

# **The Enclave at Palmira Architectural Review Rules and Guidelines For Enclave Unit Owners**

## **Revision History**

**Original Issuance – January 6, 2011**

**First Revision – May 13, 2012**

(Added storm protection, radon mitigation, holiday decoration and window film sections; clarified role of the rules in this document)

**Second Revision – October 1 2013**

(Added lanai screening position; editorial change in ARC form)

**Third Revision – January 7, 2014**

(Clarified that work involving the building shell must be pre-approved, even if the work will not change the external appearance of the building)

**Update – June 3, 2014**

Incorporated items above and changes related to impact glass, lanai screen frames, floor installation (both interior and exterior), temporary deployment of storm protection, air conditioning line set replacement requiring pre-approval, emphasized pre-approval for any work involving the building exterior, whether or not it will alter the building appearance.

**Fourth Revision – February 3, 2015**

Changed references to “Owners Association” from “Neighborhood Association”, Incorporated standard for exterior lighting replacement, Further clarified how air conditioner line sets may be replaced; Added rule for hose bibb access modification at owner expense, when needed and Added statement on lanai enclosure

**Fifth Revision – August 18, 2015**

Clarified acceptable storm protection colors  
Added position on exterior lighting other than coach & side lights

**Sixth Revision – March 10, 2016**

Added two devices pre-approved for use in the Enclave to provide notification of visitors approaching their unit

**Seventh Revision – September 13, 2016**

Added sign types that may be displayed outside units

## Introduction

Each unit also contains what are referred to as “limited common areas.” These areas are not part of the unit owner’s property, but the owner is granted use of those areas for the duration of their ownership. Two examples of these areas are each lanai and, for second floor owners, the interior staircase to the upper floor.

For purposes of The Enclave, “Architectural Review” (ARC) encompasses ***any change to a unit that is visible from outside that unit and any work involving the building shell (doors, windows, exterior walls) whether or not the result will change the outside appearance of the building.*** Some neighborhoods enumerate architectural change rules and operational guidelines. Within the Enclave, for ease of understanding and communication, both are included in these rules.

This document complements the Documents of Condominium applicable to each unit. If an owner is not able to locate their copy, please visit [www.leeclerk.org](http://www.leeclerk.org) and do a public records search for your phase and neighborhood documents.

In a condominium neighborhood, it is vital that the exterior appearance of the building be managed to maintain the high level of consistency, help insure work performed does not negatively affect other owners and consequently to maintain or enhance the property owners' and community value.

In general, any addition, modification, or change affecting the exterior appearance of a condominium building, or common areas surrounding a condominium building requires ARC review and approval **BEFORE** proceeding with any work. The approval requirement also applies to any work that will involve the building shell, whether or not the appearance of the building will be changed. Note: Proceeding with work covered by the ARC before **written** approval has been received may result in removal of all work performed at the expense of the initiator. **Condominium owners and anyone else planning changes covered by the ARC should be careful not to commit to contracts for work before receiving written ARC approval by all applicable authorities.**

## **WHEN IN DOUBT, ASK FIRST!**

If you are planning work and question whether ARC review is needed check with The Enclave at Palmira Owners Association Board via Pegasus Property Management at (239) 454-8568 before proceeding.

## Table of Contents

Topic & Page Number	
Flag Display .....	4
Holiday Decorations .....	5
Air conditioning line set replacement.....	5
Lanai Screening .....	6
Flooring Installation .....	6
Landscaping .....	6
Radon Mitigation.....	7
Enclosure of a Lanai Not Permitted.....	8
Window and Door Coverings for..... Storm/Solar Protection and Privacy	9
Hurricane (Impact) Glass Installation.....	11
Window Film for UV & Heat Protection .....	11
Owner-installed Exterior Lighting .....	11
Exterior Lighting Replacement & Products	12-13
Hose Bibb Extension .....	14-15
Visitor Notification Devices.....	15-16
<b>Signage.....</b>	<b>16</b>
Architectural Review Form to Request .....	17
Modification	

## Flag Display

Flying of the American Flag is allowed. The flag should be 2-1/2' x 4' or 3' x 5' in size as are readily available at retail outlets.

Flags should be flown from a 5' pole inserted into an appropriate pole mount mounted to the building. Flagpole holders should be mounted with direction from the ARC, 7 feet above the driveway surface at the front corner of the unit's garage (Refer to the illustration below "Location for Flag-mounts in The Enclave".)

Flags flown by first floor units should be near the front corner of their garage nearest the central courtyard. Flags flown by second floor units should be near the front corner of their garage nearest the end of the building.

Flags should only be flown during daylight hours and kept in good repair as deemed appropriate by the ARC or the Enclave Neighborhood Board.

Flying any flag other than the American flag, such as decorative, holiday or those of school or professional sports teams, must receive prior ARC review and approval.



## **Holiday Decorations (Seasonal)**

*“Year-End,” for purposes of this provision, is defined as the period from November 15 through January 15 of the following year.*

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Lights or decorations may be erected by unit owners at the exterior of the units or on the interior of the units, where they may be seen from the outside of the unit, in commemoration or celebration of publicly observed holidays provided that such lights or decorations do not unreasonably disturb the peaceful enjoyment of adjacent owners by illuminating bedrooms, creating noise or attracting sightseers.

All lights and decorations that are not permanent fixtures of the unit as part of the original construction shall be removed within fifteen (15) days after the holiday has ended.

Lights or decorations commemorating year-end holidays should not be displayed prior to November 15<sup>th</sup> of any year. Other holiday decorations or lights may not be displayed more than two (2) weeks in advance of the holiday.

Any exterior decorations or lights must not be installed any higher than the level of the gutters over the garage door. Decorations may be attached to trees or plantings in accordance with the no-damage provision below.

The method of attachment of exterior lights and decorations must not damage the surface to which they are attached or leave any evidence of attachment once removed.

Should repairs be required following the removal of exterior lights or decorations, the cost of such repairs shall be the responsibility of the individual owner of the unit where the lights or decorations were attached.

Violations of this position will be handled in accordance with standard neighborhood notification and action provisions.

## **Air Conditioning Line Set Replacement**

The air conditioning “line set” is the connection between the outside compressor and coil unit and the air handler inside each unit. For both first floor and upper units, the line set was originally installed in the concrete slab when our buildings were constructed.

Should the original line set fail, the replacement must be installed on the outside of the building. The line set must be installed in a metal box attached to the building exterior. The line set will enter the lower unit in the ceiling area and a second floor unit through the attic space. The exterior metal box must be painted the building color unless it is alongside a downspout, in which case it can be white.

To assure the continued consistent appearance of our buildings, any work to replace a line set must have pre-approval by the ARC before any repair work is done.

## **Lanai Screening and Screen Frames**

The screening protecting our lanais will age over time and require replacement. When replacement is required, it is the responsibility of each unit owner to do so at their own expense. Furthermore, the screening must be replaced with the same product as originally installed during construction, ensuring the consistent appearance of our buildings. The product is black plastic screening with the grid size of 18 x 14.

If the unit owner questions whether the product they selected meets neighborhood standards, they should contact Pegasus Property Management.

Installations which comply with these standards may be made without separate Enclave Architectural Review Committee approval.

The frames holding the lanai screens are also the unit owner's responsibility. While made from durable aluminum, unit owners are asked to periodically check that the anchoring bolts are intact and securely holding the frame in place.

NOTE: No solid material, including "Florida glass" may be installed in screen frames.

## **Flooring Installation**

### **Lanai Tile Installation**

The floor of the lanai may be either the basic concrete surface or a hard surface tile. In units purchased with the concrete surface, for appearance, comfort and durability reasons, a unit owner may desire to have tile installed on the lanai floor.

Installation of tile does require submission to the ARC for pre-approval. Of particular concern is how the drainage from the lanai, under the screen frame, will be preserved during the installation. This should be addressed in detail as part of the submission.

### **Interior Floors**

The installation of interior flooring must be pre-approved so that the neighborhood can be assured that installation meets the standards cited in the documents of condominium and, in particular, that sound deadening will be appropriately addressed.

## **Landscaping**

Any plants, shrubs, trees, planters or decorative items which add to or change that which is provided around buildings, in courtyards, and common areas by the Enclave Community or is otherwise within the jurisdiction of the Enclave Community landscape plan must receive prior ARC review and approval. Trimming of landscaping is also prohibited except as directed by the Enclave Neighborhood Board.

Owners are permitted to have one or two planters near their entry door as long as the planters do not impede access to their unit.

## Radon Mitigation External Installation Standard

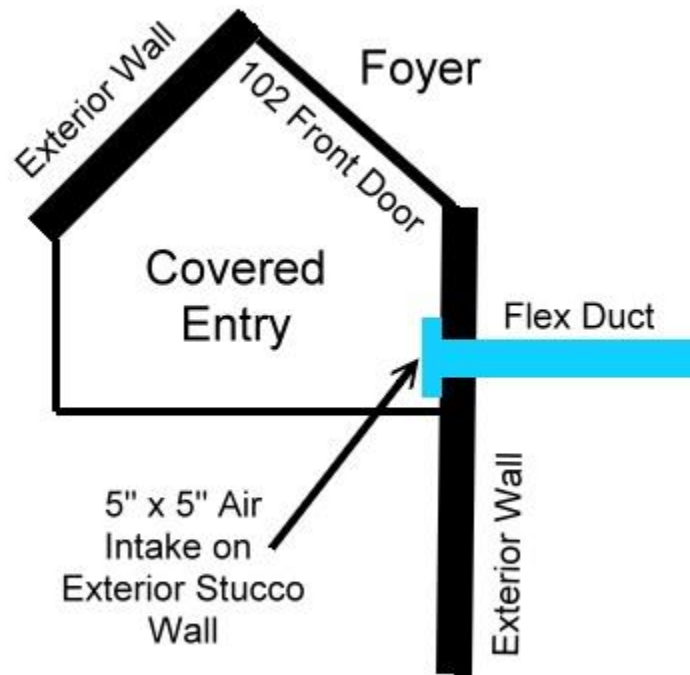
The owners of some first-floor units in The Enclave at Palmira have identified unacceptable levels of radon gas in their interior.

Radon is a naturally-occurring gas found in the ground across the country.

Unit owners may independently engage a radiation mitigation contractor who will perform necessary testing and arrange installation of the necessary equipment and venting.

This position statement addresses the location and appearance of the external air intakes essential to the mitigation process.

The air intake must be installed beneath the soffit near the home's main entrance. See the diagram below.



*Reverse the Diagram for #101 units*

The vent's location minimizes the visibility of the air intake and helps maintain the uniform and appealing appearance of buildings in the Enclave.

***Continued on next page***

The visible air intake must be a white 5" x 5" air intake with fixed louvers. Such a unit, pictured below, is made by Deflect-o Hardware. The part number is HSM4W.



Installations which comply with the standards expressed here may be made without separate Enclave Architectural Review Committee approval. All other installations, including any for second floor units, require specific approval from the Architectural Review Committee.

### **Enclosure of a Unit's Lanai Not Permitted**

The lanai of each condominium unit is a "limited common area" and any modifications to it must be approved by the ARC.

The only enclosure of the lanai that will be approved in The Enclave is the installation of hurricane protection including roll-down shades and hurricane fabric as described in the "Window & Door Coverings for Hurricane/Storm Protection, Solar Protection or Privacy" section of the Enclave ARC Rules. The installed product(s) must be deployed in accordance with those rules.



## Window & Door Coverings for Hurricane/Storm Protection, Solar Protection or Privacy

### Rules for Installation and Use of Window and Door Coverings Such As Used For Hurricane/Storm Protection, Solar Protection or Privacy

The rules below address the installation and deployment of window and door protection such as storm shutters, screens, fabrics, etc.

#### General Rules and Definitions

1. All window and door coverings or shades visible from the exterior (e.g., not behind a glass window) of a condominium unit must be approved by the Architectural Review Committee and The Enclave at Palmira Neighborhood Board of Directors. This includes any materials installed solely for solar protection or privacy on a lanai. (Items installed as of January 1, 2012 is considered approved as to installation, but the rules below describe usage of these products.)

**Any replacement storm, solar or privacy protection must also be submitted for Architectural Review Committee approval.**

2. Plywood and other disposable materials that would require temporary nailing into the exterior building components for attachment are not allowed.
3. All window and door coverings, and the surfaces underneath them, must be kept clean.
4. Any interior window or door covering visible from outside a unit must be white or no darker than white or off-white (e.g., bone) in color. Exterior-mounted (including inside lanai screens) storm protection must be white with frames/attachment devices or fixtures white or bone in color. See illustration below. All Requests for Modification should include color samples.



5. **"Hurricane Season,"** for purposes of these rules, is defined as the period from May 1 through Nov. 30.
6. **"Duration of a Storm"** is the period from National Weather Service announcement of a hurricane watch through 10 days after the watch or warning expires.

***Continued on next page – Rules Described by Building Opening***

**Rules Described by Building Opening:**

| <b>Building Opening</b>                                                                                                                                                                      | <b>Approved Action(s)</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p><b>Lanai</b></p>                                                                                                                                                                          | <p><b>Hurricane Season</b><br/>           You may deploy</p> <ul style="list-style-type: none"> <li>• Transparent Panels</li> <li>• Permanently-attached shutters (roll-down, accordion)</li> <li>• Storm protection fabrics inside lanai screens</li> <li>• Corrugated metal shutters</li> </ul> <p><b>Other than Hurricane Season</b></p> <ul style="list-style-type: none"> <li>• Screens, shutters and fabrics mounted inside the lanai screens may be closed at the unit owner’s discretion. Corrugated metal shutters must be removed.</li> </ul>                                                                                                                                                                                                                                                                                                                                  |
| <p><b>Windows and Doors:</b></p> <ul style="list-style-type: none"> <li>• <b>In Courtyards</b></li> <li>• <b>On the side of the buildings</b></li> <li>• <b>Facing the street</b></li> </ul> | <p><b>Hurricane Season</b><br/>           You may deploy for the entire season:</p> <ul style="list-style-type: none"> <li>• Transparent Panels</li> <li>• Permanently-attached shutters (roll-down, accordion)</li> </ul> <p><b>Corrugated metal, externally-attached window fabric</b> or other temporarily-attached storm protection may be used for <b>only</b> the duration of a storm.</p> <p>-----</p> <p><b>Other than Hurricane Season</b><br/>           Temporarily-attached storm protection and transparent panels on these surfaces must be removed, including any mounting brackets.</p> <p>To maintain the aesthetics of our community’s buildings, permanently-attached storm protection on these surfaces, such as electric roll-down shutters, should, while the unit is occupied, remain <b>open</b> unless temporarily closed to afford sun or heat protection.</p> |
| <p><b>Windows and Doors:</b></p> <ul style="list-style-type: none"> <li>• <b>Master Bedroom and Bath</b></li> </ul>                                                                          | <p><b>Hurricane Season</b><br/>           You may deploy for the entire season:</p> <ul style="list-style-type: none"> <li>• Transparent Panels</li> <li>• Permanently-attached shutters (roll-down, accordion)</li> </ul> <p><b>Corrugated metal</b> may be used <b>only</b> for the duration of a storm.</p> <p>-----</p> <p><b>Other than Hurricane Season</b><br/>           Permanently attached shutters, fabric products and transparent shutters should be opened / removed whenever the unit is <b>occupied</b>.</p> <p>Permanently-attached shutters-may be used for partial-day sun or heat protection.</p> <p>Transparent or roll-down shutters may continually be deployed on these windows when the unit is <b>unoccupied</b> for 24 hours or more.</p>                                                                                                                    |

**Violations**

Violations of these rules should be reported to Pegasus Property Management to include the violating address and unit number and a brief description of the violation. Violators will be notified by a letter from the property management company. Violations are required to be corrected within 5 calendar days. Failure to comply will result in further enforcement action from the Enclave Neighborhood Board.

## **Hurricane (Impact) Glass**

The replacement of the original window or lanai door glass with impact glass requires ARC approval before the commencement of work.

It is the association's responsibility to assure the integrity of our buildings, as well as their consistent appearance, requiring the pre-approval of such construction work.

To ensure consistent appearance, an important aesthetic of our neighborhood, the color of the impact glass must be clear or have only a slight tint. Dark tints or mirrored glass will not be approved.

## **Window Film**

An additional way of providing shade, protection from UV damage to interior finishes and mitigate heat gain through window glass is the application of a clear window film to the inside of the glass.

Two products have been approved for use in the Enclave. They are both 3M products which are guaranteed for life by the manufacturer and not just the dealer. In southwest Florida, the authorized 3M dealer is Golf Coast Glass Protection.

The two approved products are 3M PR 70 and 3M Ultra 400 clear window films.

Application of any other window film requires submission to the ARC for review prior to installation.

Installation of tinted or colored films will not be permitted.

## **Owner-installed Exterior Lighting**

Unit owners are not permitted to install or affix manual or automatically/sensor triggered exterior lighting on an Enclave building exterior. This limitation also applies to similar lighting installed on a lanai, a limited common area (LCE).

Lighting of any type, including solar powered, may not be installed in any Common Area. These areas include lawns, trees, planted areas and walkways.

The only exception to this prohibition is manually controlled light kits affixed to a ceiling fan installed on a lanai ceiling.

# Exterior Light Replacement Strategy

## Coach Lights and Side Lights

Coach Lights and Side Lights on Enclave buildings are beginning to reach the end of their useful life. This strategy describes the hardware and process that will be used to replace them.

### Hardware parameters

- Lights must be similar in appearance to existing fixtures
- Coach lights must have three bulbs and side lights must have two bulbs to assure that failure of one bulb does not darken the entire fixture.
- Lights must be antique bronze in factory finish and will not be painted
- Glass in each fixture must be “bubble” glass or “wave” glass so as to obscure the bulbs and make dirt on the glass less visible.

### Hardware recommendations

The recommended fixtures are both manufactured by **Progress Lighting**. The coach light is **Model P5652-20** as pictured below:



Progress Lighting P5652-20 Wall Lantern, 3-60-watt  
by Progress Lighting  
★★★★★ 1 customer review

List Price: \$464.06  
Price: **\$220.49** ✓Prime  
You Save: \$230.56 (51%)

**Note:** Available at a lower price from other sellers, potentially without free Prime shipping.

**Only 1 left in stock (more on the way).**  
Ships from and sold by Amazon.com. Gift-wrap available.

**Want it tomorrow, Jan. 10?** Order within **2 hrs 24 mins** and choose **Saturday Delivery** at checkout.

Details  
Color: **Antique Bronze**

• Antique Bronze finish  
• Water seeded glass  
• 8-5/8 In. Width x 26-1/4 In. Height  
▶ See more product details

Other Sellers on Amazon

|                                                        |             |
|--------------------------------------------------------|-------------|
| \$220.48<br>+ Free Shipping<br>Sold by: 1STOPLighting  | Add to Cart |
| \$250.56<br>+ Free Shipping<br>Sold by: Lighting Front | Add to Cart |

The side light is Model P5649-20 as pictured below:



Progress Lighting P5649-20 Wall Lantern, 2-60-watt  
by Progress Lighting  
★★★★★ 6 customer reviews

List Price: \$436.00  
Price: **\$75.69** & FREE SHIPPING ✓Prime  
You Save: \$60.51 (44%)

**Note:** Not eligible for Amazon Prime. Available with free Prime shipping from other sellers on Amazon.

**In Stock**  
Ships from and sold by Lamps.com.

**Estimated Delivery Date:** Jan. 15 - 21 when you choose Standard at checkout.

Color: **Antique Bronze**

• Antique Bronze finish  
• Water seeded glass  
• 6-5/8 In. Width x 14-13/16 In. Height  
▶ See more product details

Other Sellers on Amazon

|                                          |             |
|------------------------------------------|-------------|
| \$77.18<br>✓Prime<br>Sold by: Amazon.com | Add to Cart |
|------------------------------------------|-------------|

These fixtures were selected for their consistency with the appearance of existing fixtures, availability of antique bronze finish and the inclusion of “wave” glass, apparently rare in lighting of this type.

## Entryway Ceiling Fixture

No similar fixture was found to what is currently installed at unit entry doors. The fixture below was located that has a similar finish, uses two bulbs, has “wave” glass and is flush-mounted.



## Replacement Strategy

### Failure of a Fixture

If a fixture fails, it will be replaced by the appropriate fixture shown above.

- If a sidelight fails, the fixture on the adjacent building wall will also be simultaneously replaced.
- If a garage-front coach light fails, the other three lights on that building will be simultaneously replaced.

### Replacement schedule

For other than fixture failure, light fixtures on a building will be replaced when the building is next painted. The fixtures listed on page 1 will be used.

- Existing lighting will be removed prior to painting, as mounting plates of new fixtures may be of different size or shape.

### Cost

Based on 1/2015 prices, new lighting for each building will cost \$1,030 for coach and side lights and \$1,342 if the entry light is added to the other two.

## Hose Bib Alternative for Enclave Units (Owner-expense item)

The external water access on each unit's garage wall is called a "hose bib." It is the connection to which a garden hose can be affixed for car washing, watering, etc.

Permanent deployment of the hose and mounting anything on the side of the building are both violations of long-standing Enclave regulations found in both our neighborhood and phase declarations since the Enclave's inception. Additionally, permanent mounting of anything on the building exterior is prohibited and will continue to be so for aesthetic, safety and structural integrity reasons.

Permanent deployment of a hose is a safety issue if that hose should extend onto the nearby walking or driving surfaces. While some hoses might of a size to minimize this risk, the Enclave neighborhood is not prepared or equipped to handle all the possible variations that might entail.

Some hose bibs are very low to the ground, difficult to get to from the walking path and generally hard to reach. If an owner feels their hose bib is not sufficiently accessible for their needs, there is a very specific alternative available to owners at their own expense.

An owner may purchase and install a Yard Butler Hose Bib Extender and hose to the existing bib. The extender is pictured below and is available from the manufacturer and on Amazon.com. Other brands and styles of this extender exist, but this is the ONLY extender permitted in The Enclave.



The hose extender (29-1/2" high) would go into the ground (it has a foot flange for easy ground penetration) .behind the plantings near the existing bib and alongside the downspout. It would be connected to the existing bib a leader hose of no more than six feet in length. A sample is pictured above. (Continued on next page)

Total cost to a unit owner wanting to install this would be less than \$45. (\$31 for extender, \$11 for hose plus tax or shipping.)

Once connected, the hose bib mounted on the building would be left on and the flow of water controlled from the faucet on the extender.

This installation would provide a much easier-to-access hose connection and faucet control. The hose attached to the extender would still have to be removed and stored in the garage between uses.

## Visitor Notification Devices

The devices described below have been approved by the Enclave Board for use by owners. These devices provide notice of visitors to and near the owner's unit. These devices are offered as meeting the standards of:

Provide notice to owner that someone is at their door or immediate area

Provide notice/information to the unit owner without intruding on any adjacent owners' ability to enjoy their property

Do not change the external appearance of the buildings.

However, they are presented without recommendation. It is the responsibility of each owner interested in them to determine if one or more meets their needs.

### Installation

- Installation of the RING doorbell described below may be done by the unit owner.
- Installation of the Chamberlain Wireless Alert System sensor may be done by the unit owner.

### RING Doorbell

The RING Doorbell is a wireless doorbell, intercom and camera that transmits notice of a visitor at your door. That notice, and a video of the visitor is transmitted to your smartphone. This device can be attached to existing doorbell wiring or will run on internal batteries. Visit [www.ring.com](http://www.ring.com) for more information.

This device is available from the manufacturer and a number of vendors for \$199.

### Ring Video Doorbell

#### MOBILE ACCESS

See and speak with visitors from anywhere using the free Ring™ app, receive motion alerts, and review recorded footage

#### WI-FI CONNECTED

Simply connect the Video Doorbell to your Wi-Fi network and it's ready to go.

#### EASY INSTALLATION

Installs in minutes - no professional help or special tools required.

#### HD CAMERA

Always have a clear view of your home's entrance with wide-angle HD video.

#### NIGHT VISION



#### TWO-WAY TALK

Seamlessly speak with anyone at your door via the built-in speakers and microphone.

#### MOTION DETECTION

Motion sensors activate the camera and trigger instant mobile alerts when movement is detected.

#### CLOUD RECORDING (OPTIONAL)

Never miss any activity at your home with optional Cloud Recording.

#### DUAL POWER

Connects to existing doorbell wiring, or runs off the built-in battery for total convenience.

#### CERTIFIED FOR OUTDOOR USAGE

## Chamberlain Wireless Alert System

This device provides an audible alert inside the unit that there is motion in the range of the exterior sensor. The sensor has a range of 15 or 30 feet and is user-selectable. The battery-operated sensor, 3" by 5" installs on an exterior or lanai wall. This is sold at [Walmart](#) and [Amazon](#) for \$41.99 or less.



Chamberlain CWA2000 Wireless Motion Alert System (Black / Tan)  
by Chamberlain  
★★★★☆ 2,206 customer reviews | 368 answered questions  
#1 Best Seller in Security Sensors & Alarms

List Price: \$89.99  
Price: **\$41.99 & FREE Shipping**. Details  
You Save: \$48.00 (53%)

**In Stock.**  
Want it tomorrow, Jan. 21? Order within **5 hrs 29 mins** and choose **One-Day Shipping** at checkout. Details  
Ships from and sold by Amazon.com. Gift-wrap available.

Item Package Quantity: 1

|         |          |
|---------|----------|
| 1       | 4        |
| \$41.99 | \$243.27 |

- Alerts with light & sound when vehicles or pedestrians are approaching
- 1/2 mile range from sensor to base unit
- Easy installation / easy operation
- Weatherproof outdoor sensor with adjustable sensitivity control
- Expandable up to 8 sensors

Roll over image to zoom in

## Signage

Section 8.20 of the Amended and Restated Declarations of Covenants, Conditions and Restrictions for The Enclave at Palmira prohibits the display of any and all signs by owners.

**Only** those signs listed below have been approved by The Enclave Owners Association Board of Directors as an exception to the prohibition mentioned above.

Signs, provided by the systems vendor, indicating that a unit has an alarm system installed. These signs are typically shaped as a shield or octagon and are attached to a small post for insertion in the ground. Such sign may be installed in front of the unit's garage on the side closest to the main entry door. The sign should be within six feet of the building.



**ENCLAVE AT PALMIRA OWNERS ASSOCIATION  
ARCHITECTURAL REVIEW COMMITTEE (ARC)  
REQUEST FOR MODIFICATION**

DATE: \_\_\_\_\_

I/We, \_\_\_\_\_, hereby request approval by the Architectural Review Committee (ARC) for the modification of the item(s) shown below to the unit described below:

Located at address: \_\_\_\_\_, Unit \_\_\_\_\_, Bonita Springs, FL 34135.

Contact Phone No. \_\_\_\_\_ E-Mail Address: \_\_\_\_\_.

**Modifications Requested:** (Please briefly describe your project, including materials, color, size, etc.)

*Also, please attach the portion of your contractor's proposal describing the work to be done.*

**Please include the following detail at a minimum:**

- Name of company or person performing work.
- Copy of company's occupational license
- Copy of company's Certificate of Insurance
- Building permits (where applicable)
- Drawings/engineering specifications of improvements drawn to scale and on survey (if applicable).

**\*\* Any expense incurred due to City/County code changes will be the responsibility of the 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 modification removed if it is installed without approval by ALL applicable association authorities. I/We also acknowledge that decisions on this request are AS PRESENTED to the ARC's and must be completed as presented. Any changes to that presented and approved must be submitted to the ARC's for approval. I/We understand that the ARC has up to 30 days to approve any request.*

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Signature of Co-Applicant

\_\_\_\_\_  
Date

**Return the original of this form and all supporting information to: Enclave at Palmira Owners Association, Attn.: Pegasus Property Management, Inc., 3409 Pelican Landing Parkway, Suite 3, Bonita Springs, FL 34134. Phone number is (239) 454-8568. FAX number is (239) 454-5101.**

The modification requested above has been:

APPROVED

DISAPPROVED

APPROVED WITH CHANGES  
AS DEFINED BY LETTER

DATE

\_\_\_\_\_  
Signature Representing Enclave Owners Association Board of Directors and ARC

\_\_\_\_\_  
Signature Representing Palmira MHOA and ARC