

Laurel Cove Homeowners' Association, Inc.

% Brock Property Management
2300 W. Sample Road, Suite #310
Pompano Beach, FL 33073
P: 954.753.2675 E: brock@brockpm.com

Architectural Modification Form (AMF)

Property Owner(s): _____ Date: _____

Phone: _____ Email: _____

Address: _____

Write a brief description of the modification, project, or improvement you wish to have completed below. Include as much detail as possible (color schemes, materials, dimensions, etc.).

REQUIRED DOCUMENTS:

*Note: **You must provide ALL required documents before your request will be processed for the Board's review.**

- a. A recent survey of the subject property wherein the exact location of the proposed improvement has been delineated on the survey (to-scale).
- b. One (1) full set of plans and specifications or a contract describing the work in detail.
- c. Proof of ownership (copy of Warranty Deed or document from property appraiser's website providing ownership).
- d. A digital photo or sample of the material you will use (window/door, landscape, purification system, charging station, fountain, security camera(s), tiles, etc.).
NOTE: Digital photos are required to ensure accuracy. No "photos of photos" will be accepted.
- e. Copy of contractor's license
- f. Copy of contractor's insurance (liability)

Note: General liability insurance policy must list the Association as an additional insured. It **MUST** read on the certificate:

Laurel Cove Homeowners' Association, Inc.
c/o Brock Property Management
2300 W. Sample Road, Suite #310
Pompano Beach, FL 33073

- g. Copy of contractor's worker's comp insurance

Conditions:

1. You are responsible for all damage to underground utilities, including sewer, water, cable, electric & phone.
2. You must remove all debris (concrete, fill, etc.) from around your home and re-sod any areas that are modified or destroyed.
3. You are responsible for any damage that may be caused to the sidewalks or roadways from heavy equipment.
4. You are responsible for maintaining the alteration.
5. Physical sample items will not be returned.
6. No changes may be made to plans after approval without the written consent of the Association.
7. All modifications are contingent upon the Board's conclusive inspection and approval subsequent to the completion of said modifications. In the event that the work performed diverges from the manner in which it received approval, or if any aspect of the completed work deviates from the Board-sanctioned modification, the responsible party shall be obligated to either restore the modification to its original, pre-modified condition and appearance, or to ensure the work is redone in strict accordance with the Board-approved modification as initially submitted.
8. Other conditions may be applicable. These conditions will be determined and stipulated on an individual basis. Approval only good for ninety (90) days from the approval date.

ACKNOWLEDGEMENT

I, _____, (homeowner name) residing at _____ (address), hereby make application for approval, pursuant to the regulations of my HOA, for the architectural changes above noted and if said approval is granted, I agree to comply with the conditions stipulated herein and to the appropriate building department to obtain all permits required. I further understand that I may be prosecuted by the Association should I fail to comply with its Covenants and Restrictions.

SIGNATURE OF OWNER(S): _____ DATE: _____