



3900 Woodlake Blvd., Suite 309, Lake Worth, FL 33463
Ph: (561) 641-8554

SADDLEWOOD HOMEOWNERS ASSOCIATION, INC.

ARCHITECTURAL CONTROL COMMITTEE MODIFICATION APPLICATION

Unit Owner Name(s): _____

Address: _____ Lot No.: _____

Contact Telephone No.: _____ Email Address: _____

Application, documentation, and fees are to be submitted via mail to GRS at the address indicated above.

Modification to be completed by: _____ Homeowner or _____ Licensed Contractor

Describe in detail the changes and/or modifications in which you are seeking approval:

Please complete and sign this form and attach the following information, if applicable.

1. ***\$25.00 Application processing fee, payable to GRS Community Management in the form of money order or cashier's check. A refundable ACC security deposit in the amount of \$1,000.00 payable to Saddlewood HOA in the form of a money order or cashier's check.***
2. Copy of contractor proposal and sketch of work to be done.
3. Copy of contractor's occupational license.
4. Copy of contractor's liability and automobile insurance certificate naming '**Saddlewood Homeowners Association, Inc.** (in c/o GRS Community Management at the above referenced address) as the **Certificate Holder and as Additional Insured** and a copy of Workman's Compensation Insurance Certificate or Certificate of Exemption.
5. Copies of all Permit Application(s) and sign off when completed - for all applicable modifications.

Materials you may need to provide to the Association for the approval of the requested changes or modifications.

1. A picture, drawing or advertising materials displaying the items you are requesting for installation.
2. A sample of the type and texture of any building materials that may be used on the unit's exterior.
3. Any other materials or information that may assist in the Association's evaluation of the project.
4. Copy of lot site survey indicating location of changes or modifications.

It is understood that the changes or modifications which you are requesting may not:

1. Cause a nuisance or interference with the peace or privacy of the other people in the community.
2. Be performed by unlicensed contractors or without the required permits from all governmental agencies.
3. Contractors are permitted to work Monday through Friday. Work on Saturday is permitted if no noise is audible beyond the home/property where the work is being performed. Work may NOT commence prior to 8:00 a.m. or after 5:00 p.m. Monday through Saturday. Contractors may not work on Sunday or public holidays.

As a condition precedent to granting approval of any request for a change, alteration, or addition to an existing basic structure that the applicant, the heirs, and assigns thereto, hereby assumes sole responsibility for the repair, maintenance, or replacement of any such change, alteration, or addition. It is understood and agreed that the ASSOCIATION, is not required to take any action to repair, replace, or maintain any such approved change, alteration, or addition or any damage resulting therefrom for any reason to the existing original structure, or any other property. THE UNIT OWNER ASSUMES ALL RESPONSIBILITY AND COSTS FOR ANY ADDITION OR CHANGE, AND ITS FUTURE UPKEEP PLUS ANY WORK THAT HAS TO BE DONE ON COMMON GROUNDS THAT IS AN ADDED EXPENSE BECAUSE OF THIS ADDITION OR CHANGE.

Unit Owner(s) Signature: _____ Date: _____

REQUEST FOR MODIFICATION:

_____ Approved _____ Conditionally Approved _____ Disapproved

Comments: _____

Authorized Signature: _____ Date: _____

RE: CODES

Please be advised this Request for Modification approval is subject to County Codes, setbacks, and permit conditions required.

If at a later point it is found the homeowner(s) has not complied with these procedures, **the Homeowner(s), will be held responsible** for any and all changes that would be required.

Unit Owner Signature: _____ Date: _____

Unit Owner Signature: _____ Date: _____

WAIVER OF LIABILITY:

The undersigned hereby agrees any, and all liability caused by arising from any acts which may increase the hazard of susceptibility to loss on the described premises shall not be held against the ASSOCIATION, "as their interest may appear", and they shall be held harmless from any liability arising therefrom and indemnify them for all losses, cost, expenses, and attorney's fees in connection with any such addition to their unit.

Unit Owner Signature: _____ Date: _____

Unit Owner Signature: _____ Date: _____

ARC/ACC/ARB MODIFICATION APPLICATIONS REQUIRED VENDOR DOCUMENTATION

ALL ASSOCIATIONS

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.