



Venetian Golf & River Club Property Owners Association

ACC Application Review Process

In accordance with the Master Documents of the Venetian Golf & River Club Property Owners Association, any changes made to the exterior of your property requires ACC approval BEFORE the work can be performed. It is the responsibility of the homeowner to verify with Sarasota County, City of Venice, or any other state or federal authorities regarding proper permitting.

Please follow the steps below:

1. Please read the Rules & Regulations and ACC Standards of the community on our website www.venetianpoa.com.
 - a. Does your project require ACC approval? If yes, please move to step 2.
2. Please obtain a copy of the ACC application
3. Please make sure ALL information is provided and submit with your ACC application. If information is incomplete or missing, your application may be tabled until the next meeting. **Required information includes:**
 - a. Complete the ACC application
 - b. Submit BEFORE photos of the project
 - c. Provide a plan that professionally details what the end result will be
 - d. Also, must include the current, middle, and end of the project
 - Example: Landscaping Changes, must provide a list of what is currently there, what is being removed, and what will be installed as the end product
 - e. Who / which company is performing the work? (Contractor, Landscaper, Nursery, Pool Company, Storm Screen Company, etc.)
 - MUST INCLUDE a copy of the business license & insurance certificate

PLEASE SUBMIT ALL REQUIRED ACC INFORMATION TO CASTLE GROUP PROPERTY MANAGEMENT BEFORE THE FIRST TUESDAY OF THE MONTH BY 12PM.

The ACC Committee meets monthly, every second Tuesday of the month, at 2pm in the Welcome Center. Homeowners and / or contractors / landscapers are welcome and encouraged to attend.

If homeowners attend the meeting, their Applications will be reviewed on a first come, first reviewed basis.

Following the meeting, the Property Management team will inform the homeowners (via email) of the ACC Committee's decision on each application within 48 hours from the close of the meeting.

**If an irrigation variance is required, it must be approved by
The Field Manager for the VCDD.**

As mentioned before, in accordance with the Master Documents of the Venetian Golf & River Club Property Owners Association (POA), any changes made to the exterior of your property requires ACC approval BEFORE the work can be performed. It is the responsibility of the homeowner to verify with Sarasota County, City of Venice, or any other state or federal authorities regarding proper permitting.

**ALL ACC APPLICATIONS MUST BE SIGNED BY THE HOMEOWNER PRIOR TO BEING SUBMITTED AND REVIEWED
BY THE ACC COMMITTEE.**

***Homeowners signature on the ACC application signifies their understanding and compliance
of the current ACC Standards and the Rules and Regulations of the
Venetian Golf & River Club Property Owners Association**

All ACC Approvals are valid for six (6) months from the date of approval.

If the project is NOT completed within this approval period, the homeowner will be required to re-submit their ACC application and proposed changes to ensure compliance within the current ACC Standards & Rules and Regulations of the Venetian Golf & River Club Property Owners Association.

CONTRACTOR OR LANDSCAPER INFORMATION

As a protection to the homeowner, the ACC and the POA Board of Directors recommend working with insured contractors. The homeowner MAY elect to work with a Contractor or Landscaper who is not insured. However, as with all projects, the homeowner assumes all responsibility of risk and liability for damage to their or their neighbor's property.

**IF WORK IS DONE TO THE EXTERIOR OF THE HOME AND YOU DO NOT HAVE APPROVAL FROM THE ACC, YOU
ARE SUBJECT TO A FINE UNDER THE COMPLIANCE ENFORCEMENT PROCESS.**

**A GRACE PERIOD OF SIX (6) MONTHS FROM APPROVAL HAS BEEN GRANTED. VIOLATIONS WILL BE NOTED
BUT NO FINES WILL BE LEVIED PRIOR TO THE NOVEMBER, 2021 POA BOARD MEETING**

Architectural Control Committee (ACC) Application Guidelines

NOTE: Exterior modifications CANNOT begin unless there is ACC Approval!

Please review the ACC Standards and Rules Regulations of the Venetian Golf & River Club (POA).
When in doubt, fill out an application.

If you live in a neighborhood association (HOA or Condo) you may need acknowledgement/review from them.
Are you making changes to the exterior of your home? HANG ON, you may need to submit an application!

YES – submit applications for the following projects:

- Installing pavers or pouring cement on your property
- Repainting the exterior of your home or the lanai screen cage frame the same color, with a different color scheme, or changing one of the colors in the color scheme
- Installing Hurricane Shutters
- Installing Glass Insert into the Front Door
- Installing Retractable / “Phantom” Screen Door
- Installing Swinging Screen Door (ONLY allowed on side entry homes!)
- Installing a Pool, Spa, or Deck
- Extending or modifying your driveway, walkway, lanai or deck area
- Installing an antennae, satellite dishes, solar panels, generators or a lightning protection system or rod
- Installing new carriage light fixtures around your garage
- Landscaping Changes
 - Removal of Trees or Palms (e.g. Sabal or Cabbage Palm)
 - Installing new Trees
 - ANY modifications to planting bed area sizes, shape or contour or bed cover materials (other than approved mulch and lava-stone)
- Installing an outdoor kitchen IF it requires a new gas and/or water line or a vent that leads to the outside wall or roof (Permit required).
- Installing a water softener, water filtration system or tankless water heater **outside the home**
- Installing a rain barrel or rain-water collection system
- Installing new solar landscape or exterior lighting

NO – you do NOT need to submit an application:

- Repairing pavers on your property
- Pressure washing / cleaning your home including: Roof, Driveway/Walkway, Sidewalks, Lanai
- Touching up the paint on the exterior of your home
- Repairing a lanai screen or screen(s); roof tiles
- Installing Decorative Lighting inside the Lanai cage
- Replacing carriage light bulbs (permitted warm white light color and limited wattage)
- Repairing or replacement of external pumps, heaters, generators, or air conditioning equipment or the like
- Adding to previously installed solar landscape/exterior lighting, as long as it matches the existing lighting
- Trimming trees, palms or grass
- Installing and replacement of annuals in your yard
- Installing new plants in your planters (not planting beds) / pots
- Installing fresh mulch or lava rock
- Removal of a dead shrub(s) or plant(s) and replacing with the same or like shrub(s) or plant(s) from the approved list
- Removal of prohibited trees - ALL PROHIBITED TREES SHOULD BE REMOVED IMMEDIATELY

*Please contact Property Manager for any questions: Melissa Azbell
poapropertymanager@castlegroup.com
Venetian Golf & River Club – Property Owners Association
102 Pesaro Drive, North Venice FL 34275
Phone: 941-488-9200*

ACC APPLICATION - REQUEST FOR APPROVAL

VENETIAN GOLF AND RIVER CLUB POA
102 PESARO DRIVE, N. VENICE, FL 34275 TEL: 941-488-9200
EMAIL: POAPROPERTYMANAGER@CASTLEGROUP.COM

DATE:	ESTIMATED COMPLETION DATE: *Must be within 6 months of approval			
OWNER NAME:	ADDRESS:			
APPLICATION REQUEST (PLEASE CIRCLE):	<table style="width: 100%; border: none;"> <tr> <td style="width: 33%; text-align: center;">EXTERIOR MODIFICATION TO HOME</td> <td style="width: 33%; text-align: center;">PARKING PERMIT</td> <td style="width: 33%; text-align: center;">STORAGE CONTAINER OR DUMPSTER PLACEMENT</td> </tr> </table>	EXTERIOR MODIFICATION TO HOME	PARKING PERMIT	STORAGE CONTAINER OR DUMPSTER PLACEMENT
EXTERIOR MODIFICATION TO HOME	PARKING PERMIT	STORAGE CONTAINER OR DUMPSTER PLACEMENT		
CONTACT PHONE:	E-MAIL(S):			
E-MAIL(S):	*HOMEOWNER SIGNATURE:			

CONTRACTOR OR LANDSCAPERS INFORMATION	
COMPANY NAME:	COMPANY EMAIL ADDRESS:
BUSINESS PHONE:	CONTACT PERSON:
REQUIRED DOCS: <input type="checkbox"/> COPY OF CERTIFICATE OF INSURANCE NAMING ASSOCIATION &/OR HOMEOWNER AS THE INSURED <input type="checkbox"/> COPY OF BUSINESS LICENSE	

DETAILED DESCRIPTION OF WORK BEING PERFORMED AT YOUR PROPERTY.

<input type="checkbox"/> ADDITION(S) OR MODIFICATIONS TO AN EXISTING HOME (I.E. EXTENDING LANAI, POOL, OUTDOOR KITCHEN, ETC.)	MUST INCLUDE BEFORE PHOTOS, SITE PLANS, AND ELEVATIONS: (FRONT/REAR/SIDE ELEVATIONS AND ROOF PLAN). IF LANDSCAPING IS BEING REMOVED OR INSTALLED MUST INDICATE THAT ON THE SITE PLAN AND INDICATE CHANGES TO EXISTING LANDSCAPE ON THIS FORM OR ATTACHMENT.
<input type="checkbox"/> CHANGES TO EXISTING LANDSCAPE	MUST INCLUDE BEFORE PHOTOS, PLANTING PLANS-INDICATING EXISTING PLANTS AND PROPOSED CHANGES, WITH PLANT LIST, TYPES, QUANTITIES, SIZES, COMMON AND BOTANICAL NAMES.
<input type="checkbox"/> CHANGES TO EXTERIOR COLORS WHICH INCLUDES REPAINTING, OR PAINTING A NEW APPROVED COLOR SCHEME	MUST INCLUDE BEFORE PHOTOS, PHOTOS OF NEIGHBORING HOMES SHOWING THE CURRENT PAINT COLOR, COLOR SAMPLES AND PAINT CODES WITH REQUEST. PRESSURE WASHING IS REQUIRED FOR PAINT APPROVALS.
<input type="checkbox"/> OTHER MODIFICATIONS OR ADDITIONS	PLEASE CONTACT PROPERTY MANAGER REGARDING ADDITIONAL INFORMATION REQUIRED.
<input type="checkbox"/> INSTALL STORM SHUTTERS	MUST INCLUDE BEFORE PHOTOS, SITE PLANS (LOCATION AND SIZE OF STORM SHUTTERS TO BE INSTALLED), COLOR OF SCREEN AND FRAME
<input type="checkbox"/> PARKING OR PLACEMENT PERMIT	MUST INCLUDE DATES NEEDED, DESCRIPTION OF PERMIT NEEDED AND PLACEMENT LOCATION AS APPLICABLE.

MANAGEMENT USE ONLY IN SPACE BELOW

HOA/COA SIGNATURE:	DATE:	APPROVED/ TABLED / DENIED
ACC/POA SIGNATURE:	DATE:	APPROVED/ TABLED / DENIED