

# REQUEST FOR ARCHITECTURAL CHANGE

Waterchase Homeowners' Association, Inc.

C/O Carolina Management Services, Inc.

PO BOX 740425 Boynton Beach, FL 33474

Telephone: 561-968-2182

Email Completed form to: [info@carolinapm.com](mailto:info@carolinapm.com)

PRINT OWNER NAME: \_\_\_\_\_ DATE: \_\_\_\_\_

PROPERTY ADDRESS: \_\_\_\_\_

CONTACT PHONE #: \_\_\_\_\_ EMAIL: \_\_\_\_\_

I request permission to make the following change(s): \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Check if applicable:  Survey  Site Plan  Drawing/Diagram

Paint Swatch  Photo of Materials to Be Installed

**Windows** - frame color must be **white** & dimensions of windows submitted -size of windows can not be altered from the original builder's plan.

**Fence** – please submit a sample design of the style for your ARC request.

**Homeowner to do work** – (Disclaimer form to be submitted – contact management for copy)

A drawing and/or diagram listing plans and specifications showing the nature, kind, shape, height, materials, color, and location of all proposed improvements MUST accompany this request per project. **Surveys are mandatory for additions, and the owner is responsible for any required building permits.**

## Homeowners Affidavit:

**I HAVE READ THE COVENANTS AND RESTRICTIONS OF MY ASSOCIATION AND AGREE TO ABIDE BY THEM. I UNDERSTAND THAT I AM RESPONSIBLE FOR THE FOLLOWING:**

**\*ALL LOSSES CAUSED TO OTHERS AS RESULT OF THIS UNDERTAKING  
-WHETHER CAUSED BY ME OR OTHERS**

**\*FOR ANY ENCROACHMENT(S)**

**\*TO FOLLOW CONDITIONS OF ACCEPTANCE (IF ANY)**

Owner's Signature: \_\_\_\_\_

UPON APPROVAL I WOULD LIKE TO BE NOTIFIED BY (PLEASE CHECK ONE):

EMAIL

BY MAIL (WHICH MAY TAKE UP TO 7 BUSINESS DAYS)

**WATERCHASE HOMEOWNER'S ASSOCIATION, INC. WAIVER OF LIABILITY**

The undersigned hereby agrees that any and all liability caused by or arising from acts which may increase the hazard of susceptibility to loss on the described premises shall not be held against the Association or the Management Company, et al "as their interests may appear", and they shall be held harmless from any liability arising therefrom and indemnify them for all losses, costs, expenses and attorney's fees in connection with any such addition to their unit/home.

Dated: \_\_\_\_\_

Witness: \_\_\_\_\_ Unit Owner: \_\_\_\_\_

Witness: \_\_\_\_\_ Unit Owner: \_\_\_\_\_

Please return to: Carolina Management Services Inc.,  
P.O. Box 740425  
Boynton Beach, FL 33474

WATERCHASE HOMEOWNER'S ASSOCIATION, INC.

#### ARCHITECTURAL REVIEW COMMITTEE PROCEDURES

The Homeowner must submit Architectural Review Board Applications to the Management Company. Upon approval/disapproval by the ARC and Board, the Management Company will notify the Homeowner of same.

If approved, the homeowner must give written notice of completion to the Management Company.

Start Date: \_\_\_\_\_ Completion Date: \_\_\_\_\_

Within ninety (90) days thereafter, the ARC shall inspect the improvement and notify the Homeowner, in writing, that the improvement is accepted, or that the improvement is deficient because it was not completed in conformance with the approved plans.

If approved, work requested by this ARC must start before ninety (90) days have passed. After ninety (90) days, a new Architectural Review Committee Application must be submitted for approval/disapproval.