

ADD TO: IDRIVE _____
 JENARK _____
 TYPE HOME:
 SINGLE _____
 VILLA _____
 QUAD _____

**ISLANDWALK AT THE WEST VILLAGES
 HOMEOWNERS ASSOCIATION, INC.**

Architectural Change Form

Other

Name: _____
 Address: _____
 Telephone: _____ Cell: _____
 E-Mail Address: _____

1. Fill in requested information
2. Attach required checks
3. Attach required certificates
4. Sign forms and return to:
Castle Management
19215 Tantino Blvd.
Venice, FL 34293
Tel. (941) 493-2302
 rev 12-07-2022

The ACC has 45 days to make a decision after receipt of a complete set of Homeowner request material by the ACC

A. Brief Description: In the space below or attached page, give a description of the alteration, improvement, addition or other change you would like to make to the exterior of your home (to avoid delay, be as specific as possible). Please include such details as dimensions, materials, color(s), design location, supporting photos, and other pertinent data. Note: Any Architectural Change request renderings submitted to the Board of Directors, the ACC, or HOA will not be returned to the Homeowner.

B. Please attach the following items to this application:

- _____ Pictures of area before alteration.
- _____ Survey of lot showing the location improvement with clear accurate dimensions.
- _____ Plans, elevations, detailed sketches or photographs.
- _____ Paint chip colors (if required). Provide color scheme name.
- _____ Copy of contractor's business license.
- _____ Contractor's detailed description of the proposed work to be performed.
- _____ Provide contractor's Certificate of Liability Insurance.
- _____ The Homeowner's name and address must be listed as additionally insured on the Certificate of Liability Insurance.
- _____ **If you are installing a pool, concrete lanai/patio addition or any paver related modification such as a driveway, entry walkway or lanai, or any major landscaping modification that requires the use of construction equipment that could result in damages to existing landscaping, irrigation systems, drainage slopes, sidewalks, curbs or common areas, a \$1000.00 security deposit must be included with your application. Make the check payable to: ISLANDWALK HOA. Upon final inspection approval by the ACC and or Management the deposit will be returned.**

***The HOA has the authority to inspect all projects including modifications to the grading and or elevation changes by the Homeowner's construction. All associated inspection fees shall be paid for by the Homeowner. The Homeowner is responsible to restore the grade to its original condition at the Homeowner's expense.**

If all required information is not received with this application, the ACC will defer the application until all information is received.

Homeowner's Affidavit

I have read, understand and agree to abide by the Covenants and Restrictions of the HOA. 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 North Port building codes.**
- Any encroachment(s) and easements.
- 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 may be revoked and the modification be removed by the Homeowner at the Homeowner's expense.
- Homeowner 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 home. The HOA shall not be responsible for any effect that any proposed landscaping installation may have on drainage. The Homeowner shall be responsible for all associated costs.
- The Homeowner is responsible for any costs associated with irrigation modifications as a result of this alteration. Project, pre-approved by the ACC modifications required, are at the Homeowner's expense.
- Homeowner assumes maintenance responsibility for any new landscaping that they install.
- **The Homeowner is responsible for ensuring that all areas affected by the project construction (i.e., landscaping, irrigation, common areas etc.) are restored to their original condition. If you will be utilizing your neighbor(s)' property for access to perform construction of your project, you MUST enclose with your ACC Change Form a written, dated, signed permission letter, including their residence street number, to do so from your neighbor(s) BEFORE you are authorized to begin your project after ACC review and approval. 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 IslandWalk at the West Villages HOA to properly restore the area.**

I also understand that the Board of Directors, the ACC, or the Management Company does not review and assumes no responsibility for the structural adequacy, capacity or safety features of the proposed construction, alteration or addition.

I agree to abide by the decision of the Board of Directors, and/or the Management Company. 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 HOA. In such event, I shall be responsible for all reasonable attorney's fees.

Date

Signature of Homeowner

DISCLAIMER / RELEASE

When applicable, the contractor must obtain all permits required by the City of North Port before any project work can commence.

The list may not be inclusive and the Board of Directors, the ACC, or the HOA reserves the right to ask for additional information.

The IslandWalk Homeowners Association and/or 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 Board of Directors and/or the Property Management Company may ask for additional documents and has the right to demand that any installation and/or construction be removed immediately at Homeowner's expense if any modification is not what was approved by the Board of Directors and/or the Property Management Company.

***The HOA has the authority to inspect all projects including modifications to the grading and or elevation changes by the Homeowner's construction. All associated inspection fees shall be paid for by the Homeowner. The Homeowner is responsible to restore the grade to its original condition at the Homeowner's expense.**

Name of Homeowner (please print)

Signature of Homeowner

Address

Date

**ISLANDWALK AT THE WEST VILLAGES
HOMEOWNERS ASSOCIATION, INC.**

THIS PAGE IS FOR HOA/ACC USE ONLY

_____ Reviewed and approved by the ACC on _____ .

_____ Approved by the Board of Directors and/or the Management Company.

_____ Approved, subject to the following conditions that apply:

_____ Deferred, due to the following missing information:

_____ Denied, not approved for the following reason(s):

By: _____ Date: _____

Signature of a member of the Board of Directors and/or the Management Company

OTHER

Border Edging - care should be taken to ensure that drainage issues are not created and that the border is in general harmony with the home and landscaped area. Any installation of borders shall be at the sole risk and responsibility of the Homeowner for maintenance and for any damage caused to or by the border, including, but not limited to, any damage to equipment used by the landscaping contractor. Loose materials, such as stones, are not allowed. Pavers and metal are the preferred materials for border edging. All border edging must be embedded in the ground such that the top of the material remains at least 2" below the mowed grass height. The border edging must be installed either straight or with flowing curves – tight corners are not allowed. In areas between homes, sufficient room must be provided for landscaping equipment to maneuver. Large scale and extensive stone or marble chip ground cover is not permitted in yards. Border edging cannot consist of gravel, rocks or other "loose" material other than HOA approved mulch.

Front Door Inserts - glass inserts must be either clear; smooth; textured; seeded glass with no color enhancements.

Garage A/C System - installed unit must be blocked from street view using landscaping material only. The unit must be secured to a hurricane-rated pad, or wall mounted and secured with hurricane-rated tie downs. Wall mounted installed unit cannot be elevated at a height greater than the current Home A/C unit.

Lot Decorations – provide picture and specification of height. Not to exceed 36" x 36" x 36".

Retractable Awning – only to be placed on the rear of the home. Need fabric samples (no more than two).

Retractable Front Door Screening – screen frame color to match that of the front door. Screen to be charcoal in color.

Satellite Dishes - required details regarding saize, color, type and location where dish will be mounted on the ground. Dish must be mounted on the ground near or at rear of the home, at at height of no greater than 36 inches above the ground. Dishes will not be approved in the front of the house.

Solar Tubular Lighting – maximum height of the installed unit cannot exceed 1 and one-half feet (18 inches) from the surface of the roof. Any Homeowner who installs a solar tubular skylight is advised that their roof warranty may be voided or adversely affected as a result of the installation of tubular skylight on the roof.

Water Filtration System – installed unit must be blocked from street view using landscaping material only. Survey of the lot showing installation area; buried or above ground installation. The unit must be secured to a hurricane-rated pad, or wall mounted and secured with hurricane-rated tie downs. not visible from the street.

Window Replacement - window frame color must match the soffit, gutters and down spouts in either white or bronze only. Window glass inserts must be either clear; smooth; textured; seeded glass with no color enhancements.

Window Tint – provide sample with solar energy rejected percentage and visible light transmittance percentage.

SIGNATURE OF HOMEOWNER