

CAMINO REAL VILLAGE ASSOCIATION, INC
UNIT RENOVATION INFORMATION
Architectural Review Board (ARB/ARC) form required

**THIS FORM IS A PART OF AND TO BE ATTACHED TO THE CAMINO REAL VILLAGE REQUEST FOR REVIEW FOR
ARCHITECTURAL MODIFICATION**

www.Caminorealvillagecondo.com or call Campbell Property Management

Campbell Property Management
1215 E. Hillsboro Blvd., Deerfield Beach, FL 33441
P: 954-427-8770 / F: 954-427-6692
Email: pmassistant@campbellproperty.com

Condominium Documents state the following:

ALTERATIONS TO UNITS: No unit owner shall make, or permit to be made, any material alteration, addition or modification to his unit without prior written approval of the association other than painting, wallpapering or decorating the interior of his unit.

The following additional documents must be attached to the Request Form:

- ***Certificates of Liability and Workers Compensation from each and every contractor involved in this modification, to include Liability, Workmans Comp and Auto Insurance;***
- ***Copy of all licenses for any and all contractors required by FL State, County to be licensed;***
- ***A sketch/drawing of whatever you are requesting be modified – request from contractor;***

Further, if permits are required by Palm Beach County, it is the responsibility of the unit owner to obtain same prior to renovations. Permits must be displayed at the premises and copy sent to Campbell.

ARB/ARC forms are required to be filed with Campbell Property Management for approval **PRIOR** to **ANY** renovation and can be obtained on the Association Website. Form can be emailed to pmassistant@campbellproperty.com or mailed to the above.

Renovations include:

- Installation of flooring (either tile or wood) to confirm sound barrier material is being used
- Opening or removing a wall
- Replacing windows, installing hurricane shutters, replacing front door and side window require compliance with Association specifications and supplemental documentation. Specifications can be obtained via the website.
- Changing any plumbing reconfigurations

NOTE: Any owner not complying with this procedure prior to beginning renovation will be subject to legal action.

I HAVE READ THE ABOVE INFORMATION AND AGREE TO COMPLY WITH THE ARB/ARC REQUIREMENTS:

Sign of Unit Owner and Date

Camino Real Village Association, Inc.

REQUEST FOR REVIEW FOR ARCHITECTURAL MODIFICATION

OWNERS NAME: _____

STREET ADDRESS: _____

PHONE: () _____ CELL: () _____

Approval is hereby requested to make the following modification(s), or addition(s), as described and depicted below, or on additional attached pages as necessary. **Please include such detail as the dimensions, materials, color, design, location and other pertinent data.**

MODIFICATION DESCRIPTION: _____

I understand and will comply to:

1. That if the modification is not completed as approved, said approval can be revoked and the modification will be required to be removed by the owner at the owner's expense.
2. That I am responsible to pay for and repair any and all damage done to the common areas as a result of the installation.
3. To comply with the State, County building codes, and to obtain all necessary permits if applicable.
4. To abide by the decision of the ARB or the Boards of Directors.
5. That if the modifications is not approved or does not comply I/we may be subject to court action by the association and that I/we shall be responsible for all reasonable attorney's fees.
6. If the association incurs any expense while considering the application with an outside professional, (i.e. a licensed architect), the applicant will be responsible for said fee.

Date of Request

Signature of Homeowner

DATE NOTIFIED: _____ () DISAPPROVED BY: _____

() APPROVED BY: _____

SUBJECT TO:

RETURN TO: CAMPBELL PROPERTY MANAGEMENT, 1215 EAST HILLSBORO BOULEVARD,
DEERFIELD BEACH, FL. 33441. PHONE: (954)427-8770 FAX (954)427-6692

Camino Real Village Association, Inc.
REQUEST FOR REVIEW FOR ARCHITECTURAL MODIFICATION

WHAT SHOULD I INCLUDE TO MAKE MY ARB COMPLETE?

YOU MUST INCLUDE A DRAWING OF WHATEVER YOU ARE REQUESTING, THIS DOES NOT HAVE TO BE AN ARTIST RENDERING, MERELY A SKETCH DEPICTING YOUR REQUEST. IF YOU HAVE A CONTRACTOR THEY WILL PROVIDE YOU WITH THIS DRAWING.

IF YOU ARE USING A CONTRACTOR, PLEASE SECURE A COPY OF THEIR LICENSE AS WELL AS INSURANCE, AND FORWARD ALONG WITH THE ABOVE.

PLEASE BE ADVISED THAT AS THE HOMEOWNER, YOU ARE RESPONSIBLE FOR FORWARDING A COPY OF THE APPROVAL TO YOUR CONTRACTOR, NOT THE ASSOCIATION.

PLEASE FORWARD THE COMPLETED ARB FORM TO:

CAMINO REAL VILLAGE
C/O CAMPBELL PROPERTY MANAGEMENT
1215 EAST HILLSBORO BOULEVARD
DEERFIELD BEACH, FL 33441