



## Architectural Modifications Requirements & Procedure

Before making any changes to the exterior of your home, all homeowners must obtain a written approval from the architectural control committee or Board of Directors. The process helps ensure that the community property values are preserved.

Each community has its own set of guidelines and instructions to obtain an approval from the Association. Please make sure to review the application in detail and provide the necessary paperwork. It is important for the contractor to provide a valid license and current insurance both for the homeowner's and the Association. The contractor is also required to provide a detailed scope of work.

Once the application has been reviewed, signed by the owner and contractor, the completed form needs to be emailed to [lidoisles@blueshieldpm.com](mailto:lidoisles@blueshieldpm.com) along with the **supporting documents**. As part of the application process your homeowner payment(s) need to be current and all violation must be closed prior to obtaining an approval. The HOA has thirty (30) days to review the application which the completed application is received by the property management company.

To obtain a copy of the Association governing documents, please visit the [www.blueshieldpm.com](http://www.blueshieldpm.com), under "HOA Forms" you will find "Governing Documents" that are printable.

If you have any questions, please contact your property manager during business hours, Monday through Friday starting from 9:00AM-4:00PM by email at [lidoisles@blueshieldpm.com](mailto:lidoisles@blueshieldpm.com) or by calling 954-432-3336.

### Initial

### Check list for application:

- 1. Exterior Modification/Alteration Application signed and initialed on pages 1 and 2.
- 2. Contractor Form
- 3. Copy of Contractor License with the State of Florida
- 4. Vendor Agreement Form
- 5. Insurance Certificate with Lido Isles HOA listed as the certificate holder with HOA address
- 6. Color pictures of items being installed
- 7. Deposit check for \$500.00 (payable to Lido Isles HOA) as required prior to review
- 8. NOA (Notice Of Acceptance) for fences, pergolas, etc.

**ALL application updates must be done in writing by email at [lidoisles@blueshieldpm.com](mailto:lidoisles@blueshieldpm.com)**



1331 SW 171<sup>st</sup>. Terrace, Pembroke Pines, FL 33027 Tel.:  
(954) 432-3336 - email: [lidoisles@blueshieldpm.com](mailto:lidoisles@blueshieldpm.com)

## APPLICATION FOR EXTERIOR MODIFICATION / ALTERATION

Please complete the following application and submit to the management company for Lido Isles Homeowner's Association, Inc.  
**NO WORK IS TO COMMENCE UNTIL APPROVAL IS OBTAINED IN WRITING FROM THE ASSOCIATION.**

Date of Application:			
Owner's Name:			
Property Address:		Lot Number:	
Mailing Address:			
Phone Number:		Email:	

### DESCRIPTION OF REQUESTED MODIFICATION

--

Owner's Signature:	Date:
--------------------	-------

**FOR OFFICE USE ONLY**

Application APPROVED

Application DENIED

APPROVE with Conditions

Conditions:
-------------

Approved By:		Date:	
Approved By:		Date:	

ARC Received:		Check #:		Amount:	
---------------	--	----------	--	---------	--

**DEPOSIT FOR ALL MODIFICATION (EXCEPT PAINTING) – FIVE HUNDRED DOLLARS (\$500.00)**  
**Please make check payable to LIDO ISLES HOMEOWNER ASSOCIATION, INC.**



1331 SW 171<sup>st</sup>. Terrace, Pembroke Pines, FL 33027 Tel.:  
(954) 432-3336 - email: [lidoisles@blueshieldpm.com](mailto:lidoisles@blueshieldpm.com)

---

**DEPOSIT REFUND:** The owner shall submit a "Request for Final Inspection", once the work has been completed. The final approval/sign off - of the Pembroke Pines Permit for all ARC's that require a Pembroke Pines Building Department Permit MUST be submitted with the "Request for Final Inspection". If the Association determines that (a) there is no damage to the common property, the deposit will be refunded to the owners within thirty (30) days of such determination; or (b) that there is damage to the property, expenses incurred to correct said damage will be deducted from the deposit and the balance, if any, will be returned to the owner within thirty (30) days of completing the repairs, restoration or the payment of any claims.

### **REQUIRED DOCUMENTATION AND DEPOSIT**

\_\_\_\_\_ 1. Without limiting the legal and equitable rights and remedies of Lido Isles Homeowners Association, Inc., owner(s) hereby place a refundable deposit with the Association to be used by the Association or its designees, in the Association's sole discretion, to repair or restore any damage to the Association's property caused by or resulting from the acts or omissions of the owner(s), or the owner's contractor or agents in connection with the construction of the improvements. Owner(s) understand and agree that they shall be liable to the Association for any amount in excess of the deposit required to affect the repairs to or restoration of the Association's property, or to pay any claim for injury or damage to the Association's property.

\_\_\_\_\_ 2. A copy of plans and specifications prepared by an architect, landscape architect, engineer or other qualified person shall be attached to the application. Information contained in these plans MUST show the nature, kind, shape, height, materials, color scheme and location of the requested change or alteration, depending on the type of modification requested.

\_\_\_\_\_ 3. Lot Survey showing exact location of improvement.

\_\_\_\_\_ 4. A description and exact color of materials to be used including pictures or brochures should be attached to the request. All exterior building improvements MUST conform to the existing design and color rules for the Association, i.e. pavers, roof tiles, fence enclosure, etc.

\_\_\_\_\_ 5. An approval granted by the Association will expire ninety (90) days from the date of the approval unless the work has been commenced or the homeowner has given notice to the Association that a delay has occurred and the reason for the delay. **If any excavating on an owner's lot is necessary, contact BML Landscape and Maintenance (305) 979-2942, so that they can identify all underground irrigation pipes. The cost to repair any damage to the underground irrigation pipes will be the responsibility of the owner.**

*Please note that the application approval process may take up to (30) thirty days for approval once a **completed** application is received.*



1331 SW 171<sup>st</sup>. Terrace, Pembroke Pines, FL 33027 Tel.: (954) 432-3336 - email: [lidoisles@blueshieldpm.com](mailto:lidoisles@blueshieldpm.com)

### **CONTRACTOR INFORMATION**

*The following information **MUST** be provided with regards to the contractor who will be providing the modification.*

Contractor or Vendor:			
Contact Person:			
Telephone Number:		email:	

**PLEASE ATTACH A COPY OF THE CONTRACTORS STATE OR COUNTY ISSUED LICENSE WHICH ALLOWS AND QUALIFIES CONTRACTOR TO PERFORM THE WORK. GENERAL LIABILITY INSURANCE CERTIFICATE WITH LIDO ISLES HOMEOWNERS ASSOCIATION, INC. LISTED AS THE CERTIFICATE HOLDER.**

I understand and I will comply with the following (*please initial each line*):

\_\_\_\_\_ If the modification is not completed to the same specifications that were approved said approval can be revoked and the modification will be required to be removed at the owner's expense.

\_\_\_\_\_ The owner is responsible to pay for and repair any and all damages done to the common areas as a result of the modification.

\_\_\_\_\_ All State, County or City building codes MUST be adhered to and all work completed MUST be permitted as required.

\_\_\_\_\_ If the modification is not approved or does not comply with the approval granted and the owner is notified of such in writing, any legal costs incurred to enforce the Association's governing documents will be for the account of the owner.

\_\_\_\_\_ If the Association incurs any expenses while considering the application (i.e. architectural consultation or survey's etc.), the applicants will bear the cost for said fees.

\_\_\_\_\_ Please be advised that if the alteration is to be structural modification or the construction of it will result in a modification to the structural integrity of the building, a certified engineer's report indicating that the modification will in no way alter or affect the structural integrity of the building MUST be submitted with the plans. The cost of the report will be borne by the owner of the property.

\_\_\_\_\_ The owner(s) shall be responsible to ensure that any debris from the work performed is removed at the end of the project and the construction materials and tools safely secured. If the contractor fails to remove debris, etc., or said debris interferes with ingress/egress, causes a nuisance and/or endangers the community, the Association can take action to remedy the situation at the sole cost of the owner(s).

\_\_\_\_\_ Before commencement of modifications, owner MUST make arrangements for vendor vehicles to be given appropriate access to the community by contacting ENVERA ([myenvera.com](http://myenvera.com)). Request to add your contractor as your visitor, or you may go to your MyEnvera Account to add the contractor yourself and make changes as necessary while the job is in progress. Be sure to specify the day and time of entry for the duration of the job installation and construction..

\_\_\_\_\_ **If any excavating on an owner's lot is necessary, contact [BML Landscape and Maintenance \(305\) 979-2942](tel:3059792942), so that they can identify all underground irrigation pipes. The cost to repair any damage to the underground irrigation pipes will be the responsibility of the owner.**

If there is any damage to the irrigation System that serves the Community, **only the Association's Vendor is permitted to make the necessary repairs**, the cost of which is the responsibility of and must be paid for by the Property Owner, who can seek a refund from their Vendor that caused the damage.

**Vendors are 'NOT' permitted to store materials of any kind on the 'ROADWAY; SWALES or SIDEWALKS'. All materials must be stored or placed on the owner's property. Materials put on Prohibited areas will constitute a violation for which fines will be charged to the Property Owners.**



1331 SW 171<sup>st</sup>. Terrace, Pembroke Pines, FL 33027 Tel.:  
(954) 432-3336 - email: [lidoisles@blueshieldpm.com](mailto:lidoisles@blueshieldpm.com)

**VENDOR AGREEMENT**

I \_\_\_\_\_ the undersigned, as a duly authorized representative of the contractor/vendor hired for this job, in consideration of being allowed access into the Lido Isles Homeowner Association community, states as follows:

On the subject Property -

Owner's Name:	
Property Address:	
Job Description:	

\_\_\_\_\_ 1. Hereby confirms and agree that No Materials for the job will be off loaded and or stored on the roadways, sidewalks or swales within the community of Lido Isles Homeowners Association, Inc.

\_\_\_\_\_ 2. All materials will be offloaded and stored on the property described above.

\_\_\_\_\_ 3. If for any unforeseen reason materials such as sand has to be dumped, partially on the roadway, such material will be removed and placed on to the subject property, described above, on the same day that it is delivered. If such an event should occur, the Vendor must thoroughly clean up the affected area and return it to the way it was before the event. Such a cleanup includes washing the areas to remove any and all sand debris so that it does not affect the roadway material. If the area required a coat of Blacktop to restore it then that is an expense for the Vendor. While such an incident is active, the Vendor must provide a live person to monitor and direct traffic so that accidents are not caused due to the incident.

\_\_\_\_\_ 4. Vendor agrees to have their vehicles properly parked so as not to endanger other road users or cause obstructions to the flow of traffic.

\_\_\_\_\_ 5. It is understood that in addition to all rights and remedies available to the Association, Contractor may be held responsible, to repair, at its cost, any and all damage it, or its subcontractors and vendors may cause to the common areas.

\_\_\_\_\_ 6. Vendor shall indemnify and hold harmless the Association, its officers, directors, agents and employees against any and all claims and costs for damage to the person or property of others, including the cost of defending such claims, arising out of Vendor's operations, providing such claims are attributable to negligent or wrongful acts or omissions of Vendor, its officers, directors, agents or employees, and any of Vendor's contractors, subcontractors, sub-subcontractors, materialmen, or agents of any tier or their respective employees.

\_\_\_\_\_ 7. Vendor affirms that it is properly licensed to perform the work it has been hired to do and that Vendor carries workers compensation insurance (unless statutory exempt) and general and automotive liability insurance that is in full force and effect. Vendor further affirms that all of its selected sub-contractors, including sub-sub-contractors that it may use will also be licensed to perform the work and will also carry workers compensation insurance (unless statutorily exempt) and general and automotive liability insurance.



1331 SW 171<sup>st</sup>. Terrace, Pembroke Pines, FL 33027 Tel.:  
(954) 432-3336 - email: [lidoisles@blueshieldpm.com](mailto:lidoisles@blueshieldpm.com)

---

\_\_\_\_\_ 8. In the event any dispute arises between the Association and Vendor as it pertains to a breach of this Vendor Agreement, said dispute may only be litigated in a state court of law in Broward County, Florida. The prevailing party shall be entitled to an award of its attorney's fees and costs through the appellate level.

\_\_\_\_\_ 9. Vendor understands that for purposes of the work Vendor was hired to do on behalf of the homeowner that Association is not an agent of the homeowner who hired Vendor and that nothing in this agreement shall be construed to act or suggest otherwise.

Signed:

Name of Vendor:			
Name of Authorized Representative of Vendor:			
Signature of Authorized Representative:			
Title:		Date:	