



Revised May 1, 2025

**ARCHITECTURAL CONTROL COMMITTEE (ACC) APPLICATION FOR  
MODIFICATION**  
(Cover Sheet)

**Application will expire six (6) months from date of approval if the project is not completed.**

This Application consists of the following documents:

- (1) Application;
- (2) Application Check List (details the additional documentation required for the ACC's consideration of your modification); and
- (3) Neighbor's Property Access Consent Form (where applicable)
- (4) Exterior Paint Form (where applicable)

Instructions:

(1) Please review & complete all spaces provided in the Application (all Applications must be signed and dated);

(2) Review the Application Check List and find the type of modification you intend to make and attach the specified documents to your application;

(3) Check with the Wellington Building Department (561-791-4003, or <https://www.wellingtonfl.gov/252/Building-Permits>) to determine whether a permit or Wellington's approval is necessary for the modification;

(4) Complete the Neighbor's Property Access Consent Form (where applicable);

(5) Deliver the completed Application and attached documents by dropping it off at the clubhouse administrative office, mail, or email to the attention of the Property Manager at [jtoro@grsmgt.com](mailto:jtoro@grsmgt.com)

(6) The Property Manager will then review the application for completeness, and confirm that a current picture of your home has been included with the application, and if complete will email your application to the ACC for review. If any additional information/clarification/documentation... is needed to render a decision, it may delay the processing time of your application. Once the ACC has completed its review of the application, the Property Manager will notify you in writing of its decision.



**ARCHITECTURAL CONTROL COMMITTEE**

**APPLICATION FOR MODIFICATION**

**(Revised May 1, 2025; supersedes all prior Application Forms)**

Name of Property Owner(s): \_\_\_\_\_

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

Community Name (**circle one**): Carmel, Harbor Cove, Emerald Bay, Emerald Point, Sausalito

Date: \_\_\_\_\_ Email: \_\_\_\_\_ Telephone No.: \_\_\_\_\_

To the Architectural Control Committee (ACC) of the Grand Isles Master Homeowners Association, Inc. (Association): This is a request for:

***Note: Exterior painting requires the completion of the Exterior Paint Form at the end of this application.***

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

Describe in detail the type of modification, including its dimensions, materials to be used, colors, design, and location of placement, as well as a sketch and site survey of your property. This is required information for a modification request to be considered for approval. You may also wish to attach other documents that you believe might be helpful in the review process. Pictures are always helpful. Ask your contractor for pertinent materials.)

Pursuant to Article XII, section 7(c) of the Covenants, the Architectural Control Committee has up to thirty (30) business days after receipt of all information required by the ACC for final review to approve/disapprove an Application. The actual time required depends upon the legibility and completeness of your Application, among other things. Incomplete Applications will be returned, and the ACC reserves the right to request additional information and documents.

Please remember that the members of the Association's Architectural Control Committee are all residents of Grand Isles who have volunteered their time to provide an invaluable service to our community.

**All ACC approvals are expressly conditioned upon and subject to the homeowner obtaining all necessary Village of Wellington and/or county permits and approvals prior to commencing any work.**



**IMPORTANT- PLEASE READ**

**CONDITIONS FOR APPROVAL**

I/we make application to the Architectural Control Committee for the modification described above and in the attached documents. I/we understand that the approval of our request must be granted before any installation/construction commences.

I/we understand that any installation/construction which is made before formal written approval is given may result in a fine or the required removal of such installation/construction.

I/we hereby agree to hold the Association, its directors and officers, its ACC members, its property managers, and its employees, harmless from any claim arising from the modification proposed herein and arising from the approved modification as installed or constructed, and I/we agree to indemnify the same for any resulting damages and expenses, including attorney's fees, court costs, and Association expenses.

I/we hereby understand and agree that nothing may be permanently installed in or on any of the Association's common areas, preserve areas, littoral zones, lakes, and drainage or utility easements and that the ACC has no power or authority whatsoever to confer such approval.

I/we understand and agree that any approval conferred by the Architectural Control Committee of the modification sought herein relates to the aesthetics and appearance of such modification only, and such approval does not constitute in any way whatsoever an opinion as to the structural or other adequacy of the modification, and such an approval is not a substitute for approval by the appropriate governmental authorities.

I/we further agree that any modification made or constructed pursuant to this Application, if approved, shall continue to be subject to all relevant provisions of the declaration of covenants and of the rules and regulations of the association and of the Architectural Review Committee.

I/we acknowledge that the terms stated in this Application shall be incorporated into the approval as if fully rewritten therein.

I/we further acknowledge that this Application has been signed by all owners of the subject property and if not, that those signing the Application have done so with the full knowledge and authority of those not signing who have authorized the signer(s) to sign on their behalf with the intention of being fully bound by this Agreement.

I/we understand and agree that the Association has no responsibility or liability for any increased risk of harm which might occur as a result of the installation/construction of the modification requested herein, and I/we agree to hold the Association, its directors and officers, its property managers and its employees, harmless from any claim arising from such increased risk of harm, and I/we agree to indemnify the same for any resulting damages and expenses, including attorney's fees, court costs, and Association expenses, which any of the foregoing may incur at any stage of any claim made.



I/we understand and agree that as a condition precedent to granting approval of any request for an alteration, addition, or modification to an existing structure or lot, that I/we hereby assume sole responsibility for the repair, maintenance or replacement of such alteration, addition, or modification. It is understood and agreed that the Association is not required to take any action to repair, replace or maintain any such approved alteration, addition, or modification, or any damage resulting therefrom for any reason to the existing original structure, or any other property.

I/we understand and agree that I/we are responsible and liable for any damage to the Association's property caused by activities related to the installation/construction of the modification requested herein.

*Kindly note:*

The application checklists that follow are to be used in conjunction with the **Architectural and Landscaping Community Standards (ALCS) document**. Often colors/materials and additional community standards are contained within the ALCS. A copy of the ALCS can be found in the Association Documents/Clarifications and **Amendments/Architectural and Landscaping Community Standards**, in the Grand Isles Resident portal.

Please print and sign your name and then add the date below that you have read, understand, and agree to the terms and conditions stated herein.

Print name: \_\_\_\_\_ Print name: \_\_\_\_\_

Sign name: \_\_\_\_\_ Sign name: \_\_\_\_\_

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



## ACC APPLICATION CHECKLIST

### PRIVACY WALLS

- Zero Lot Line Home (Carmel or Harbor Cove)
- Type/Material of wall is indicated
- Height and length of wall indicated, not to exceed six (6) feet tall and no more than ten (10) feet long
- Copy of site map showing location of wall provided.
- Provide a Certificate of Insurance (COI) with an active date that is at least thru the expected work completion date, for each of the various lines of coverage in the COI stating that "Grand Isles HOA, 11585 Lake Isles Dr., Wellington FL 33414 is also listed as an Additional Insured under the General Liability Policy".
- If the Village of Wellington requires a permit for the scope of work being performed, you must provide the ACC with a copy of any permit issued prior to initiation of work on your property.

### POOLS

- Copy of property Survey showing location of pool, pool equipment, fence or screen enclosure, and landscaping provided.
- Neighbor Property Access Consent Form(s) included.
- Pool equipment screened from view with landscaping.
- Homeowners are responsible for any and all sidewalk/concrete damage done by their contractor(s).
- Carmel residents** are required to contact the Property Manager, who will contact the landscape company, to ensure that all irrigation necessary for the construction of their pool is turned off and isolated for the duration of the construction (to include markings of heads and main lines). **This must be done prior to the start of the project.**
- At the conclusion of the project, the homeowner must again contact the Property Manager so the landscape company can be contacted and the water can be turned back on. **The homeowner is responsible for any/all costs to repair any irrigation system damages as a result of the installation of the pool. Repairs can only be performed by the Community's landscape contractor.**
- Provide a Certificate of Insurance (COI) with an active date that is at least thru the expected work completion date, for each of the various lines of coverage in the COI stating that "Grand Isles HOA, 11585 Lake Isles Dr., Wellington FL 33414 is also listed as an Additional Insured under the General Liability Policy".
- You must go through the Village of Wellington permitting process and provide the ACC with a copy of any permit issued prior to initiation of work on your property.



### **DRIVEWAY & APRONS**

- Color number, color name and brand name of stain are indicated.
- Color is complementary to home's trim color and/or home's roof.
- Sausalito neighborhood – Color is one of the colors listed in the Community Standards; driveway and apron must match.
- Carmel neighborhood – Color is one of the colors listed in the Community Standards; driveway and apron must match.
- Emerald Bay, Emerald Point, Harbor Cove neighborhoods – Color is one of the colors listed in the Community Standards; driveway and apron may match, but not required.
- Color chips/samples provided.
- Color photograph of the front of the home provided.
- Provide a Certificate of Insurance (COI) with an active date that is at least thru the expected work completion date, for each of the various lines of coverage in the COI stating that "Grand Isles HOA, 11585 Lake Isles Dr., Wellington FL 33414 is also listed as an Additional Insured under the General Liability Policy".
- If the Village of Wellington requires a permit for the scope of work being performed, you must provide the ACC with a copy of any permit issued prior to initiation of work on your property.

### **FENCES**

- Type of fence indicated.
- Height of fence indicated; not to exceed five (5) feet tall.
- Location of any gates indicated.
- Copy of property Survey showing location of fence and gates must be provided.
- Neighbors Property Access Consent Form(s) provided (if applicable).
- Landscape hedges indicated, if applicable (note that, in most instances, chain link fences require hedges).  
List type of hedge and height of hedge at initial installation.
- Provide a Certificate of Insurance (COI) with an active date that is at least thru the expected work completion date, for each of the various lines of coverage in the COI stating that "Grand Isles HOA, 11585 Lake Isles Dr., Wellington FL 33414 is also listed as an Additional Insured under the General Liability Policy".
- You must go through the Village of Wellington permitting process and provide the ACC with a copy of any permit issued prior to initiation of work on your property.



### **HEDGES**

- Copy of property Survey showing location of hedge(s) provided.
- Height of hedge indicated.
- Type of hedge planting indicated. See Community Standards for approved list.
- Provide a Certificate of Insurance (COI) with an active date that is at least thru the expected work completion date, for each of the various lines of coverage in the COI stating that "Grand Isles HOA, 11585 Lake Isles Dr., Wellington FL 33414 is also listed as an Additional Insured under the General Liability Policy".

### **SWING SET / PLAY STRUCTURES / TRAMPOLINES**

- Copy of property Survey showing location of swing set/play structure /trampoline provided.
- Located in rear shadow of the home; not visible from the street.
- Set back a minimum of ten (10) feet from rear of property line of adjoining neighbor's property.
- Details and specification included, including drawings and/or photos.
- Open type structure, not to exceed thirteen (13) feet in height.
- Landscape screening/buffering included.

### **HURRICANE-PROOF WINDOWS AND DOORS**

#### **Must comply with Florida Building Code ASCE 7-22 and have a Miami-Dade Hurricane Certification rating.**

- Contractor must provide drawing of home and location of windows/doors to be replaced.
- Color of glass and frame for approval. Frame may be white or bronze in color.
- Window grids are not required when replacing current windows with high impact glass windows.
- Provide a Certificate of Insurance (COI) with an active date that is at least thru the expected work completion date, for each of the various lines of coverage in the COI stating that "Grand Isles HOA, 11585 Lake Isles Dr., Wellington FL 33414 is also listed as an Additional Insured under the General Liability Policy".
- You must go through the Village of Wellington permitting process and provide the ACC with a copy of any permit issued prior to initiation of work on your property.



### **WHOLE-HOME GENERATOR INSTALLATION**

- Copy of property Survey showing tank burial, slab for generator, electrical work, landscape to shield tank and generator from view.
  
- Provide a Certificate of Insurance (COI) with an active date that is at least thru the expected work completion date, for each of the various lines of coverage in the COI stating that "Grand Isles HOA, 11585 Lake Isles Dr., Wellington FL 33414 is also listed as an Additional Insured under the General Liability Policy".
  
- You must go through the Village of Wellington permitting process, and provide the ACC with a copy of any permit issued prior to initiation of work on your property.

### **SCREEN ENCLOSURES**

- Copy of property Survey showing location of screen enclosure provided.
- Type and color of framing indicated. White or bronze frames permitted.
- Plan, elevations, and details of enclosure provided.
- Screen is charcoal in color.
- Kick plate height and color indicated (if applicable); must match frame color.
- Location and type of color or doors indicated; must match frame color.
  
- Provide a Certificate of Insurance (COI) with an active date that is at least thru the expected work completion date, for each of the various lines of coverage in the COI stating that "Grand Isles HOA, 11585 Lake Isles Dr., Wellington FL 33414 is also listed as an Additional Insured under the General Liability Policy".
  
- You must go through the Village of Wellington permitting process and provide the ACC with a copy of any permit issued prior to initiation of work on your property.

### **SATELLITE DISH**

- Copy of property Survey showing location of dish provided.
- Location of dish on home or home site indicated, not to be visible from street view.
  
- Not to exceed thirty-nine (39) inches in diameter; must be solid grey in color.



**EXTERIOR PAINTING**

**MUST COMPLETE THE EXTERIOR PAINTING FORM AT THE END OF THIS APPLICATION**

- Exterior colors of home indicated. Colors deemed “too bright” or “too dark” are prohibited.
- New colors of home indicated by Brand of Paint, Paint Color Name, and Color Number.
- Provide paint chip cards for every application packet.
- One trim/fascia/stucco band color must be painted and be complementary to the roof and body of the house.
- New color scheme must be noticeably different from the homes on either side of project home.
- Color samples painted on front of house, on either side of garage and at least 12” x 12” in size, for inspection by the ACC.
- If a Contractor is being used, provide a Certificate of Insurance (COI) with an active date that is at least thru the expected work completion date, for each of the various lines of coverage in the COI stating that “Grand Isles HOA, 11585 Lake Isles Dr., Wellington FL 33414 is also listed as an Additional Insured under the General Liability Policy”.
- If the homeowner is completing the painting themselves, without a vendor or contractor, all painting must be completed within 30 days from the date of approval.

**HURRICANE SHUTTERS**

**Must comply with Florida Building Code ASCE 7-22 and have a Miami-Dade Hurricane Certification rating.**

**Type, and color, of shutter indicated.**

- Color chips provided.
- Color of mounting surface indicated.
- Color of shutter similar or complementary to mounting surface.
- Contractor to provide drawing of home showing location of shutters to be installed.
- Provide a Certificate of Insurance (COI) with an active date that is at least thru the expected work completion date, for each of the various lines of coverage in the COI stating that “Grand Isles HOA, 11585 Lake Isles Dr., Wellington FL 33414 is also listed as an Additional Insured under the General Liability Policy”.
- You must go through the Village of Wellington permitting process, and provide the ACC with a copy of any permit issued prior to initiation of work on your property.



**ROOFS - Must comply with Florida Building Code ASCE 7-22 and have a Miami-Dade Hurricane Certification rating.**

- The style/shape of the roof tile must be barrel tile. Concrete tiles, as well as other materials that have a barrel tile style/shape and an active Miami-Dade Hurricane Certification rating are allowed. Prior to roof installation sample tiles must be placed by a garage door so they can be reviewed by the ACC.
- .Carmel Sub-Division: Terra Cotta is the only color of roof permitted. There is a sample in the Clubhouse Office available to view upon request.
- Color must be complementary to the color palette of the home and driveway and approved by the ACC.
- Provide a Certificate of Insurance (COI) with an active date that is at least thru the expected work completion date, for each of the various lines of coverage in the COI stating that "Grand Isles HOA, 11585 Lake Isles Dr., Wellington FL 33414 is also listed as an Additional Insured under the General Liability Policy".
- You must go through the Village of Wellington permitting process, and provide the ACC with a copy of any permit issued prior to initiation of work on your property.
- Professional application of roof protection coatings (i.e. Rhino Roofs) may be considered by the ACC. Applicable, copy of contractor's insurance, and color sample cards must be provided.
- Roof painting is not allowed.

**RAIN GUTTERS**

- Copy of site map showing location of gutters and downspouts provided.
- Color of the gutter indicated.
- Color of downspouts indicated.
- Color chips provided.
- Color of roof fascia indicated.
- Color of home's wall indicated.
- Provide a Certificate of Insurance (COI) with an active date that is at least thru the expected work completion date, for each of the various lines of coverage in the COI stating that "Grand Isles HOA, 11585 Lake Isles Dr., Wellington FL 33414 is also listed as an Additional Insured under the General Liability Policy".

**LANDSCAPING**

- Copy of property Survey showing location of existing and new landscaping.
- Types and sizes of planting indicated.
- Landscaping features included.
- Artificial turf is permitted in backyards within the "shadow" of the home as long as it is not visible when viewing the home from the street. It is also permitted in the side yard(s) of the home, but only if it is covered by hedges & or fencing so it is not visible when viewing the home from the street
- Provide a Certificate of Insurance (COI) with an active date that is at least thru the expected work completion date, for each of the various lines of coverage in the COI stating that "Grand Isles HOA, 11585 Lake Isles Dr., Wellington FL 33414 is also listed as an Additional Insured under the General Liability Policy".



### **ALL OTHER MODIFICATIONS, TO INCLUDE AWNINGS, ROOM ADDITIONS, ETC.**

- Copy of property Survey showing location of modification.
- Plans, details, specifications of modification provided.
- Neighbor's Property Access Consent Form(s) provided (if applicable).
- Additional information to facilitate the review of the application.
- Color of home's exterior wall indicated, if applicable.
- Colors must be painted somewhere on the front of the home for inspection by the ACC.
- Provide a Certificate of Insurance (COI) with an active date that is at least thru the expected work completion date, for each of the various lines of coverage in the COI stating that "Grand Isles HOA, 11585 Lake Isles Dr., Wellington FL 33414 is also listed as an Additional Insured under the General Liability Policy".
- You must go through the Village of Wellington permitting process, and provide the ACC with a copy of any permit issued prior to initiation of work on your property.

### **GARAGE DOOR REPLACEMENTS**

- All replacement garage doors must have a **Miami-Dade Hurricane certification rating**.
- Windows will be approved only if they are in the top panel of the door. They must be high-impact glass.
- Provide a Certificate of Insurance (COI) with an active date that is at least thru the expected work completion date, for each of the various lines of coverage in the COI stating that "Grand Isles HOA, 11585 Lake Isles Dr., Wellington FL 33414 is also listed as an Additional Insured under the General Liability Policy".

### **BACKYARD SHADE STRUCTURES**

- Tiki huts and Chickee huts are permitted in the shadow of the house.
- If the structure is attached to the home, it must continue the same tile that is on the roof of the home.
- If the structure is not attached to the home and therefore considered free-standing, it must meet Miami-Dade Hurricane Standards, must be secured to the ground/have footers. It cannot be visible from the street (must be in the "shadow" of the home).
- The ACC Committee will have the final say on whether or not the design of the structure is aesthetically pleasing or appropriate as presented.
- You must go through the Village of Wellington permitting process, and provide the ACC with a copy of any permit issued prior to initiation of work on your property.
- Provide a Certificate of Insurance (COI) with an active date that is at least thru the expected work completion date, for each of the various lines of coverage in the COI stating that "Grand Isles HOA, 11585 Lake Isles Dr., Wellington FL 33414 is also listed as an Additional Insured under the General Liability Policy".



## NEIGHBOR PROPERTY ACCESS CONSENT FORM

PLEASE COMPLETE THIS PAGE WITH YOUR NEIGHBOR(S);  
YOU NEED ONE OF THESE FORMS FOR EACH NEIGHBOR THAT MAY BE AFFECTED

Your neighbor must sign this form and you must include the signed form with your ACC application if the installation/construction of your project (e.g. adding a pool, landscaping, patio, screening, etc.) requires access across any part of your neighbor's property.

My address is: \_\_\_\_\_

My neighbor's name is: \_\_\_\_\_ Neighbor's phone: \_\_\_\_\_

My neighbor's address is: \_\_\_\_\_

My neighbor's email is: \_\_\_\_\_

To my neighbor: I am having the following work done at my home (describe your improvement):

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

and it may, or will be necessary for my contractor to cross a portion of your yard/property in order to gain access to the work location and, by signing this form you are indicating your consent to that access.

I agree to pay for any repairs necessary due to my contractor's use of a portion of your yard.

Project Homeowner's signature \_\_\_\_\_ Date: \_\_\_\_\_

Neighbor's Signature: \_\_\_\_\_ Date: \_\_\_\_\_



**EXTERIOR PAINTING FORM**  
**February 27, 2025**

<u>Exterior Area</u>	<u>Manufacturer</u>	<u>Color #</u>	<u>Color Name</u>
Body of House	_____	_____	_____
*Trim/Fascia/ Stucco Bands	_____	_____	_____
Front Door	_____	_____	_____
Garage Door	_____	_____	_____
Concrete Driveway	_____	_____	_____
Driveway Pavers	_____	_____	_____

Additional Information/Explanation(s): \_\_\_\_\_  
 \_\_\_\_\_

**\*Trim/Fascia/Stucco bands MUST be painted one complementary color to the roof and body of the house.**

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 Update: February 27, 2025