



**Boca Lakes Condominium Association, Inc.**

8768 Chevy Chase Drive, Boca Raton, FL 33433

Office: 561-482-7880 Email: [Bocalakesoffice@gmail.com](mailto:Bocalakesoffice@gmail.com)

**Request for Alteration Modification**

Owner's Name: \_\_\_\_\_

Street Address: \_\_\_\_\_ Unit # \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Telephone: Home \_\_\_\_\_ Cell \_\_\_\_\_

Email \_\_\_\_\_

Approval is hereby requested to make the following modification(s), alteration(s) or addition(s) as described and depicted below or on additional pages as necessary. **Please include such detail as the dimensions, materials, color, design, location and other pertinent data.**

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

I understand and will comply to:

1. That if the modification is not completed as approved, said approval can be revoked and the modification will be required to be removed by the owner's expense.
2. That I am responsible to pay for and repair any and all damage done to the common areas as a result of an installation.
3. To comply with the state, country, and/or city building codes and to obtain all necessary permits, if applicable.
4. To abide by the decision of the Architecture Review Committee or the Board of Directors.
5. That if the modification is not approved or does not comply, I/we may be subject to court action by the Association and then I/we shall be responsible for all reasonable attorney's fees.
6. If the Association incurs an expense while considering the application with an outside professional (i.e., a licensed Architect) the applicant will be responsible for said fee.

\_\_\_\_\_  
Date of Request

\_\_\_\_\_  
Signature of Unit Owner

\*\*\*\*\*

Date Received: \_\_\_\_\_

( ) Disapproved By:

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

( ) Approved By:

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

Approved Subject to: \_\_\_\_\_



**Boca Lakes Condominium Association, Inc.**

**8768 Chevy Chase Drive, Boca Raton, FL 33433**

**Office: 561-482-7880 Email: [Bocalakesoffice@gmail.com](mailto:Bocalakesoffice@gmail.com)**

Before this request can be approved, we must receive a **copy** of:

- 1) Contractors Business License
- 2) Contractors of worker's compensation: and
- 3) Liability insurance indicating additional insured Boca Lakes Condominium Association, 8768 Chevy Chase Drive, Boca Raton, FL 33433.
- 4) A drawing or written detail of the work you would like to have done.

**CONTRACTOR'S AGREEMENT:**

Contractor agrees to notify the Boca Lakes office when any wood is used in the renovation projects such as studs, beams, etc. Such wood must be pretreated for termites before installation and will be inspected. After the inspection is done, a representative of the Standard Committee will sign off on the project.

**\*\*Contractor must also abide by the Rules & Regulations of the Boca Lakes Condominium Association, Inc. and the laws, ordinance, and building code of the County of Palm Beach\*\***

**Contractor's Name:** \_\_\_\_\_

**Contractor's Address:** \_\_\_\_\_

**Contractor's Phone Number:** \_\_\_\_\_

**Signature of Contractor:** \_\_\_\_\_



**Boca Lakes Condominium Association, Inc.**

**8768 Chevy Chase Drive, Boca Raton, FL 33433**

**Office: 561-482-7880 Email: [Bocalakesoffice@gmail.com](mailto:Bocalakesoffice@gmail.com)**

**RELEASE AND INDEMNIFICATION AGREEMENT**

I, THE UNDERSIGNED, have made an alteration/replacement request on a form attached hereto. **I have attached a sketch and complete details of the work, specifying all structural, plumbing, and electrical modifications proposed to be performed.** I agree to abide by all Condominium documents, existing and future Rules and Regulations adopted by the Board of Directors and all Alteration and Replacement Guidelines.

In consideration for approval of my application I agree as follows:

1. No work will be done, nor material used, which will adversely affect the safety of the unit, nor cause a condition, which may, if disclosed by the Unit Owner to his insurance carrier, cause an increase in fire insurance rates for the unit.
2. No work will be done, nor material used, which would affect the health, safety, or fire insurance rates of the other unit owners in the same villa.
3. I understand that approval by the Association of my application does not involve a detailed review of my proposed alteration/replacement, and that the Association relies on my representations that no adverse effects will be caused to adjoining unit owners, my own unit and to common property by the proposal.
4. In consideration of the Association’s approval of my application, I will hold the Association harmless from all liability, damages, and claims, caused by the alterations/replacements, which I have made. Such indemnification shall flow not only to the Association, but also to all others claiming damage.
5. Licensed personnel shall do all work done pursuant to the request, when such licensed work is required. If licensing is not required, it is to be performed by skilled contractors.
6. Consent of Governmental Agencies when required will be obtained prior to commencement of work.
7. Prior to commencement of work, the Contractor shall file with the Association a License Number, Certificates of Workers Compensation, Public Liability Policies, Fire Coverage if required, and all other Insurance coverage as may be determined by the Standards Committee of the Association.
8. Any gutters, downspouts, canopies, screened porches, or other structures and additions attached to the unit buildings shall become the property of the Association, notwithstanding such, the Unit Owner shall be responsible for their upkeep and maintenance.
9. I will be responsible for all expenses for any alteration to the dwelling or common use areas to facilitate a disabled person; for all on-going maintenance expenses; and for all expenses to restore the dwelling or common use areas to the original condition when the disabled person moves out of the unit.

I have carefully read each and every provision of this agreement, understand the contents, and understand that I will receive a copy of this Release and Indemnification Agreement.

Unit Owner Name: \_\_\_\_\_  
(Print Name)

Unit Owner Address: \_\_\_\_\_ Unit #: \_\_\_\_\_

Unit Owner Signature: \_\_\_\_\_ Date: \_\_\_\_\_



**Boca Lakes Condominium Association, Inc.**

**8768 Chevy Chase Drive, Boca Raton, FL 33433**

**Office: 561-482-7880 Email: [Bocalakesoffice@gmail.com](mailto:Bocalakesoffice@gmail.com)**

**WINDOW REPLACEMENT**

1. An Alteration/Replacement Request must be submitted by the Unit Owner and approved by the Standards Committee.
2. A licensed and insured company must perform the window replacement.
3. A Palm Beach County permit is required, and work must be inspected to conform to building code requirements.
4. Windows on the front and side of the building must be the same style as the current awning type, but a single hung window with horizontal bars will also be allowed to maintain a uniform appearance of all buildings.
5. Windows at rear of building may be awning type, single hung, or horizontal sliders.
6. Window frame may be white or anodized aluminum. Glass may be photo-protected but decorative colored glass is **not permitted. Grey tint ONLY. Blue, green, or pink tints are not permitted.**
7. The existing dimensions of the window opening(s) cannot be altered.
8. Unit Owner is responsible for all costs associated with the window replacement including but not limited to any drywall or stucco repair required.
9. All windows must have hurricane strips which maintain the appearance of all residential windows in Boca Lakes Condominium Association.

*I read and understand the listed rules & regulations regarding Window Replacement in Boca Lakes Condominium Association.*

Unit Owner Name: \_\_\_\_\_  
(Print Name)

Unit Owner Address: \_\_\_\_\_ Unit #: \_\_\_\_\_

Unit Owner Signature: \_\_\_\_\_ Date: \_\_\_\_\_



**Boca Lakes Condominium Association, Inc.**

8768 Chevy Chase Drive, Boca Raton, FL 33433

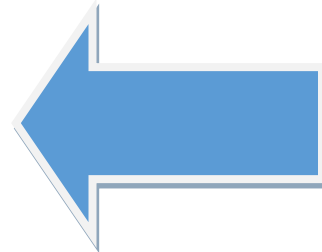
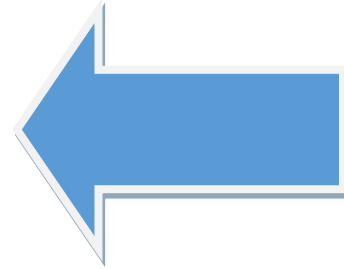
Office: 561-482-7880 Email: [Bocalakesoffice@gmail.com](mailto:Bocalakesoffice@gmail.com)

**WINDOW ALTERATION REQUIREMENT:**

Please be advised that all windows installed on Boca Lakes property are REQUIRED to have the grid line, as seen in the two photos below. All other windows will not be approved by the Association to be installed.

Please check here if the window you're installing include the gridline as shown below. By checking this, please also include the plans for the window with grid lines and color listed below.

**EXAMPLE:**



Contractor's Signature: \_\_\_\_\_

Unit Owner Signature: \_\_\_\_\_



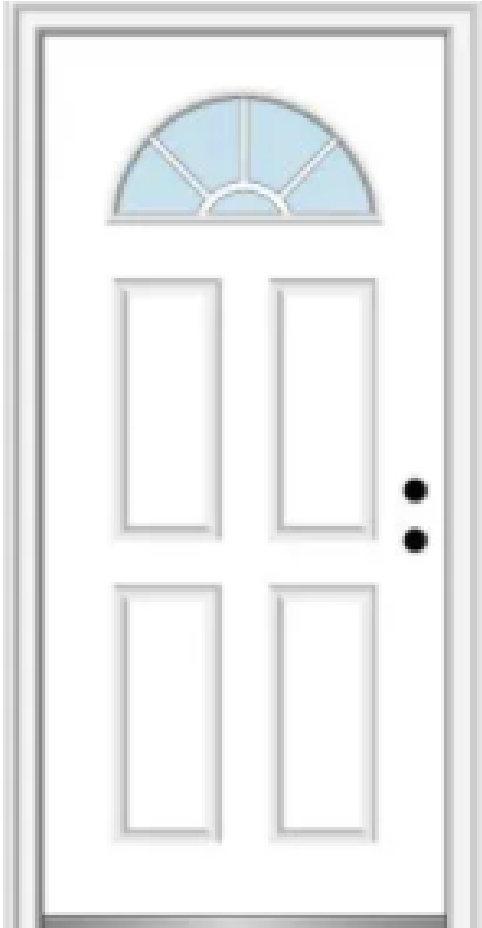
**Boca Lakes Condominium Association, Inc.**

8768 Chevy Chase Drive, Boca Raton, FL 33433

Office: 561-482-7880 Email: [Bocalakesoffice@gmail.com](mailto:Bocalakesoffice@gmail.com)

**FRONT DOOR EXAMPLE:**

**White Only.**





**Boca Lakes Condominium Association, Inc.**

8768 Chevy Chase Drive, Boca Raton, FL 33433

Office: 561-482-7880 Email: [Bocalakesoffice@gmail.com](mailto:Bocalakesoffice@gmail.com)

**BOCA LAKES APPROVED HEDGES**

LARGE IXORA WITH LARGE ORANGE FLOWERS:



CLUSIA HEDGE:



CHERRY HEDGE:



COPPER LEAF HEDGE:



***PLEASE NOTE: HEDGES MUST BE PLANT 3 FEET FROM THE UNIT IN THE FRONT AND IN THE BACK 6 TO 8 INCH AWAY FROM THE BUILDING.***