

# 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.
- The unit owner is responsible for obtaining necessary permits required from the City.
- The unit owner is responsible for any and all damages to Association property and any utilities, including sewer, water, cable, electric and telephone.
- The unit owner must remove all debris off Association property from the work that 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:**

**Weslake 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 Emailed, mailed or dropped off to our office. Below is the information for your records.**

**Email:** Jladmin@jlpropertymgmt.com

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

**WESTLAKE HOMEOWNERS ASSOCIATION, INC.**

**REQUIREMENTS FOR SUBMITTAL OF ARB FORMS**

**A) APPLICATION:**

1. Completely filled out.
2. Indicate colors and materials and provide actual samples (as needed).
3. Contractors license and insurance certification documentation.
4. You must supply a copy of the contract.

**B) SITE PLAN:**

1. Indicating where and what the improvements are.
2. This can be a copy of the survey with the new information shown on the survey.

**C) FLOOR PLAN, EXTERIOR ELEVATIONS, SECTIONS & DETAILS:**

1. Final permit/construction type of drawings indicating where and what the improvements are and showing a portion of the existing house and how the new work will relate to the existing house.
  - a. Existing walls, doors, windows, etc.
  - b. New walls, doors, slabs, walks, etc., (i.e. for a screened enclosure addition).

The submittal must include two (2) copies of all of the above information to be accepted for review.

The above referenced "permit/construction type" of drawings should be copies of the same set of drawings that will be submitted to the City Building and Zoning Dept. for a building construction permit. One set should be signed and sealed by the Engineer and/or Architect of record for our records.

If the final permit/construction type of drawings are not available at the time of submittal for our review, an approval will be given for DESIGN AND CONCEPT ONLY and a final signed and sealed set of permit/construction drawings must be submitted for our records.

**WESTLAKE HOMEOWNERS ASSOCIATION, INC.**  
**( A Not for Profit Corporation)**

**REQUEST TO MODIFY HOA PROPERTY**

Unit Owner(s): \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Phone No. Home: \_\_\_\_\_

Work: \_\_\_\_\_

I/We, \_\_\_\_\_, hereby request permission to modify the  
Homeowner Association Property and submit the following true and correct information in support of this  
request:

Brief Description of Proposed Modification:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Does the change involve any structural change to the HOA property? If yes, please explain.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Contractor who will be doing the work (include complete name, address and telephone number):

\_\_\_\_\_

\_\_\_\_\_

Estimated Cost: \$ \_\_\_\_\_

**IMPORTANT NOTE:** You are to attach a sketch or drawing of the proposed modification. You are  
encouraged to submit any additional information supporting your case.

Respectfully submitted the \_\_\_\_\_ day of \_\_\_\_\_, 200\_\_\_\_\_.

\_\_\_\_\_  
SIGNATURE of Owner

\_\_\_\_\_  
SIGNATURE of Co-Owner

Print Owner's Name(s):  
\_\_\_\_\_

INDEMNITY LETTER

\_\_\_\_\_  
Unit Owner

WESTLAKE HOMEOWNERS ASSOC., INC.

\_\_\_\_\_  
Date

To Whom It May Concern:

I, the undersigned agree to indemnify and hold harmless WESTLAKE HOMEOWNERS ASSOCIATION from any and all liability, defense costs, attorney fees and all other fees incidental to defense, loss or damage WESTLAKE H.O.A., INC. may suffer as a result of claims, demands, costs or judgements against it arising from the following:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Sincerely Yours,

\_\_\_\_\_

\_\_\_\_\_  
Please Print Name

\_\_\_\_\_  
Address

\_\_\_\_\_  
Address

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 purposed therein expressed.

WITNESS my hand and official seal this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_

\_\_\_\_\_  
NOTARY PUBLIC

STATE OF FLORIDA

My Commission Expires \_\_\_\_\_