



3900 Woodlake Blvd., #309 Lake Worth, FL 33463 Phone: 561-641-8554 Fax: 561-641-9448

COCONUT KEY PROPERTY OWNERS' ASSOCIATION, INC.

ARCHITECTURAL MODIFICATION APPLICATION FORM

DATE: _____ ADDRESS: _____

HOMEOWNERS: _____

TELEPHONE (HOME): _____ CELL: _____

E-MAIL ADDRESS: _____

TYPE OF MODIFICATION BEING REQUESTED (Please describe in detail. Include materials and colors use, as well as size):

BEFORE APPLICATION WILL BE CONSIDERED

- THE ARCHITECT'S PLANS AND DRAWINGS MUST BE ATTACHED BEFORE APPLICATION WILL BE CONSIDERED.
- CONTRACTORS' CURRENT FLORIDA LICENSE MUST BE ATTACHED.
- CITY PERMITS MUST BE SUBMITTED TO THE ASSOCIATION PRIOR TO THE START OF WORK.
- COPIES OF CONTRACTORS' CURRENT GENERAL LIABILITY AND WORKERS COMPENSATION CERTIFICATE OF INSURANCE (NOTING COCONUT KEY POA AS ADDITIONALLY INSURED Goes as follows:
Bottom left corner of Insurance certificate. (COI)

Coconut Key POA
C/O GRS Community Management
3900 Woodlake Blvd. Suite 309
Lake Worth, FL 33463

- \$25.00 Application fee made payable to GRS Community Management. Cashier's check or Money order only.

I/We hereby make an application to Coconut Key Property Owners' Association, Inc. for the above-described item to be approved in writing.

I/We understand and acknowledge that approve of this request must be granted before work on the modification may commence and that if modification/installation is done without the approval of the Association, the Association may force the remove of the modification/installation and subsequent restoration to original form at my expense.

Applicant

Date

Applicant

Date

Reviewed By:	Approved	Denied	Comments

COCONUT KEY PROPERTY OWNERS' ASSOCIATION, INC.

RELEASE, INDEMNIFICATION AND HOLD HARMLESS AGREEMENT

This Release, Indemnification and Hold Harmless Agreement ("Release") is executed this ____ day of _____, 20__ by the undersigned Owner(s) of Home _____ located in **COCONUT KEY PROPERTY OWNERS' ASSOCIATION, INC.**, (hereinafter referred to as the "Association")>

Whereas the Association will permit the undersigned to engage contractors and vendors (including all those working by, through, or under them, the "Personnel") to perform work within the undersigned's Home subject to the terms and conditions set forth hereinafter. The contractor must submit a current certificate of insurance for general liability insurance with limits of at least \$500,000.00 and **COCONUT KEY PROPERTY OWNERS' ASSOCIATION, INC., and** additional named insured; a current certificate of applicable Workers Compensation Insurance will be required; a copy of applicable licenses and required permits.

Therefore, in consideration for being permitted the benefit of allowing the Personnel to perform work within the undersigned's home and other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the undersigned specifically agree to the following:

1. The above recitals are true and correct and are incorporated herein by reference.
2. The undersigned acknowledge that the Work performed by such Personnel within Their Home shall be at the undersigned's sole risk and the Association shall not have any responsibilities or liability for the Work performed by such Personnel and further acknowledge and agree that the Association has made no representations regarding the Personnel's ability or qualifications to perform the work.
3. The undersigned acknowledges and agrees that the Work performed by such contractor or vendor within their Home shall be at the undersigned sole risk and the Association shall not have any responsibilities or liability for the work performed by such Personnel and further acknowledge and agree that the Association has made no representations regarding the Personnel's ability or qualifications to perform the work.
4. The undersigned (jointly and severally of more than one) hereby release, indemnify and hold harmless the Association and its directors, officers, agents and employees, lessees, guests and invitees and all members of the Associations from and against all claims, damages, losses and expenses including attorney's fees, at both the trial and appellate level, arising out of our resulting from the contractor or vendor's entry to the undersigned's Home and the Work performed by, through or under them. This indemnification shall extend to all claims and damages, including consequential damages, losses, and expenses attributable to bodily injury, death and to damages, theft, or injury to and destruction of real or personal property including loss of use arising out of or resulting from the Work performed by the contractor or vendor and entry into the undersigned's Home.
5. We have read this Release and understand and agree to all its terms. We execute it voluntarily and with full acknowledge of its significance.

Owner 1: _____

Date: _____

Owner 2: _____

Date: _____



3900 Woodlake Blvd., Suite 309, Lake Worth, FL 33463

Ph: (561) 641-8554 / www.grsmgt.com

REQUEST FOR ARCHITECTURAL COMMITTEE APPROVAL TO MODIFY UNIT AND/OR PROPERTY

Please note there is a required **Architectural Modification Application Processing Fee** in the amount of **\$25.00 payable to GRS Community Management** in the form of a money order or cashier's check.

CONTRACTOR/VENDOR GUIDELINES

All Homeowner and Condominium Associations require the following documents to be **provided by the Contractor/Vendor to the Homeowner** and submitted in whole with the Modification Application and Fee to be processed expeditiously:

1. _____ Current copy of Contractor/Vendor Occupational License.
2. _____ Current copies of a Contractor/Vendor Certificate of Liability Insurance, Automobile/Vehicle Insurance and Workers Compensation Insurance (or an Exempt Certificate must be provided).

The COI's Certificate Holder must reflect the following verbiage:

"Name of Association" (*in which the project is contracted*)
c/o GRS Community Management
3900 Woodlake Blvd. Suite 309
Lake Worth, FL 33463

The Association must be named as an Additional Insured.

3. _____ No Application will be processed without being completed in its' entirety and submitted without all required supporting documentation as listed above and/or the fee(s).
4. _____ Applications and/or documentation submitted in part(s) or through a third party will not be accepted and will be returned to the Homeowner.

Please submit payment with the attached application and ALL required documentation.

Thank you.