

**ARCHITECTURAL MODIFICATION APPLICATION**  
**(For all modifications other than paint/repaint)**

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

**Review and Approval of this form 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 2<sup>nd</sup> 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
- ☐ Check or Money Order for Refundable Deposit **\*\*(Check deposits for larger scale projects will be cashed upon the approval of the application and will be refunded once the final project inspection is completed and satisfactory to the ACC Committee.)\*\***
- ☐ Survey of Property
- ☐ Pictures and Specifications for requested alteration
- ☐ 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 by 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. Owner is responsible for applying for and obtaining any necessary permits from the appropriate Building and Zoning Department(s). Owner is also responsible for confirming that all permits receive final approval from the appropriate City entities.**

**Review and Approval of this form is contingent upon the following:**

- 5. 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.**
- 6. For all large-scale projects involving construction trucks or equipment operating on sidewalks, applicants must include dated photographs of the sidewalk areas as part of their project application. These photos will be used during the final inspection to verify that no damage occurred to the sidewalk during the course of the project.**
- 7. ARC projects should not be scheduled until an official decision has been received from the ARC committee.**
- 8. 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.**

**ARCHITECTURAL MODIFICATION REQUESTED (ONLY 1 MODIFICATION PERMITTED PER APPLICATION):**

**Approval is hereby requested for the following modification(s), addition(s), and/or alterations as described below and on attached pages:**

|                          |                                      |                          |                                   |
|--------------------------|--------------------------------------|--------------------------|-----------------------------------|
| <input type="checkbox"/> | Addition to Residence                | <input type="checkbox"/> | New Screened Enclosure            |
| <input type="checkbox"/> | Doors (Identical Replacement)        | <input type="checkbox"/> | Screening (Identical Replacement) |
| <input type="checkbox"/> | New Doors                            | <input type="checkbox"/> | Exterior Railing                  |
| <input type="checkbox"/> | New Driveway                         | <input type="checkbox"/> | Exterior Lighting                 |
| <input type="checkbox"/> | Driveway Reseal (Identical)          | <input type="checkbox"/> | New Walkway                       |
| <input type="checkbox"/> | Driveway Extension                   | <input type="checkbox"/> | New Patio (Rear of Residence)     |
| <input type="checkbox"/> | Garage Door                          | <input type="checkbox"/> | Play Structure                    |
| <input type="checkbox"/> | Hurricane Shutters                   | <input type="checkbox"/> | Outdoor Kitchen                   |
| <input type="checkbox"/> | Windows (Identical Replacement)      | <input type="checkbox"/> | Pool/Spa                          |
| <input type="checkbox"/> | New Windows                          | <input type="checkbox"/> | Exterior Paint Color              |
| <input type="checkbox"/> | Roof (Identical Replacement)         | <input type="checkbox"/> | Pergola                           |
| <input type="checkbox"/> | New Roof                             | <input type="checkbox"/> | Solar Collectors                  |
| <input type="checkbox"/> | Roof Repairs                         | <input type="checkbox"/> | Generator                         |
| <input type="checkbox"/> | Landscape                            | <input type="checkbox"/> | Satellite 18"/ Antenna            |
| <input type="checkbox"/> | Artificial Turf                      | <input type="checkbox"/> | Other                             |
| <input type="checkbox"/> | Landscape Lighting                   | <input type="checkbox"/> |                                   |
| <input type="checkbox"/> | Wall / Fence (Identical Replacement) | <input type="checkbox"/> |                                   |
| <input type="checkbox"/> | New Wall / Fence                     | <input type="checkbox"/> |                                   |

Project Explanation:

---



---



---



---



---

|                                           |                                |
|-------------------------------------------|--------------------------------|
| Timeframe for Completion of Improvements: | 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: \_\_\_\_\_