

LAKESIDE OF NAPLES ARCHITECTURAL REVIEW BOARD REQUIREMENTS FOR STRUCTURAL CHANGE REQUESTS

We remind our Lakeside owners of the required authorization by Management before engaging contractors. This applies to any architectural changes to Flooring, Windows, Roofing, Painting or Landscaping. Following the steps below will result in a smooth, successful completion.

- 1) Visit the Management office or call to inquire on what you need to submit for approval (239) 591-1661). Your contractor may contact us as well.
- 2) **Full contractor specifications to be submitted to the office; this includes: current licensure, liability insurance & Workman's Compensation, proposal and scope of work, samples of materials, drawings and specification sheets. Owners must sign an ARB Application form**
- 3) Once this information is gathered, your Board President is asked to review & approve the request in writing (signing the ARB form). Once our office receives Board approval we will formally notify the Contractor & Owner.
- 4) If the request is outside the guidelines, an Architectural Review Board meeting may be called for the Committee's discussion and decision. If the request is denied, the owner has 30 days to appeal the decision (outlined in the Master Declaration of Covenants).
- 5) All materials or products must be inspected by Lakeside's Facility Manager before work continues to the next phase, ***i.e. roofing under-layments, flooring acoustical under-layment, color schematics, etc. Specific manufacturer materials and grades are required (i.e. for Roofing: Owens-Corning, TruDefinition Duration Shingles – Color: Neutral Amber, Weather Lock G Granulated Self-Sealing Ice & Water Barrier). Roofing 'Drip Eves' must be finished in White.***
- 6) Window frames must be white & white grids must be visible from the exterior.

We ask our Association Board Members to be watchful for unauthorized changes to homes in their areas.

We thank you in advance for your compliance with these rules. It is in everyone's best interest financially & otherwise to avoid disruption.