

Request For Review For Architectural Modification

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To: **Board of Directors and/or Architectural Review Committee of Shannon Lake Estates:**

Name: \_\_\_\_\_ Lot: \_\_\_\_\_

Address: \_\_\_\_\_ Block: \_\_\_\_\_

Day Phone: \_\_\_\_\_ Evening Phone: \_\_\_\_\_

Approval is hereby requested to make the following modification(s) and/or alteration(s) as described below or on additional attached pages as necessary. **Please include such details as the dimensions, materials, color, design, location and any other pertinent data. ATTACH COPY OF SURVEY WITH CHANGE NOTED.**

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

**I, the homeowner, understand and will comply to:**

- 1) That if the modification is not completed as approved, said approval can be revoked and the modification will be required to be removed by the owner at the owner's expense.
- 2) That I am responsible to pay for and repair any and all damages done to the common areas as a result of the installation.
- 3) To comply with the State, County, or City building codes and to obtain all necessary permits, if applicable.
- 4) That my request is **conditionally approved**, pending any/all permits required (if applicable) and that approval shall be granted by the Association once the permits are submitted.
- 5) To submit copies of permits once obtained to the Association.
- 6) To abide by the decision of the Architectural Review Committee or the Board of Directors.
- 7) That if the modification is not approved or does not comply, I/we may be subject to court action by the Association and that I/we shall be responsible for all reasonable attorney fees.
- 8) Homeowner must provide all permits from the City and South Broward Drainage District, if applicable.
- 9) That my request will only be reviewed when the complete package is submitted, including any required information as listed above.

\_\_\_\_\_  
Date of Request

\_\_\_\_\_  
Signature of Unit Owner

\*\*\*\*\*

Date Received \_\_\_\_\_

( ) Conditionally Approved ( ) Approved ( ) Disapproved ( ) Incomplete

By: \_\_\_\_\_

Comments: \_\_\_\_\_

Date: \_\_\_\_\_

By: \_\_\_\_\_

Date: \_\_\_\_\_

**SHANNON LAKE ESTATES HOMEOWNERS ASSOCIATION**  
**ARCHITECTURAL MODIFICATION**  
**GUIDELINES**

The following items are required when submitting architectural modification forms. Requests are considered complete and will be reviewed once all information is submitted.

Each request must be on separate form with all necessary information attached. Example: If applying for roof replacement and painting of your home, you would need to submit two (2) separate requests with all required information attached to each request.

**Screen/Fence installation**

- Copy of survey/plot plan required showing exact location and measurements for screen enclosure or fence (must have height of fence).
- Form must specify type of material, color and dimensions.
- Contractor CURRENT AND UP-TO-DATE license and insurance information.
- Landscape material to be installed around/along fence or screening.

**Hurricane Shutters**

- Copy of survey/plot plan showing where shutter will be installed.
- Type of shutter (accordion /panel)
- Color of shutters-color photo or brochure must be included
- Copy of executed contract including license and insurance for contractor

**Pool Installation**

- Copy of survey/plot plan showing where the pool will be installed and the shape/design of the pool. All dimensions must be specified on drawing.
- Material to be used for deck. Color photo or brochure must be included.
- Must show any baby fence/baby gate on drawing. Material and measurements must be included.
- Fencing or screen enclosure being installed around pool must be on separate request.
- Copy of license and insurance for contractor must be included.

**Generators**

- Survey/plot plan showing location of generator.
- Brochure or photo of generator.

- All measurements/dimensions/size of generator.
- Must show hedge material being installed as shield. Generators not permitted in plain view.
- Copy of license and insurance of contractor doing installation.

### **Play Equipment/Swing Set**

- Survey/plot plan showing location of equipment.
- Color photo or brochure of equipment.
- All measurements of equipment.
- Copy of license and insurance of installer.

### **Landscape Replacement/Design**

- Survey/plot plan showing where replacement/design will be.
- Must specify material as well as quantity of each tree, etc.
- Include any/all border material or mulching material.
- Specify any material being removed or relocated.

### **Roof replacement**

- Survey/plot plan of lot
- Color photo, brochure or tile sample showing what the roof will look like after completion.
- Type of roof must be specified.
- Painting of home must be submitted on separate request.
- Copy of license and insurance for contractor.

### **Painting of home**

- Color scheme from Association's approved color palette.
- If using faux finish on doors you must specify- must be Association approved option.
- Copy of license and insurance for contractor.

### **Carriage Lights**

- Survey/plot plan showing where lights will be installed.
- Color photo or brochure of fixture required.
- Copy of license and insurance for contractor/electrician.

### **Driveway Modification**

- Survey/Plot plan.
- If re-paving or adding pavers, survey must show where pavers will be installed. All pavers must match. If changing the shape or style of your driveway and have existing pavers, ALL pavers must be replaced to match.
- Color photo or brochure must be included for paving.
- If walkway is included, this must be specified on survey.
- Copy of license and insurance for contractor.

**\*\*\*\*ALL REQUESTS WHICH REQUIRE PERMITS FROM THE CITY OF SUNRISE WILL BE CONDITIONALLY APPROVED. ONCE PERMITS ARE PROVIDED TO THE ASSOCIATION, THE REQUEST WILL BE REVIEWED AND APPROVED.**

**SHOULD ANY MODIFICATION REQUIRE PERMITS AND PERMITS ARE NOT OBTAINED BY THE OWNER, THE CITY WILL BE NOTIFIED AND THE REQUEST WILL BE CONSIDERED DIS-APPROVED BY THE ASSOCIATION.**

**OWNER WILL BE RESPONSIBLE FOR ANY/ALL COSTS RELATED TO THE REMOVAL, REPAIR OR REPLACEMENT OF ANY DIS-APPROVED MODIFICATION DONE WITHOUT PERMITS OR APPROVAL FROM THE ASSOCIATION. NO EXCEPTIONS.**

**\*\*\*Please be advised that ALL EXTERIOR MODIFICATIONS MUST BE APPROVED PRIOR TO THE WORK BEING INITIATED. If it is not included on this guide it is the homeowners responsibility to contact the management company for requirements prior to purchase of material, executing of a contract or work commencing. The Association is not responsible for work completed without approval. This guide was to assist in expediting requests\*\*\***

COMPLETED forms may be returned to management.

**All questions may be directed to your property manager Danielle Unger at 954.846.7545 ext 309 or via email [dlorello@miamimanagement.com](mailto:dlorello@miamimanagement.com)**

## ARCHITECTURAL COMMITTEE RECOMMENDATION

**Fountains and Waterfalls:** “Statues, statuettes and similar structures shall not be permitted within any front yard area” visible from the street, on any lot, this includes fountains and waterfalls. Excludes birdbaths.

**Existing Screen Enclosures (Front):** Enclosures should be grandfathered in and there should be a prohibition of such enclosures.

**Commercial Vehicles:** No commercial trucks or commercial vehicles, campers, mobile homes, motor homes, boats, house trailers, boat trailers or trailers of every other description shall be permitted to be parked or to be stored on any lot in Shannon Lake Estates, at any time.

**Parking:** No Person, firm or corporation shall park or cause to be parked any vehicle on any portion of the roadways, sidewalks or swale areas of Shannon Lake Estates at any time. This regulation shall not apply to: residents who have construction in progress on their home or property; prohibit routine deliveries by tradesman, or the use of trucks or commercial vehicles making service calls.

**Vehicle Repairs:** No vehicle shall be maintained or repaired upon portion of the property except within a closed garage and totally isolated from public view. Vehicles which are missing one or more wheels, have one or more deflated tires, are not in an operating condition or do not have current license plates shall not remain upon any portion of the property, except within a wholly enclosed garage fully shielded from view.

**Signs:** Only one (1) sign not to exceed 2x2 in size advertising homes for “sale” or “lease” may be displayed. Signs must be professionally made and rider signs are prohibited. No owner or resident of Shannon Lake Estates shall display any sign, advertisement or notice of any type of private property or common areas. “Open House” and “Garage Sale” signs, require Association approval by the Board of Directors, prior to sign being installed.

**Basketball Hoops:** See side letter that covers Basketball Hoops. The installation of permanent basketball poles is prohibited within the community and that the use of portable basketball systems is permitted, with the following guidelines:

- Portable basketball systems, when not in use, must be stored next to garage doors, on the opposite side of home entranceways.
- The portable basket ball system may not be used in the streets or swale areas and players utilizing the portable basketball system are not permitted to play in the streets or swale areas of the community
- Basketball may only be played between the hours of 9:00 AM and 9:00 PM.
- The entire structure of the portable system must be maintained in good order at all times.

**Hedges:** All hedges must be maintained/trimmed and not allowed to infringe on a neighbors property or Association common property.

In accordance with the City of Sunrise Code, all hedges will be a maximum of six (6) feet in height. For life/safety purposes, any hedge or portion of a hedge must be set back at least three (3) feet in height coming off of the sidewalk for a depth of three (3) feet.

With the exception of Patio/Courtyard style homes; there will be **no** front hedges that parallel the sidewalk.

Patio/Courtyard style homes may have hedges that parallel the sidewalk in front of the Patio/courtyard area and must be a maximum of three (3) feet from the structure and a maximum of six (6) feet high.

Other than the exception for the Patio/Courtyard style homes, all other hedges that parallel the front of the home must be a maximum of three (3) feet high and a maximum of three (3) feet from the structure.

Hedges that line the back of the homes on Southwest Eighth Street will be kept the equivalent of two (2) feet above the highest wall elevation (once grown).