



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 to obtain approval (the 30 days begin once the HOA Management Office has a completed packet). The packet must be delivered in person or by mail. **DO NOT EMAIL.**

Homeowner: _____

Address: _____

Email: _____

Telephone: Home: _____ Cell: _____

Project	Application Fee	Security Deposit
Category 1 Decorative Shutters (Non-Storm Type) Exterior Home Lighting Exterior House Painting Flag Poles Front Screen Door / Front Entry Enclosure Landscaping Outdoor Lighting & Fixtures / Landscape Lighting Solar Roof Tube Water Treatment System (no application is needed if the tank is in the garage)	\$25	\$0
Category 2 A/C Mini Split Driveway Expansions Fences Floating Docks Front Door Replacement Garage Additions Generators Home Additions/Expansion Lanai Additions/Expansion Lanai Screen Additions/Expansions Other Project with Permit Outdoor Kitchen (not pre-plumbed for gas, water & electric) Paver Walkways Pool Additions/Rebuild Propane Tank – Buried (above ground when space is limited) Roof Replacement Solar Panels Storm Shutters & Storm Screens Window Replacement	\$75	\$1,500

Directions:

- 1) Fill in the requested information on Page 1.
- 2) Owner to sign and date the form on Page 4.
- 3) Owner to add all required documents to the complete packet (see the Checklist on Page 3).
- 4) Include two checks for all projects listed in Category 2 on Page 1 (Administrative Fee & Security Deposit) - Only the Administrative Fee is required for projects falling into Category 1 on Page 1.
 - Both checks should be made payable 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 begin 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 the HOA directly from the 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 an email notification of receipt of application detailing any missing information and the DRC review meeting date. **The Administrative Fee Check will be processed within 5 to 7 business days of receipt of application. Please note that the HOA processes checks as ACH – the charge will show as ClickPay in your checking account.**
- After the review meeting, the DRC will send a Decision Letter directly to the owner of the property via the email provided on the application. The DRC will NOT notify your vendor. Once the homeowner receives the approval, the work can commence. **The Security Deposit Check will be processed within 2 to 3 business days of application approval.**
- The owner has 60 days from date of approval to **begin** their project(s). Multiple projects can be submitted on one form with the correct documentation submitted for each project. If the projects are related (pool installation, followed by cage & landscaping), the first project must begin within 60 days of approval. Once the project is approved, additional projects can't 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 timeframe.
- When the work is completed, please notify the Design Review Committee via email at drc@naplesreservehoa.com and submit a Certificate of Completion from Collier County for projects in Category 2. The DRC has 30 days to inspect the property for compliance.
- Once the project has passed DRC Inspection and any damage has been fixed, the HOA Office will submit a request to reimburse the Security Deposit (if it was required). The reimbursement check will be sent directly to the owner of the property via the address provided on the application. The homeowner will receive an email notification that the reimbursement has been requested. **Please allow 3-4 weeks from the receipt of email to receive the check.**

Check List of Items Needed to Complete Application

✓	Please attach one copy of the following items to this form (if applicable)
	Required - For All Projects (Category 1 and Category 2) Administrative Fee Check (Made payable to Naples Reserve HOA) Provide check in the amount of your project application fee of either \$25 or \$75 made out to Naples Reserve HOA. This fee is NON-refundable and will be cashed within 5-7 days of receipt of the application packet. The charge will show as ClickPay in your account.
	Required - For All Projects in Category 2 Security Deposit Check (Made payable to Naples Reserve HOA) Provide one check only for \$1,500 for projects in Category 2 (projects that require major changes such as significant structural changes to the home, pool/deck/screen additions, and docks). The security deposit check is refundable and will be cashed upon DRC application approval.
	Required - For Some Projects in Categories 1 and 2 Site Survey/Lot Plan showing the location of the improvement • Surveys are required for projects such as pool installations, landscaping, generators, storm screens, driveway expansions, floating docks, fences, lanai expansions, and home additions. • Landscaping must be included to conceal equipment from view - Add a survey and a landscaping plan for these projects (such as generators, pool equipment, and AC Mini Splits).
	Required - For All Landscaping Projects Location and type of proposed plants from the Approved Plant List
	Required - For All Equipment & Product Installation Projects Plans, Elevation, Detailed Sketch, and/or Equipment/Product Specifications
	Required - For All Projects (Category 1 and Category 2) Contractor / Vendor Work Proposal • All proposed work plans from the contractor / vendor must be submitted. • If work will be conducted by the owner, a note should be included stating these plans.
	Required - For All Painting Projects and Projects with a Product Color Choice Paint Color Samples, Codes, and/or Pictures • Exterior home color schemes can be found on the Naples Reserve website.
	Required - For All Projects in Category 2 Copy of Collier County Building Permit • Fully Issued and Executed Permits MUST be submitted <u>prior to the start of any work</u>. We will accept applications without a fully issued permit and provide pre-approval of the project (assuming all other requirements are met), <u>but a copy of the fully issued permit MUST be submitted prior to the start of work</u>. Copies of permit applications and/or copies showing the permit status will be accepted with applications, but a project can only begin with a fully issued and executed permit on file with the HOA Office and the DRC.
	Required - For All Projects (Category 1 and Category 2) Copy of Contractor's Liability Insurance (COI) • COI should contain contractor's Commercial General Liability, Automobile Liability, and Workers Compensation Information with expiration dates through completion of the project. • The Certificate Holder section should contain homeowner's name, homeowner's address, Naples Reserve Homeowner Association Inc, & FirstService Residential Inc. The HOA and FirstService must be named as additional insured on the COI. (See Sample on the last page).

Applications will only be reviewed when a complete application is received.

It is the responsibility of the homeowner to provide all required information.

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

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 project, whether caused by me or others.
- To comply with all state and local building codes.
- For any encroachment(s).
- To comply with conditions of project approval and/or pre-approval, if any.
- To complete the project according to the approved plans. If the project 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.

Homeowner's Signature

Date



**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 their 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 Naples Reserve DRC has approved the project.

Contractor Signature

Date

Printed Name

Homeowner Signature

Date

Printed Name

Neighbor Signature

Date

Printed Name

Address

Neighbor Signature

Date

Printed Name

Address



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Insurance Provider	CONTACT NAME:	
	PHONE (A/C, No, Ext):	FAX (A/C, No):
INSURED Vendor Information	E-MAIL ADDRESS:	
	INSURER(S) AFFORDING COVERAGE	
	NAIC #	
	INSURER A:	
	INSURER B:	
	INSURER C:	
INSURER D:		
INSURER E:		
INSURER F:		

COVERAGES**CERTIFICATE NUMBER:****REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSR	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
	GENERAL LIABILITY ☒ COMMERCIAL GENERAL LIABILITY ☐ CLAIMS-MADE ☒ OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: ☒ POLICY ☐ PROJECT ☐ LOC	x	x	Policy number	Date	Date	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ Included Emp Ben. \$ 1,000,000
	AUTOMOBILE LIABILITY ☐ ANY AUTO ☐ ALL OWNED AUTOS ☒ HIRED AUTOS ☐ SCHEDULED AUTOS ☒ NON-OWNED AUTOS	x	x	Policy number	Date	Date	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
	☒ UMBRELLA LIAB ☒ OCCUR ☐ EXCESS LIAB ☐ CLAIMS-MADE DED ☒ RETENTION \$						EACH OCCURRENCE \$ 1,000,000 AGGREGATE \$ 10,000,000 \$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N ☐	N/A x	Policy number	Date	Date	WC STATUTORY LIMITS ☐ OTHER ☐ E.L. EACH ACCIDENT \$ 500,000 E.L. DISEASE - EA EMPLOYEE \$ 500,000 E.L. DISEASE - POLICY LIMIT \$ 500,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)

CERTIFICATE HOLDER**CANCELLATION**

FirstService Residential Inc
Naples Reserve Homeowner Association Inc
Homeowner's Name
Homeowner's Address

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE