

# ARCHITECTURAL CHANGE APPLICATION

C/O J&L Property Management, Inc  
10191 W. Sample Rd. #203  
Coral Springs, FL 33065  
Office: (954) 753-7966 Fax: (954) 753-1210  
Www.jlpropertymgmt.com

## **REQUIREMENTS FOR SUBMISSION OF ARB FORMS**

- Work cannot be started until you receive back the architectural form signed and approved.
- If you are doing the work yourself, put “Homeowner” next to “Contractor Name” on the Architectural Change Application. Only submit documents 1-3 that are listed below.
- Include one (1) copy of the documents listed below **WITH** your architectural request or it may not be accepted if it’s incomplete.
- Owners are responsible for obtaining necessary permits required from the City.
- Owners are responsible for any and all damages to Association property and any utilities, including sewer, water, cable, electric and telephone.
- Owner’s must make sure all debris is removed off Association property during and after the work is being done.
- Other conditions may be applicable and may be determined or stipulated on an individual basis.
- Please note: If you are part of a Master Association, you will be required to obtain approval from them as well prior to starting any work.

## **DOCUMENTS LISTED BELOW MUST BE SUBMITTED BACK WITH YOUR REQUEST:**

1. **Complete ARB form – Fill in each box indicating colors, materials, and proposed work**
2. **A picture of the item/material that will be installed or used for your request (Windows, doors, paint samples, etc.)**
3. **A copy of the property Survey or a Site Plan indicating where and what the improvements are (If applicable)**
4. **A copy of the Contractor’s License**
5. **A copy of the Contract detailing the work (does not have to show the price)**
6. **A copy of the Contractor’s General Liability Insurance Certificate & Workers Comp Certificate or Exemption form. The General Liability Certificate and Workers Comp Certificate must be made out to your Association as follows:**

**Cocopalms HOA**  
c/o J&L Property Management, Inc.  
10191 W. Sample Rd. #203  
Coral Springs, FL 33065

**Documents can be returned to J&L Property Management via Email or mail. They can also be dropped off to our office at the address below.**

**Email:** Arcrequests@jlpropertymgmt.com

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



# COCOPALMS

## Architectural Review Request

**Part 1 - To be completed by the homeowner (Complete a separate form for each modification.)**

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

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

Phone Number: \_\_\_\_\_ Lot #: \_\_\_\_\_

Expected start date: \_\_\_\_\_ Expected completion date: \_\_\_\_\_

Type of Modification requested- include details (*attach color samples, blue prints, survey, etc.*):

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**Part 2 - To be completed by the ARC**

Date Received: \_\_\_\_\_ Date Reviewed: \_\_\_\_\_

Recommend Approval

Recommend Denial

Conditions of Approval: \_\_\_\_\_

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Reason for Denial: \_\_\_\_\_

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Signature of Board Member \_\_\_\_\_

Date \_\_\_\_\_

*All work must meet city, state, and county code requirements. The proper permits (if applicable) must be obtained. It is highly recommended that you make certain that your contractor is licensed and insured before beginning work.*

# Cocopalms Architectural Review Committee

Coconut Creek, FL 33063

October 08, 2003

## **BASIC PROPERTY EXTERIOR STANDARDS:**

(1) All homes must have complete, healthy and well maintained landscaping.

(a) A hedgeline is recommended for it's ease of maintenance. The hedgeline must be dense. The height of the hedgeline is not to exceed the lower edge of the white trim line on the base color. The following plants are suggested for use because of their ease of maintenance and drought tolerance: Serinam Cherry, Cocoblum, Vibernum Hedge, or Sword Ferns. Plants that present a stalky, sparse appearance are not to be used for a hedgeline. Those plants include but are not limited to Hawaiian Ti, Crotons, etc.

(b) After obtaining prior ARC approval, planting beds that are fully planted, mulched, and edged may be permitted. A request form specifying the type of plantings to be used and decorative items must first be reviewed by the ARC. All dying fronds, limbs, plants, etc. must be regularly trimmed or removed and replaced as necessary to maintain a full and complete appearance. Climbing plants that physically attach to the exterior of the home are not permitted. In the event that the homeowner fails to maintain the planting beds they will be required to remove the planting bed and replace it with a hedgeline at their expense.

(c) Decorative elements: All decorative items must be complementary to the property in both quantity and appearance. Any item appearing to be "recycled" refuse, rusted items, plastic pots, etc. are NOT to be incorporated into the landscape design. A maximum of five (5) decorative elements may be used on any one property. Those elements include but are not limited to pots, landscape art, signs, bird feeders, statuary, etc. Their size and scale must be viewed as tasteful and appropriate by the ARC. If landscaping rocks are used there must be no visible mold or other distracting stains.

(d) Gardening Equipment. All shovels, rakes, buckets, hoses, etc. are to be kept out of view when not in use. Garden hoses may be stored in a decorative pot or mounted out of view on the exterior wall.

(e) Plastic landscaping borders if used in the landscaping are to be properly installed in the ground.

(f) Lawn maintenance: Yard must be regularly mowed and edged. Dead or dying sod must be replaced promptly.

(2) Window mounted fans & room a/c units visible from the street are prohibited. Any utility equipment including rain sensors for sprinkler systems installed by the homeowner or designated installer are to be mounted in a location not visible from the street.

ARC Committee Members: Cliff Clark, Geneva Crawford, Barbara Lorne, John Martin