



14750 Three Ponds Trail  
Delray Beach, FL 33446

## **Avalon Trails ACC (Architectural Control Committee) Checklist**

1. Check next to type of residence:

Villa

Single Family Home

2. Application- Can be submitted online through [campbellportal.com](http://campbellportal.com) or by dropping off the application and below information to clubhouse office. You can also obtain the forms at the clubhouse office.

3. Property Survey

4. Sample(s)/Picture(s)

5. Copy of current Contractor's Business License

6. Contractor's Insurance-Certificate of Liability-to include General Liability, Auto and Workers Comp.

- **Certificate Holder & Additional Insured Certificate of Insurance should be completed as follows:**

**Avalon Trails Homeowners Association Inc.  
C/O Campbell Property Management  
14750 Three Ponds Trail  
Delray Beach, FL 33446**

7. Copy of the contractor's proposal for the work being done. See attached Permit listing from Palm Beach County.

a) Building Permit or Building Permit Application

8. Landscaping Agreement with a Licensed and insured company

**\* If Sprinklers must be moved, resident must pay for cost! The Association's landscaper, CPM, must do the irrigation work. Contact them at 954-973-3333**



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**IF YOU ARE DOING ANY WORK INVOLVING THE REMOVAL OF SOD, PLANTS OR ANYTHING ELSE THAT WOULD DISTURB THE IRRIGATION PLEASE FOLLOW THESE STEPS:**

- 1. Before submitting your ARC Application for work you want to have done, you must contact CPM (Complete Property Maintenance), to get a document from CPM that they understand what you will need. Their estimate, or a letter from CPM that they are aware that the irrigation work will be done by them and that you, as the homeowner will be responsible for the cost, must be submitted with your application.**
- 2. AFTER you receive the APPROVAL from the ARC Committee, you will need to take the following steps:**
  - a. Step 1: Call your vendor and have them remove the sod from the area as per your APPROVED application.**
  - b. Step 2: Schedule your appointment with CPM for the capping and/or moving of irrigation pipes and/or irrigation heads.**
  - c. Step 3: When work is completed, send the "Owner's Completion Notice Form" to the Avalon Trails office (you can email to [AvalonTrailsAdmin@campbellproperty.com](mailto:AvalonTrailsAdmin@campbellproperty.com)) so that the work can be inspected by the ARC Committee for Final Inspection Approval.**
- 3. If your Approval was conditional upon having plantings around the modification, please do not send the Owner's Completion Notice Form until all work is completed, including the planting of the additional landscaping.**
- 4. FOR ADDITIONAL LANDSCAPING OR LANDSCAPING BEDS: You must contact CPM to ensure that the current irrigation will cover the new landscaping areas. The homeowner is responsible for the addition of irrigation heads, if needed. The Association will not be responsible for distressed/dying landscaping if the additional heads are not added, if needed.**



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## **SCREEN ENCLOSURE SPECIFICATIONS**

### **SINGLE FAMILY HOMES**

- White Frame/Charcoal Screen**
- Bronze Frame/Charcoal Screen**
- Front Entrance Enclosure**
- Rear Enclosure**

### **VILLAS**

- Front enclosures must be white with charcoal screen**
- Rear Enclosure**
  - White Frame/Charcoal Screen**
  - Bronze Frame/Charcoal Screen**

# AVALON TRAILS

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## APPLICATION FOR ARCHITECTURAL MODIFICATION

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

Address: \_\_\_\_\_  Villa  Single Family Home

Home Phone No: \_\_\_\_\_

Email: \_\_\_\_\_

«Please see check list attached for details on all documents required by HOA»

**DESCRIBE IN DETAIL THE TYPE OF ALTERATION:**

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- I/We, hereby make application to the Architectural Review Committee for the above described alteration, addition, or modification to be approved in writing by the Committee.
- I/We, understand that approval of our request must be granted BEFORE I/We begin the improvement or modification. Also, that any addition or modification prior to such approval may need to be removed.
- I/We, understand that ARC approval is based only on the aesthetic features of the approved modification/addition. The ARC assumes no liability with regard to the structural integrity of any requests. The ARC makes no representation as to the expertise regarding structural adequacy of the proposed project's capacity or safety features of the proposed improvement or structure as shown on the submitted plans or on the ultimate construction of the approved modification. The ARC does not assume the responsibility for the performance or quality of work by any contractor. ARC approval does not relieve the homeowner's compliance with any governmental requirements. A building permit issued by our local municipality may be required for property improvements and/or tree removal.

**The homeowner will be held responsible for any damages and/or drainage issues arising from said modifications and/or gutters.**

**Avalon Trails Homeowners Association**

**WAIVER OF LIABILITY**

The UNDERSIGNED hereby agrees that any and all liability caused by or arising from the acts which may increase the hazard of susceptibility to loss on the described premises shall not be held against the Avalon Trails Homeowner's Association or their representatives, and to indemnify them from all losses, costs, expenses and attorney's fees in connection with any such addition to said home/property.

As a condition precedent to granting approval of any request for a change, alteration or addition, to an existing basic structure, that the applicant, the heirs and assigns thereto, hereby assume sole responsibility for the repair, maintenance or replacement of any such alteration or additions. It is, understood and agreed, that the Avalon Trails Homeowner's Association, is NOT required to take any action to repair, replace or maintain any such approval change, alteration or addition, or any damage resulting therefrom for any reason, to the existing original structure, or any other property.

THE HOMEOWNER ASSUMES ALL RESPONSIBILITY AND COST, FOR ANY ADDITION, CHANGE, AND THE FUTURE UPKEEP OF SAID MODIFICATIONS.

We, understand that upon receipt of the COMPLETED application by the ARC, the committee has UP TO 45 days to review.

HOMEOWNER: \_\_\_\_\_ DATE: \_\_\_\_\_

HOMEOWNER: \_\_\_\_\_ DATE: \_\_\_\_\_

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**Architectural Review Committee Use Only Below This Line**

**Committee Chairperson Signature:** \_\_\_\_\_

Date \_\_\_\_/\_\_\_\_/\_\_\_\_ Approved  Disapproved

**Board of Director Signature:** \_\_\_\_\_

Date \_\_\_\_/\_\_\_\_/\_\_\_\_ Approved  Disapproved

Reason for Disapproval: \_\_\_\_\_

Special Conditions: \_\_\_\_\_

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Please mail or email your request to:  
Avalon Trails Homeowners Association  
C/O Campbell Property Management  
14750 Three Ponds Trail  
Delray Beach FL 33446  
Phone: (561) 859-0357  
Email: [AvalonTrailsadmin@campbellproperty.com](mailto:AvalonTrailsadmin@campbellproperty.com)

AVALON TRAILS HOMEOWNERS ASSOCIATION  
ARCHITECTURAL REVIEW COMMITTEE

OWNER'S COMPLETION NOTICE FORM

Dear Homeowner,

Your architectural Modification Application has been approved. When the alterations are completed, please fill in this "Owner's Completion Form" and return it to:

AVALON TRAILS CLUBHOUSE  
14750 THREE PONDS TRAILS  
DELRAY BEACH FL 33446

Thank you for your cooperation.

\_\_\_\_\_

Date \_\_\_\_\_ Lot # \_\_\_\_\_

Owner's Name: \_\_\_\_\_

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

Phone #: \_\_\_\_\_

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Describe Alteration Completed:

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

Date of Completion: \_\_\_\_\_

Signature of Owner(s): \_\_\_\_\_

Committee Final Inspection: \_\_\_\_\_

\_\_\_\_\_

**AVALON TRAILS HOMEOWNERS ASSOCIATION, INC. (THE "ASSOCIATION")  
SPECIAL ADDENDUM TO APPLICATION FOR ARCHITECTURAL MODIFICATION(S)  
INVOLVING SOIL PENETRATION AND/OR MODIFICATION OF EXISTING GRADING**

Home Address: \_\_\_\_\_ (the "Home")  
Owner(s) of Home: \_\_\_\_\_ (collectively, the "Owner")  
Owner's Contractor: \_\_\_\_\_ (the "Contractor")  
Contractor's Principal Address: \_\_\_\_\_  
Contractor's Telephone #: \_\_\_\_\_

This Special Addendum to Application for Architectural Modification(s) Involving Soil Penetration and/or Modification to Existing Grading (this "**Addendum**") is hereby submitted to the Association in connection with the application to \_\_\_\_\_ ("**Improvements**") to which this Addendum is attached. All capitalized terms not defined herein shall have the meaning ascribed to such term in the Community Declaration for Avalon Trails, recorded on June 24, 2019, in Official Records Book 30702, at Page 56, of the Public Records of Palm Beach County, Florida (the "**Declaration**"). Approval by the Association of any such Improvements is subject to the following limitations:

1. **Governmental Requirements.** The Improvements must be made, at Owner's sole cost and expense, and in compliance with all applicable laws, rules, ordinances and regulations of all governmental and quasi-governmental authorities (collectively, "**Governmental Requirements**"), in addition to any and all conditions now or hereafter imposed by Association. Owner and Contractor shall be fully responsible for compliance with any such Governmental Requirements.

2. **Declaration of Restrictive Covenant.** Avalon Trails is subject to that certain Declaration of Restrictive Covenant, recorded on July 22, 2021, in Official Records Book 32713, at Page 1042 of the Public Records of Palm Beach County, Florida (the "**DRC**"), a copy of which is attached hereto as **Exhibit A**. Owner and Contractor acknowledge and agree that the Improvements must be made in full compliance with the DRC. Owner and Contractor further acknowledge that (i) they have carefully read the DRC; (ii) they have sought and received the assistance of legal counsel regarding compliance with the DRC or have knowingly and intentionally made an affirmative decision not to seek such legal advice; (iii) they have conducted such investigation, review and analysis as each of them has deemed necessary to understand the DRC as it relates to the construction/installation of the Improvements; and (iv) they have executed this Addendum on their own free will. Owner and Contractor hereby agree to indemnify Association and be jointly and severally liable for any and all costs incurred by the Association in connection with the construction of the Improvements or performance of any work including, without limitation, costs relating to Owner and/or Contractor's compliance or noncompliance with (or violation of) the DRC. Any such costs may be assessed against the Home as an Individual Assessment.

3. **Insurance.** In connection with Contractor's installation or work relating to the Improvements, Contractor shall obtain and maintain a policy or policies of insurance coverage with the following minimum requirements: (i) initial limits of not less than \$1,000,000/\$2,000,000 as to personal injury or death, (ii) \$1,000,000/\$2,000,000 with respect to property damage, (iii) initial limit of \$1,000,000 respecting workers compensation, and (iv) initial limits of \$1,000,000 in automobile liability. Contractor shall be obligated to name Association as an additional insured on all such policies and shall provide copies of all certificates evidencing such insurance to the Association prior to the performance of any work.

4. **Disclaimers.** No review or approval of the Improvements, or any plans or specifications therefor, by the Association or any of its officers, directors, consultants or agents, shall imply or be deemed to constitute an opinion by the Association, or any of its officers, directors, consultants or agents, nor impose upon them any responsibility for the design or construction of the Improvements, including, but not limited to, compliance with the DRC and/or any applicable Governmental Requirements. Any such review or

approval shall not create any liability upon the Association or any of its officers, directors, consultants or agents to Owner or to any occupant or purchaser of the Home. Neither the Association, the Board of Directors, any committee, member, director, officer, agent or employee thereof, the Declarant, Builder, or manager nor any of their respective directors, officers, committees, employees, contractors, agents or affiliates, shall be liable for any injury or damage caused by any defects, unsafe conditions or other matters arising from the construction of the Improvements (be it authorized or unauthorized), notwithstanding any approvals given by any of the aforesaid parties as to the construction thereof.

No approval shall be implied or deemed to have been granted unless and until this Addendum has been countersigned by an authorized officer of the Association, as set forth below.

**OWNER(S):**

By: \_\_\_\_\_  
Print Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Date: \_\_\_\_\_  
[SEAL]

By: \_\_\_\_\_  
Print Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Date: \_\_\_\_\_  
[SEAL]

**CONTRACTOR:**

By: \_\_\_\_\_  
Print Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Date: \_\_\_\_\_  
[SEAL]

**ASSOCIATION APPROVAL:**

**AVALON TRAILS HOMEOWNERS  
ASSOCIATION, INC.**

By: \_\_\_\_\_  
Print Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Date: \_\_\_\_\_  
[SEAL]





# PERMIT APPLICATION TYPES

CLICK ON BLUE TEXT FOR CORRECT SUBMITTAL CHECKLIST

04/27/11

<p><b><u>TYPE 1 PERMITS</u></b>  <b><u>TYPE 1 BUILDING PERMITS</u></b>  <b><u>1&amp;2 Unit Residential</u></b></p> <ul style="list-style-type: none"> <li>• A/C Change-Out</li> <li>• Awnings</li> <li>• Driveway w/Turn Out – In a County ROW</li> <li>• Electric Service Change</li> <li>• Pool Barrier Fence/Rail</li> <li>• Wall</li> <li>• Water Heater Change-Out</li> </ul> <p><b><u>Non-Residential &amp; All Residential</u></b></p> <ul style="list-style-type: none"> <li>• LV Electric - (<i>Except</i>: Fire Alarm or Security for Detached SFD)</li> <li>• Electric Temp. Event</li> <li>• Mobile (Mfr'd) Home Roofover</li> <li>• Reroofing</li> <li>• Screen – Alum. Infill Wall Panel</li> <li>• Sewer Connection</li> <li>• Siding / Stucco on Frame</li> <li>• Vinyl/Acrylic Removable Insert Systems</li> <li>• Water Service Connection</li> <li>• Window and Door Replacements</li> </ul>	<p><b><u>TYPE 2 PERMITS</u></b>  <i>(Cont'd)</i>  <b><u>TYPE 2 (B) PERMITS</u></b>  <b><u>(Non-Res.-Comm. and 3 or More Unit Res.)</u></b></p> <ul style="list-style-type: none"> <li>• A/C Change-Out</li> <li>• Awnings</li> <li>• Demolition</li> <li>• Electrical – General</li> <li>• Entry Feature (Structure Only)</li> <li>• Fence</li> <li>• Fire Alarm System</li> <li>• Fire Damage/Emergency Repair</li> <li>• Fire Suppression / Sprinkler</li> <li>• Gas - Lines, Tank, or Tank &amp; Lines</li> <li>• Hood-Commercial Cooking</li> <li>• Interior Removal (<i>Only</i> when a P.R. is submitted for Alteration)</li> <li>• Irrigation Electric</li> <li>• Parking/Repaving</li> <li>• Pool Deck</li> <li>• Shed</li> <li>• Site Lighting</li> <li>• Storm Shutters</li> <li>• Walk-in Cooler – Interior Installation</li> <li>• Wall – Site Perimeter/Commercial</li> <li>• Window/Wall System/ Sliding Glass Door</li> </ul>	<p><b><u>TYPE 4 PERMITS</u></b>  <b><u>(Non-Res.-Comm. &amp; 3 or More Unit Res.)</u></b>  <b><u>TYPE 4 (A) PERMITS</u></b>  <b><u>(Site Improvements)</u></b></p> <ul style="list-style-type: none"> <li>• Fuel Tank- Install or Remove</li> <li>• Play Structures</li> <li>• Recreation Court</li> <li>• Swimming Pool</li> </ul> <p><b><u>TYPE 4 (B) PERMITS</u></b></p> <ul style="list-style-type: none"> <li>• Accessory Structure</li> <li>• Addition</li> <li>• Sales Facility – Manufactured (Modular) Building</li> </ul> <p><b><u>TYPE 4 (C) PERMITS</u></b></p> <ul style="list-style-type: none"> <li>• Renovation</li> <li>• Tenant/Interior Improvement</li> </ul> <p><b><u>TYPE 4 (D) Permits</u></b>  <b><u>(Complex Signage)</u></b></p> <ul style="list-style-type: none"> <li>• Off-Premise Signage (Including Billboards)</li> <li>• Point of Purchase Sign</li> <li>• Temporary Residential Development Sign</li> </ul>
<p><b><u>TYPE 1I PERMITS</u></b>  <b><u>TYPE 1 SITE PLAN REVIEW PERMITS</u></b>  <b><u>1&amp;2 Unit Res.</u></b></p> <ul style="list-style-type: none"> <li>• Court Surfaces</li> <li>• Fence (<i>Except</i>: Pool Barriers)</li> <li>• Slab –Not for Future Structure</li> </ul> <p><b><u>Non-Res. &amp; Res.</u></b></p> <ul style="list-style-type: none"> <li>• Driveway / Parking / Surfacing / Repaving (<i>Not Paving in ROW</i>)</li> <li>• Flagpole - Less Than 20'</li> <li>• Painted Wall Sign</li> </ul> <p><b><u>Other</u></b></p> <ul style="list-style-type: none"> <li>• Residential SFD Accessory Enclosure - Max. 6'x6'</li> <li>• Planter – Under 3' in Height</li> </ul>	<p><b><u>TYPE 2 (C) PERMITS</u></b>  <b><u>(Simple Signage)</u></b></p> <ul style="list-style-type: none"> <li>• Entry Feature Text ONLY</li> <li>• Face Change, or <u>Text Only</u> on Entry Feature or Wall</li> <li>• Wall Signage</li> </ul>	<p><b><u>TYPE 5 PERMITS</u></b></p> <ul style="list-style-type: none"> <li>• Designed 1 &amp; 2 Unit Dwelling</li> <li>• Master Plan SFD Initial Submittal</li> <li>• Townhouse</li> </ul> <p><b><u>TYPE 6 PERMITS</u></b>  <b><u>Non-Residential Building</u></b>  <b><u>(Commercial, etc.)</u></b></p> <ul style="list-style-type: none"> <li>• Three or More Unit Multi-Family Dwelling</li> </ul>
<p><b><u>TYPE 2 PERMITS</u></b>  <b><u>TYPE 2(A) PERMITS</u></b>  <b><u>(1&amp;2 Unit Residential)</u></b></p> <ul style="list-style-type: none"> <li>• Air Conditioning- New System</li> <li>• Canopy Carport – Fabric</li> <li>• Demolition</li> <li>• Fire Damage/Emergency Repair</li> <li>• Gas - Lines, Tank, or Tank &amp; Lines</li> <li>• Interior Removed (<i>Only</i> when P.R. is submitted for Alteration)</li> <li>• Irrigation Electrical</li> <li>• Mobile Home-Accessory</li> <li>• Mobile (Mfr'd) Home-Tie Down</li> <li>• Mobile (Mfr'd) Home- Sub-Permit</li> <li>• Pole Barn</li> <li>• Pool Deck</li> <li>• Porch</li> <li>• Screen Structure</li> <li>• Shed</li> <li>• Storm Shutters</li> <li>• Window Wall System/ Sliding Glass Door</li> </ul>	<p><b><u>TYPE 3 PERMITS</u></b>  <b><u>(Res. – 1 &amp; 2 Unit Dwelling)</u></b>  <b><u>TYPE 3 (A) PERMITS</u></b>  <b><u>(Additions &amp; Alterations to an Existing Residence)</u></b></p> <ul style="list-style-type: none"> <li>• Addition – 1&amp;2 Unit Dwelling</li> <li>• Addition – Mobile (Mfr'd) Home</li> <li>• Alteration – Interior or Exterior</li> <li>• Enclosing Carport, Garage, or Porch (Infill Walls)</li> </ul> <p><b><u>TYPE 3 (B) PERMITS</u></b>  <b><u>(Detached Accessory Buildings)</u></b></p> <ul style="list-style-type: none"> <li>• Barn</li> <li>• Garage/Carport</li> <li>• Guest House (No Cooking Facil's)</li> <li>• Stable (No Grooms Quarters)</li> <li>• Storage</li> <li>• Workshop</li> </ul>	<p><b><u>TYPE 7 PERMITS</u></b></p> <ul style="list-style-type: none"> <li>• Violations</li> </ul> <p><b><u>TYPE 8 PERMITS</u></b>  <b><u>(Marine Structures)</u></b></p> <ul style="list-style-type: none"> <li>• Boardwalk</li> <li>• Boathouse</li> <li>• Boatlift and Other Roofed Structures</li> <li>• Dock</li> <li>• Dune Walkover</li> <li>• Seawall/Bulkhead</li> </ul>
	<p><b><u>TYPE 3 (C) PERMITS</u></b>  <b><u>(Special Permit Accessory Buildings)</u></b></p> <ul style="list-style-type: none"> <li>• Accessory Apartment</li> <li>• Grooms Quarters (With or Without Stables)</li> </ul> <p><b><u>TYPE 3 (D) PERMITS</u></b></p> <ul style="list-style-type: none"> <li>• Master Program "Child"</li> </ul> <p><b><u>TYPE 3 (E) PERMITS</u></b></p> <ul style="list-style-type: none"> <li>• Spa</li> <li>• Swimming Pool – Above-Ground</li> <li>• Swimming Pool – In-Ground</li> </ul> <p><b><u>TYPE 3 (F) PERMITS</u></b></p> <ul style="list-style-type: none"> <li>• Manufactured Residential Building (Modular, NOT Mobile Home)</li> </ul>	<p><b><u>TYPE 9 PERMITS</u></b></p> <ul style="list-style-type: none"> <li>• Government Projects</li> </ul> <p><b><u>TYPE 0 PERMITS</u></b></p> <ul style="list-style-type: none"> <li>• Agricultural Zoning Reviews</li> <li>• Landscape Reviews</li> <li>• Municipal Impact Fees</li> <li>• Any Other Submittal That is Not a Building Permit Application</li> </ul>