

THE VINES COMMUNITY ASSOCIATION ARCHITECTURAL REVIEW FORM INSTRUCTIONS

INSTRUCTIONS

Any and all modifications, alterations or renovations to the exterior of a single-family home requires submission of an ARC Form and PRIOR approval by the ARC.

Minor repairs or replacements with the **same** material, style and color are permitted without submission of an ARC Form.

The ARC will have full authority to grant an application or deny any application they deem inappropriate for The Vines.

ARC forms are generally reviewed within 15 days, however, the review process can take up to 60 days. Please note that incomplete forms and missing attachments will delay the review process.

Please refer to the Architectural Review Guidelines on the Documents tab of the VCA website for additional information, instructions and requirements.

The ARC reserves the right to confirm that completed changes agree with the submitted plan and may require the homeowner to grant access to relevant areas of the property.

The ARC may require restoration to original condition for all changes made without ARC approval including deviations from ARC approvals.

Forms and attachments are to be submitted to the VCA property manager:

Pegasus Property Management
8840 Terrene Court, Suite 102
Bonita Springs, FL 34135
239-454-8568

vangi@pegasuscam.com

HOMEOWNER RESPONSIBILITIES

Read and review the VCA Architectural Review Guidelines for a complete list of rules and requirements.

Submitting a completed ARC Form with all pertinent documents and obtaining PRIOR approval before beginning work. Failure to do so may result in fines and/or penalties and may require restoration to original condition as outlined in the VCA Architectural Review Guidelines.

Obtaining permits and approvals from the Lee County Building Department, the Village of Estero and other applicable agencies.

Compliance with federal, state or local rules and regulations.

Location of all underground utilities and services

Obtaining neighbor permission if access to their property is necessary and submission of the Neighbor Access Permission Form

Completion of work within 6 months of approval. Any project expected to extend beyond 6 months requires the submission of an ARC Extension Form within 150 days of approval of the original ARC Form.