Palazzo at Naples

by Toll Brothers

Rules and Regulations

The following rules and regulations supplement the Governing Documents of Palazzo at Naples and the Rules and Regulations of the Architectural Review Committee, all of which may be viewed or downloaded from Palazzoatnapleshoa.com.

Approval of the Architectural Review Committee (ARC) is required for any improvement or modification that in any way alters the exterior appearance of any structure, lot, or area inside a pool screen. These include but not limited to building or driveway modifications (i.e. windows, doors, skylights, painting, roofs, pavers, shutters, fencing, pools, screens, landscaping, parking and house additions.)

APPLICATION FOR IMPROVEMENTS

1. **Each Owner is responsible for submitting an application to the Association Board of Directors requesting approval of Plans and Specifications for all projects that modify change or improve the external appearance of their property as outlined in Section 5.01 of the DCCR for Approval by the Association.**
2. An application form for this purpose is attached. Additionally, the Owner applicant must assure compliance with **the Architectural Review Requirements section of the Declaration**.
3. **Owner is solely responsible for damage to irrigation, lawn, landscape, etc. as a result of any modifications requested and performed.**

GENERAL

1. Outdoor Play Equipment: Unless otherwise approved, must be stored out of sight when not in use. This applies to front, back and side yards.
2. Storage sheds are not permitted.
3. Portable On Demand Storage "PODS" units may be stored on driveways for a period not to exceed seven (7) days in any six month period with proper notification to the property manager.
4. Trash and recycle bins remain in the garage or approved storage area until 6:00 PM the evening before a regularly scheduled collection day and must be stored by 6:00 AM the morning after the collection day. For example, with the Tuesday pick up of trash and recycle, homeowners may place their cans on the curb any time after 6:00 PM on Monday and cans must be returned to the garage or approved storage area by 6am on Wednesday morning.
5. Quiet hours – Contractors and builders are only permitted on the grounds during certain hours. Gasoline, electric and Pneumatic powered tools should not be operated outdoors or in an open garage except as follows: M-F (7am – 6pm) Saturday (7am – 3 pm). Such operation on Sundays and Holidays is prohibited. Those same hours should also apply to homeowners and residents use of outdoor power tools. An exception to this rule shall be made for utility vendors (i.e. Comcast, FPL, Teco, Collier County Utilities, etc.). In addition, Toll Brothers will set the rules for their vendors during the development period.
6. Because every street in Palazzo is only two-lane, street parking creates congestion and increases the possibility of an accident. Therefore, only commercial or vendor vehicles may park on the street, during business hours. Residents and guests are limited to garages and driveways except for gatherings at residents' homes where street parking is permitted provided that only one side of the street is used and fire hydrants must be kept clear. Since there is no community parking available, residents with extended stay houseguests may request a parking permit for street parking that will exceed one overnight stay. Please contact HOA management for a parking permit.
7. Garage doors must be kept closed when not in use.
8. It is preferred that personal use vehicles are stored in garages when not in use.
9. If homeowner owns more personal use vehicles than the garage can accommodate, then automobile(s) may be parked in the driveway when the garage is filled with vehicles.
10. Automobiles parking on the driveway may not block the sidewalk's walkway. Please park close to the garage to avoid blocking the sidewalk.

11. No commercial vehicle, recreational vehicle, motorcycle, boat, boat trailer or trailer of any kind, camper, mobile home or disabled vehicle can be parked overnight anywhere within Palazzo except inside a fully enclosed garage.
12. No vehicle displaying a "for sale" sign shall be parked on a driveway, sidewalk, lawn or common area.
13. Construction materials left on a driveway or in a yard longer than one week require permission from the HOA and may never be stored on the street.
14. Open houses may only be held on Saturdays and Sundays between 12:00 PM and 5:00 PM. Only 1 sign is allowed in the front yard of the home and not in the common areas.

LANDSCAPING AND OTHER EXTERIOR GUIDELINES

1. All landscaping changes to original design require ARC review and approval. This includes planters, statuary, birdbaths, garden flags, wind chimes, decorative garden items or similar.
2. Exotic and nuisance plants as defined by Collier County or state of Florida are prohibited.
3. For guidance please refer to the approved plant list. (please see attached)
4. Homeowners are prohibited from trimming, planting, adding or otherwise working in the Common Areas for Palazzo at Naples. Any modifications require ARC approval.
5. Planters/containers wheeled or stationary are not permitted beyond homeowner's home entryway. These are not permitted in lawns, driveways, sidewalks or curbside pavers.
6. Exterior planting or displaying of artificial plants and /or flowers is prohibited.
7. Planting around utility boxes and water meters is prohibited. Utility easements are to be respected and treated the same as common areas. Any modifications require ARC approval.
8. A landscape screen of shrubs or other approved hedge material must be installed around all air conditioning units, pool equipment, generators, small propane tanks and other mechanical equipment. (Consult with vendor on plant proximity)
9. Garbage cans must be stored inside the garage. A homeowner may submit an ARC application to seek approval of a landscaping hedge option to camouflage the exterior storage of garbage cans. Until approval is granted all garbage cans must be stored in the garage.
10. Pets must be on a leash under the owner's control at all times when outside the home.
11. Pet waste must be picked up and disposed of by homeowner. Pets waste is prohibited from being disposed of in the common areas or empty construction lots.
12. Front yard foundation shrubbery planted in front of the window sight lines need to be kept to a height not to exceed 5 feet. Tree stakes are to be moved after the tree has been planted for 1 year. Trees/bushes/shrubs that require staking after initial one year period need to be staked at homeowner's expense with Duckbill tree anchors.
13. Summer and winter annuals shall conform to the approved plant list. If plant types other than those on the list are desired, specific approval of these plants must be obtained.
14. At no time may a homeowner plant vegetable or fruit bearing shrubs or trees in the ground, entry ways or driveways. Vegetable or fruit bearing shrubs and trees shall be limited to pots within homeowners back lanai.
15. Landscape bed edging other than ARC approved rocks to contain mulch run off are not permitted, including but not limited to metal, concrete, plastic, rubber or wood.
16. Landscape beds/plants and pavers inside the lanai must be kept free of weeds and maintained at the homeowners' expense.
17. Trimming and pruning of trees and palms over 14 feet tall are the responsibility of the homeowners and at the homeowners' expense. Trimming and pruning of shrubs and bushes over 8 feet tall are the responsibility of the homeowners and at the homeowners' expense.
18. Homeowners that replace, trim, move or otherwise perform maintenance in landscape beds may not hold HOA landscape vendor liable for the condition, performance or replacement of said materials.
19. It is the homeowners responsibility to replace and pay for any dead shrubs/plants or trees beyond the warranty period.
20. Yearly "Hard Cuts" will be performed without exception and may not be refused by homeowner. (Ex:

such as fire bush, hibiscus, bougainvillea etc.).

21. Irrigation relocation or changes of head heights due to plant growth, installation of generators, changes to landscape design or similar issues is at the sole expense of the homeowner.
22. The routine injection of palms to prevent insect infestation and disease is encouraged, but it is at the sole expense of the homeowner.
23. Trees and plants that are infected with contagious diseases must be promptly removed by the homeowner. The HOA may remove a diseased tree or plant at the expense of the homeowner.
24. Dead sod as a result of homeowners pool overflow will be replaced at the homeowner's expense. This is not limited to individual yards and includes all common areas affected as well.
25. The HOA board reserves the right to trim, relocate or remove any planting that it finds do not represent a neat and attractive appearance after proper written notification is given to correct such violations.
26. The HOA Board reserves the right to modify the landscape guidelines at any time.

STORM PROTECTION:

1. All permanently installed storm protection must conform to one of the following two options.
   (a) Colored to match or harmonize with the exterior of the home
   (b) Clear
2. Non-permanent hurricane shutters made of metal or clear plastic may remain up during the hurricane season of June 1 to November 30. Metal shutters that remain up must be colored to match or harmonize with the exterior of the home.
3. Unpainted metal, plywood, and other protection are permitted only during hurricane watches, hurricane warnings and hurricanes.
4. Package submitted to the ARC for approval must contain a certification that the product, and installation, meets or exceeds the standards set by the Florida State Building Code, current edition, and all applicable Collier county Building codes. This requirement may be met via a statement on the estimate or contract that the product, and installation, meets or exceeds the most recent impact standards of the Florida State Building Code, and all applicable Collier county Building Code

PAINTING AND ROOFS:

1. Repainting and reroofing require ARC approval even if they are to replicate the original color and style.
2. Color chips and roofing samples must be submitted with the ARC application.
3. Only concrete roof tile selections are allowed. No other type of roofing material is allowed.
4. Homeowners are responsible for cleaning roofs and exterior walls.

POOLS

1. All pool and cage designs and construction require ARC approval.
2. Cages must be bronze aluminum with black fiberglass or similar looking non-metallic screening or bronze aluminum fencing.
3. Pools cannot extend past the side of the home.
4. Homeowner is responsible to restore all grades and drainage swales. Damage to sidewalks, streets, drives; landscape is to be restored within 30 days of substantial pool completion.
5. Pools installed by the Declarant are approved and require no ARC approval.

FLAG POLE POLICIES (Chapter 720.304 (2) Florida Statutes)

1. No permanent flag pole may be installed in "no-plant" zones.
2. Only one (1) flag pole is permitted not to exceed twenty (20) feet in height (permanent or portable) with up to two (2) flags allowed to be flown.
3. The size of the flags cannot exceed 4-1/2 feet by six (6) feet.
4. Consult the above referenced statute for further details.
5. Prior to any modification where digging grinding or trenching will occur, owner or vendor is required to call NO-CUTS (Dial 811) to have underground lines identified and marked. In cases where a line is

severed or in any way causes that utility to be non-operational, the owner will bear the responsibility and cost to make the repair. If the damage affects more than one lot, the Management Office must be advised.

OUTDOOR LIGHTING POLICIES

1. All outdoor lighting and patio lights must be approved by the Association, through an ARC request.
2. Such lighting shall not be a nuisance to adjoining Owners.
3. Such lighting shall not be unsightly or not in keeping with the aesthetics of the surrounding area.
4. No colored rope lighting is allowed.
5. Appropriate holiday adornments will be allowed on Homes each year and must conform to contemporary styles. Adornments such as blow up characters are not allowed. Adornments are allowed 30 days prior to the holiday and must be removed 7 days following the holiday.
6. All solar landscape lighting must be approved through an ARC request.
7. Prior to any modification where digging grinding or trenching will occur, owner or vendor is required to call NO-CUTS (Dial 811) to have underground lines identified and marked. In cases where a line is severed or in any way causes that utility to be non-operational, the owner will bear the responsibility and cost to make the repair. If the damage affects more than one lot, property manager must be advised.

SIGNAGE POLICIES

1. Real Estate signage is allowed per the community guidelines after approval by the Association to erect such signage .
2. The signs must comply with the HOA design requirements. Contact HOA management for specification and guidance.
3. Open House signs may be placed ONLY in front yard of property. Signs on side yard and back yard are prohibited. Open House signs are not permitted on any common grounds. Owner can be found in violation of sign policy if the above specifications are not followed.
4. The board has approved for alarm signage to be permitted within 8 feet of the entrance of the home and must be in an existing mulch bed.
5. All other signage requires ARC approval.

FENCING

1. All requests to install any type of fence must be approved through an ARC request.
2. Underground electric fence is permitted.
3. Pool fencing is permitted.
4. Perimeter fencing is not permitted.

STRUCTURES AND ANTENNAS

1. Satellite Dishes – One (1) standard home size satellite dish (approximately 39 inches or less) is allowed to be installed on your home. You are required to submit an ARC request; the ARC may require particular placement or landscape screening for the dish, as long as it does not unduly interfere with the reception.
2. The antennas/ Satellite Dishes must follow the federal Over-the-Air Reception Devices ("OTARD") rule. ARC Request must be submitted prior to installation.

COMPLINCE AND ENFORCEMENT

Compliance by Unit Owner, Guests, and Tenants.
All residents, tenants, and guests are expected to cooperate with the management team and members of the Board of Directors. They must give their name and address number if so requested. The management team and board members have been given full authority to enforce all rules and regulations contained in this document. Challenging, intimidating, and offensive language, gestures, and actions will not be tolerated. All unresolved issues should be brought to the attention of the property management team. (Article XIV, Section 1 of the Declaration).

Enforcement.
Failure to comply herewith or with such rules and regulations shall be grounds for immediate action. The enforcement of this Declaration may be by proceeding at law for damages or in equity to compel compliance with its terms, or to prevent violation or breach of any of the covenants or terms herein. The Declarant, the Association, or any Owner may, but shall not be required to, seek enforcement of this Declaration. Any Owner who seeks enforcement of this Declaration shall, by his actions, be deemed to have indemnified the Declarant and the Association from all liabilities resulting from his actions. In an action to enforce this Declaration, the non-prevailing party shall pay to the prevailing party all costs and reasonable attorneys' fees at all trial and appellate levels. (Article XIV, Section 6 of the Declaration).

ARCHITECTURAL CONTROL AUTHORITY, PROCEDURES, POLICIES AND STANDARDS PALAZZO AT NAPLES HOA

The Board of Directors of the Palazzo at Naples Homeowners Association, Inc. (hereinafter "Association") has the responsibility of administering and enforcing the DECLARATION OF COVENANTS, CONDITIONS AND RESTRICTIONS FOR PALAZZO AT NAPLES HOA (hereinafter "Declaration"). This responsibility includes receiving and approving or disapproving applications that are submitted by Owners for improvements.

The legal authority for Homeowners Associations to enforce requirements, standards and policies over the private property interests of individual lot owners stems from both civil law, deed restricting documents that are recorded in the land records, subdivision documents and plats.

The purpose of this guideline is to identify the "provisions" of Florida Law, the "provisions" of the Declaration and the "provisions" of other authorized documents that address parcel improvements, restrictions, standards and policies.

PALAZZO
AT NAPLES

OPEN HOUSE AGREEMENT

Date submitted: _____

DATE/TIME: _____/_____

LOT/ADDRESS: _____

OWNER NAME: _____

REALTOR NAME: _____

REALTOR PHONE/EMAIL: _____/_____

REALTOR REPRESENTATIVE: _____

An Open House can only be scheduled on Saturday or Sunday from the hours of 12 PM to 5 PM. One sign may be placed in front of the home. Open Houses not approved by Property Manager are subject to violations to homeowner.

Approved by: Association Manager

Palazzo at Naples Homeowners Association, Inc.
Phone: 239.495-3428 Fax: 239.495-6292
Email: Yeni Busic ybusic@kwpmc.com
Website: www.palazzoatnapleshoa.com

PALAZZO
AT NAPLES

Approved Plant List

Palms

Acoelorrhaphe wrightii Paurotis Palm
Bismarckia noblis Bismarck Palm
Butia capitata Pindo Palm
Carpentaria acuminate Carpentaria Palm
Caryota mitis Fishtail Palm
Chamaerops humilis European/ Chinese Fan Palm
Chrysalidocarpus lutescens Areca Palm
Cocos nucifera Coconut Palm
Pandanus utilis Screw Palm
Phoenix canariensis Canary Island Date Palm
Phoenix dactylifera Date Palm
Phoenix reclinata Reclinata/ Senegal Date Palm
Phonenix roebelenii Pigmy Date Palm
Phoenix sylvestris Sylvester Palm
Rhapis excelsa Lady Palm
Sabal palmetto Sabal Palm
Wodyetia bifuracata Foxtail Palm
Vietchia merrillii Christmas Palm/ Dwarf Royal
Cyrtostachys renda Lipstick Palm
Coccothrinax crinita Old Man Palm

Trees

Acer rubrum Red Maple
Bauhinia blakeana Hong Kong Orchid
Bucida buceras Black Olive
Bucera Simaruba Black Olive
Callistemon viminallis Weeping Bottlebrush
Coccoloba uvifera Seagrape
Delonix regia Royal Poinciana
Gordonia lasianthus Loblolly Bay
Ilex cassine Dahoon Holly
Lagerstroemia indica Crape Myrtle
Ligustrum lucidum Ligustrum Tree
Magnolia grandiflora Southern Magnolia
Myrica cerifera Southern Wax Myrtle
Peltophorum dubium Yellow Jacaranda
Pinus elliotti Slash Pine
Quercus virginiana Live Oak
Quercus laurifolia Laurel Oak
Swietenia mahogani Mahogany
Tabebuia caraiba Silver trumpet/ Yellow Tab
Taxodium ascendens Pond Cypress
Taxodium distichum Bald Cypress
Ilex Vomitoria Weeping Ilex

Medium and Tall Shrubs

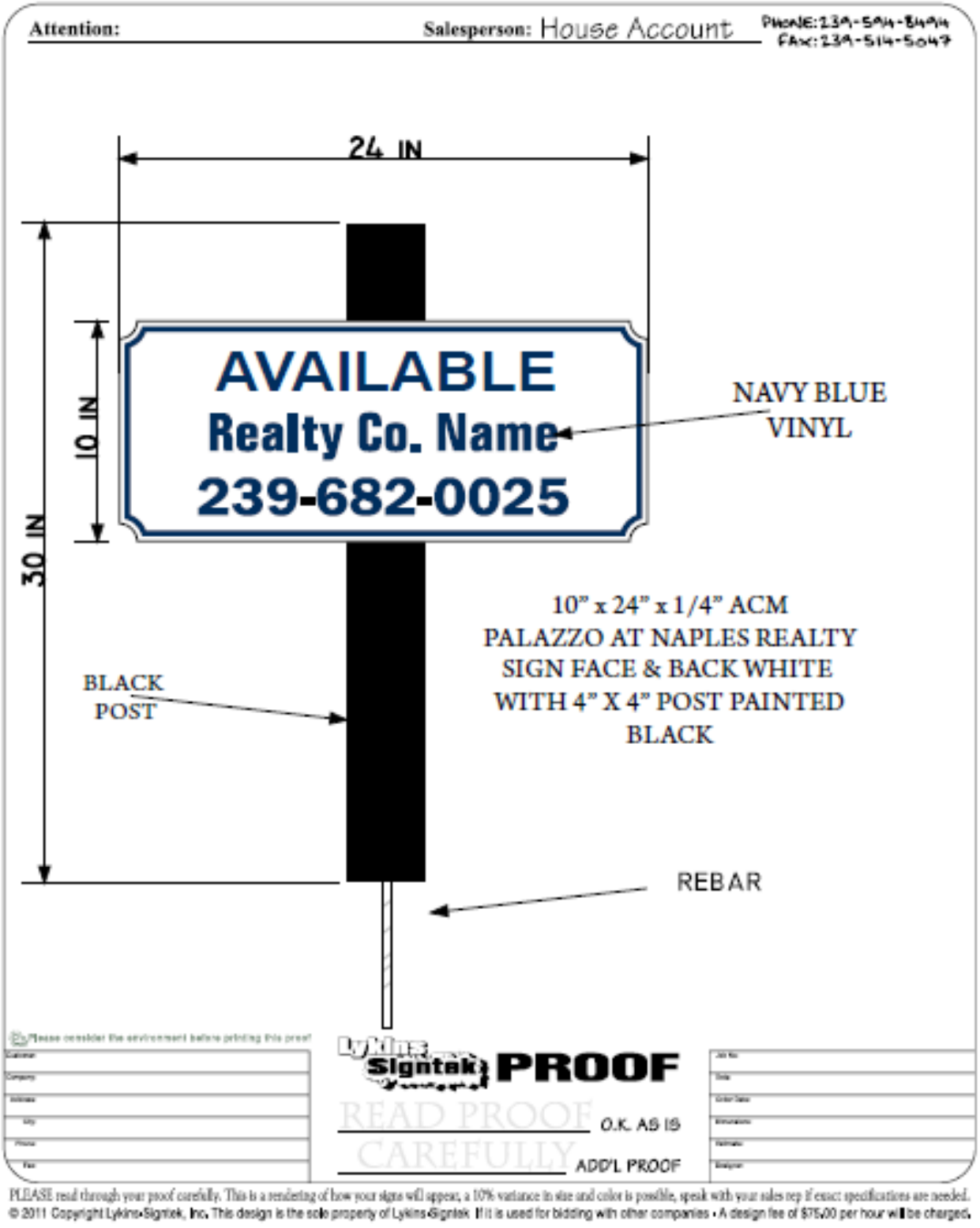
Bougainvillea spectabilis Bougainvillea
Chrysobalanus icaco Coco Plum
Codiaeum variegatum Croton
Conocarpus sp. Green and Silver Buttonwood
Crinum asiaticum Crinum Lily
Eugenia myrtlifolia Eugenia
Euphorbia Millii Crown of Thorns
Galphemia gracilis Thryallis
Gardenia jasminoides Gardenia
Hibiscus rosa-senensis Hibisbus
Ilex vomitoria Ilex 'schillings'
Ixora Ixora
Jasmine multiflora Star Jasmine (All Jasmine species except Downy)
Leucophyllum texanum Texas Sage
Ligustrum japonica Ligustrum/ Privit
Pittosporum tobira Pittisporum
Plumbago capensis Plumbago
Podocarpus marcrophyillus Podocarpus
*Raphiolepis i*ndica Indian Hawthorne
Schefflera arboricola Dwarf from schefflera/ Varietagted
Viburnum odoratissimum Awabuki/ Mirror Leaf Viburnum

Groundcovers

Dianella Tasmanica Flax Lily
Juniperus chinensis "parsonii" Parson's Juniper
Liriope muscari Evergreen Giant Liriope/ Aztec Liriope
Ophiopogan japonicus Dwarf Lily Turf
Rheoe discolor "Bermudiana" Dwarf Oyster
African Iris
Cordgrass
Lantana
Mexican Heather
Muhli Grass
Yesterday, Today and Tomorrow
Snow Bush
Alpinia zerumbert variegata Varigated Ginger Lily
Crunum amabile Queen Emma Lily/ Crinum Lily
Dracaena arborea Dracaena
Pennistemun seraceum Fountain Grass
Spathiphyllum clevelandi Peace Lily
Strelitzia nicolai White Bird of Paradise
Strelitzia regina Orange Bird of Paradise
Tripsacum floridanum Fakahatchee Grass
Zamia maritima Cardboard Zamia
Black Magic Dracena
Blue Daze

* Ficus, Mexican Petunias and Citrus Trees/plants are not permitted.

APPROVED SIGN



PALAZZO
AT NAPLES

ARC GUIDELINES AND APPLICATION

ARCHITECTURAL REVIEW COMMITTEE
REQUEST FOR SUBSTITUTION, REPLACEMENT OR ENHANCEMENT

Please remember that all changes, additions and alterations to the exterior of a home must be approved in writing through the Architectural Review Committee (ARC) unless otherwise stipulated. Failure to submit an ARC request prior to having the work completed could be considered a violation. The homeowner is responsible to contact and coordinate with all vendors and ensure all required documents are filed with the Management office PRIOR to beginning work on the unit. Any and all vendors working on site are considered the invited guest of the Owner; the Owner is responsible to the Association and its members to ensure the Rules and Regulations are followed at all times. Infractions of the community governing documents will be considered violations by the Owner and may result in restrictions, fees, fines as permitted by the governing Documents.

ARCHITECTURAL GUIDELINES, CHANGES AND PROCEDURES

Architectural Modifications: Each applicant shall submit an application to the Committee with respect to any proposed Improvement or material change in an existing Improvement.

The Committee may also require submission of:

- Sample of building materials and colors proposed to be used
- Site plans, plans, and specifications for the proposed Improvement, prepared and stamped by a registered Florida architect or residential designer
- Landscaping and Irrigation plans prepared by a registered landscape architect or designer showing all existing trees and major vegetation
- Pool plans and specifications
- Times scheduled for completion

In the event the information submitted to the Committee is, in the Committee's opinion, incomplete or insufficient in any manner, the Committee may request and require the submission of additional or supplemental information. The Owner or Neighborhood Association shall, within (15) days, comply with request.

The Committee shall approve or deny the application in writing within (30) days after the receipt of all information required. The Committee shall have the right to disapprove any plans which are not suitable or desirable.

_____ _____

INITIALS

Certificate of Compliance: Prior to beginning any work owners are required to obtain a Certificate of Compliance from the Committee certifying that the Owner has complied with all requirements. In the event that a homeowner fails to comply with all provisions in the Declaration, the Architectural Review Requirements or other rules and regulations set out by the Committee or the Association; the Committee may record a Certificate of Non-Compliance against the Home or Home Owner.

Violations: If any improvement shall be constructed or altered without prior written approval, or in a manner which fails to conform with the approval granted, the Approved Party shall, upon demand of the Association or the Committee, cause such Improvement to be removed or restored until approval is obtained or in order to comply with the plans and specifications originally approved. The Approved Party shall be liable for the payment of all costs and associated with effecting such removal or restoration, including, without limitation, all legal fees, incurred by the Association or Committee. The costs shall be deemed a Specific Assessment or Neighborhood Assessment, as applicable, and enforceable pursuant to the provisions of this Declaration. The Committee and/or the Association are specifically empowered to enforce, at law or in equity, the architectural and landscaping provisions of this Declaration and the Architectural Review Requirements.

Some Helpful Tips:

- Review your contract before you sign it.
- Contact your insurance company to make sure work performed is covered under your insurance policy.
- Avoid paying cash.
- Avoid any contractor who requires full payment in advance. Arrange to pay after the contractor completes the work or in agreed upon installments.
- Don't sign off on work that is completed until all work is finished according to your contract, and the contractor has cleared all permits with final inspection approval from the building department.
- If your contract exceeds $2,500, become familiar with the Florida Construction Lien Law (See Link Below)
- Most jobs require permits. Always check with your local building department regarding permits needed for your project.

Protect Your Investment…
Hire Only Licensed Contractors

To verify a contractor's license, or to file a complaint against a contractor, call 1.800.487.1395 or go to the Department's website: www.myfloridalicense.com

For more information about the Florida Construction Lien Law:
http://www.leg.state.fl.us/statutes/index.cfm?App_mode=Display_Statute&URL=0700-0799/0713/0713.html

Report unlicensed activity Toll Free at: 1.866.532.1440

_____ _____

INITIALS

PALAZZO
AT NAPLES

ARCHITECTURAL REVIEW COMMITTEE - REQUEST FOR MODIFICATION

In an effort to simplify the submission of Architectural Review/Modification Requests, and to provide a faster approval process, the ARC Committee would like to provide the following instructions:

1. Before any changes/additions can be made to outside landscaping or the outside structure of a home/lanai, the homeowner must submit an Architectural Review Request for modification (form attached). The form can also be obtained from the Palazzo at Naples Homeowner Website.

2. Review the ARC Guidelines, initial each page, complete the application with as much detail as possible (building materials, color codes, plant material, brand names, model numbers, etc.), sign and submit the application to the Management office.

3. The completed form must also have the following attached for submission to the committee:
   a. Name of company performing the work, their contact info including e-mail address
   b. Copy of the Occupational License or Business Tax Receipt
   c. Drawings of proposed improvements on copy of property survey
   d. Permits – where applicable
   e. Certificate of Insurance (required unless using Villa Medici Townhomes HOA vendor)

      Both Palazzo at Naples and KW Property Management must be NAMED INSURED.
      "Certificate Holder" block must read:
      Palazzo at Naples and KW Property Management
      3365 Woods Edge Circle, Suite #102
      Bonita Springs, FL 34134

4. Submit all forms and information to one of the following:

   Palazzo at Naples HOA.
   c/o KW Property Management
   3365 Woods Edge Circle, #102
   Bonita Springs, FL 34134

Email to: **kwbonita@kwpmc.com**

Or Fax it to: **239.495.6292**

If you have any questions, please feel free to contact a member of your property management team. Thank you for your assistance and cooperation!

_____ _____

INITIALS

PALAZZO
AT NAPLES

I / We,_____, have read and accept the ARC Guidelines as stated above, agree to follow them accordingly, and hereby request approval by the Architectural Review Committee for the modification shown below to for the Dwelling located at:

Address_____City_____Zip _____

Home Phone No.:_____Work Phone No.:_____E-mail_____

MODIFICATION BEING REQUESTED (Please describe in detail, including materials and colors used as well as size):

_____ FRONT DOOR/ OTHER DOOR / WINDOW

_____ EXTERIOR LIGHTING CHANGE/ADDITION (REAR)

_____HURRICANE PROTECTION (SHUTTERS, ETC.)

_____LANDSCAPING*

_____FENCES/POOL ENCLOSURES, WALLS

_____PAVERS

_____SATELLITE DISH/ANTENNAS

_____LANAI EXTENSION W/ SCREEN ENCLOSURE

_____LANAI EXTENSION (NO ENCLOSURE)

_____SCREEN ENCLOSURE (NO EXTENSION)

_____POOL ADDITION

_____OTHER

_____

_____

_____

_____

_____

_____

EXPECTED COMPLETION DATE: _____

DRAWINGS ATTACHED: **YES**_____ **NO** _____

Please include the following:

Vendor_____Phone:_____E-mail _____

- ⌋ Copy of the Occupational License or Business tax Receipt
- ⌋ Certificate of Insurance **(Palazzo HOA & KW Property Management must be Certificate Holder and Named Insured See letter following this request.)**
- ⌋ Drawings of improvements drawn to scale and on survey
- ⌋ Permits - Where Applicable

_____ _____

INITIALS

** Any expense incurred due to City/County code changes will be the responsibility of applicant.

I/We hereby make application to the Architectural Review Committee for the above described item to be approved in writing by the Architectural Review Committee and the Board of Directors.

I/We understand that approval of our request must be granted before I/We can have the job started. I/We also acknowledge that we could be forced to have the item removed if it is installed without approval. I/We also acknowledge that this request is granted AS PRESENTED to the Board of Directors and must be completed as presented. Any changes are not approved and will not be accepted without the approval of the Committee. I/We understand that the Architectural Review Committee has up to 30 days to approve this request.

_____ _____

Signature of Applicant Date

_____ _____

Signature of Applicant Date

_____ _____

RECEIVED BY: Date

The above request for modification to (Address)_____has been:

( ) DISAPPROVED

( ) APPROVED

( ) APPROVED WITH CHANGES OUTLINED IN LETTER/EMAIL

DATE: _____ ARC MEMBER: _____

(OR MANAGEMENT REPRESENTATIVE)

(SIGNATURE ABOVE AUTHORIZES START OF WORK – SIGNATURES BELOW COMPLETE FILE)

⌋ FINAL SURVEY/DRAWINGS ON FILE AT OFFICE (MATCHES

APPLICATION AS SUBMITTED) FINAL REVIEW BY IRRIGATION COMPANY

DATE: _____ Signature: _____

FINAL REVIEW BY LANDSCAPING COMPANY

DATE: _____ Signature: _____

FINAL REVIEW BY ARC MEMBER / MANAGEMENT REPRESENTATIVE

DATE: _____ Signature: _____