

ARCHITECTURAL APPLICATIONS

Residents are reminded to submit their architectural modification request forms for approval **prior** to any exterior changes. Please make sure all necessary information is complete. Remember, when you fax your request, the faxes are not received in color so be explicit about location and dimensions. It will only delay your request if the paperwork has to be returned for additional information. You may email your application to Alexpmg@bellsouth.net

Applications are usually processed as they are received but please be aware that there is an approval process which can take up to 30 days. Please take this into consideration when submitting your application. The Association will make every effort to review all applications submitted every two weeks. The Management Company shall have authority to approve applications such as painting of home with an approved color, fence styles already approved, hurricane shutters, or other items which may not require Board involvement. Requests such as roofs, additions, pools or other requests which are not standard will be submitted to the Board for review.

A color chart is located in the gatehouse for your convenience. Also at the gatehouse, is the color chart for wood tone garage doors.

Some "Do's"

Do submit an actual color sample or color photograph when requesting exterior paint approval or driveway treatments such as stamped concrete. Simply listing the paint / color name is not sufficient unless you are re-painting your house with one of the approved colors.

Do acknowledge on the application that you are aware of the requirement to obtain a permit from South Broward Drainage District when requesting fences, docks, etc. encroaching into the lake maintenance and/or drainage easements.

Do indicate changes / additions directly on a copy of the survey to be submitted along with the application. A homeowner drawing is not sufficient and your request may be delayed.

Do use the Keystone Lake architectural application which can be obtained from this website. It's important that only the approved Keystone Lake form be used when submitting your application. It contains information specific to our community and standards. Requests for changes not on the correct form or incomplete applications will be returned, unapproved, to the homeowner. Your request will be delayed until it is re-submitted with all the appropriate documentation.

Some "Don'ts"

Don't leave architectural applications blank and assume "see attached" will be sufficient as the description of modifications. If the modifications requested for review are extensive, list a brief description on the application with a continuation sheet and any applicable attachments.

Don't use a neighbor's address as a description of the type of alterations you wish to perform. It is not the responsibility of the Association to hunt down and investigate your request.

Don't submit your application for docks or room additions without professionally engineered drawings. Homeowner sketches and approximations are not sufficient for the approval process of alterations of this magnitude.

Architectural requests must include the following:

Painting of homes- Please choose color from color chart

Garage Doors - Please choose color from color chart. Garage doors may not be painted a solid brown color

Fences – Needs a picture of the fence style and must be shown on your survey as to the location of fence

Roofs – Needs a picture of the tile selection. Please note that there is no standard color selection for roof tiles. Residents are asked to submit their choice of color for the Board to review.

Additions – Must submit plans for review

Pools - Must submit plans for review

Landscaping - Must submit plans for review

Driveway painting – Must submit color sample

Any other item not covered should be accompanied with a picture, drawing, sketch or any other supporting material for the Board to review.

PARKING

Overnight parking is not permitted on any street or cul-de-sac in Keystone Lake at any time. Keystone Lake documents provide that a least one space in the garage be used for parking. Vehicles parked in the street will be stickered and towed. Boats, trailers and RV's are not allowed to be parked anywhere on the property.

In addition, the guest parking areas are not to be used as a used car lot with homeowners vehicles for sale or for boat storage. Oversized vehicles are not allowed in the guest parking areas. Please make sure your vehicle does not overhang into the sidewalk or the street. Vehicles left in the common area parking spaces, including boats and trailers, are subject to fines and towing. The Association will be strictly enforcing these restrictions.

Below is a sample of the sticker that will be used by the community. If your vehicle is tagged, it will be subject to towing 24 hours after the date and time stickered and anytime thereafter if committing the same infraction.

BULK TRASH

All Bulk Trash must be placed outside on the curb no earlier than three days prior to pickup. Owners who place bulk trash earlier will be sent a violation notice the first

time. Repeat offenders will be fined. Also, please keep debris away from the storm drains. Bulk trash is picked up every first and third Thursday of every month.

BOATS / WATERCRAFT

Boats for use on the community's lake must be either non-motorized or electric. Homeowners boats may be left on the shore area of their property, however, care should be taken to maintain the lawn in this area. Homeowners who do not own lakefront property may use the community lake but must use the common area easement located on N.W. 184 Terrace across from the main entrance gatehouse to launch and remove their boat from the water. Boats may not be left in this area and must be removed and stored by the owner on their property after each use.

PLEASE identify your boats with your name, phone number, or lot number in the event it should drift away from your property

GARAGE SALE

Please check the website for announcements of the garage sale dates.

SWALE TREE REMOVALS

Residents wishing to remove their swale trees need to first go to the City of Pembroke Pines Arborist to discuss their options for replacement trees. Once the Resident and the City have agreed on the plan, an ARB needs to be sent to the Association depicting the removal and the replacement trees.

TRANSPONDERS FOR RESIDENTS

Only residents of Keystone Lake may purchase transponders for their vehicles. Transponders may be obtained at the gatehouse. The cost of a new transponder is \$50.00. A replacement transponder costs \$15.00 with the return of the old transponder. New Residents will be given two transponders free of charge.