



## 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 and signed by the owner, the completed form needs to be emailed to [lidoisles@blueshieldpm.com](mailto:lidoisles@blueshieldpm.com) along with the **supporting documents**.

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 us 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 Form
- 2. Copy of Contractor License with the State of Florida
- 3. Insurance Certificate with Lido Isles HOA listed as the certificate holder with HOA address
- 4. Color pictures of items being installed
- 5. Drawing/Survey of project and a detailed description of the item being installed

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:
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**FOR OFFICE USE ONLY**

Application APPROVED

Application DENIED

APPROVE with Conditions

Conditions:

Approved By:		Date:	
Approved By:		Date:	

Date Received: \_\_\_\_\_

Date of ARC Hearing: \_\_\_\_\_

Date Letter sent to Homeowner \_\_\_\_\_



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1. An approval is only valid for sixty (90) days unless otherwise specified.
2. You must obtain any permits required from the City, County, governmental agencies, etc.
3. You are responsible for any and all damage to underground utilities, including sewer, water, cable, electric and telephone.
4. You must remove all debris (concrete, fill, etc.) from around your home and re-sod any areas that are destroyed.
5. You are responsible for any damage that may be caused to the sidewalks or roadway done by heavy equipment.
6. You may not alter the drainage of your property or your neighbor's property.
7. The final inspection and approval of the association board after construction is completed.
8. You are responsible to maintain the alteration.
9. No changes may be made in the plans after approval without the prior written consent of the association.
10. By signing the below acknowledgment you agree that any damage to the irrigation pipes from any digging or installation of fencing/pools/etc, you will be responsible for those damages paid by the HOA to repair the system.

PLEASE NOTE; OTHER CONDITIONS MAY BE APPLICABLE. THESE CONDITIONS WILL BE DETERMINED AND STIPULATED ON AN INDIVIDUAL BASIS.

**ACKNOWLEDGMENT**

I, \_\_\_\_\_ , hereby make application for approval, pursuant to the regulations of my association, for the architectural change above noted and if said approval is granted, I agree to comply with the conditions stipulated herein. I further understand that I may be prosecuted by my association should I fail to comply with covenants and restrictions of the association, or if I intentionally misrepresent information on this form.

Signature of Applicant: \_\_\_\_\_

Date: \_\_\_\_\_

Notes/comments: \_\_\_\_\_  
\_\_\_\_\_  
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\_\_\_\_\_  
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