

PINE RIDGE AT FT. MYERS
VILLAGE I
A 55 & Older Community

ARCHITECTURAL
REVIEW
COMMITTEE
MODIFICATION
MANUAL

Resolution of the Board of Directors

Effective Date April 18, 2012

Eric Ray, Manager

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PINE RIDGE AT FT. MYERS VILLAGE I

Architectural Review Committee

Modification Manual Cover Sheet

1. Prior to an owner making any additions or modifications to units, common elements and limited common elements, approval must be acquired from the manager.
2. Please fill out and sign the *Request Form* and the *Provisions Form*. Attach all documents required for approval and return to the manager's office.
3. A separate request form must be submitted for each modification.
4. The request will be reviewed by the manager. Upon arrival, you will then receive a signed copy of the *Request Response Form* along with a *Pine Ridge Work Permit*. This permit should be displayed in your front window until work is complete.
5. No contracts should be signed with a contractor or work scheduled until your request is approved. If you choose to sign a contract prior to approval, it is recommended that you add a clause that states that the contract is contingent upon approval by the Pine Ridge manager.
6. If required, a Lee County building permit must be obtained and posted prior to starting any work. If you have any questions regarding which type of work requires a building permit, contact Lee County Permitting and Zoning at 239-533-8329.
7. If the modification is approved with a provision that a Lee County Building Permit is required and your contractor disagrees, then it is up to your contractor to produce sufficient evidence to the contrary. It must be presented to the Architectural Review Committee and they will make their recommendations to the Board of Directors for a final decision.
8. Contact the Association manager when work is completed.
9. Turn in Pine Ridge Work Permit and copy of "signed off" Lee County Building Permit or Certificate of Compliance to the Association office.

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Modification Checklist

Submit the following items to the Pine Ridge office for approval.

- Request Form (filled out and signed)
- Provisions Form (filled out and signed)
- Copy of contractor's license
- Copy of contractor's liability insurance (minimum coverage of \$500,000) and proof of workers compensation (minimum coverage of \$500,000)
- Copy of contractor's contract (prior to signing) or proposal
- All appropriate drawings or plans, indicating design and appearance of modification
- Survey or recorded plot plan to show boundaries for extended lanai*
- List of materials to be used, including color and other pertinent information (if available)
- Brochure of product (if available)

*Contact the Association manager for any available plot plan.

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Request Form

(Return this form to the Pine Ridge office)

Name of Unit Owner(s) _____

Address _____ Building _____ Unit _____

Phone # _____ Alternate Phone # _____

E-mail Address _____ Projected Start Date _____

Is this an amendment to a previous request? Yes No

Are you or your contractor applying for a building permit for this modification? Yes No

Check which modification is requested:

- Extended lanais Courtyard screen enclosures Solar tubes/skylights
- Courtyard patio Condominium lanai enclosures Garage doors
- Storm shutters Hard surface flooring 2nd/3rd floors Windows/Sliding glass doors
- Other _____

Description of modification _____

NOTE: All appropriate drawings, indicating design and appearance must accompany this request. Include list of materials to be used, including color and other pertinent information regarding the change. Survey and/or plot plan for extended lanais must also be included. A copy of the contractor's license, certificate of liability insurance (minimum coverage of \$500,000) and a certificate of workers compensation insurance (minimum coverage of \$500,000) must be handed in with this form. Request expires 3 months after managers' approval.

Contractor Name _____ License # _____

In accordance with the declaration of Covenants, Conditions and Restrictions of the Pine Ridge at Ft. Myers Village Condominium Association, I hereby apply for permission to make the aforementioned alterations/additions to the premise:

Signature _____ **Date** _____

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Provisions Form

(Return this form to the Pine Ridge office)

Name of Unit Owner(s) _____

Address _____ Building _____ Unit _____

I understand and agree to the following provisions:

1. No work or commitment of work will be made by me until I have received written approval from the Association.
2. All work will be done at my expense and all future upkeep and repairs will be done at my expense.
3. All work will be done expeditiously once commenced and will be done in a good workmanlike manner.
4. I will be responsible for any and all damage to the common elements Association property or the property of other owners arising out of or concerning the construction, installation or maintenance of this modification.
5. I will be responsible for the conduct of all persons, agents, contractors and employees who are connected with this work.
6. I understand that any grading or drainage problems created by this modification will be my responsibility and that I will be financially responsible for any corrections.
7. I will be responsible for complying with, and will comply with, all applicable federal, state and local laws, codes, regulations, and requirements in connection with this work, and I will obtain any necessary governmental permits and approvals for the work. I understand and agree that the Pine Ridge Condominium Association, its Board of Directors and/or its agents have no responsibility with respect to such compliance and that the managers' approval of this request shall not be understood as the making of any representation or warranty that the plans, specifications or work comply with any law.
8. I will give a copy of specifications to my contractor to be included in the contract/proposal.
9. I agree to sign and be responsible for any fees to record a "Covenant to Run with the Land" for any modification that requires one.
10. I acknowledge, understand and agree to abide by the terms of this document. I hereby indemnify, to the fullest extent lawful, the Pine Ridge Village I Condominium Owner's Association for any damage caused, directly or indirectly, by this installation or parts of the installation, for whatever reason such damage occurs.

Signature _____ Date _____

PINE RIDGE AT FT. MYERS VILLAGE I

Request Response Form

OFFICE USE ONLY

Name of Unit Owner(s)_____

Address_____ Building_____ Unit_____

Description of Modification_____

_____ *APPROVED AS REQUESTED*

_____ *APPROVED WITH THE FOLLOWING EXCEPTIONS/PROVISIONS*

_____ *REQUEST FOR ADDITIONAL INFORMATION*

Your modification request has been approved by the manager and you may begin work upon receipt of this written notice of approval. If your approval is based upon any exceptions and/or provisions noted above, you must comply with all of the items for this approval to be considered valid.

_____ *DISAPPROVED BASED ON THE FOLLOWING*

Your modification request has been disapproved by the manager and you may not proceed with your work at this time. However, you may amend your request by completing another modification request form and answering “yes” that this is an amendment to a previous request. Please attach this form to your modification request amendment. Also, attach all new drawings, specifications, etc. if applicable.

Signature of Manager_____ **Date**_____

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Modification Conditions

The following conditions must be met prior to making any exterior modifications to your Pine Ridge Unit:

- A1. A signed Request Form must be submitted, along with copies of any preliminary plans or drawings, to the Manager for approval. You must receive approval prior to beginning any work on the modification.
- A2. The name of the contractor, copy of license and certificate of insurance showing liability and workers compensation must be provided to the Association.
- A3. If required, a Lee County building permit must be obtained and posted prior to starting any work.

The following conditions must be met while making any exterior modifications to your Pine Ridge Unit:

- B1. All work on the changes or additions to your Pine Ridge Unit must be done between 8:00 AM and 5:00 PM, Monday through Saturday, excluding legal holidays.
- B2. Owners or their authorized representatives should be on site when work is being done to oversee the construction workers to prevent damage to the common elements. The Association is to be notified, in advance, of any person, other than the owner, who will oversee the construction work on your unit.
- B3. Owners are responsible for the cost to repair any damage to the common elements by the construction workers.
- B4. All construction trucks or vehicles must stay off the grass. Construction vehicles must use legal parking spaces. Concrete must be pumped or buggied to the site. The contractor is responsible for cleaning up the area of any spills and any tracking of the concrete, or other materials, on the common elements.
- B5. Any sprinkler/irrigation lines that need to be capped or moved must be done by an irrigation contractor at owner's expense. In addition, the manager must approve any changes to the irrigation system prior to any work started. A revised site plan must be provided to the Association whenever the irrigation system is modified.
- B6. Any trees or shrubs removed or moved must have Landscape Committee approval and are at the owner's expense.
- B7. All construction debris must be removed from Pine Ridge. Pine Ridge dumpsters are not to be used for disposal of construction debris.
- B8. Cleaning of construction equipment is not allowed on Pine Ridge property (e.g. as concrete, painting equipment or vehicles).

The following conditions must be met after making any exterior modifications to your Pine Ridge Unit:

- C1. Contact the Association manager when the project has been completed.
- C2. Return Pine Ridge Work Permit to the Association manager.
- C3. A copy of “signed off” Lee County building permit or Certification of Compliance must be provided to the Association manager upon completion.
- C4. The owner is responsible for the upkeep, cleaning, maintenance, repair, and insurance of any modification.

PINE RIDGE AT FT. MYERS VILLAGE I

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Modification Specifications

I. Villa & Single Family Extended Lanai

1. The room must be maintained as an **extended screened lanai** only. It is not to be used as habitable living space. There is an allowance for windows to be constructed inside the screen, as long as they meet Lee County building codes.
2. Sliding glass doors between the structure and the lanai may not be permanently removed.
3. If windows are installed, they must be horizontal or vertical sliders. Crank style windows are not allowed.
4. Aluminum guard plate (kick plate) 16 inches high is required.
5. All framing must be same color as building window frames.
6. The extended lanai must not exceed the width as the original lanai.
7. The owner or contractor must provide documentation indicating the boundaries of unit's designated limited common area, as well as the boundaries of the proposed lanai extension, to verify that the proposed extension will not encroach into the common element area.
8. If a concrete pad is to be constructed outside the extended lanai screen door, it cannot encroach into the common element area.
9. Fences separating villa unit boundary lines cannot be removed.
10. If air conditioning unit or other structure is to be relocated, it must be shown in the drawing provided to the manager during the approval process. The drawing must show the new location. The air conditioning unit must be moved by a properly licensed air conditioning contractor and licensed electrician at the owner's expense.
11. Any sprinklers/irrigation lines that need to be capped or moved must be done by an irrigation maintenance worker at the owner's expense.
12. Rain gutters are required.
13. Preliminary drawings/plans must reflect the height and pitch of the extended lanai roof and location of where the roof is attached to the original building.

Note: A "*Covenant to Run with the Land*" is required (see "note" on page 3).

II. Villa & Single Family Courtyard Screen Enclosure

1. All framing must be the same color as window frames.
2. Screen enclosure must be uniform in design with other villas and single family homes in the same area.
3. Screen enclosure may only be constructed on villa or single family concrete block walls.

Note: A “Covenant to Run with the Land” is required (see “note” on page 3).

III. Condominium, Villa & Single Family Lanai Enclosures

1. Must be maintained as a screened lanai only. It is not to be used as habitable living space.
2. Lanai sliding glass door cannot be permanently removed.
3. Windows are to be constructed inside the lanai screen or with a screen attached on the outside of the window frame.
4. Windows must be installed as horizontal sliders.
5. Banisters and balusters (railings) on 2nd and 3rd floor condominiums are to remain.
6. All framing must be the same color as window frames.

IV. Villa & Single Family Courtyard Patio

1. Patio floor must be graded and designed for proper drainage.
2. Sprinklers cannot be covered without manager approval.
3. Any sprinklers/irrigation lines that need to be capped or moved must be done by an irrigation maintenance worker at the owner’s expense.

V. Solar Tubes/Skylights

1. Must be installed by a licensed/insured contractor.
2. They may only be installed on villas, single family homes, and top floor condominiums.

Note: A “Covenant to Run with the Land” is required (see “not” on page 3).

VI. Overhead Garage Door/Garage Entry Door

1. Overhead garage door must be the same design and color as original.

VII. Windows/Sliding Glass Doors

1. Window sliders (vertical or horizontal) must be same as original.
2. Window design must be the same or better than original.
3. Framing must be same as original.
4. Windows on 2nd and 3rd floor condominiums must be installed by a licensed/insured contractor.

VIII. Hard Surface Floors in 2nd and 3rd Floor Condominiums

1. Hardwood floors (e.g. tiles, slate, ceramic, laminate, stone, etc.) are required to have a sound absorbent underlayment of, or equivalent to ¼ inch cork to prevent the transmission of noise to lower floor units. Not required in ground floor units.
2. Sound absorbent underlayment is not required in the kitchen, bathrooms, and utility room.

Note: (a) The equivalence of ¼ inch cork is approximately equal to an Impact Insulation Class (ICC) rating of 65. Sample products with a minimum rating of 65 are “90 mil Pro-Flex” and “Mapei 90”.

(b) If a wood laminate is installed with attached backing, it most likely does not meet minimum standards and therefore may need additional underlayment.

IX. Storm Shutters

1. See enclosed “Rules and Regulations for Hurricane Shutter Installation”.

Note: A Covenant to Run with the Land is an agreement between you and the Association which restricts the use of your property. The document is recorded in the public land records and runs with the land (it binds all future title holders to the restrictions). Any future sale or other transfer of your condominium unit will be subject to the restrictions contained in the recorded covenant. With respect to architectural modifications, the covenant required by the Association expressly provides that you agree on behalf of yourself and all future owners of your unit to be responsible for the repair and maintenance associated with your modification. The covenant is a legal document and you should seek the advice of an attorney as to your rights, responsibilities, and obligations under the covenant before signing it.

PINE RIDGE AT FT. MYERS VILLAGE I

Architectural Review Committee Rules and Regulations for Hurricane Shutter Installation

Resolution of the Board of Directors
Pine Ridge at Ft. Myers Village I
Effective Date: October 20, 2010

WHEREAS, Section 718.113(5) Florida Statutes (2008) state that “each board of administration shall adopt hurricane shutter specifications for each building within each condominium operated by the association which shall include color, style, and other factors deemed relevant by the board. All specifications adopted by the board shall comply with the applicable building code”.

And

WHEREAS, Lee County Chapter 6 Building Code Amendments page 12 and 13 declare “Buildings that are boarded up, except when placed for temporary hurricane protection and removed within 30 days” to be “public nuisances”.

The Board of Directors of Pine Ridge at Ft. Myers Village I Association establishes the following rules governing the installation of hurricane shutters:

Definition: “Hurricane shutter” means a device, installation, equipment or appliance, affixed or attached to the building or any portion of a building with its primary purpose and function being to provide protection to the unit and the property within the unit against hurricane force storm objects or projectiles carried by wind or such storm.

Installation Request: Any person desiring a hurricane shutter shall submit a written request form to the manager no less than fourteen (14) days prior to the proposed commencement of installation. The written request shall contain the:

- (1) Name and address of the person desiring the hurricane shutters.
- (2) Building and unit number to which the hurricane shutters will be installed.
- (3) Name, address, and telephone number of the proposed contractor who will install the hurricane shutters. A copy of the following will be required:
 - a. Contractor’s business license and Lee County occupational license.
 - b. Certificate of liability insurance – minimum coverage of \$500,000.
 - c. Certificate of workers compensation insurance – minimum coverage of \$500,000.
- (4) Proposed locations and site plan for installation of the hurricane shutters.
- (5) Proposed type, style, brand, color, material, and name of manufacturer of the hurricane shutters, including a brochure of the proposed installation.
- (6) Proposed manner of installation of the hurricane shutters.

Building Codes: The hurricane shutter and the installation will conform, in all respects, to Florida and Lee County minimum building codes. All hurricane shutter installations must be permitted with the Lee County Building Department and have a Florida Approval Number. This is the responsibility of the contractor/owner-builder.

Types of Permanent Shutters: No hurricane shutters except those approved by the Board of Directors shall be permitted. The unit owner shall choose from the following list of shutter types (a combination of these may be used):

- *Roll down:* Electrically or mechanically operated – white in color. If bottom track is installed, must be designed to allow drainage.
- *Accordion Shutters:* White in color. Must be installed on exterior of building on the outside plane of the window recess. Designed to be able to operate and lock the shutters from inside the 2nd and 3rd floor units.
- *Aluminum/Steel Panels:* White in color. Vertical installation only. Installation of panels on the windows is permitted on ground floor units only. H-header and studless/studded track with build-out as required.

Hardware: Framework, tracks, channels and all anchoring hardware (crews, nuts, bolts, etc.) must be white in color. Anchoring hardware shall be stainless steel or other non-corrosive material.

Condominium Lanai: Hurricane shutters are required to be mounted inside the existing screen enclosure or over the sliding glass doors.

Maintenance and Owner Obligations: As a condition of approval, all record owners of a unit requesting installation of hurricane shutters agree to maintain and clean the shutters. If the project is abandoned or the shutters are removed from the home, the owners agree to return building to its original condition, i.e. no holes are left in walls, no unpainted areas, etc.

Hurricane Season: Hurricane season is from June 1st through November 30th. If homeowners are leaving prior to June 1st, or they return after November 30th, permanent shutters can remain closed, i.e. up or in use, while the house is vacant. They also may remain closed for security purposes while occupied.

Grandfather Clause: Permanent type shutters approved by the manager prior to October 20, 2010 are “grandfathered” in.

Temporary type shutters with hardware that have been permanently attached to the dwelling prior to October 20, 2010 are “grandfathered” in and must adhere to the requirements in the “Temporary Protection” paragraph.

Liability: The owner of the unit to which the hurricane shutter is installed shall be liable for any all damage to the common elements, association property or the property of other owners arising out of or concerning the construction, installation or maintenance of the hurricane shutter.

TEMPORARY PROTECTION:

Temporary protection is raw or galvanized aluminum panels; steel panels; clear storm panels; plywood panels-painted or unpainted. Plywood should be not less than a thickness of 7/16" – pre-cut to cover glazed opening.

The unit owner may put up a temporary protection to protect his property. Temporary protection may be put up 72 hours before a storm is predicted to reach the area as reported by the National Weather Bureau. All temporary protection must be removed no later than 30 days after the storm has left the area – or may be extended at the discretion of an Officer of the Board of Directors. The Association will have the temporary protection removed by a licensed contractor at the owner's expense if it is not removed within the specified time frame.

If shutter hardware (tracks, channels, screws, nuts, bolts, etc.) are to be installed permanently for the purpose of putting up temporary protection prior to a storm, they must adhere to the requirements in the "Installation Request" paragraph.

Temporary hurricane protection on 2nd and 3rd floor windows must be installed by a licensed/insured contractor.

The unit owner shall be liable for damage caused by temporary hurricane protection. Refer to liability paragraph above.

WORK TO BE PERFORMED _____

OWNER'S ADDRESS _____

PINE RIDGE AT FT. MYERS VILLAGE I

ARCHITECTURAL REVIEW COMMITTEE

WORK PERMIT

ARC APPROVAL DATE _____/_____/_____

PROJECT START DATE _____/_____/_____

PROJECT COMPLETION DATE _____/_____/_____

PROJECT INSPECTION DATE _____/_____/_____

Signatures _____

(Homeowner)

(Manager)

MUST DISPLAY IN FRONT WINDOW

Homeowner – Return this permit when work is completed.