



TWINEAGLES HOMEOWNERS' ASSOCIATION, INC.
ARCHITECTURAL REVIEW COMMITTEE (ARC) REQUEST FOR MODIFICATION

*The committee meets twice each month; refer to HOA calendar on the website for dates; requests must be received no later than 2 business days prior to the meeting. **PLEASE SCAN AND SUBMIT ALL DOCUMENTS TOGETHER AS ONE PDF FILE.***

Date: _____

I/We, _____, hereby request approval by the Architectural Review Committee (ARC) for the modification shown below located at address: _____ Naples, FL 34120.

Contact Phone No.: _____ E-Mail: _____

MODIFICATION BEING REQUESTED (Please describe in detail; include materials and colors used as well as size):

The following must be included. See the attached pages for additional guidance for supporting documentation requirements. Incomplete requests will delay approval. Attach all required supporting documentation and scan together as one pdf file and email to Danny.Ford@fsresidential.com

- Name of Company Performing Work _____
- Certificate of Insurance (liability, auto and workers comp coverage - \$1 Million each)
- Copy of the Occupational License
- Drawings of improvements drawn to scale
- Where Applicable:
 - County Permits
 - Pool Plan
 - Landscape Plan
 - Paint Colors
- Photos may be requested
- Any expense incurred due to City/County code changes will be the responsibility of applicant

I/We understand that approval of our request must be granted before I/We can have the job started. I/We also acknowledge that we could be forced to have the item removed if it is installed without approval. I/We also acknowledge that this request is granted AS PRESENTED to the Architectural Review Committee and must be completed as presented. Any changes must be approved by the Committee. I/We understand that the Architectural Review Committee has up to 30 days to approve this request. In certain cases, a fee may be required. The ARC Committee must be notified within 5 days of project completion.

Signature of Applicant

Signature of Applicant

Please email form and all information to the parties below:

TwinEagles Homeowners Association
ATTN: Danny Ford, Admin
11330 TwinEagles Boulevard
Naples, Florida 34120
Phone: (239) 919-3422
Email: Danny.Ford@fsresidential.com

The above request for modification to address _____ has been:

() DISAPPROVED () APPROVED () APPROVED WITH CHANGES OUTLINED IN THE LETTER

Date: _____

ARC: _____

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GUIDANCE FOR SUPPORTING DOCUMENTATION REQUIREMENTS

This chart represents examples of documentation required for some popular improvement projects. This is not meant to cover every possible improvement.

Exterior Improvement	Documentation Required
Landscaping Work / Tree Planting and Removal	<ol style="list-style-type: none"> 1. Annotated drawing of the proposed area where landscape work will be completed. 2. Description of any landscaping that will be removed. 3. Description of names and quantities of proposed landscaping material to be installed. 4. Include mulch/stone colors and sizes 5. Indicate any sprinkler adjustments needed. 6. Describe compliance with Collier County shade/canopy tree requirements.
Exterior Painting	<ol style="list-style-type: none"> 1. Description of the proposed areas of the home where painting will be completed. 2. Number/name and location of the paint color e.g. SW8917 Shell White (Trim). 3. Indicate compliance with the Approved Color List (ACL)
Storm Shutters or Screens / Windows	<ol style="list-style-type: none"> 1. Annotated drawing of housed labeled with openings that will receive shutters, or new windows. 2. Description of the shutters, screens, or windows. 3. Picture or samples of the material and colors of the shutters, screens, or windows.
Exterior Lighting	<ol style="list-style-type: none"> 1. Description of the proposed new lighting / fixtures. 2. If installing lighting in a NEW location, indicate on a photograph drawing where the new locations will be. 3. Describe the number, color and material of the fixtures
Garage AC Unit	<ol style="list-style-type: none"> 1. Site survey with notation of where outside AC unit will be installed. 2. Description of the outside AC unit, piping and height of ground mounting 3. Name and quantities of landscape material to screen garage AC unit.
Propane Generator / Buried Propane Tank	<ol style="list-style-type: none"> 1. Annotated site survey of the area where generator and tank will be placed. 2. Description of the generator, associated electrical equipment and tank 3. All permitted construction drawings. 4. Name and quantities of landscape material to screen generator.
Solar Panels	<ol style="list-style-type: none"> 1. Annotated drawing of solar panels and piping location on the home 2. Description of the panels and associated electrical equipment 3. Piping locations and color 4. Photographs of area affected by drainage modification or overflow.

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DESIGN REVIEW GUIDELINES

The Twin Eagles Design Review Guidelines (DRG) provide an overall framework and set of standards and procedures for requests for modification. The chart below contains excerpts from the DRG for some of the popular improvement projects. The Architectural Review Committee (ARC) encourages all residents to read the full text of the requirements in the latest edition of the DRG on the HOA Community Website to ensure compliance with all the specifics for their project:

- The Grand Arbors at TwinEagles Design Review Guidelines:
<https://acrobat.adobe.com/id/urn:aaid:sc:VA6C2:f5b1a7b0-2df7-4247-852e-4f6e84470f95>
- The Estates at TwinEagles Design Review Guidelines:
<https://acrobat.adobe.com/id/urn:aaid:sc:VA6C2:80c73f02-aa8e-40f2-85c7-6894550ed21c>

Exterior Improvement	DRG Excerpt – See The Full Document By Clicking The Link Above.
Landscaping Work / Tree Planting and Removal	Collier County requires one (1) canopy tree per 3,000 square feet of pervious lot area for a single-family home lot in TwinEagles. A canopy tree must be a species that attains a minimum 15' height and greater than 20' spread at maturity. 75% of the required trees must be native to Florida. Royal Palms and Date Palms (other than Pygmy Date) count as one canopy tree. For larger lot sizes (over 9,000 square feet of pervious space), all other palms in groupings of three (3) may count as one (1) of the required canopy trees. Proposed landscape along property lines shall not be located in such a manner that it blocks or impedes drainage flow within side yard swales. Root barriers will be installed for shade trees within 10' of the edge of pavement or sidewalk. Native plants as required by Collier County must be used in the landscape design. Existing material will be credited for these requirements. All exotic invasive vegetation as determined by Collier County must not be used. For more information see Collier County Tree Requirements: Approved Plant & Tree List
Exterior Painting	A selection from the Approved Color List (ACL) – a list of which can be found on the TwinEagles HOA website (www.twineaglesmaster.com) and actual color samples can be found at the HOA management office - will be required. A request to repaint with the original color used by the builder which is not on the ACL will be considered if the current homeowner can verify (through the builder's documents, closing documents or other source) the original color. Upon submission to the ARC, with this documentation, the request will be reviewed. The paint color may be approved if all other considerations are met. In all other cases, a repainting request must utilize a color from the ACL: Approved Color List
Storm Shutters or Screens / Windows	The shutters must be of a material similar to and of a color and design generally accepted as complementary to the exterior of the house/ building. See the TwinEagles Rules & Regulations document for restrictions regarding the usage of hurricane/storm shutters: Hurricane Shutter Rules
Exterior Lighting	ARC approval is required for exterior spotlights and light fixtures. Spillover of light on neighboring properties and natural areas must be avoided and lighting must be shielded to prevent glare. Post-mounted lights are not permitted. Exterior light fixtures are encouraged to be either wrought iron or cast aluminum painted in natural or oxidized metal patina finishes such as bronze, iron or copper. The light fixtures should complement the architecture of the home and landscape.

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- The Estates at TwinEagles Design Review Guidelines:
<https://acrobat.adobe.com/id/urn:aaid:sc:VA6C2:80c73f02-aa8e-40f2-85c7-6894550ed21c>

Exterior Improvement Continued	DRG Excerpt – See The Full Document By Clicking The Link Above.
Garage AC Unit	Air conditioning of interior garage areas is allowed and subject to approval by the ARC. For garage air conditioning units, a copy of the county permit is required prior to installation. The outside unit must be installed on the ground or mounted no higher than one foot off the ground. All exterior equipment must be completely screened from view from (1) the street, (2) the rear of the property/golf course and (3) from adjacent property with a hedge or wall that completely hides the unit. The area inside the hedge/wall must be maintained free of turf, weeds and debris. The line set which encloses the outside wiring must be painted to match the color of the exterior wall.
Propane Generator with Buried Propane Tank	An emergency generator must be installed as far back on the property as possible and not in proximity to a neighbor's front door or bedroom window. The generator must be completely screened from view from (1) the street, (2) the rear of the property/golf course, and (3) from the adjacent property with a dense hedge that completely hides the generator. The area inside the hedge must be maintained free of turf, weeds and debris and the hedge must be maintained at a minimum height equal to the generator after installation. Access for maintenance must be in a section that will not make the generator visible from the street or golf course. A copy of the County permit is required prior to installation. Emergency Generators are subject to Collier County ordinances and Florida Land Development Code with regard to testing and noise specifications.
Solar Panels	ARC approval is required for the installation of solar energy equipment. Any solar panels and related appurtenances and equipment shall be designed and constructed to appear as an integral part of the residence and, to the extent possible, not visible from the street and/or golf course. Additional landscape buffering may be required in order to soften the appearance of solar panels and solar equipment to reduce visibility from the street and/or golf course. Solar panels shall be located on the rear or side roof of a home whenever possible. White conduit/piping is prohibited on roofs. Conduit/piping should go through eaves and not around. Conduit/piping should penetrate the roof, to the extent possible, and be contained within the structure. Conduit/piping that cannot be concealed should be painted to blend with the color of the adjacent surface. Solar Guidelines are available on the HOA web site. See also Florida Statutes, Section.163.04.