

ARCHITECTURAL MODIFICATION APPLICATION
Driveway Extension (ONLY)

Please **Hand-Deliver** this form with required plans and specification to:

Watercrest at Parkland
C/O Campbell Property Management
8790 Watercrest Circle West
Parkland, FL 33076

*** The Management Office is open Monday-Friday, 8:30 A.M. to 4:30 P.M. You may also drop off the package with the attendance outside of office hours. Management will review the package and get back to you via e-mail. ***

ALL PAGES MUST BE HAND DELIVERED FOR PROCESSING DO NOT FAX OR EMAIL PACKAGE

Name of Owner(s):		
Street Address:		
Date:	Contact Phone:	Email Address:

ACC FIRST SUBMITTAL: Yes No

ACC RE-SUBMITTAL: Yes No

New pavers must be thoroughly blended with existing pavers.

The existing driveway pavers must be lifted and thoroughly mixed with the new pavers to ensure a uniform appearance. (See page 5 for example.)

Review and Approval of Paint/Repaint is contingent upon the following:

All required documents are submitted as a complete package to the Management Office no later than 4:00 PM, on the 1st Tuesday of the month prior to the Architectural Committee Meeting. The ACC Meetings are generally held on the 2nd Tuesday of the Month. Please refer to the posted schedule for exact dates.

1. A completed package includes all the following items:

- Completed Architectural Modification Application (Paint/Repaint Only)
- Check or Money Order for Refundable Deposit ****(Check deposits for larger scale projects will be cashed upon the approval of this application and will be refunded once the final project inspection is completed and satisfactory to the ACC Committee.)****
- Copy of the Business License for Vendor(s)
- Copy of valid COI for Vendor(s) naming the Association as Additional Insured
- Copy of Workers Compensation Coverage for Vendor(s). *Vendors completing work on Association Property must provide proof of Worker's Compensation Coverage OR Lot Owner must provide an executed waiver if the vendor is "exempt" from Workers Compensation Coverage.*
- Homeowners completing their own work must sign an Indemnity Letter

****Incomplete packages will not be reviewed/registered by the ACC Committee.****

2. Access to areas for work to be performed is only to be allowed through your property, and you are responsible for any damages caused to the Common Areas during the performance of any work by your vendor. Vendors are permitted to work between the hours of 7:00 AM-7:00 PM Monday-Saturday. Vendors are not permitted access on Sundays or Holidays.

3. A Refundable Deposit in the amount of \$1,500 is due upon ARC submittal and will be held for any incidentals/damages. Check or Money order shall be made payable to Watercrest Homeowners Association, Inc. Deposits will be refunded after a member of the ACC committee inspects the finalized project and confirms there is no damage to Common Areas. Refunds are only issued back to the entity whose name appears on the initially submitted check or money order. Please note all refunds can take up to 30 business days for processing.

4. Architectural Request Modification Approvals are valid for 180 Days from the date of Approval. Projects not completed within the 180 Day Timeframe will not be honored and a New Architectural Request for Modification will be Required to be submitted for ARC Review and Approval prior to Project Commencement. Non-Compliance with this requirement, may result in some or all the following actions: Violations, Fines, Property Liens, Legal Action and Project Denial.

5. All vendors must be registered in Dwelling Live during the duration of the project. Any vendors not registered will be denied access into the community of Watercrest.

6. ARC projects should not be scheduled until an official decision has been received from the ARC committee.
7. Approval or denial notifications may take up to 48 hours after the ARC meeting has concluded. Do not contact the management office during this time. You will be notified of the decision via email & mail once it is available.

Timeframe for Completion of Paint/Repaint:	Anticipated Commencement Date:
Anticipated Completion Date:	Owner's Signature:



Architectural Committee Decision:

Approved: _____ Denied: _____

Explanation of Disapproval:

Signature Architectural Committee Member:

Date: _____

HOA Final Inspection Date: _____

Signature of HOA Representative Completing Inspection:

In accordance with Section 26.13 of the Watercrest Declaration, I/we acknowledge that the Association, the Architectural Control Committee (ACC), and their authorized agents reserve the right to enter and inspect any portion of the property during reasonable daytime hours to determine compliance with approved modifications, the Declaration, or Community Standards.

By signing below, I/we grant permission for such entry and acknowledge that attempts will be made to knock and/or call upon arrival. If there is no response, I/we understand that entry and inspection may still proceed without additional appointments or return visits, as allowed by the governing documents.

Owner Signature(s): _____

Date: _____