

# THE PLACE AT CORKSCREW ARCHITECTURAL REVIEW COMMITTEE

## Alterations / Modifications Request Form

This form is to be completed by the homeowner and submitted to the ARC and approved BEFORE any work commences. Please refer to your Governing Documents for information on the ARC. Committee has 30 days to review, comment or approve from date of receipt.

**\*All applications must have the Homeowners affidavit disclaimer/release PLUS vendor license and insurance attached.**

If you would like notification sent to alternate address please list here: \_\_\_\_\_

### THIS SECTION TO BE COMPLETED BY HOMEOWNER

ASSOCIATION NAME: **THE PLACE MASTER ASSOCIATION, INC.**

DATE: \_\_\_\_ / \_\_\_\_ / 20\_\_

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

Property Address: \_\_\_\_\_

Lot Number: \_\_\_\_\_

Phone: \_\_\_\_\_ Email Address: \_\_\_\_\_

### DETAILED DESCRIPTION OF PROPOSED ALTERATION/MODIFICATION BEING REQUESTED:

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Please provide all information needed to review the proposed modifications or alterations, including a detailed description of materials, colors being used, as well as dimensions of proposed materials.

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| <input type="checkbox"/> Copy of survey map, site plan, with a suitable diagram showing where the modification/alteration is located (include dimensions/measurements) and dimensions from the modification/alteration to lot lines. |
| <input type="checkbox"/> Completed Specifications and Materials Submittal including colors.  |
| <input type="checkbox"/> Copy of County/Approvals/Permit(s) (if required)  |
| <input type="checkbox"/> Certificate of Insurance – MUST be in the Association's and name The Place Master Association, Inc. as additionally insured.  |

CERTIFICATE HOLDER:  
The Place Master Association, Inc.  
c/o Icon Management  
19900 The Place Blvd.  
Estero, FL 33928

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|---|
| <input type="checkbox"/> Signed and sealed engineering or architectural drawings (as required for structural modifications or alterations)  |
| <input type="checkbox"/> Other detailed drawings by landscape designer or other professional, including proposed plant types, size, quantity, and dimensioned location from lot lines and structures. |
| <input type="checkbox"/> Cut sheets, paint samples, etc.  |
| <input type="checkbox"/> Copy of original hardscape/paving/site survey/location plan showing proposed alterations (structural additions, modifications, or alterations)                               |
| <input type="checkbox"/> Copy of planting/landscaping plan OR photos of existing showing proposed alterations (landscaping alterations)   |
| <input type="checkbox"/> Homeowner will be completing the modification / alterations  |
| <input type="checkbox"/> Homeowner has hired Contractor(s) to complete the modification / alterations   |

Applications submitted without all of the information needed to review the proposed modifications or alterations will not be reviewed.

All requests must conform to all local zoning and building regulations and include all necessary permits. The ARC takes no responsibility in verifying zoning or building codes.

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**THIS SECTION TO BE COMPLETED BY ARCHITECTURAL REVIEW COMMITTEE**

☐ REQUEST APPROVED:                      DATE APPROVED: \_\_\_\_\_

ARC BOARD MEMBER/DEVELOPER SIGNATURE: \_\_\_\_\_

APPROVED WITH THE FOLLOWING CONDITIONS: \_\_\_\_\_

\_\_\_\_\_

☐ REQUEST DENIED:                      DATE DENIED: \_\_\_\_\_

ARC BOARD MEMBER/DEVELOPER SIGNATURE: \_\_\_\_\_

REASON(S) FOR DENIAL: \_\_\_\_\_

\_\_\_\_\_

**\*\* Disapproved request must be appealed in writing to the Board within fifteen (15) days after the ARC issues disapproval \*\***

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**Please Return Completed Form To:**  
The Place Master Association, Inc.  
19900 The Place Blvd.  
Estero, FL 33928  
(Management Office)

**THE PLACE MASTER ASSOCIATION, INC.**  
**HOMEOWNER'S AFFIDAVIT**  
**DISCLAIMER/RELEASE**

**I have read, understand, and agree to abide by the Governing Documents of the Association and the Architectural Review Committee Guidelines. 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.
- Homeowner further acknowledges that drainage swales have been designed and established between homes (side yards) to carry storm water off the lot and to maintain positive drainage away from the home. The Association, Board of Directors, CDD, and/or Developer shall not be responsible for any adverse effect that any proposed landscaping installation or construction may have on drainage. The Homeowner shall be responsible for all associated costs to restore drainage per original site survey.
- The Homeowner is responsible for any costs associated with irrigation modifications as a result of this alteration.
- The Homeowner is responsible for any maintenance costs associated with the modification / alteration.
- **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 required to correct any damages. Failing that, the Homeowner is responsible for all costs necessary for the HOA to properly restore the area.**

**All applications must also include a signed copy of this affidavit disclaimer/release PLUS vendor license and insurance attached.**

**Additional Notes:**

**For Pool Construction:**

- A **Five Thousand Dollar (\$5,000)** deposit for damage and a copy of the contractor's certificate of insurance will be required from any party doing concrete work, installing or constructing a swimming pool, patio, or pool screen enclosures, and pool heaters. Deposit is refundable when the Association Manager confirms that all roadways, sidewalk, curbing, landscaping, irrigation and other common areas, or neighboring lots are restored to their original state.
- All required permits must be obtained and displayed by Homeowner prior to work beginning.
- Homeowner is responsible for notifying Association Manager prior to commencing any lot excavation in order to identify irrigation or other utility lines in the path of excavation. Homeowner must contact Association's irrigation contractor for coordination and approval before construction begins.
- Homeowner or Homeowner's agents or builder/contractor shall not use any portion of the Association property, other than roads, for the purpose of obtaining access to the owner's lot and home to construct any improvements approved by the Association.
- No common ground area, including roadways, may be used for long term or short term (temporary) material storage. No excavation materials shall be placed on a roadway surface or any other common area or neighboring property. All waste, excess materials, fill, etc. must be removed from the property daily. Use of Home Builder dumpsters will result in loss of deposit. Use of any property other than the

home where the work is being completed is prohibited without permission granted from Association.

- All construction shall be performed by licensed builder/contractor who is insured. All applicable code and regulations will be followed and all necessary permits will be obtained at Homeowner's expense.
- Landscaping shall be installed around the pool cage or fence. A detailed drawing by homeowner, landscape designer, landscape contractor, or other professional, including proposed plant types, size, quantity, and dimensioned location from lot lines and structures.
- Homeowners may be charged extra by the Association to maintain any new landscaping that was added as an alteration/modification. Homeowners may also be charged extra for additional trimming and/or mulch that is required from the new landscaping. Planted shrubs and bushes to have a maximum height of six (6) feet.
- Homeowner is responsible for bringing all areas used for construction traffic back to original condition.
- Should any legal, regulatory agency require, at any time in the future, modifications to this Architectural Modification, will need to be done at the Homeowner's expense.
- Decks/lanais/patios cannot be installed over a drainage swale. In the event the alternation/modification does interfere with the surface drainage, the Homeowner will be required, at their own expense, to correct the drainage to the Association's satisfaction. Any maintenance costs incurred by the Association, as a result of this Architectural Modification will be at the owner's expense.
- Raised concrete decks must be finished and painted the same color as the body of home.
- Prior to submitting a drawing of any modification or alteration that may disrupt the existing irrigation system; the Homeowner will need to coordinate the review of the current irrigation design. This will be done exclusively at the Homeowner's expense. Homeowner is required to contract with the Association's existing irrigation contractor to make any changes to the existing irrigation system.
- Silt fence is required to be installed and maintained around the construction limits during pool construction.
- A dewatering sock is required to minimize turbid/silt discharges when dewatering.

#### Other Alterations:

- A **Five Hundred Dollar (\$500) deposit** will be required for fence installation or other material changes at the ARC Board's discretion. The deposit is refundable when Association Manager confirms that all roadways, landscaping, and other common areas are restored to the original state.
- All required permits must be obtained and displayed by the Homeowner prior to work beginning.
- Homeowner is responsible for notifying Association Manager prior to commencing any lot excavation in order to identify any irrigation or utility lines in the path or excavation. Homeowner must use
- Association's irrigation contractor for any needed relocation.
- Homeowner or homeowner's agents or builder/contractor shall not use any portion of the Association property or neighboring lot, other than roads, for the purpose of obtaining access to the owner's lot and home to construct any improvements approved by the Association without written approval.
- All construction will be performed by a licensed builder/contractor who is insured. All applicable codes and regulations will be followed and all necessary permits will be obtained by the Homeowner.
- Homeowner is responsible for bringing all areas used for construction traffic back to original condition.
- Should any legal, regulatory agency require, at any time in the future, modifications to this architectural modification, will need to be done at the Homeowner's expense.
- Decks/lanais/patios cannot be installed over drainage swale. In the event the alteration/modification does interfere with the surface drainage, Homeowner will be required, at their own expense, to correct the drainage to the Association's satisfaction. Any maintenance costs incurred by the Association, as a result of the architectural modification, will be at the Homeowner's expense.
- Refer to Exhibit H for Fencing Options and typical Fence Layout and/or Screen Enclosure Layout.
- Prior to submitting a drawing of any modification or alteration that may disrupt the existing irrigation system, the Homeowner will need to obtain a letter from the existing Association irrigation contractor stating that the proposed modification will not interfere with the irrigation system. Should any

irrigation lines, sprinkler heads or other irrigation equipment need to be relocated, this will be done exclusively at the Homeowner's expense. Homeowner is required to contract with the Association's existing irrigation contractor to make any changes to the existing irrigation system.

- For hurricane shutter installations, Homeowner is solely responsible for ensuring shutter meets county code requirement. Permanently attached portions of the shutter must be white or match the body color of the home.
- All alterations/modifications are subject to requirements of the Governing Documents, Architectural Review Committee Guidelines, and any other applicable regulations at the Association's discretion.
- Homeowners may be charged extra by the Association to maintain any new landscaping that was added as an alteration/modification. Homeowners may also be charged extra for additional trimming and/or mulch that is required from the new landscaping. Planted shrubs and bushes to have a maximum height of six (6) feet.

I also understand that the ARC does not review and assumes no responsibility for the structural adequacy, capacity or safety features of the proposed construction, alteration or addition; or for performance, workmanship or quality of work of any contractor or of the completed alteration.

I agree to abide by the decision of the Architectural Review Committee or Board of Directors. If the modification is not completed as approved per 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 attorney's fees.

**Property Address of Homeowner:** \_\_\_\_\_

\_\_\_\_\_  
**Name of Homeowner (Print)**

\_\_\_\_\_  
**Signature of Homeowner**

\_\_\_\_\_  
**Date**