

ARCHITECTURE REQUEST APPLICATION  
C/O Campbell Property Management  
5980 Winston Trails Blvd.  
Lake Worth, FL 33463  
561 433 9050

According to Article X Section 2 of the Winston Trails Declaration, no improvement or material alteration made to the exterior of the unit shall be completed until an application has been submitted and approved in writing by the ARB Committee. Upon receipt of the completed application, **the ARB Committee has up to thirty (30) days in which to accept or reject the application.** Please note, all applications will first be sent to the Neighborhood Village for initial sign off before it can be submitted to the ARB Committee.

Applications may be submitted by:

Drop off to office located at the Swim and Racquet Club, mail to Winston Trails, 5980 Winston Trails Blvd., Lake Worth, FL, 33463, or email to [swolff@campbellproperty.com](mailto:swolff@campbellproperty.com).

**Date:** \_\_\_\_\_ **Name:** \_\_\_\_\_

**Property Address:** \_\_\_\_\_

**Email Address:** \_\_\_\_\_ **Telephone Number:** \_\_\_\_\_

**Brief description of modification: (please see attached list)**

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**Please complete this section and attach a copy of the license and insurance to the application. Insurance must include workman's compensation or workman's compensation exemption. This information is mandatory.**

**Contractor Name:** \_\_\_\_\_

**Business Address:** \_\_\_\_\_

**Contractor License #** \_\_\_\_\_

- ❖ Please see following page which includes a list of modifications and what documentation is needed per project.
- ❖ All supporting documentation must be submitted with the application for the application to be considered complete.
- ❖ If the modification you are applying for is not listed, please contact the office at 561 433 9050 for more information.
- ❖ All modifications must adhere to the Winston Trails Community Standards as well as the Neighborhood Village Standards and Guidelines. Each village abides by different standards.

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**1) Fences**

- a. Survey indicating the location of the fence with respect to the property lines including the location of the gates and the swing direction of all gates
- b. Type of fence including materials, height, color, and style. All fencing must be WHITE in color
- c. A sample picture of the fence showing the style of fence
- d. Picture of area where fence is being installed
- e. Fencing material and styles are contingent on the location of your home. Please see WT Standards and Guidelines for reference

**2) Painting Exterior**

- a. ALL PAINT COLORS MUST BE SELECTED FROM THE CURRENT APPROVED COLOR PALETTE. NO EXCEPTIONS
- b. A maximum of 3 different colors is permitted per house. Please read the Paint Standards Guidelines located at [www.winstontrailshoa.com](http://www.winstontrailshoa.com).
- c. Paint color samples must be attached to the application
- d. You must include a color photo of your home showing the roof and driveway as well as photos of the neighboring homes. Homes located next to each other cannot be painted the same colors.
- e. Identify the location(s) of each paint color (i.e., stucco bands, front door, garage door, shutters, etc.)

**3) Driveway**

- a. COLORS AND PATTERNS MUST BE SELECTED FROM THE CURRENT APPROVED COLOR PALETTE
- b. Provide a color picture of your house including the roof
- c. Sidewalks within the driveway may NOT be painted or stained

**4) Screen Enclosures/Pergola/Tiki Hut/Play Equipment**

(SEPARATE APPLICATION FOR EACH PROJECT)

- a. Survey depicting location of structure
- b. Plans and specifications provided by the contractor indicating dimensions, height, screen roof type location(s) of screen door(s), elevation drawings and accessories (i.e. kick plates)
- c. Identify colors, for screening, aluminum framing and kick plates
- d. Sample picture of product being installed
- e. Picture of area of installation

**5) Landscaping**

- a. Drawing illustrating placement of proposed landscaping
- b. Description of proposed landscaping including type, height and quality of planting materials
- c. Description of any plants that will be removed
- d. Picture of current landscaping
- e. Plants must be planted underneath the front window of the house
- f. Artificial plants are not permitted

**6) Roofing**

- a. ROOF TILE STYLE, MATERIAL AND COLOR MUST BE CHOSEN FROM THE APPROVED LIST
- b. Concrete, metal and composite are all permitted in either barrel or flat tile style
- c. Picture of the house including driveway
- d. Some associations may request an actual sample tile
- e. Roof color must coordinate with the colors of the house

**7) Windows, Hurricane or Decorative Shutters & Front Doors**

- a. Photo of home showing current windows or front door
- b. Sample picture of the product, including colors, style, and specs

**8) Tree Removal or Planting, All Other Landscaping**

- a. Picture of the front on the house including current tree location
- b. Replacement trees are determined based on the nature of the removal
- c. Survey or drawing of proposed plantings
- d. Non-zero lot lines homes are required to have 3 palm trees and 1 hardwood in the front yard

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**9) Flagpoles**

- a. Flagpoles must be within Palm Beach County Regulations. 1 story home:20ft max, 2 story home:25 ft max
- b. Flags must be maintained and kept in good condition at all times
- c. Only approved flags will be permitted
- d. Picture of area where pole will be installed

**10) Exterior Lights**

- a. Sample picture of the lights to be installed
- b. Picture of house where lights are to be installed

**11) Garage Door Replacement**

- a. Picture of house
- b. Picture of sample garage door
- c. Windows must be hurricane proof
- d. Decorative hardware is not permitted
- e. See WT Standards for permissible styles of garage doors

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**NOTICE TO HOMEOWNER**

- Some modifications may be subject to applicable permits. Obtaining a permit is the sole responsibility of the homeowner and not the HOA. Investigation of all contractors, licenses and insurance are the responsibility of the homeowner. The HOA will not be held responsible for contractors hired by homeowner.
- All approvals granted are based on aesthetic point of view and does not constitute an approval from an engineering/structural point of view. Members of the ARB Committee or the Board of Directors will not be held liable to the Association, any homeowner or applicant, or any other person arising out of, related to, the performance of the ARB's duties of review.
- 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. The board has the right to ask homeowner to revert to original plan at the homeowner's cost.
- 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 any 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. Any damaged caused to non-homeowner property must be restored immediately.
- All neighborhood Villages within Winston Trails have their own architectural standards which must be adhered to gain final approval.

I hereby submit this application to the Winston Trails Architectural Committee/Board for review. I acknowledge that all parties have the right to approve or deny any application based on their judgement. I agree to abide by the decision of the Committee/Board.

Homeowner Signature: \_\_\_\_\_ Print Name: \_\_\_\_\_

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**FOR NEIGHBORHOOD ASSOCIATION USE ONLY**

Neighborhood Association Name: \_\_\_\_\_

Approved: \_\_\_\_\_ Denied: \_\_\_\_\_

Approved with following Conditions: \_\_\_\_\_

\_\_\_\_\_

Board/Committee Member Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Board/Committee Member Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**FOR WINSTON TRAILS ASSOCIATION USE ONLY**

Approved: \_\_\_\_\_ Denied: \_\_\_\_\_

Approved with following Conditions: \_\_\_\_\_

\_\_\_\_\_

Board/Committee Member/Representative Signature: \_\_\_\_\_ Date: \_\_\_\_\_