

Estates of Lake Clarke Shores Homeowners Association  
**Request for Architectural Change**

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Details of Requesting Party

Homeowner(s):	
Address:	
Phone Number:	
Email Address:	

Details of the Architectural Change

Proposed Start Date: \_\_\_\_\_ Proposed End Date: \_\_\_\_\_

Describe the architectural change you wish to make:

Describe the materials, colors, and plans that will be used to bring about the change:

Required Documents:

- a. A recent survey of the property with exact location of proposed improvement delineated
- b. One full set of plans and specifications
- c. A color photo or sample of the material to be used  
(window/door, paint scheme, fence material/color, roof tiles, etc.)
- d. Copy of contractor's license
- e. Copy of contractor's insurance (liability and workman's comp) certificate listing the association as an additional insured. The certificate should read:  
Estates of Lake Clarke Shores HOA  
c/o Victory Accounting Services  
P.O. Box 243399  
Boynton Beach, FL 33424-3399  
Email: [EstatesofLCS@gmail.com](mailto:EstatesofLCS@gmail.com)

**PLEASE NOTE: THESE ITEMS WILL NOT BE RETURNED. NO CHANGES MAY BE MADE IN PLANS AFTER APPROVAL WITHOUT THE WRITTEN CONSENT OF THE ASSOCIATION.**

Conditions

1. You are responsible for any and all damage to underground utilities, including sewer, water, cable, electric & phone.
2. You must remove all debris (concrete, fill, etc.) from around your home and re-sod any areas that are modified or destroyed.
3. Subject to the Board's final inspection and approval after construction is completed.
4. You are responsible to maintain the alteration.

**PLEASE NOTE: OTHER CONDITIONS MAY BE APPLICABLE. THESE CONDITIONS WILL BE DETERMINED AND STIPULATED ON AN INDIVIDUAL BASIS. APPROVAL ONLY GOOD FOR NINETY (90) DAYS FROM THE APPROVAL DATE.**

Acknowledgements

By signing this form, the requesting homeowner hereby acknowledges the following:

1. The homeowner has reviewed, understands, and agrees to abide by the association's architectural policies and standards.
2. All architectural changes shall be paid for by the homeowner, including any expenses needed to repair any damages the change might cause to the association's property.
3. The work will be carried out in a time and manner that will not inconvenience other homeowners.
4. No work shall commence until the association has provided written approval of the architectural change. Any work done without approval shall be reversed at the expense of the homeowner. The association may also levy a fine against the homeowner for violating the association's rules.
5. The homeowner agrees to assume all liability related to the architectural change, including all persons and contractors who will perform the job.

\_\_\_\_\_  
Homeowner

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

\_\_\_\_\_  
Signature

**ELCS HOA ONLY: BOARD RESPONSE**

APPROVED  DENIED  DATE \_\_\_\_\_

REASON \_\_\_\_\_

Approval Signatures

\_\_\_\_\_  
Name

\_\_\_\_\_  
Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Title

\_\_\_\_\_  
Title