

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
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:

THE MAPLE WOOD ISLE 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: Arcrequests@jlpropertymgmt.com

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

Architectural Review Board Form

ASSOCIATION NAME : **THE MAPLE WOOD ISLE ASSOCIATION, INC**

Homeowner Name: _____ Email: _____

Address: _____ Phone _____ #: _____

Contractor Name: _____ License #: _____

Address: _____ Phone #: _____

	List Materials To Be Used:	Type/Style:	Color
Roof:			
Painting Exterior Walls:			
Fascia:			
Patio Screen Encl:			
Privacy Fence:			
Driveway/Walk:			
Shutters:	# of Shutters		
Windows/Doors:	# of Windows: # of Doors:		
Other:			

OFFICE USE ONLY

The Architectural Drawings for improvements on the above lot have been reviewed by the Architectural Control Board and have been:

_____ Approved _____ Approved with Comments _____ Denied

Comments: _____

Date: _____

Chairman/Committee Member _____

INDEMNITY LETTER

(Unit Owner Name)

Date: _____

To Whom It May Concern:

I, the undersigned, agree to indemnify and hold harmless **THE MAPLE WOOD ISLE ASSOCIATION, INC.** from any and all liability, defense costs, including attorney fees and all other fees incidental to defense, loss or damage **THE MAPLE WOOD ISLE 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