

WELLINGTON SHORES ASSOCIATION, INC.

ARC APPLICATION CHECK LIST

Information to send to contractors/owners for what is required for submission.

1. Wellington Shores ARC Application to be filled out and signed by (resident) applicant.
2. Photograph of area's existing conditions.
3. Property Survey and/ or Site Plan showing the location of all existing structures and all proposed exterior improvements such as fencing, tree removal and/or plantings, landscaping, drainage, walkways, driveways, patio's, pools, hot tubs, outdoor kitchen and/ or any other exterior work, either, on the house or outside grounds of the residence.
4. Copy of the contractor's proposal for the work being done. **(Pricing Deleted)**
 - a. Stamped Plans (Should they be required by the Village of Wellington)
5. Submission of sample(s) and/or brochure showing materials being utilized.
 - a. When applying for replacement of roof, 2-3 roof tile **samples** shall be placed against the front wall of the house.
6. **Contractor's Certificate of Insurance is to include General Liability, Automobile and Workers Compensation, Insurance.**

Certificate Holder & Additional Insured Certificate of Insurance should be completed in the following order:

Wellington Shores Association Inc.

GRS Management Associates, Inc. dba GRS Community Management

Homeowner's Name

Street Address

City, State and Zip Code

Please email application and/or paperwork to:

residentservices@grsmgt.com

Should you have any questions, please call GRS Community Management on 561-641-8554, or fax 561-641-9448