

# Marina Bay of Fort Myers Homeowners Association, Inc.

## REQUEST FOR ARCHITECTURAL REVIEW

Please return this completed form and all other required documents and payments to:

Marina Bay of Fort Myers HOA  
C/O GRS Management Associates  
3900 Woodlake Blvd, Suite 309  
Lake Worth, FL 33463

Owner Name: \_\_\_\_\_

Property Address: \_\_\_\_\_ Lot number: \_\_\_\_\_

Telephone: Home \_\_\_\_\_ Work \_\_\_\_\_ Cell \_\_\_\_\_

E-mail Address: \_\_\_\_\_

Work will be performed by: Owner  Contractor  License and Insurance required

A. **Brief Description:** In the space below or on an attached page, please provide a detailed description of the Improvement(s) you would like to construct or install. Please be specific and include details such as dimensions, materials, color(s), design, location and other pertinent data. Refer to Exhibit A for specific information needed for certain proposed improvements.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

B. **Please attach the following items to this application (if applicable):**

- \_\_\_\_\_ **A non-refundable processing fee in the amount of \$50.00 made payable to GRS Management Associates.**
- \_\_\_\_\_ Copy of official lot survey (site plan) indicating the location of the proposed Improvement(s) (i.e., pool, screen enclosures, landscaping or other changes), clearly marked and drawn to scale.
- \_\_\_\_\_ Specifications, drawings, and other detailed plans for the proposed Improvement(s) (2 complete sets).
- \_\_\_\_\_ Copy of subcontractor's license.
- \_\_\_\_\_ Copy of subcontractor's insurance certificate to include general liability (minimum of 1 million dollars), workers compensation or State of Florida workers compensation exemption. Marina Bay of Fort Myers HOA must be named as an additional insured.
- \_\_\_\_\_ Security deposit of \$5,000.00 made payable to MARINA BAY OF FORT MYERS HOMEOWNERS ASSOCIATION, INC. to cover the costs of any incidental damage caused to Association Property, an adjacent Home or Lot, or any other property (whether real or personal) by virtue of Owner's construction or installation of the Improvement(s). This security deposit is required at the Association's sole discretion for improvements such as patio extensions, pools, room additions or major landscaping. The security deposit, less any damages caused by the construction or installation of the Improvement(s) will be returned after the final inspection following the installation or construction of the Improvement. Please allow a minimum of thirty business days after the final inspection for the deposit to be returned.
- \_\_\_\_\_ A non-refundable Review and Inspection Fee in the amount of \$350.00 made payable to MARINA BAY OF FORT MYERS HOMEOWNERS ASSOCIATION, INC. This Review and Inspection Fee is required at the Association's sole discretion for the review and inspection of Improvements such as patio extensions, pools, room additions or major landscaping.
- \_\_\_\_\_ Contract with Juniper Landscaping for any modifications made to the irrigation.
- \_\_\_\_\_ Photographs of the following areas: 1) front of the home, including sidewalk, driveway and landscaping; 2) both sides of the home, including all landscaping; 3) rear of the home, including landscaping and areas you propose to modify; and 4) lake easement area and lake bank (if applicable).
- \_\_\_\_\_ No Outstanding Violations
- \_\_\_\_\_ Account Balance must be CURRENT

**PLEASE NOTE: NO DEPOSITS WILL BE RETURNED UNLESS ALL THE REQUIREMENTS ARE MET ON EXHIBIT "B"**

**Failure to provide the above listed documents, security deposit and fees (if applicable) will result in delay or denial of the request.**

# Marina Bay of Fort Myers Homeowners Association, Inc.

## C. Owner's Acknowledgments:

I have read, understand, and agree to abide by the Declaration of Covenants, Restrictions and Easements for Marina Bay and the Association's Rules and Regulations. I further acknowledge and agree that I am responsible for the following:

- To comply with all applicable governmental laws, statutes, ordinances, codes, rules and regulations.
- To comply with the conditions of acceptance required by the Association (if any).
- To complete the Improvement according to the approved plans. If the Improvement is not completed as approved, said approval will be revoked and the Improvement shall be removed by Owner at Owner's expense.
- All losses caused to others, including common areas, as a result of the Improvement, whether caused by me or my contractors.
- All costs and expenses associated with any effect the Improvement may have on drainage and/or the drainage swale.
- All costs and expenses associated with any irrigation modifications required as a result of the Improvement. Owner must notify and contract with Juniper Landscaping (239-561-5980) for any necessary modifications to the irrigation system prior to work being initiated.
- All maintenance for any new landscaping installed.
- To remove and haul away all excavated fill from the construction of a pool or any other modification during construction of the Improvement. No fill can be left on the property, street, swale, preserve or adjoining property during construction.
- **Owner is responsible for ensuring that all areas affected by the construction or installation of the Improvement (i.e. existing landscaping, irrigation, common areas, etc.) are restored to their original condition. Owner will be notified of any deficiencies in writing and will be asked to restore the affected area and/or address any damages. If Owner fails to restore the affected area in a timely manner, the Association reserves the right to restore the area at Owner's expense.**

I acknowledge that the Committee's review and approval or disapproval of plans submitted to it for any proposed Improvement shall be based solely on considerations of the overall benefit or detriment to the Community as a whole. I further acknowledge and agree that the Committee shall not be responsible for reviewing, nor shall its approval of any plan or design be deemed approval of, any plan or design from the standpoint of structural safety or conformance with all applicable laws, rules, regulations, codes and ordinances.

I agree to abide by the decision of the Architectural Control Committee. If the Improvement is not completed as approved with the specifications submitted in this application and I refuse to correct or remove the Improvement, I acknowledge that I may be subject to court action by the Association. In such event, I shall be responsible for all reasonable attorneys' fees and costs.

\_\_\_\_\_ **Date** \_\_\_\_\_ **Signature of Owner**

### ACTION BY ACC

- Approved     Approved with conditions     Deferred for missing information     Denied

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

By: \_\_\_\_\_  
Signature of ACC Member

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

# Marina Bay of Fort Myers Homeowners Association, Inc.

## EXHIBIT A

To expedite your request, please include the information listed below for each applicable category. This list is not exhaustive and the Architectural Control Committee reserves the right to ask for additional information.

1. Fences
  - a. Survey indicating the location of the proposed fence with respect to the property lines and existing improvements (cannot extend into any easement).
  - b. Type of fence, including materials, height, drawings, color, finish and decorative style (must be bronze aluminum rail and four (4) feet high per Lee County Code requirements).
  - 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.
4. Screen enclosures
  - a. Survey depicting location of proposed screen enclosure.
  - b. Description of proposed type of screen enclosure.
  - 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 (aluminum frames must be bronze).
5. Pool Additions
  - a. Survey depicting location of proposed pool (\*placement of overflow pipe for pool must be indicated).
  - 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.
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.
  - d. Provide roof color verification, preferably with sample. Roof material and color must match the existing roof material and color of the home.
7. Landscaping
  - a. Survey depicting location of existing and proposed plantings with respect to property lines and existing improvements.
  - b. Description of proposed landscaping including species, type, height and quality of planting materials.
8. Shutters and satellite dishes
  - 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 (cannot be located on the front elevation of the home). Please place the proposed dish location on a lot survey or site map.
9. Play sets and trampolines
  - a. Play sets and trampolines must depict the set or equipment and show its placement on a lot survey. If it is visible from the sides, back, or street, shielding landscaping of mature size and height may be required.
  - b. Proposed shielding landscaping requires a description of type and height of planting materials.

**Note: Plans and architectural renderings submitted to the Committee will not be returned to the Owner.**

# Marina Bay of Fort Myers Homeowners Association, Inc.

## EXHIBIT B

### After Market Pool Requirements

1. The irrigation zones in the location of proposed pool must be cut and capped. Zone lines for the balance of the lot must remain functional during the pool construction. Contractor shall not tamper with the irrigation valve serving the subject and adjacent lots.
2. Silt fences to be installed at the rear and side yard property lines PRIOR to any construction.
3. No construction materials to be dumped/stored in the public right-of-way. All materials to be stored on the subject lot.
4. Any damage to the public right-of-way must be repaired/restored to their original condition. This includes the asphalt, concrete sidewalks, and sod within the public right-of-way.
5. All pool dirt must be removed off-site the same day the pool is excavated.
6. For lake front lots, no material/dirt is allowed to be stored within the lake tract which includes the 20' lake maintenance easement.
7. All pool overflows must be plumbed on the sides of the pool (NOT the rear).
8. Prior to sodding, the Contractor shall have the side yard swales staked and graded to insure positive drainage.
9. Upon completion of sod, the contractor shall have the surveyor "as-built" the side yard swales. Said as-built shall be submitted to the HOA (property manager) to submit to the reviewing engineer for conformance with the original design plans. Security Deposit cannot be refunded without this "as-built" submission to the HOA.
10. If the pool deck is to be constructed to the rear property line, the existing grade at the rear property line must not be compromised or changed. If the pool deck grade is higher, a retaining wall must be built at the grade transition.
11. Sod seams at tie-ins shall be cut-in to match the adjacent sod/grade.
12. Bushes shall be installed around all pool equipment for screening.
13. Once the pool has been signed-off by the City of Fort Myers, a final inspection will be completed by the HOA's professional engineer to insure that all of the above have been maintained. Any cost incurred by the HOA to make necessary repairs not completed by the pool contractor will be deducted from the deposit. Once the HOA has signed-off, the pool deposit will be returned.