

ARCHITECTURAL MODIFICATION INSTRUCTIONS

Improvements, changes, modifications or additions to your unit or landscape must be submitted in writing to the Board of Directors for approval. Submit the Architectural Change Request (ACR) and any required documentation for your project via email to Campbell Property Management at passistant@campbellproperty.com. Once the package is received, it will be reviewed, and you will be notified if any additional information is needed. The request is approved or denied at the THODC monthly meeting and then sent to the master association for Deer Creek (DCIA) for final approval. DCIA meets on the first Wednesday of the month. After that approval you will receive the final approval letter from Campbell Property Management to start your project. Information on materials and colors is on the HOA Information page.

Fill out the attached application.

1. Attach the license of the contractor doing the work with an expiration date later than the project completion date.
2. Attach any plans and specifications.
3. Attach pictures or sketches if relevant.
4. Attach any other required items as outlined in the application form.
5. Attach two Certificate of Insurance forms for the contractor doing the work.
 1. General Liability Insurance
 2. Workers Compensation Insurance.

Please note that a certificate of exemption is not accepted.

The following listed as the Certificate Holder on the insurance form:

The Townhomes of Deer Creek Homeowners Association, Inc.
C/O Campbell Property Management
1215 East Hillsboro Blvd
Deerfield Beach, FL 33441

Additional Requirements:

If a security deposit is required, you will be notified of the amount and will need to submit it to Campbell property Management before the final approval will be issued.

Please make a check payable to: Townhomes of Deer Creek Homeowners Association, Inc. and mail or drop off to Townhomes of Deer Creek Homeowners Association, Inc., c/o Campbell Property Management, 1215 E. Hillsboro Blvd., Deerfield Beach, FL 33441, Attn: PM Assistant

THE TOWNEHOMES OF DEER CREEK
c/o CAMPBELL PROPERTY MANAGEMENT
1215 EAST HILLSBORO BOULEVARD
DEERFIELD BEACH, FL 33441

ARCHITECTURAL CHANGE REQUEST

TO: THE BOARD OF DIRECTORS OF THE TOWNEHOMES OF DEER CREEK HOMEOWNERS ASSOCIATION

FROM: NAME _____

ADDRESS _____

CITY _____

PHONE: _____ EMAIL: _____

LIST THE TYPE OF IMPROVEMENT REQUESTED. ATTACH THE FOLLOWING AS APPLICABLE:

- SURVEY, INCLUDING IMPROVEMENTS OR BUILDING PLANS
- DESCRIPTIONS OR PICTURES OF MATERIALS
- CONTRACTOR LICENSE
- CONTRACT FOR THE WORK
- TWO INSURANCE FORMS WITH THE TOWNEHOMES OF DEER CREEK C/O CAMPBELL PROPERTY MANAGEMENT LISTED AS THE CERTIFICATE HOLDER (USE ADDRESS FROM TOP OF THIS PAGE)
 - GENERAL LIABILITY
 - WORKERS COMPENSATION LIABILITY

START DATE _____ COMPLETION DATE _____

HOMEOWNER AFFIDAVIT: I AGREE TO ABIDE BY ALL CITY AND COUNTY REGULATIONS, GIVE PROPER NOTIFICATION TO THE AUTHORITIES AND OBTAIN PROPER PERMITS AS REQUIRED. I ALSO AGREE TO BE RESPONSIBLE FOR ANY AND ALL DAMAGES THAT OCCUR AS A RESULT OF THE ABOVE IMPROVEMENT, WHETHER IT BE TO MY OWN PROPERTY, MY NEIGHBOR'S PROPERTY, OR COMMON ASSOCIATION PROPERTY. I UNDERSTAND THAT ANY DAMAGES WILL BE CORRECTED WITHIN NINETY (90) DAYS OF RECEIPT OF THIS APPROVAL.

HOMEOWNER SIGNATURE _____

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NOTE: APPROVAL BY THE HOMEOWNERS ASSOCIATION SHALL NOT BE EFFECTIVE UNTIL THE APPLICANT HAS RECEIVED WRITTEN CONSENT FROM THE DEER CREEK IMPROVEMENT ASSOCIATION. APPROVAL IS GOOD FOR NINETY (90) DAYS FROM RECEIPT OF THE BUILDING PERMIT WHICH MUST BE APPLIED FOR WITHIN THREE (3) WEEKS OF BOARD APPROVAL. EXTENSIONS MAY BE APPROVED.

APPROVED _____ DENIED _____

DATE _____ DATE _____

APPROVED WITH THE FOLLOWING MODIFICATION: _____

