



KELLY GREENS GOLF & COUNTRY CLUB

MASTER ASSOCIATION

***A & E APPLICATION***

239-466-9570 Fax: 239-466-1016

NAME: \_\_\_\_\_

APPROVED ☐ DENIED ☐

\_\_\_\_\_  
(Received by Office)

APPLICATION FOR EXTERIOR CHANGE, MODIFICATION, IMPROVEMENT TO  
SINGLE OR MULTI-FAMILY PROPERTY

**APPLICATION MUST BE SUBMITTED NO LATER THAN WEDNESDAY BEFORE  
BOARD MEETING**

Members are required to follow certain procedures when making specific external changes to their homes or units. Should members be in doubt as to whether permission is required, they are advised to enquire in the Executive Offices rather than just proceed and later discover that they are in violation.

**The procedure to be followed is:**

- ❖ Obtaining the requisite application form from the Executive Office, or from KG website.
- ❖ Completing the form and attaching to it any applicable plans, drawings, etc.
- ❖ Submitting the application to the member's own Association for approval by President or Designated Alternate.
- ❖ Only when that approval has been obtained, submitting the application to the A & E Committee via the General Manager.
- ❖ The A & E Committee will make a recommendation to the Board that the application be approved or denied.
- ❖ No work is to be done before application is approved by the Board.

**13.7.1 Procedure.**

Each applicant shall submit an approved application from their respective neighborhood or condominium association, which has been pre-approved as to form by the General Manager, to the A & E Committee with respect to any proposed improvement or material change in an improvement, together with the required application(s). The applications shall include such information as may be required by the application form adopted by the A & E Committee. The A & E Committee may also require submission of samples of building materials and colors proposed to be used. At the time of such submissions, the applicant shall, if required, submit to the A & E Committee, such site plans, plans specifications for the proposed improvement. An approved application shall be in effect for one (1) year from the date of approval. If the project is not started within that time period, a new application must be submitted.

**Next Board Meeting Date:** \_\_\_\_\_

OWNER'S RESPONSIBILITIES/LIABILITY UPON APPROVAL:

*Owners shall be responsible for:*

- ❖ Ensuring that construction activities shall be performed on a diligent, work manlike, and continuous basis.
- ❖ Ensuring that all refuse and debris shall be removed or deposited in a dumpster on daily basis.
- ❖ All construction activities shall comply with the Community Guidelines.
- ❖ The use of a licensed and insured contractor is highly encouraged.

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BOARD MEETING**

**Please complete the following information:**

OWNER'S NAME (IF MEMBER APPLICATION): \_\_\_\_\_

ASSOCIATION'S NAME: \_\_\_\_\_

OWNER'S ADDRESS: \_\_\_\_\_

PHONE: \_\_\_\_\_

STATEMENT DESCRIBING CHANGE, MODIFICATION OR IMPROVEMENT:

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

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

Contractor's Phone # \_\_\_\_\_

Contractor's License # \_\_\_\_\_

**REMINDER:** Be sure to attach to application any required plans, elevation drawings and specifications for the change. Location of existing buildings, and a lot plan with present and proposed set-backs.

**IMPORTANT NOTE TO APPLICANT:** In the event of an owner not being present at Kelly Greens when the work that is the subject of this application is to be done, the owner **SHOULD** appoint a Kelly Greens resident representative who will be here to supervise the work. This particularly applies to the construction of swimming pools.

NAME & PHONE NUMBER OF REPRESENTATIVE: \_\_\_\_\_

If the property owner desires to make any changes to the approved plan during construction, management must be notified in order to determine whether these changes are major and whether a revised application needs to be submitted.

OWNER'S SIGNATURE: \_\_\_\_\_  
NAME SIGNATURE  
\_\_\_\_\_  
DATE

OWNER'S ASSOCIATION  
APPROVAL BY PRESIDENT OR DESIGNATED ALTERNATE \_\_\_\_\_  
SIGNATURE  
\_\_\_\_\_  
NAME TITLE DATE

GENERAL MANAGER: \_\_\_\_\_  
SIGNATURE DATE

RECOMMENDATION: ☐ APPROVAL ☐ NOT APPROVED ☐ REFERRAL TO A & E

A & E SITE INSPECTION BY: \_\_\_\_\_  
NAME SIGNATURE  
\_\_\_\_\_  
DATE

COMMENTS: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

A & E APPROVAL BY: \_\_\_\_\_  
NAME DATE

#### MASTER ASSOCIATION

BOARD OF DIRECTORS: APPROVED ☐ DENIED ☐ \_\_\_\_\_  
DATE

Notification of the Master Board's final approval constitutes an agreement by the Applicant not to deviate from the approved plan unless such proposed deviation has been submitted to the A & E for review and has been expressly approved by the Master Board.

OWNERS / ASSOCIATION NOTIFICATION BY: \_\_\_\_\_  
NAME DATE

Upon completion of any construction or alteration, Management, your HOA President or a representative of the A & E Committee may inspect the property to confirm that construction is in compliance with the approved plans.

Approval of this application is contingent upon Owner's / Association's compliance with all Lee County building codes and obtaining all required building permits prior to commencement of work.