

REQUEST FOR ARCHITECTURAL REVIEW

BENT CREEK PRESERVE HOA, INC.

Name: _____
Address: _____
Email Address: _____
Lot Number: _____
Telephone: Home _____ Cell _____

Directions:

1. Fill in requested information
2. Attach required certificates of insurance
3. Sign required forms and return to:
Bent Creek Preserve HOA
9350 Bronwood Place
Naples, FL 34120

4. or email to: nangelo@swpropmgt.com

Please Note: ACC meetings are regularly scheduled for the 3rd Wednesday of each month.

All request must be complete and submitted 5 days prior to ACC meeting to be reviewed for the current meeting.

We hereby request approval by the Bent Creek Preserve Homeowner's Association Architectural Control Committee (ACC) for the modification shown below:

- A. **Brief Description:** In the space below or on an attached page, give a description of the alteration, improvement, addition or other change you would like to make to the exterior of your home (*to avoid delays, be as specific as possible*). Please include such details as dimensions, materials, color(s), design, location and other pertinent data.

- B. **Please attach the following items to this application:**

- _____ Survey of lot showing the location of the improvement
- _____ Plans, elevations or detailed sketches
- _____ Paint color chip (if required)
- _____ Copy of sub-contractor's license
- _____ Copy of sub-contractor's insurance certificate to include general liability and workers compensation. Certificate should name both Bent Creek Preserve and Southwest Property Management as additional insured, and the owner should be listed as Certificate holder.
- _____ **If you are installing a pool, room addition, concrete patio addition or any major landscaping modification that requires the use of construction equipment that could result in damages to existing landscaping, irrigation systems, drainage slopes, sidewalks, curbs, or common areas, a \$2,000.00 refundable security deposit check must be included with your application. Make the check payable to Bent Creek Preserve HOA. This check will be deposited in the Bent Creek Preserve deposit account. The deposit will be returned after the work has been completed and an inspection confirms that no damage has been done to the property of others.**

BENT CREEK PRESERVE HOA, INC. HOMEOWNER'S AFFIDAVIT

I have read, understand, and agree to abide by the Covenants and Restrictions of the Association. In return for approval, I agree to be responsible for the following:

- All losses caused to others, including common areas, as a result of this undertaking, whether caused by me or others;
- To comply with all state and local building codes;
- Any encroachment(s);
- To comply with the conditions of acceptance (if any);
- To complete the project according to the approved plans. If the modification is not completed as approved, said approval will be revoked and the modification shall be removed by the owner at the owner's expense.
- Applicant further acknowledges that drainage swales have been designed and established between homes (side yard) to carry storm water off the lot and to maintain positive drainage away from home. The Association and/or developer shall not be responsible for any effect that any proposed landscaping installation may have on drainage. The applicant shall be responsible for all associated costs.
- The Homeowner is responsible for any costs associated with irrigation modifications as a result of this alteration. The Homeowner is responsible for notifying the Associations' Irrigation Contractor (you may get this information from Management) to make modifications to any irrigation system prior to work being initiated. Modifications required are at the Homeowner's expense.
- **The homeowner is responsible for ensuring that all areas affected by the project construction (i.e. landscaping, irrigation, common areas, etc.) are restored to their original condition. The homeowner will be notified of any deficiencies in writing and will be asked to correct any damages. Failing that, the homeowner is responsible for all costs necessary for the HOA to properly restore the area.**
- **The homeowner is responsible for notifying the HOA once work has been completed for an inspection of the completed work to ensure compliance of the ACC approval and HOA community documents. Security deposit will not be returned until after your inspection by HOA has been completed. At that time an immediate check request will then be entered to return the deposit.**

I also understand that the ACC does not review and assumes no responsibility for the structural adequacy, capacity or safety features of the proposed construction, alteration or addition; or for performance, workmanship, or quality of work of any contractor or of the completed alteration or description.

I agree to abide by the decision of the ACC or Board of Directors. If the modification is not completed as approved with the specifications submitted in this application and I refuse to correct or remove the modification, I may be subject to court action by the Association. In such event, I shall be responsible for all reasonable attorney fees.

Date

Signature of Homeowner

DO NOT WRITE BELOW THIS LINE

_____ Approved by the Architectural Control Board

_____ Approved, subject to the following conditions:

_____ Deferred, due to the following mission information:

_____ Denied, not approved for the following reasons:

By: _____
Signature of ACC Member

Date: _____

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To expedite your request, please include the information listed below for the specific category. The list may not be all-inclusive and the Architectural Control Committee reserves the right to ask for additional information.

1. Painting
 - a. Identify colors including paint manufacturer, color name and color number.
 - b. Provide paint color selection name and number.
 - c. Include painter's license, insurance & workers comp information.
2. Driveways/Concrete Patio Extensions
 - a. Survey indicating location of proposed installation drawn on survey.
 - b. Type of materials.
 - c. Provide color and pattern information, preferably samples.
3. Screen enclosures
 - a. Survey depicting location of proposed screen enclosure.
 - b. Description of proposed type of screen enclosures.
 - c. Plans and specifications provided by the contractor indicating dimensions, height, screen roof type (e.g. mansard, gable or flat), location(s) of screen door(s) and accessories (e.g. kickplates).
 - d. Plan and elevation views of screen enclosure.
 - e. Identify colors including, as appropriate, colors for screening, aluminum framing, kickplates and glass.
 - f. Color of Screen enclosure.
4. Pool Additions
 - a. Survey depicting location of proposed pool on lot.
 - b. Architectural rendering.
 - c. Plans for fencing or screening
 - d. Identify pool deck type, color and pattern, preferably samples.
 - e. Identify coping material and color, preferably samples.
 - f. Plans for shrubs to conceal pool equipment.
5. Room Additions
 - a. Survey depicting location of proposed addition on lot.
 - b. Architectural drawings including plan and elevation views.
 - c. Identify exterior paint colors including paint manufacturer, color name and color number.
 - d. Provide roof color verification, preferably with sample. Roof material and color must match existing home.
6. Landscaping
 - a. Survey depicting location of existing plantings with respect to property lines and existing improvements.
 - b. Drawing illustrating placement of proposed landscaping (on survey submitted).
 - c. Description of proposed landscaping including type, height and quality of planting materials.
 - d. Specify which, if any, plants/trees will be removed.
7. Other
 - a. Shutters require description of type of shutters and color (brochure is helpful if available).
 - b. Satellite dishes require details regarding size, color, type and location where dish will be mounted.

Note: Any architectural renderings submitted to the ACC will not be returned to the applicant.

**BENT CREEK PRESERVE
ARCHITECTURAL CONTROL COMMITTEE (ACC)**

DISCLAIMER/RELEASE

The Bent Creek Preserve Association's Board of Directors, the ACC or their representatives and the Management Company will not be held responsible for any landscaping or damage incurred by any homeowner's vendors/contractors pertaining to any installations made to said property.

If requested, a copy of the building permit will be provided to the Property Management Company prior to the installation or construction to said property. Also, if requested, a copy of a signed County Inspection Approval will be provided upon completion.

At any time, the ACC, the Board of Directors of the Association and/or the Property Management Company may ask for same documents and has the right to demand that said installation and/or construction be removed immediately, at owner's expense, if said modification is not what was approved by the ACC, Board of Directors, or the Property Management Company.

Name (please print)

Signature

Address

Date

Lot _____