

**HERITAGE GREENS  
COMMUNITY ASSOCIATION  
(Revised Mar 2021)**

**Architectural Review Form  
Homeowner fills in top part**

**PLEASE READ AN APPLICATION INSTRUCTIONS**

**Single Family Homes  
Colonial Links Villas/Condos  
Crestview Villas/Condos  
Club Homes I, II, III, IV  
(circle one)**

Homeowner Name: \_\_\_\_\_

Property Address: \_\_\_\_\_

Phone No. \_\_\_\_\_

Email (necessary to provide for approval): \_\_\_\_\_

Contractor's Name: \_\_\_\_\_

DESCRIPTION OF WORK BEING DONE (SUBMIT WITH NECESSARY DOCUMENTS):

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

Homeowner Signature

Date Submitted

**Step #1** NEIGHBORHOOD ARB: \_\_\_\_ APPROVED \_\_\_\_ DENIED      DATE \_\_\_\_\_

NEIGHBORHOOD ASSOC ARB SIGNATURE: \_\_\_\_\_

NEIGHBORHOOD BOARD: \_\_\_\_ APPROVED \_\_\_\_ DENIED      DATE \_\_\_\_\_

NEIGHBORHOOD ASSOC BOARD SIGNATURE: \_\_\_\_\_

\*\* All supporting documentation per instructions received and attached? (Y or N) \_\_\_\_\_

**STEP #2 RESORT PROPERTY MANAGEMENT: \_\_\_\_\_ (INITIALS)**

**DATE: \_\_\_\_\_**

**SEND TO HGCA ARB Committee Secretary for REVIEW ON DATE: \_\_\_\_\_**

**STEP #3** MASTER ASSOC. ARB : \_\_\_\_ APPROVED \_\_\_\_ DENIED \_\_\_\_ CONDITIONAL \_\_\_\_ DATE

MASTER ASSOC. ARB SIGNATURE: \_\_\_\_\_

MASTER ASSOC. BOARD\*: \_\_\_\_ APPROVED \_\_\_\_ DENIED \_\_\_\_ CONDITIONAL \_\_\_\_ DATE MASTER

ASSOC. BOARD SIGNATURE\*: \_\_\_\_\_

**NEIGHBORHOOD ASSOC AR Approver/s or PROPERTY MANAGER SIGNATURE (Project Finally Complete): \_\_\_\_\_**      **DATE: \_\_\_\_\_**

## AR (Architectural Review) Application Flow (when homeowner is initiating the work)

Updt 05/28/20

### Homeowner and Neighborhood Association Process:

- Homeowner gets AR application (PDF format from community website or hardcopy from clubhouse) and works with contractor to supply detail and supporting documentation (according to **Appendix B**)
- Homeowner submits AR application and supporting documentation to Neighborhood Association AR approver/s and Neighborhood Association Property Manager (see **Appendix A**)
- Neighborhood Association AR approver or Property Manager works with homeowner if application or supporting documentation is incomplete
- There are two levels of approval needed before your application is considered approved and you may commence work – your NA President and the Master ARB Committee. Here's the steps:
  - Once an AR application is complete, Neighborhood Association AR approver signs and dates approval and passes on to Neighborhood Association President
    - Note: if application is denied at Neighborhood Association level the application goes back to the homeowner with reasons for denial
  - Neighborhood Association President signs and dates approval. President or AR approver will then pass on to Community Association Property Manager (CAM) with a copy to the Neighborhood Association Property Manager.

## ARB APPLICATION DETAILED INSTRUCTIONS IF NEEDED

An AR application must be filled out whenever a material or physical change is made to any aspects of the appearance or aesthetics of the **EXTERIOR** of your property/structure (a description of which changes require an ARB is contained within the DRG document found on the community website). The AR application process is a 21-Day cycle, under normal circumstances. Missing paperwork may delay the 21-day process, so it is important to attach all required documents to obtain approval.

1. The ARB Application form, with attached instructions, can be found online at our community website ([www.heritagegreensmaster.com](http://www.heritagegreensmaster.com) under Forms) or in hard copy at the clubhouse in the hallway near the fitness center. *If the homeowner has questions, concerns, or needs guidance in completing their AR application please contact your Neighborhood Association property manager or AR approver to receive instructions (see Appendix A to determine contact for your Association).*
2. Homeowner must fill out the application including all necessary information in the Homeowner Section. Send the completed form, together with scanned copies of all required supporting documentation (**see attached Appendix B**) to the Neighborhood Association (NA) AR approver/s and Neighborhood Association (NA) Property Manager.
3. It is the responsibility of the NA Property Manager or NA AR approver/s to assist the homeowner and review your application and supporting documentation for completeness. Once the NA Property Manager or AR approver has determined the application has been properly submitted with all attached and supporting documentation, they will either approve or deny the application

(signed and dated). If approved, the complete application will be forwarded to the HGCA Property Manager (Guardian) for review.

- **Once the HGCA Property Manager (CAM) has logged and reviewed the AR application, they will sign and date the application and email the entire packet to the HGCA ARB Committee Secretary.**
  - *If denied by the neighborhood association approvers or President, the application will be returned to the homeowner with denial reason/s stated.*
4. AR applications are valid for 1 year from date of approval. All approved work started by the contractor must be completed within 90 days unless the ARB is notified of subcontractor delays.

### Glossary of Terms:

ARB – Architectural Review Board

CAM – Community Association Manager

NA – Neighborhood Association

### Appendix A : AR Approvers, Presidents and Property Managers by Association:

Crestview Villas	Suzanne Rivara (srivara22@yahoo.com), President Pat Primavera (patprimavera45@gmail.com), AR approver Rayma Rodriguez (raymar@guardianpropertymanagement.net)
Crestview Condos:	Dave Tirado (djt3229@comcast.net), President and AR approver Joe Straface (jstraface@resortgroupinc.com)
Colonial Links Villas	Fred Wooldridge (pennyw2225@msn.com), President David Wesley (dgwes4@gmail.com), AR approver Jack Spring (jspring@resortgroupinc.com)
Colonial Links Condos:	Ted Staub (tedstaub@fastmail.fm), President and AR approver Carolyn Sabin (csabin@resortgroupinc.com)
Club Homes 1	Jan Neubauer (jneubs@att.net), President and AR approver Robert Giro (Robert@abilityteam.com)
Club Homes 2	Stu Bowes (wbowes2942@aol.com), President and AR approver Rayma Rodriguez (raymar@guardianpropertymanagement.net)
Club Homes 3	Fran Macphail (jknfr90@gmail.com), President and AR approver Rebecca O'Brien (RebeccaO@SandcastleCM.com)
Club Homes 4	John Jordan (snjfl@earthlink.net), President Bessie Jarjoura (ggeobess@yahoo.com), AR approver Rebecca O'Brien (RebeccaO@SandcastleCM.com)

Single Family Homes: John Shelton (johnshelton4948@gmail.com), President  
\*\*Linda Dye (dyels624@gmail.com), AR approver  
\*\* Sally Davison (sallydavison13@gmail.com)  
Jennifer Normandin ([inormandin@resortgroupinc.com](mailto:inormandin@resortgroupinc.com))

Master Association: LJ Lithgow(LLithgow@Resortgroupinc.com)  
c/o Resort Management, 2215 Heritage Greens Drive  
Naples, FL 34119

\*\* - denotes primary contact for ARB questions and applications

## ARB Application Guidelines (Appendix B)

Last Updt: May 2020

**PLEASE REMEMBER, NO WORK REQUIRING AN ARB APPROVAL MAY COMMENCE UNTIL THE ARB IS FULLY APPROVED BY THE MASTER ARB COMMITTEE.**

**NOTE: Homeowner is responsible for asking and knowing when a permit is needed for any exterior work to be done, even if the work is to be done by the homeowner themselves.**

### If you are requesting roof replacement:

- Roof color must be in the grey, brown or terracotta family, flat or scalloped tile or shingle (color palette on display in clubhouse hallway near gym)
- ARB application must reference roof tile company, color and style (color picture from a contractor catalogue is acceptable).
- Supporting documentation must include:
  - Contractor license.
  - Contractor proof of insurance (Liability insurance must be included and homeowner name and address listed in the Certificate Holder box, or Association name if a Board sponsored project)
  - Statement of Work including materials used
  - Gutters to be installed (if yes see gutter section below).
  - All license and insurance docs must have current dates; no expired dates will be accepted.

If you are requesting gutter replacement/new gutters:

- Newly installed gutters, or current gutters being replaced, have a color palette requirement too. Gutter may only be:
  - White, or
  - A color that is closely matched to the approved roof color palette choices of the Community Association Board
  - The color of gutters must be uniform for the entire house (no mixing of gutter colors)
  - Replacement of existing gutters with the same color does not require an ARB.

**If you are requesting house exterior painting:**

- Refer to color palette at the clubhouse; color of exterior is driven by the color of the current Roof
- ARB application must reference contractor name, exterior of house to be painted.
- Attach one copy of a Paint Application sheet indicating the exterior paint color choice and trim color. If garage door or front door is to be painted also, reference that as well.
  - When changing the exterior paint colors (house and trim) it is also recommended the garage door and entry door be painted to fit within the color palette suggested on the color palette at the clubhouse.
- Supporting documentation must include:
  - Contractor license.
  - Contractor proof of insurance (Liability insurance must be included and homeowner name and address listed in the Certificate Holder box)
  - Statement of work including materials to be used and scope of all that will be painted.
  - All license and insurance docs must have current dates; no expired dates will be accepted.

**If you are requesting landscape enhancements:**

- ARB application must reference work to be done including plant/shrub types
- A plot diagram, including location of the residence, showing where the landscaping is to be done on the property must be provided
- ARB application must reference landscape vendor, scope of the landscaping to be done
- Supporting documentation must include:
  - Contractor license.
  - Contractor proof of insurance (Liability insurance must be included and homeowner name and address listed in the Certificate Holder box)
  - Statement of work including materials to be installed and scope of all landscape changes.
  - All license and insurance docs must have current dates; no expired dates will be accepted.
- Grass may not be removed to install other landscape enhancements. You must conform to original lawn footprint. Grass/lawn may not be replaced by stone outside of a flowerbed as mulch.

**If you are requesting tree removal:**

- ARB application must reference the vendor name and which tree/s are to be removed.
  - There are Collier County requirements to be met regarding tree removal replacement. Please contact Collier County Growth Management Department at (239) 252-2400 or visit the website at <https://www.colliercountyfl.gov/home/showdocument?id=82938>
  - It is the homeowner's responsibility to contact the county and work with Growth Management to determine whether a tree removed has to be replaced

- with another tree, and if so, what type and size of tree is acceptable. Failure to do so may result in a fine from the county and also the Community Association.
- Application must indicate whether tree/s removed will be replaced or sodded over.
  - Stump grinding must be done unless tree is removed within a populated flowerbed and the stump will not be visible from the street.
  - Tree replacement must occur within 30 days of removal.
- A plot diagram, including location of residence, showing what tree/s are to be removed, and showing location of remaining trees on property must be provided.
    - A site visit may take place by NA Property Manager and/or Board to validate the remaining trees on the property.
    - Any tree located within the CDD right of way (sixteen feet in from the curb) will require written approval from the CDD to remove. Contact Dorrill Management Group to obtain approval ([neil@dmgfl.com](mailto:neil@dmgfl.com))
  - Supporting documentation must include:
    - Contractor license.
    - Contractor proof of insurance (Liability insurance must be included and homeowner name and address listed in the Certificate Holder box)
    - Statement of work including materials to be removed/installed and scope of all landscape changes.
    - All license and insurance docs must have current dates; no expired dates will be accepted.

**If you are requesting to add a lanai or expand a lanai:**

- ARB application must reference contractor name and scope of work to be done.
- Detailed architectural drawing of changes on a plot diagram of property, relative to existing structure
- County Permit required at homeowner's expense
- Supporting documentation must include:
  - Contractor license
  - Contractor proof of insurance (Liability insurance must be included and homeowner name and address listed in the Certificate Holder box)
  - Statement of work including materials to be installed and scope of all changes.
  - All license and insurance docs must have current dates; no expired dates will be accepted.

**If you are requesting pool/screen cage:**

- ARB application must reference contractor name, scope of work to be done including materials, color (white frame with grey/black screening), hard cover or screened cover, any planned extension of lanai footprint must be supported by scope of work and a explanation of increased size.
- A plot diagram, including location of the residence, showing where the screen cage is to be done on the property must be provided

- In cases where a lanai extension is requested, the homeowner must obtain a County permit at homeowner's expense.
- Supporting documentation must include:
  - Contractor license
  - Contractor proof of insurance (Liability insurance must be included and homeowner name and address listed in the Certificate Holder box)
  - Statement of work including materials to be installed and scope of all changes.
  - All license and insurance docs must have current dates; no expired dates will be accepted.

**If you are requesting hurricane shutters:**

- ARB application must reference contractor name, scope of work to be done including materials, color (according to HGCA DRG), (color picture from a contractor catalogue is acceptable).
- A plot diagram, including location of the residence, showing where the shutter/s are to be placed on the residence must be provided
- Supporting documentation must include:
  - Contractor license.
  - Contractor proof of insurance (Liability insurance must be included and homeowner name and address listed in the Certificate Holder box)
  - Statement of work including materials to be installed and scope of all changes.
  - All license and insurance docs must have current dates; no expired dates will be accepted.

**If you are requesting driveway changes:**

- ARB application must reference contractor name, scope of work to be done including materials and color
  - If you are painting your driveway, according to HGCA color palette driveway color is driven by current roof color.
  - Proof of material type and color must be provided along with the ARB application (color picture from a contractor catalogue is acceptable).
- A plot diagram, including location of the residence, showing where the driveway is located relative to the residence must be provided.
  - Any request to expand driveway or redesign driveway must follow the HGCA DRG in order to be approved.
- Supporting documentation must include:
  - Contractor license.
  - Contractor proof of insurance (Liability insurance must be included and homeowner name and address listed in the Certificate Holder box)
  - Statement of work including materials to be installed and scope of all changes.
  - All license and insurance docs must have current dates; no expired dates will be accepted.