

WELLINGTON SHORES ARC APPLICATION CHECKLIST

Information to send to contractors/owners for what is required for submission.

1. Wellington Shores ARC Application to be filled out and signed by resident.
2. Photograph of existing area conditions.
3. Property Survey (Required for the following proposed projects: Fencing; Tree Removal and/or Planting; Landscaping; Drainage Work; Walkway/Driveway Work and other projects (not named) possibly require a Survey.
4. Copy of the contractor's proposal for the work being done. (Pricing Deleted)
 - a. Stamped Plans (Should they be required)
 - b. Village of Wellington Building Permit (Should it be required)
5. Submission of sample(s) and/or brochure showing materials being utilized.
 - a. When applying for replacement of roof, 2-3 roof tile samples shall be required prior to decision.
6. Contractors Insurance Certificate of Liability-to include General Liability, Auto and Workers Comp.

Certificate Holder & Additional Insured Certificate of Insurance should be completed in the following order:

GRS Community Management
Wellington Shores Association, Inc.
Homeowner's Name
Street Address
City, State and Zip Code

Please email application and/or paperwork to:
residentservices@grsmgt.com

Should you have any questions, please email me.
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