

[HOME](#)

# Architectural Guidelines for Enchanting Shores Co-op, Inc.

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**Manufactured/Double-Wide Homes  
Single Wide Park Models & RV's and/or Lots**

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## **1. Architectural Guideline Purpose**

The purpose for the Architectural Guidelines is to provide Shareholders, contractors and vendors a formatted procedure to submit new or proposed renovation plans for units, obtain permits, as well as providing guidelines for site preparation prior to the installation of a new unit.

Included are contractor's regulations and unit owner's responsibilities prior to and during construction for any exterior alterations to a unit. To protect Shareholders against potential Liability and Workers Compensation Law Suits, the Board of Directors recommends that Shareholders employ only licensed and insured contractors and vendors.

The Permitting Policy governing renovations to an existing unit covers all alterations which would change the exterior appearance of the unit.

The Owner of Record must initiate the request for a Building or Improvement permit to the Co-op Office. Request for permits, in the owner's absence, may be submitted by friends, neighbors, or representatives; and must be accompanied by a confirmation notice from the owner of record before the Co-op Office will issue a permit.

**Special Note:** The Shareholder is responsible to ensure all permits required are obtained properly, including but not limited to Enchanting Shores Co-op, Inc. and Collier County. You must list disposition and contact's name with their phone number on permit for Co-op's records. Shareholders should contact the Co-Op office prior to removal of any tree (removal of some trees require approval by Collier County).

## **2. Co-op PERMITS**

### **2.1. A Co-op Permit Is Required When:**

Shareholders are required to obtain a Co-op permit prior to commencing any form of exterior alterations to their lot and/or unit; examples as listed below, but not limited to:

- a) Replacement of roof
- b) All exterior painting (see approved exterior color chart in office)
- c) Installation of Solar Panels, (see section: Solar Panels)
- d) Windows (when size change is involved)
- e) Siding and shutters
- f) Irrigation systems
- g) Driveways, patios, sidewalks and steps, etc.
- h) Air Conditioning system
- i) Lanais, screen rooms and carports
- j) Tree or shrubs planting or removal (Stumps must be removed)

## **2.2. A Co-op Permit Is NOT Required When:**

Shareholders are not required to obtain a Co-op permit for items listed below.

- a) Erect a satellite dish or a TV antenna on Shareholder's unit provided the dish does not exceed (39.37") in diameter and the mast for the dish/antenna does not exceed twelve (12) feet above the roof line.
- b) Power washing a Shareholder's unit.
- c) If Shareholder is not sure if a permit is required, he/she should contact the manager in the Co-op office for clarification.

## **2.3. Obtaining a Permit from the Co-op**

- a) A visual drawing or site plan must accompany each permit request, showing all details and measurements (examples: location of lanais, air conditioning systems, driveways, trees, sheds, etc.).
- b) Plans to install a new unit or replace an existing unit must be submitted to the Co-op one (1) month prior to the site preparation. Standard Site Plans must include utilities connections (water, sewer, power, cable, etc.).
- c) Renovations to an existing unit. Plans must be submitted three (3) weeks prior to the start of construction.
- d) Licensed Contractors of record must perform service connections to all utilities (water, sewer, electric, etc.).
- e) The Shareholder is solely responsible to ensure that ALL Permits from the Co-op and/or any and all County permits required are obtained for their Contractors and/ or Vendors.

## **2.4. Co-op Issuing Permits**

- a) The ESC Co-op Manager will conduct an inspection of any renovation and/or improvement requested, prior to the permit being issued.
- b) Upon approval by the ESC Co-op Manager the Co-op Office will issue a copy of the original permit request to the Shareholder.
  - i. Each permit will be issued its own permit number and dated when approved.
  - ii. The original permit will be retained in the Shareholder's file; a copy will be given to the Shareholder for posting on their site during construction and returned to the Co-op Office upon completion.
  - iii. Make sure all Co-op inspections are completed prior to the next step being taken, examples: concrete forms need inspection prior to pouring; as well as inspection of concrete after the "pour" is completed.
  - iv. The permit must be posted and visible from the street on location of the actual construction site.
  - v. Once all work is completed the permit must be returned to the Co-op office for final inspection.
- c) If the shareholder feels that a permit request has been disapproved without cause, the Shareholder may submit a written request to the ESC Board of Directors to have his/her permit request reviewed by the Board of Directors. The Board of Directors reserves the right to give final approval/disapproval on all permit requests.

### **3. Special Notation Regarding Concrete Work**

Upon completion of all concrete work, there will be no dumping of excess concrete on any common ground in the Park. All excess concrete must be disposed of outside of the Park or returned to the plant for recycling. No washing and/or cleaning of concrete trucks will be allowed within the Park areas.

#### **3.1. Site Preparation Prior to Installation of Unit**

- a) Lot sub grade - compacted fill - where unit is to be installed must be equal to the crown of the road and in accordance with all County requirements.
- b) When removing any trees and/or shrubs the stump must also be removed below ground level for sod placement.
- c) Shareholder and / or Contractor must notify the Manager prior to the installation of the manufactured home for inspection of the site.

### **4. Storm Water Drainage**

- a) A discernible drainage swale must be installed between abutting units with a pitch to the rear of each unit.
- b) A drainage swale no less than three feet in width, centered at the 8 ft. line, must be installed along the full length of rear of each unit; making sure to run consistent with swales already in place to ensure proper water flow.
- c) Storm water drainage must be diverted away from abutting units.

**d) Any sump pump system, added to a home site to assist water flow, requires prior approval and must meet the following requirements:**

- i. Place on your home site**
- ii. Be below ground level**
- iii. All piping & electric wiring must be underground and meet County Code Regulations**
- iv. A grate to allow water flow must cover the hole to prevent accidents**
- v. All water must flow to the rear swale**



## **5. New and Replacement Units and Materials Being Used**

- a) When bringing in a unit or replacing an existing unit, whether it is a Manufactured Double-Wide Home or a Single-Wide Park Model, you are required to ensure either unit is new. No used units are allowed to be brought into the park.
- b) All material being used must be new, no used materials are permitted to be used. Examples are but not limited to: Screen Rooms, Porches, Lanais, Building Attachments and Storage Sheds.
- c) New or replacement steps must be concrete, fiberglass, block, brick, composite material. No wood or wood byproducts are to be used.
- d) New or replacement of Lattice material must be vinyl products, NO wood or wood byproducts are to be used.
- e) Any wooden structure approved by the Board must be constructed with weather treated lumber and covered with vinyl or aluminum. All decking material must be composite material or vinyl.
- f) Skirting: Vinyl, finished concrete block, brick, aluminum or similar materials set either vertical or horizontal in design must be installed around the entire perimeter of the unit to screen the lower base of the unit.
- g) New or replacement lawns; only three types of grass (sod) may be used: Floratam, Palmetto or Bahia.
- h) Piping (water, sewer, irrigation, etc.) All such type of piping must be installed underground with all connections to the surface placed underneath the unit behind the skirting out of sight unless County Code ordinance, or maintenance of systems dictate otherwise (example: backflow preventers, manifolds, shutoff valves and like devices).

## **6. Manufactured Double-Wide New Homes**

### **6.1. West End Guidelines**

**Amethyst Avenue      Peridot Avenue**

**Aquamarine Avenue    Turquoise Avenue**

- a) **Alignment: Homes should be set back from the street, the minimum distance required to align them with existing adjacent homes.**
  - i. **A minimum of ten (10) feet setback from the street**
  - ii. **A minimum of five (5) feet each side of their property line**
  - iii. **A minimum of eight (8) feet from the rear of their property line**
  - iv. **These restrictions are subject to Collier County Ordinances which have precedence over ESC, Architectural Guidelines**
- b) **Twenty four (24) foot homes may have a side carport and driveway up to twelve (12) feet wide. Driveway aprons two (2) feet wide and five (5)-feet deep are also permitted. A side carport provides privacy for the property and cover for two (2) cars.**
- c) **No driveway may exceed the dimensions of an existing carport (examples: a twelve (12) foot carport would allow a twelve (12) foot driveway; an eleven (11) foot six (6) inch carport would allow an eleven (11) foot six (6) inch driveway).**
- d) **Twenty Six (26) foot eight (8) inches wide homes, when placed on the normal forty Six (46) feet by One Hundred (100) feet lot, may have a front carport. Driveway shall not exceed Twenty (20) feet in width. Driveway aprons Two (2) feet wide and Five (5)-feet deep are permitted and suitable to park two (2) cars under roof.**
- e) **Variances depending on the width of the unit are handled on an individual basis (must maintain the Alignment guidelines section: 6a).**
- f) **Driveway material for "West End" Must be a pervious material/design approved by the Board of Directors. The requirement to install pervious material in driveways does not pertain to that portion of a driveway that is installed underneath a permanent roof.**

- g) Walkway/Sidewalk/Drip Pad on the sides of the unit shall be limited to a total width of five (5) feet. Walkways, sidewalks and drip pads must be a pervious material/design approved by the Board of Directors.**
- h) Patios must be constructed with a pervious material/design approved by the Board of Directors and shall not exceed 150 sq. ft. Pre-existing or proposed pad will be included in the one hundred fifty square feet (150 sq. ft.) calculations. No patio may be constructed in the front (street side) of the home.**
- i) Storage Shed must be attached to the existing home with exterior finished in the same material as the exterior of the home in order to "blend in" with the home.**

**6.2 East End Guidelines New Park Models and Recreational Vehicles:  
See Addendum 1 Architectural Guidelines for Enchanting Shores  
Co-op, Inc Revised paragraph 6.2 a) on following pages**

**Revision Date April 27, 2018**

## 6.2 East End New Park Models and Recreational Vehicles

Garnet Drive  
Onyx Drive

Jade Drive  
Pearl Drive

Jasper Drive  
Zircon Drive

a) All existing units prior to the date of this revision are grandfathered. Any new units being installed are required to comply with the following restrictions:

- i) Maximum width of a unit, including any attached lanai, screen porch, or other roofed area with walls or windows, is twenty-four (24) feet.
- ii) The front set back from the street, including the contact point of any structure attachment is ten (10) feet.
- iii) The roof line edge at the eave on the side and rear of the proposed unit cannot extend more than two (2) feet from the supporting wall of the side or rear of the unit. The roof line edge of the proposed unit or carport can not project any closer than four (4) feet from the edge of the street, as determined by a 'vertical line established perpendicular from the lot edge at the street
- iv) If any lot that adjoins the site of the proposed new unit has only a shed structure,, see (v) following. Otherwise, if all lots adjoining the lot upon which the new unit is to be installed have existing structures which are subject to Collier County Building Codes, then a site plan receiving a Collier County permit for installation of a new unit will be deemed to meet the site placement requirements for an ESC permit for the same purpose, provided that the minimum spacing from any existing structure on the adjoining lots is ten (10) feet from the proposed structure.
- v) If any of the lots adjoining the proposed new unit installation site do not have existing structures subject to Collier County Building Codes, or if any of the adjoining lots have only a shed as an existing structure, they will be deemed to be empty lots for the purpose of these restrictions. In this case, the following requirements must be met in order to receive an ESC permit for site placement of the new unit:
  - 1) For the adjoining lot(s) upon which residential structures subject to County Building Codes, a ten (10) foot separation must be maintained between the new unit being set and the closest point of any existing residential structures on those lots.
  - 2) For the adjoining lot(s) deemed empty, or where the site upon which the proposed unit is being set adjoins a common area (to include common ground swales), the new unit must be installed with a five (5) foot set back from the lot line shared with the adjoining lot or common ground. All lot lines are to be determined by location of that proposed unit on a site plan that displays the lot boundaries, and distances from those boundaries. Lot lines and boundaries are defined in ESC Bylaws, Section 2.18. The site plan for the proposed new unit must be determined by a formal survey performed and certified by a licensed surveyor. The unit owner is responsible for all expense associated with the preparation of the site plan and the costs of preparing the ESC permit application.
- vi) The allowable maximum length of the proposed unit is limited to the length that allows for total compliance with all other restrictions set forth in this regulation (6.2 et al).
- vii) Placement of a new unit is to be consistent with the angular alignment of existing units on the street whenever possible. The site plan is to display the proposed placement.

- viii) All site plans for a proposed unit must contain sufficient information regarding measurements, distances and other pertinent details so that there is no uncertainty regarding where the new unit will be placed on the site. A site plan lacking sufficient detail for location determination by ESC will have the permit request denied.
  
- ix) Pad Placement - In addition to any County Building Code permitting, all pads require an ESC permit. Guidelines for pads are:
  - 1) For sites that are installing a permanent structure that is subject to County Building Codes, no permit for any pad will be considered before the new installation has been issued a ESC permit for the new unit. Once the ESC permit for the new unit has been approved, the application for a pad can be considered. The "footprint" of the proposed unit will be the basis for determining the approval of an ESC permit for a pad. (Refer to Rules and Regulations Paragraph 36, Architectural Guidelines Paragraph 3,3.1,6.2 d, e, f, g. for the areas of compliance associated with concrete).
  - 2) For sites that will be used for non-installed units, such motor homes, fifth wheels and similar types of Recreational vehicles, an ESC permit for a pad will be issued subject to the following restrictions:
    - i- Placement of the pad is limited to placement on the site that is consistent with the angular alignment of existing units on the street. The site plan is to display that angular placement.
    - ii- The maximum width of the pad is twenty-four (24) feet.
    - iii- The front edge must come to the street.
    - iv- For the adjoining lot(s) which have residential structures subject to Collier County Building Codes, a minimum ten (10) foot separation must be maintained between the closest edge of the proposed pad and the residential structures on the adjoining lot(s)
    - v- For the adjoining lot(s) deemed empty (see 6.2 a), (v)previous); the proposed pad must be placed with a five (5) foot set back from the lot line shared with the adjoining lot or common ground. All lot lines are determined by location of that proposed unit on a site plan that displays the lot boundaries, and distances from those boundaries. Lot boundaries are defined the ESC Bylaws, Section 2.18. The site plan for the proposed pad must be based on a formal survey performed and certified by a licensed, surveyor. The unit owner is responsible for all expense associated with the preparation of the site plan and the costs of preparing the ESC permit application.
  - 3) The allowable maximum length of the proposed pad is limited to the length that allows for total compliance with all other restrictions set forth in this regulation (6.2 et al).
  - 4) Placement of the proposed pad is further limited to placement on the site that is consistent with the angular alignment of existing units on the street. The site plan is to display that angular placement.
  - 5) All site plans for a proposed unit must contain sufficient information regarding measurements, distances and other pertinent details so that there is no uncertainty regarding where the proposed pad will be placed on the site. A site plan lacking sufficient detail for location determination by ESC will have the permit request denied
  
- x) Set Backs for Motor Homes, Fifth wheels and Similar types of Recreational Vehicles. All vehicles of this type must have all surface contact points completely on the surface of the lots existing pad, and further, must be set back from the road a minimum often (10) feet and five (5) feet from the rear line of the lot

- b) Park Models scheduled for installation must be new units only.
- c) One (1) storage shed per lot, free standing, with a standard size of four (4) feet (D) x eight (8) feet (W) x eight (8) feet (H); is permitted. In some instances, the setback may permit a six (6) feet (D) x eight (8) feet (W) x Eight and a half (8.5) feet (H) storage shed.
- i. The overall height of either shed not to exceed ten (10) feet from ground level to the top of the roof.
  - ii. All Sheds must be anchored securely to prevent "blowing-over" during high winds.
  - iii. Storage sheds must be placed at least 25 feet from the nearest paved street. However, no storage shed may be placed closer to the street than the unit owner's front door or the closest neighbor's front door. Any shed existing on the date this amendment was adopted, is exempt from the provisions of this paragraph. However, if any existing shed is moved, destroyed, rebuilt or modified in any way, the provisions of this paragraph will apply. Additionally, the placement of sheds must also meet Collier County set-back requirements. In the event the placement of a shed cannot meet all the requirements of this paragraph, no shed will be permitted on the parcel.
- d) Driveway material for "East End" Must be a pervious material/design approved by the Board of Directors if the installations are after 11/1/2016.
- i. Existing concrete may be painted or finished with a "Cool Deck" a by-product of concrete with a design or pattern.
  - ii. Existing Black Top (must maintain color with appropriate sealer).
- e) Guidelines specific to the "East End"
- i. Parking Apron dimension must not exceed four (4) feet of the total width of the unit, plus screened-in room or lanai.
    - ❖ Example: unit is twelve (12) feet wide and the lanai is an additional ten (10) feet, making the total width twenty-two (22) feet. The driveway apron can be a maximum width of twenty six (26) feet.
    - ❖ "Wings" to the parking apron or driveway must be included within the dimension not to exceed four (4) feet.

- ii. Walkways on the sides of the unit are limited to a maximum overall width of four (4) feet, this includes both sides. If one side has three (3) feet, then the other side may have only one (1) foot or any combination not to exceed four (4) feet.
- iii. Concrete pad supporting shed, may not exceed the dimensions of the shed.
- iv. Concrete pad may be no closer than five (5) feet to the utility line.

**f) Patio**

- i. Overall size cannot exceed one-hundred fifty (150) square feet.
- ii. Patios' must be constructed of a pervious material/design approved by the Board of Directors.

**g) Concrete Policy**

- i. All new or replacement driveways, walkways, sidewalks and patios on a RV lot must be constructed with a pervious material/design approved by the Board of Directors.

## **7. Contractor's Guidelines**

- a) Contractors may be on site and working Monday through Saturday between the hours of 8:00 AM through 6:00 PM; No work on Sundays or Holidays.**
  - i. Exception would be during an emergency when immediate attention is needed to correct a problem (water, electric, etc.).**
  - ii. Exception is also granted to the Lawn Care Service and/or Contractors employed by the Co-op. They may commence work at 7:00 AM Monday through Saturday in the "Common Areas" of the Park, not directly next to Shareholder's units (prior approval is needed from the Manager).**
- b) Any Contractor performing work in "Common Areas" must report and notify the Manager prior to commencing work, to obtain approval for this work to be completed. Failure to notify the Manager may cause the Contractor to be banned from working in the Park.**
  - i. Shareholders and/or Contractors working in "Common Areas" are responsible for any damage they may cause including any cost incurred by the Co-op to repair the damage.**
  - ii. "Common Areas" must be returned to their original condition.**
- c) It is the Shareholder's responsibility to ensure that their Contractor retains a valid license, insurance and Workers Compensation.**
- d) Contractors working within the Park are required to furnish a "Port-O-John" for their employees.**
- e) Contractors are responsible to supply the proper trash receptacles.**
  - i. Contractors are responsible to clean up on a daily basis, keeping the Park area in good order.**
  - ii. Failure to comply will cause clean up by the Co-op, which will be billed to the Contractor at a minimum rate of \$100.00 depending on the process involved.**



- f) **Contractors are prohibited from storing, parking, or using "Common Areas" or spare lots including all grass areas within the Park boundaries other than the actual unit/lot that they are currently working on; this includes their tools, supplies, and vehicles.**
- i. **Contractor's vehicles are not to be left in the Park overnight unless permission has been granted by the Manager.**
  - ii. **Contractor's vehicles may not park in front of Shareholder's driveway, other than the unit they are working on.**
  - iii. **If unable to park in the area due to excessive vehicles, they may Park in the Recreational Hall Parking Areas.**

**g) Violations and Contractor's Liability**

- i. **Any infraction of the Concrete Policy will result in correcting said violation at the Shareholder's expense, including any Co-op expense incurred to resolve the infraction.**
- ii. **Contractors violating any of our Architectural Guidelines, the authority of the Building & Grounds Committee or designee or Board of Directors may be subject to immediate exclusion from performing any work within the Park.**
- iii. **Damage to "Common Areas" such as roads, landscaping, drainage swales or ditches, power lines, cable, water systems, etc., caused by the Contractor or Sub-Contractor will be repaired or replaced to the specification set forth by the Co-op.**
  - ❖ **Failure to complete repairs or replacement will cause the Co-op or their agents to repair and/or replace said damage.**
  - ❖ **The Contractor will be responsible for reimbursement to the Co-op for any and all expenses incurred for the repair or replace of damaged items.**

## **8. Utilities Guidelines**

### **8.1. Electric**

- a) The "Service Disconnect", meter socket and breakers are the responsibility of the Shareholder.
- b) FPL will bring in their cable and hook it up to the meter socket.
- c) Shareholder's electrician will hook it up to the other side that goes to the unit.
- d) Except for the power company's line coming into the socket, the Shareholder is responsible for all the equipment on the outside of their unit.
- e) All issues are between the Shareholder and FPL; the Co-op is not involved.

### **8.2. Telephone**

- a) The "Service Disconnect" is the property of the phone company; it is their responsibility to take care of everything up to and including the "Service Disconnect".
- b) The Shareholder is responsible for the hook up and everything past the "Service Disconnect" to their unit.
- c) All issues are between the Shareholder and cable company; the Co-op is not involved.

### **8.3. Television Cable**

- a) The "Service Disconnect" is the property of the cable company; it is their responsibility to take care of everything up to and including the "Service Disconnect".
- b) The Shareholder is responsible for the hook up and everything past the "Service disconnect" to their unit.
- c) All issues are between the Shareholder and cable company; the Co-op is not involved.

### **8.4. Sewer & Water**

- a) The Shareholder is responsible for the sewer & water lines from their unit to the Co-op's lateral line.
- b) From that point on the Co-op is responsible.

## **9. Solar Panels**

The Shareholder must obtain an approved ESC permit before installing a solar Panel on his/her unit. All Solar Panel installations must meet the following criteria:

- a) Solar Panels must comply with any/all governmental regulations.
- b) Solar Panels must lie flat against the roof and cannot extend more than ten (10") inches above the roof.
- c) Solar Panels may only be installed on a unit or shed roof. The Solar Panel may not extend beyond the roofs edge and cannot infringe on adjoining property.

## **10. Approved Exterior Colors**

Shareholders must obtain an approved ESC permit before commencing with any exterior painting which includes houses, shutters, trim, sheds, driveways, walkways and patios.

- a) Only those colors contained in the Board of Directors approved color chart may be used.
- b) Any lighter shade of these approved colors may be used.
- c) The chart of approved colors is available in the ESC office.
- d) The Board of Directors will have the final approval for all painting requests.
- e) Any replacement of roofing or vinyl siding will require an approved ESC permit.
- f) All colors for roofs and siding must be approved by the Board of Directors.
- g) Samples of approved roof and vinyl siding colors are available in the ESC office.