

MONTEREY VILLAS CONDOMINIUM ASSOCIATION

ARCHITECTURAL REVIEW BOARD (ARB) CHANGE APPROVAL REQUEST APPLICATION

July, 2018

c/o Southwest Property Management

1044 Castello Dr.

Suite 206

Naples, FL 34103

(239) 261-3440 FAX: (239) 261-2013

tmiller@swpropmgt.com

Community Owner (s) Name _____ Date _____

Property Address _____

Phone number _____ Email _____

TYPE OF MODIFICATION (check one)

_____ Exterior Architectural Finishes (examples: Roof, Gutters, Storm protection, Windows, Doors, etc.)

_____ Landscaping (examples: shared center spaces, trees, shrubs, borders, etc.)

_____ Structural Improvements - MUST INCLUDE SURVEY (examples: pools, screen enclosures, etc.)

_____ Other _____

DESCRIPTON OF REQUESTED PROJECT

Provide as much detail as possible of proposed project

SUPPORTING DOCUMENTATION ATTACHED (check applicable)

___ Sketch and/or survey showing location of modification/improvement project

___ Color samples and or picture of proposed material(s) for project

THE UNDERSIGNED ACKNOWLEDGES THAT THEY HAVE READ AND UNDERSTAND THIS APPLICATION
PURSUANT TO THE COVENANTS & RULES & REGULATIONS OF THE MONTEREY VILLAS CONDOMINIUM
ASSOCIATION

Community Owner Signature(s) _____

ARC DECISION OF COMPLETED & SUPPORTED APPLICATION TO FOLLOW WITHIN 45 DAYS OF RECEIPT

APPROVED _____ NOT APPROVED _____

REMARKS

FINAL HOA INSPECTION _____ DATE _____

CONDITIONS OF APPROVAL

*Submit a completed application to Property Manager, who will forward to HOA Board for review & decision.

*All required permits must be obtained and prominently displayed, visible from the street, by owner PRIOR to all work commencing.

*Community owner is responsible for any & all damage to the common areas & irrigation system as a result of this project. Monterey Villas Condominium Association will seek redress for incurred damage(s) from the community owner, not their contractors.

*A \$1,000 deposit check made out to Monterey Villas Condominium Association is required for all work involving excavations. This deposit is refundable minus a \$50 wet check charge for the final inspection of all irrigation connections upon completion of the project and clearance by the Property Manager and the Landscape Contractor's irrigation specialist.

*Approvals are valid for a period of six (6) months and may be extended upon request.

*It is Community Owners responsibility to conform to all local zoning & building regulations. All permits from the county must be obtained by the community owner/contractor.

*Contractors must have valid current State and/or County license. Copies of License and Certificate of Insurance & Liability must be provided.

*Community Owner(s) MUST notify Property Manager upon completion so Final Inspection can be scheduled.

MONTEREY VILLAS CONDOMINIUM ASSOCIATION AND IT'S ARCHTECTURAL REVIEW COMMITTEE (ARC) ASSUME NO RESPONSIBILITY AND MAY NOT AT ANY TIME BE HELD LIABLE FOR OMMISSIONS AND/OR ERRORS AGAINST ESTABLISHED COLLIER COUNTY PERMIT REQUIREMENTS AND CURRENT POLICIES. COMPLETED ARC FORMS ARE FILED WITH THE MANAGEMENT COMPANY.