

ADD TO: IDRIVE \_\_\_\_\_  
 JENARK \_\_\_\_\_  
 TYPE HOME:  
 SINGLE \_\_\_\_\_  
 VILLA \_\_\_\_\_  
 QUAD \_\_\_\_\_

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

**Architectural Change Form**  
**Lanai/Patio Screen Enclosures/Extension**  
**and Front Entry Screen Enclosures**

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**

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\_\_\_\_\_ 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):

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By: \_\_\_\_\_ Date: \_\_\_\_\_

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

## **Lanai/Patio Screen Enclosures/Extension** **and Front Entry Screen Enclosures**

Prior to the beginning of any extended lanai/patio screen enclosure construction the Homeowner must submit a signed letter, including street address, from an immediate neighbor allowing encroachment access to their Lot for use of heavy machinery. If unable to obtain such letter, the Homeowner must contact the HOA Property Manager to obtain written permission to use common/HOA property access. The Homeowner is responsible to restore to its near original condition any damage to the neighbor and/or common/HOA property at the Homeowner's expense.

Homeowners of Villas and Quads with a shared front entry walkway must EACH submit an ACC Request for change to install a front entry walkway screen enclosure.

- a. Legible survey depicting location of the proposed screen enclosure.
- b. Photograph(s) of the current area of proposed patio extension or modification.
- c. Description and pictures of proposed type of patio screen enclosure.
- d. Plans and specification provided by the contractor indicating dimensions, height, screen roof type (i.e., mansard, gable, flat), location(s) of screen door(s) and accessories. (No kickplates)
- e. Plan and elevation views of screen enclosure.
- f. Representative photos/brochure of proposed front entry screen enclosure. (No kickplate)
- g. Contractor must note front entry screen enclosure meets City of North Port screen enclosure Ordinance.
- h. Charcoal color for screening. Front entry aluminum must match the front window frame color. Lanai aluminum may be bronze ( ) or white ( ).
- i. Homeowner must submit a separate Architectural Change Form requesting landscaping after extended lanai screen enclosure installation.
- j. If a concrete slab is to be used items on Attachment A are required.
- k. If the driveway/walkway/spigot areas involve any cut and cap to the irrigation system, the Homeowner **MUST ONLY** use the HOA's contracted landscaping company to restore into service any such changes to the irrigation line(s), at Homeowner's expense.

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Signature of Homeowner

## **Neighbor Access Letter**

I am (Print) \_\_\_\_\_, the abutting Homeowner to  
(Print) \_\_\_\_\_ at \_\_\_\_\_ Street,  
and give permission to access my property at \_\_\_\_\_ Street if  
needed for the use of heavy machinery to complete their ACC approved project. Permission is given with the  
understanding any property damage or alteration, including grade, will be immediately returned to its original  
condition when the project is completed, if not before, and any costs associated will be the sole responsibility  
of the permitted neighbor.

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

By my signature below, I acknowledge, recognize and agree to the above obligation conditions in this Letter,  
and IslandWalk's governing documents.

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

## **Villa and Quad Agreement Letter**

I am (Print) \_\_\_\_\_, the adjoining Homeowner to  
\_\_\_\_\_ at \_\_\_\_\_ Street. My  
address is \_\_\_\_\_ Street. I agree with my adjoining Homeowner to the requested  
Landscaping changes on our shared common property. I further grant my adjoining Homeowner permission to  
access my shared common property to complete the requested Landscape project. Any property damage or  
alteration, including grade, will be immediately returned to its original condition when the project is completed,  
if not before, and any costs associated will be the sole responsibility of my adjoining neighbor.

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

By my signature below, I acknowledge, recognize and agree to the above obligation conditions in this Letter,  
and IslandWalk's governing documents.

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