

HAMILTON PLACE TOWNHOMES HOA

ARC GUIDELINES AND APPLICATION

ARCHITECTURAL REVIEW COMMITTEE
REQUEST FOR SUBSTITUTION, REPLACEMENT OR ENHANCEMENT

Please remember that all changes, additions and alterations to the exterior of a home must be approved in writing through the Architectural Review Committee (ARC) unless otherwise stipulated. Failure to submit an ARC request prior to having the work completed could be considered a violation. The homeowner is responsible to contact and coordinate with all vendors and ensure all required documents are filed with the Management office PRIOR to beginning work on the unit. Any and all vendors working on site are considered the invited guest of the Owner; the Owner is responsible to the Association and its members to ensure the Rules and Regulations are followed at all times. Infractions of the community governing documents will be considered violations by the Owner and may result in restrictions, fees, fines as permitted by the governing Documents.

ARCHITECTURAL GUIDELINES, CHANGES AND PROCEDURES

Architectural Modifications: Each applicant shall submit an application to the Committee with respect to any proposed improvement or material change in an existing Improvement.

The Committee may also require submission of:

- Sample of building materials and colors proposed to be used
- Site plans, plans, and specifications for the proposed Improvement, prepared and stamped by a registered Florida architect or residential designer
- Landscaping and Irrigation plans prepared by a registered landscape architect or designer showing all existing trees and major vegetation
- Pool plans and specifications
- Times scheduled for completion

In the event the information submitted to the Committee is, in the Committee's opinion, incomplete or insufficient in any manner, the Committee may request and require the submission of additional or supplemental information. The Owner or Neighborhood Association shall, within (15) days, comply with request.

The Committee shall approve or deny the application in writing within (30) days after the receipt of all information required. The Committee shall have the right to disapprove any plans which are not suitable or desirable.

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Certificate of Compliance: Prior to beginning any work owners are required to obtain a Certificate of Compliance from the Committee certifying that the Owner has complied with all requirements. In the event that a homeowner fails to comply with all provisions in the Declaration, the Architectural Review Requirements or other rules and regulations set out by the Committee or the Association; the Committee may record a Certificate of Non-Compliance against the Home or Home Owner.

Violations: If any improvement shall be constructed or altered without prior written approval, or in a manner which fails to conform with the approval granted, the Approved Party shall, upon demand of the Association or the Committee, cause such Improvement to be removed or restored until approval is obtained or in order to comply with the plans and specifications originally approved. The Approved Party shall be liable for the payment of all costs and associated with effecting such removal or restoration, including, without limitation, all legal fees, incurred by the Association or Committee. The costs shall be deemed a Specific Assessment or Neighborhood Assessment, as applicable, and enforceable pursuant to the provisions of this Declaration. The Committee and/or the Association are specifically empowered to enforce, at law or in equity, the architectural and landscaping provisions of this Declaration and the Architectural Review Requirements.

Some Helpful Tips:

- Review your contract before you sign it.
- Contact your insurance company to make sure work performed is covered under your insurance policy.
- Avoid paying cash.
- Avoid any contractor who requires full payment in advance. Arrange to pay after the contractor completes the work or in agreed upon installments.
- Don't sign off on work that is completed until all work is finished according to your contract, and the contractor has cleared all permits with final inspection approval from the building department.
- If your contract exceeds \$2,500, become familiar with the Florida Construction Lien Law (See Link Below)
- Most jobs require permits. Always check with your local building department regarding permits needed for your project.

Protect Your Investment...

Hire Only Licensed Contractors

To verify a contractor's license, or to file a complaint against a contractor, call 1.800.487.1395 or go to the Department's website: www.myfloridalicense.com

For more information about the Florida Construction Lien Law:

http://www.leg.state.fl.us/statutes/index.cfm?App_mode=Display_Statute&URL=0700-0799/0713/0713.html

Report unlicensed activity Toll Free at: 1.866.532.1440

INITIALS

HAMILTON PLACE TOWNHOMES HOA

ARCHITECTURAL REVIEW COMMITTEE - REQUEST FOR MODIFICATION

In an effort to simplify the submission of Architectural Review/Modification Requests, and to provide a faster approval process, the ARC Committee would like to provide the following instructions:

1. Before any changes/additions can be made to outside landscaping or the outside structure of a home/lanai, the homeowner must submit an Architectural Review Request for modification (form attached). The form can also be obtained from the Hamilton Place Townhomes Homeowner Website.
2. Review the ARC Guidelines, initial each page, complete the application with as much detail as possible (building materials, color codes, plant material, brand names, model numbers, etc.), sign and submit the application to the Management office.
3. The completed form must also have the following attached for submission to the committee:
 - a. Name of company performing the work, their contact info including e-mail address
 - b. Copy of the Occupational License or Business Tax Receipt
 - c. Drawings of proposed improvements on copy of property survey
 - d. Permits - where applicable
 - e. Certificate of Insurance

Hamilton Place Townhomes HOA must be NAMED INSURED. "Certificate Holder" block must read:

Hamilton Place Townhomes HOA
975 6th Avenue South, Suite 101
Naples, FL 34102

4. Submit all forms and information to one of the following:

Hamilton Place Townhomes HOA
c/o ADG4 of Naples, LLC
975 6th Avenue South, Suite 101
Naples, FL 34102

Email to: info@adg4companies.com

Or Fax it to: 239.234.5285

If you have any questions, please feel free to contact a member of your property management team.
Thank you for your assistance and cooperation!

INITIALS

HAMILTON PLACE TOWNHOMES HOA

I / We, _____, have read and accept the ARC Guidelines as stated above, agree to follow them accordingly, and hereby request approval by the Architectural Review Committee for the modification shown below to for the Dwelling located at:

Address _____ City _____ Zip _____

Home Phone No.: _____ Work Phone No.: _____ E-mail _____

MODIFICATION BEING REQUESTED (Please describe in detail, including materials and colors used as well as size):

_____ FRONT DOOR/OTHER DOOR/WINDOW	_____ SATELLITE DISH/ANTENNAS
_____ EXTERIOR LIGHTING CHANGE/ADDITION (REAR)	_____ LANAI EXTENSION W/SCREEN ENCLOSURE
_____ HURRICANE PROTECTION (SHUTTERS, ETC.)	_____ LANAI EXTENSION (NO ENCLOSURE)
_____ LANDSCAPING**	_____ SCREEN ENCLOSURE (NO EXTENSION)
_____ FENCES/POOL ENCLOSURES, WALLS	_____ POOL ADDITION
_____ PAVERS	_____ OTHER

EXPECTED COMPLETION DATE: _____

DRAWINGS ATTACHED: YES _____

NO _____

Please include the following:

Vendor: _____ Phone: _____ E-mail _____

- ☐ Copy of the Occupational License or Business tax Receipt
- ☐ Certificate of Insurance (**Hamilton Place Townhomes HOA must be Certificate Holder and Named Insured**)
- ☐ Drawings of improvements drawn to scale and on survey
- ☐ Permits - Where Applicable

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** Any expense incurred due to City/County code changes will be the responsibility of applicant.

I/We hereby make application to the Architectural Review Committee for the above described item to be approved in writing by the Architectural Review Committee and the Board of Directors.

I/We understand that approval of our request must be granted before I/We can have the job started. I/We also acknowledge that we could be forced to have the item removed if it is installed without approval. I/We also acknowledge that this request is granted **AS PRESENTED** to the Board of Directors and must be completed as presented. Any changes are not approved and will not be accepted without the approval of the Committee. I/We understand that the Architectural Review Committee has up to 30 days to approve this request.

Signature of Applicant

Date

Signature of Applicant

Date

BELOW FOR ARCMEMBER / MANAGEMENT REPRESENTATIVE ONLY:

RECEIVED BY:

Date

The above request for modification to (Address)_____ has been:

() DISAPPROVED

() APPROVED

() APPROVED WITH CHANGES OUTLINED IN LETTER/EMAIL

DATE: _____

ARC MEMBER: _____

(OR MANAGEMENT REPRESENTATIVE)

(SIGNATURE ABOVE AUTHORIZES START OF WORK-SIGNATURES BELOW COMPLETE FILE)

☐ FINAL SURVEY/DRAWINGS ON FILE AT OFFICE (MATCHES APPLICATION AS SUBMITTED)

☐ FINAL REVIEW BY IRRIGATION COMPANY

☐ FINAL REVIEW BY LANDSCAPING COMPANY

DATE: _____

Signature: _____

DATE: _____

Signature: _____

FINAL REVIEW BY ARC MEMBER / MANAGEMENT REPRESENTATIVE

DATE: _____

Signature: _____