



Architectural Change Request

This form is to be completed by the owner, Neighborhood Association or contractor for exterior changes, alterations, or construction on any homeowner's or Neighborhood Association Unit or lot. The documents for Windstar on Naples Bay Master Association state that approval by the Architectural Review Committee ("ARC") or Board of Directors must be obtained before any work can begin. *Some examples are: swimming pools, spas, cages, awnings, shutters, new construction, neighborhood signs, and changes of exterior color, roof replacement, driveway coatings, major landscaping or any changes in the exterior of your property. All new construction and/or additions must be accompanied by blueprints and survey.*

LOCATION OF PROPOSED PROJECT

Name _____
Windstar Address _____
Phone _____ Date _____
Alt. contact Info: _____

TYPE OF PROPOSED PROJECT

Proposed Commencement Date _____ Proposed Completion Date _____

TO ACCOMPANY THIS FORM: (if applicable)

- A. Construction drawings, survey, artists rendering and/or photos of current and proposed conditions (for new construction and/or additions)
For screen cages: elevation plans, showing all sides of the screen with measurements, as well as the roofline and a bird's-eye view of the screen with measurements.
- B. Written Neighborhood Association approval of this request & Verification that affected neighbor(s) have been contacted.
- C. Listing of materials, colors.
- D. Change in paint color, the paint brand and sample colors with overall and trim colors indicated.
- E. Landscape Plan

This application submitted and approved by:

Neighborhood Association ARC Chair (if applicable) Date ____/____/____

Neighborhood Association President Date ____/____/____

RETURN COMPLETED FORM TO:

Windstar on Naples Bay Master Association
1700 Windstar Boulevard
Naples, FL 34112
master@windstaronnaplesbay.net

The ARC shall act on all fully completed & signed applications within thirty (30) days of receiving.

5/14/19

Approval is not effective until the 7th day following the approval to allow for appeal. No materials should be ordered or contracts agreed to until the 7-day window for appeal has passed. Please withhold commencement until it has been confirmed that there is no appeal.

MASTER ARC RECOMMENDATION: APPROVE_____ DISAPPROVE_____

Date of Approval:_____ **Effective Date:** _____

ARC approval does not waive the necessity of obtaining the required building or work permits. The responsibility of compliance with government codes and permitting rests solely with the Unit Owner.

ARC CHAIRPERSON_____DATE_____

Thank you for your cooperation.