



Welcome and Information Package

Dan Taylor, LCAM

1325 S.W.120 Way

P: 954-476-7677 F: 954-476-7628

OFFICE HOURS

7:30 am - 11:30 am Monday - Friday

email: vlp2hoa@gmail.com

webpage: www.vlp2hoa.com



ELECTRIC VEHICLE INFORMATION

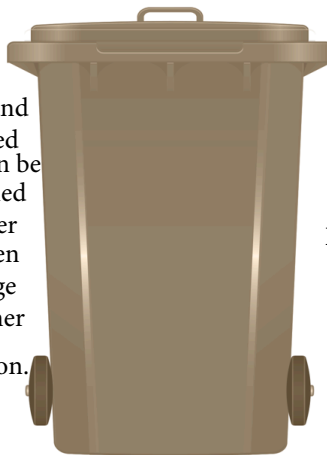


Residents with electric vehicles must immediately contact Dan Taylor, our property manager, to configure the VLP2 approved placement and installation of the charging station. Any placement of electrical cords and/or non-approved charging stations on association property will be subject to immediate removal and future attorney fees. In addition, an Architectural form, which can be downloaded from the VLP2HOA.com website, under the menu DOCS & FORMS, must be submitted providing the details of the charging station installation as well as the contractors insurance and license information. The form must be approved by the Architectural Committee before installation commences.

SOLID WASTE AND RECYCLING COLLECTION AND BULK PICKUP INFORMATION



Trash and recycled items can be combined in either the green or beige container for collection.



UNSECURED GLASS OR MIRRORS WILL NOT BE REMOVED BY THE TOWN OF DAVIE BULK PICKUP SERVICE.



Trash and Recycled Bins Are Serviced By Davie Tuesday & Friday Mornings

Bulk Trash Pickup is Once A Month On 2nd Friday

- Place **trash bins** out to curb no earlier than 6 pm Monday and Thursday. Remove containers from curb and return to your enclosed patio no later than midnight of each trash day. Notice of bulk trash pickup will be placed at entrance to Village.
- **Bulk trash** can not be placed out before 6 pm on Thursday and is the responsibility of the unit owner to replace it back in resident's unit if the Bulk trash truck does not remove it for any reason.
- **For safety reasons, mirrors, glass, glass tabletops, windowpanes, and plate glass items must be safely placed in a rigid container and taped for safe collection or it will not be picked up.**

ANY BULK TRASH NOT PICKED UP FOR ANY REASON BECOMES THE RESIDENTS RESPONSIBILITY TO BRING BACK INTO THE RESIDENT'S UNIT.

Links to Community Services

For these and other links please visit our website at www.vlp2hoa.com

Under the “Resources Menu”, select “Links” and simply click on the link that opens the corresponding website.

Davie Police non-emergency phone:

954-764-4357

Water is provided by City of Sunrise Public Service

Link to activate new service:

<http://www.sunrisefl.gov/index.aspx?page=202>

Florida Power and Light

Link to open new account:

http://www.fpl.com/doingbusiness/builder/open_account/open_account.shtml

Broward County General Information:

<http://www.broward.org/>

Broward County Public Schools and school location link

<http://www.browardschools.com>

Broward County College

<http://www.broward.edu/>

Broward Health Services:

<https://www.browardhealth.org/>

Broward County Library:

<http://www.broward.org/library/Pages/Default.aspx>

Broward County Transit:

<http://www.broward.org/bct/Pages/default.aspx>

Broward County Sheriffs Office

<http://www.sheriff.org/>

Broward County Careers:

<https://recruiter.broward.org/candidate/Guest/HotJobs.aspx>

Town of Davie Police:

http://www.davie-fl.gov/Pages/DavieFL_newPoliceDept/index

Town of Davie Parks, Recreation and Cultural Services:

http://www.davie-fl.gov/Gen/DavieFL_ParksRcrtn/index



Welcome to The Village At Lake Pine II

On behalf of your Homeowner's Association we would like to welcome you to our community. In addition, we would like to take this opportunity to provide you with information, which is important to have as a property owner. If you are renting a unit you will be accorded all the rights and privileges of homeowners utilizing our common areas. Remember, as an owner or a renter, you, your family and your guest will be expected to abide by the rules and regulations that govern our Association so that we can all live in a harmonious community.

www.VLP2HOA.com website provides valuable news, community links, and information, as well as architectural and reservations forms available for you to download. Under news and alerts we encourage you to sign up for automatic notices effecting our community.

Governing Documents

As part of your escrow closing, you should have received copies of our governing documents. If you have misplaced or simply need additional copies you will find them on our website, VLP2HOA.com, under Documents. Be sure to ask the seller for your mailbox key. The Association does not provide this key.

Homeowner Association Fee

All property owners are required to pay monthly homeowner's fees based the type of unit. These Association fees are used to maintain, repair and replace common areas, roadways, lake, irrigation, electricity, management expenses and appropriate reserves. Once you send your owners deed paperwork to the management company you will receive a coupon book the following January to make your payments. **Be sure during the closing of your unit to receive the previous owners coupon book to use until you receive your coupon book. Remember, even without a coupon book, you are responsible for payment the first of each month. Please send your check with your unit number written on the check directly to Truist PO Box 628207, Orlando, FL 32862. Home owners may log in online to view accounts, or make a payment. For new homeowners, please email amsupport@fyve.com to set up your account.**

Garbage and Trash Collection -

Collection for garbage is on Tuesdays and Fridays. All collection materials should be placed at the curb no earlier than 6 pm Monday and Thursday night and should not be placed at the curb on any other day. All receptacles must be removed from the common area no later than midnight of trash day and placed inside your patio out of sight. Bulk pickup is the 2nd Friday of the month at which time a sign will be placed at entrance to community a day before bulk trash pickup. **MIRROR, GLASS OR HAZARDOUS MATERIAL, INCLUDING PAINT WILL NOT BE REMOVED. PLACING THESE ITEMS OUT FOR COLLECTION WILL RESULT IN YOU HAVING TO BRING THE ITEMS BACK TO YOUR UNIT.**

Beautification

You own 1 foot out from your building. However, if you wish to plant any trees, shrubs or flowers, you must download the form from our website under "documents" named Architectural and Beautification form. Please list the types of flowers or shrubs you would like to plant. Once your form is reviewed and approved, you are required to maintain the area. Please keep in mind that should the Association need to make repairs to your exterior fence, you are responsible for providing access. Bougainvillea and other types are vine plants are not

permitted as they damage the fence. Remember, No trees or other types of vegetation are permitted to be planted on the common area without written permission from the Beautification committee. **Renters must have the unit owner to apply for landscaping modifications.**

Architectural

If you would like to make changes to any part of the structure of your house, you must obtain Architectural approval from the Architectural committee, a volunteer group of homeowners. Basically, anything that is attached and can be seen from the common areas such as garage doors, front doors, hurricane shutters, screened patios, glass doors must be approved. You can download the Architectural form from our website. Satellite dishes are permitted but must not be attached to the shingles/mansards of your building. **Renters must have the unit owner to apply for Architectural modifications.**

Basketball, Tennis Courts, Playground and Pool Fob

You and your guest can enjoy both the pool, playground, and BBQ pavilion as well as the tennis courts & basket ball court seven days a week. The pool and BBQ pavilion are open 8 am until sunset and the lighted tennis courts are open until 9 pm. Both recreational areas are gated and you will need a key fob to enter. To get your personal key fob, you can easily download the form from our website under the DOCS and Forms menu or you can visit the office located in the Multipurpose building, and ask our property manager for the form. Once you have completed the form, you will be provided one key fob registered to your unit. Only one key fob is provided per household due to security concerns. If you lose your key fob, you can purchase a new key fob for \$25 and your lost key fob will be de-activated. **Remember, the key fob belonging to the previous owner has been de-activated. Renters must have the unit owner apply for a new key fob.**

BBQ and Multipurpose Room

You are permitted to rent the BBQ pavilion or the multipurpose room for special occasions. You must download the form located on our website under Documents. A deposit of \$250 is required and will be returned to you upon inspection of the facilities. Checks and money orders are accepted. Cash will not be accepted.

Board Meetings

Your Board of Directors consists of volunteer property owners who are elected by the property owners for 1-year terms. Board meetings are held monthly. You can find dates, time and place posted on the web site under "Calendar of Events".

After a Casualty

A casualty is a hurricane, tornado or any other natural disaster. The homeowner is finically responsible for replacing or repairing any and all damage to the unit. This includes but is not limited to roofs, fences, and mansards, The Association will remove fallen trees and branches and repair all common areas including the pool, tennis courts, basketball area and clubhouse. **A WHAT TO DO IN CASE OF A CASUALTY** packet is available at the office and on our website. This packet contains all information a homeowner needs in case of a casualty.

Pets:

The Board allows only one pet (dog, cat or bird) per household as defined in our documents. Board approval is required for multiple pets. Cats are not allowed to roam outside unit.

Good Neighbors

Having good neighbors also means being a good neighbor. Here are just a few thoughts

- The speed limit is 15 MPH. Please watch out for walkers, joggers, children, pets, and wildlife.

- Please STOP at stop signs.

- * Be courteous to your neighbors and keep noise to a minimum during the evening hours.

NEW OCCUPANTS OF THE VILLAGE AT LAKE PINE II OWNERS AND TENANTS

PLEASE NOTE THE FOLLOWING POINTS OF INFORMATION

1. The entire property, including the streets, is private property. When you become an occupant of the Village at Lake Pine II, you give up some of your individual freedoms to follow the "Rules and Regulations" of a Homeowners Association. The "Rules and Regulations are enforced to assist all in the Association. Unit owners are responsible for the actions of their guests.
2. The speed limit is 15 MPH. There are speed bumps throughout the streets to assist in controlling speed of vehicles. Do not drive in the grass around the speed bumps. Do not drive your vehicles on any portion of the grass.
3. You have two parking spaces specifically assigned to your unit. There are guest spaces for you to share with your neighbors when guest arrive. Guest parking is strictly for guests and not for residents. Unit owners utilizing guest spots for their own automobiles are subject to having the Association tow their automobile from the guest spots when written complaints are received from that unit owners building. Residents and their guest are prohibited and subject to towing for parking on the private property roads within the Village.
4. No car washing on grass is permitted. The weight of a vehicle causes breakage in the irrigation system. NO parking of any vehicles on the grass. Damage to the sprinkler system or grass will be assessed to the offending homeowner.
5. Residents may be fined for any service companies such as movers, vent or carpet cleaners, carpet or tile installers that are parked on the lawn.
6. No resident's commercial vehicle with or without signage is permitted on the Association property, except for brief deliveries and other brief stops such as lunch breaks. Covering signs on vehicles is not a permitted. Additionally, motor vehicles that have a ladder rack with or without ladders, or external tanks for water or tool boxes, cannot be parked within the Association for more than four hours, nor overnight.
7. No recreational vehicles such as motor homes, campers, pop-ups, boat or boat trailers or other trailers are permitted on the property except for briefly loading and unloading.
8. All motorized all terrain vehicles, go carts, skateboards, scooters, or trail bikes are prohibited from all common properties and from the private roads within the Village.
9. Vehicle repairs **ARE NOT** allowed on Association property. Inoperable vehicles, which includes flat tires, will be towed from any parking space in the Association.
10. Vehicles without tags or expired tags parked in guest spots will be towed.
11. Trash pickup days are Tuesday and Friday. Trash must be placed at curb side in trash containers supplied by the Town of Davie. Trash bags or plastic bags on the ground next to the containers will not be picked up. Trash containers may not be placed outside prior to 6:00 p.m. on the day before garbage pickup and must be returned in-side patio areas by midnight of the day of garbage pickup.
12. Bulk trash is picked up monthly with notices posted to remind owners. Do not place bulk trash along curbs any earlier than the day before bulk trash pick-up is scheduled. **MIRROR, GLASS OR HAZARDOUS MATERIAL, INCLUDING PAINT, WILL NOT BE REMOVED.** Residents must remove any bulk trash not taken away by the trash service company within 24 hours to avoid being fined.
13. Remove bikes & toys from association property when not in use. NO bounce house, water slides, etc allowed on Association property.
14. There is a playground, swimming pool, basketball court and tennis courts. No one can enter the tennis courts, pool or playground without a fob. Lost or replaced fobs may be purchased from the office for a nominal fee.
15. **Pool & playground hours are between 8 AM and sunset.** There is no life-guard at the pool. Children must be over 14 years of age to enter the pool area without a supervising adult. Anyone 18 or younger cannot supervise younger children at the pool or the playground. Playground ages between 5 and 12 years old.

Only children in the age group of 5 yrs to 12 yrs old are permitted to use the playground equipment with an adult supervising inside the playground area. Pool and playground privileges will be lost if individuals enter the pool or playground area other than through the gate.

16. No swimming in the lake; it is chemically treated and has snakes. Alligators have access to the lake from the surrounding canals. Do not feed alligators. All boats are to be stored inside patio fenced areas. No boats can be left on the grass. No type of motorized boats allowed in lake. Life jackets are required.
17. DO NOT feed the ducks. Broward County Ordinance prohibits feeding the ducks. The ducks are protected under state law against abuse. Also, please do not feed the squirrels or trap the iguanas.
18. Unit owners and occupants may have only one pet without approval of the Board of Directors. The term pets is limited to dogs, cats, and birds. No snakes or farm animals are allowed. **All dogs & cats, when walked on the Association common area, must be on a leash and under the control of the owner or attendant.** Violation of this rule will result in the Association imposing a fine against the unit owner as well as the option for the Association seeking an injunction requiring the unit owner to remove the dog from within the Association. **Owners must pick up after dog. Dogs cannot be left on patio without an attendant in the home.** All dogs must have required vaccinations.
19. In order to ensure your own comfort and that of your neighbors, sound systems and television sets should be turned down to a minimum volume between the hours of 10:30 PM and 8:00 AM. All carpentry must be done within 8:00 AM and 10:00 PM.
20. Hurricane shutters cannot be closed or panels installed sooner than 5 days prior to the predicted date for a hurricane to strike Broward County. All panels must be removed and shutters opened not longer than 5 days after the hurricane warning has been lifted by the Hurricane Center. Residents who will be absent from their units anytime during the period of June 1 through November 30 (Hurricane season) may close their accordion shutters during the time they will be absent. Be sure to provide your contact info to Manager.
21. Holiday decorations and lights must be removed by 30 days after New Years day. No decoration may be attached to the shingles in any manner.
22. No towels, bed clothing or clothes line may be hung to the balcony railing. Hurricane shutters are not to be stored on balconies. To prevent concrete erosion, no carpeting or tile is permitted to be installed on balconies. Owners will be responsible for damage caused by existing floor coverings on balconies.
23. Residents are not allowed on roofs for any purpose. In an effort to minimize damage to roofs, professional vent cleaning must be approved and supervised by the property manager.
24. DO NOT plant Bougainvillea bushes or Philodendron Vines. They deteriorate the fencing that they come in contact with. Trees cannot be planted between the sidewalk and unit owners building. No tree can be planted on Association grounds without first obtaining approval. Planting pots outside the patio fence cannot be the black plastic containers. No signs are allowed in the lawn or on the outside of patio fences. Alarm company signs are permitted within owners one foot perimeter from fence.
25. The trellis is optional. Sun tuff panels (solar gray) cannot be installed without prior Town of Davie permit. Architectural approval must be obtained to install any covering on patio.
26. All changes in architectural appearance including the installation of French doors, hurricane shutters (ivory or beige), satellite dishes or antennae (prohibited from being installed on or attached to metal shingles) or the planting of trees or shrubbery of each building require approval. The application form can be obtained at the office and on our web site at: www.VLP2HOA.com.
27. Any unit owner planning to sell or lease their unit must have the prospective buyer or tenant approved by the Association. Unit owners shall be allowed to rent their units only once per any

twelve month period subject to the 18% rule cap. Sub-leasing is not permitted. Application forms and a standard lease form can be picked up at the Association office or printed from the web site.

from home owners. If you see damaged sprinkler heads, soffit lights out or flickering, light poles out or violations, please call 954-476-7677. Your contribution to keeping our community in the best condition possible is appreciated.

28. Owners are REQUIRED to keep the villa or town home insured in an amount not less than its full insurable value. **AFTER A FIRE OR OTHER CASUALTY, THE OWNER IS RESPONSIBLE FOR REPLACING ANY DAMAGE TO THEIR UNIT INCLUDING BUT NOT LIMITED TO ROOF, MANSARDS, AND FENCING.** Within one year, the owner shall promptly restore the villa or town home, to at least as good a condition as it was in before the casualty occurred. Please review "**After the Casualty**" for further details on our VLP2HOA.com website under the Resources menu.

29. Owners are REQUIRED to make monthly maintenance payments that are due on the 1st day of every month. Payments must be mailed to:
Truist PO Box 628207, Orlando, FL 32862.

You may also set up an automatic withdrawal from your bank. Payments are due on the 1st and late by the 15th of the month. When payment is received, it is applied toward the open balances first leaving a remaining balance that can result in possible attorney collection. **Home owners may log in online to view accounts, or make a payment. Please email amsupport@fyve.com to set up your account.**

30. As a last resort, the Association warns, then refers violators to the attorney for collection. Please cooperate in complying with all Association Rules and Regulations, as well as all Association Documents. Unit owners have a right to non-binding mediation.
31. The Association will furnish paint for minor projects including front doors and portions of fences and perform repairs to fences and gates (not caused by casualty). Please submit all request for work to be completed in writing to the office either as a letter or on a work order form that can be found on the VLP2HOA.com website.
32. Our maintenance personnel are responsible for maintenance of common area. Please do not report common area repairs or request repairs from them. The property manager is solely responsible for reviewing properly submitted work order

33. A part time property manager is available to assist you should you have any questions or concerns. Office hours are generally from 7:30 am to 11:30 am Monday thru Friday. Please call to schedule a special appointment. The office phone number is 954-476-7677. You may also send an email to vlp2hoa@gmail.com.

34. Board meetings are generally held once a month on the fourth Thursday of the month. Unit owners are invited to attend. To voice your concerns or provide feedback to the Board, ***Good and Welfare*** is open to unit owners at the beginning of every meeting.

35. Residents may also join a private facebook group page that provides a forum to communicate events and happenings in the V.L.P.2 community: **facebook.com/groups/vlp2davie**. This page is independent from The Village At Lake Pine II and is not monitored by the property manager or its board members. All homeowners questions and service requests must be addressed by sending an email to vlp2hoa@gmail.com or by calling our manager, **Dan Taylor**, at 954-476-7677.

APPROVED GUIDELINES FOR ARCHITECTURAL AND LANDSCAPING MODIFICATIONS

Architectural Meeting

June 12, 2014 - Modified August 17, 2016

Call to order at 7:05 by Cheryl Beale

Members present:

Bobbie Fulweber

Cheryl Beale

Ken Ingle

The following installations / alterations / modifications open for discussion.

All installations/alterations must be properly constructed, insured, permit/inspected and maintained at unit owner's expense. THE TOWN OF DAVIE MAY REQUIRE PERMITS. It is the unit owner's responsibility to secure all permits. The homeowner must maintain all modifications.

Exterior doors: Must adhere to Miami-Dade and Broward County Standard (Florida Building Code High Velocity Hurricane Zone test standard – HVHZ) Permitted to have the glass fan at the top or a glass rectangle or no window at all. Must be painted to match current approved exterior wood surfaces. Color; Charleston Brown Satin

French Doors: French Doors that open out to patio must adhere to Miami-Dade and Broward County Standard (Florida Building Code High Velocity Hurricane Zone test standard – HVHZ). Trim must be painted to match current approved exterior wood surfaces. Non-reflection solar film is accepted.

Garage doors: Required to adhere to Miami-Dade and Broward County Standard (Florida Building Code High Velocity Hurricane Zone test standard – HVHZ). Material must be made of metal, no windows, and in like appearance to existing garage doors and painted to match current approved exterior wood surfaces.

Windows and Glass Sliding Doors: Must adhere to Miami-Dade and Broward County Standard (Florida Building Code High Velocity Hurricane Zone test standard – HVHZ). Non-reflective solar film is accepted.

Trellis Modification: 1 x 1 strips above fences may be removed.

Corrugated Polycarbonate Panels: The Town of Davie will not provide permit unless designed by an Architect or professional Engineer. The trellises are not designed to support permanent coverings. Homeowner must show proof of Town of Davie Permit Approval before installation. Must be installed per manufacturers specification. Must not be attached to mansards. Accepted colors: smoke grey or clear.

Sun Shade Sail Cloth: Rectangle or Triangle in shape, permitted to be attached to railing and fence post by using rope, clips or hooks and cannot be attached to mansards. Must be removed during Hurricane warning. Must be beige, tan or dark brown in color. All sunshades must be kept in good condition: no tattering, no holes, free of mildew and mold and must be stretched tight. An Association approved Hold Harmless form must be signed and provided to Association.

Lattice wood panels: Can only be installed between trellis and fencing and must be painted to match current approve exterior wood surfaces.

Screen Enclosed patios: Two story Birdcage type structure no longer permitted. One story screening required to adhere to Miami-Dade and Broward County Standard (Florida Building Code High Velocity Hurricane Zone test standard – HVHZ) Screen mesh must be black in color. Aluminum framework to be black in color. Spline must be black in color. Aluminum roofing above trellis is permitted as well as full roofing in Villa Townhomes and Villa Plus and Villa atrium. Must have built in gutter.

Hurricane Aluminum Panels: Must adhere to Miami-Dade and Broward County Standard (Florida Building Code High Velocity Hurricane Zone test standard – HVHZ). Must be removed when hurricane warning is discontinued by National Hurricane Center.

Hurricane Accordion Shutters: Must adhere to Miami-Dade and Broward County Standard (Florida Building Code High Velocity Hurricane Zone test standard – HVHZ) Accordion shutters colors: ivory or white. Must be opened when hurricane warning is discontinued by National Hurricane Center.

Nylon Fabric Hurricane Protection: Must adhere to Miami-Dade and Broward County Standard (Florida Building Code High Velocity Hurricane Zone test standard – HVHZ) Color: beige or black only. Must be removed when hurricane warning is discontinued by National Hurricane Center.

Security Lights with motion sensors: One fixture with either one of two spotlights with dusk to dawn, motion sensors may replace Soffit Lights. Homeowner is responsible to replace bulbs.

Fence Gate Modification: Only lots facing lake may modify fence with shadow box type wood fencing presently installed. Approved for two center gates opening out to the common property. Must be built to Florida Building Code for wood fences. Must be painted to match current approved exterior wood surfaces. Homeowner responsible for maintaining/replacing any modified area of wood fence/posts.

Satellite Dishes: Cannot be attached to roofing or shingles. Must be attached only to fence or railing. Must be removed during hurricane warning. An Association approved Hold Harmless form must be signed and provided to Association.

Solar Panels: Must adhere to Miami-Dade and Broward County Standard (Florida Building Code High Velocity Hurricane Zone test standard – HVHZ) Required to sign indemnification form prior to installation. Homeowner responsible for all damage to roof system/ Association property incurred during installation and thereafter, including, but not limited to roof leaks and repairs.

Wood Fencing: Must adhere to Miami-Dade and Broward County Standard (Florida Building Code High Velocity Hurricane Zone test standard – HVHZ). Replaced fencing must adhere to original builder design and must be painted to match current approved exterior wood surfaces. Wood fence specifications found on the VLP2HOA.com website under the heading menu: Docs and Forms.

Landscaping:

Planters. Glazed ceramic potters or unglazed terra cotta ceramic pots are permitted. Black plastic nursery potters are not permitted.

Garden Borders: Black or brown rubber edging. Plastic brick edging, brown or beige rubber edging, flexible paver edging, bedrock resin slate edging, light stone edging, brick pavers and brick border are permitted. Railroad tie borders not permitted.

Trees: Trees are not permitted to be planted between the sidewalk and buildings. Hardwood trees that are permitted to be planted on Association property must be placed at least ten (10) feet away from sidewalk, patios, or parking areas. No fruit trees, ficus, and thorned cactus permitted on Association property. NO bougainvillea or philodendron is permitted. All landscaping within the Homeowner's one-foot perimeter outward from the fence must be approved. Trees inside patio must be potted. No vines permitted to be attached to either the inside or outside of wood fence or on lattice. Sheds must be 1 foot from fence in order to maintain fence.

This list represents guidelines for Architectural / Landscaping Modifications. Each home owner request will be reviewed individually.

Bobbie Fulweber makes a motion to accept the above Architectural and beautification guidelines.

Cheryl Beale seconds the motion

Motion unanimously passes.

ONLY APPLICATIONS SUBMITTED BY THE UNIT OWNER WILL BE ACCEPTED. OTHER REPRESENTATIVES OR CONTRACTORS WILL BE REJECTED

Architectural / Landscaping Application

EMAILS AND FAXES WILL NOT BE ACCEPTED. PLEASE MAIL OR DELIVER THIS FORM TO:

The Village at Lake Pine, II, HOA, Inc., 1325 S.W. 120th Way, Davie, FL 33325.

This form may also be given to the Property Manager during business hours Monday – Friday from 8 am until Noon*

Article X of the Association Governing Documents, conveys the authority to review, approve, or deny permission to homeowners making changes to the exterior appearance of their unit. This includes but is not limited to landscaping, screen enclosures, windows, doors, shutters, trellis shields, satellites, cameras, and anything that is attached to and/or penetrates any part of the building, including railings. All architectural /Landscaping changes to your property require written approval via this request form.

- **Owners that contract any work to be performed must attach to this form the contractors current business license and a certificate of Liability Insurance and name The Village At Lake Pine II, HOA as the certified holder.**
- **Windows, doors and slider modifications: THE CONTRACTOR MUST PRINT ALL PAGES OF THE MIAMI DADE or DBPR DOCUMENTATION AND BE ATTACHED TO THIS FORM before approval for modification is granted. Emails or faxes will not be accepted as printing of all attachments is costly for The HOA. Only completed forms delivered to office are accepted.**
- **Attach to form any required samples, drawings, or color of material or modifications.**
- **Work may not proceed until this request has been approved in writing. The Approval process can take up to 30 days after all required information is provided.**
- **Upon the completion of approved work, the homeowner shall give written notice of completion to Property Manager for inspection and compliance.**

UNIT OWNER: _____ ADDRESS _____ UNIT # _____

MAILING ADDRESS (IF DIFFERENT) _____

HOME PHONE # _____ CELL PHONE# _____ BUSINESS PHONE _____

DESCRIBE IN DETAIL, THE LOCATION, CHANGES, COLORS, MODIFICATIONS, AND LANDSCAPING REQUESTED.

Please use back of sheet or additional pages to provide additional information

1. Alterations/additions/landscaping shall not cause a nuisance, damage, interfere, or obstruct any easement or common area or adjoining property. Any structural/ landscaping damage to common property must be corrected at owner's expense. Owners initials _____
2. All installations/alterations must be properly constructed, insured, permit/inspected and maintained at unit owner's expense. THE TOWN OF DAVIE MAY REQUIRE PERMITS. It is the unit owner's responsibility to secure all permits. Owners initials _____
3. Unit owner is responsible for maintaining all modifications/landscaping in good condition. Owners initials _____
4. The unit owner is responsible for removing their screen enclosure for the Association to properly maintain/repair/replace the fences, shingles and masonry surfaces. Owners initials _____
5. Unit owner indemnifies and agrees to hold the Homeowners Association, its Directors and Officers, its Property Manager, and other unit owners harmless from any and all claims, losses, damages, injuries, suits, and/or cost resulting from such modification and installation. Owners initials _____
6. Approved request made for architectural modification/beautification to be completed within ninety (90 days) or a new architectural request form must be submitted. Owners initials _____

I have read, understand and agree to the provisions provided above and all provisions included within Article X of the Declaration and Covenants of The Village At Lake Pine II, HOA, Inc. Furthermore, I understand that any Additions/alterations or Landscaping made without prior written approval are subject to correction or removal at my expense.

Owner's Signature: _____ **Date** _____

Must be reviewed and signed by two Architectural Committee Members

SIGNED #1 _____ SIGNED #2 _____

APPROVED _____ DISAPPROVED _____ PENDING _____ DATE _____