You can also find this information in the Winston Trails tree standards. In addition there are no fruit trees permitted to be planted anywhere on the lot. Please review the landscape section on the ARB application to ensure you are providing all of the correct information / documents and photos.

I have read and understand the Tree Standards

Homeowner initial

The Catalina ARB committee must have three members present for the meeting in order for the application to be reviewed. The committee may not review an application if it is not scheduled for the meeting. For no reason may an application be reviewed, approved or denied without 3 members of the committee present for the meeting. Once the committee meets and a decision is made it will then go to the Winston Trails Foundation ARB committee. If a final approval is given an email must be sent to the entire committee as well as the Catalina Board of Directors.

I have read and understand the policy for ARB applications and agree to follow the procedures described
Catalina Home Owners Signature _____

We the committee confirm the homeowner was before us and provided all required documents.
Catalina ARB committee member 1 of 3 _____

Catalina ARB committee member 2 of 3 _____

Catalina ARB committee member 3 of 3 _____

I have notified the homeowner of the next scheduled Catalina ARB meeting. The homeowner is aware that their attendance is mandatory.

Office staff _____