

**CAROUSEL COVE HOMEOWNER'S ASSOCIATION INC.  
ARCHITECTURAL REVIEW COMMITTEE APPLICATION REQUEST FORM**

**The purpose of this form is to request approval to change, alter, or add to an existing residence or landscape. The Architectural Review Committee (ARC) shall have thirty (30) days after delivery of all required information plans and materials to approve or deny any such plan. All approved modifications or improvements shall be completed within 180 days from the date of approval. It is the owners' responsibility to notify the chosen vendor once the ARC is approved.**

It is the homeowner's responsibility to receive permission from the CCHOA, ARC AND Board of Directors before making any alterations, changes or additions to your home or landscaping which varies from the original exterior, color(s), structure or footprint at the time of completion. The Board may require further information and/or view location of the changes before approval is given. Email your completed form to Linda Hardwick, [linda@starfishmgmt.com](mailto:linda@starfishmgmt.com).

Completion of parts 1, 2, and 3 are required for approval. Be specific and **allow thirty (30) days** for approval.

**Homeowner's Name(s):** \_\_\_\_\_ **Lot #** \_\_\_\_\_  
Print or Type Name(s)

**Carousel Cove Address:** \_\_\_\_\_ **Phone:** \_\_\_\_\_

**PART 1: TYPE OF REQUEST**

**A. Changes to current exterior. Complete parts 2 & 4A**

- Repair existing roof. Material: \_\_\_\_\_ Color: \_\_\_\_\_  
Is this the same color as the rest of the roof? Yes  No
- Repaint the exterior. Color selected: \_\_\_\_\_
- Repaint the trim. Color Selected: \_\_\_\_\_
- Repaint the decorative shutters. Color Selected: \_\_\_\_\_
- Repaint the front door. Color Selected: \_\_\_\_\_
- Replace entire roof. Color and texture must be approved by the ARC Board.
- Paint, stamp, stain or add pavers or tile to Driveways or Lanais. Must blend with home colors.

**B. Alterations or additions to current structure.**

Complete additional parts of the application appropriate to your request.

- Replace, Alter, or Add landscaping around the home. **Complete Parts 2, 3, 4B1 and B2.**
- Remove a tree. **Complete Parts 2, 3, & 4B1.** Note: Replacement of dead or dying shrubs, plants or trees and seasonal plant replacement do not require ARC approval. Consult with an ARC member for further classification or if unsure.
- Enlarge an existing patio, lanai, deck or other form of enclosure. **Complete Parts 2, 3, & 4A**

- Add a satellite dish. **Complete Parts 2 & 6.**
- Alter or add to home, lanai garage, add screening or enclosure. **Complete Parts 2, 3, & 4B.**

- Add a wheel chair ramp. **See Part 5. Complete Parts 2 & 4A2.**
- Add a pool. **Complete Parts 2, 3, & 4A1 and 4A2.**

Other: **Please explain request in detail:**

**PART 2: WAIVER OF HOA ASSOCIATION LIABILITY**

The undersigned hereby agrees that any liability caused by or arising from any acts, which may include the hazard of susceptibility to loss on the described premises, shall not be held against the Association, as their interest may appear, there from and indemnify them for all losses, cost, expenses and attorney fees in connection with any such addition to their home.

Further as a condition precedent to granting approval of any request for a change, alteration or addition to an existing basic structure, applicant, the heirs and assigns thereto hereby assumes total responsibilities for the repair, maintenance, or replacement of such alteration. It is understood and agreed that the Association is not required to take any action to repair, replace or maintain any such approval change, alteration or addition, or any damage resulting there for any reason in the existing original structure, or any other property. The homeowner assumes all responsibility for insurance during construction and cost for any addition or change and its future upkeep.

**NOTE:** If Board approval is granted, it is not to be construed to cover approval of County Code requirements. A building permit from the Lee County Building Department is needed on most exterior property alternations and or improvements.

**(Required)**

Part 2: Owner's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Co-Owner's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**A. Demolition and Clean-up**

1. Will any demolition occur? Yes  No

2. If yes, how long will it last? \_\_\_\_\_
3. Will a rental dumpster be on the property? Yes  No
4. Date dumpster will be on site. From: \_\_\_\_\_ to \_\_\_\_\_
5. Will the owner be present while the work is being completed? Yes  No
6. Name of person responsible for the removal of demolition debris:  
 Name: \_\_\_\_\_ Phone: \_\_\_\_\_
7. Estimated date to begin construction: \_\_\_\_\_
8. Estimated date of completion: \_\_\_\_\_

**B. Contractor**

Contractor Name: \_\_\_\_\_ Phone: \_\_\_\_\_  
 Florida License #: \_\_\_\_\_ Insurance #: \_\_\_\_\_

Once approval letter is received by homeowner, it is the homeowner's responsibility to notify the contractor of approval.

**C. Access to Construction Site**

1. If access across a neighbor's property is required to complete this request, please have neighbor sign Part 3.
2. If no access is required, initial here: \_\_\_\_\_

**PART 3: NEIGHBOR PERMISSION FOR ACCESS ACROSS PROPERTY**

Complete the following only if access is required across a portion of a neighbor's property for your ARC request. Please complete this page with your adjacent neighbor's signature indicating that they are aware of your plans.

FROM: (Print requesting owner's name): \_\_\_\_\_

This signature(s) confirms that permission is given from the neighbor(s) to allow access across neighbor's property.

Neighbor #1 Signature \_\_\_\_\_ Date: \_\_\_\_\_

Neighbor #2 Signature \_\_\_\_\_ Date: \_\_\_\_\_

Access needed (explain):

I (we) will be responsible for the necessary restoration to the properties listed above, as required to complete the job including the cost to move, repair, and/or replace all necessary irrigation lines or irrigation heads.

Part 3: Owner's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Co-Owners: \_\_\_\_\_ Date: \_\_\_\_\_

#### **PART 4: SPECIFIC DETAILS OF THIS REQUEST**

##### **A. Alter, Change, or Add to the Structure or Exterior of the Structure.**

1. Provide descriptions, drawings, or attached photos or brochures of the changes or alteration including the type of construction and materials as appropriate. Attach paint samples for repainting color changes or addition of new colors and addition pages as needed to provide complete information. Paint color selection is at the discretion of the ARC.
2. If requesting an addition to the existing footprint, attach a drawing indicating the original residence footprint, location, size, and shape of the addition, alteration and the construction type and materials to be used. An application requesting approval that occurs outside the exterior walls or the original footprint must include a drawing clearly displaying the alteration.

##### **B. Alter, change, or add to landscape, driveway, deck, lanai, or patio. If you are requesting approval to remove a tree, enlarge planting beds add a hedge, fence, add irrigation or make significant changes to your landscape follow 1 & 2 below:**

1. Attach a drawing or sketch indicating the footprint of the residence, location, size, and shape of the current landscaping. On this drawing, indicate the alteration, change or removal. Clearly show the location of the tree to be removed, the location of the replacement tree and any edging, mulch or decorative material.
2. Attach a list of the plant material (where appropriate) you plan to add and indicate plant placement on your drawing. Please research plants and consider using SW Florida friendly and draught resistant materials.
3. If you are requesting a change to the surface structure of your driveway, lanai, patio, etc. attach the type of materials, pattern and color samples you want to use. If you request to enlarge the driveway, patio, or deck surface, attach a drawing or sketch indicating the footprint of the residence and the changes you are requesting.

#### **Part 5: Request to Install a Wheel Chair Access Ramp**

This request will not be denied; however, additional ADA documentation is required for our records and the design of the ramp must blend with the design of the house. Contact the

Property Management Company for further information. Complete Part 2 and follow the directions in Part 3A2.

**Part 6: Satellite Dish Installation Request**

If you plan to install a satellite dish, the applicant must meet with the installer first, to choose 3 possible locations for the dish. Please describe each location, including a sketch showing the residence footprint and including the three possible locations. You may not install a satellite dish to the front of your house. Other locations which may be in the line of sight of your neighbors' lanai may not be approved and if installed without prior approval, may be subject to removal. These locations will be reviewed prior to approval and installation. If you are requesting multiple satellite dish installations, be clear about placements.

Location 1: \_\_\_\_\_

Location 2: \_\_\_\_\_

Location 3: \_\_\_\_\_

The owner will be specifically liable for any damage or claim caused by the installation of said dish and will be responsible for returning the building, landscape, electrical, etc. to the original "as was" prior to the dish installation condition either upon dish removal or upon the sale of said property.

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**Application Signature (required)**

Owner's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Co-Owners: \_\_\_\_\_ Date: \_\_\_\_\_

**Email Completed Application to** Linda Hardwick at [linda@starfishmgmt.com](mailto:linda@starfishmgmt.com)

Starfish Association Management  
LLC 12995 S. Cleveland Ave. Unit 176  
Ft Myers, Florida 33907

**FOR BOARD, ARC OR MANAGEMENT COMPANY USE ONLY**

Owner Last Name \_\_\_\_\_

Owner House # \_\_\_\_\_

Bonita Fairways Circle

Sammoset Way

Landfall Way

1. Date ARC request received by management company: \_\_\_\_\_ Initials \_\_\_\_\_
2. Date management company distributed copies to all CCHOA Board Members and ARC Members for review: \_\_\_\_\_ Initials \_\_\_\_\_
3. Date approval by ARC members sent to management company: \_\_\_\_\_ Initials \_\_\_\_\_
4. Date management company sent approval letter to notify owner: \_\_\_\_\_ Initials \_\_\_\_\_
5. Date management company sent final approval to CCHOA President: \_\_\_\_\_ Initials \_\_\_\_\_