

ARCHITECTURAL CHANGE APPLICATION

C/O J&L Property Management, Inc
10191 W. Sample Rd. #203
Coral Springs, FL 33065

REQUIREMENTS FOR SUBMISSION OF ARB FORMS

Work cannot be started until you receive a signed copy of the approved ARB form. You must include one (1) copy of all of the below information WITH your architectural request or it will not be approved.

DO NOT SUBMIT ANY DOCUMENTS SEPERATELY. PLEASE WAIT UNTIL YOU HAVE ALL OF THE DOCUMENTS BELOW AND THEN SUBMIT YOUR APPLICATION. INCOMPLETE APPLICATIONS WILL NOT BE REVIEWED.

OWNER INFORMATION:

- Complete ARB form – Fill in each box indicating colors, materials and proposed work
- Indemnity Letter - **NOTARIZED**
- A picture of the items that will be installed (Windows, doors, paint samples etc.)

CONTRACTOR INFORMATION:

- A copy of the Contract (does not have to show the price)
- A copy of the Contractor's Insurance (*Made out to the Association, c/o J&L – our address*)
- Workers Comp or Exemption Form
- A copy of the Contractor's License
- A copy of the property Survey or a Site Plan indicating where and what the improvements are (If applicable)

The above referenced “permit/construction type” of drawings should be copies of the same set of drawings that will be submitted to the City Building and Zoning Department for a building construction permit. One set should be signed and sealed by the Engineer and/or Architect of record for our records.

Documents can be returned to Veronica Cruz via Fax, Email or Mail

Email: Veronica@jlpropertymgmt.com

Fax: (954) 753-1210 – Please keep in mind that pictures are not very clear when faxed

Mail: J & L Property Management, Inc.
10191 West Sample Road, Suite 203
Coral Springs, FL 33065

VANGUARD VILLAGE #15
HOMEOWNERS MAINTENANCE ASSOCIATION, INC.

ARCHITECTURAL CHANGE APPLICATION

Association approval is required when making modifications and/or additions to the exterior of any home and/or lot. Painting and basic repairs do not require approval.

Owners Name(s): _____
Property Address: _____
Home Phone: _____ Other Phone: _____
Email Address or Other Contact Info: _____

I hereby request approval for the following described change(s). I understand that appropriate municipal codes and Association restrictions must be followed. In addition, I agree to relocate irrigation lines if the proposed change(s) make them inaccessible for repairs.

General Description of Project: _____

General Description of Materials to be used (type, size, shape, color, etc): _____

Documents Checklist (mark box and submit all paperwork with this application):

- Survey/Plot Plan** – Changes to the footprint of the existing building, driveway, etc. and/or the location of new fences, patios, etc. must be highlighted in some way on the survey.
- Bldg. Plans/Specifications** – Project drawings can be done by the homeowner, architect, engineer or contractor, but must include clear dimensions and project parameters.
- Product(s) Picture or Brochure** – Provide a clear visual representation of the products that will be used in the project, as an accompaniment to the materials described above.
- Other** – Provide any information, forms, etc. that will make it easier to understand the project. If work was started and/ or completed with City approval, provide a copy of the permit.

By signing, I hereby acknowledge that written approval of this application should be obtained from the Association's Architectural Review Committee prior to beginning work and I agree to possible project revisions if work was started without approval. All changes will be done with appropriate municipal permits, if required. I agree to be responsible for the cost of any needed repairs resulting from the changes, including, but not limited to, the lawn and/or the Association's irrigation system.

Owner(s) Signature: _____ Date: _____

Submit All Paperwork To:
Vanguard Village #15 HOA
c/o J & L Property Management
10191 West Sample Rd. #203
Coral Springs, FL 33065
954-753-7966; fax 954-753-1210

ARCHITECTURAL REVIEW COMMITTEE

Date Reviewed: _____

Approved by _____

Denied by _____

Incomplete _____

Date Owner notified: _____

Date Rec'd: _____

COMMENTS (use additional sheet, if needed):