TERRENO HOMEOWNERS' ASSOCIATION, INC.

ARCHITECTURAL REVIEW COMMITTEE (ARC)

REQUEST FOR MODIFICATION – EXHIBIT "A"

Date: _____

Owner Property Address: _____

Lot #: _____ Owner Phone #: _____Owner Email: _____

Vendor Name: _____Vendor Phone: _____

Vendor Email Address: _____

Projected Start Date: _____ Estimated Completion Date: _____

Please Select Project Type

[ ] **Landscape Installations / Changes**

- Provide a marked-up plot plan or drawing/sketch showing the location and quantity of proposed plant material (trees, shrubs, flowers) being added or altered on the lot. Identify the plant species.
- Include the dimensions of any new landscape beds on the plot plan or drawing/sketch (if no new beds or extensions, indicate "within existing beds").

[ ] **Fence**

- Provide a copy of your plot plan/lot survey showing the planned location of the fence and gate(s). Include dimensions, measurements, and setbacks.
- *See Fence Guidelines (Design Review Guidelines)*

[ ] **Exterior Paint Changes**

- Provide a color picture of your home, as well as a color picture of the home to the left and right.
- Provide color samples, manufacturer, color name, code or number.
- Identify your paint color designations for: House Body, Fascia/Trim, Front Door/Shutters, and Garage Door.

* A 2ft x 2ft paint sample must be painted on the side of the house for inspection by ARC.

[ ] **Driveway / Walkway / Patio Extension**

- Provide a marked-up plot plan or drawing/sketch showing proposed extended areas.
- Include dimensions of extended areas

* Driveway/walkway pavers must match the originally installed paver color, style, and installation pattern that were installed by the builder.

[ ] **Swimming Pool**

- Provide a pool construction plan (plan that is provided to the county for permit) that identifies pool setbacks to structure, and property lines.
- Show location and dimensions of the entire pool area (pool deck/pool cage) – include screen enclosure elevation drawings, if applicable. **All aluminum framing, doors and hardware must be bronze in color. Screen material must be charcoal and match existing design of other screens.**
- Show location of mechanical pool equipment.
- Show lot survey depicting all enhancements including the access route for building the pool.
- If installing an open-air swimming pool, *see Fence Guidelines (Design Review Guidelines, Section III, Subsections C, Fences.*
- Provide a landscape plan showing the location, species, and quantity of all plant material. Landscaping shall be provided around the pool cage (or fence, if installing an open-air pool/spa) and mechanical equipment.

[ ] **Front /Rear Screen Enclosures**

- Provide screen enclosure elevation drawings with dimensions.
- **All aluminum framing, doors and hardware must be bronze in color. Screen material must be charcoal and match existing design of other screens.**

[ ] **Solar Panels / Solar Pool Heater**

- Provide a diagram showing the location of the panels on the roof.
- All piping/conduit must be painted monochromatic to match the surface color it's adhered to.
- *See Design Review Guidelines, Section III, Subsection C, Solar Panels.*

[ ] Other Improvements: _____

ALL APPLICANTS: Please provide a detailed description of your modification below.

_____
_____
_____
_____
_____

Construction Access Point: _____

The time cycle allowed by the covenants for your request to be processed does NOT begin until the ARC request is considered complete.

All applications MUST include (please initial next to each item, verifying the information is included. Indicate those that are not applicable):

1. _____Submit your site plan/plot plan (lot survey) with location of the proposed modifications. Identify construction access points. This will help the Committee to accurately determine the location of the proposed improvement, and its relationship to the property lines and setbacks.

2. _____Submit samples and/or color photos of all materials to be used. This will help the Committee to accurately determine the exterior appearance, and its conformance to the Design Guidelines.

3. _____Landscape Plans (if applicable): Provide a marked-up plot plan or drawing/sketch showing locations of new beds/plantings – List plant species and quantity.

4. _____A copy of the Contractor's license, and Certificate of Insurance (liability and workers compensation). These must be current, not expired.

Certificate Holder must be:

Hampton Lifestyles Management Group
7845 Baymeadows Way
Jacksonville, FL 32256

Di Vosta Homes LP
24311 Walden Center Drive
Ste. 300
Bonita Springs, FL 34134

Terreno HOA
1729 Terreno Blvd
Naples, FL 34120

5. _____If your modification requires any type of concrete work or ground excavation/digging (i.e., the installation of a pool, spa, patio, extended patio/driveway/walkway, screened enclosure, fencing, major landscaping, etc.), the Applicant/Owner and Contractor must read and sign the After-Market Construction Addendum and submit the signed addendum with this application.

6. _____If #5 applies to your modification, please submit Construction Damage Deposits (Checks Only)

-$500.00 from Owner ($1,000.00 from Owner if installing a pool/spa)

-$500.00 from Contractor ($5,000.00 from Contractor if installing a pool/spa)

Make checks payable to: **TERRENO HOMEOWNERS ASSOCIATION, INC.**

Please mail or deliver this application, along with items 1-6 in one envelope, to the Terreno HOA office located at:

1729 Terreno Blvd, Naples, FL 34120

HOMEOWNER STATEMENT OF RESPONSIBILITY

1. If the project causes damage to, or encroachment upon any adjacent property, public property, or common area, I/We will be responsible for any necessary repairs and the removal of any encroachments.
2. I/We will assume all liability for any damage incurred because of this modification as well as any additional maintenance costs that may be required by any and all governmental agencies for this modification.
3. I/WE have read and understand the CONSTRUCTION STANDARDS for the Terreno Homeowners Association, Inc.
4. I/We understand that once the project is approved by the Architectural Review Committee (ARC), changes may not be made unless prior written approval is received.
5. I/We understand this project shall begin within 60 days of receiving written approval and shall be completed within 1 year after commencement.

The undersigned acknowledges that they have read and understand this application. They also understand that no work on this request shall commence until written approval by the ARC is received. A One Hundred Dollar ($100.00) per day fine will be charged to the Homeowner for each day work has commenced prior to receiving ARC approval.

Homeowner Signature(s): _____Date:_____

Homeowner Signature(s):_____Date:_____

Construction Deposits:

Amount_____Date_____Check #_____Name on Check_____

Amount_____Date_____Check #_____Name on Check_____

Amount_____Date_____Check #_____Name on Check_____

ARC Review Date: _____

The above request for modifications to Lot # _____ has been:

_____ APPROVED

_____ DISAPPROVED

_____ APPROVED WITH THE FOLLOWING EXCEPTIONS/CHANGES:

_____

_____

_____

BY: _____ _____

Signature Title

A Five Thousand Dollar ($5,000.00) refundable deposit from Pool Company will be required. A One Thousand Dollar ($1,000.00) nonrefundable fee from the Contractor for use of the cement clean-out and common area damage and a copy of the contractor's license and certificate of insurance will be required from any party doing any concrete work, installing or constructing a swimming pool, patio or pool screen enclosures and pool heaters. A One Thousand Dollar ($1,000.00) refundable deposit from the owner will be required for other material changes at the Board's discretion. Owner deposit is refundable when the Association Manager confirms that all roadways and landscaping are restored to the original state.

1. The owner agrees that no work on this request shall commence until written approval by the ARC is received.
2. This application must meet all applicable codes and permitting.
3. All framing must be the same color as the lanai screen enclosure framing.
4. All aluminum framing, for the front entry door and hardware must be bronze in color.
5. No walls shall be constructed on any Parcel.
6. Reflective window coverings are prohibited.
7. Screen enclosures aluminum framing, doors and hardware must be bronze in color for the rear of unit.
8. It is the homeowner's responsibility to return the grade to the original condition as reflected on the survey. In order to properly accomplish this, it is the homeowner's responsibility to retain a surveyor to verify the grade after the install is complete. If the area is not returned to the original grade reflected on the survey, you may be liable for any costs the HOA incurs to re-grade the area.
9. When installing an after-market pool, patio or screened enclosure, the owner is responsible for contacting Sunnygrove for any modifications to the irrigation system before the construction may begin, and after completion to restore irrigation to their lot. Owner is responsible for all costs associated with the modification and restoration of irrigation for the unit.
10. When installing an after-market pool, patio, extended lanai with screened enclosure, a signed After- Market Construction Addendum must be submitted with the application.

The undersigned acknowledges that they have read and understand this application. They also understand that until a written approval is received, no work may be started.

Signature:_____ Date: _____

Signature:_____ Date: _____

ACCESS AGREEMENT

The_____ family will be constructing a swimming pool in the immediate future with _____. To be able to access the rear of the property, _____may require the use of the property between their home and yours.

Terreno HOA has secured a deposit to ensure that any damages that may occur during the normal course of swimming pool construction will be restored to the original condition once the construction is complete.

Homeowner: _____ Address:_____

Phone: _____ Email: _____

POOL CONTRACTOR

Vendor Name: _____

Vendor Address: _____

Vendor Phone #: _____

Vendor Email: _____

NEIGHBORS GRANTING ACCESS TO PROPERTY BETWEEN HOMES

Neighbor (Left):

Name:_____

Address:_____

Phone:_____

Email: _____

Signature:_____

Neighbor (Right):

Name: _____

Address: _____

Phone: _____

Email: _____

Signature: _____

TERRENO HOMEOWNERS' ASSOCIATION, INC.

CONSTRUCTION STANDARDS

All exterior construction activity in the Terreno Homeowners Association, Inc. must comply with the Covenants and Restrictions of the Terreno Homeowners Association, Inc. The following summary is provided for convenience:

PRECONSTRCTION: After the Lot Owner has received ARC plan approval, the following requirements must be satisfied before site preparation, materials delivery or construction may commence.

Signs: the ARC must approve General Contractor and Architect signs. No sign may be attached to any tree. No subcontractor signs are permitted.

Deposits: Owner may be required to make a refundable deposit with submittal of plans for approval and shall indemnify the Association for damages to Association or neighboring lot property during construction. The Contractor may be required to make a separate deposit as its bond in the event of damages caused by construction activity. Owner or Contractor liability may exceed these deposits.

Permit: ARC approval does not preclude any requirement for building permits from the County Building Department or other agencies.

Utilities: Location of all underground utilities should be obtained from the respective utility companies.

DURING CONSTRUCTION

Inspection: The ARC or the ARC's agent may inspect construction in progress to ensure compliance with approved plans, and, if appropriate, report permit or code violations to the Collier County Building Inspector.

Burning: Fires are not permitted.

Trash Disposal: Owners and Contractors are responsible for control and removal of trash generated by construction activities. Care should be taken to prevent spillage in transit. The ARC or the ARC's agent must approve the location of trash dumpsters prior to placement within Terreno Homeowners Association, Inc. At the end of each workday, materials are to be stored neatly and trash placed in the dumpster. The sidewalk, curb and street in front of the construction site shall be kept free of dirt and debris. Contractors are responsible for repair of curb or sidewalk damage caused by trucks or other equipment.

Neighbors' Rights: All construction materials must be kept within the Owner's property lines. Use of adjoining properties for access or storage without written permission from the owner is prohibited.

Damage: Any damage to Terreno Homeowners Association, Inc. property shall be charged to the General Contractor or Owner. Damage includes, but is not limited to, injury to property from mechanical equipment, vehicles, petroleum products and general or subcontractor employees.

Working Hours	**Monday through Saturday**	**7:00 a.m. to 7:00 p.m.**
	Sunday & Holidays	**No work**
Speed Limit	**25 miles per hour**	

Final Inspection, ARC inspection and final approval are required before deposits may be returned. All construction must be completed, trash and signs removed before inspection. The owner is responsible for notifying the ARC Administrator that the site is ready for inspection. Unauthorized changes from approved plans noted by the inspector must be corrected before a second inspection and final approval can be obtained.

EXHIBIT "E"

AFTER MARKET CONSTRUCTION ADDENDUM

This form must be signed by both the Owner and Contractor and returned to the Terreno HOA office with all deposits before work may commence.

The undersigned acknowledges that they have read and agree to abide by all conditions of Approval below and in any other documentation giving Approval. In addition, be it understood that until a signed **ARCHITECTURAL CHANGE APPROVAL LETTER** is received, no work may commence. **A One Hundred Dollar per day fine will be charged to the Homeowner for each day work has commenced prior to receiving ARC approval or the conditions of this addendum are not fully met.**

1. Contractor is required to notify the Association two days prior to work commencing to confirm all Association requirements are understood and will be met.

2. The Contractor is required to keep the work site free of trash and debris and to keep the front of the home and street clean and free of trash, nails and all debris daily. Materials delivered (such as pavers, concrete blocks, etc.) may not be placed on sodded or landscaped areas and must be removed immediately when their use is no longer needed.

3. This application must meet all applicable building and Collier County codes and permitting requirements.

4. All pavers on the subject lot that may need to be removed or reset during or after the construction of the pool are the sole responsibility of the homeowner.

5. The homeowner is responsible for contacting the Association's irrigation contractor to cap off all irrigation lines underneath the pool/enclosure/patio deck area. Any irrigation that is damaged during construction or restoration is the sole responsibility of the homeowner. Contractors may NOT use their own irrigation company.

6. Any pool equipment installed must have hedge material installed around the equipment to make it less visible for neighbors. Bushes must be thirty inches (30") high and eighteen inches (18") at the center of installation and maintained at 42" high thereafter. Pool heaters may not exceed 48 inches in height from the top of pad.

7. It is the responsibility of the Homeowner to restore the entire lot including the lake bank to a proper grade and slope for storm water run-off after completion; similarly, the Homeowner is responsible for any restorations on neighboring lots for proper grade, water runoff, landscaping and sod. The Association will not be responsible for water intrusion or drainage issues resulting from an after-market pool, screened enclosure or patio installation. Land warranty is voided with these installs; Homeowner is responsible for all drainage, flooding and grading issues going forward. Association approved landscaper must be used to restore.

8. Silt fencing must be installed around the perimeter of the construction site to protect neighboring units and the environment, lake banks and water retention ponds, and must be maintained in proper working condition throughout construction.

9. The homeowner must restore all sod and landscaping to its original condition and a detailed landscaping plan must be submitted along with the Architectural Change Form to show the new location and type of plants to be installed on the lot.

10. A One Thousand Dollar ($1,000.00) deposit for common area damage is required from any Owner installing or constructing an after-market pool, screened enclosure, or patio. The deposit balance is refundable when the Association Manager confirms that all roadways, lake banks, sidewalks and landscaping are restored to the original state.

1. A Five Thousand Dollar ($5,000.00) deposit, deposit letter or bond made out to the Terreno Homeowners Association Inc. is required from any Contractor performing after-market construction. The deposit balance is refundable and/or transferable when the Association Manager confirms that all roadways, lake banks, sidewalks, roadways and landscaping are restored to the original state and all conditions of Approval have been met.

2. Any contractor who engages in any of the following activities, damaging Association property by dumping construction materials onto any portion of the Terreno property, not cleaning up every day during the construction period, using unapproved access points, discharging any building materials directly into the lakes or the storm drains in the Terreno community or conducting themselves in a less than professional manner will be fined $1000.00 per incident, which will be taken from the deposit amount held by the Association.

3. The homeowner is responsible for contacting SSOCOF (Sunshine State One Call of Florida). Dial 811 or 1-800- 432-4770, "Call before you Dig-it's the Law", to identify any utility lines or fiber optics in the path of excavation. Emergency Services to the community may be impaired or interrupted if lines are cut or damaged. Please allow 3-5 business days for a response.

4. For projects that require access through neighboring properties, the Homeowner is responsible for providing written permission from neighboring Owner stating access through Owner's property is permitted. This permission must be submitted with the Application and prior to approval.

5. Contractors who consistently violate the conditions of approval will be banned from doing further work in the Terreno community.

If, for any reason, landscaping, bank grade, roadways or walkways are not fully restored, the security deposit will be used for any costs incurred and any additional costs outside of the $1,000.00 will be assessed against the Unit owner.

I, THE UNDERSIGNED INDIVIDUAL(S), HAVE READ AND FULLY AGREE TO THE TERMS AND CONDITIONS OUTLINED IN THIS AGREEMENT AND AGREE TO FORFIET ALL, OR A PORTION OF MY DEPOSIT, IF ALL ASPECTS OF THIS AGREEMENT ARE NOT MET DURING THE CONSTRUCTION OF IMPORVEMENTS MADE TO THE HOME/LOT LOCATED AT**:**_____

Owner's Signature_____ Date_____

Contractor's Signature_____ Date_____