

ARCHITECTURAL APPROVAL FORM

In order for Benchmark to process your application in the most efficient and timely manner, you must submit ALL required information to the Association. Below is a checklist for you to use when turning in your application. **If you are missing any information your request will be sent back incomplete.**

_____ Application Form is complete (no blank spaces) as missing items will cause delay.

_____ I have included a description of work (best if proposal/contract attached). **

_____ I have included a copy of the contractor's license (just license, not tax form etc...).

_____ I have included the contractor's certificate of liability is attached

Name of Association
c/o Benchmark
7932 Wiles Road
Coral Springs, FL 33067

_____ I have included the contractor's certificate workers compensation is

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_____ I have included a copy of the permit or permit application

**If you are painting, your color choices must be clearly indicated. Some Associations require color chips and have an approved color palette. Please contact Benchmark for this information PRIOR TO SUBMITTING YOUR PAINTING APPLICATION.

IMPORTANT

*Due to a high volume of applications, we cannot provide status updates to owners, vendors or contractors. **Please do not have your vendor call us for any reason.**

*If we need additional information we will contact you without delay.

*The Association is aware of its required timeframe to either approve or deny your project. Please allow the Association time to review the documentation.

*Feel free to provide a copy of this notice to your vendor and/or contractor.

Lakes at Parkland
C/o Benchmark Property Management 7932 Wiles Road, Coral Springs, FL 33067
954-344-5353-Office,

REQUEST FOR APPROVAL TO MODIFY PROPERTY

To be filled in by homeowner (PLEASE PRINT)

Name of Homeowner(s) _____

Mailing Address _____

Lot Number _____, Telephone Number _____, Email Address _____

In accordance with the requirements of the Declaration of Restrictions and Protective Covenants for the Lakes at Parkland and the Master Association's Declaration of Covenant, Conditions and Restrictions for Terramar, which I belong, I hereby request approval for the following modifications: (Describe here the modification requested) NOTE: No fences are allowed to be installed in the drainage easement.

Homeowners Signature _____, Date _____

Action Taken. Approved ____, Conditionally Approved ____, Disapproved ____, Incomplete ____.

The following additional information is required, or approval is conditional upon:

By: The Architectural Control Board

Signature: _____, Date: _____

Action Taken. Approved ____, Conditionally Approved ____, Disapproved ____, Incomplete ____.

The following additional information is required, or approval is conditional upon:

By: Lakes at Parkland Homeowners Association, Inc.

Signature: _____, Date: _____

Lakes At Parkland HOA

Instructions for Approval to Modify Property

Architectural Reviews: Approval by the Association is required for ANY exterior change to your home, including the installation of a fence and any landscaping renovation, new roofs, painting, windows, doors, driveways etc.

1. Complete all items requested, sign & date where required.
2. Information contained in these plans and specifications must show the nature, kind, shape, height, materials, color scheme & location of the requested change or alteration, depending on the type of modification requested.
3. All exterior painting of the home, body & trim must be submitted to the ACB for approval, regardless of if painting the home, the same color or another.

NOTE: When painting the home, we need your choices painted on the home in a 2-foot X 2-foot square so the ACB committee can review. The trim, all doors, and lights must be painted pure white with NO exceptions.

4. When painting the home, you can choose from the Approved color guide provided.
5. The color of all the roof tiles must be approved by the ACB. Sample tiles must be put out front of home so ACB can review them for approval. The roof tile colors, SKU #, Brand/style must be listed on form.

NOTE: Vendor is not allowed to leave a dumpster or commercial vehicle overnight, work site must be cleaned with no debris laying around at the end of the workday. All debris needs to be removed daily.

6. Fences: Prior to the installation of any fence, a fencing plan must be submitted and approved by the ACB. Excluding those lots adjacent to the canal, fences intended to separate one property from another shall be:
A White Aluminum railing type (no lattice should cover the fence), The top rail shall be a maximum height of 48 inches, there shall be a top and bottom horizontal rail. There shall be a minimum of one gate no less than 42 inches. Chain link fences are prohibited except along the rear property line of the lots adjacent to the canal.

7. Landscaping: When sending in the landscaping request, please consider that the more information provided: photos of intended design, placement of plants, trees, shrubs, stones and mulch, where you are able to provide a visual to the Board, is greatly appreciated. Drawings, design and product information must be attached.

Dear Homeowner:

Please see attached ARC request Form & Instructions. When you submit the Architectural Modification Request Form, the Board also requires the following documentation from your contractor:

- 1) Copy of Contractor's License.**
- 2) Copy of Contractor's Certificate of Insurance,**

- a) To include: General Liability and Workers Compensation Insurance.
The CERTIFICATE HOLDER NAME MUST READ AS FOLLOWS:

**Lakes at Parkland
c/o Benchmark property Management
7932 Wiles Road
Coral Springs, FL 33067**

Please note: Workers Compensation Exemption is not permissible, unless it is only one person doing the work.