

Esplanade Patio Homes Association, Inc.

ARCHITECTURAL MODIFICATION FORM

GRS MANAGEMENT INC.
15280 NW 79th Court, Suite 101
Miami Lakes, FL 33016
Tel: (305) 823-0072
customer@grsmanagement.com

Date: _____ East: _____ West: _____ Lakefront: _____

Owner's Name: _____

Property Address: _____

Acct# _____

Phone: _____

Architectural Review Board (ARB) approval is required before commencing any improvements to your property. If work has begun, you should stop immediately until obtaining an approval from the ARB.

Your approval will be based on the Architectural guidelines as set forth in the Association's Documents.

Owner's Responsibilities:

1. Specifications of the proposed modification(s) including color, design, materials, dimension and location of modification with color brochures and/or paint samples.
2. Owners are responsible for obtaining any necessary permits from the appropriate Building and Zoning Department(s) and/or local government after receiving ARB Approval.
3. Access to areas of construction is only allowed through your property, any damage to the common area / elements by the owner's vendor during construction will be the responsibility of the owner.
4. Contractors and vendors are only allowed in the property from 8:00 a.m. to 6:30 p.m. Monday through Friday and 8:30 a.m. to 5:30 p.m. on Saturdays. No vendors are allowed on Sundays or holidays.

The owner is responsible for complying with the applicable Laws of the City, County and State including license and insurance. It is also the owner's responsibility to make sure that all vendors contracted for the job have the proper current worker's compensation and general liability insurance.

I/We understand that approval of our request must be granted by ARB before I/We can have the job started. I/We also acknowledge that we could be compelled to have the item removed or changed if it is completed without prior approval. Furthermore, if the modification(s) are not completed as approved, said approval will be revoked and the modification(s) will be removed at the owner's expense. I/We hereby request to make the following modification(s), alterations, or addition(s) as described below and on the additional attached pages:

_____ Driveway _____ Landscaping _____ Painting _____ Roof _____ Long-term parking of RV or Boat

Other: _____

Color samples (pictures, brochures, etc.) must be included on the attached page.

Architectural Review Board (ARB) has 30 – 45 days to process this application.

Job Started? Yes No

Date: _____

Signature of Owner: _____

It is the sole responsibility of the owner to ensure that the submitted package is complete. The following items must be included with your request in order to be considered for approval. If any items are missing, the package is considered incomplete and will not be reviewed by the committee or Board of Directors. The owner also acknowledges that GRS Management, Inc. is not responsible for incomplete packages. The owner is responsible to submit completed packages and the Association is not responsible for providing an approval/disapproval within the required time frame for any incomplete packages.

- **Provide proof of home ownership:** submit a copy of the warranty deed or a copy of Miami Dade tax records (available online at: <https://www.miamidade.gov/Apps/PA/propertysearch/#/>)reflecting applicant is the homeowner of record.
- **Current colored photo of property from street view**
- **Architect’s plans/drawings (if applicable)**
- **Boundary Survey (if applicable)**
- **Samples of Materials (if applicable, i.e. paint colors)**
- **Copy of contractors’ license & insurance (see page 3 for specific details)**
- **City Building Permits must be submitted for the following types of work**
 - **Electrical, Plumbing, Signs, Driveways, Pools, Mechanical, Window, Shutters, Roofing and Floor installation with need for sound proofing**
 - **The issuance of the permit does not relieve the property owner from obtaining the Association’s approval and in no way authorizes work that is in violation of any Association’s rules and regulations.**

Sample from:

_____ Driveway _____ Landscaping _____ Painting _____ Roof _____ Long-term parking of RV or Boat _____ Other

Notes:

Contractor's Insurance/License/Authorization

1. To protect yourself and Esplanade Patio Homes Association, Inc., from liability exposure, all contractors doing work on your property (i.e. decorators, flooring companies, etc.) must be licensed and insured.
2. A copy of each of the following must be on file with the Management office, prior to the contractor commencing work:
 - a. Current certificate of insurance for general liability with limits of at least \$500,000.00 and Esplanade Patio Homes Association, Inc. as an additional named insured and as a certificate holder.
 - b. Insurance- Certificate Holder must state:
 - i. Esplanade Patio Homes Association, Inc.
and GRS Management, Inc.
15280 NW 79th Court, Suite 101
Miami Lakes, FL 33016
 - c. Current Certificate of Applicable Worker's Compensation and Esplanade Patio Homes, Inc. on the certificate.
 - d. License and applicable permits in accordance with Association and City/County/State regulations
 - e. Please note that any subcontractor used to complete the project must additionally provide information for license and insurance or the general contractor must show proof of insurance covering the subcontractor.
3. All required permits must be submitted with the ARB package (as applicable per City/County regulations and must be posted prior to commencement of work.

Long Term Parking of RV and Boat

Homeowner must submit pictures showing the boat or RV in the specified area of the side yard where it is to be parked on a long-term basis. The approval requirement is intended to minimize the view of the RV or boat from the street and avoid damage to the neighbor's property. If the side yard is located at the end of the street, in addition to complying with the distance requirements (10 feet behind the fence & 4 feet from structures), trees, shrubs, or a hedge) will be required to minimize the view from the street if the distance from the fence is less than 10 feet.

Please note that an inspection will be completed, and pictures will be taken by the Property Manager to confirm the specifications are met.

As per the Rules and Regulations, "No boats and/or boat trailers may be kept or stored outside of any UNIT, without the prior written consent of the Association. The Association reserves the right to authorize the parking of a boat on the side or backyard of the UNIT. The boat must be parked at least ten (10) feet behind the side fence and the height should not exceed four (4) feet above the fence line in order to minimize the view of the boat from the street. To avoid damage to the adjacent property's fence, wall, roof overhang or utilities, the boat shall be parked at least four (4) feet away from the adjacent property."

"No recreational vehicles (RV's) may be kept or stored outside of any UNIT, without the prior written consent of the Association. This includes, motorhomes, golf carts, dirt bikes and other off-road bikes and the trailers used to transport recreational vehicles. The Association reserves the right to authorize the parking of a recreational vehicle on the side or backyard of the UNIT. The RV must be parked at least ten (10) feet behind the side fence and the height should not exceed four (4) feet above the fence line in order to minimize the view of the RV from the street. To avoid damage to the adjacent property's fence, wall, roof overhang or utilities, the RV shall be parked at least four (4) feet away from the adjacent property."

Thank you in advance for your cooperation in protecting your home.