



ARCHITECTURAL REVIEW COMMITTEE REQUEST FOR ARCHITECTURAL MODIFICATION

Date: _____

I, _____, hereby request approval by the *Architectural Review Committee* for the modification to my property, shown below, to:

(Address) _____

(Phone and Email): _____

(Modification): _____

DEADLINE FOR SUBMISSION IS ONE WEEK PRIOR TO THE MASTER BOARD MEETING

Upon approval of my request, at the next Board Meeting, for this modification, I/We will assume all liability for any damage incurred as a result of this modification as well as any additional maintenance costs that may be incurred. I agree to obtain any permits that may be required by any and all governmental agencies for this modification.

Attached please find the following additional information.

- Contractor's License.
- Contractor's Liability Insurance and Worker's Comp Insurance made out to Windwood HOA as **certificate holder AND additional insured**.
- Copy of contract, amounts not necessary.
- NOA product approval, if applicable.
- A sketch, including the dimensions, of the proposed modifications.
- Copy of the survey of the property, if applicable. Required for all landscaping submissions.
- Color samples and photos, if applicable.

I also agree to submit a copy of the closed permit from the City of Boca Raton within 10 days, showing the modification has been inspected and passed, to the Windwood HOA.

Owner(s) Signature(s): _____

() **APPROVED** and aesthetically matches other units in the building _____

Condo Property Manager Date

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The above request for modification to Unit # _____ has been

() APPROVED and aesthetically matches and conforms with neighboring units

() APPROVED WITH THE FOLLOWING CHANGES:

() DENIED

FOR THE BOARD OF DIRECTORS:

DATE:

Rev 2-12-25