

**Coco Bay Community Association, Inc.**  
**Architectural Review Committee**  
**REQUEST FOR MODIFICATION (updated July 2025)**



***All information must be completed, or the application will be denied.***

Date: \_\_\_\_\_

I/We, \_\_\_\_\_, hereby request approval by the **Architectural Review Committee** for the modification shown below to Unit/Lot/Address:

Email Address: \_\_\_\_\_ Preferred Contact Phone: (    ) \_\_\_\_\_

**MODIFICATION REQUESTED:** Describe details, including material specifications such as size, color, etc. Please include drawings of improvements drawn to scale and relative to lot survey. If modification is for landscaping, it is very specific about plant species, quantity, placement, etc. See appendix if you are requesting tree removal. **If request is to change the exterior paint color of the house, you must additionally complete the form on the second page.**

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**I/We hereby make application to the Architectural Review Committee for the above-described item to be approved in writing by the Architectural Review Committee and the Board of Directors.**

- I/We understand that approval of the request must be granted before the job is started. I/We also acknowledge that I/we could be required to have modifications removed if installed without approval. I/We further acknowledge that this request is granted as presented to the Board of Directors and must be completed as presented. Changes after the original request are not automatically approved and will not be accepted without additional approval of the Committee.
- I/We understand that the Architectural Review Committee has up to 45 days to approve this request (as provided in our DOC paragraph 4.2, entitled Architectural Review).
- The pre-purchase of materials or pre-scheduling of work will in no way influence the ARC in its decision process or in any way accelerate the process.
- **It is the sole responsibility of the owner, not the HOA, to ensure that all necessary insurance, licenses, and permits are in place. As such, these documents need to be supplied as part of the ARC request. Incompletion ARC will not be accepted.**
- Owner is responsible for any/all damage and repair to the lot and to common areas as a result of the work being performed.
- Any expense incurred due to city/county code changes will be the responsibility of applicant.

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

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

*Please return form and all information to:* Resort Management 9250 Corkscrew Rd. #9 Estero, FL 33928  
[earminana@resortgroupinc.com](mailto:earminana@resortgroupinc.com)

**The above request for modification to Unit/Lot/Address \_\_\_\_\_ has been:**  
( ) DISAPPROVED      ( ) APPROVED ( ) APPROVED WITH CHANGES OUTLINED IN LETTER

DATE: \_\_\_\_\_ Authorized Representative:

### Exterior Paint Change

***Complete only if you wish to change paint color.***

I/We, \_\_\_\_\_, hereby request approval of the Architectural Review Board to change the exterior paint color of the unit/lot noted above, as selected below.

I understand that the **six (6)** color combinations listed below are all of those used in the neighborhood at this time and the only combinations that can be approved. In addition, the combination selected cannot match either of the combinations of the two homes immediately adjacent to yours (i.e., the home on each side of yours).

This is the Sherwin-Williams paint color scheme I will use (**circle only one number**):

Color Scheme	Body Code	Body Name	Trim Code	Trim Name
1	6127	Ivoire	6143	Basket Beige
2	6133	Muslin	6108	Latte
3	6133	Muslin	6149	Relaxed Khaki
4	6156	Ramie	6164	Svelte Sage
5	6371	Vanillin	6129	Restrained Gold
6	6372	Inviting Ivory	6135	Ecru

**If using a paint brand other than Sherwin-Williams, color swatches must first be submitted for approval.**

The homes to either side of me are the color schemes listed above (**circle two numbers**):

**1 2 3 4 5 6**

If you are unsure, please call or e-mail [earminana@resortgroupinc.com](mailto:earminana@resortgroupinc.com) Resort Management

**All color schemes, by address, are documented and available on the Coco Bay web site.  
Color swatches are on display in the Amenity Center.**



## **Appendix – Tree Removal**

When Coco Bay was built, most Windward Pointe properties had a landscape “package” that included:

- 3 Queen Palms in the front
- 4 Cabbage Palms in the rear
- 2 Live Oaks (one in the front and one in the rear)

This also reflects guidance from Lee County LDC (land development code) in terms of tree count per lot. There were some variations in the numbers and types of the specimens due to size, shape and location of lots.

However, this is the general “community standard.”

In the case of necessary removal (e.g., lightning strike, disease, structural risk), the expectation is that replacement will occur UNLESS there is legitimate reason not to (e.g., space restrictions, Ganoderma, etc.).

*The HOA will still replace a dead Queen Palm (typically because of Fusarium Wilt) with a Foxtail, but any other replacement is the responsibility of the homeowner.*

While removal/replacement is not always a fine science, the Board has discretion in maintaining the look and feel of the community standard. Hence, each case will be evaluated on the particular property circumstances.

What we want to prevent is a “denuded” look that will leave “holes” in an otherwise uniform neighborhood appearance.

***Remember... ARC before you CUT !***