

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. **Indemnity Letter (Notarized)**
3. **A picture of the item/material that will be installed or used for your request (Windows, doors, paint samples, etc.)**
4. **A copy of the property Survey or a Site Plan indicating where and what the improvements are (If applicable)**
5. **A copy of the Contractor’s License**
6. **A copy of the Contract detailing the work (does not have to show the price)**
7. **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:**

FOREST LAKE ESTATES HOA, ASSOC, INC
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

FOREST LAKE ESTATES HOMEOWNERS ASSOCIATION, INC.

Application for Architectural Approval

The association requires all changes or modifications to the exterior of your home or lot to be approved in writing by the Architectural Control Committee before such changes or modifications are made to the exterior of your home or lot. In order for your request to be considered, you must provide the information on this application form:

Date of application: _____ Owner Name(s): _____

Address: _____ Legal Description Lot #: _____

Phone Number(s): _____ Email: _____

Please describe the improvements, modifications or changes and the reason for this request:

Attach a copy of your most recent survey, marked to show the size and exact location of the improvement, modification or change for which you are requesting approval. Note: most owners received a survey when they purchased their home.

Attach a copy of a properly detailed set of plans and specifications, any architectural drawings or other information that is available concerning your requests. If adequate information is not provided at the time of application, the committee will be unable to consider approval of your application and such time as adequate information is provided.

Indicate and/or provide samples of color, materials, texture and styles of materials to be used.

The following documents must be attached to your packet if you are using a Contractor:

A copy of the Contractor's License

A copy of the Contractor's Insurance Certificate

A copy of the Contractor's Workers Comp or Exemption Form

Please be advised that the committee is reviewing your application for location, appearance and conformity to Association documents and approval criteria. You are also required to submit your plans to the City for any required permits.

FOREST LAKE ESTATES HOMEOWNERS ASSOCIATION, INC.

By my (our) signature(s) below, I (we) declare services to be the sole owner(s) of the property described on the front of this application and attest that all of the information supplied is true and accurate, and I agree with, and will abide by the documents of the Association, the Architectural Guidelines of this Association as they shall be interpreted by the Architectural approval.

OBLIGATIONS: I (we) the sole owner(s) of the property described on the first page of this application agree to take full responsibility for and to bear the full cost of, immediate repairs or replacement of any and all item(s) on the property of the Association or the property of other that may be damages and/or destroyed, directly or indirectly, by the work anyone pursuant to this request, whether such damage is caused directly by the owner or indirectly by a contractor, agent, or employee of the owner.

ACCESS: I (we) the sole owner(s) of the property described on the first page of this application hereby acknowledge that member of, or agents for, the Board of Directors and/or the Architectural Control Committee shall have access pursuant to notice to the Property owner for the purpose of inspecting the work in progress and upon completion.

DISCLAIMER: I (we) the sole owner(s) of the property described on the first page of this application hereby acknowledge full and complete understanding that neither the Architectural Control Committee, nor the Board of Directors certifies compliance with any Building, Zoning, Health, Safety, of other codes or standards by its or their approval of any matter contemplated by this application and that additional approvals must be separately obtained, if applicable from all necessary agencies by the owner. Neither this Association nor its Officers, Directors, Architectural Committee or agents assume or shall have any liability for approval or disapproval or for death or injuries to person or property arising from construction or use of improvements or for loss to owners, economic or otherwise, arising from construction or use of said improvements.

Owner _____

Date: _____

Owner _____

Date: _____

Homeowner Association Documents allow thirty (30) days for the review process. Depending on the type of application and the date of submission, the Committee will endeavor to act on the application as expeditiously as possible.

Approvals are effective for ninety (90) days and work must be completed in a timely manner.

A few brief reminders: Work hours are 8:00 AM to 5:00 PM sharp. Be mindful of your neighbor's property, and privacy during this time. We would like to make you aware that workers cannot post signs, pass out flyers, or bussiness cards while working in the community. Please mention to them that they are not to cruise throughout the community.

Thank you in advance for your cooperation.

INDEMNITY LETTER

(Unit Owner Name)

Date: _____

To Whom It May Concern:

I, the undersigned, agree to indemnify and hold harmless **FOREST LAKE ESTATES HOMEOWNERS ASSOCIATIONS, INC.**, from any and all liability, defense costs, including attorney fees and all other fees incidental to defense, loss or damage **FOREST LAKE ESTATES HOMEOWNERS ASSOCIATIONS, INC.**, may suffer as a result of claims, demands, costs or judgments against it arising from the work.

(Signature of Owner)

(Street Address)

(Print Name of Owner)

(City, State, Zip)

ACKNOWLEDGEMENT

STATE OF FLORIDA,
COUNTY OF _____

Before me personally appeared _____ to me well known and known to me to be the person described in and who executed the foregoing instrument, and acknowledged to and before me that _____ executed said instrument for the purposes therein expressed.

NOTARY PUBLIC – STATE OF FLORIDA

MY COMMISSION EXPIRES

FOREST LAKE ESTATES HOMEOWNERS ASSOCIATION, INC.

OFFICE USE ONLY

Date Received: _____

Owner Name(s): _____

Address: _____

Job Description: _____

(Circle One)

APPROVED / DENIED

COMMITTEE MEMBERS (2)

Date: _____

Print Name: _____

Signature: _____

Date: _____

Print Name: _____

Signature: _____

Board Representatives (1)

Date: _____

Print Name: _____

Signature: _____

ACKNOWLEDGEMENT

Owner/tenant acknowledges that the **Rules & Regulations** of Forest Lake Estates. I/We have read them in full and thoroughly understand their intent and meaning and will abide by them. I also acknowledge and understand that **any exterior modification to the property MUST have association approval by submission of ARB complete packet** and that no work will be done prior to written approval from the associations board of directors.

Print Name

Signature

Date

Print Name

Signature

Date

Unit Address

Board Signature

Date:

FOREST LAKE ESTATES ASSOCIATION INC.

ARCHITECTURAL CONTROL STANDARDS APPROVAL CRITERIA

STORM SHUTTERS

Any type of storm shutters the property owner wishes to install, is permitted provided that:

1. Any permanent sills, tracks, or housings are painted the same color as the house where attached.
2. Accordion shutters must match the existing house color as closely as possible.
3. If any shutters are equipped with electric motors, wiring and conduits, it should not be exposed on the outside of the home wherever possible. If it is on the exterior of the home, it must be painted the same color as the home.
4. If horizontal sliding shutters or hinged colonial shutters are being considered, a color sample must be submitted for approval.
5. Shutters of whatever type can be used only during weather emergencies and must be opened or removed immediately after the emergency passes.
6. They cannot be closed or installed when traveling. It is the responsibility of the property owner to make arrangements for someone to take care of the home in case of a weather emergency.

DRIVEWAYS

Concrete interlocking pavers and stamped concrete driveways are permitted provided that the color is consistent with the existing house color.

NOTE: The re-sealing of driveways is considered a maintenance item and does not require committee approval.

GUTTERS AND DOWNSPOUTS

The gutters and downspouts must be the same color as the surface to which they are attached. The gutter color must be the same color as the existing fascia color. The downspout color must be the same color as the existing stucco wall color.

NOTE: Approval will remain in effect as long as the gutters and downspouts are properly maintained, i.e. Free of peeling paint and rust and properly attached to the house.

POOLS AND SPAS

1. All pool/spa equipment (pump, filter, and heater) must be placed on the lot in a location so as Not to be a disturbance to the adjoining neighbor. The equipment must be screened from the view from the street and the adjoining neighbor.
2. There shall be no storage of material or debris during construction which is visible from the front of the home.
3. Pools must be installed below ground. No above ground pools are permitted. About ground Portable spas are permitted.

SOLAR HEATING DEVICES

1. If the panels are visible from the street an effort must be made to block the view with trees.
2. If the heating unit is visible from the street or by the adjoining neighbor, landscaping must be installed to screen it from view.
3. Any exposed piping or wiring must be painted the same color as the house.

EXTERIOR REPAINT

Approval subject to the following.

1. Colors must be consistent with other homes in the neighborhood.
2. Colors must be compatible with the architectural style of the home.
3. Color samples must be submitted with application.

NOTE: Approval required only if the home is to be painted a color other than the color originally painted by the developer.

FENCES

Two styles of fencing are currently permitted within the Forest Lake Community. They are vertical, wood shadow box and aluminum. Chain link fences are not permitted. Other types of fences will be reviewed on an individual basis.

1. Vertical Wood Shadow Box
 - A. Maximum Height- 6 ft.
 - B. All materials must be of cedar and pressure treated wood. The fence must be constructed On site. No prefabricated or sectional shadow box fences will be allowed.
 - C. If the posts are to be exposed, they must be on inside of the lot that is constructing the fence And not the adjoining neighbor's side.
 - D. The fence may not extend forward of the front corner of the home.
 - E. The fence may be stained or weather sealed with a translucent product or paint the color schemes of the home. IF painting is requested, a color sample must be submitted with the application.
 - F. All vertical slats shall be a maximum of 4 " wide and 1" deep. The spacing should be a maximum of 4".
 - G. Fences must be constructed with galvanized nails or other rust proof fasteners.
2. Aluminum
 - A. Maximum height 6".
 - B. The fence may not extend forward of the front corner of the home.
 - C. The fence must be a complete aluminum system, including the posts and rails. Painting is not permitted.

Approval will remain in effect as long as the fence is maintained in good condition and appearance.

****LAKE LOTS-** The fence may not extend into the Lake Maintenance Easement or Lake Slope Easement without the written approval of the Broward Drainage District. For further information on this approval call 954-432-5220.

WALLS

1. Maximum height of 6"
2. The wall may not extend forward of the front corner of the home.
3. Must be compatible with the architectural style of the home.
4. Color must match the existing color of the home. Color samples must be submitted.

MAILBOXES

1. Design must be compatible with the architectural style of the home.
2. Design must be compatible with mailboxes originally provided by the developer in order to maintain unison in the neighborhood.
3. If the mailbox is painted or stained, a color sample must be submitted.

NOTE: Approval is not required if the mailbox replacement is identical to the one originally provided by the developer.

LIGHTING

1. Replacement of existing lighting fixtures on the exterior of homes must be compatible With the architectural style of the home.
2. Flood lights must no be directed toward the street or the adjoining neighbor property.
3. Light bulbs may not exceed 100 watts.

SCREEN ENCLOSURES

1. The screen enclosure frame should be the same color as the existing house window frames.
2. The screen fabric material should be the same color as the existing house window screens.
3. The height may not exceed the height of the roof line where attached.

Approval will remain in effect as long as the screen enclosure is maintained in good condition and appearance.

LANDSCAPING

Removal of trees requires a city permit. Any significant changes to the street scape appearance requires approval from the committee.

1. Landscape material must be consistent with other in the neighborhood and be of the type suitable for South Florida.
2. If existing trees are to be removed, they must be replaced with the same quality and quantity of the tree (s) that is removed.
3. If existing shrubs are to be removed, they must be replace with shrubs sufficient enough to complete ta planting bed of the same square footage.
4. All newly planted trees should be placed on the lot in such a manner that the trees will not shed leaves onto the neighbor's property and can be trimmed and maintained without accessing the neighbor's property.
5. Hedges- all hedges must be maintained to a maximum height of 6". Also, all hedges adjacent to the Lake must be maintained to a maximum height of 3" so as not to obstruct the view of the neighbor.

NOTE: Only living landscaping is approved.

Statues, ponds, fountains and other permanent ornamental structures will be reviewed on an individual basis.

PORCHES

1. Porch roofs must be of the "Built-up" type (wood frame). Aluminum roofs are not permitted within the Forest Lake Community.
2. Porth material must be of the same type, color and appearance as the main structure of the home, i.e.: walls, fascia and roof.

AWNINGS

Canvas awnings are the only type permitted I the community.

1. Awnings are permitted on the rear of the home only.
2. The color must be compatible with the existing home. A color sample must be submitted with the application.

PERGOLAS

1. Pergolas are permitted on the rear of the home only.
2. They may be weather sealed or stained with a translucent color. Painting is not permitted.

GAZEBOS

1. Gazebos are permitted it the rear of the home only.
2. The structure must be permanent.
3. The design must be compatible with the architectural style of the home and in unison with the aesthetics of the neighborhood.
4. The color must be compatible with the existing house color. A color sample must be submitted With the application.
5. The maximum allowable height at the peak is 15”.

FIREPLACES

Exterior exhaust equipment must match the architectural design of the house.

DOCKS

Criteria is still under review.

ADDITIONAL PROVISIONS

1. The following are specially addressed in the Declaration of Protective Covenant's and Restrictions and are therein prohibited:
 - A. Clotheslines and outside clothes drying- prohibited unless advised or mandated by governmental authorities for energy conservation and the types of devices and location used must then be approved by the Architectural Control Committee.
 - B. Air Conditioning units – only central air conditioning units are permitted. Window, wall or portable air conditioning unit are not permitted.
 - C. Garages- no garage shall be permanently closed and /or converted into a living space or storage area. Garage doors shall remain closed when not in use.
2. The following are addressed n the documents and are prohibited by the Architectural Control Committee.
 - A. No portable storage or accessory buildings, sheds, or structures or tents.
 - B. No boats, trailers, recreational vehicles, or campers can be stored outside a unit.
 - C. No commercial vehicles can be stored outside of a unit.
3. The following are permitted only if approved by the Committee and hidden from view of the street and neighbors.
 - A. Outside signal receiving or sending antennas, dishes, or devices.
 - B. Flag Poles.
 - C. Basketball poles, backboards, and or nets.
4. All modifications to the exterior of the home and lot requires approval from the committee. Any modification not addressed in this Architectural Control Manual will be reviewed on an individual basis and its s approval is at the discretion of the committee.
5. Damage and Destruction: In the event any IMPORVEMENT is damaged or destroyed by casualty or for any other reason, the OWNER of the UNIT shall repair and restore the damaged IMPORVEMENT as soon as reasonably practical to the same condition that the IMPORVEMENT was in prior to such damage or destruction, unless otherwise approved by the Architectural Control Committee.