

# Architectural Modification Guidelines & Instructions

Please read and submit all requirements listed below along with the completed Architectural Modification Request Form for Board review. It will take approximately 30 business days to receive final approval from your Association. All requests for modification to your property should be **HAND DELIVERED**, **MAILED**, or **EMAILED** to our office address/email address listed below.



16924 SW 215 Terrace  
Miami, FL 33187



arc@topnotchmgt.com

**PLEASE NOTE:** Work may **NOT** begin until you have received an approval in writing from your Association.

## What is required?

1. Architectural Modification Request Form signed and initialed by homeowner along with a detailed description of the planned modification project.
2. Sample of the material(s) to be used in modification project.  
For example, a painting project will require:
  - Actual color swatch/color number
  - Color pictures
  - Product brand/manufacturer/brochure
3. Specs of product(s).
4. Scope of work. Pricing does not need to be included.
5. Survey of the property and location of where item(s) of modification will be placed.  
Include a drawing with measurements of your modification.
6. Copy of up-to-date, valid contractor License.
7. Certificate of Insurance from the contractor company.  
Under certificate holder, provide homeowner first & last name and property address.

**Homeowner's First & Last name**

**Property Address**

**Miami, FL 33196**

Under homeowner information provide Association information and mailing address.

**Oak Creek at Kendall Homeowners Association, Inc.**

**C/o Top Notch Management & Real Estate LLC.**

**16924 SW 215 Terrace**

**Miami, FL 33187**

**PLEASE NOTE:** If the Architectural Modification is to be performed by the homeowner, a letter will be needed stating: **"Owner will take full responsibility for any damage that may occur."**

HAND DELIVER, MAIL, or EMAIL your letter to:

**Top Notch Management & Real Estate LLC.**

**16924 SW 215 Terrace**

**Miami, FL 33196**

**|**

**[arc@topnotchmgt.com](mailto:arc@topnotchmgt.com)**

**PLEASE NOTE:** For modification projects that require permits, the homeowner is responsible for obtaining permits and obtaining final inspection with the city. Inspections need to be submitted to the management company for record purposes under your unit file. Architectural Modification approval is based on the aesthetics of the modification. Surveys, plans, and permits are required to ensure that the requested alterations in your Architectural Modification Request do not interfere with easements or common areas of the community. Failure to adhere to the requirements outlined above will result in voiding any approval.