

THE VILLAGES OF BONITA MASTER ASSOCIATION, INC.

Architectural Review Forms and Information

Dear Kentwood Owner:

Thank you for your application. The Master Board and the Architectural Review Committee appreciate everyone's efforts in keeping up and beautifying their homes. This contributes to a community that is working together.

The ARC Committee welcomes the opportunity to work with you to help make the approval process go smoothly. Our purpose is to review the applications and make recommendations to the Master Board. The Master Board makes the final decision to approve or deny the request.

Please submit your application by the first Monday of the month to our current management company in order to be included at the ARC meeting, which is on the second Monday of the month at 1:00 p.m.

We look forward to working with you.

The ARC Committee

Revised January 16, 2023

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KENTWOOD

Request for Architectural Changes

Name_____

Address_____

Phone_____Email_____

Date of Request_____

Estimated Start Date_____

Notify Neighbor(s) as a courtesy YES_____ NO_____

(Necessary for pool and privacy fencing
projects)

Detailed Description of request changes, Painting, Driveways, Large Landscaping
Projects, Fences, Pools, Roofs, Front Area Décor, etc. paint samples and/or sketch of plan
where applicable to be attached to the application.

Contractor's Name_____

Address_____

Contractor's Insurance_____

(**Attach the contractors "Certificate of Liability Insurance" to the application**)

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Submit completed form to:

Ashley Richardson, CAM
8840 Terrene Court, Suite 102
Bonita Springs, FL 34135
(239)454-8568 Fax (239)454-5191
ashley@pegasuscam.com

I have read the directions and understand my obligation in submitting the application.

Signature_____Signature_____

ARC RECOMMENDATION

Approved_____Denied_____

BOARD OF DIRECTORS

Approved_____Denied_____

ARC Member Signature

Date

President or Designated Board Member

Signature

Date_____

Reasons/Comments/Suggestions:

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GENERAL DIRECTIONS

1. Return Pages 1 and 2 of the application with all other necessary information. Other pages are for homeowner to keep.
2. No work can be started before owners have written approval from the association's management company, granted by the Master ARC and Master Board of Directors. If work is started before authorization, you will be in violation. Work will be halted immediately by the management company.
3. Plan ahead. Allow at least one (1) month from the first of the month for the application to be processed by ARC (currently second Monday of the month) and Master Board of Directors meeting (currently fourth Wednesday of the month). If there is not a Master Board meeting that month, the President or their designee may approve the project.
4. If there is any change from the approved plans (e.g., not doing the work as expected at this time, wanting to change the color scheme, changing plant materials, etc.) or questions about the application, please notify the association's management company, who will notify the ARC.

PAINTING

1. If doing a repaint of the same color, swatches still need to be submitted for approval. Some repaint colors may not be approved.
2. If choosing a color selection from the color palette, submit color swatches for house and trim.
3. If choosing a color selection **not** from the color palette, submit three (3) selection pairs (house and trim) for the ARC and Board to approve one or more of the combinations.
4. Some restrictions in color selection may apply (e.g., pinks, aquas, terra cottas, brightness and darkness of color).
5. Garage doors are to be painted single color.

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6. If using primer: Primer can be clear sealant, white exterior primer or a tinted primer the same color as top coat.
7. House numbers are black and put above the center of the garage door so they are clearly visible from the street. This is necessary for emergency vehicles.
8. Work should be completed in a reasonable time period of sixty (60) days after receiving written approval, pending weather.

WINDOWS

1. Choice of window design will remain the same as existing design with mullions (white bar stripe).
2. Color of window frame is white and may be either aluminum or vinyl.
3. Any choice of glass quality, preferably hurricane or double pane.
4. Work should be completed in a reasonable time period of thirty (30) days after receiving written approval.

DRIVEWAY

1. Choices of surface design (stone, paver or solid paint) should be complimentary to house and roof colors, rather than trying to obtain exact match.
2. Provide sample or picture of color or pattern for stone or paver design.
3. Work should be completed in a reasonable time period of sixty (60) days after receiving written approval.

DECORATIVE DRIVEWAY BORDERS

1. Choices of surface design (ex: European stone, brick pavers, no solid concrete) should be complimentary to the house, roof and driveway, rather than trying to obtain exact match.
2. Provide sample or picture of color and pattern.
3. Borders not to exceed 24" wide on each side of driveway.

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4. Work should be completed in a reasonable time period of sixty (60) days after receiving written approval.

LARGE LANDSCAPING PROJECTS, TREE REMOVAL/PLANTING

1. Utility and cable companies need to be notified for flagging before any tree removal, planting and digging a hole
2. ONLY a dead, damaged or diseased tree can be removed without an application.
3. Submit a replacement landscaping plan on a surveyor's plot map and attach to the application.
4. Property must retain three (3) Palm trees and one (1) Deciduous tree as stated by Code Enforcement.
5. Privacy hedges are planted three (3) feet from property line. If you have a seven (7) foot drainage easement at the back of your property, you may not plant in the easement.
6. Attach Bonita Springs permit and property plan from the appraiser's website (www.leepa.org).

FENCES

1. Fencing cannot be over 48" tall. No fencing is allowed on properties lakeside on Old Gaslight Drive and Lake Abby Lane
2. Green and black chain link must be landscaped on the outside of the fence, three (3) feet from the property line. Black Aluminum fence is allowed and hedge material around fence is optional. If back of property has a seven (7) foot drainage easement, fence must be seven and one half (7 ½) feet minimum from back of property line. A fence cannot be erected on a drainage easement.

Five (5) plants you can use for the hedge

1. Viburnum 2. Coco Plum 3. Clusia 4. Jasmine 5. Podocarpus
3. Landscape material on fence is maintained by owner of the fence and will not be more than five (5) feet high.

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4. Work should be completed in a reasonable time period of thirty (30) days after receiving written approval.
5. Submit fence diagram on a surveyor's plot map and attach to the application.

POOLS

1. Submit design and a pool diagram on a surveyor's plot map and attach to the application.
2. Owner must notify neighbor(s) of project. Any damage to plants, trees, sod or their property will be your responsibility to replace.
3. Temporary orange fencing must be utilized until pool cage is installed.
4. If back of property has a seven (7) foot drainage easement, the pool cage must be at least ten (10) feet from back property line.
5. Work should be completed in a reasonable time period of ninety (90) days after written approval, pending weather.

ROOFS

1. Roofs must be composed of the same existing roofing material.
2. Roof color should complement the house and trim color.
3. Samples of roof color should be submitted for approval.
4. Work should be completed in a reasonable time period of sixty (60) days after written approval, pending weather.

FRONT AREA DÉCOR

(Statues, Fountains, Flags, Lampposts, Benches, Garage Lights and Holiday Decorations)

1. No application is needed for these items. Items should be in good taste, as this is a family community.
2. Christmas decorations can go up December 1st, and must come down January 31st, per Lee County Code Enforcement. All other holiday decorations (ex:

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Easter, Memorial Day, Flag Day, Fourth of July, Halloween, etc.) limited to two (2) weeks prior and one (1) week after.

3. The American Flag can fly anytime on a flag pole attached to a house, NOT a freestanding flag pole.