

SECTION V: FORMS

Forms must be fully completed and submitted to the PMHOA property management company, along with all additional required documentation:

Hand-deliver:

Palmira Golf & Country Club MHOA
c/o KEB Management Services
11100 Bonita Beach Rd. # 101
Bonita Springs, FL 34135
Phone: 239 262-1396

By Mail:

Palmira Golf & Country Club MHOA
c/o KEB Management Services
6017 Pine Ridge Road
Naples, FL 34119

By Email:

bloomk@kebmngt.com

Forms:

1. Request for Modification (Page 30)
2. Tree Removal Request Form (Page 31)
3. Modifications to Existing Construction or Rebuild (Exterior Only) Single Family Homes (Pages 32-35)
4. Contractor Agreement (Page 36)

REQUEST FOR MODIFICATION

Fill out this form completely and submit with all required documentation:

Hand deliver: Palmira Golf & Country Club MHOA, c/o KEB Management Services, 11100 Bonita Beach Rd. # 101, Bonita Springs, FL 34135

Mail: Palmira Golf & Country Club MHOA, c/o KEB Management Services, 6017 Pine Ridge Rd., Naples, FL 34119

Email: bloomk@kebmgt.com

Name of Resident Requesting Modification:

Phone: _____

Email: _____

Address: _____

Date Submitted: _____

Please describe in detail the modification being requested. Include colors, size, materials, etc.

Name of company performing work: _____

Please attach copies of certificate of insurance, occupational license, permits if applicable, drawings of improvements drawn to scale and on survey.

I/We understand that approval of our request must be granted before I/we can have the job started. I/we acknowledge that this request is granted as presented and must be completed as presented. I/we understand that any expense incurred as a result of city/county code changes is our responsibility. I/we understand that the ARC has up to ten (10) business days to approve this request.

Signature of Applicant

Signature of Applicant

Approved:
Yes () No ()

Approved w/ Tree Replacement:
Yes () No ()

Approved/Disapproved By:

Date: _____

TREE REMOVAL REQUEST FORM

Fill out form completely and submit with any required documentation:

Hand deliver: Palmira Golf & Country Club MHOA, c/o KEB Management Services, 11100 Bonita Beach Rd. # 101, Bonita Springs, FL 34135

Mail: Palmira Golf & Country Club MHOA, c/o KEB Management Services, 6017 Pine Ridge Rd., Naples, FL 34119

Email: bloomk@kebmngt.com

Name of Resident Requesting Tree Removal: _____ Phone: _____

Address: _____ Email: _____

_____ Date Submitted: _____

Type of Tree You Wish to Remove: _____ Reason for Removal: _____

_____ Name of Company Performing Work: _____

You must include documentation from the arborist or landscape architect indicating the tree is a danger to persons or property (if applicable).

I/We understand that approval of our request must be granted before I/we can have the job started. I/we acknowledge that this request is granted as presented and must be completed as presented. I/we understand that the ARC has up to ten (10) business days to approve this request.

Signature of Applicant

Signature of Applicant

Approved:
Yes () No ()

Approved w/ Tree
Replacement: Yes () No ()

Approved/Disapproved By:

Date: _____

MODIFICATIONS TO EXISTING CONSTRUCTION Or Rebuild (Exterior Only) Single Family Homes

Fill out form completely and submit with all required documentation:

Hand deliver: Palmira Golf & Country Club MHOA, c/o KEB Management Services, 11100 Bonita Beach Rd. # 101, Bonita Springs, FL 34135

Mail: Palmira Golf & Country Club MHOA, c/o KEB Management Services, 6017 Pine Ridge Rd., Naples, FL 34119

Email: bloomk@kebmngt.com

Owner: _____ Phone: _____

Address: _____ Email: _____

Construction Address: _____ Date Submitted: _____

_____ Block _____ Lot _____

Design Review Fee: \$500 (initial submission) Partial Submission Fee: \$250 each additional time (2 hours of independent professional review.) ARC change requests exempted.

Architect: _____ Phone: _____

Address: _____ Fax: _____

_____ Email: _____

Contractor: _____ Phone: _____

Address: _____ Fax: _____

_____ Email: _____

License # _____

Surveyor: _____ Phone: _____

Address: _____ Fax: _____

_____ Email: _____

MODIFICATIONS TO EXISTING CONSTRUCTION (EXTERIOR ONLY) OR REBUILD – Page 2

The following information must be included to be reviewed:

SQUARE FOOTAGE

Final Stake-Out Completed	_____	Living Area	_____
Landscape Plan with Plant List	_____	Garage/Carport	_____
Grading Plan	_____	Screened Porch	_____
Surveyor Site Plan w/ Dimensions and House Footprint Setbacks	_____	Decks	_____
		Other	_____
		Total:	_____

Construction Plans & Specifications to include:

- | | | |
|----------------------------|-----------------------------------------|----------------------------|
| Floor Plan with Dimensions | Foundation Plan | Electrical Plan |
| Roof Plan | Wall Section | Pool & Cage (on all plans) |
| Plumbing Plan | Exterior Elevations from existing grade | |

EXTERIOR MATERIALS & COLORS: (Please attach color paint chips.)

	Manufacturer Name and Number
Walls	
Trim	
Foundation	
Roofing	
Paving	
Garage Doors	
Other	

MODIFICATIONS TO EXISTING CONSTRUCTION (EXTERIOR ONLY) OR REBUILD -Page 4

Deposits:

Construction/landscape/improvements deposit is 1% of contract value with a minimum of \$1,000 and maximum of \$10,000 Deposit: \$_____

Contractor Previous Experience:

If you have not previously built in Palmira Golf & Country Club, please list three (3) homes you have built that have been resided in a minimum of six (6) months. List name, address and daytime phone numbers of owners.

1. _____

2. _____

3. _____

CONTRACTOR AGREEMENT PALMIRA MHOA

I, _____, as Contractor for the above described construction project, acknowledge and agree that the above described deposit is being held by Palmira Golf & Country Club Master Homeowners Association, Inc. ("Palmira MHOA") to ensure that the improvements will be constructed in accordance with plans and specifications which have been approved. Damages or penalties for non-compliance shall be deducted from the deposit as approved by the Architectural Design Control Committee (the "Architectural Review Committee or ARC") in public meeting. You may appear and be heard at the meeting. Noncompliance shall result in restricting main gate access for the contractor, sub-contractors, staff, and suppliers until the compliance issue is cleared.

I further acknowledge and agree that:

1. I have read and understand the Governing Documents applicable to the property and the ARC Guidelines and will follow and obey the said Governing Documents and Guidelines.
2. I am responsible for completing the project as described by the drawings and specifications approved and any proposed changes will be submitted to the Palmira ARC for approval prior to implementation.
3. I will maintain a clean construction site at all times and install a job sign, commercial dumpster and job toilet in conformance with the Guidelines.
4. I am responsible for the conduct of all workers performing services on this project at all times while they are in the Palmira Golf & Country Club community.
5. I will notify the office of the Palmira MHOA or its designee for field inspections.
6. As the Deposit will be held in a non-interest bearing account, I understand that it shall be returned after completion of the Final Inspection with no interest added.
7. Any fees paid by Palmira MHOA for repair of damaged areas, the correction of changes not approved by Palmira MHOA, work contracted to improve the appearance of untidy sites, and assessed penalties may be deducted from the Deposit as approved by the Architectural Review Committee.

This application's deposit and agreement made this _____ day of _____, 20____

By _____

(Contractor's Signature)

WITNESSES:

_____ Print Name: _____

_____ Print Name: _____

APPLICATION ACCEPTED: this ___ of _____, 20____,

By: _____ Print Name: _____