

**IMPERIAL GOLF ESTATES HOMEOWNERS ASSOCIATION, INC.**

c/o Sandcastle Community Management  
9150 Galleria Court, Suite 201  
Naples, FL 34109  
Phone (239) 596-7200 Fax (239) 593-4812

**Instructions**

**Building and Exterior Change Request**

The documents of Imperial Golf Estates (Article VI, Declaration of Covenants, Conditions and Restrictions) require that the Architectural Review Board (ARB) and the Board of Directors approve any exterior changes, alteration and construction on any homeowner's lot.

To accomplish this, the "Building and Exterior Change Request" form must be completed by the homeowner or contractor for all exterior changes. The completed form and, if applicable, the refundable deposit, are to be returned to Sandcastle Community Management, Inc., for processing.

Examples of work to be approved by the ARB include the following: swimming pools, spas, pool cages, awnings, shutters or other hurricane protection, doors, windows, additions, new construction, fences, walls, changes to exterior color, roof replacement, driveway coatings, major landscaping or other changes to the exterior of the property.

***The Architectural Planning Criteria (APC) that can be found on the Homeowners Association website (IGENaples.info) or from the Property Manager's office establishes the guidelines for any exterior changes. Please review the APC when considering changing the exterior of your home. It shall be the homeowner's responsibility to conform to all Imperial Golf Estates Association established APC. Specific deviation from this criterion must be requested on the form and approved by the Architectural Review Board and the Board of Directors.***

The Imperial Golf Estates documents also require the payment of a refundable deposit for certain exterior changes requested. Currently, no deposit is required for requests such as roof replacement, changes to exterior colors, landscaping or shutters. The refundable deposit for new home construction, additions to existing homes and pool construction is \$2,500.00. The purpose of this deposit is to insure that work is completed satisfactorily and as requested. Checks should be payable to the Imperial Golf Estates Homeowners Association, Inc.

**TO ACCOMPANY THE FORM:**

- A. Drawing or brochure showing proposed addition, pool, cage, spa, fence, shutters, etc.
- B. Plot plan of lot showing location of proposed change/addition, including the set-backs and location of any easements.
- C. If a screen enclosure is proposed, the height and color should be noted on the plan.
- D. If re-roofing, include a color sample of the product or a color brochure of the product.

E. If recoating or replacing the driveway, include a sample of the product or a color brochure with a picture of the product.

F. If repainting, the brand name of the paint and sample colors with overall and trim colors indicated.

G. If applicable, appropriate refundable deposit made payable to the Imperial Golf Estates Homeowners Association, Inc.

**RETURN COMPLETED FORM TO:**

Sandcastle Community Management  
9150 Galleria Court, Suite 201  
Naples, FL 34109  
Phone (239) 596-7200 Fax (239) 593-4812

The Architectural Review Board reviews requests in the order they are received. Please allow AT LEAST 2 weeks for the review process. Questions or assistance with completing the request form is available by contacting the ARB Chair either by phone or email. See IGENaples.info or a current issue of our newsletter for the name and contact numbers of the current committee Chair. Once a decision has been made by the ARB Committee, the homeowners will be notified in writing through Sandcastle Community Management.

Thank you for your cooperation with this process.

Board of Directors  
Imperial Golf Estates Homeowners Association, Inc.