

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:**

Vanguard Village #15 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: Ashley@jlpropertymgmt.com

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

**VANGUARD VILLAGE #15
HOMEOWNERS MAINTENANCE ASSOCIATION, INC.**

ARCHITECTURAL CHANGE APPLICATION

Association approval is required when making modifications and/or additions to the exterior of any home and/or lot. Painting and basic repairs do not require approval.

Owners Name(s): _____
Property Address: _____
Home Phone: _____ Other Phone: _____
Email Address or Other Contact Info: _____

I hereby request approval for the following described change(s). I understand that appropriate municipal codes and Association restrictions must be followed. In addition, I agree to relocate irrigation lines if the proposed change(s) make them inaccessible for repairs.

General Description of Project: _____

General Description of Materials to be used (type, size, shape, color, etc): _____

Documents Checklist (mark box and submit all paperwork with this application):

- Survey/Plot Plan** – Changes to the footprint of the existing building, driveway, etc. and/or the location of new fences, patios, etc. must be highlighted in some way on the survey.
- Bldg. Plans/Specifications** – Project drawings can be done by the homeowner, architect, engineer or contractor, but must include clear dimensions and project parameters.
- Product(s) Picture or Brochure** – Provide a clear visual representation of the products that will be used in the project, as an accompaniment to the materials described above.
- Other** – Provide any information, forms, etc. that will make it easier to understand the project. If work was started and/ or completed with City approval, provide a copy of the permit.

By signing, I hereby acknowledge that written approval of this application should be obtained from the Association's Architectural Review Committee prior to beginning work and I agree to possible project revisions if work was started without approval. All changes will be done with appropriate municipal permits, if required. I agree to be responsible for the cost of any needed repairs resulting from the changes, including, but not limited to, the lawn and/or the Association's irrigation system.

Owner(s) Signature: _____ **Date:** _____

Submit All Paperwork To:
Vanguard Village #15 HOA
c/o J & L Property Management
10191 West Sample Rd. #203
Coral Springs, FL 33065
954-753-7966; fax 954-753-1210

ARCHITECTURAL REVIEW COMMITTEE

Date Reviewed: _____

Approved by _____

Denied by _____

Incomplete _____

Date Owner notified: _____

Date Rec'd: _____

COMMENTS (use additional sheet, if needed):

A NOTE FROM THE BOARD REGARDING FENCE REQUIREMENTS:

For specific information regarding "Fences" in our HOA Docs booklet, homeowners should go to the "Declarations of Restrictions" section (one of the three (3) document tabs). On page 2, #4 "Fences" along with other issues are discussed that residents can review for themselves. The important detail noted there is that the front edge of the building wall is an absolute limit for fences. The other important detail noted in this section is on Page 9, #12 titled Architectural Control. The Board has the authority to develop policies in order to maintain an area of high standards; they "have the right and power to control the type, kind and character of buildings and structures to be placed within the [community]". Under the Architectural Control authority, Boards of Directors have approved many policies over the years regarding a lot of issues, including fences and other things. Those policies are delineated in the "Rules and Regulations" document provided to all new homeowners before moving into Vanguard Village, during their application/buying process.

VANGUARD VILLAGE #15 HOMEOWNERS ASSOCIATION, INC.

V. ARCHITECTURAL CHANGES

- A. All changes to the exteriors of homes and/or lots, including expansion of driveways and installation of a fence must be approved by the Board of Directors, through the Architectural Review process; in addition to the City of Tamarac, through the Building Department permit process. The Architectural Change Application is available upon request from the Management company. All documents included with the application for an architectural change will become part of the permanent records of the Vanguard Village Homeowners Association.
- B. Fences in Vanguard Village must comply with the following standards:
1. No fences of any kind may be erected in the “front yard area” of any lot, or for those homes with a corner lot, that includes the side of the property adjacent to the street.
 2. No fence may extend beyond the side property line as defined on the official property survey except for corner lots, lots on a cul-de-sac, and other pie shaped lots, where they cannot extend past the side wall of the home (commonly called the Florida Room).
 3. Maximum height is 8 feet.
 4. No fence may be erected within twelve (12) feet of a canal. There must be a minimum of four (4) feet between the fence and the easement at the rear of the property, if not on a canal.
 5. No new chain link fences will be allowed.
- C. In the event any architectural application is not approved by the Board of Directors, the applicant may apply for approval at a meeting of the General Membership of the Association. Upon a favorable vote by a majority of the Membership where a quorum is present, the Board of Directors must grant approval of the applicant’s request.