



Winding Cypress HOA
 7180 Winding Cypress Drive
 Naples, Florida 34114
 (239)732-7171 /
 WCAssistantManager@swpropmgt.com

ARCHITECTURAL REVIEW COMMITTEE REQUEST FOR MODIFICATION

The Winding Cypress Declaration of Covenants and the Architectural Review Guidelines expressly detail what is approved or prohibited in the Winding Cypress Homeowners' Association. If an item, addition, removal or any other action is not expressly approved in either the Declaration of Covenants or the Architectural Review Guidelines, it is prohibited.

Please review and initial the following checklist before completing this form. Consult with the HOA office if you have a question regarding your submission.

CHECK LIST: (REQUIRED ITEMS)

_____ **Review of ARC Guidelines for Project**

_____ **ARC Form**

_____ **Security Deposit Check (**Checks will be deposited**)**

_____ **Scope of work / Description** – Please include back up documentation and any other information that will assist in the approval process. Make sure your contractor submits proposed plans. For landscaping projects, include a list of plants.

_____ **Survey Lot Plan / Schematics** - Survey lot plan must be included with a description of the project location, installation, and access of entry if applicable.

_____ **Contractor's Updated License and Certificate of Liability Insurance (see attached example) - License and Insurance must be at least 60-days following the date of modification request.** Homeowners are legally responsible for obtaining or ensuring that their contractor has obtained all applicable County Permits, and that the work is done in compliance with all applicable county ordinances/building codes as well as all Winding Cypress HOA - ARC Guidelines.

_____ If applicable, a copy of the obtained permit

A RETURNABLE DEBRIS AND DAMAGE DEPOSIT PAYABLE TO WINDING CYPRESS HOA MUST BE SUBMITTED AT THE TIME OF APPLICATION AS FOLLOWS:

- Deposit of **\$500.00** is required for projects that may impact grading, irrigation, common grounds including but not limited to:

-Bahamian shutters	-Hurricane Storm Shutters
-Concrete Work	-Landscaping
-Exterior Painting	-Patios and Driveways
-Garage Air Conditioning Systems	-Pool Heaters
-Generators	-Solar Panels
-Stone Façade	-Water Filtration Systems
- Deposit of **\$1000.00** is required for projects that may impact grading, irrigation, common grounds and where the irrigation system is to be altered including but not limited to:
 - Pools
 - Screen Enclosures
- Deposit of **\$250.00** is required for other improvements.

Winding Cypress - ARCHITECTURAL CHANGE FORM

7180 Winding Cypress Drive, Naples FL 34114

PH: (239) 732-7171 EMAIL: wcassistantmanager@swpropmgt.com

Name & Phone Number of Homeowner

Address of Home at Winding Cypress

Email Address of Applicant

Date of Application

Model of Home / Color of Home

Contractor: Name & Phone Number

Check # / Amount

Please attach a copy of Collier County Contractors License and Insurance

DESCRIPTION OF ADDITION, CHANGE, MODIFICATION, ETC.

Please submit one complete application with all proposed additions, changes, modifications, etc., accompanied where appropriate by floor plans, exterior elevations (all views), and site plans (showing applicable setbacks, dimensions from property lines to proposed structures, etc.). In addition, submissions will include proposed colors, patterns, materials, *photos*, and all additional information necessary for the Architectural Control Committee and the Collier County Building Department (when involved) to make an informed decision. Insufficient information or an incomplete application request will cause your project to be delayed or rejected. Please ensure all information is provided for review.

Description

Homeowner acknowledges that they are aware of their duty to inform ARC when the project is complete and that they have read and understand this application. If not notified, ARC reserves the right to inspect the property for completion of the project 9 months after the approval date to facilitate return of the Debris and Damage deposit that they have read and understand this application. They also understand that until a signed approval is received, NO WORK IS TO BE STARTED. Make deposit checks payable to Winding Cypress HOA, Inc.

Applicant's Signature

Applicant's Signature

HOA Comments:

ACC Member Signature Date: _____ [_____] Approved [_____] Denied [_____] Insufficient

ARCHITECTURAL REVIEW COMMITTEE
RETURN DEPOSIT REQUEST

**** (SUBMIT AFTER COMPLETION OF WORK) ****

*If your project requires a Collier County permit to complete, you can check your inspection status here: <https://cvportal.colliercountyfl.gov/CityViewWeb/> or call 239-252-2400 or 239-252-2493. Remember, the job is not complete until the inspections are marked, **FINALED**.

WINDING CYPRESS

7180 Winding Cypress Drive, Naples FL 34114
PH: (239) 732-7171 EMAIL: wcassistantmanager@swpropmgt.com

Date: _____ Owner(s) Name: _____

Lot: _____ Address: _____

Phone: _____ Email: _____

Description of Work Completed:
(*Filled in by Homeowner*)

Action to be taken:
(*Filled in by Community Association Manager*)

Mail to:

All Checks will be mailed to your Winding Cypress Address unless stated otherwise by Homeowner
(Please notate ONLY if address is different)

Winding Cypress Assist. Manager
(Authorization to Release Deposit)

ARC Committee Member
(Appeared in Person to Inspect Work)

Date _____

Date _____

