

# Marbella Lakes Owners Association

## Request for Architectural Review/Landscaping

**Note: \$50.00 PROCESSING FEE IS REQUIRED FOR ALL REQUESTS.**

Please make all checks payable to Marbella Lakes HOA

Directions:

1. Complete the requested information.
2. Attach all required checks. You will need **separate checks if a security deposit is required.**
3. Attach required certificates.
4. Attach required forms:
5. Submit Packet to Gate House or Mail to:  
GRS Management Assoc., Inc.  
6664 Marbella Lane  
Naples FL 34105

**\*\* Applications will not be accepted if incomplete. ALL checks MUST be included.**

**\*\* Please do not bend, fold or staple requests – This will delay processing**

\_\_\_\_\_ **Architectural Request**

\_\_\_\_\_ **Landscape Request**

Homeowner Information:

Name

Address

Address

City

State

Zip code

Phone Number \_\_\_\_\_ (Home)

\_\_\_\_\_ (Cell )

Email Address \_\_\_\_\_

(Print legibly as your email will be used to notify you of Request approval or denial )

- A. **Scope of work:** In the space below or on an attached piece of paper, give a description of the alterations, improvement, addition or other changes you would like to make to the exterior of your home. Please include all details such as dimensions, colors, materials, design, location, and other pertinent data.

B. **Please attach the following items that pertain to your application:**

1. Survey of lot showing the location the improvement (must be from an engineer for pools and additions)
2. Plans, elevations, or detail sketches
3. Paint color chip (if required)
4. Copy of contractor's license
5. Copy of contractor's insurance certificate to include general liability and workers compensation
6. Deposit check if required made payable to Marbella Lakes HOA. The check will be deposited

# Marbella Lakes Owners Association

## Homeowner's Affidavit

I have read, understand, and agree to abide by the Covenants and Restrictions of the Associations. 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 yards) to carry storm water off the lot and to maintain positive drainage away from the 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 to correct any adverse affects to proper drainage.
- The homeowner is responsible for any costs associated with irrigation modifications as a result of this alteration. The homeowner is responsible for notifying the irrigation company to make modifications to any irrigation system prior to work being initiated. Please contact the property manager to find out who the irrigation company is. **Modifications required are the homeowner's expense.**
- Homeowner assumes maintenance responsibility for any new landscaping.
- **The homeowner is responsible for ensuring that all areas affected by the project construction (i.e. landscaping, irrigation, common area, swales 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 that area.**

I also understand that the ARB 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 Architectural Review Board 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 attorneys' fees.

Signature of Homeowner

Date

**Marbella Lakes Owners Association**

Initial Approval to begin project: \_\_\_\_\_ Date: \_\_\_\_\_

Approved, subject to the following conditions:

Deferred, due to the following missing information:

Denied, not approved for the following reason:

Final Approval / Denial ( Post inspection )

Signature of ARC Member \_\_\_\_\_ Date \_\_\_\_\_

Printed name of ARC Member \_\_\_\_\_

## **Marbella Lakes Owners Association**

### **Deposit Required**

#### **Major Projects**

Pool with or without enclosure	\$5,000.00
Home or room addition	\$5,000.00
Roof replacement or major roof repair	\$3,000.00
Lanai with or without enclosure	\$2,000.00
Other improvements requiring a machine	\$1,000.00

#### **House Painting**

Spray painting	\$2,000.00
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#### **Minor Projects**

Fence	\$1,000.00
Extensive plantings	\$1,000.00
Hurricane shutters	\$ 500.00
Hurricane windows	\$ 500.00
Gutters, downspouts replacement/repairs	\$ 500.00
Other minor repairs that don't require a machine	\$ 0.00

**The deposit must be a separate check from the application fee and made payable to Marbella Lakes HOA.**

## Marbella Lakes Owners Association

To expedite your request, please include the information listed below for the specific category. The list may not be inclusive and the Architectural Review Board (ARB) reserves the right to ask for additional information.

1. Fences
  - a. Survey indicating the location with respect to the property lines and existing improvements.
  - b. Property to be staked.
  - c. Type of fence including materials, height, drawings, color, finish and decorative style.
  - d. Location and swing of gate(s).
  - e. Proposed landscaping plan surrounding fence (if required, see 7 below).
2. Painting
  - a. Identify colors including paint manufacturer, color name and color number.
  - b. If changing colors then a color photograph of each side neighbor.
  - c. Provide paint color samples.
  - d. Elevation of structure of area to be painted (elevation survey) identifying the location(s) of each paint color – i.e. stucco color x, trim bands color y, door color z, etc.
3. Driveways/Concrete Patio Extensions
  - a. Survey indicating location of proposed installation drawn on survey. If being expanded the survey will need to be done by an engineer and the property staked.
  - b. Type of materials (driveways must be brick pavers).
  - c. Provide color and pattern information, preferably samples.
  - d. Items from attachment A are required.
4. Screen Enclosures
  - a. Survey depicting location of proposed screen enclosure from an engineer.
  - 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. kick plates).
  - d. Plan and elevation views of screen enclosure.
  - e. Identify colors including, as appropriate, colors of screening, aluminum framing, kick plates and glass.
  - f. If concrete slab is required, items from attachment A are required.
5. Pool Additions
  - a. Survey depicting location of proposed pool on lot from an engineer.
  - b. Architectural rendering.
  - c. Plans for fencing or screening (see 1 and 4 above).
  - 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.
  - g. Items from attachment A are required.
6. Room Additions
  - a. Survey depicting location of proposed addition on lot from an engineer.
  - b. Architectural drawings including plan and elevation.

- c. Identify exterior paint colors including paint manufacturer, color name and color number.
  - d. Provide roof color verification, preferably with a sample. Roof material must match existing home.
  - e. Items from attachment A are required.
7. Landscaping
- a. Survey depicting location of existing plantings with respect to property lines and existing improvements.
  - b. Drawing illustrating placement of proposed landscaping on a survey.
  - c. Description of proposed landscaping including type, height and quantity of planting materials.
  - d. Some landscaping additions that are major in scope may require items from attachment A.
8. Other
- a. Shutters require description of type of shutters and color MUST be Beige. (brochure is helpful)
  - b. Satellite dishes require details regarding size, color, type and location where dish will be mounted.

**Note: Architectural renderings or other documentation submitted to the ARB will not be returned to the applicant.**

Do not bend, fold or staple Documents – This will result in delayed processing or your Request.

**Marbella Lakes Owners Association**  
**Architectural Review Board (ARB)**

**Disclaimer/Release**

The Marbella Lakes Owners Association’s Board of Directors, the ARB Review Board Members or their representative 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 ARB board, 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 ARB Board, Board of Directors, or the Property Management Company.

Homeowner(s) (please print)

Signature

Address

Address

City

State

Zip Code

Date



## **Attachment A**

**(Required for pools, patio extensions, room additions, major landscaping)**

1. A check in the amount for \$5000.00 made payable to Marbella Lakes HOA and must be submitted with the application.
2. Color photos of the following areas:
  - a. Front of home including sidewalk, driveway areas, and landscaping.
  - b. Both sides of the home including all landscaping.
  - c. Rear of the home including landscaping and areas that are being altered.
  - d. Lake Easement area and lake bank.

**Note:**

The security deposit will be returned to you, by the Management Company, after the AS-Built is received by the ARB and the final inspection is completed and approved.