



VALENCIA GOLF & COUNTRY CLUB

Homeowners Association

1711 Double Eagle Trail - Naples, FL 34120

ARCHITECTURAL REVIEW COMMITTEE REQUEST FOR MODIFICATION FORM

Review the VGCC Rules & Regulations before completing this form. Consult the Property Manager if you have a question.

- This form must be fully completed and have all the requisite additional documents attached when it is submitted to the Property Manager or it will not be accepted for processing.
- HOA dues and/or fines must be current and paid.
- The ARC will try to provide a response within 3 business days of acceptance by the Property Manager. (Reference: Article VIII, Section 1, Paragraph G of the VGCC Covenants)
- **A security deposit of \$2,000.00** is required for installation projects that require the movement of a significant amount of construction materials between the requestor/homeowner's house and a neighboring house (i.e. pool, patio, paver brick walkways, and screened lanai installations, and tile roof replacements). **These projects also require the written acknowledgement of the neighboring homeowner(s).**

Security deposit checks are to be **made payable to the Valencia Golf & Country Club Homeowners Association** and delivered to the Property Manager with the completed ARC Request for Modification Form and additional requisite documents.

- The ARC may also require a security deposit for a landscaping project that involves the movement of heavy plants or supplies by wheeled or tracked carriers that could damage the grass and/or plants between the houses. **Projects of this nature also require the written acknowledgement of the neighboring homeowner(s).**

If there is damage to a neighbor's property or the HOA's common property, or if someone is injured as a result of the work being done, the homeowner is responsible for negotiating restitution with the vendor. If the issue is not resolved within 2 weeks of the completion of the project, the HOA has the right to apply the deposit to that end, and then return any remaining balance.

- **Prior to any work being done, all utilities must be located including irrigation, electrical and cable, as applicable.** All excavated material is to be removed from the community - no stockpiling. Irrigation must be relocated and/or capped as necessary to maintain 100% effectiveness. Grading is to be restored and sod must be replaced if needed.
- **Homeowners are advised to consult with the Property Manager before soliciting bids for the work related to this modification request, applying for requisite permits or submitting a completed ARC Request for Modification Form if there is any doubt that the modification(s) they are considering may not conform to VGCC Rules & Regulations. Also, Homeowners are advised to obtain ARC Request approval before signing any contracts with vendors or contractors related to this modification request; compliance with the Rules & Regulations does not automatically confer ARC approval.**
- **Homeowners are legally responsible for obtaining or ensuring that their contractor has obtained all applicable County Permits, and that the work is done in compliance with all applicable county ordinances/building codes as well as all VGCC Rules & Regulations.**
- **The homeowner is required to notify the Property Manager within 7 days once the work has been completed. Approvals expire after 180 days. If the approved requested modification is not completed, or actively being worked on and near completion, within that timeframe, a new ARC Request for the modification must be submitted for approval.**

Article VIII, Section 1, of the VGCC Covenants established the Architectural Review Committee (ARC), and Paragraph E assigns it the responsibility of maintaining the aesthetics and the right to refuse to accept any plans and specification which are not suitable or desirable.

ARCHITECTURAL REVIEW COMMITTEE REQUEST FOR MODIFICATION FORM

HOMEOWNER'S NAME		E-MAIL ADDRESS	
VGCC STREET ADDRESS		DAYTIME PHONE NUMBER	
MAILING ADDRESS (IF DIFFERENT)		EVENING PHONE NUMBER	

EXTERIOR PAINTING Reference VGCC Rules & Regulations Sections 120 and 130, and Exhibit A, for the approved color schemes and Sherwin Williams' paint numbers. Make an appointment to meet with the Property Manager if you have questions. **Color chip or swatch samples of your selected colors must be submitted with this form.**

COLORS

BODY: _____ SW#: _____ TRIM: _____ SW#: _____

FRONT DOOR: _____ SW#: _____ GARAGE DOOR: _____ SW#: _____

GUTTER: ☐ WHITE or ☐ BODY COLOR or ☐ TRIM COLOR DOWNSPOUT: ☐ WHITE or ☐ BODY COLOR

COLORS CORRESPOND WITH AN APPROVED COLOR SCHEME: ☐ YES, COLOR SCHEME #: _____ ☐ NO

PAINTING CONTRACTOR: _____ ☐ THE HOMEOWNER IS DOING THE WORK START DATE: _____

**BASKETBALL HOOPS
DRIVEWAYS and WALKS,
NEW GARAGE DOORS
ROOFS, LANDSCAPING
PATIOS and POOLS
SCREENED ENCLOSURES
HURRICANE SHUTTERS**

VGCC Rules & Regulations references: Basketball Hoops – Section 40; Driveways & Walks - Section 70; New/Replacement Garage Doors – Section 110; Tile Roofs –Section 340; Landscaping – Section 160; Patios - Section 200; Pools - Section 230; Screened Enclosures - Section 240; and Hurricane Shutters – Section 290.

The approved roof tile and replacement garage door colors and styles, and the approved landscape plants and trees, are listed in the VGCC Rules & Regulations. Consult the Property Manager about paver brick colors, styles and sizes. Pools, patios, screened lanai enclosures, and tile roofs must comply with Collier County codes, and require (as do extensive Landscaping projects) "Lot Survey" scaled drawings with dimensions and the acknowledgement signature of your neighbor(s).

Brief description of the project. If needed, use additional paper to complete the project/modification description.

CONTRACTOR: _____ or ☐ THE HOMEOWNER IS DOING THE WORK

CONTRACTOR'S NAME

PROJECTED START DATE: _____ PROJECTED FINISH DATE: _____

ADDITIONAL REQUIRED TILE ROOF INFORMATION

TILE MANUFACTURER (i.e. Boral, Eagle, Crown): _____

COLOR: _____

PROFILE (i.e. Estate, Capistrano, Malibu, Barcelona 900): _____

The undersigned neighbor(s) are aware that the aforementioned work is planned.

Neighbor 1: _____ Neighbor 2: _____

Address: _____ Address: _____

WHEN APPLICABLE - THE FOLLOWING ITEMS MUST BE SUBMITTED WITH THE REQUEST FORM

☐ "LOT SURVEY" SCALE DRAWING(S) WITH DIMENSIONS AND DESCRIPTIVE NOTES FOR PROJECTS REQUIRING BUILDING PERMITS	☐ COPY OF THE CONTRACTOR'S LICENSE	☐ BUILDING PERMIT
☐ LANDSCAPING PLAN SKETCH(S) SHOW WHAT PLANTS WILL BE ADDED, RELOCATED OR REMOVED, AND REFERENCE DIMENSIONS	☐ COPY OF THE CONTRACTOR'S INSURANCE ISSUED TO VGCC	☐ SECURITY DEPOSIT CHECK FOR \$2,000

The homeowner/requestor has read, understands, and agrees to all requirements shown on page 1.

HOMEOWNER'S SIGNATURE _____ DATE _____

FOR PROPERTY MANAGER'S USE		ARC REQUEST REFERENCE & SUBJECT TITLE		
WORKSITE STREET ADDRESS	HOMEOWNERS LAST NAME	TYPE OF MODIFICATION	DATE ACCEPTED	INSPECTION DATE

FOR PROPERTY MANAGER'S USE		ARC REQUEST SUBJECT REFERENCE	
WORKSITE STREET ADDRESS	HOMEOWNERS LAST NAME	TYPE OF MODIFICATION	DATE FORWARDED TO THE ARC
COMMENTS:			
<u>For ARC Use Only</u> <u>VOTE RECORD</u> ARC Member 1: ☐ APPROVED ☐ NOT APPROVED – Reason: _____ _____ ARC Member 2: ☐ APPROVED ☐ NOT APPROVED – Reason: _____ _____ ARC Member 3: ☐ APPROVED ☐ NOT APPROVED – Reason: _____ _____ ARC Member 4: ☐ APPROVED ☐ NOT APPROVED – Reason: _____ _____ ARC Committee's Decision: ☐ APPROVED ☐ NOT APPROVED ARC COMMITTEE CHAIRMAN'S SIGNATURE DATE			
FOR PROPERTY MANAGER'S USE NOTICE OF ARC APPROVAL SENT TO THE REQUESTOR ON: _____ PROPERTY MANAGER NOTIFIED THAT WORK IS COMPLETED : _____ COMMENTS: VIA: ☐ E-MAIL ☐ LETTER WORK INSPECTED BY PM OR DESIGNATED : _____ ARC MEMBER SECURITY DEPOSIT : _____ RETURNED			