

# ***MOODY RIVER ESTATES NEIGHBORHOOD ASSOCIATIONS*** **ARC APPLICATION FORM**

After review and approval by the Neighborhood Association, forward Application to:

Mail to: Moody River Estates Master HOA ARC  
3050 Moody River Blvd.  
North Fort Myers, FL 33903  
Phone: (239) 652-0101  
Email: [moodyriverestatesadmin@kwpmc.com](mailto:moodyriverestatesadmin@kwpmc.com)

NOTE: APPLICATIONS MUST BE RECEIVED BY THE MASTER HOA ARC NO LATER THAN THE THURSDAY PRIOR TO THE NEXT SCHEDULED MEETING DATE FOR REVIEW.

**\*MASTER HOA ARC MEETS THE FIRST & THIRD TUESDAY OF EVERY MONTH AT 9:00 AM\***

<b>Property Information / Neighborhood</b>	
<input type="checkbox"/> CARRIAGE I <input type="checkbox"/> CARRIAGE II <input type="checkbox"/> CARRIAGE III	<input type="checkbox"/> COACH HOMES I <input type="checkbox"/> COACH HOMES II <input type="checkbox"/> COACH HOMES III <input type="checkbox"/> COACH HOMES IV <input type="checkbox"/> COACH HOMES V
<b>OWNER'S NAME:</b> (Application must be submitted by the legal homeowner.)	<b>ADDRESS:</b>
<b>CONTACT PHONE #:</b>	<b>EMAIL:</b>
<b>Primary Builder or Contractor's Information</b>	
<b>COMPANY NAME:</b>	<b>COMPANY ADDRESS:</b>
<b>BUSINESS PHONE:</b>	<b>CONTACT PERSON/EMAIL ADDRESS:</b>
<b>TYPE OF BUSINESS:</b>	<b>PLEASE BE SURE TO REVIEW YOUR NEIGHBORHOOD ARC CRITERIA WITH RESPECT TO THE PROPOSED MODIFICATION / WORK.</b>

**\*REQUEST FOR MODIFICATION BY HOMEOWNER:**

<input type="checkbox"/> AIR CONDITIONING UNITS (Garage unit) <b>**Deposit Required - See ARC Criteria Article 3 for Details</b>	Provide MAKE, MODEL and SIZE information for requested air conditioning unit. Attach vendor license and insurance certificate.
<input type="checkbox"/> DOMESTIC WATER FILTRATION EQUIPMENT (Installation of new unit inside garage only.) <b>** Deposit Required - See ARC Criteria Article 4 for Details</b>	Provide make, model and size information for requested water filtration unit. Attach vendor license and insurance certificate.
<input type="checkbox"/> EXTERIOR SIGNS (Resale signs only) <b>See ARC Criteria Article 5 for Details</b>	<b>See Exhibit B attached to the Neighborhood ARC Criteria for details.</b>
<input type="checkbox"/> FLAG POLES ON EXTERIOR OF BUILDING (American and Federally recognized military flags only.) <b>See ARC Criteria Article 6 for Details</b>	Standard size flag for U.S. and Federally recognized flags is 3' X 5' when flagpole is attached to the exterior of building.
<input type="checkbox"/> SCREENED LANAI <b>**Deposit Required - See ARC Criteria Article 7 for Details</b>	Attach detailed information regarding proposed screens to include <u>COLOR</u> , <u>TYPE</u> and <u>STYLE</u> .

<input type="checkbox"/> STORM SHUTTERS <b>**Deposit Required - <u>See ARC Criteria Article 8 for Details</u></b>	Attach detailed information regarding proposed shutters to include <u>COLOR</u> , <u>TYPE</u> and <u>STYLE</u> . Provide sketch showing exact location of windows.
<input type="checkbox"/> WINDOWS AND SLIDERS <b>**Deposit Required - <u>See ARC Criteria Article 9 for Details</u></b>	Attach detailed information regarding proposed windows and sliders to include <u>COLOR</u> , <u>TYPE</u> and <u>STYLE</u> .

**\*REQUEST FOR MODIFICATION BY NEIGHBORHOOD ASSOCIATION:**

<input type="checkbox"/> EXTERIOR PAINTING <b><u>See ARC Criteria Article 10 for Details</u></b>	Colors to be chosen from the available color palette. Color palette is available in the HOA Office.
<input type="checkbox"/> LANDSCAPING / IRRIGATION <b><u>See ARC Criteria Article 11A &amp; 11B for Details</u></b>	Requires detailed drawing on site survey showing existing plants and location for proposed plants. Irrigation changes to the main irrigation system require certification by the current HOA Landscaping Contractor with respect to any irrigation line(s) that require relocation. This certification must be attached to the application. <b>See Exhibit A attached to the Neighborhood ARC Criteria.</b>
<input type="checkbox"/> ROOFS, GUTTERS AND DOWN SPOUTS <b><u>See ARC Criteria Article 12 for Details</u></b>	Attach detailed information regarding proposed to include <u>COLOR</u> , <u>TYPE</u> and <u>STYLE</u> .
<input type="checkbox"/> WALKWAY OR DRIVEWAY MODIFICATION <b><u>See ARC Criteria Article 13 for Details</u></b>	Scale drawing on site plan showing all property lines and easements on property must be provided. Photographs of current walk or driveway would be helpful.
<input type="checkbox"/> OTHER – EXTERIOR LIGHTS, SECURITY CAMERAS, CHARGING STATIONS AND OTHER PROPOSED EXTERIOR CHANGES THAT MAY NOT BE COVERED UNDER A SPECIFIC ARC CRITERIA OR DECLARATION SECTION	Provide as much detailed information as possible for the Neighborhood Association and the Master HOA ARC review. Photos, brochures, etc.
<b>PROVIDE SUMMARY OF WORK TO ACCOMPANY ATTACHMENTS:</b> (Information must be detailed with required drawings attached and photos of placement, materials and brochures if available.)	

START DATE OF PROJECT \_\_\_\_\_

END DATE OF PROJECT \_\_\_\_\_

**WORK MUST START WITHIN 30 DAYS OF A PERMIT BEING ISSUED OR IN THE EVENT NO PERMIT IS REQUIRED, ALL WORK MUST BE COMPLETED WITHIN 120 DAYS FROM TIME OF MASTER HOA ARC APPROVAL. NEIGHBORHOOD ASSOCIATION AND MASTER HOA ARC MUST BE NOTIFIED IMMEDIATELY IF CONSTRUCTION SCHEDULE CHANGES.**

**\*OFFICE USE ONLY\***

- Required Current Business License and Certificate of Insurance with Neighborhood Association reflected as Additional Insured attached for Coach and Carriage Homeowner's Safety.
- Homeowner has no Open Violations and is not in arrears with any fees (Neighborhood Association)
- Homeowner has no Open Violations and is not in arrears with any fees or dues (Master HOA)

<p><b>NEIGHBORHOOD ASSOCIATION PRESIDENT'S SIGNATURE:</b></p> <p><b>#1 Signature:</b> _____</p> <p><b>Printed Name:</b> _____ <b>Date</b> _____</p> <p>-----</p> <p><b>COMMENTS OR STIPULATIONS:</b> (If the determination is PENDING OR DENIED, please stipulate what must occur to change the status to APPROVED.)</p>	<p><input type="checkbox"/> <b><u>APPROVED</u></b></p> <p><input type="checkbox"/> <b>PENDING</b></p> <p><input type="checkbox"/> <b>DENIED</b></p> <p>-----</p>
<p><b>MASTER HOA ARC MEMBER SIGNATURES:</b></p> <p><b>#1 Signature:</b> _____</p> <p><b>Printed Name:</b> _____ <b>Date</b> _____</p> <p><b>#2 Signature:</b> _____</p> <p><b>Printed Name:</b> _____ <b>Date</b> _____</p> <p><b>COMMENTS OR STIPULATIONS:</b> (If the determination is PENDING OR DENIED, please stipulate what must occur to change the status to APPROVED.)</p>	<p><input type="checkbox"/> <b><u>APPROVED</u></b></p> <p><input type="checkbox"/> <b>PENDING</b></p> <p><input type="checkbox"/> <b>DENIED</b></p> <p>-----</p>

Before presenting the Neighborhood Association with request, please be sure that all required information is completed or attached.

- ☐ Neighborhood Association ARC Request Form Complete.
- ☐ Please include Drawings on Site Survey or Plat Survey Showing both Existing and Proposed Landscaping Additions. (Neighborhood Association proposed requests only)
- ☐ Photos or Color Swatches with respect to proposed colors of material proposed, if applicable.
- ☐ Contractor's Current Business License.
- ☐ Contractor's Certificate of Insurance reflecting Neighborhood Association as Additional Insured, if applicable.

**MOODY RIVER ESTATES NEIGHBORHOOD ASSOCIATION**

## ARC Application Acknowledgement

Approval is hereby requested to make modifications as described on the attached Request for Review as detailed on the Request for Design Review Form.

I agree and understand (**Owner must initial each line demonstrating that you have read, understand and agree**):

- \_\_\_\_\_ That the Master HOA ARC review and/or approval is for the purpose of ensuring that form, function and Color of proposed installation or modification is aesthetically harmonious and consistent with the community.
- \_\_\_\_\_ That the Master HOA ARC approval does not constitute a representative or warranty of the quality of the work performed and that I, the homeowner is solely responsible for determining that the contractor's performance is satisfactory.
- \_\_\_\_\_ That neither the Neighborhood Association Board of Directors, the Master HOA Board of Directors, their Committees, Master HOA ARC nor their Employees in any way endorse contractors or vendors for work within the community.
- \_\_\_\_\_ That I must obtain a copy of my contractor's license and certificate of insurance showing Moody River Estates Neighborhood Association as Additionally Insured.
- \_\_\_\_\_ That I will notify the Neighborhood Association of the construction schedule and project completion date so inspections can be arranged and agree to notify the Neighborhood Association immediately if the schedule changes.
- \_\_\_\_\_ That the purpose of the Neighborhood Association's inspections is to determine that construction is completed in conformity with the approved application and the premises left in good condition.
- \_\_\_\_\_ That if the modification is not completed as approved or has unintended consequences, said approval can be revoked and the modification may be removed at my cost.
- \_\_\_\_\_ That I will comply with all State, Local, Governing Agencies and County Building code requirements, attain a permit(s) at my cost, if required for my particular modification, and post said permit(s).
- \_\_\_\_\_ To abide by the decision of my Neighborhood Association's Board of Directors and the Master HOA ARC with respect to the requested modification.
- \_\_\_\_\_ That I am responsible for restoring all property affected by my installation/modification to its prior condition at my cost. This includes work done by the Neighborhood Association or its contractors.
- \_\_\_\_\_ I am responsible to pay for and repair all damages done to any common area or adjoining property as a result of the installation/modification within a reasonable time following completion of approved project, not to exceed 30 days.
- \_\_\_\_\_ That I am required to place a refundable deposit with the Master HOA in the amount determined by the specific Neighborhood Association (example: \$1,500) to secure against property damaged as a result of the installation/modification. Once the improvement/modification is completed and the property is appropriately restored, as determined by the Neighborhood Association Board, the deposit will be returned to me. Should I fail to restore or repair damaged property caused by the improvement / modification within a reasonable time, the Neighborhood Association will have the right to use my deposit to complete the repairs.
- \_\_\_\_\_ It is hereby agreed by accepting the decision of the Neighborhood Association, Neighborhood Association's Board of Directors, the Master HOA Board of Directors or the Master HOA ARC to approve any and all requests, that I will not pursue any litigation against the Master HOA ARC as a whole nor individually as long as the proper rules and regulations were followed and no intentional deviation of an approval or disapproval of submitted requests was performed. The Neighborhood Association and the Master HOA ARC acts as the committee to review all necessary requests for all exterior items such as landscaping, drive/walkway, paint, lighting, enclosures, windows and such. The Neighborhood Association is of itself a volunteer committee and bases its findings on the Neighborhood Association's Docs and Guidelines set up for the purpose to keep the community enhanced and keeping with the design standards in place.

I, the undersigned homeowner(s), accept the responsibility for damage resulting from work done at my unit/lot and understand that I am solely responsible for complying with all laws, regulations and covenants within the Neighborhood Association's Declaration that pertain to this ARC Application. Upon resale, the new owner(s) becomes responsible for the same as stated in the restrictive covenants. My signature below confirms that I have read, understand and agree to all of the above.

\_\_\_\_\_  
Printed Name of Owner

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

\_\_\_\_\_  
Date

