

La Vida Homeowners Association

(ACC) ‘Architecture Control Committee’ Guidelines Checklist

PLEASE NOTE: To attempt to assure no unwanted delays of process...
(Be sure that all required items below accompany your ‘ACC’ request form)

Please check appropriate boxes/submit the following with your application form:

- ☐ Paint/color chips or sample must be included for ALL Paint if different color than original house color
- ☐ Brochure w/specifications
- ☐ Color of any submittal must be on the form
- ☐ Roof tile samples may be left at house or garage
- ☐ Survey (Marked w/locations) for landscape changes, window, door fences, driveways, additions, screen enclosures and any other structural modifications
- ☐ Hurricane shutters must be marked on a footprint of the house with type/style of shutter indicated for each window
- ☐ Satellite dish installations must include wiring/location drawings
- ☐ Copy of Contractors license must be current
- ☐ Contractor’s certificate of liability insurance (naming the Association as Certificate Holder)

**La Vida HOA
c/o GRS Community Management
3900 Lake Worth Rd., Suite 309
Lake Worth, FL 33463**

- ☐ Contractor’s worker’s compensations or exemption
- ☐ Security deposit check made payable to your Association (if applicable)
- ☐ City Permit (If applicable)

PLEASE DO NOT GIVE REQUEST DOCS TO BOD/ACC MEMBERS

Email all documents to GRS Community Management
3900 Woodlake Blvd., Suite 309
Lake Worth, FL 33463
(Ph) 561-641-8554 / (Fax) 561-6741-9447
ResidentServices@grsmgt.com

GRS COMMUNITY MANAGEMENT c/o
LA VIDA HOMEOWNERS ASSOCIATION

(ACC) ARCHITECTURAL CONTROL COMMITTEE
REQUEST FOR APPROVAL TO IMPROVE OR MODIFY PROPERTY

OWNER'S NAME: _____

PROPERTY ADDRESS: _____ LOT: _____

DAYTIME PHONE#: _____ FAX: _____

E-MAIL: _____

IN ACCORDANCE WITH THE REQUIREMENTS OF THE 'ACC' STANDARDS AND THE DECLARATION OF COVENANTS, CONDITIONS, RESTRICTIONS OF THE ASSOCIATION DOCUMENTS FOR THE HOMEOWNERS ASSOCIATION, TO WHICH I BELONG, I HEREBY REQUEST APPROVAL FOR THE FOLLOWING IMPROVEMENT OR MODIFICATION TO THE ABOVE-NAMED LOT: (BRIEFLY DESCRIBE IMPROVEMENT).

**PLEASE NOTE: NEED COPY OF LICENSE AND INSURANCE FOR ANY/ALL CONTRACTORS.
 (MUST HAVE COPY OF CONTRACT OF ROOFER FOR ALL ROOF REQUESTS.)**

Proposed Start (Days after Approval) _____ Proposed End Date or Days After Approval _____

NOTE: ALL STRUCTURAL MODIFICATIONS/IMPROVEMENTS **MUST** BE ACCOMPANIED BY A COPY OF A '**PLAT SURVEY**' THAT INCLUDES A SKETCH OF THE IMPROVEMENT.

Affidavit:

I do hereby agree that I will be responsible for repairing any damage to common area property and or restoring any damage to common property to its original condition resulting in negligence or error from the contractor I have hired to perform work on my home and have met HOA requirements, permits etc.

OWNER SIGNATURE _____ DATE _____ OWNER SIGNATURE _____ DATE _____

YOUR REQUEST IS:

APPROVED ☐ **CONDITIONALLY APPROVED** ☐ **INCOMPLETE** ☐ **DENIED** ☐

COMMENTS: _____

MINIMUM (2) signatures of the 'ACC' required

Name: _____ Signature: _____ Date: _____

Name: _____ Signature: _____ Date: _____

Name: _____ Signature: _____ Date: _____

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