

Sign Number: \_\_\_\_\_(assigned by the ARB when the application is approved)

# Reflection Lakes at Naples Master Association, Inc. ARB Project Application

Owner Name: \_\_\_\_\_

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

Landline: \_\_\_\_\_ Cell: \_\_\_\_\_

Email: \_\_\_\_\_ Preferred contact method: \_\_\_\_\_

If a project is not completed in accordance with an approved ARB application, the owner must either return the property to the original condition or modify the work to comply with the approved application. The Master Board may impose ongoing fines and/or take other action, including legal action, to achieve compliance.

**A \$25.00 Application Fee is due with all ARB Applications. Make checks payable to Reflection Lakes at Naples. Applications are not complete until the \$25 check is received. Incomplete applications will not be processed.**

Please read, understand & follow the following instructions and sign the Homeowner Affidavit. If you have any questions regarding this form, please contact the Management office at 239-692-9379. Incomplete applications will not be processed.

Enter below, or attach, a brief description of the alteration, improvement, addition or change to the exterior of your home or landscape. Include the project scope such as dimensions, materials, colors, design and location of the aforementioned items. For landscape changes, please provide a drawing and pictures of current landscape and details regarding landscape changes such as new plant types and locations.

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The ARB's goal is to adhere to the design standards established for our community and to process applications in a timely manner. **Due to the volume of ARB applications submitted each month, the ARB will not process incomplete applications. An incomplete application is one that does not include all required documentation and a \$25 check.**

Please review the Reflection Lakes "Design Standards" document to learn about what is and what is not allowed in our community. The DS can be found on the Reflection Lakes website. The following list provides information and the required documentation for some specific projects. Check the following items that are applicable to your project and attach one (1) copy of each with this application. If you fail to include a required item in your application, we will not have the necessary information to process your application.

### House Color Changes

\_\_\_ Provide paint samples of the new color - the color must match a color on the ARB paint palette.

**Landscaping Modifications** - modifications must be entirely on an owner's lot - the ARB can not approve modifications to HOA property.

\_\_\_ If removing plants or trees, include a landscape plan or a detailed sketch showing the location of the plant(s) or tree(s) to be removed. Be aware that tree removal may require the addition of a canopy tree, per Collier County regulations. If a tree removal requires the addition of a canopy tree, your application must specify the type, size & location of the new canopy tree - reference Design Standards Exhibit C.

\_\_\_ If adding plants or trees, provide information on the type and size of the new addition(s) and a landscape plan or detailed sketch showing the location of the addition(s). New plantings must conform with Collier County regulations - reference Design Standards Exhibit C.

\_\_\_ Provide any pictures that may help the ARB in its determination.

\_\_\_ If heavy equipment is required, provide pictures of the sidewalk where the equipment would access the rear yard. If heavy equipment will cross any part of a neighbor's land you must provide an access authorization form signed by the neighbor. A sample form is included with this application.

\_\_\_ Provide a copy of your contractor's license, liability Insurance and workers compensation Insurance (or documentation of an exemption from Workers Compensation Insurance).

\_\_\_ Provide an irrigation plan for any modifications to irrigation.

**Lanai or Pool Cage Extensions, Pool Additions/Modifications, Generators** - modifications must be entirely on an owner's lot.

\_\_\_ Provide a certified survey/lot plan showing the location and required setbacks from the property line.

\_\_\_ Provide plans, elevations and a detailed sketch, including any landscape modifications (see Landscaping Modifications above).

\_\_\_ If heavy equipment is required, provide pictures of the sidewalk where the equipment would access the rear yard. If heavy equipment will cross any part of a neighbor's land you must provide an access authorization form signed by the neighbor. A sample form is included with this application.

\_\_\_ Provide a copy of your contractor's license, liability Insurance and workers compensation Insurance (or documentation of an exemption from Workers Compensation Insurance).

\_\_\_ Provide a copy of the Collier County permit. If " Pending Approval Status" is given without the permit, the permit must be submitted prior to "Final Approval" and before any construction begins or a stop work order will be issued and fines may be levied by the Master Board.

\_\_\_ Provide an irrigation plan for any modifications to irrigation.

## Homeowner Affidavit

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

1. Any & all losses caused to others, including HOA common areas as a result of this undertaking, whether caused by me or others.
2. Compliance with all state and local building codes.
3. Compliance with the conditions of acceptance, if any, and completion of the project according to the approved plans. If the project/modification is not completed as per the approved plans, the approval can be revoked, and the project/modification must be removed at the owner's expense.
4. Any adverse effect upon drainage. Applicant acknowledges that drainage swales have been designed and established between homes (side yard) to carry storm water away from the home and that the Association shall not be responsible for any effect the project may have on this drainage.
5. Ensuring that access for the project shall be from the owner's property and not from common areas or neighbor's property unless permission for access via the neighbor's property has been provided in writing and submitted with this application. (A sample permission letter is attached)
6. Notifying the ARB upon commencement of the project and upon completion of the project. Applicant understands that the ARB will conduct a final inspection to verify that the project was completed according to the approved application.

Applicant acknowledges: 1) ARB does not do a technical review of any submitted plans, 2) Neither the ARB or HOA assumes any responsibility for the structural adequacy, capacity, or safety features of the proposed construction, alteration, or addition, 3) The applicant is solely responsible for the performance, workmanship & quality of work of any vendors/contractors working on the project and for the adequacy of any mechanical, electrical or other technical design requirements/specifications for the project.

I agree to abide by the decision of the ARB. I understand that the Association may take actions, including legal actions, if my project is not completed as per the approved application or if I commence or complete a project that was not approved by the ARB. I shall be responsible for all reasonable attorneys' fees.

I plan to attend the ARB meeting: Yes \_\_\_\_ No \_\_\_\_

Date: \_\_\_\_\_ Homeowner Signature: \_\_\_\_\_

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### DO NOT WRITE BELOW THIS LINE

\_\_\_ Reviewed by Management

\_\_\_ Approved by the ARB

\_\_\_ Approved Subject to Conditions

\_\_\_ Insufficient Information, correct & resubmit

## ACCESS AUTHORIZATION FORM

ARB project at \_\_\_\_\_  
enter RLN address

Project description: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

My neighbor at the above address is submitting an ARB application for a project that requires access over our property. My signature below hereby grants access over our property for the duration of the project.

I understand that the ARB applicant will be responsible for any of the following that are caused by the applicant, applicant's vendors or the project:

- Damage to our property
- Drainage issues
- Damage to our vegetation
- Damages to HOA property

Neighbor name \_\_\_\_\_

Neighbor RLN address \_\_\_\_\_

Neighbor phone number \_\_\_\_\_

Neighbor email \_\_\_\_\_

Neighbor signature \_\_\_\_\_