

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 **your 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 with colored brochure with picture of product(s) selected circled or earmarked. No tile sample will be accepted.
- 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)– Security Deposit of \$ 500.00 made out to Garden Homes at Country Isles Maint. Assoc. and to be held until work is completed and Final Inspection of Common Grounds to assure no damage by Contractor.

Please submit in hard copy with all documentation, brochure and deposit check 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 Board for approval.

Upon Board approval, a letter of approval will be provided to the owner and a copy can be faxed directly to Contractor if requested as well as to the City of Weston Building Department.