

Botanica
LAKEs
Homeowner's Association
"The Best community in SW Florida"
Request for Architectural Review

Directions:

1. Fill all required information in this packet.
2. Attach two (2) separate checks, both payable to Botanica Lakes HOA.
 - A. \$75.00 deposit check: will be reimbursed upon project completion and inspection.
 - B. \$25.00 deposit check: non-reimbursable.
 - C. Application will not be processed without attached checks.
3. Attach required certificates (see part B).
4. Sign and return completed packet to: Botanica Lakes Management Office.

Name: _____

Address: _____

Lot Number: _____ Email: _____

Home Phone: _____ Work Phone: _____ Cell Phone: _____

A. Brief Description:

In the space below or on an attached page, give a description of the alteration, improvement, addition or other change you would like to make to the exterior of your home. Please include details such as dimensions, materials, color(s), design, location and other pertinent data, be as specific as possible.

B. Please attach the following to this application:

- Survey of lot showing the location of the improvement
- Plans, elevations, or detailed sketches
- Paint Color Chip (if applicable)
- Copy of sub-contractor's license
- Copy of sub-contractor's certificate of Insurance (*Home Owner's Name Address listed as Certificate Holder*) that includes general liability and workers compensation.
- If your proposed work requires the use of motorized vehicles or construction equipment outside the boundaries of designated roadways, please refer to Attachment "A" and submit an additional \$5,000 security deposit/inspection fee. (\$4900 reimbursed after project completion and inspection)**

Do Not Write Below this Line

- Approved by Architectural Review Board
- Approved; with the following conditions being met on completions.
- Deferred, because of missing information:
- Denied, approval for these reasons:

By: _____
 Signature of ARB Member

Date: _____

10300 Botanica Lakes Boulevard
 Ft. Myers, Florida 33913
 Botanicalakeshoa.com
 (239) 561-2939

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Homeowner's Affidavit

I have read, understand, and agree to abide by the Covenants and Restrictions of the Association. 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 local building codes;
- Any encroachment(s);
- 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 will be revoked and the modification shall be removed by the owner at the owner's expense.
- Applicant 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 Association and/or developer shall not be responsible for any effect that any proposed landscaping installation may have on drainage. The applicant shall be responsible for all associated costs.
- The Homeowner is responsible for any costs associated with irrigation modifications as a result of this alteration. The Homeowner is responsible for completing modifications to any irrigation system prior to work being initiated. Modifications required are at the Homeowner's expense.
- Homeowner assumes maintenance responsibility for any new landscaping.
- 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. 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 HOA to properly restore the area.
- **The homeowner shall notify the HOA within 7 days of completion of work (with written proof of completions and a copy of paid invoices submitted to the Management Office) for inspection to begin. The homeowner also agrees to permit access to their property by the HOA, ARB, or Management Company, for the purpose of verifying that improvements are in substantial compliance with approved work.**

I also understand that the ARB does not review and assumes no responsibility for the compliance of proposed work with: any building codes; fire prevention codes; planning or zoning regulations; federal, state or local laws; or, the requirements of any other authority having jurisdiction. Moreover, the ARB does not review the performance, workmanship, or quality of work of any contractor.

I agree to abide by the decision of the Architectural Review Board or Board of Directors. 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 Association. In such event, I shall be responsible for all reasonable attorneys' fees.

By: _____
Signature of Home Owner

Date: _____

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To expedite your request, please include the information listed below for the specific category. The list may not be inclusive and the Architectural Review Board (ARB) reserves the right to ask for additional information.

1. Fences
 - a. Survey indicating the location with respect to the property lines and existing improvements.
 - b. Type of fence including materials, height, drawings, color, finish and decorative style.
 - c. Location and swing of gates.
 - d. Proposed landscaping plan surrounding fence (if required, see 7 below).

2. Painting
 - a. Identify colors including paint manufacturer, color name and color number.
 - b. Provide paint color samples.
 - c. Elevation of structure of area to be painted (elevation survey) identifying the location(s) of each paint color-
i.e. stucco color x, trim bands color y, door color z, etc.

3. Driveways/Concrete Patio Extensions
 - a. Survey indicating location of proposed installation drawn on survey.
 - b. Type of materials (driveways must be brick pavers).
 - c. Provide color and pattern information, preferably samples.
 - d. *Items on attachment A required.*

4. Screen enclosures
 - a. Survey depicting location of proposed screen enclosure.
 - b. Description of proposed type of screen enclosures.
 - c. Plans and specifications provided by the contractor indicating dimensions, height, screen roof type (e.g. mansard, gable or flat), location(s) of screen door(s) and accessories (e.g. kickplates).
 - d. Plan and elevation views of screen enclosure.
 - e. Identify colors including, as appropriate, colors for screening, aluminum framing, kickplates and glass.
 - f. *If concrete slab is required, items on attachment A required.*

5. Pool Additions
 - a. Survey depicting location of proposed pool on lot.
 - b. Architectural rendering.
 - c. Plans for fencing or screening (see 1 and 4 above).
 - d. Identify pool deck type, color and pattern, preferably samples.
 - e. Identify coping material and color, preferably samples.
 - f. Plans for shrubs to conceal pool equipment.
 - g. *Items on attachment A required.*

6. Room Additions
 - a. Survey depicting location of proposed addition on lot.
 - b. Architectural drawings including plan and elevation views.
 - c. Identify exterior paint colors including paint manufacturer, color name and color number.

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- d. Provide roof color verification, preferably with sample. Roof material and color must match existing home.
 - e. *Items on attachment A required.*
7. Landscaping
- a. Survey depicting location of existing plantings with respect to property lines and existing improvements.
 - b. Drawing illustrating placement of proposed landscaping.(on survey submitted)
 - c. Description of proposed landscaping including type, height and quality of planting materials.
 - cl. *Some landscape additions that are major in scope may require items on attachment A.*
8. Other
- a. Shutters require description of type of shutters and color. (brochure is helpful if available).
 - b. Satellite dishes require details regarding size, color, type and location where dish will be mounted.

Note: Any Architectural renderings submitted to the ARB will not be returned to the applicant.

DISCLAIMER/RELEASE

The Botanica Lakes Homeowners Association's Board of Directors, the ARB Review Board Members or their representative and the Management Company will not be held responsible for any landscaping or damage caused 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 and/or certificate of occupancy will be provided upon completion.

At any time, the ARB Board, the Board of Directors of the Association and/or the Property Management Company may ask for same documents and has the right to demand that said installation and/or construction be removed immediately at owner's expense if said modification is not what was approved by the ARB Board, Board of Directors, or the Property Management Company.

Name: _____

Signature: _____

Address: _____

Lot Number: _____ Date: _____

ATTACHMENT A

The following requirements apply only to proposed work requiring the use of motorized vehicles or construction equipment outside the boundaries of designated roadways. This may include, but not be limited to, excavation of pools, concrete placement, screen enclosures, building additions, or major landscaping:

1. *A check in the amount of \$5,000.00 made payable to Botanica Lakes HOA must be submitted with each application. This payment will be apportioned to include a \$4,900.00 security deposit, and \$100.00 ARB inspection fee. The security deposit will be returned following inspection and verification by the ARB that no damage to association or other property has occurred as a result of the work represented on the application. No interest is payable on deposits held by the HOA. The \$100.00 ARB inspection fee is non-refundable, and will be deducted from the \$5,000.00 submitted.*

2. Photos of the following areas:
 - a) Front of home including sidewalk, driveway areas, and landscaping
 - b) Both sides of home including all landscaping
 - c) Rear of home including landscaping and areas that are being altered
 - d) Lake easement area and lake bank.

NOTE:

The Security Deposit of \$4,900 will be returned to you, by the Management Company, after a satisfactory final inspection by the ARB following installation of the approved work. Please allow a minimum of ten business days after final inspection for check to be returned.