

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 1-3 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 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.

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:**

The Estates of Silverlake Homeowners Association

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

ARCHITECTURE AND MAINTENANCE COMMITTEE

Resident Protocol for Architectural, Maintenance & Landscape Application

- Resident brings **completed** application to office – or emails the application to the office.
- If the Resident gives or emails an application to a member of the Committee, it will be returned to the resident for correct processing.

Incomplete AML Applications

- Admin will ensure the Application is complete including a copy of the Confirmation of Permit if required; an incomplete Application will be returned to the resident.
- Admin will advise the Committee that an Application has been returned.
- **NOTE:** The Estates of Silverlake HOA follows the City of Boynton Beach regulations for Permits. If you are in doubt, check the Boynton Beach website for codes and permits.

Complete AML Applications

- Admin will line out the Permit requirements on Applications not requiring a Permit.
- If the Application is complete, it will be scanned and emailed to the Committee.
- Admin will email the Applicant of the expected Committee response time.

Approved AML Applications

- The Approved Signed Application will be scanned by Admin and emailed to the Applicant, Committee and Stephanie LaFollette, LCAM.
- Admin will request a copy of the Approved Permit for Commencement Date Approval.
- Admin will advise the AML Committee of receipt of the Approved Permit for Commencement.
- Admin will request the Project Commencement Date and Expected Completion Date.
- The AML Committee reserves the right to interview Applicant for further clarification or review the project in progress.

Abandoned Projects

- Projects not started within 30 days of Commencement Date will be considered Abandoned. If there are legitimate delays, contact Admin for an extension.
- A new AML Application will be required to restart the project.

Completed Projects

- Resident will advise Admin of project completion.
- When the project is complete, Admin will notify the Committee. A member from the Committee will inspect for completion within 72 hours. This is not the City's Final Inspection.
- When a Committee Member signs the Final Inspection of the Application it will be scanned and emailed to the resident, the A&M Committee and Stephanie LaFollette, LCAM, at RealManage.
- The hard copy will be filed.

The Estates of Silverlake Homeowners Association

2306 SW 23rd Cranbrook Drive, Boynton Beach, FL 33436 – TEL: 561-736-5458 – silverlake2306@gmail.com

ARCHITECTURAL, MAINTENANCE & LANDSCAPE REVIEW APPLICATION FORM

All Exterior Alterations or Extensive Repairs/Changes – See 2024 Rules & Regulations #7

UPDATE 2025

RECD IN OFFICE _____

APPROVED PERMIT REQUIRED & RECEIVED _____

Do NOT start project until A&M Committee signed Application is received & Permit submitted if required.

ONE Project per AML Application.

A&M Committee processing – up to 2 Weeks

Return completed AML Application to ESHOA Office

Approval will be emailed to you for your records.

Include Contractor information, Plans, Product Specs & Photo, Survey, Color Chips, Confirmed Permit Application.

Homeowner must contact Admin with Permit copy for work to begin, if there are delays, and when complete.

A&M Committee has the right to meet with homeowner or may come to property to review the project.

A&M Committee will inspect the final project.

Expiration in 30 Days if no commencement after approval

PLEASE PRINT

Project due to a violation? _____ Emergency? _____ Repair? _____ Application Date _____

Owner Name/s _____ Address _____ Drive Court Place

Telephone _____ E-Mail _____

Expected Start Date _____ Expected Completion Date _____

A&M Committee Inspection Within 72 Hours of Completion Date - If there are delays contact the office.

Labor by: ☐ Homeowner

☐ Contractor Name _____

Must Attach Contractor's License & Insurance (COI) Copies

Applicant _____

Signature

A fine of up to \$1,000 or Return to Previous Condition could occur if work commences before approval.

☐ Air Conditioning Unit – Planned Replacement	☐ Screen Structures, Outbuildings, Sheds
☐ Awnings, Shading Devices – Attached & Stand Alone	☐ Paint: Entire House, Trim, Roof, Fences, Drive & Sidewalk
☐ Building Alterations – Structural or Décor, Storm Shutters	☐ Pool, Spa/Hot Tub, Equipment & Pool Barrier
☐ Doors & Windows – Includes Garage, Entrance, Sliders	☐ Roof – Tile or Metal , Sky Light, Solar Panels, Gutters
☐ Driveway, Parking Pad, Walkway, Patio – Pavers & Cement	☐ Satellite Dish Installation – One Only, OR Removal
☐ Fence: Perimeter, Equipment Shield	☐ Landscape New Installation: Sod, Trees, Shrubs, etc.
☐ Generator with In-Ground LP Tank	☐ Landscape Removal Established: Sod, Trees, Shrubs, etc.
☐ Flagpole – Stand Alone	☐ Landscape Garden Structures, Play Structures, Swing Sets

☐ **DUMPSTER OR STORAGE POD – 30-Day Limit**

Driveway location for clean out or repairs

Drop-Off Date: _____

Expected Removal Date: _____

FOR SILVERLAKE OFFICE ONLY:

RESIDENT APPT DATE: _____

Review Date: _____

Approval Subject to Permit Application Confirmation

Final Inspection Approved

Signature _____ Date _____

Signature _____ Date _____

Architectural & Maintenance Review Committee Chair or Member

Architectural & Maintenance Review Committee Chair or Member

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Check the items that are necessary for your project. Use the Paint Chips from the brand you will use.

Included with this application: ☐ Current Property Photo ☐ Sample Appearance ☐ Survey
☐ Product Specifications ☐ Product Sample Photo ☐ Color Choice Paint Chips
☐ Contractor Telephone ☐ Contractor License ☐ Contractor COI including ESHOA
☐ **Permit Application Confirmation**

PROJECT DESCRIPTION

ATTACH CURRENT PHOTO, DRAWN PLAN, ATTACH COLOR CHIPS (tape do not staple)