

# ISLE VERDE NEIGHBORHOOD ASSOCIATION

## REQUEST TO MODIFY PROPERTY

Property Manager: PMI Gulf Coast  
1004 Collier Center Way, St. 105, Naples, FL 34110  
239-593-6246; Fax: 239-596-0448

**Home and Lot Modifications:** The Pelican Bay Foundation Master Association and the Isle Verde Architectural Review Board must revise all changes to the exterior of your home, and Isle Verde ARB reviews and approves major and minor projects as defined by the Architectural Criteria documents. Please contact the property Manager or a member of the ARB for information and the appropriate forms to be completed and approved before work can begin.

### BRIEF DESCRIPTION OF PROPOSED MODIFICATION(S):

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DOES THE CHANGE INVOLVE CHANGES TO THE EXTERIOR?

YES \_\_\_\_\_ NO \_\_\_\_\_

DOES THE CHANGE INVOLVE CHANGES TO THE INTERIOR:

YES \_\_\_\_\_ NO \_\_\_\_\_

IS AN DUMPSTER REQUIRED? YES \_\_\_\_\_ NO \_\_\_\_\_

ESTIMATED START DATE: \_\_\_\_\_ ESTIMATED COMPLETION DATE: \_\_\_\_\_

NAME AND ADDRESS OF PERSON DESIGNING PROPOSED MODIFICATION:

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CONTRACTOR: \_\_\_\_\_

ESTIMATED COST RANGE: \_\_\_\_\_

If applicable, please attach a sketch or drawing of the proposed modification(s).

\_\_\_\_\_  
Signature of Owner

\_\_\_\_\_  
Address

\_\_\_\_\_  
Date

*Architectural Review Board Approval:*

Chair: \_\_\_\_\_

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

Member: \_\_\_\_\_

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

## **ISLE VERDE NEIGHBORHOOD ASSOCIATION**

**To: Board of Directors and Homeowners.**

**From: Architecture Review Board**

**Re: Roof Tiles [ Color: Gold Dust, 1HBCS7165]**

**Dear Homeowners;**

The roof tiles that are currently on our villas have been discontinued. You may recall, the roof tiles were scarce during the 2005 Hurricane season, and no new tiles were to be shipped to the Southeastern area until the year 2007.

Boral Roofing , a company from Georgia, has a Barcelona 900 tile that has the 'classic style and distinctiveness of the Spanish architecture' that is very similar to our existing roof tiles, and meets the Architectural Guidelines set forth in your documents. The tile is the same width but an inch longer than the original tiles.

Should you require roof repair or replacement, your roofing contractor can contact the distributor in Lake Wells, FL. for the roof tiles, ridge caps, etc. B. J .Moore has full details.

**Sincerely,  
The Architect Review Board**

**Cc: Homeowners  
Board of Directors  
Architectural Review Board  
Property Management**



### Casa Grande Blend

1HBCS6144

STANDARD



CRRC ID# - 0942-0014

Reflectance: 0.23 / Emittance: 0.91 / SRI: 23

### Florida Blend

1HBCS3903

STANDARD



### Desert Spice Blend

1HBCS6313

SPECIAL



### Gold Dust

1HBCS7165

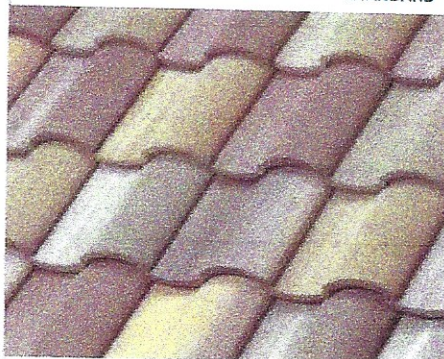
STANDARD



### Buckskin

1HBCS0141

STANDARD



### Burnt Mission Color Coat™

1HBSS7117

STANDARD



CRRC ID# - 0942-0009

Reflectance: 0.22 / Emittance: 0.90 / SRI: 22

### Citrus Clay

1HBWS7656

PREMIUM



### Sterling

1HBCS5759

STANDARD



### Spanish Blend Color Coat™

1HBSS6789

STANDARD




CRRC ID# - 0942-0054

Reflectance: 0.50 / Emittance: 0.91 / SRI: 59

CRRC ID# - 0942-0037

Reflectance: 0.33 / Emittance: 0.90 / SRI: 36

 In Stock item available in Lake Wales, FL

 In Stock item available in Pompano Beach, FL





Pelican Bay Foundation, Inc.

Re: Design Review and Approval Program – Minor Exterior Projects

Dear Member:

The Pelican Bay Foundation, along with your Homeowner's Association is responsible for architectural controls for the Community. In order to maintain the high standards governing this Community, it is important to be aware of the Design Approval Process.

In accordance with the Design Approval Process, you must obtain both your Homeowner's Association approval and the Foundation's approval for any and all exterior alterations before any work may begin. This process allows for continuity within your Association. If you have any questions as to what constitutes an exterior alteration, please review your Association's Covenant documents, check with your Association President, or feel free to call the Covenant Enforcement Office at the Foundation for clarification.

Attached is the Pelican Bay Foundation Design and Review Application for "Minor Exterior Projects". Please complete and return this Application along with a description of the work to be done along with all specifications, colors, materials, locations, duration, etc., to the Foundation Covenants Department Office in order to begin the Design Review Process. Please anticipate your project by submitting for approval at least fifteen (15) days prior to your anticipated project start date. Again, no work may be commenced until written approval from your Homeowner's Association and the Foundation has been granted.

If your project is anticipated to take longer than fifteen (15) days to complete it may be considered a "Major Exterior Project" and will be subject to different application process and specifications. Please be sure to review each of the Project types to determine which corresponds to your project, or call the Covenant Enforcement Office at the Foundation for clarification.

For all contractors working on your project, we recommend sharing a copy of the Foundation's Construction Guidelines prior to the project's commencement so they are aware of the requirements for working within Pelican Bay. The Construction Guidelines are available in the Covenant Enforcement Office or on our website at [www.pelicanbay.org](http://www.pelicanbay.org).

If you have any questions concerning this application or the Design Review Process, please do not hesitate to call the Covenants Department at 239-596-6180, ext. 237.

With Kind Regards,

Frank J. Laney  
Covenants Manager



**PELICAN BAY FOUNDATION, INC. - DESIGN AND REVIEW APPROVAL REQUEST**  
**MINOR EXTERIOR PROJECTS**

Property Owner's Name: \_\_\_\_\_ Member Number: \_\_\_\_\_  
Mailing Address: \_\_\_\_\_  
Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_ Fax: \_\_\_\_\_  
Email Address: \_\_\_\_\_  
Property Address: \_\_\_\_\_  
Neighborhood Association: \_\_\_\_\_ Is HOA Approval Required? Yes \_\_\_\_\_ No \_\_\_\_\_  
Date Submitted: \_\_\_\_\_ Member Signature: \_\_\_\_\_

*Check the area required for approval and attach specs, materials, locations, etc., for your project*

<input type="checkbox"/> <b>Antenna or Satellite Dish</b> (Please provide type and location)	<input type="checkbox"/> <b>Roof</b> (Please provide specs, color and/or brochure)
<input type="checkbox"/> <b>Painting, Re-Painting or Color Change (exterior)</b> (A sample test of your paint color must be applied on an exterior wall for inspection prior to approval) (provide specs)	<input type="checkbox"/> <b>Air Conditioning Replacement</b> (Please provide location of AC, plans for buffering or landscaping to ensure compliance with Covenants)
<input type="checkbox"/> <b>Driveway (pavers or concrete)</b> (Please provide specs)	<input type="checkbox"/> <b>Shutters (Decorative or Storm Shutters)</b> (Please provide type, specs, color, and location)
<input type="checkbox"/> <b>Enclosing Lanai</b> (Please provide specs, colors and material)	<input type="checkbox"/> <b>Windows/Sliders/Doors (Hurricane Impact Glass/Doors)</b> (Please provide specs, location, colors, etc.)
<input type="checkbox"/> <b>Exterior Lighting</b> (Please provide location and specs)	<input type="checkbox"/> <b>Front Door or Garage Door Replacement</b> (Please provide type, specs, material, location)
<input type="checkbox"/> <b>Fencing</b> (Please provide survey, location and specs)	<input type="checkbox"/> <b>Solar Collectors</b> (Please include location and specs)
<input type="checkbox"/> <b>Flag and Pole</b> (Collier County permit may be required) (Please provide location and specs)	<input type="checkbox"/> <b>Temporary Structures (Tents, Trailers)</b> (Please provide type, location, duration, etc.)
<input type="checkbox"/> <b>Generator</b> (Please provide location and specs)	<input type="checkbox"/> <b>Walls/Gates/Pens/Buffers</b> (Please provide specs, materials, location)
<input type="checkbox"/> <b>Minor Landscape Changes (no tree removal)</b> (Please describe)	<input type="checkbox"/> <b>Dumpster or Port-o-Let on site</b> (Please provide location and plans for screening)
<input type="checkbox"/> <b>Tree Removal</b> (Collier County Permit may be required) (Please provide location, reason for removal)	<input type="checkbox"/> <b>Other</b> (Please specify)

Start Date: \_\_\_\_\_ Completion Date: \_\_\_\_\_ Inspection Date by Covenants Dept: \_\_\_\_\_  
Additional Notes: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

ASSOCIATION BOARD APPROVAL

Yes \_\_\_\_\_ No \_\_\_\_\_

Signature for Association – President Only \_\_\_\_\_

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

PELICAN BAY FOUNDATION, INC. APPROVAL

Frank J. Laney, Covenants Manager \_\_\_\_\_

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

**Please return this completed form to:**

**Pelican Bay Foundation, Inc. – Covenants Department**

**6251 Pelican Bay Boulevard, Naples, Florida 34108**

**Telephone: 239-596-6180 x 237 Fax: 239-597-6927 Email: [FLaney@pelicanbay.org](mailto:FLaney@pelicanbay.org)**



## Pelican Bay Construction Guidelines

The Pelican Bay Foundation has prepared the following guidelines for individual or commercial property owners and for Neighborhood Associations. The guidelines apply to exterior and interior modifications. Because the guidelines are all-inclusive, not all apply to all projects. It is the responsibility of the individual or commercial property owners and Neighborhood Associations to ensure a copy of these guidelines is made available to all contractors and others working on the construction site. Questions about these guidelines should be directed to the Covenants Department (239) 596-8081, ext. 237.

Responsibility: It is the responsibility of the individual or commercial property owner or Neighborhood Associations to ensure that all contractor personnel are qualified, properly licensed, and insured. The property owner or Neighborhood Association is also responsible for adhering to design plans approved by the Foundation, notwithstanding acts of contractors, subcontractors, laborers, and material suppliers who are involved in the project. In addition, the property owner or Neighborhood Association is responsible for fees associated with the design review process and for costs incurred by the Foundation in enforcing the Policy Governing Architectural and Design Review.

Any infraction of this policy or of these guidelines may result in penalties as provided in the Amended and Restated Declaration and Protective Covenants and in the policies of the Foundation. At the discretion of the Foundation, the property owner or Neighborhood Association may be held monetarily accountable for damage to any Foundation common area resulting from construction on the owner's property.

Pre-Construction: Prior to starting construction, whether interior or exterior, the owner or his representative should contact the Foundation to discuss construction parking, dumpster and port-o-let locations, location of underground utilities, and other relevant information. Owner should use a line locating service to locate underground utilities prior to trenching or digging on the site.

Working Hours: Working hours within Pelican Bay are 7:00 a.m. to 5:00 p.m., Monday through Saturday. No work or construction activity is permitted on Sunday or holidays (New Years Day, Memorial Day, Independence Day, Labor Day, Thanksgiving, Christmas). Owners or Association should ensure contractor personnel do not arrive prior to the approved starting time.

Clean Building Sites: Contractor sites must be maintained in an orderly fashion, and be policed and cleaned daily for dirt in the street, gutter or sidewalk. Litter is to be picked up immediately and materials are to be neatly stockpiled. Dumping, burying or burning of debris anywhere on the property is prohibited. The owners or Associations will be responsible for cleaning and or replacing damaged or stained pavers, asphalt or concrete, at the discretion of the Foundation. Runoff due to inclement weather must be cleaned immediately in order to keep the storm water system in a workable condition and to avoid inconvenience to existing residences. If an excessive amount of debris collects on a construction site, the owner or the Association will be notified to remove it within 24 hours. Upon failure to comply, the Foundation reserves the right to remove the debris and charge the owner or the Association for costs incurred.

Barrier Fence: All owners or Associations are required to install a black or green 42" high mesh silt fence at drip-lines of any existing trees or vegetation to be preserved. This fencing should be properly staked at intervals not to exceed fifteen (15) feet and securely fastened with a backing strip. The fencing may be removed when beginning the final exterior landscaping.

Safety Fence: All owners or Association are also required to install a fence around exposed pool areas, demolition sites, and those areas in which children could be injured. Fencing for these areas will be of the chain-link type with green opaque material with a minimum height of 6', and installed in such a manner to withstand high wind and be child proof. This fencing is required when the perimeter fence described below does not surround the entire property.

Perimeter Fence: All owners or Associations are required to install a 6' high chain-link opaque green mesh fence around the perimeter property line of all construction sites. The fence is required for all sites in which



construction equipment and materials, dumpster and/or a port-o-let is located in excess of (15) fifteen working days which will designate the construction activity as a major project. The purpose for this fencing is to clearly identify the site limits for construction activity and prevent wind driven construction debris from scattering throughout the neighborhood. This fence will also limit the view of neighbors from construction activity and the unpleasant view of a construction site and the associated debris that routinely occurs. If any length of the above fencing has to be removed or is damaged, it is to be repaired by the end of the day. The above fencing must be installed prior to any construction activity.

Construction Trailers: No Construction trailers (office, sales or storage) are permitted without prior written approval of the Foundation.

Dumpsters: All dumpsters must be screened and positioned on the site behind a 6' high chain-link opaque green mesh fence prior to the start of construction. Do not overfill the dumpster and empty it without delay when full. Any spillage must be placed in the dumpster immediately. Approval by Neighborhood Association for placement of dumpsters is required.

Landscaping/Irrigation: Setbacks and adjacent properties may be landscaped with trees and sod that are irrigated by sprinkler lines. It will be the owner's or Association's responsibility to protect these trees, sprinkler lines and heads. To avoid potential damage to trees or sprinklers, the owner or Association will not allow anyone to park in these areas. Vegetation selected for preservation within an approved building site must be flagged and encircled with protective black or green construction silt fencing installed on four (4) by four (4) inch posts. This fencing must extend beyond the full spread of the tree's branches to reasonably ensure successful protection and extend at least four (4) feet above grade. Excavation in and around protected trees must be done by hand to avoid damage to the roots.

Nuisances: To respect the peace and privacy of residents, contractor personnel may not play music without using headphones, and may not wander around the neighborhood or the common areas. Fishing in lakes is prohibited and construction traffic is not to exceed the posted speed limit.

Parking: Owners or Associations will designate contractor-parking areas on their site. Parking if at all possible should not be in front of adjacent properties or in the common areas without Foundation approval. At no time should anyone park on the street in a manner which blocks traffic.

Port-O-Lets: The owners or Associations are responsible to ensure adequate sanitary facilities for contractor personnel. The port-o-let should be placed behind the 6' high chain-link opaque green mesh fence when required or in areas where it cannot be seen from adjacent property or the roadway. Cleaning trucks are not to be scheduled to clean out the port-o-lets before 8:30 a.m. This will minimize the disturbance to residents. Port-O-Lets shall be maintained in a clean, sanitary, and odorless condition.

Signage: Permit boxes must be generic, i.e., "plain white without use of logos or other copy. No signs of any kind can be installed on the owners or Association's construction site without prior written approval of the Foundation.

Storage of Equipment, Supplies and Materials: The construction site cannot be utilized as a temporary storage facility for construction equipment, trailers, vans or materials that have no planned immediate use. Materials and supplies delivered to the construction site must be limited to the site under construction. Construction materials are to be stored on-site behind the construction fencing in an orderly manner that will not interfere with pedestrian or roadway traffic. Parking of all equipment if possible should be in an area not seen from the roadway or adjacent properties. Please be considerate of adjacent property owners.

Please acknowledging your understanding and compliance with the above construction guidelines and return an executed copy to the Foundation. Please be reminded fines may be levied against the owner/contractor for non-compliance.

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Owner

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Contractor



**ISLE VERDE**  
**NEIGHBORHOOD ASSOCIATION**  
**ARCHITECTURAL CRITERIA**

**ADOPTED AS OF** 1/27/2011



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### APPENDICES:

Appendix A	DEPOSIT AGREEMENT
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# I

## INTRODUCTION

Building, remodeling, or adding to your home at Isle Verde should be an exciting experience for you. Your home at Isle Verde represents a major investment to you, and the quality of design is very important. These Architectural Criteria have been prepared to help owners, architects, and builders understand and become active participants in the process, to assure long-term community quality. It is the intent of the Architectural Criteria to maintain the architectural integrity of Isle Verde while creating a blend of home styles which enhance the natural environment.

The Amended and Restated Declaration of Restrictive Covenants, Conditions, Restrictions and Easements for Isle Verde ("Declaration") and these Architectural Criteria were carefully prepared to provide a residential community of unmistakable appeal. The Architectural Review Board ("ARB") of the Isle Verde Neighborhood Association is available to help you understand the Architectural Criteria. We urge you to meet with an ARB representative as early as possible following your decision to re-build, remodel or make any exterior changes to your home or yard. It is the best way to understand the design requirements and to begin including them in your design.

Design review is authorized in Article VI of the Declaration. The Declaration along with the Architectural Criteria, contain important information that all residents of Isle Verde should read prior to beginning the building design process.

The Architectural Criteria cover 3 basic sections:

Design Review Process: An explanation of the process involved in getting your construction approved and the documents required to be submitted.

Architectural and Landscaping Guidelines: Items to consider when deciding upon the type or style of house to build or the remodeling to conduct. Specific requirements for building materials, building details, and colors and specific recommendations and requirements for site improvements, including landscaping.

Construction Guidelines: Guidelines for your builder to follow as the home is re-built or remodeled.



## II THE ISLE VERDE DESIGN REVIEW PROCESS

### A. OVERVIEW

1. **Purpose of Guidelines:** These Architectural Criteria provide an overall framework and comprehensive set of standards and procedures for rebuilding and remodeling in Isle Verde in an orderly and cohesive manner. These standards have been developed to provide direction for the planning, designing, constructing, landscaping, and modifying of all homes and lots within Isle Verde. The standards set forth criteria for design, style, materials, colors and location of site improvements, landscaping, signage, lighting and other structures. In addition, the Architectural Criteria establish a process for review of all proposed construction and modifications to a home and/or lot to ensure that all property within Isle Verde is remodeled with consistency and quality.

2. **Governmental Permits:** To the extent that Collier County ordinances or any government ordinance, building code, or regulation requires a more restrictive standard than the standards set forth in these Architectural Criteria or the Declaration, the government standards shall prevail. To the extent that any government standard is less restrictive, the Declaration and the Architectural Criteria (in that order) shall prevail.

3. **Preparer:** These Architectural Criteria have been prepared and adopted by the ARB pursuant to the Declaration.

4. **Applicability of Architectural Review:** These Architectural Criteria govern all residential and other structures constructed or placed within Isle Verde. Unless otherwise specifically stated in the Declaration or these Architectural Criteria, all plans and materials for new construction or exterior modifications of improvements must be approved before any construction activity or placement of structure begins. All owners and builders are responsible for ensuring compliance with all standards and procedures within these Architectural Criteria. Owners are also governed by the requirements and restrictions set forth in the Declaration, the Declaration and General Protective Covenants for Pelican Bay (the "Master Declaration"), the Pelican Bay Foundation Architectural and Design Review Guidelines, and the Declaration of Restrictions and Protective Covenants for Parcel "2", Pelican Bay Unit Twelve and a Portion of Tract "A", Pelican Bay Unit Twelve (the "Isle Verde Site Restrictions").

5. **Design Review Application:** All plans and materials for any new home, remodeling or additions which are visible from the outside of your home, must be reviewed by the ARB before construction can begin. The application forms required to be submitted to the Pelican Bay Foundation pursuant to their Guidelines may also be used for submittals to the Isle Verde ARB; however, a separate application fee, in addition to the Foundation's application fee, and in the amount stated in sub-section B below, must be submitted to the ARB. As with the Pelican Bay Guidelines, construction activity is divided into Major and Minor Projects, as defined in the Declaration, and the application form for each type of project shall be used, depending on whether it is a Major or Minor Project. The application forms are available at the Foundation's Covenant Enforcement Office or on line at [www.pelicanbay.org](http://www.pelicanbay.org). If a project consists only of landscaping changes, only the form for landscape projects needs to be submitted. Go to the member section, then go to real estate. The Declaration defines Major and Minor Projects as follows:

- a. Major Projects include, but are not limited to (i) exterior renovations, (ii) structural changes (interior or exterior), (iii) changes in floor elevations, (iv) changes in grade elevations, (v) changes in roof elevations, (vi) roof replacement (except in emergencies where a roof is being replaced after a casualty event in order to preserve the



Home), and (vii) landscape projects which involve additional landscaping or replacement of existing landscaping with different plants. Some exterior renovations are not necessarily Major Projects, such as those designated below as Minor Projects.

b. Minor Projects include, but are not limited to (i) installation of antennas/dishes, (ii) exterior color changes, (iii) repair (excluding replacement) of driveways, (iv) installation of exterior lighting, (v) installation of solar collectors, (vi) work on the exterior of a Home required because of an emergency (such as a leaking or clogged underground pipe or repairs to the roof necessary to prevent damage to the Home), (vii) installation of fences, hurricane shutters, and windows, (viii) repair or replacement of landscaping with the same size and type of plants as previously existed, and (ix) work performed inside a Home unless the scope of the work is so significant that factors such as those listed in the next sub-section are applicable.

c. In determining whether a Project is Major or Minor, the ARB shall take into consideration such factors as noise that could be heard from outside the Home (such as jack-hammering or hydraulic hammering), or result in large construction vehicles visiting the Home (such as cement trucks, heavy equipment, forklifts, etc.), and the anticipated length of time to complete the Project.

6. **Changes and Amendments to the Architectural Criteria:** These Architectural Criteria may be amended by the ARB to serve the needs of an evolving community. Amendments shall be prospective only and shall not require modifications to existing structures or improvements unless modification to existing structures or improvement is requested by the owner.

## **B. REVIEW PROCEDURES**

1. **Minor Projects:** Reviews of Minor Projects are conducted by the ARB. No review fee is required. Reviews shall be completed within thirty days of receipt of all required documents by the ARB. If the ARB has not responded to an application within thirty days, the application is deemed to be approved.

2. **Major Projects:** Reviews of Major Projects are also conducted by the ARB. An application fee of \$500 must be paid at the time of application. This fee is in addition to any fee charged by the Pelican Bay Foundation. The fee may be used for the ARB to retain consultants (such as an architect or engineer), to assist the ARB in its review. Reviews must be completed within ninety days of receipt of all required documents by the ARB. If the ARB has not responded to an application within ninety days, the application is deemed to be approved. Review of Major Projects may require a pre-construction meeting with the owner's contractor and/or architect, on site review with an ARB Representative, and a lot stake out to delineate the extent of any additions being proposed.

3. **Construction Deposit:** The ARB may charge a construction deposit of up to \$1,000.00 for Minor Projects or waive the deposit entirely. A construction deposit in an amount determined by the ARB but not to exceed \$7,500.00 for Major Projects is due as a condition of approval by the ARB. When the ARB determines that the Project should be approved, it will send the owner the Deposit Agreement attached as Appendix A which will state the amount of the deposit required. The owner must sign the Agreement and pay the deposit before the ARB will issue final approval. The deposit will be placed in a non-interest bearing account and may be used by the Association to repair any damages to common areas or neighboring lots caused by the owner's construction activity or to pay fines levied by the ARB for violation of these Architectural Criteria or for failure to follow approved plans.



4. **Construction Inspection:** The ARB may inspect the construction at any time to insure it is consistent with the approved plans.

5. **Post Completion Review:** This step involves a final field review with an ARB Representative, to verify that completed improvements are in compliance with approved plans. Upon such verification, the construction deposit is released.

C. **APPEAL PROCESS** If any owner is denied approval for a project or disagrees with the requirements imposed by the ARB, and if the disagreement cannot be resolved by discussion and negotiation with the ARB, the Owner can appeal to the Board of Directors, which shall adjudicate the dispute and whose decision shall be final. The appeal must be filed with the Board of Directors within thirty days of the ARB's decision, unless the time frame is extended by the ARB to give the parties time to attempt resolution of the disagreement.

D. **CRITERIA FOR REVIEW** While the Architectural Criteria are intended to provide a framework for construction and modifications, the Architectural Criteria are not all-inclusive. In its review process, the ARB may consider the quality of workmanship and design, harmony of external design with existing structures, and location in relation to surrounding structures, topography, and finish grade elevation, among other things. ARB decisions may be based on purely aesthetic considerations.

E. **NON-LIABILITY FOR APPROVAL OF PLANS** The approval of an owner's project and any plans submitted with the Application does not in any way make the ARB or the Association liable for any errors in the plans or the failure of plans to meet any governmental regulations. An owner must still obtain a building permit and get approval from Collier County for any project for which Collier County requires approval. Approval of plans by the ARB in no way guarantees that such plans will be approved by Collier County.

### III ARCHITECTURAL AND LANDSCAPING GUIDELINES

#### A. ARCHITECTURAL GUIDELINES

1. **Architectural Theme:** Isle Verde's architectural theme is an Italianate style, which incorporates colors that fit in with the theme. Equal attention to detail and architectural definition must be given to all sides of the structure, including but not limited to, the foundations, banding, accent materials, roof style, and window treatment.

2. **Exterior Colors:** Approved colors for exterior walls and trim are custom colors manufactured by Sherwin-Williams as shown on Appendix B.

3. **Roofing:** Roofs must be Spanish style terra cotta barrel tiles.

4. **Roof Accessories and Equipment:** All rooftop equipment must match roofing colors or be of a color that complements the house and must be placed as inconspicuously as possible. Exposed flashing gutters and downspouts must be painted to match the fascia and trim of the structure. Galvanized gutters are not allowed. No exposed attachment straps will be allowed.

5. **Solar Panels:** Any solar panels and related appurtenances and equipment shall be designed and constructed to appear as an integrated part of the home and, to the extent possible, not be visible from the street. Additional landscape buffering may be required in order to soften the appearance of solar panels. Solar panels shall be located on the rear or side roof of a home whenever possible.



6. **Decorative Shutters:** Decorative exterior shutters which are visible from the street are not allowed. All others must be of a material similar to and of a color and design generally accepted as complementary to the exterior of the home.
7. **Hurricane and Storm Shutters:** Except for temporary "Unapproved" Shutters which are allowed on a temporary basis as explained below, no hurricane or storm shutters shall be installed unless they have been approved by the ARB. They must blend into the window details or into the window covering requirements such that a patchwork or "checker board" look does not occur. Except for clear or Lexan style shutters, all others should be of consistent color, detail and style. The colors of the storm shutters must be compatible and consistent with the architecture of the building. Except for temporary "Unapproved" Shutters which are allowed on a temporary basis as explained below, no mill finish aluminum is allowed.
- a. Hurricane Season Use. Hurricane Season is defined as June 1 - November 30. During that time any type of shutter which has been previously "Approved" by the ARB in accordance with these Architectural Criteria shall be permitted to be installed and remain on the front, rear, and sides of the home.
  - b. Year Round Use. Certain types of approved shutters may be installed on the home outside of Hurricane Season (as defined above). Only clear or Lexan style shutters may be installed and remain on the front of the home between December 1 - May 1. Approved shutters of other materials may be used on the rear and sides of the home.
  - c. Temporary Unapproved Shutters. "Unapproved" materials such as plywood or mill finish aluminum may only be used on a temporary basis during times of impending storms. Such temporary shutters may be installed once the National Hurricane Center has placed Southwest Florida under a hurricane watch and must be removed no later than 48 hours after the hurricane watch has been removed or after the storm has passed.
  - d. Windscreen Protection. Windscreen style of protection will be approved so long as the material is a neutral color.
8. **Awnings:** Awnings facing the street must be terra cotta colored material.
9. **Decks and Balconies:** If an Owner is extending an existing deck or balcony, the same material as the existing deck or balcony must be used. If an Owner is constructing a new deck or balcony, the material used must be the same material as exists on any other deck or balcony on that Owner's lot. Wood decks and decks made of composite material are not allowed. Decks and balconies must be installed as an integral part of the home or patio area. Any such decks or balconies must be located so as not to obstruct or diminish the view of or create an unreasonable level of noise for adjacent property owners. Construction shall not occur over easements unless specifically approved by the holder of the easement, and must comply with the applicable governmental requirements and receive ARB approval.
10. **Dog House and Runs:** Dog houses are prohibited. Dog runs must be approved by the ARB and shall not be visible from the street or adjacent properties. Dog runs may be located only at side or rear yards that do not face the street and must be set back a minimum of three feet from the property line and buffered with landscaping. ARB approval may require screening, or landscaping. In deciding whether to approve dog runs, the ARB may take into consideration the size of the dog and the specific breed and the tendency of the breed to bark.
11. **Exterior Lighting:** ARB approval is required for exterior lighting. Exterior lights shall be conservative in design and as small in size as is reasonably practical. Exterior lighting shall be directed



toward the house and be of low wattage (limited to 2,000 lumens) to minimize glare sources to neighbors and other homeowners. Lighting for walkways generally must be directed toward the ground. Lighting fixtures shall be dark colored so as to be less obtrusive. Low voltage (12 volts) lighting is preferable to conventional house-voltage systems because of its safety advantages. The ARB may take into consideration the visibility and style of the fixture and its location on the home. Colored lights are prohibited, except as temporary holiday decorations.

12. **Flags:** Owners may attach a United States flag, reasonable in size, to their home or garage without ARB approval. In addition, owners may display one portable, removable official flag of the State of Florida in a respectful manner, and on Armed Forces Day, Memorial Day, Flag Day, Independence Day and Veterans Day, may display in a respectful manner portable, removable official flags, not larger than 4 1/2 feet by 6 feet, which represent the United States Army, Navy, Air Force, Marine Corps, or Coast Guard. No other flags are allowed.

13. **Driveways/Walkways:** Approved materials and colors for driveways and walkways are Cobblestone pavers manufactured by Krehling Industries in light terra cotta, sandstone, or charcoal, which colors must be used in combination to create a cobblestone effect. Three sizes are available but a 4" X 8" border must be used. If an owner desires to purchase pavers from a different manufacturer, pavers which are substantially similar to those manufactured by Krehling must be used.

14. **Mailboxes; Fences; Gates:** Mailboxes, fences, and gates must be verde green and be the standard design used throughout Isle Verde.

15. **Party Walls:** Party walls may not be more than six feet high with the cap and the cap must be consistent with others in Isle Verde. All walls and hedges used as privacy barriers must follow the topography of the lot.

16. **Screen Enclosures:** All screen enclosures shall be bronze colored materials, except that white may be acceptable on courtyard dwelling units, subject to prior written approval of the ARB.

17. **Propane Tanks:** Propane tanks must be installed underground.

18. **Signs:** If a sign is permitted pursuant to the Declaration, it must be the size and color which have been previously approved and currently in use in Isle Verde.

19. **Generators:** Temporary generators which are not permanently installed and are used only during a storm event do not need ARB approval but must be placed inside the garage or home as soon as power is restored. The installation and placement of permanent generators must be approved by the ARB and the ARB may require baffling or other noise buffering as a condition of approval. The ARB will consider the potential noise which may be heard in neighboring homes in deciding where generators may be located.

## **B. LANDSCAPING GUIDELINES**

Landscaping is an essential element of design at Isle Verde. Two copies of a landscape plan prepared by a Landscape Architect is required if you decide to re-landscape your yard or install new landscaping. Use of Xeriscape planting and design is encouraged. Xeriscape guidelines are available from the South Florida Water Management District at (800) 432-2045 or P.O. Box 24680, West Palm Beach, Florida 33416-4680.

## **IV CONSTRUCTION GUIDELINES**

### **A. ADHERANCE TO PELICAN BAY FOUNDATION GUIDELINES**



With a few exceptions which are described below, the Construction Guidelines to be followed in Isle Verde are those imposed by the Pelican Bay Foundation, which are attached as Appendix C. There are a few guidelines which the ARB have adopted for Isle Verde which are more restrictive than the Pelican Bay Foundation Guidelines; therefore, the Isle Verde Construction Guidelines take precedence. Those are listed below.

## **B. WORK HOURS, DAYS, AND TIME OF YEAR**

The Declaration specifies the permitted working hours, days, and times of year. Those requirements are repeated here. Major Projects may only be performed from 7:00 a.m. to 5:00 p.m., Monday through Friday, and 7:00 a.m. to 3:00 p.m., on Saturdays, from May 1 through October 31 of each year. If such work is not completed by and within the above dates, all such work must cease until May 1 of the following year. Provided, however, an Owner may request that a Major Project be allowed to continue beyond October 31 and the ARB may permit same if it determines that (i) the project can be completed within a reasonable amount of time after October 31, (ii) the nature of the work will not create excessive noise, or (iii) the reason for the delay in completion of the project was beyond the Owner's control. Minor Projects may be performed from 7:00 a.m. to 5:00 p.m., Monday through Friday, and 7:00 a.m. to 3:00 p.m. on Saturdays from May 1 through October 31 and from 8:00 a.m. to 5:00 p.m., Monday through Friday from November 1 through April 30. No work, whether it be a Major Project which the ARB has allowed to continue beyond October 31 nor a Minor Project, can occur between December 24 through January 1 of each year. The above limitations shall not apply to any "emergency work" needed to be performed to a Home or Lot. Emergency work shall be any work necessary to preserve a Home or Lot from damage or work necessary to restore utility services to a Home. Further, all Major and Minor Projects must be performed during the days and times which are consistent with the Pelican Bay Foundation guidelines and applicable local government ordinances, if such guidelines or ordinances are more restrictive than this sub-section, meaning that the dates and times permitted by this sub-section shall govern over applicable Pelican Bay guidelines or local government ordinances if this sub-section is more restrictive, but applicable Pelican Bay guidelines and local government ordinances continue to apply to the extent they are more restrictive.

## **C. PARKING**

The number of construction vehicles must be kept to a minimum with car-pooling and/or shuttles encouraged. There may not be more than three construction vehicles on site at any one time. No Major or Minor Project shall cause the street right-of-ways to be obstructed or blocked. All vehicles and equipment may only be parked in the owner's driveway or on the side of the street in front of the Home. Adjoining owners' driveways may not be used by contractors for parking unless the owner has received written permission from the adjoining owner. A copy of said consent shall be given to the security guard and the Association President. Cargo and equipment trailers must be removed on weekends and holidays.

## **D. CONSTRUCTION DAMAGES; FINES**

1. **Damages:** Any damage to Neighborhood Common Areas or neighboring lots caused by the owner, its builder, sub-contractors, agents or employees, must be corrected immediately to the satisfaction of the ARB. If not corrected, the ARB may use the construction deposit to repair such damage and if the deposit is insufficient to complete the repairs, the Board may levy a Special Parcel Assessment against the owner and the lot, in accordance with the Declaration, to pay the costs of repair.

2. **Fines:** If an Owner or its contractors or sub-contractors violate any provisions of these Architectural Criteria or fails to construct in accordance with the approved plans, the ARB may levy a fine against the Owner in an amount up to \$100.00 per day for each violation but not to exceed \$1,000.00 in the aggregate for each violation. The notice of fine and opportunity for hearing outlined in Article XIII, section 1(b) of the Declaration shall apply. If any Owner requests a hearing pursuant to the Declaration, any member of



the ARB may serve on the committee appointed by the Board to reside at such hearing so long as the member is not an officer, director, or employee of the Association. The ARB may deduct the fine from the construction deposit.

#### **E. CONDUCT**

The owner must ensure that all contractors and subcontractors control the conduct of their employees while working in Isle Verde. Loud music, profanity and other behavior which is a nuisance will not be tolerated. Employees, agents and suppliers shall comply with all traffic and parking rules within Isle Verde. Employees, agents or others violating these policies may be removed from Isle Verde and may be denied access.



**APPENDIX A  
DEPOSIT AGREEMENT**

Isle Verde Neighborhood Association  
7000 Verde Way      Address:  
Naples, FL 34108

OWNER: \_\_\_\_\_  
Address: \_\_\_\_\_  
Lot #: \_\_\_\_\_

**GENERAL INFORMATION**

Builder \_\_\_\_\_  
License No. \_\_\_\_\_  
Address \_\_\_\_\_  
City \_\_\_\_\_  
Telephone \_\_\_\_\_  
Contact \_\_\_\_\_

DEPOSIT AMOUNT: \_\_\_\_\_

**AGREEMENT:**

I, \_\_\_\_\_ as owner for the construction project to be performed on my lot, acknowledge and agree that the deposit is being held by Isle Verde Neighborhood Association in order to insure that the improvements will be constructed in accordance with plans and specifications which have been approved.

I further acknowledge and agree that:

1. I have read and understand the Covenants and Restrictions applicable to the property and the Architectural Criteria and will follow and obey the said Covenants, Restrictions and Criteria.
2. I am responsible for completing the project as described by the drawings and specifications approved and any proposed changes will be submitted for approval prior to implementation.
3. Any costs incurred by Isle Verde Neighborhood Association for repair of damaged areas may be deducted from the Deposit.
4. The Deposit will be held in a non-interest bearing account. I understand that it shall be returned after completion of the Final Review by Isle Verde ARB and after deducting any costs for repair of damaged areas and any fines which have been levied.

**WITNESSES:**

**OWNER'S SIGNATURE:**

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

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

Application approved this \_\_\_\_\_ day of \_\_\_\_\_ by.

By: \_\_\_\_\_  
ISLE VERDE ARB CHAIR OR VICE CHAIR