

## Procedure – Requesting Approval to Complete Site Improvements

FINAL 5/29/24

**Purpose:** To provide basic direction to shareholders on what is required to make changes to landscaping, architecture, building or structure, or general site improvements that are visible from the outside and require BOD approval. This procedure does not apply to renovations to structures that are not visible from the outside, except for Corporate Infrastructure.

- 1) Shareholder to complete the architectural review form and submit to the Board of Directors (BOD) to request a review of their proposed improvement.
- 2) The initial request to the BOD should include the following as a minimum:
  - a. Completed review form which should include a detailed explanation of the proposed work.
  - b. Plan details provided with the initial request should be to scale or include adequate information to convey the essence of the request and identify whether/how the improvement impacts Corporate infrastructure or common area landscaping and other features.

### For structures, hardscapes (patios, driveways), and landscaping

**Plan view –** Plan or sketch The plan(s) or sketch should provide information relevant to the planned improvement. Existing site details should be provided so one can discern where the planned improvement is relative to known points like the existing structure(s), lot lines, road, utilities, etc. Sodding and planting grass only requires Board notification, as long as it does not impact abutters or Corporate Infrastructure. Tree planting or removal requires Board approval.

### For structures & hardscapes (patios, driveways)

**Cross section of the proposed improvement:** This view depicts details of a section cut through the proposed improvement. This is where the thickness and grading (to identify areas of run off) of the proposed improvement is detailed and should include height relative to the existing ground. Multiple sections may be required depending on the improvement.

### For structures

**Elevation view of the proposed improvement:** This view is what someone standing in front of the proposed improvement would see. This view is required when there is vertical height to the proposed improvement and generally required for structures. Front and side elevation views are required.

- 3) The Board of Directors will assign the review to the Site Improvement Committee to complete an initial review of the submission. This review will denote any deficiencies (if any) and communicate those directly to the applicant (w/ copy to BOD) for updates and resubmission. If the initial submission is complete, the BOD will provide a written approval that is subject to conditions so the shareholder can make final arrangements with their contractor. A condition of the approval may require a presentation of the proposed improvement be made at a Board of Directors meeting to receive final approval.
- 4) Final submission: Shall include all information in the initial submission along with an executed contract, all permits required by Collier County, certificate of liability insurance, copy of Florida Contractor License(s) as appropriate, Workers' Compensation Insurance or exemption certificate. An estimated time and duration of construction shall also be provided so the community can be informed. Work shall not proceed until all documentation has been received and final approval to commence work has been provided by the BOD.
- 5) The final approved submission will be kept on file for future use by the BOD.

Approved \_\_\_\_\_

Wendy Stannas, President

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

5/29/24