

DRB APPLICATIONS

As a result of many incorrect and incomplete DRB Applications received by the Sub-Association and Master HOA please review the following instructions.

1. **Use Woodfield Master DRB Application Rev 6.30.2021** which can be found on Woodfield HOA'S website: www.woodfieldhoa.com. I am also attaching a copy, please save it on your computer for future use. **(All other revisions are obsolete)**
2. Use the "Document Check List" (cover page of the Woodfield Master DRB Application)
3. Ensure there are two Certificates of Liability Insurance and Worker's Compensation Insurance – one for the Master & one for the sub-association and a copy of the contractor's current license:
 - a. Woodfield Country Club HOA, Inc.
3630 Club Place
Boca Raton, FL 33496
 - b. Kensington at Woodfield HOA
c/o Campbell Property Management
1215 E. Hillsboro Blvd.,
Deerfield Beach, FL 33441
4. For ease in reviewing surveys & plans, clear, original and full-size are necessary. **Also submit a color photo copy of sample tile, gutters, impact windows paver, etc. A SAMPLE ROOF TILE MUST BE PLACED BY GARAGE DOOR.**
5. **Submit only complete applications** – applications are considered incomplete without all necessary documentation and the Construction Deposit Check, \$1500.00 made payable to: Kensington at Woodfield HOA
6. Emailed applications are not acceptable as the application must accompany the Construction Deposit. Please mail entire complete package to:

Kensington at Woodfield HOA,
c/o Campbell Property Management,
1215 E. Hillsboro Blvd., Deerfield Beach, FL 33441
7. ***All incomplete applications will be returned to the homeowner.***

8. Your contractors are expected to clean up the surrounding area before leaving the site. They may not block the street and work hours are Mon. – Sat. 8:00am – 6:00pm. Contractors will not be allowed to enter Woodfield after 5:30pm unless the visit is an emergency.

If you have any questions, feel free to contact me.

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