

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.
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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:

CATALINA PLACE TOWNHOMES HOMEOWNER 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. 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

APPLICATION FOR ARCHITECTURAL MODIFICATION(S) CATALINA PLACE TOWNHOMES HOMEOWNER ASSOC., INC.

ACC forms take approximately 30 days to process. Please note modifications are NOT permitted to begin until you receive an answer/approval in writing.		
Email complete application with all required documents to Accrequests@jlpropertymgmt.com or mail them to J&L Property Management – 10191 West Sample Rd. #203, Coral Springs, FL 33065. Please be sure to include required supporting documents noted below so there is no delay/return.		
Property Address: _____		
Name of Owner(s): _____		
Date of application: _____	Daytime #: _____	Account#: --
Owner Email: _____		

Approval is proposed for the following modification(s), addition(s), and/or alteration(s) as described below and/or on attached page(s):

Check the applicable boxes and/or describe below:

- | | | |
|--|--|---|
| <input type="checkbox"/> Awnings | <input type="checkbox"/> Landscaping Additions/Modifications | <input type="checkbox"/> Play Structure/Playgrounds |
| <input type="checkbox"/> Exterior Paint as per approved colors | <input type="checkbox"/> Other Exterior Modification | <input type="checkbox"/> Pool Installation |
| <input type="checkbox"/> Exterior Lighting/Solar Lights | <input type="checkbox"/> Patio Furniture Visible | <input type="checkbox"/> Satellite Dish Location |
| <input type="checkbox"/> Fence as per approved criteria | <input type="checkbox"/> Patio/Terrace/ Decks | <input type="checkbox"/> Spa/Jacuzzi |
| <input type="checkbox"/> Hurricane Panels/Accordion Shutters | <input type="checkbox"/> Pavers/Driveway/Paver Extensions | <input type="checkbox"/> Other: _____ |

THIS IS A RE-SUBMITTAL Yes No

Additional Information/Details: _____

Attached...Please note you MUST provide the following: (If Applicable) Process will be delayed if missing!

- | | |
|--|---|
| <input type="checkbox"/> Color photo of home and back if project is being done in the back | <input type="checkbox"/> Property Survey, showing location of Modification(s) |
| <input type="checkbox"/> Drainage Surface Water Plan | <input type="checkbox"/> Sample(s)/Picture(s) |
| <input type="checkbox"/> Initial or Revised Plan(s) and/or Specification(s) | <input type="checkbox"/> Contractor License, Insurance & Workers Compensation |
| <input type="checkbox"/> Material(s) Designation Plan/Sample(s) | <input type="checkbox"/> Copy of the Contract (Doesn't need to show cost) |

By Initialing below applicant agrees and acknowledges as follows:

_____ Owner agrees to be fully responsible at Owner's sole expense for any and all damages to Common Areas and/or neighboring Lots including, but not limited to, damage from delivery, construction or other vehicles or machinery. Access to construction areas is only to be allowed through Owner's property.

_____ Owner agrees and understand that should the Owner desire to install any new improvement or landscaping within the boundary of a Lot, a drainage surface water plan prepared by a professional irrigation or engineering company certified to the Association will be required to accompany this application. Said water plan must certify that the proposed improvement or landscaping will not adversely affect the drainage and irrigation of the community, Common Areas and/or any adjacent Lots.

_____ Owner agrees and understands to be responsible for obtaining any necessary permits from the appropriate Building and Zoning Department(s) and all other applicable governmental authorities. Furthermore, owner agrees to comply with the Association Documents including, but not limited to, the Declaration, in all respects.

_____ Owner agrees to remise, release, acquit, satisfy, and forever discharge "Developer", "Management Co.", and the "Association(s)" of and from all, and all manner of, action and actions, cause and causes of action, suits, debts, sums of money, accounts, bills, covenants, controversies, agreements, promises, damages (including consequential, incidental, punitive, special or other), judgments, executions, claims, liabilities and demands, whatsoever, at law and in equity (including, but not limited to, claims founded on tort, contract, contribution, indemnity or any other theory whatsoever) in any way related to any previous representations made by "Developer", "Management Co.", and the "Association(s)", and the construction of your requested improvements due to any defects to the marketability, ability to obtain a loan, and/or insurability of your home caused therefrom; any encroachment caused by your requested improvements; and/or the repair, reconstruction or removal of the improvements as required by any governmental or court action.

_____ Owner agrees to defend, indemnify and hold harmless "Developer", "Management Co.", and the "Association(s)", against any and all claims, costs (including without limitation reasonable attorney's fees, paraprofessional fees and court costs at all levels), actions, liabilities and/or expenses in any way related to the construction of your requested improvements due to any defects to the marketability, ability to obtain a loan, and/or insurability of your home caused therefrom; any encroachment caused by your requested improvements; and/or the repair, reconstruction or removal of the improvements as required by any governmental or court action.

_____ Owner agrees, understands, and acknowledges that failing to abide by the aforementioned will be deemed grounds for this request being DENIED.

Anticipated Commencement Date: _____	Owner's Signature: _____
Anticipated Time for Completion: _____	Owner's Signature: _____

(FOR ARCHITECTURAL CONTROL COMMITTEE/PROPERTY MANAGEMENT OFFICE USE ONLY)

Approved Date: _____ X _____
(Signature of ACC Chairperson/OR Property Manager)

Disapproved Date: _____ X _____
(Signature of ACC Chairperson/OR Property Manager)

Request **APPROVED** Comments: _____

Request **DISAPPROVED** Comments: _____