

Serenity Point Homeowners' Association, Inc.

ARCHITECTURAL MODIFICATION FORM

GRS MANAGEMENT INC.
15280 NW 79th Court, Suite 101
Miami Lakes, FL 33016
Tel: (305) 823-0072
customer@grsmanagement.com

Date: _____

Owner's Name: _____

Property Address: _____

Acct# _____

Phone: _____

Architectural Review Board (ARB) approval is required before commencing any improvements to your property. If work has begun, you should stop immediately until obtaining an approval from the ARB.

Your approval will be based on the Architectural guidelines as set forth in the Association's Documents.

Owner's Responsibilities:

1. Provide specifications of the proposed modification(s) including color, design, materials, dimension and location of modification with color brochures and/or paint samples.
2. Owners are responsible for obtaining any necessary permits from the appropriate Building and Zoning Department(s) and/or local government after receiving ARB approval.
3. Access to areas of construction is only allowed through your property, any damage to the common area / elements by the owner's vendor during construction will be the responsibility of the owner.
4. Contractors and vendors are only allowed in the property from 8:00 a.m. to 6:30 p.m. Monday through Friday and 8:30 a.m. to 5:30 p.m. on Saturdays. No vendors are allowed on Sundays or holidays.

The owner is responsible for complying with the applicable Laws of the City, County and State including license and insurance. It is also the owner's responsibility to make sure that all vendors contracted for the job have the proper current worker's compensation and general liability insurance.

I/We understand that approval of our request must be granted by ARB before I/We can have the job started. I/We also acknowledge that we could be compelled to have the item removed or changed if it is completed without prior approval. Furthermore, if the modification(s) are not completed as approved, said approval will be revoked and the modification(s) will be removed at the owner's expense. I/We hereby request to make the following modification(s), alterations, or addition(s) as described below and on the additional attached pages:

_____ Driveway

_____ Landscaping

_____ Painting

_____ Roof

Other: _____

**Color samples (pictures, brochures, etc.) must be included on the attached page.
Architectural Review Board (ARB) has 30 – 45 days to process this application.**

Job Started? ☐ Yes ☐ No

Date: _____ Signature of Owner: _____

(FOR ARB USE ONLY)

Date Application Received: _____ Date of Approval/Disapproval: _____

☐ Approved ☐ Disapproved

ARB Signature

ARB Signature

ARB Signature

Explanation of Disapproval: _____

It is the sole responsibility of the owner to ensure that the submitted package is complete. The following items must be included with your request in order to be considered for approval. If any items are missing, the package is considered incomplete and will not be reviewed by the committee or Board of Directors. The owner also acknowledges that GRS Management, Inc. is not responsible for incomplete packages. The owner is responsible to submit completed packages and the Association is not responsible for providing an approval/disapproval within the required time frame for any incomplete packages.

- Architect’s plans/drawings (if applicable)
- Boundary Survey (if applicable)
- Samples of Materials (if applicable, i.e. paint colors)
- Copy of contractors’ license & insurance (see page 3 for specific details)
- City Building Permits must be submitted for the following types of work
 - Electrical, Plumbing, Signs, Driveways, Pools, Mechanical, Window, Shutters, Roofing and Floor installation with need for sound proofing
 - The issuance of the permit does not relieve the property owner from obtaining the Association’s approval and in no way authorizes work that is in violation of any Association’s rules and regulations.

Sample from:

_____ Driveway _____ Landscaping _____ Painting _____ Roof _____ Other

Notes:

Contractor's Insurance/License/Authorization

1. To protect yourself and Serenity Point Homeowners' Association, Inc., from liability exposure, all contractors doing work on your property (i.e. decorators, flooring companies, etc.) must be licensed and insured.
2. A copy of each of the following must be on file with the Management office, prior to the contractor commencing work:
 - a. Current certificate of insurance for general liability with limits of at least \$500,000.00 and Serenity Point Homeowners' Association, Inc. as an additional named insured and as a certificate holder.
 - b. Insurance- Certificate Holder must state:
 - i. Serenity Point Homeowners' Association, Inc.
and GRS Management, Inc.
15280 NW 79th Court, Suite 101
Miami Lakes, FL 33016
 - c. Current Certificate of Applicable Worker's Compensation and Serenity Point Homeowners' Association, Inc. on the certificate.
 - d. License and applicable permits in accordance with Association and City/County/State regulations
 - e. Please note that any subcontractor used to complete the project must additionally provide information for license and insurance or the general contractor must show proof of insurance covering the subcontractor.
3. All required permits must be submitted with the ARB package (as applicable per City/County regulations and must be posted prior to commencement of work.

Thank you in advance for your cooperation in protecting your home.