



**REQUEST TO MODIFY PROPERTY**

*This form is required for all exterior alterations including but not limited to work on driveways, garage doors, front doors, roofs, hurricane shutters, windows, satellite dishes, antennas, landscaping, rear screening, patios, pavers, solar panels, exterior paint, play structures, pools and spas, walls and fences, in the front, rear, and side yards.*

**Homeowner's Name:** \_\_\_\_\_ **Model Name:** \_\_\_\_\_

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

**Phone #:** \_\_\_\_\_ **E-mail:** \_\_\_\_\_

**Detailed description of work including location of improvement. Attach separate sheets as needed:**

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

**Description of models, materials, colors, etc. to be used:**

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

**You must provide the below items for your request to be evaluated:**

**Contractor details:**

**Name** \_\_\_\_\_ **License#** \_\_\_\_\_ **Phone #** \_\_\_\_\_

1. Contractor's proposal/quote – which must state that:
  - a. all work will meet or exceed local, county, and state building code requirements
  - b. all debris will be properly removed from The Colony Preserve premises
2. A Certificate of Insurance for worker's compensation coverage and general liability coverage listing The Colony Preserve at Boynton Beach, HOA C/O Tallfield 12765 W. Forest Hill Blvd. Suite #1320, Wellington FL 33414 T: 561-983-6000, F: #561-983-6001 as certificate holder/ additional insured.
3. A copy of the current contractor's license, relevant to the type of work proposed
4. A Palm Beach County Business Tax Receipt
5. Copies of any necessary permits from the PBC Building and Zoning Department. Per PBC, jobs that require permits include but are not limited to sheds, gazebos, fences, satellite dishes, reroofing, additions, and pouring concrete slabs.
6. Color swatches, brochures, pictures, literature, or web addresses for materials being used
7. A survey of your property showing the modifications
8. Drainage surface water plans and grading plans as applicable
9. All documents MUST have the same business name.
10. Planned Start Date: \_\_\_\_\_ Finish Date: \_\_\_\_\_



**PAINTING PROJECTS ONLY:**

For colors, samples and info: Visit Sherwin Williams, 5869 W. Atlantic Ave, Delray Beach (561) 496 1717.

- You are not permitted to use eliminated color schemes or same colors as an adjacent home.
- Use waterproof paint (Loxon XP/Loxon conditioner) to protect stucco from water seepage.
- Please complete this form AND have the proposed paint colors (both main body color and trim color) applied in a 12" x 12" swatch to a conspicuous location on the front of your home prior to submitting this form, and before any work commences.
- Note: the front door and garage door(s) are to both to be painted the TRIM color, not the BODY color. If you opt for wood tone front door and garage door(s), please attach color photos, or literature showing the wood-tone. Oak or reddish wood tones are not allowed.

**Approved Color Combinations**

**Group 1: Original Beiges**

<b>Body</b>	<b>Trim</b>
Canoe 7724	Sand Dollar 6099
Sand Dollar 6099	Canoe 7724

**Group 2: Modern Greys**

<b>Body</b>	<b>Trim</b>
Classic French Grey 0077	Origami White 7636
Light French Grey 0055	Origami White 7636

**Group 3: Cool Beiges**

<b>Body</b>	<b>Trim</b>
Accessible Beige 7036	Tony Taupe 7038
Tony Taupe 7038	Accessible Beige 7036

**Group 4: Yellow**

<b>Body</b>	<b>Trim</b>
Cupola Yellow 7692	Summer White 7557

**Group 5: White**

<b>Body</b>	<b>Trim</b>
Greek Villa 7551	Accessible Beige 7036

**MAIN BODY COLOR NAME & #:** \_\_\_\_\_ **TRIM COLOR NAME & #:** \_\_\_\_\_

**WOOD TONE COLOR NAME (if applicable):** \_\_\_\_\_



**WINDOW AND DOOR REPLACEMENT PROJECTS ONLY:**

To expedite your application and prevent delays:

- Follow the adopted guidelines found here on page 2: <https://colonypreservehoa.org/wp-content/uploads/2018/01/Colony-Preserve-Architectural-Guidelines-October-2017.pdf>
- Provide requested contractor documentation from page one of this application
- Include a clean color photo of each side of your house – 4 photos total
- Provide a diagram of your home marking all openings with letters/numbers (A-Z or 1-26)
- Provide images corresponding to each opening marked with letters/numbers (A-Z or 1-26) from your vendor showing what the replacement windows and doors will look like

**E-mail clean scans or hand-deliver this form with the required plans and specifications to:**

The Colony Preserve at Boynton Beach, HOA C/O Tallfield  
12765 W. Forest Hill Blvd. Suite #1320, Wellington FL 33414 T: 561-983-6000 F: #561-983-6001

**Homeowner’s Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

*Due to committee and BOD meeting schedules, please allow up to **30 days** for your approval.*

**Approval to Commence Work:**

- The Request to Modify Property is **APPROVED**. You may proceed with the improvement(s).
- The Request is **APPROVED WITH THE FOLLOWING CONDITION(S)**:
- The Request to Modify Property is **DENIED** – reason:

**Architectural Review Committee:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**BOARD OF DIRECTORS:** \_\_\_\_\_ **Date:** \_\_\_\_\_

- ✓ No work to start without approval from the HOA and receipt of all required documentation
- ✓ Starting work without approval from the HOA will result in a request for the work to be removed
- ✓ No exterior work allowed on Sundays
- ✓ Homeowner is responsible for having all affected utilities marked prior to work commencing
- ✓ A change of contractor will require a new form to be submitted
- ✓ Owner understands immediate cleanup of any common areas is their responsibility
- ✓ No debris is to be left outside before 5pm on Friday
- ✓ Please notify Tallfield when work has been completed and is ready for final inspection
- ✓ HOA reserves the right to provide final approval on the project

**Approval AFTER Completion of Work:**

- The modifications are **APPROVED** as-is
- The modifications are **APPROVED WITH THE FOLLOWING CONDITION(S)**:
- The modifications are **NOT APPROVED** - remedial action required:

**Architectural Review Committee:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**BOARD OF DIRECTORS:** \_\_\_\_\_ **Date:** \_\_\_\_\_