

# **ARCHITECTURAL CHANGE APPLICATION C/O J & L PROPERTY MGMT**

10191 W SAMPLE RD STE #203

## **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.
- 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.

## **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 Insurance Certificate & Workers Comp Certificate or Exemption form. Certificates must be made out to your Association as follows:**

### **CYPRESS BEND CONDO IV ASSOC., INC.**

c/o J & L Property Mgmt  
10191 W Sample Rd Ste 203  
Coral Springs, FL 33065

## **Documents can be returned to J&L Property Management via Email or Mail**

**Email:** Arcrequests@jlpertymgmt.com

**Mail:** J&L Property Mgmt  
10191 W Sample Rd Ste 203  
Coral Springs FL 33065



# CYPRESS BEND CONDOMINIUM IV ASSOCIATION INC

c/o J& L Property Management, Inc.

10191 W Sample Road, Suite 203

Coral Springs, FL 33065

Phone: (954) 753-7966 Fax: (954) 753-1210

Arcrequests@jlpropertymgmt.com

## ARCHITECTURAL CHANGE REQUEST FORM

Unit Owner Name: \_\_\_\_\_ BLDG#: \_\_\_\_\_ UNIT#: \_\_\_\_\_

Owner Phone Number: \_\_\_\_\_

Additional Information if needed: \_\_\_\_\_

Contractor: \_\_\_\_\_ License #: \_\_\_\_\_

Business Address: \_\_\_\_\_ Phone #: \_\_\_\_\_

**Major alterations to the Interior of your unit and any anticipated changes to the Common Area you do must be Approved by the Association via this form with proof of Contractor being Licensed and Insured PRIOR TO ANY WORK BEING PERFORMED.**

See Rules & Regulations Revised: June 18, 2020 for further clarification. The most common is flooring, the underlayment and soundproofing, whether Tile or Laminate must be verified as properly installed. Windows, Screen Doors, and Landscaping are several other items that require this form. If you are in doubt, contact Arcrequests@jlpropertymgmt.com. Better to be safe than sorry as the Association is very strict regarding changes that do not promote the welfare of the community or conform to the existing esthetics.

ARCHITECTUAL CHANGE REQUEST: \_\_\_\_\_

\_\_\_\_\_

Material/Type/Color: \_\_\_\_\_

\_\_\_\_\_

Owner Signature & Date Requested: \_\_\_\_\_

\*\*\*\*\*

The Change Requested Has Been: **APPROVED** \_\_\_\_\_ **DENIED** \_\_\_\_\_

Approval Comments/Conditions: \_\_\_\_\_

\_\_\_\_\_  
Authorized Board, Management or Maintenance Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name

**POST APPROVAL ON KITCHEN WINDOW DURING WORK**