

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:**

CYPRESS COVE OF MARGATE 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 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

ARCHITECTURAL REQUEST FORM

CYPRESS COVE OF MARGATE

c/o J & L Property Management

10191 W SAMPLE ROAD, SUITE 203, CORAL SPRINGS, FL 33065

OFFICE: (954) 752-8119

OWNER NAME: _____ DATE: _____

ADDRESS: _____

LOT NUMBER: _____ PHONE: _____ ALT. PHONE: _____

E-MAIL: _____

Description of work:

Request will not be complete without type of materials used:

Metal _____ Plastic _____ Wood _____ Screen _____ Cement _____ Tile _____ Canvas _____
Aluminum _____

COLOR OF MATERIALS: _____ HEIGHT AT HIGHEST POINT: _____

FULL DIMENSIONS: (L x W x H): _____ MANUFAC SPECS / BROCH _____

COLOR SWATCHES _____ ROOF SAMPLE _____ COPY OF SURVEY _____

START DATE _____ COMPLETE DATE _____

COPY OF SITE PLAN SHOWING DESCRIPTION AND LOCATION _____

CONTRACTOR NAME _____

COPY OF LICENSE, CERTIFICATE OF LIABILITY & WORKERS COMP _____

GARAGE DOORS & TRIM MUST BE PAINTED WHITE

POOLS AND PERMANENT STRUCTURES REQUIRE PERFORMANCE BOND OR APPLICATION ATTACHED.

PROJECT TO BE COMPLETED WITHIN 180 DAYS OF CITY OF MARGATE BUILDING PERMIT ISSUE DATE.

OWNER SIGNATURE _____ 2ND OWNER _____

APPROVED BY _____ DATE _____

DISAPPROVED BY _____ DATE _____

CONDITIONALLY APPROVED BY _____ DATE _____



INDEMNITY LETTER

(Unit Owner Name)

Date: _____

To Whom It May Concern:

I, the undersigned, agree to indemnify and hold harmless **CYPRESS COVE OF MARGATE HOMEOWNERS' ASSOCIATION, INC.** from any and all liability, defense costs, including attorney fees and all other fees incidental to defense, loss or damage **CYPRESS COVE OF MARGATE HOMEOWNERS' ASSOCIATION, INC.** may suffer as a result of claims, demands, costs or judgments against it arising from the work.

(Signature of Owner)

Street Address

(Print Name of Owner)

City, State, Zip

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 purposes therein expressed.

NOTARY PUBLIC – STATE OF FLORIDA

MY COMMISSION EXPIRES

Architectural Guidelines

Please submit the following with your application form:

- Paint/color chips or sample must be included for ALL Painting.
- Brochure with specifications.
- Color of any submittal must be on the form.
- Roof tile samples may be left at house by garage.
- Survey (Marked with Locations) for windows, doors, fences, driveways, additions, screen enclosures and any other structural modifications including landscape changes.
- Hurricane shutters must be marked on a footprint of the house with type/style of shutter indicated for each window.
- Satellite dish installations must include wiring/location drawings.
- Sample of flooring and sound proofing must be provided.
- Copy of Contractor's license must be current and be for the county in which the homeowner lives.
- Contractor's certificate of liability insurance (naming the Association as Certificate Holder)
Cypress Cove HOA
c/o J & L Property Mgmt
10191 W Sample Ste #203
Coral Springs, FL 33065
- Contractor's workers' compensation or exemption needs to have as the additional certificate holder: the name and address of location where the work is being done. **(homeowners with their home address)**

CYPRESS COVE – COLOR SCHEMES

Homes

Original Colors

Color Name	Glidden Name	Sample #
Allanche	Beautiful Bisque	298*
Athens Mist	Dawnlight	295*
Tear Drop	Winter Bird	670*
Au Naturele	Swiss Almond	438*
Twine	Palm Beach Pink	254*
Sour Cream	Swiss Coffee	816*

* Trim must be the same as exterior color, two shades darker than the exterior, or white. Those homes with trim colors darker than two shades may leave the trim that color until the next time the house is painted, at which time the trim must be painted an acceptable shade.

New Colors

Color Name	Glidden	Behr
Painters White (light tan)	#393**	
Pale Lemon (light yellow)	#860**	
Peach Powder (peach)	#499**	
Oyster White (off white)	#649**	
Fortress Stone (light brown)	#472**	
Silver Trophy (light gray)	#30BB 53/012**	
Delicate Yellow (very light yellow)	#60YY 83/187**	
Eurolinen (very light brown)		#250E-1**
Pebbled Courtyard (light brown)		#250E-2**
Wild Porcini (light brown)		#250E-3**
Manhattan Mist (light gray)		#760E-2**
Gentle Rain (light gray)		#790E-2**
Hemlock Bud (very light green)		#420E-1**
Pineapple Fizz (very light yellow)		#340A-1**

** Trim must be white only. (not eggshell, not off-white, not any other variation)

Garage Doors, Front Doors and Mailboxes

White only! (Not eggshell, not off-white, not any other variation.)

Wood Fences

Color Name	Behr Sample #
Russet	DP 354

Driveway Stains (No Painting!!!)

Home Depot

#815 - Pacific Fog
#842 - Firethorn

Lowe's

#HC132 - Gull Gray
#HC119 - Moroccan Clay Tile

Before painting any house, all homeowners are required to submit an ARC request to the Architectural Review Board and a color sample. Once color sample is chosen, homeowner is required to paint a 10" x 10" square on the side of home for Board review. Once reviewed and approved, the ARC will be signed and returned. This process is for either matching the existing color of your home or painting an entirely different color from the list.

The Paint ARC form is available on the website www.cypresscovehoa.com, or at www.jlpropertymgmt.com.

The Home Depot on the North West corner of University Drive with Atlantic Boulevard has the samples of the colors available at the "Pro Account Desk". For additional information, you may contact Home Depot at 954-757-4584. In addition, Lowe's has sample colors for Cypress Cove HOA in the painting Department, at 3651 Turtle Creek Drive, phone number 954-346-3993.