

# 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 1-4 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:**

**Welleby Townhomes Association, 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



Welleby Management Association Inc.  
 4570 N Hiatus Road, Sunrise, FL 33351  
 954-749-6228 \* fax 954-748-2440 \* info@welleby.net

ACCT # \_\_\_\_\_

**ARCHITECTURAL MODIFICATION REQUEST** (all exterior modifications)

NAME \_\_\_\_\_ ADDRESS \_\_\_\_\_ SR 33351

SUB-ASSOCIATION (if any) \_\_\_\_\_

EMAIL \_\_\_\_\_ PHONE(S) \_\_\_\_\_

NOTIFICATION SHOULD BE SENT TO MY:  EMAIL  ADDRESS  OTHER \_\_\_\_\_

Please describe the requested modification below (include details such as manufacturer, color, material, dimensions, location, etc.)  
**USE A SEPARATE FORM FOR EACH MODIFICATION IF MULTIPLE CHANGES ARE BEING MADE**

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I have attached the following documentation:

- Lot survey (REQUIRED IF NEEDED TO SHOW A LOCATION)
- Color picture of front of house (REQUIRED FOR PAINTING/ROOFING/LANDSCAPING/DRIVEWAYS/SHUTTERS/DOORS)
- Paint swatches (REQUIRED FOR PAINTING, manufacturer sample with name/number of color) & color locations

I UNDERSTAND THAT THIS REQUEST WILL NOT BE CONSIDERED COMPLETE/SUBMITTED AND WILL NOT BE REVIEWED UNTIL ALL REQUIRED DOCUMENTATION (INCLUDING SUB-ASSOCIATION APPROVAL IF APPLICABLE) IS SUBMITTED. Approvals are valid for **180 days** unless the request is in response to a violation which must be resolved within 30 days of the date of an approval. I agreed to and will comply with all city, county and other governmental regulations and will obtain any applicable permits.

Signature of owner: \_\_\_\_\_ Date: \_\_\_\_\_

**-DO NOT WRITE BELOW THIS LINE, FOR ASSOCIATION USE ONLY-**

SUB-ASSOCIATION NAME \_\_\_\_\_  
 (MUST BE SIGNED BELOW BY A AGENT OF THE SUB-ASSOCIATION OR LETTER OR APPROVAL MAY BE ATTACHED)

Approved ( ) Disapproved ( ) DATE \_\_\_\_\_

SIGNATURE \_\_\_\_\_ PRINT NAME \_\_\_\_\_

WELLEBY MANAGEMENT ASSOCIATION USE ONLY

Approved ( ) Disapproved ( ) DATE \_\_\_\_\_

SIGNATURE \_\_\_\_\_ FOR THE BOARD OF DIRECTORS

# INDEMNITY LETTER

\_\_\_\_\_  
(Unit Owner Name)

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

To Whom It May Concern:

I, the undersigned, agree to indemnify and hold harmless **WELLEBY TOWNHOMES ASSOCIATION, INC.**, from any and all liability, defense costs, including attorney fees and all other fees incidental to defense, loss or damage **WELLEBY TOWNHOMES ASSOCIATION, 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

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## 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

**Tamko Heritage Laminated Shingles Rustic Cedar**  
is the approved shingle and color for the Landings at Welleby.

**\*\*ROOF FLASHING HAS TO BE BROWN\*\***

HOME / TAMKO HERITAGE LAMINATED SHINGLES RUSTIC CEDAR



SHARE THIS PRODUCT:



## TAMKO Heritage Laminated Shingles Rustic Cedar

### The Limited Warranty with the Longest Up-front Protection

Heritage® Series Laminated Asphalt Shingles by TAMKO® have always provided years of striking beauty and excellent roofing protection. They also offer the longest up-front protection available. This is the critical period of time both shingles and the labor to install them are covered at 100% (labor does not include tear off, removal or disposal).

### The beautiful look that lasts

Shadowtone granule blend adds extra richness and depth

- 15 Year Full Start Warranty
- 30 Year Ltd. Warranty
- 15 Year 110/130mph Ltd. Wind Warranty
- 10 Year Algae Relief-Algae Cleaning Limited Warranty
- 13-1/4" x 39-3/8" size
- 5-5/8" Exposure
- Approx. 64 Pieces/Square
- Approx. 22 Pieces/Bundle
- Approx. 3 Bundles/Square

**IKO CAMBRIDGE SHINGLES – EARTHTONE CEDAR**

**\*\*ROOF FLASHING HAS TO BE BROWN\*\***



**APPROVED BY BOARD AS OF SEPTEMBER 2020**