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:**

Quatraine IV Homeowners 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

ARCHITECTURAL REVIEW COMMITTEE REQUEST FORM
QUARTRAINE IV HOMEOWNERS ASSOCIATION

Name: _____ Phone – Home: _____
Address: _____ Phone – Work: _____
_____ Phone – Other: _____
Email Address: (PLEASE PRINT CLEARLY)_____

SUBJECT/ITEM FOR REVIEW: _____

I/WE HEREBY MAKE APPLICATION TO THE ARCHITECTURAL REVIEW COMMITTEE FOR APPROVAL IN WRITING FOR THE ABOVE CAPTIONED ITEM AS FOLLOWS:
(Describe in detail. Information to include materials, colors, size, etc. Use the back of this paper if additional space is needed.)

_____

_____

NAME OF CONTRACTOR/COMPANY or PERSON WHO WILL BE DOING THE WORK:_____
CONTRACTOR LICENSE NUMBER: _____
(ATTACH COPY OF CONTRACTOR'S ACCORD CERTIFICATE OF INSURANCE)

I/WE HAVE DESCRIBED IN DETAIL AS REQUESTED AND HAVE ATTACHED A DRAWING TO SHOW THE MANNER IN WHICH THIS INSTALLATION WILL AFFECT THE PROPERTY LOCATED AT: _____ _____. I/WE UNDERSTAND THAT WE MUST HAVE APPROVAL IN WRITING FROM THE ARCHITECTURAL REVIEW COMMITTEE AND THE BOARD OF DIRECTORS BEFORE ANY WORK CAN BEGIN AND THAT THE ASSOCIATION CAN DEMAND COMPLETE REMOVAL AND RESTORATION IF THE ITEM DOES NOT CONFORM TO THE SPECIFICATIONS CONTAINED HEREIN AND/OR THE ATTACHED DRAWINGS, OR INSTALLED WITHOUT WRITTEN APPROVAL. IT IS UNDERSTOOD THAT I/WE SHALL BE *TOTALLY* RESPONSIBLEFOR THE REPAIR/RESTORATION OF ANY ASSOCIATION PROPERTY WHICH MAY BECOME DAMAGED BY WORKERS ON THIS PROJECT, AND TO OBTAIN ANY PERMITS WHICH MAY BE NECESSARY BEFORE WORK HAS BEGUN. I/WE HAVE ATTACHED A COPY OF OUR CONTRACTORS "ACCORD" CERTIFICATE OF INSURANCE. THE SIGNATURE BELOW AGREES TO ALL OF THE TERMS AND CONDITIONS OF THIS FORM.

SIGNATURE OF APPLICANT_____

---------- DO NOT WRITE BELOW THIS LINE ----------

THE SIGNATURE BELOW, BEING PLACED IN THE APPROPRIATE SPACE, TESTIFIES TO THE APPROVAL/DISAPPROVAL OF THE ARCHITECTURAL REVIEW COMMITTEE OF **QUATRAINE IV HOMEOWNERS ASSOCIATION**.

WE APPROVE: _____ DATE: _____

WE DISAPPROVE: _____ DATE: _____

WE DISAPPROVE/HOLD FOR THE FOLLOWING REASON(S): _____

_____

IT IS UNDERSTOOD BY ALL PARTIES CONCERNED THAT ANY ERRORS, OMISSIONS, ADDITIONS OR MODIFICATIONS TO THIS DOCUMENT WILL INVALIDATE IT IN ITS ENTIRETY AND SHOULD SUCH INVALIDATION OCCUR; THE ARCHITECTURAL REVIEW COMMITTEE AND/OR THE BOARD OF DIRECTORS MAY ELECT TO DENY ANY FURTHER APPLICATIONS FOR THE ABOVE STATED ITEM OR THE ABOVE LISTED APPLICANT.

THE SIGNATURE BELOW ATTESTS THE BOARD OF DIRECTORS APPROVAL OF THE ARCHITECTURAL REVIEW COMMITTEE RECOMMENDATION. THE ABSENCE OF A SIGNATURE WILL RENDER THIS FORM INVALID ITS ENTIRETY.

_____, Director Dated: _____

MASTER BOARD APPROVAL REQUIRED: YES NO

_____, Master Board Dated: _____

INDEMNITY LETTER

_____
(Unit Owner)

QUATRAINE IV HOMEOWNERS ASSOCIATION, INC. Date: _____

To Whom It May Concern:

I, the undersigned, agree to indemnify and hold harmless Quatraine IV Homeowners Association, Inc. from any and all liability, defense costs, including attorney fees and all other fees incidental to defense, loss or damage Quatraine IV Homeowners Association, Inc. may suffer as a result of claims, demands, costs or judgments against it arising from the following:

_____
_____
_____

Sincerely yours,

_____ _____
(Signature of Owner) Street Address

_____ _____
(Signature of Owner) Street Address

ACKNOWLEDGMENT

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.

WITNESS my hand and official seal this ____ day of _____ A.D. 20____

_____ _____
NOTARY PUBLIC – STATE OF FLORIDA MY COMMISSION EXPIRES

QUATRAINE IV HOMEOWNERS ASSOCIATION
HOME COLOR APPROVAL GUIDE

BENJAMIN MOORE		SHERMAN WILLIAMS	
Brilliant White	**Trim only**	**Extra White 7006**	**Trim Only**
Montgomery White	**HC-33**	**Jersey Cream**	**SW6379**
Brookline Beige	**HC-47**	**Practical Beige**	**SW6100**
Rich Cream	**2153-60**	**Napery**	**SW6386**
Putnam Ivory	**HC-39**	**Softer Tan**	**SW6141**
Elmira White	**HC-84**	**Pacer White**	**SW6098**
Hazelnut Cream	**2161-60**	**Intricate Ivory**	**SW6357**

*** Also Approved color: Spring Walk - Behr Paint***

Please refer to the color name and code on the ARC Form.

- Roof/rain gutters must be white. The downspouts must be white or match the color of the house.
- Window shutters and house columns must be white.
- Exterior garage doors must be white or match the color of the house.
- Interior and Exterior fences must be painted white.
- House front entrance doors must be white. Glass front entrance door must be permitted for hurricane impact compliance.
- Window frames/trim must be white. The Board has also approved 1085 French Manicure - Dec 2020
- Front walkway revisions and color must be approved by submitting an ARC form to the HOA.
- Front porch and garage sconce lights must illuminate any shade of yellow or white. Any other color is permitted to illuminate temporarily for up to a period of one week during a holiday or festival.

Direct Questions and ARC Forms to:
J&L Property Management, Inc.
954-753-7966
Arcrequests@jlpropertymgmt.com

QUATRAINE IV HOMEOWNERS ASSOCIATION
ROOF APPROVAL GUIDE

BORAL- Barcelona 900 Collection

Barbados Blend
Café
Citrus Clay
Desert Spice Blend
Gold Dust

BORAL- Villa 900 Collection

Gold Dust

BORAL- Spanish "S" Nuevo Collection

Sangria Blend
Spanish Clay
Terra Cotta

ENTEGRE- Bella High Collection

Nevada Clay
Paradise
Sierra Stone Blend
Terra Cotta

FORTERRA- Regal Collection

Terra Cotta

FORTERRA- Regal Antigua Collection

Mosaic Blend
Paradise Blend

- Sealcoating or any kind of coating the roof or painting/applying color is not permitted.
- Please refer to the manufacturer and color name on the ARC Form.

Direct Questions and ARC Forms to:
J&L Property Management, Inc.
954-753-7966
Arcrequests@jlpropertymgmt.com