

Instructions and Checklist for JL POA Design Control Board Request Forms

1. Go to the Resident Information tab on the Jonathan's Landing POA website (<https://www.jonathanslandingpoa.com>) and then click on the Design Control Board topic and follow the instructions to get the form.
2. An approval signature from Waterbend at Jonathan's Landing Condominium Association is required before submitting the Request Form to the JL POA Design Control Board.
3. **ALL** documents noted below are to be submitted to the Triton Property Management Office.
4. Request Form is to be filled out completely. Please write N/A if a question does not apply to you. If the application is not complete, it will be returned.
5. All work must be performed by licensed contractors, be code-compliant and be permitted.

Documents required from Unit Owner:

- Completed Request Form signed by Unit Owner, including Description of Project.
- Deposit & Administrative Fee check(s).

Documents required from the Unit Owner's contractor:

- Contractor's proposal.
- All product specification and informational sheets, including colors and glass types, as applicable.
- Sketch and/or diagram of project with dimensions, where applicable. (Floor plans are available on the Waterbend website).
- If for porch screen or glass enclosure, include photograph(s) showing existing conditions on both 1st and 2nd floors.
- All contractor and vendor email addresses.
- Copy of all business licenses including Palm Beach County business tax registration.
- Certificate of Insurance, including Workers Comp.

For the Certificate of Insurance form, please make sure that:

- In the "Description of Operations / Locations / Vehicles" section above the Certificate Holder section, please include "Waterbend at Jonathan's Landing Condominium Association, Inc is included as Additional Insured."
- Certificate Holder section should read "Waterbend at Jonathan's Landing Condominium Association, Inc., c/o Triton Property Management, 175 Toney Penna Drive, Ste 100, Jupiter, FL 33458."