LETTER OF ACKNOWLEDGMENT

Attached please find a copy of our Building Application.

By signing this form you acknowledge that you have received, read and understood RPIA's architectural guidelines herein, and agree to pay a renovation deposit based on the RPIA fee structure.

Any and all construction, renovation and/or alteration that will take place at Royal Palm must adhere to the guidelines provided.

Date: _____

Resident Name: _____

Resident Signature: _____

Royal Palm Improvement Association, Inc.

APPLICATION FOR BUILDING

Date:_____

Owner Name: _____

Owner Address:_____

Owner Telephone:_____

Owner Alternate Contact:_____

Legal: Lot_____ Block_____

Architect (if applicable):_____

Architect Contact:_____

Architect Telephone:_____Architect Cell No. _____

Builder/Contractor:_____

Builder Contact:_____

Builder Telephone:_____Builder Cell No. _____

PLEASE CHECK (as appropriate): ___ New Home Construction

___ Patio/driveway pavers

___ Roof Tile

___ Paint Color Change

___ Fences or walls

___ Landscaping Plans

___ Generator

___ Entry Gates

___ Windows and Doors

___ Miscellaneous (please describe)_____

Application for Building

PLEASE NOTE THE FOLLOWING:

Demolition:
If you have received an approval for demolition of an existing house, the property must be sodded and irrigation installed 30 days after the demolition has occurred OR your plans to build have been submitted and approved by the Architectural Committee prior to that time.

RPIA requires a demolition deposit of $15,000, (to be held in a special account for the purpose of adhering to the RPIA regulations, damage to neighboring properties and/or parking violations, as well as the sodding of the lot in a timely manner. If you fail to sod in a timely manner, RPIA reserves the right to enter your property and hire a contractor at RPIA choosing to sod and irrigate your lot at your expense). Please note: Seeding will not be allowed in Royal Palm. Sodding will be allowed with St. Augustine grade grass or higher. Bahia grass is NOT ALLOWED in Royal Palm.

> ***NOTE: RPIA requests the use of a silt fence barrier to be placed on the lot after Demolition of the existing house in order to avoid sand and/or soil from blowing into neighboring properties.***

Prior to submission the total under roof square footage shall be calculated from any space within the drip-line of the roof minus the standard overhang used on the project. All A/C square footage should be calculated from the outside block face.

Do not count any two-story areas twice; i.e. stairs, elevators and any open space to the second floor. The non-A/C space should be calculated from outside face of block and/or outside line of column structure.

When considering the design of your project, take into account the size of the lot, the proximity of the adjacent homes and the overall massing according to the existing massing of the adjacent homes. ***EACH HOME IS REVIEWED BASED ON ITS EXISTING SURROUNDINGS.*** (RPIA recommends using best efforts to try and maintain the existing character and streetscape in the Royal Palm Community).

We also request either an AUTO CAD or a .pdf file on a readable CD of the site plan, floor plans and elevations for our use in reviewing the submitted plans.

Enclosures: Overall Square Footage Illustration (Figure 1)
A/C Space Square Footage Illustration (Figure 2)
Non-A/C Space Square Footage Illustration (Figure 3)

(See Figures 1, 2 and 3 following this page)

SECTION I

RPIA PLAN SUBMITTAL REQUIREMENTS

TO HELP SAVE TIME AND EXPENSES FOR BOTH RPIA AND THE ARCHITECTS/BUILDERS IT IS REQUIRED THAT PRELIMINARY PLANS BE SUBMITTED CONSISTING OF SITE PLANS, FLOOR PLANS AND ALL ELEVATIONS. (Plan submission will be reviewed twice a month).

WHEN SUBMITTING PLANS FOR FINAL APPROVAL:

1. MUST BE A COMPLETE SET (if incomplete, submittal will be returned NOT APPROVED);
2. One full set of plans with separate plan enumeration specifying dates and sheet numbers (see attached example page 12);
3. Plans must be signed and sealed by a registered Florida architect;
4. A signed and sealed survey must be submitted with application; signed and sealed site plan must show new structure.
5. LANDSCAPE DRAWINGS, color samples, roofing materials as well as all hardscape materials (i.e., pavers, etc.) must be included with submission.
6. All building size tabulations must be in the RPIA format (as shown) and must be shown on the site plan.

BUILDING SIZE TABULATION FORM

Overall Proposed Size:_____(gross square feet)

First Floor A/C:	_____ Existing	_____ New	_____
Second Floor A/C:	_____ Existing	_____ New	_____
Patios, Terrace, Garage:	_____ Existing	_____ New	_____
Non A/C:	_____ Existing	_____ New	_____
Total Area:	_____ Existing	_____ New	_____ Total

SIZE OF CONSTRUCTION:

Gross Area of Lot (Square Feet):_____

Gross Floor Area Percentage:_____

A/C Percentage_____

RPIA Submittal Requirements

SECTION II

FEE STRUCTURE

1. **NEW HOME ARCHITECTURAL REVIEW FEE**: $1.00/Gross square foot (Non-refundable);
2. **NEW HOME SECURITY DEPOSIT**: $20,000 (Refundable)
3. **ADDITION/ALTERATION ARCHITECTURAL REVIEW FEE**: $1.00/gross square foot or a minimum of $750.00 (Non-refundable).

   $5000 non-refundable architectural review deposit to be submitted with construction plans & applied to architectural fees.

4. **RENOVATIONS WITH SF ADDITIONS UP TO 25% OF TOTAL SQUARE FOOTAGE DEPOSIT**- $15,000 (Refundable)
5. **ADDITIONS OVER 25% OF TOTAL SQUARE FOOTAGE** - $20,000 (Refundable)
6. **ROOF & POOL** - $10,000 (Refundable)
7. **FOLLOWING RENOVATIONS** - $10,000 (Refundable)

   - Require use of a dumpster, dump truck or dump trailer
   - Require placement of a portable toilet
   - Alters the exterior elements of the house excluding paint, landscaping or pavers.

8. **Architectural fees include two preliminary reviews & two final reviews. Any additional reviews required will result in a $500 additional fee for each review.**
9. **SECURITY DEPOSIT FOR DEMOLITION**- $15,000.00 (Refundable)

SECTION III

RPIA SUBMITTAL REQUIREMENTS/NOTES

The Architectural Committee requests the following applicable items be submitted prior to initiating any work on your residence:

RPIA Application Form must be completed (attached)

1. Signed and sealed drawings, including site plan with new structure, finished plans, elevation, etc. by a licensed Florida architect (need to include pools, spas, covered patios, and screened enclosure locations); a separate enumeration must be provided.
2. Signed and Sealed Survey
3. Patio/driveway pavers (manufacturer's brochure indicating style and color)
4. Roof tile (manufacturer's brochure indicating style and color)

5. Exterior house color sample chip with paint manufacturer's name, number and color name.
6. Fence material: (NOTE: Chain Link and Wood fences are not permitted, Plastic fences in approved areas only.) Color, height and specific location.
7. Affidavit from homeowner that they will request field inspection approval prior to painting the final color; (see page #13)
8. Site landscaping plans complete with species' name, heights, hedge locations and proposed tree locations.
9. Generator location and manufacturer, if applicable.
10. Entry gates at driveway cannot exceed six feet, eight inches (6'-8") in height at the center point and must be an *open metal gate*. Maximum height for gate posts (stanchions) supporting gate on either side cannot exceed six feet (6'-0"). In the 25' setback, stanchions and hedging shall not exceed 4'.
11. Replacement windows and doors – (location and manufacturer's brochure indicating specific style and color).
12. Any permits issued by the City must be visibly posted behind the Builder Permit Board.

SECTION IV

CHANGES

1. Any changes made during construction from the original plans must be submitted to be approved prior to the Certificate of Occupancy or RPIA will have the right to *keep construction deposit.*
   Window locations changed from original submission;
   Landscaping changes from original submission;
   Any exterior changes from original submission;
2. **All revisions from the approved plans must be accompanied by a "clouded" drawing and narrative from the architect.**
3. **As-built drawings will be required with a certificate from the architect that the home was built in accordance with the approved plans and specs. (See Page #14).**

The construction escrow deposits will be held in a separate account for the purpose of adhering to the RPIA Guidelines. The entire amount will be returned providing there are no violations during the course of construction.

The property must be maintained with appropriate sodding and irrigation up to the time of demolition. If, in the sole opinion of RPIA, the property is in a state of disrepair, RPIA will enter the property and take the appropriate actions after notice, in writing, to repair and maintain the property using the required deposit.

SECTION V

GENERATORS

The following guidelines and rules for stationary generators must be met. They are as follows:

1. A copy of your survey must be submitted to the RPIA office showing the exact location of where the generator will be placed on the lot, size of generator, and list the supply of fuel (i.e. natural gas, propane gas, gasoline, etc.)

2. Maximum decibel level for exercising the generator cannot be higher than 72 decibels.

3. The weekly exercising of generators cannot take place for more than approximately thirty (30) minutes per week and must take place between the hours of 2:00 pm and 4:00 pm, Monday through Saturday only.

4. Generators, including electrical transfer stations and any ancillary equipment, located above ground, may not be permitted within three (3) feet of any property line.

5. All generators, including electrical transfer stations and any ancillary equipment, must be fully landscape sight buffered with walls or landscape from the neighbors view (side and rear neighbors), golf course, or from the street view. If the generator and equipment cannot be fully (providing that the field color on the house has been approved by the Architectural Committee.)

sight buffered, all the equipment must be painted the same color as the field color on the house (providing that the field color on the house has been approved by the Architectural Committee.)

6. Generators may be placed in the side and rear setbacks of properties against the house structures. In no event shall they be permitted in the twenty-five (25) foot front setback of any property.

7. In the event that a generator is requested in the front of a structure and behind the twenty-five (25) foot setback, it must be painted the same color as the field color on the house (providing that the field color on the house has been approved by the Architectural Committee) and must be fully sight buffered with walls or landscape from the neighbors view or from the street view.

8. Non-stationary generators must be kept inside garages when not in use.

SECTION VI

RULES AND REGULATIONS FOR OWNERS AND CONTRACTORS

1. RPIA Building Plans: Part 1, Articles of Incorporation, Page 2, Paragraph 2a through Page 4, Paragraph 8a.

2. Compacting must be done in small increments in order to reduce the size of the compacting equipment. The builders will pay for damages caused to neighboring properties.

3. Parking for construction workers shall be enforced on one side of the street. If a builder receives warning notices from Royal Palm Security, a fee of $100.00 per incident will be imposed on the Owner.

4. RPIA Permit Boards will be set six feet (6') from the curb facing street.

5. The Permit Board should only be placed on the property upon the obtaining of a City Permit. If no Permit is affixed to the back of the Permit Board, RPIA shall provide a three day notice to the Builder to remove the Permit Board. If the Permit Board is not removed within those three days, the sign will be removed by RPIA at a cost of $250.00 to the Owner of the Property. A weekly storage fee for the Permit Board of $50.00 will be imposed along with an administrative fee of $25.00. Any and all signs not picked up from RPIA within 30 days of removal will be disposed of.

6. All Permit Boards shall conform to the Permit Board Criteria attached herein.

7. Port-O-Lets must be set at least fifteen feet (15') from the curb along the side property line and behind a tree or hedge, if available, with door facing rear of property.

8. Construction debris: All construction sites must be free of trash, weeds, and underbrush debris at all times. During construction of any residence or addition thereto, an owner shall provide a refuse dumpster for removal of trash and debris. Such dumpster shall remain on the lot, and not in the street, roadway or common areas, during the entire construction process. The dumpster must be emptied within 72 hours after the debris is visible from the street. If not emptied when full, RPIA may empty the dumpster and deduct the cost of doing so from the Construction Deposit deposited by the owner. No trash may be burned at any time.

9. Work hours, including delivery of supplies/materials: Monday through Friday 7:00 AM to 6 PM, Saturday 8:00 AM to 5 PM. Work is prohibited on Sundays and National Holidays. All work must comply with Federal, State and Local regulations. The Owner and Builder agree to specifically abide by the prohibition in this Agreement regarding construction activity on Sundays and National Holidays. The Owner and Builder understand and consent that no construction activity will occur on Sundays and National Holidays. If the Association, through their security force, at their sole discretion, determines that any construction activity has occurred on these days or any other day outside of the City of Boca permitted construction hours, the Owner and Builder will forfeit $1,500.00 of the deposit monies per occurrence. Such forfeiture will occur then (10) days after receipt of notice to the Association from security of a violation. Any dispute to a violation shall be heard by the Architectural Committee and their decision shall be final. The prevailing party in any dispute shall be entitled to reimbursement of any and all reasonable attorneys' fees and costs.

10. No animals or loud music shall be permitted on construction sites.

11. No construction vehicles or construction equipment may be left on the job site for in excess of forty-eight (48) continuous hours and may not be left on a job site after 6:00 PM on Saturdays to 7:00 AM Monday.

12. All work must conform to RPIA approved plans. Any deviations must be corrected at owner's expense. Any changes must be submitted prior to work starting on changed items.

13. ***Notify the RPIA office with a copy of survey prior to pouring of the slab for Inspection #1 and for Inspection Final – RPIA approval is contingent upon receipt, from owner, a copy of the City of Boca Raton Certificate of Occupancy.***

14. The only fence approved for a construction site is a 4' black silt fence. No other size or color fence will be allowed on site.

15. City constructed swales shall not be modified in the 1st ten (10) feet of the Owner's property.

16. Drainage is always a concern with regards to new construction. RPIA requires that you confirm with your builder and city engineer that there is adequate drainage for your property.

17. Notwithstanding anything to the contrary contained herein if the above Rules and Regulations are not being adhered to, RPIA will serve notice to the owner. If the Owner fails to cure within 24 hours, RPIA will use its discretion and construction deposit to cure items out of compliance with the By-laws and acceptable construction practice

18. Upon initial start of construction, job site must have a 6' to 8' wide by 2" deep apron of gravel along the entire street scape on sites, (without curbing), to reduce dirt and mud run-off into the road.

19. Upon completion of construction and installation of approved bollards, only black chains with reflectors will be used. No other colors are acceptable.

20. The builders permit board must come down upon substantial completion, which is the point when the home is built, painted, driveways are in place, landscape is complete. Escrow deposit refunds will be processed once the RPIA close-out documents have been received.

21. All submissions to RPIA become property to RPIA.

The above items, as well as all RPIA Building Guidelines are understood and agreed to by owner.

_____ _____

Builder/Contractor Signature Owner Signature

Date: _____ Date: _____

The Architectural Committee now requires a civil plan showing grading and drainage calculations with every construction submittal.

Thank you for your cooperation.

Architectural Committee

C: Board of Governors

Your selected builder is required to notify RPIA when all form boards of your structure are set, so RPIA Architectural Inspection can be performed.