



Valencia Golf and Country Club

c/o Property Manager
suzanne1049@gmail.com

1711 Double Eagle Trail; Naples, FL 34120

ARCHITECTURAL REVIEW COMMITTEE-REQUEST FOR MODIFICATION

PLEASE MAIL OR EMAIL THE COMPLETED FORM TO:

THIS FORM MUST BE USED WHEN REQUESTING A CHANGE TO THE OUTSIDE OF YOUR UNIT

☐	Brought in by Owner	Date Received by Property Manager: _____
☐	Mailed In	
☐	Vendor brought In	

Owner's Name _____
Address: _____
Email: _____
Mailing Address (if different) _____
Day Phone: _____ **Evening Phone:** _____

NOTICE: Article VIII-Architectural and Development Control-Section 1B – *“In the event the ARC shall fail to approve or disapprove any plans and specifications submitted in final and complete form, within 45 days after written request for approval or disapproval is delivered to the ARC Committee by the Owner/Owner’s agent/or attorney, then such approval of the ARC shall not be required...”*

Include such details as the dimensions, materials, color, design, location and other pertinent data in the space provided. Use additional paper, if needed, to complete the description.

A deposit of **\$2,000.00** is required (prior to approval) for the following ARC requests: Fences, Screens, Patios, Patio enclosures, Shutters, Pools and Landscaping (changes that would be over \$5,000 worth of foliage changes). If an ARC that falls outside the aforementioned comes before the ARC Committee descriptions, a deposit may still be required at the discretion of the Board.

In the event of damage, the owner shall negotiate the repairs with the vendor. If the repair is not completed within 2 weeks of the completion of the project, the Association has the right to make such repairs and deduct the amount from the deposit at which time the balance shall be returned to the owner.

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 capped and relocated, as applicable, to provide 100% coverage. Grading is to be restored and sod must be replaced, as needed. If accessing the construction area through adjacent property, written approval from the neighboring homeowner is required.

Failure to complete the center section WILL result in your form being returned. The following items **MUST** be attached when you submit your request:

Check (X)	REQUIRED DOCUMENTS:	PM Check (X)
_____	1. Lot survey (for ALL changes)	_____
_____	2. Copy of contractor’s license	_____
_____	3. Permits (if applicable)	_____
_____	4. Copy of contractor insurance	_____
_____	5. Advise if owner is doing the work	_____



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Detailed Description is Required:

- OWNER ASSUMES FULL RESPONSIBILITY FOR OBTAINING ALL APPLICABLE PERMITS.
- OWNER ACCEPTS FULL RESPONSIBILITY FOR COMPLYING WITH ALL APPLICABLE COUNTY ORDINANCES AND BUILDING CODES.

APPROVALS EXPIRE AFTER 180 DAYS. IF MODIFICATION IS NOT COMPLETED 180 DAYS AFTER APPROVAL, A NEW ARC REQUEST MUST BE SUBMITTED.

Owner Signature of Acknowledgement

Date:

RECOMMENDATION FROM ARC COMMITTEE:

For Board Use Only

Approved:

☐

Denied:

☐

Reason:

Effective 3/18/13, no ARC will be accepted for processing unless they have been created and signed by the actual owner of the residence.

In the event any stipulation has been required by the Board, the owner will need to come to the office to provide an additional initial signature indicating compliance and agreement.

Owner-acknowledge/agree to stipulations

Date:

Board Signature

Date:

SPECIAL APPROVAL PREREQUISITES: