

## Overview of Project Guidelines for Isle Verde Homeowners

The objective of the ARB (Architectural Review Board) guidelines is to protect and enhance the value of the Isle Verde community and ensure a safe and enjoyable experience for all residents. We accomplish these objectives first and foremost, by our owner's cooperation and as a last resort by the enforcement of these guidelines.

These criteria have been prepared to help owners, architects and contractors understand and become active participants in the process as well as assuring long term community quality.

All homeowners in Isle Verde are encouraged to contact the Architectural Review Board (ARB) as they begin to plan either an exterior or interior remodeling project. The ARB will help you assess the scope of your project as well as understand the process needed to receive approval of both the ARB and Pelican Bay Foundation. The ARB has been charged by the Isle Verde Board with reviewing and approving a project before work begins. **Major Exterior projects will then require Pelican Bay Foundation approval.** Major and Minor interior projects only need Pelican Bay Foundation approval if they will require a dumpster and/or a Port-O-Let. Following these approvals projects can then be submitted to Collier County for permitting as required. Projects, other than emergency maintenance, cannot begin until all approvals are received. If a Major or Minor project begins without completing the approval process, the ARB and the Pelican Bay Foundation have the right to shut the project down and deny your contractors entry to our association.

It is a homeowner's responsibility to read all the pertinent official Isle Verde and Pelican Bay Foundation documents including the Rules and Regulations, Architectural Criteria, and Construction Guidelines. You should have received a copy when you purchased your property. If you can't locate them they will be available on the Isle Verde website ( <http://Verdeway.info>) or contact the Isle Verde Property Manager from the Williams Service Group directly at 239-593-6246 for help.

Some essential things to consider are:

The ARB will help a homeowner determine if the project they anticipate is considered a Major or Minor project and identify the required forms for approval.

**Major projects can only be conducted from May 1st through October 31st** of each year. If your project is not completed by the deadline it will have to be stopped and continued in the following year.

**Minor projects may be performed throughout the year.**

**No work, except for emergency work, can be performed on National Holidays and from December 24<sup>th</sup> through January 1<sup>st</sup>. The latest authorized work hours and days are specified in Table ARB-1 which is at the end of this document.**

**Space for contractor parking is very limited within all of Isle Verde.** Overcrowding, which can impede access for emergency vehicles, is a safety hazard for you and your neighbors. Additionally, those in residence during the construction season also deserve easy access to their homes. For that reason, for any project, there **will be a limit of three construction vehicle on a project at any one time.** That includes the general contractor, subcontractors and vendors delivering supplies. The vehicles associated with your project can only park in your driveway or in front of your home. It is the responsibility of the general contractor to meet those requirements and ultimately the responsibility of the homeowner to see that they are met. While rarely necessary, the Isle Verde Board reserves the right to shut a project down for non-compliance no matter how much disruption that may be for your project.

**When planning a project pay a lot of attention to your time lines** - how long will it take you to define your project scope, select a contractor, get quotes, file the required requests to the ARB and get approval, complete the filings with Pelican Bay Foundation and get approval, file with the county and get approval and the required permits, do the work and pass inspections. Again, major projects can only be conducted from May 1st through October 31st of the calendar year. **Consider in your planning a reasonable time buffer for things that can go wrong.** Very few projects go without some unexpected surprises or vendor difficulties.

Homeowners conducting projects during the summer season frequently are not in residence while the project is progressing. If they're not here for construction season, **it is still the responsibility of the homeowners to see that their contractors are doing their work, staying on schedule and following Isle Verde and Pelican Bay Foundation guidelines.** Do not rely solely on your contractor to have everything completed by the time you return. You must either take a very active role in regularly reviewing project status or hire a professional to do this. **The ARB, Isle Verde Board or the management group will not check up on project progress or the performance of your contractor in your absence.**

**The last item to consider during your project is management of project scope creep.** Without discipline and planning it is so easy during a project to keep adding to the project scope. It not only adds to your cost but most likely adds to the duration of your project. A project with increasing scope can easily go beyond the allowable construction

period. You may not be able to finish as planned. Keep the ARB informed when project scope increases and if it most likely puts completion over the allowable construction period consider breaking your project into segments of which a phase can be scheduled for the following year.

The ARB reserves the right, throughout or at the completion of a project, to assess the state of completion of the project with respect to the original completion timetable. The primary purpose of this assessment is to develop with the homeowner confidence that there is a high probability that the project will be completed within the mandated work period. If the ARB has a low level of confidence that the project can be completed on or before the work season is over, the ARB will ask the homeowner to either change the scope of the project, break the project into phases or develop a realistic plan to accelerate the work.

**All contractors are expected to be qualified, licensed and insured and adhere to Isle Verde and Pelican Bay Foundations guidelines. Any damage done to adjacent properties or Isle Verde Common areas will be the property owners responsibility. Damage to adjacent properties or common areas must be restored to their original state.**

**Emergency work, which is defined as any repairs or replacements that are necessary to preserve a home or lot from damage, repair of major appliances or to restore utility services can be conducted at anytime.** Examples are water leaks, repairs or replacement of air conditioners, major appliances, pool pumps & heaters, windows, electrical, door locks, etc.

See the Isle Verde Architectural Criteria, The Isle Verde Design Review Process and Pelican Bay Foundation Construction Guidelines for details. The most current Pelican Bay Foundation Design Guidelines can be found on the Pelican Bay website (see <https://pelicanbay.org/wp-content/uploads/2020/02/Design-Guidelines-February-21-Approved-Changes.pdf>). Primarily, the Pelican Bay Foundation guidelines primarily apply only to major exterior projects which include pools and pool enclosures. They also will cover the subjects of parking, trash bins and port-o-let locations. Questions about Pelican Bay Foundation Construction Guidelines should be directed to the **Pelican Bay Foundation Covenants Department (239) 596-8081, ext.230**

**Contact information for the Architectural Review Board can be found on the Isle Verde web site.**

The detailed criteria are covered in the 3 basic sections that follow:

- Isle Verde Design Review Process
- Isle Verde Architectural Guidelines
- Pelican Bay Construction Guidelines which primarily apply to exterior projects

4/18/20

### Isle Verde Approved Dates & Work Hours for Contractors & Service Companies

		Major Projects	Minor Projects	Routine Maintenance & Decorating	Emergency Repair
<b>Authorized Work Period</b>					
	May 1 - October 31st only	✓			
	All year except for December 24th through January 1st & National Holidays		✓	✓	
	As required				✓
<b>Authorized Work Hours</b>					
	Monday through Fridays - 7:30AM through 5:30PM	✓	✓	✓	
	Saturday - 7:30AM through 3:00 PM	✓	✓	✓	
	24 x 7 as required				✓

Table ARB-1