

GARDEN HOMES AT COUNTRY ISLES

Maintenance Association, Inc.
P.O. Box 267426
Weston, FL 33326

CHECKLIST FOR ARCHITECTURAL APPROVAL

REQUIRED FROM CONTRACTOR:

- 1) Copy of License
- 2) Copy of Occupational License (now Business Tax)
- 3) Certificate of Insurance (both Gen. Liability and Workman's Comp)
 - Certificate Holder to be shown as **owner name and address** (lower left box on Certificate)
 - Additional Insured for Gen. Liability only – must include Garden Homes at Country Isles Maint. Assoc.
- 4) Copy of Contract
 - Include either a colored brochure (for roof tiles) or picture from brochure showing tile color chosen.
 - A schematic of property openings for windows and doors, to be numbered to correspond with contract item list, also include picture of product(s)
- 5) Product Approval from Miami Dade County (NOA) or State of Florida

REQUIRED FROM HOMEOWNER:

1. Arch. Application completed and signed.
2. Required **ONLY FOR** roofs, fencing or major building alterations (room additions, etc)
 - Copy of property survey
 - Security Deposit of \$ 500.00 made out to Garden Homes at Country Isles Maint. Assoc. which will be held until work is completed and Final Inspection of Common Grounds to assure no damage by Contractor.

Owners, not vendors, must submit all documentation in hard copy only, with supporting documents from the vendor and deposit check (if required) to Property Manager. Do not send via email.

Once all items above are received (exception of Owner # 2 if not required), a package is considered complete and will be submitted to the Board for approval.

Upon Board approval, a letter of approval will be provided to the owner for disbursal to the contractor and City of Weston Permit Dept.