



## Design Review Form Naples Reserve HOA

**The homeowner is responsible for reading this form in its entirety and providing a completed packet to the HOA Management Office. Please allow the Design Review Committee 30 days to review in order to obtain approval (the 30 days begins once the HOA Management Office has a completed packet).**

Homeowner: \_\_\_\_\_

Address: \_\_\_\_\_

Email: \_\_\_\_\_

Telephone: Home: \_\_\_\_\_ Cell: \_\_\_\_\_

Project	Application Fee	Security Deposit
Decorative Shutters Exterior House Painting Flag Poles Front Entry Enclosure Landscaping Outdoor Landscape Lighting	\$25	\$0
A/C mini split Driveway Expansions Fences Floating Docks Garage Additions Generators Home Additions/Expansion Lanai Additions/Expansion Outdoor Kitchen (that is not pre-plumbed for gas, water and electric) Pools Additions Buried Propane Tank (above ground when space is limited) Roof Replacement Solar Panels Storm Shutters/Screens Other Project With Permit	\$75	\$1500

If this application is for a dock, please initial here, that you have read and reviewed the Dock Encroachment Agreement \_\_\_\_\_.

**Directions:**

- 1) Fill in requested information on first page
- 2) Owner to sign and date form on last page
- 3) Owner to add all required documents to complete packet (see checklist on page 2)
- 4) Include two checks (administrative fee & security deposit)
  - Both checks should be made out to Naples Reserve HOA
- 5) DO NOT EMAIL - Mail a hard copy or hand deliver to:  
 Naples Reserve HOA  
 14885 Naples Reserve Circle  
 Naples, FL 34114
- 6) Please allow 30 days for review and approval (the 30 days begins once the office has a completed packet).

Projects may be combined on one application and one application fee will apply to all projects. If one project requires a \$25 fee and another project requires a \$75 fee, the fee for the entire application will be \$75.

The HOA is not permitted to work with any vendors. The HOA is not permitted to accept any documents from vendors. Completed packets should be submitted to HOA directly from homeowner in person or by mail. Email will not be accepted. Packets will not be accepted piecemeal; incomplete packets will be returned to the homeowner.

**Workflow and Time Allowance:**

- Once the completed application has been received by the DRC, the homeowner will receive notification regarding the DRC review meeting date.,
- The DRC will send the decision directly to the owner of the property via email provided on the form. The DRC will NOT notify your vendor. Once the homeowner receives the approval, the work can commence. **The administrative fee check will be processed within 5-7 business days. Please note that the HOA processes checks as ACH – the charge will show as ClickPay in your checking account.**
- The owner has 60 days from the date of approval to **begin** their project(s). Multiple projects can be submitted on one form provided the correct documentation is submitted for each project. If the projects are related (e.g. pool installation, followed by cage and landscaping), the first project must begin within 60 days of approval. Once the project is approved, additional projects cannot be added.
- The owner has one (1) year from the start date to complete each project. One large multi-faceted project would need to be completed within the one (1) year.
- When the work is completed, please notify the NR Design Review Committee via email at [NaplesReserveDRC@gmail.com](mailto:NaplesReserveDRC@gmail.com) ; phone call and in-person notification will not be accepted. The DRC has 30 days to inspect the property for compliance. The DRC will notify the owner via email once the inspection has been completed and approved.

## Check List of Items Needed To Complete Application

✓	Please attach one copy of the following items to this form (if applicable):	HOA Use Only
	<p><b>*Required*</b>            Administrative Fee Check: Provide check in the amount of your project application fee of either \$25 or \$75 made out to Naples Reserve HOA. <b>This fee is NON-refundable and will be cashed upon receipt of the packet.</b>  <b>The charge will show as ClickPay in your checking account.</b></p>	
	<p><b>*Required*</b>            Security Deposit Check: Provide one check only for \$1500 for the major projects. Major changes include significant structural changes to the home, pool/deck/screen additions and docks.  <b>This security deposit check made out to Naples Reserve HOA, will be cashed upon DRC application approval, and refunded after DRC inspection, once the work is completed and damage has been fixed, if any.</b></p>	
	<p>Survey/Lot plan showing the location of the improvement</p> <ul style="list-style-type: none"> <li>• Surveys are required for projects such as pool installations, landscaping, generator installation, storm screens, driveway expansions, floating docks, fences, lanai expansions and home additions</li> <li>• Please reach out to the HOA if you're unsure if your project requires a survey.</li> </ul>	
	<p>Landscaping modifications should indicate location and type of plants</p> <ul style="list-style-type: none"> <li>• All proposed plants must be on the Approved Plant List.</li> </ul>	
	<p>Plans, elevation and/or detailed sketch</p>	
	<p>Paint color chips, for changes of exterior colors</p>	
	<p>Copy of building permit</p> <ul style="list-style-type: none"> <li>• Permits must be submitted with this application. If it is not issued the application is not complete. A project can only begin with an issued permit</li> </ul>	
	<p>Copy of contractor's liability insurance with commercial general liability, automobile liability, umbrella liability and workers' comp</p> <ul style="list-style-type: none"> <li>• Certificate holder should be the homeowner's name and address, the Naples Reserve HOA, and KW Property Management &amp; Consultant LLC.(See Sample)</li> </ul>	
	<p>Copy of contractor's business license with expiration date</p>	

**Applications will only be reviewed when a complete package of information is received. It is the responsibility of the homeowner to provide all required information.**

### Homeowner Agreement

I have read and agree to abide by the Declaration of Covenants and Restrictions of the Association and the Design Guidelines. I understand and agree to be responsible for the following:

- For 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.
- For any encroachment(s)
- To comply with conditions of acceptance, if any, and
- To complete the project according to the approved plans. If modification is not completed as approved, this approval can be revoked, and the modification shall be removed at the owner's expense. Please notify the DRC immediately of any changes to the original approved plan.
- 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 the home. The HOA shall not be responsible for any effect proposed landscaping installation may have on this drainage. The applicant shall be responsible.
- Access for all approved work shall be from the owner's property and not from common areas or neighbor's property unless permission for work involving neighbor's property has been provided in writing and submitted with this form.
- In the event that I sell my property, I agree to have any open projects completed and inspected by the DRC prior to final closing of my property.

I also understand that the DRC does not review and assumes no responsibility for the structural adequacy, capacity, or safety features of the proposed construction, alteration, or addition; for mechanical, electrical or any other technical design requirements for the proposed construction, alteration, or addition; or for performance, workmanship, or quality of work of any contractor or of the completed alteration or description. The owner is responsible for approval and compliance with all building codes and governmental requirements.

I agree to abide by the decision of the Design Review Committee. If the modification has not been approved or does not comply, I may be subject to court action by the Association. In such event, I shall be responsible for all reasonable attorneys' fees.

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Homeowner's Signature  
Naples Reserve HOA

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Date  
Design Review Form – v2021



POOL/LANAI EXTENSION NEIGHBOR/CONTRACTOR FORM

Application Address: \_\_\_\_\_

To Whom it May Concern:

We are hereby notifying you that \_\_\_\_\_ (Contractor Company) may need to use a portion of our properties for access for equipment to build a swimming pool and/or lanai extension in your neighbor's yard.

\_\_\_\_\_ (Contractor Company) will use all reasonable care to avoid unnecessary damages and, at the end of each workday will clean up the area. Contractor is to install a silt fence around the construction area to avoid debris from going into the adjacent surrounding lots and waterways.

Upon completion the homeowner and contractor will be responsible to fill and grade all damaged areas back to its original condition while providing adequate drainage to both properties. Replacement of sod, damage to sprinkler systems and/or any other unforeseen damages will be the responsibility of the homeowner and contractor.

The homeowner is asked to contract with the current HOA landscaping company to cap off the irrigation to the rear of the property before the project begins. Any damages to the mainline in the construction area during or after will be payable by the homeowner and/or contractor. Both neighboring homeowners, by signing this document, are now notified that the work will take place once the NR DRC has approved.

\_\_\_\_\_  
Contractor Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Homeowner Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Neighbor Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Address

\_\_\_\_\_  
Neighbor Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Address