

**ST. ANDREWS @ THE POLO CLUB  
ARCHITECTURAL REQUEST CHANGE**

GRS COMMUNITY MANAGEMENT  
3900 WOODLAKE BLVD, SUITE 309  
LAKE WORTH, FL 33463

Office: 561-641-8775 Direct: 561-429-2065 Email: [cbennis@grsmgt.com](mailto:cbennis@grsmgt.com)

DATE: \_\_\_\_\_

OWNER NAME: \_\_\_\_\_

PROPERTY ADDRESS: \_\_\_\_\_

PHONE #: \_\_\_\_\_ EMAIL: \_\_\_\_\_

I request permission to make the following change(s) to my home. The architect's plans, drawings, material specifications, and copies of the contractor's current license, workers compensation and certificate of insurance listing St. Andrews @ The Polo Club as the additional insurance and/or certificate holder must be attached before application will be considered, upon association approval, copies of building permits from the Village of Wellington must be provided prior to commencing work. For flooring installation, STC 57 and ITC 57 ratings must be supported with documented data sheet on sound testing. In addition, a sample of the soundproofing material must be supplied accompanying this paperwork. The Management Office must be notified when the soundproofing installation is completed so that we may inspect and take a picture of the installed areas for future reference.

CONTRACTOR TO BE USED: \_\_\_\_\_

CONTRACTOR'S ADDRESS: \_\_\_\_\_

CONTRACTOR'S TELEPHONE #: \_\_\_\_\_ EMAIL: \_\_\_\_\_

ARCHITECTURAL CHANGE (indicate type of flooring if applicable): \_\_\_\_\_

I/We understand that approval of our request must be granted before the inception of the project. I/We acknowledge that we could be forced to have the item removed if it is installed without prior written approval or if different from the approved plans and/or specifications. If the project is not begun within ninety (90) days, a new application must be submitted. Board approval in no way eliminates the need to adhere city or county codes or zoning regulations.

OWNER SIGNATURE: \_\_\_\_\_

**DO NOT WRITE BELOW THIS LINE**

**ARCHITECTURAL REVIEW COMMITTEE DECISION**

\_\_\_\_ THE ABOVE REQUEST HAS BEEN APPROVED AS SUBMITTED

\_\_\_\_ THE ABOVE REQUEST HAS BEEN APPROVED WITH THE FOLLOWING CONDITION(S):

\_\_\_\_ THE ABOVE REQUEST HAS BEEN DENIED FOR THE FOLLOWING REASON(S):

AUTHORIZED BY: \_\_\_\_\_ DATE: \_\_\_\_\_