

# 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  
QUARTRINE 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* RESPONSIBLE FOR 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 Quatrain IV Homeowners Association, Inc. from any and all liability, defense costs, including attorney fees and all other fees incidental to defense, loss or damage Quatrain 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

10/30vc

## QUATRINE IV HOMEOWNERS ASSOCIATION HOME COLOR APPROVAL GUIDE

### BENJAMIN MOORE

Brilliant White	Trim only
Montgomery White	HC-33
Brookline Beige	HC-47
Rich Cream	2153-60
Putnam Ivory	HC-39
Elmira White	HC-84
Hazelnut Cream	2161-60

### SHERMAN WILLIAMS

Extra White 7006	Trim Only
Jersey Cream	SW6379
Practical Beige	SW6100
Napery	SW6386
Softer Tan	SW6141
Pacer White	SW6098
Intricate Ivory	SW6357

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.
- 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:  
 Nikki Gordon  
 Administrative Assistant for  
 J&L Property Management, Inc.  
 954-753-7966 ext. 122  
[Arcrequests@jlpropertymgmt.com](mailto:Arcrequests@jlpropertymgmt.com)

10/30/16

## QUATRAINE IV HOMEOWNERS ASSOCIATION ROOF APPROVAL GUIDE

### BORAL- Barcelona 900 Collection

Barbados Blend  
Cafe  
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.

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