

**KINGS LAKE HOMEOWNERS ASSOCIATION, INC.  
ARCHITECTURAL REVIEW COMMITTEE  
REQUEST FOR MODIFICATION  
SHORT FORM**

**FENCE**     **LANDSCAPING**     **EXTERIOR CONSTRUCTION**     **OTHER**

I, \_\_\_\_\_, hereby request approval by the Architectural Review Board for the Modification shown below to Lot \_\_\_\_\_ located at: (Street Address) \_\_\_\_\_  
Owner's Home Phone Number \_\_\_\_\_ Cell Phone Number \_\_\_\_\_ Email \_\_\_\_\_

Modification:

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

**THE FOLLOWING MUST BE PROVIDED WITH EACH REQUEST:**

1. A SKETCH, INCLUDING THE DIMENSIONS OF THE PROPOSED MODIFICATIONS.
2. A SURVEY WITH THE LOCATION OF THE MODIFICATION ON THE PROPERTY (with setback dimensions).
3. CERTIFICATE OF INSURANCE FROM CONTRACTOR AND LICENSE, IF APPLICABLE.
4. CONSTRUCTION/ DAMAGE DEPOSITS (For concrete, masonry, paving, pool refinishing, fence installations): **\$300.00 FROM OWNER.**
5. APPLICATION FEE IN THE AMOUNT OF **\$25.00.**

**MAKE CHECKS PAYABLE TO KINGS LAKE HOMEOWNERS ASSOCIATION, INC. Attach the above pieces of information to this form and return to the address below.**

Upon approval of my request for this modification, I/WE will assume all liability for any damage incurred as a result of this modification as well as any additional maintenance costs that may be required by any and all governmental agencies for this modification. I/WE have read and understand the "CONSTRUCTION STANDARDS" for the KINGS LAKE HOMEOWNERS ASSOCIATION, INC. (see backside of this application). I/WE understand this project shall begin within the next 45 days and shall be completed within 120 days after commencement.

Owner's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Return form to:**            **Southwest Property Management Corporation**  
**1044 Castello Drive, Suite #206**  
**Naples, FL 34103-1900**  
**Phone: (239) 261-3440 (ext. 134)    Fax: (239) 261-2013**  
**Email: tmiller@swpropmgt.com**

ARC Meeting Date: \_\_\_\_\_

- The above request for modification to Lot# \_\_\_\_\_ has been:
- DISAPPROVED  
 APPROVED  
 APPROVED WITH THE FOLLOWING CHANGES:

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

By: \_\_\_\_\_  
Signature

**Review Fee** in the amount of \_\_\_\_\_ received \_\_\_\_\_. Check # \_\_\_\_\_. Name on Check \_\_\_\_\_

**Construction Deposits:**

Name \_\_\_\_\_ Date \_\_\_\_\_ Amount \_\_\_\_\_ Check # \_\_\_\_\_

# KINGS LAKE HOMEOWNERS ASSOCIATION, INC.

## CONSTRUCTION STANDARDS

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

**PRECONSTRUCTION:** 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:** General Contractor and Architect signs must be approved by the ARC. Signs must be no larger than four square feet and erected no closer than three feet to the road right of way. No sign may be attached to any tree. No subcontractor signs are permitted.

**Deposits:** Owner is required to make a deposit of \$25.00 with submittal of plans for approval and shall indemnify the Association for damages to Association or neighboring lot property during construction. The Contractor is required to make a separate deposit of \$300 as its bond in the event of damages caused by construction activity or non-completion of approved plans. 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 companies.

### **DURING CONSTRUCTION**

**Inspection:** The ARC may inspect construction in progress to insure compliance with approved plans, and, if appropriate, report permit or code violations to the 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. A suitable trash dumpster is required to be placed 20 feet from the road. 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 owners is prohibited.

**Damage:** Any damage to Kings Lake Homeowners Association property shall be charged to the Owner and/or General (or principal) Contractor. Damage includes, but is not limited to, injury to property from mechanical equipment, vehicles, petroleum products and general or subcontractor employees.

<b>Working Hours:</b>	Monday through Friday	7:00 a.m. to 7:00 p.m.
	Saturday	8:00 a.m. to 5:00 p.m.
	Sunday	<b>No work</b>

**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. 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. Additional inspections will be charged at \$50 per visit until all discrepancies are corrected.