

**BEAR ISLAND HOMEOWNERS ASSOCIATION, INC.**

**ACC FORM C (Landscape)**

Date received by MMI\*: \_\_\_\_\_

Date of approval\*: \_\_\_\_\_ by ☐ ACC or ☐ Board on appeal

\* To be filled in by MMI or the ACC.

**Note:** Owner may plant annuals in Front Yard without filing an ACC application but must remove and replace with turfgrass, mulch, or other approved ground cover at Owner's expense when the annuals stop blooming.

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

Bear Island Address: \_\_\_\_\_

Mailing address for notices: \_\_\_\_\_

Contact information: ☐ Tel: \_\_\_\_\_ ☐ Fax: \_\_\_\_\_ ☐ E-mail: \_\_\_\_\_

[Place an "X" in box to indicate preferred method of communicating with you. E-mail is preferred.]

Contractor's name, address and contact information: \_\_\_\_\_

\_\_\_\_\_ ☐ Tel: \_\_\_\_\_ ☐ Fax: \_\_\_\_\_ ☐ E-mail: \_\_\_\_\_

The undersigned affirms that he/she has read, understands, accepts and agrees to abide by the provisions and requirements set forth herein and the Governing Documents of Bear Island HOA. Applicant (Owner or Agent on behalf of Owner) must date and sign this Application.

\_\_\_\_\_  
Name of Applicant

\_\_\_\_\_  
Signature

Date Application signed: \_\_\_\_\_

Fill out, sign entire Form and Attachments and leave in the Green Box on North Side of Gatehouse or mail to Bear Island Homeowners Association, Inc., C/O MMI of the Palm Beaches, 11770 U.S. Highway One, Suite E-501, Palm Beach Gardens, FL 33408. Questions? Call MMI at 561-686-7818.

**INSTRUCTIONS:**

**I. Required Attachments (Application will be automatically rejected without them)**

1. Exact copy of contract with Contractor.
2. Please check the appropriate box for which option you are including:  
☐ Exact copy of Contractor's Certificate of Insurance (including Workers' Comp) showing Association as an additional insured and requiring at least 10-day notice to Association of cancellation - OR -  
☐ Exact copy of Owner's Certificate of Owner's Homeowners Insurance.  
**Note:** Owner may appeal to the Board rejection under this paragraph and the Board may accept an alternate form of indemnification.
3. Exact copy of appointment as agent (if someone other than Owner is applying on Owner's behalf).

4. Refundable Deposit: \$500 check payable to “Bear Island HOA,” to cover the cost of Damages (§6 of Part III). Balance of Deposit after cost of Damages are recovered is refundable (Part V).
5. If more than two applications are filed simultaneously, the Deposit shall be capped at \$2,000 for the first two applications plus \$500 for each additional application, provided that no part of Deposit will be returned until all projects are completed satisfactorily.

## II. Description of Proposed Work

Please check:

☐ LAWN
                                         
 ☐ PLANTS/SHRUBS
                                         
 ☐ TREES/PALMS  
☐ LANDSCAPE LIGHTING
                                         
 ☐ HARDSCAPE (Pavers, Stones)
                                         
 ☐ OTHER

Describe the Landscape Changes (the “Work”) in your Front Yard for which you seek ACC approval (attach separate sheet(s) if necessary). Description should include (a) photos or sketches of the Work with dimensions, color, type of materials to be used.

### NOTES:

1. Please select plants for your Front Yard from the Approved Plant List (available on BearIsland.us website).
2. Please make sure the Work does not encroach on your neighbor’s lot or easement without a recordable agreement.
3. Ground cover must be mulch, sod, soil, or any approved ground cover plants. No rocks or landscape stones are permitted.
4. If you are moving your fence as part of the landscape project please see the Fence Standards on the Forms section of the website. You can use Form B – External Changes application for fence changes.

**NOTE: NEW SOD SHOULD NOT BE ST. AUGUSTINE FLORATAM AS IT IS SUSCEPTIBLE TO LETHAL VIRAL NECROSIS. USE ANOTHER ST. AUGUSTINE VARIETY THAT IS LVN RESISTANT (ex: Palmetto, CitraBlue, etc. – check with knowledgeable landscaper)**

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## III. Obligations of Owner and Association

By signing this Application, Owner (or Owner’s agent on Owner’s behalf) stipulates and agrees that:

1. Applicant’s failure (a) to begin Work within 90 days after approval by ACC [\_\_\_\_\_, 20\_\_]\*, or on appeal, approval by Board, [\_\_\_\_\_, 20\_\_]\* and (b) to complete it within 90 days after start of Work [\_\_\_\_\_, 20\_\_]\*, may void Application, unless an extension is granted by ACC or the Board *before* beginning or completion dates. Once period for beginning or completing

Work has expired, ACC or the Board *may require* Applicant to file new Application with new attachments.

\* Date to be filled in by ACC or Board as case may be. Failure to fill in the date of commencement or completion does not affect Owner's obligation to begin or finish Work on calculated date (e.g. "90 days")

2. **Hours:** Except in an emergency (e. g., approaching storm), Contractor's vehicles will not be admitted Monday through Saturday before 8:00 A. M., must leave by 6:00 P. M. and will not be admitted on Sunday or holidays.
3. **Note:** Association retains the right to return Application unless and until all unpaid assessments and fines are paid in full.
4. Owner is solely responsible for (a) the sufficiency of the plans and specifications, (b) completing the Work described in the Application strictly in accordance with such plans and specifications, (c) the quality of the Work and (d) complying with all applicable governmental codes.
5. Owner shall cause all construction debris, equipment, materials, etc. ("Debris") visible from the street to be removed at the end of each day's work and shall cause all Debris, wherever located, removed promptly upon completion of the Work. Failure to comply may result in fines.
6. Owner is responsible, at Owner's expense, for (a) any and all damages, including losses, expenses, costs, claims, etc., ("Damage") to property of Association or other Owners or occupants in Bear Island, and (b) any and all claims for personal injury or death to any person in connection with the Work.
7. If Owner fails to pay any and all Damage within thirty (30) days after receiving written notice from Association, Association has the right to recover Damage out of the Deposit, if any. If the Deposit is insufficient, Association has the right to pursue any and all of its rights and remedies under the Declaration, including but not limited to filing a complaint against Owner in the Circuit Court of Palm Beach County, Florida, for its Damages, including the award of reasonable attorneys' fees and expenses incurred by the Association in connection its collection efforts.
8. (a) Association shall not be liable for any costs or damages incurred by Owner for expenses, damages or injuries incurred by Owner resulting from any mistakes in judgment, negligence or actions or failure to act by Association, and (b) Owner shall not seek to recover any such expenses, damages or injuries Owner might incur in any way for any such reason, including filing suit or otherwise, against the Association.
9. Owner shall hold and save harmless and indemnify Association from any and all claims and liability for Damage and for personal injury and death in connection with the Work.
10. All Owner's obligations and liabilities shall be binding upon Owner's heirs, assigns and legal representatives, whether or not specifically assigned or acknowledged in any document passing or affecting title to the real estate described in this Application.
11. Association is not responsible for, nor is Association approving (a) the structural integrity, engineering feasibility, safety or compliance with governmental regulations of the Work described in this Application, or (b) any defects in any plans or specifications for the alterations carried out pursuant thereto. Review by the ACC is solely for the purpose of determining if the proposed Work preserves and enhances community values and maintains a harmonious relationship among and between other structures and the natural vegetation and topography.
12. All communications to Applicant regarding this application shall be (a) by the method of communication indicated by Applicant on page 1, or, absent an indication, by regular mail to the mailing address set forth in the Application. All other communications regarding this application may, at the election of the sender, be by (a) USPS prepaid mail, (b) personal delivery (including, for example, UPS or FEDEX), or (c) electronic means (for example, Facsimile or E-mail). Communication by USPS mail shall be deemed to be "received" three (3) business days after stamp is cancelled. Personal delivery is "received" when receipted. Electronic communication is "received" the business day after "sent" date shown on the sender's records.

- ADDITIONAL COMMENTS OR NOTES:**

This image shows a blank sheet of white paper with horizontal ruling lines. The lines are evenly spaced and run across the width of the page. There are no margins, text, or other markings on the paper.

**IV. Action(s) by the ACC and Board**

**A. APPROVAL**

☐ The Application is APPROVED.

☐ The Application is APPROVED UPON THE FOLLOWING CONDITIONS:

\_\_\_\_\_

\_\_\_\_\_

☐ Need additional space? Use Additional Comments or Notes section above or attach Addendum.

Failure to comply with stated conditions, including new time limits, will cause automatic Disapproval.

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

\_\_\_\_\_  
Authorized Representative of the ACC

**B. DISAPPROVAL**

☐ The Application is DISAPPROVED for the following reasons (attach separate sheet(s) if necessary). ACC may suggest modifications that, if satisfactorily completed shall result in approval: \_\_\_\_\_

\_\_\_\_\_

To Applicant: You have forty-five (45) days after receipt of this notice of Disapproval within which (a) to agree to suggested modifications or (b) to appeal this decision to the Board, or the ACC decision will become final and nonappealable.

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

\_\_\_\_\_  
Authorized Representative of the ACC

**C. ON APPEAL TO THE BOARD OF DIRECTORS**

☐ On appeal to the Board the application is ☐ APPROVED or ☐ DISAPPROVED or

☐ Returned to ACC with following conditions: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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

\_\_\_\_\_  
Authorized Representative of the Board

**V. For Use by Property Manager**

☐ The Work has been satisfactorily completed and the funds deposited, if any, less any Damage incurred by Association in restoring the Easement Area, Common Areas or other Owners' lots shall be returned to Owner.

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

\_\_\_\_\_  
Authorized Representative of MMI

NOTES: \_\_\_\_\_

\_\_\_\_\_

**END**