

## ARCHITECTURAL CHANGE REQUEST PROCESS

1. Meet with contractor
2. Obtain all the following documents:
  - ✓ Diagram of where the architectural change is being made
  - ✓ Miami Dade standard documentation (should include how the material will be attached)
  - ✓ Specifications for each change being made
  - ✓ Certificate of liability: Bottom left corner of the certificate should indicate the following as certificate holder: Wellesley at Boynton Beach  
  
C/O Seacrest Services  
  
2101 Centrepark West Drive, Suite 110  
  
West Palm Beach, Florida 33409
  - ✓ The certificate of liability must also state that Wellesley at Boynton Beach is additionally insured
  - ✓ Proof of Workmen's Compensation – If exempt, provide documentation of exemption
  - ✓ General contracting license – must be licensed to operate in Palm Beach County
3. Submit a work order through Seacrest Services to meet with Property Manager. This can be done online (<http://seacrestservices.com/work-order-request/>) or via phone (561-656-6310).
4. Property Manager will be in contact within 48 hours of the request to set up a meeting to complete the application for architectural change.
5. The request will then be presented to board members for a decision.
6. Resident will receive decision in writing by certified mail.