

# Architectural Modification/ Improvements Request

## Application Summary

NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

PHONE # : \_\_\_\_\_

- |  |  |  |
|--|--|--|
| <input type="checkbox"/> ROOF REPLACEMENT    | <input type="checkbox"/> WINDOW REPLACEMENT      | <input type="checkbox"/> DRIVEWAY IMPROVEMENT        |
| <input type="checkbox"/> EXTERIOR PAINT      | <input type="checkbox"/> GARAGE DOOR REPLACEMENT | <input type="checkbox"/> PAVERS INSTALLATION         |
| <input type="checkbox"/> FENCING APPLICATION | <input type="checkbox"/> FRONT DOOR REPLACEMENT  | <input type="checkbox"/> NEW STRUCTURES (POOL/PATIO) |

OTHER: \_\_\_\_\_

### NO WORK IS TO BE COMMENCED PRIOR TO ARC APPROVAL

#### ARCHITECTURAL MODIFICATION REQUIREMENTS CHECKLIST

- A COMPLETE SET OF ARCHITECT'S PLANS & DRAWINGS –IF APPLICABLE
- COPY OF THE PERMIT/ N.O.C –IF APPLICABLE
- COPY OF CONTRACTORS' LICENSE, PROOF OF INSURANCE WITH Coco Wood Lakes Assoc. as Cert Holder AND BUSINESSCARD
- APPLICATION FOR ARCHITECTURAL MODIFICATION REQUEST
- INDEMNIFICATION AND HOLD HARMLESS AGREEMENT TO COCO WOOD LAKES ASSOCIATION, INC.
- COMPLETE SPECS OF ALL MATERIALS THAT WILL BE INSTALLED EX: DOORS OR WINDOWS MUST INCLUDE COLOR, PICTURE/DESIGN AND MODEL NUMBER. (ATTACH A PICTURE AND SAMPLE OF THE MODEL/DESIGN OF CHOICE)
- ALL APPLICATIONS MUST INCLUDE A SAMPLE PIECE OF THE MATERIAL CHANGE BEING MADE. (EXAMPLE: PAINT SWATCH, PIECE OF THE COLOR OF THE ROOF MATERIAL, BROCHURES WITH PICTURE OF ITEM BEING INSTALLED, ETC.)

DELIVER THIS APPLICATION TO THE OFFICE WITH ALL REQUIRED DOCUMENTS, ONLY COMPLETE APPLICATIONS WILL BE ACCEPTED. THE BOARD WILL APPROVE ALL REQUESTS ON THE NEXT AVAILABLE ARC Committee meeting.

**HOA requires 30 BUSINESS DAYS (Monday – Friday) TO APPROVE YOUR APPLICATION.**

SIGNED: \_\_\_\_\_ DATE: \_\_\_\_\_

OFFICE USE:

APPROVED

DENIED

Board Signature: \_\_\_\_\_ Date: \_\_\_\_\_

President ▪ VicePresident ▪ Secretary ▪ Treasurer ▪ Director ▪

If Denied, for what reason:

# Coco Wood Lakes Association, Inc.

## ARCHITECTURE MODIFICATION REQUEST FORM

**PLEASE PRINT CLEARLY!!**

DATE: \_\_\_\_\_

UNIT OWNER(S): \_\_\_\_\_

ADDRESS: \_\_\_\_\_ LOT# \_\_\_\_\_

PHONE/CEL: \_\_\_\_\_ EMAIL: \_\_\_\_\_

FULL DESCRIPTION OF THE WORK TO BE COMPLETE (PLEASE DESCRIBE IN DETAIL, INCLUDING ALL MATERIALS SAMPLES, SIZES AND COLORS):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

I/WE HEREBY MAKE APPLICATION TO THE ARCHITECTURAL CONTROL COMMITTEE FOR THE ABOVE DESCRIBED ITEM TO BE APPROVED IN WRITING BY THE ARCHITECTURAL CONTROL COMMITTEE AND THE BOARD OF DIRECTORS.

**CONTRACTOR INFORMATION: (PLEASE ATTACH TO THIS APPLICATION A COPY OF THEIR LICENSE, INSURANCE AND BUSINESS CARD)**

COMPANY NAME: \_\_\_\_\_ PHONE NO. \_\_\_\_\_

ADDRESS: \_\_\_\_\_ FAX NO. \_\_\_\_\_

**DRAWINGS MUST BE INCLUDED FOR ANY ADDITIONS OR MODIFICATIONS OF EXISTING ITEMS. PLEASE INCLUDE COLOR SAMPLES AND ANY ADDITIONAL DETAIL THAT COULD BE USED TO VISUALIZE THE CHANGE REQUESTED. (EXAMPLE: SAMPLE PIECE OF ROOF, WINDOW BROCHURE, COLOR SWATCH). ONCE A PERMIT IS FINALIZED AND APPROVED BY THE COUNTY PLEASE STOP BY THE OFFICE TO ATTACH A COPY OF YOUR FINAL PERMIT TO YOUR APPROVED ARCHITECTURAL MODIFICATION ON FILE.**

I/WE UNDERSTAND THAT APPROVAL OF OUR REQUEST MUST BE GRANTED BEFORE ANY WORK BEGINS. I/WE ACKNOWLEDGE IF ANY WORK IS COMPLETE WITHOUT APPROVAL, THE ASSOCIATION CAN MAKE THE HOMEOWNER REMOVE ANY WORK COMPLETED WITHOUT APPROVAL.

APPLICANT SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

APPLICANT SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

# Coco Wood Lakes Association, Inc.

## INDEMNIFICATION AND HOLD HARMLESS AGREEMENT

THIS AGREEMENT, entered into this \_\_\_\_\_ day of \_\_\_\_\_, 20 , by and between **COCO WOOD LAKES ASSOCIATION, INC.** (hereinafter "THE ASSOCIATION"), and \_\_\_\_\_

\_\_\_\_\_ The owner of Lot No. \_\_\_\_\_ / \_\_\_\_\_ located within **COCO WOOD LAKES ASSOCIATION, INC.**, an Association, hereinafter the unit owner(s), its successors or assigns. The legal description and lot No. of said home is address:

\_\_\_\_\_ Delray Beach, FL 33484.

In consideration of the Approval of the Association to allow the following (Description of work to be completed):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

The unit owner(s) agree to the following:

1. To at all times maintain and repair the improvement. Upon ten (10) day written notice from the Association, that the improvements need repair or maintenance, to make said repair and/or maintenance to the improvement.
2. To indemnify and hold harmless the Association from all claims, demands or suits brought against the Association, arising out of the improvement.
3. To be able to provide proof of Insurance covering the liability of maintaining the improvement and a copy of the contractor's license and insurance for any/all work being performed in their lot.
4. That any funds expended by the Association to remove, repair or maintain the improvement, or to defend any claim, demand or suit shall be deemed to be an amount due by the unit owner(s) to the Association without offset and may be the basis for a Lien against the unit and said lien may be foreclosed pursuant to the provisions of the Declaration of the Association. Additionally, any money expended by the Association to enforce this agreement for attorney's fees, and/or court cost shall be recoverable by the Association from the unit owner(s), whether or not a lawsuit is commenced to enforce this agreement.
5. That the unit owner(s) agree to remove the improvement within ten (10) days if the approval of said improvement is contested by other unit owners as encroaching on "Common Elements" of the Association.

**IN WITNESS WHEREOF**, the undersigned have executed this agreement the date set forth above:

\_\_\_\_\_  
OWNER PRINT NAME

\_\_\_\_\_  
UNIT OWNER SIGNATURE

\_\_\_\_\_  
OWNER PRINT NAME

\_\_\_\_\_  
UNIT OWNER SIGNATURE