

REQUIREMENTS FOR SUBMISSION OF ARC FORMS **HOLLY COURT AT WOODMONT CONDO ASSOC., INC.**

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 but not limited to 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.

DOCUMENTS LISTED BELOW MUST BE SUBMITTED BACK WITH YOUR REQUEST:

1. Complete ARB form – Fill in indicating colors, materials, and proposed work as specified in the instructions
2. A picture of the item/material that will be installed or used for your request (Windows, doors, paint samples, etc.)
3. 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 current 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:

HOLLY COURT AT WOODMONT CONDO ASSOC., 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

Email: Ashley@jlpropertymgmt.com

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

OWNER AFFIDAVIT

I, (Print Name) _____, hereby submit this application for approval pursuant to the regulations of my Association for the architectural change noted in my Architectural Change Application. If said approval is granted, I agree to comply with the conditions stipulated above. I further understand that I may be prosecuted by my Association should I fail to comply with the covenants and restrictions of the Association or if I intentionally misrepresent information on this form. Additionally, I understand that I cannot start any work until my request is approved by the Association and I have a signed copy of my approval.

Owner Signature: _____

Date: _____

Property Address: _____

ARCHITECTURAL CHANGE APPLICATION
HOLLY COURT AT WOODMONT CONDO ASSOC., INC.

Homeowner Name: _____ Email: _____

Address: _____ Phone #: _____

Contractor Name: _____ Phone #: _____

PLEASE FILL IN THE BOXE (S) BELOW NEXT TO THE WORK YOU ARE REQUESTING APPROVAL FOR. INCLUDE MATERIALS BEING USED AND LOCATION OF WHERE THE WORK IS BEING DONE. IF THE JOB TYPE IS NOT LISTED, USE THE "OTHER REQUEST" BOX.

JOB TYPE	BRIEF DESCRIPTION OF WORK BEING DONE, MATERIALS BEING USED AND LOCATION OF WHERE THE WORK IS BEING DONE.	
Flooring		
Electrical		
Plumbing		
Air Conditioner		
Water Heater		
Screen Patio		
Windows	# of Windows: Style of Windows:	Frame Color: Window Tint Color:
Exterior Doors	# of Doors: Style of Doors:	Color of Doors:
Wall(s) OR Ceilings		
Bathroom Renovations		
Kitchen Renovations:		
Other Request:		

BELOW IS FOR OFFICE USE ONLY

The Architectural Request for improvements on the owner/property referenced above have been reviewed by the Association Board of Directors and have been: _____ APPROVED _____ DENIED

Additional Comments: _____

Board Member/ Property Manager Signature:

Date of Approval: