



Document Check list

_____ (2) Insurance Certificates from Contractor (Master & Sub-Association)

NOTE: Master HOA must be named as additionally insured and read as follows:

Woodfield Country Club HOA, Inc.

3630 Club Place

Boca Raton, FL 33496

****Contact your sub-association for information on their insurance requirements**

_____ Contractor's Business License

_____ Landscape Plan (with key: include species, gallons) if applicable

_____ Survey for fences, pools, hardscape if applicable (FULL SIZED SURVEY)

_____ One (1) copy of signed & sealed plans (FULL SIZED PLANS)

_____ Waiver of Liability (FORM ATTACHED)

_____ Contractor's Covenants (FORM ATTACHED)

_____ Agreement & Condition of Approval (FORM ATTACHED)

_____ Application Fee (SEE FEE SCHEDULE ATTACHED)

_____ City Permit Bond \$500.00

_____ Construction Deposit (SEE FEE SCHEDULE ATTACHED)

_____ Independent letter from Architect or Electrical Engineer (when applicable)

_____ **No construction materials/dumpster deliveries after 5:30 pm (M-F) to ensure all commercial vehicles have vacated property by 6:00 pm. Homeowner - must initial to acknowledge new requirement**

DRB Categories & Fee Schedule

The Master DRB Manual breaks down the design review procedures into 2 categories that require Master DRB approval

Category 1- New Construction/Tear Downs or 51% or more exterior walls removed from existing residence. **New Requirement – Any vacant lot construction not beginning within 30 days of removal of debris must be covered in sod and maintained.**

Category 2 – Addition to principal structure, installation or re-construction of swimming pools, garage conversions, **change in roof line**, concrete decks, any permanent, concrete installation, fences and solar panels, initial installation of stand by generator, initial burying of fuel tank as well as tank replacement, façade changes requiring any additional material (plywood, etc.) to be used for changes for any aspect of the residence

If you are planning any of the above improvements to your home, the DRB Application must be filled out completely, including the DRB checklist with all applicable checks. This completed application is to then be submitted to your sub-association for approval. The sub-association will then submit your approved, completed package to the Master DRB Committee for approval.

Do not begin work until you receive written approval from the Master DRB or you may be subject to fines and barcode suspensions

Master DRB Application Fees

All checks are to be made payable to: **Woodfield CC HOA, Inc. Separate checks needed for application fee & Construction/Permit Bond Deposits**

Category 1 – New Construction/Tear Downs (requires App Fee & Deposits):

Application Review Fee - New Construction & Tear Downs	\$ 2,000.00
- 51% or more exterior wall removals	\$ 1,500.00
Construction Damage Permit Bond Deposit (refundable)	
- if structure is 4000 sq ft or more.....	\$11,000.00
- if structure is Less than 4000 sq ft.....	\$ 6,000.00
- 51% or more exterior wall removals	\$ 5,000.00

Category 2 – Addition to principal structure including swimming pools, fences and any permanent concrete installation etc. (requires App Fee & Deposits):

1. Application Review Fee (Please pay just the highest applicable fee)	
-Solar panel installation.....	\$ 1,000.00
-750 sq feet or more	\$ 800.00
-Change in roof line.....	\$ 500.00
-Garage conversions	\$ 300.00
-Less than 750 sq ft & pools.....	\$ 300.00
-Façade changes req. <u>any</u> new materials (plywood, etc.)	\$ 300.00
-Generator and/or tank installation.....	\$ 150.00
-Fences	\$ 150.00

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2. Construction Deposit & Permit Bond (refundable if no damages and if permit is completed with City of Boca.) \$ 3,000.00
- Construction Deposit & Permit Bond (**Generator install**)..... \$ 1,500.00

FAILURE TO RECEIVE MASTER DRB APPROVAL PRIOR TO COMMENCEMENT OF PROJECT WILL RESULT IN FORFEITURE OF ALL DEPOSITS AND A 30-DAY BARCODE SUSPENSION FOR ALL VEHICLES REGISTERED TO THE RESIDENCE – HOMEOWNERS INITIALS _____

Categories 3 & 4 Home Improvements – **REQUIRE SUB-ASSOCIATION APPROVAL ONLY

Category 3 – Home Improvements (major)

1. Accessory Structures: roofs, spas, screen enclosures requiring a footprint change, gazebos, decorative columns, walls or water features, replacement of windows
2. Landscaping: All changes considered “significant” due to planting or removal of trees, hedges, entire planting beds, and the like as well as changes requiring heavy equipment or altering the character of a home or community.
3. Paving/Pavers: Driveways, decking, golf cart paths, walkways and the like. Even if there is no footprint change, requires a permit from the City of Boca Raton.

Category 4 – Home Improvements (minor)

Awnings, basketball backboards, gutters and leaders, hurricane shutters, landscape (minor), flower changes & shrub replacements, lighting (outdoor), painting (color samples must be submitted), play equipment, trellis work, enclosure of existing patios (screen type only) NOT requiring a footprint change, generator replacement, replacement of front and garage doors.

A COI is required showing Woodfield Master Homeowners Association Inc as Certificate Holder for all Category 3 & 4 projects

PLEASE CHECK WITH SUB-ASSOCIATION FOR APPLICABLE DEPOSITS AND APPLICATION FEES

My improvement meets the requirements of Category _____

Woodfield Country Club
Master & Sub-Association Design Review Board
Application and Disposition of Request

(Submit this completed application with all required documents and checks to your sub association property manager for approval. The property manager will submit to the Master DRB for final approval)

Owner Name _____

Address _____ Phone _____

E-Mail _____

List ALL Details of DRB Project Requiring Approval _____

Failure to include ALL aspects of project will result in an additional application fee of \$150.00

Please circle category of improvement (see explanation of categories on pages 2 and 3)

1 (ONE) 2 (TWO) 3 (THREE) 4 (FOUR)

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This page is to be completed by the Sub-Association and Master DRB Committee

Sub Association Approval:



No Past Due Violations/Fines

I hereby state that this application has been properly reviewed and found to be in compliance with all design requirements of this sub-association's criteria and submit the approved DRB application to the Master DRB for final review.

☐

Approved as submitted

☐

Approved as noted below

Signed: _____
Sub-Assoc. Representative Title Date

Print name: _____

Approval is subject to the following requirements:

Woodfield Master HOA Approval:



No Past Due Violations/Fines

I hereby state that this application has been properly reviewed and found to be in compliance with all design requirements of the Master Design Review Board criteria.

☐

Approved as submitted

☐

Approved as noted below

Signed: _____
Master DRB Committee Rep. Title Date

Print name: _____

Approval is subject to the following requirements:

**The approval of the Design Review Board of the Woodfield Country Club HOA does not waive the Palm Beach County/City of Boca Raton permitting process if applicable, or the requirement for petitioner to notify all utility companies whose line/equipment may rest within the boundary of any alterations or improvements.

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Woodfield Country Club Design Review Board
Waiver of Liability

From _____ (hereinafter "Owner") of _____,
(Print Owner's Name) Street Address

Boca Raton, FL to the Board Directors of Woodfield Country Club HOA (Hereafter "Association"), and seeks approval for said addition, change, or alteration to the above mentioned unit/lot.

Owner shall be responsible for all costs and expenses in addition, change or alteration of said unit/lot. All such work shall be completed in good and workmanlike manner in accordance with all applicable laws, ordinances, rules, regulations, and requirements of all governmental or officers having jurisdiction over such work, and before such work is commenced, all required permits and authorizations shall be obtained by owner. Work shall be in conformance with the approved plans.

Owner shall pay all costs, expenses and damages to repair or replace any portion of the common areas damaged by subcontractors, material men, mechanics, or other third parties rendering goods or services to said unit/lot upon notice of the Master Association Board or sub-association board within 45 days of substantial completion of the review. In the event that said costs and expenses are not paid within 30 days written notice, Master Association shall have the right to levy an assessment against the unit for said costs and expenses. The Association shall have all remedies for non-payment of the assessments, including, but not limited to lien rights, as further contemplated in the Declaration of the Association.

Owner expressly understands that Association approval or disapproval will be based on any ground, including without limitation, aesthetic reasons, to maintain and protect the value of property within Woodfield Country Club. Owner shall seek architectural and engineering opinions on said plans from respective professionals in the field and shall not request or rely on the Association for these opinions.

Owner shall indemnify and hold Association free and harmless from and against any and all liability caused by or arising from any acts which may increase the susceptibility to loss on the described property or common areas and any loss, claim, or damage by reason of any injury, accident, or damage to any person or property, including common areas of the association arising out of or in any way relating to the addition, change or alteration to the unit, occasioned wholly or in part by any act or omission of Owner, any contractor, or any other third party rendering goods or services. In the event that Association shall be made a party to litigation commenced against Owner concerning addition, change, or alteration to the unit/lot, then Owner shall defend, protect, and hold Association harmless and pay all attorney's fees, costs and expenses incurred by them in connection with such litigation.

In connection with any dispute, litigation enforcement, or interpretation of the Waiver of Liability, Association shall be entitled to recover reasonable attorney's fees, including appellate and post judgement proceedings, cost and expenses.

The Waiver of Liability has been executed on the _____ day of _____, 20____.
The benefits derived by the applicant from the approval of this DRB application shall be considered sufficient consideration to support the Owner's obligation(s) in this Waiver of Liability

Owner's Signature

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Exhibit A
Contractor's Covenants

1. Contractor shall be properly licensed and must provide proof of liability insurance in an amount no less than \$2 million aggregate, \$2 million umbrella, and \$1 million per occurrence.
2. Only one Contractor's sign may be displayed on a lot, subject to the following conditions:
 - a. Sign must be hunter green with white lettering
 - b. Sign may only include the Contractor's company name and the lot number upon which work is being performed
 - c. Letters may not exceed two inches
 - d. Sign is to be 12 inches in height and 24 inches in width
 - e. Sign is to be installed on a post. Upon installation, top of sign should be no more than three feet above grade
3. In work performed on an unoccupied site a six foot high wooden or green netting knuckled chain link fence is to secure the property on all sides. Exceptions must be approved in advance by the DRB.
4. In work performed on an occupied site, the above fencing is to secure three sides of the property, positioned to shield the work from surrounding areas. Exceptions must be approved by the DRB.
5. Sanitary facilities are to be placed on the subject property itself with the door facing towards the back of the property.
6. Sanitary facilities on an occupied site, or an unoccupied site not required to be fully fenced, must be secured on three sides by a six foot high wooden or green netting knuckled, netting draped chain link fence the day of installation
7. All construction trash will be contained in a trash dumpster or removed from the work site on a daily basis. Dumpsters must be placed on the subject property, within the perimeter of the property, and may not interfere with road or sidewalk traffic. Dumpsters located on non-enclosed work sites must be covered at the end of each workday. Contractor is responsible for trash that blows off the site, and shall be located at the rear of the property until removed. There will be no stockpiling or dumping on adjacent lots or on streets. Trash not removed within 48 hours may be removed by Association at a minimal cost of removal of \$500 that will be billed to and paid by contractor. Contents must be secured during high winds and impending hurricane/tropical storm warning. Placement of dumpsters must be approved in advance by the DRB.

8. All building materials including but not limited to; roofing tar paper, tiles, cleaning supplies, equipment, tools and dumpsters must be secured during high winds and impending hurricane/tropical storm warnings.
9. Any grass or plantings not directly affected by the work must be maintained in a neat and aesthetically pleasing condition.
10. Pools must be maintained and chlorinated.
11. Sidewalks and roads must be kept clear of dirt, sand, rocks, debris, nails, and all other work materials and kept in a broom swept condition on a daily basis.
12. No heavy work equipment shall be driven over swales and/or sidewalks. No work materials or debris may be left on swales.
13. Contractor is responsible for all demolition dust, paint, overspray, etc., which occurs during the course of the work and must rectify any damage to adjacent areas caused by such conditions, and/or any other conditions generated by the work.
14. No work will be performed on Sunday, National Holidays, or major religious holidays, or at any time prior to 7 am or after 6 pm Monday through Friday and 8 am to 5 pm on Saturday.
15. Any potentially dangerous or hazardous conditions must clearly be marked and be fully secured. Owner and Contractor shall be responsible to make sure that corrective action is taken to remedy such dangerous or hazardous conditions.
16. All persons performing work on the subject property must at all times be appropriately clothed, including wearing shirts.
17. All persons performing work on the subject property must refrain from profanity and other verbal abuse, or the playing of loud music that may be heard on neighboring lots or the common areas, and shall otherwise not constitute a nuisance, which shall be determined at the sole and absolute discretion of the Board of Directors.
18. Infractions not rectified within 48 hours and requiring Master Association intervention may incur a minimum \$500 charge inclusive of cost of remedy and administrative fee.
19. Any commercial vehicle larger than a 10' box truck or using a trailer must enter through the Jog Road Entrance to Woodfield Country Club. _____ (Contractor must initial)
20. The undersigned Contractor has read the above standards and understands the failure to comply with these standards may result in the shut-down of the work, denial of community access, and may also result in fines and remedial costs assessed against the lot owner and/or

contractor. In addition, contractor understands that failure to comply with these standards may also result in the forfeiture of owner’s construction deposit. Any exceptions to the above standards must be addressed and approved in advance through the Design Review Board (DRB).

Contractor’s Signature

Date

Contractor’s Printed Name

Contractor’s Company Name & Phone

Woodfield Country Club Homeowners' Association, Inc.

Agreement and Condition of Approval
Design Review Board (DRB) Application

Woodfield Country Club Homeowners' Association, Inc., (Association) hereby enters into this agreement with _____ as Owner of the property located at _____,
(Owner) Property Address

Boca Raton, FL 33496.

WITNESSETH, that Owner, for and in consideration of the sum of Ten and no/100 (\$10.00) dollars and other good valuable consideration to said Association, the receipt whereof is hereby acknowledged, does hereby enter into this agreement which is a conditions of the Associations' approval of the DRB application dated _____, And which is attached hereto (known as the work), as follows:

1. Owner agrees that he or she has read or will review, and will adhere to, the Association DRB Manual.
2. Owner agrees that he or she has read or will review and will review, and will adhere to all of the Association's governing documents, including but not limited to the Declaration of Covenants and Restrictions, Articles of Incorporation, by-laws and rules and regulations of the Association relative to the work.
3. Owner agrees that he or she has read or will review, and will adhere to, any requirements provided for in any applicable Parcel Association governing documents, including and applicable Parcel Association DRB guidelines or rules and regulations relative to the work.
4. Owner agrees that his contractors, employees, sub-contractors, material men, licenses, and invitees (hereinafter collectively referred to as Contractor) shall permit the work on the subject property in accordance with the completed application plans and specifications, including any attachments thereto, as approved by the DRB.
5. Association shall have the authority to charge Owner a Construction Deposit which may be used to offset any damage to the Common Areas that result from the work performed by Contractor on the subject property whether such damage is directly caused by Contractor's activities or incidental to same. Should owner or contractor not comply with the terms of the application, plans and specifications, including any attachments thereto as approved by the DRB or with the terms of this agreement, said construction deposit may be forfeited to the Association in its entirety. In the event of damage to neighboring properties, said deposit shall be held until complaints or grievances are resolved.
6. Owner shall ensure that Contractor abides by the Contractor's Covenants attached as Exhibit A to this agreement. Failure to comply with the contractor's covenants may result in the immediate forfeiture of any construction deposit as well as all other available remedies provided for in this agreement, the association's governing documents, including the DRB Manual and applicable Florida Law.
7. Association shall have the authority to immediately restrain any work done on Owner's lot where the Association determines in its sole and absolute discretion that the work performed has been done in a manner that is not in accordance with the completed application, plans and specifications, including any attachments thereto, as approved by the DRB or where the association determines in its sole and absolute discretion that the work performed has violated any of the Contractor's Covenants.
8. Association shall have the authority to restrain any work done on owner's lot where the Association determines in its sole and absolute discretion, that the Owner or Contractor has performed work or has placed the property in a condition that is a threat to the health, safety, and welfare of the Association Members, or has otherwise been placed in a condition that is harmful or dangerous to the Property.

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9. Where the Association exercises its authority, pursuant to Paragraph 7 and/or 8 above, to restrain any work done on owner's lot. Association shall also have the authority to deny contractor from entering Association Property. Additionally, in such an event, owner shall be obligated to refuse to allow contractor to enter owner's lot to perform work upon said lot. Where contractor is performing other construction or work independently on another owner's lot, pursuant to another DRB application and agreement, contractor may be allowed access to association property solely for the purpose of performing such construction or work on the other lot, but, in no event, shall be allowed access to owner's lot, nor shall contractor be allowed access to Association property for any other purpose. Violation of said access restrictions may be deemed a trespass.
10. The remedies set forth in this agreement shall be in addition to and not in place of any and all of the remedies that the Association may have with respect to the enforcement of its governing documents, including but not limited to the right to levy fines and/or suspension of Common Area use rights, as well as the right to bring an action for injunctive relief and/or damages.
11. Association has the authority to prevent Contractor performing work pursuant to the application and this agreement from entering the property or performing additional work or construction in the future, where the Association, either through the Board of Directors or DRB determines in its sole and absolute discretion that said contractor has violated the terms of the application this Agreement, the Association's governing documents, or any applicable parcel associations governing documents.
12. Owner agrees that any determination whether to use a portion of, or to forfeit the entire construction deposit shall be in the sole and absolute discretion of the Association, acting through the DRB or the Board. In addition, the Construction Deposit shall not at as a limit upon liability and to the extent that the cost of damage exceeds the amount of the construction deposit, owner shall be responsible for the entire costs of the damage.
13. Owner and association agree that any terms identified in this agreement, and the attached Contractor's Covenants, shall be defined in this Woodfield Country Club Homeowners' Association, Inc. Agreement and Condition of Approval of Design Review Board (DRB) application.
14. If it becomes necessary to hire an attorney to enforce any provision of this agreement, the prevailing party shall be entitled to recover their costs and attorney's fees incurred prior to suit as well as in litigation, appeal, and any arbitration, bankruptcy or administrative proceedings. Any legal proceeding concerning this Agreement shall be brought to the Circuit Court in Palm Beach County, Florida. Owner agrees and acknowledges that he or she has had the opportunity to have had this agreement reviewed by his or her independent legal counsel.

WOODFIELD COUNTRY CLUB HOMEOWNERS' ASSOCIATION, INC.

By: _____ Date: _____
Master DRB Representative

Print Name & Title

OWNER

By: _____ Date: _____
Owner's Signature

Print Name

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REQUEST FOR RELEASE of CONSTRUCTION DEPOSITS
****MUST SUBMIT COPY OF COMPLETED CITY OF BOCA PERMIT****

Date of Completion _____

Sub-Association _____

Home Owner's name: _____ Address _____

For new construction or additions: Construction deposits held as security may be returned upon completion of the following requirements per Section 3.01, Step 5 and Section 3.07 of the Woodfield HOA Design Review Board. The following required documents must be attached with Construction Deposit Release Form.

1. One copy of the final "as built" survey. Said survey must show dimensions from property lines to all improvements on the lot. Survey is to be signed and sealed by a professional Land Surveyor registered with the State of Florida (for additions and new construction only)
2. A copy of the Certificate of Occupancy issued by the City of Boca Raton (for additions and new construction only)
3. After permit has been approved through the City of Boca Raton, please provide a copy to the Master HOA and the bond will be refunded within 14 days (where applicable)
4. Authorization of the sub-association
5. Any damage or debris to or on any neighbor's property, golf course, common areas, etc. caused by construction activity must be remedied
6. **Checks will be made payable to the homeowner of record ONLY**

Please select option for refund:

_____ Pick up Refund: E-Mail Notification _____

_____ Mail Refund to same address as above

_____ Mail Refund to the following alternate address

FOLLOWING IS TO BE COMPLETED BY THE MASTER DRB COMMITTEE

Release Funds: YES or NO If no, please state reason for denial _____

_____ Permit Bond Amount \$ _____

_____ Construction Deposit Amount \$ _____

Sub Association Approval	Title	Date
Master DRB Approval	Title	Date

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