

ARB Guidelines

SUMMERGLEN HOMEOWNERS' ASSOCIATION ARCHITECTURAL REVIEW BOARD

SECTION I

The Architectural Review Board, (ARB), which represents the Summerglen Homeowners' Association, (SHOA) has created a set of architectural guidelines for the homeowners to:

- Provide guidance and interpretations for the architectural guidelines contained in the SHOA's Amended Declaration of Covenants and Restrictions.
- Provide homeowners with an application form and a checklist for their project, and
- Provide assistance to homeowners in planning changes and creating change requests to help ensure their acceptance by the ARB.

This document supplements the SHOA's governing documents. Requirements in those documents that are not explicitly addressed herein still apply, including requirements for review and approval that are specified in those documents and are the responsibility of the Architectural Review Board.

This document is divided into-the-following-sections;

Section I	Introduction
Section II	Purpose of Architectural Review Board
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SECTION II

PURPOSE OF ARCHITECTURAL REVIEW BOARD

The purpose of the ARB is to keep Summerglen attractive for the enjoyment of residents and for the protection of property values. (See ARTICLE 11 of the Amended Declaration of Covenants and Restrictions for guidelines for architectural changes.)

The ARB evaluates all requests on the individual merits of the application. When evaluating a particular design proposal, characteristics of the house and the individual site are taken into consideration. What may be an acceptable design of an exterior in one home site may not be for another.

Conformance with Covenants: All applications are reviewed to confirm that the project is in conformance, to the best of the Board's knowledge, with the Declaration of Covenants and Restrictions. Recommendations made by the ARB in reviewing applications are not based on personal opinion or taste. Judgments of acceptable design are based on the following criteria that represent more specific terms than the general standards of the Declaration.

Liability: Any addition or property change done in an easement area or buffer area is done at homeowner's risk and subject to removal at homeowner's expense.

Relation to the Natural Environment: Factors, such as, removal of trees, disruption of the natural topography and changes in the rate and/or direction of storm water runoff that may adversely affect drainage or the natural environment.

Validity of Concept: The basic idea must be sound and appropriate to its surroundings.

Design Compatibility: The proposed improvement must be compatible with the architectural characteristics of the applicant's house, adjoining houses and the neighborhood setting. Compatibility is defined as similarity in architectural style, quality of workmanship, similar use of materials, color and construction details.

Location and Impact on Neighbors: The proposed alteration should relate favorably to the landscape, the existing structure and the neighborhood. The primary concerns are access, view, sunlight, ventilation and drainage. When a proposed alteration has possible impact on adjacent properties the applicant should discuss the proposal with neighbors prior to making application. It may be appropriate in some cases to submit neighbor comments along with the application.

Scale: The size (in three dimensions) of the proposed alteration should relate well to adjacent structures and surroundings. For example, a large addition to a small house may be inappropriate.

Color may be used to soften or intensify visual impact. Parts of the addition that are similar to the existing house (such as roofs and trim) should be matching in color.

Materials: Continuity is established by use of the same or compatible materials as were used in the original house. The options may be limited somewhat by the design and materials of the original house. For instance, vertical siding on the original house should be compatible with the addition.

Workmanship is another standard that is applied to all exterior alterations. The quality of work should be equal to or better than that of the surrounding area. Poor practices, besides causing the owner problems, can be visually objectionable to others.

Timing: Projects that remain uncompleted for long periods of time are visually objectionable and can be a nuisance for neighbors and the community. All applications must include estimated completion dates. If such time period is considered unreasonable, the ARB may not recommend the application:

Grandfather clause:

Any change made to a homeowner's property that has been approved by the Association, and is properly documented, prior to the adoption of the above guidelines need not be modified in accordance with the guidelines specified herein. Also, any improvements made by the original builder are automatically grandfathered. These modifications will be considered acceptable under this clause.

SECTION III

ARB REVIEW & APPROVAL PROCESS

All requests for review are to be submitted using the ARB Application Form. This form may be obtained from the Resident's Service Office, also known as (RSO). The application shall include all of the following that are required:

A drawing, brochure, plot and/or a contractor's sketch (elevation) depicting the addition or change. The nature, kind, shape, height, color and materials to be used shall be stated on the plan and/or contract submitted.

- **Architectural Review**—The process is initiated with submission of the completed application. Note that all changes must conform to relevant regulations and codes. All supporting documents shall be included with the initial submittal. The completed application should be delivered to Residents Center lockbox.
- **Review and Approval** —The ARB meets periodically to review architectural change requests. After review the homeowner will receive approval or disapproval from the Board of Directors. Incomplete applications will be returned to the homeowner for re-submittal.
- **Homeowners' responsibility**—It is the homeowners' responsibility to submit an application to the Architectural Review Board for any change, modification, alteration, etc. to the exterior of their residence that is not **specifically** exempted in this document. Failure to follow these guidelines may result in your having to remove, alter or restore to their unaltered condition any unauthorized improvements.
- **Golf course**—Any landscaping that is to be located on the Golf Course must be submitted to the Golf Course manager for approval before submittal to the ARB.
- **Appeals** —An appeal can be made to the Board of Directors on the appropriate form. Forms are available through the HOA. All Board rulings are final.
- **Damage to Home** — Should a home be damaged, regardless of cause (hurricane, tornado, hail, fire, etc.) and require immediate repair(s), the homeowner is encouraged to proceed with the necessary repair(s) as soon as possible after the damage occurs. To facilitate the repair process the Architectural Review Board (ARB) and the Board of Directors (BOD) will waive the normal application evaluation/approval process associated with making improvements to a home. A completed Application Form notifying the ARB and BOD of the work to be performed and that repairs are necessary and that the home will return to its previous appearance will suffice. If the homeowner wishes to change the shape or color or any portion of the home, the normal application, evaluation, approval process must be followed.
- **Alterations to Houses and Common Areas** — Except as may be recommended by the Architectural Review Board, no alteration or modification to the exterior of any single family house or attached housing unit (i.e., Arbors and Villas), including landscaping and courtyard areas, is permitted. Any unauthorized changes or encroachment upon common areas shall be deemed a violation of Covenants, By Laws, and Rules for Community Living and, at the expense of the homeowner, subject to return to its original condition within a reasonable time frame as set by the Association's Board of Directors.

• **Maintenance:**

Residents are responsible for maintaining the exterior appearance of their house, landscape and other improvements on their lots in good order and repair. While it is difficult to provide precise criteria for what the Association deems as unacceptable conditions, the following cases represent some conditions that would be considered a violation:

- Peeling paint on houses
- Decks with missing or broken railing or parts
- Lawn and landscaping in need of fertilization, pruning, weeding, insect control, diseased, dying or dead plants.
- Missing shutters, shingles, windowpanes or storm window parts, house numbers, siding, etc.
- Storage of play items, yard equipment and other clutter in front or rear yards
- Mold/mildew on exterior walls, fascia, sidewalks, driveways and garage doors.

The exteriors of all structures, including, without limitation, walls, doors, windows, roofs and porticos, shall be kept in good maintenance and repair. No structure shall be permitted to stand with its exterior in an unfinished condition for longer than six (6) months after the commencement of construction. In the event of fire, windstorm, extreme weather or other damage, the exterior of a structure shall not be permitted to remain in a damaged condition for longer than three (3) months, unless expressly accepted by the Board in writing. If not properly maintained and/or is deemed as a safety hazard, the ARB or Board of Directors may make necessary repairs and bill the homeowner.

SECTION IV
REVIEW NOT REQUIRED
(COMPLIANCE ONLY)

1. Gutters and downspouts

- 1.1 Shall be white or match existing house color.
- 1.2 Must not affect drainage.

2. Satellite dish receivers

- 2.1 Shall be approximately eighteen inches (18") round. HD elliptical dish are also acceptable.
- 2.2 Location shall be on the roof at rear or side of home. (Never in front)
- 2.3 All other locations require approval

3. Screen doors, security doors or storm doors

- 3.1 Color shall coordinate with house and must be constructed of aluminum...

4. Lightning rods

- 4.1 Rods shall not exceed eighteen inches (18") in height.

5. Windows matching existing screens in Lanai

- 5.1 Window frames must be aluminum and installed inside of existing screens.
- 5.2 Color of frame must match existing white or bronze screen frame.
- 5.3 Kick plate must be insulated or windows installed above existing concrete block knee walls.
- 5.4 ANY DEVIATIONS FROM ABOVE MUST BE APPROVED (see section V)

6. Roof and attic vents and fans

- 6.1 Roof vents or fans may be either ridge or turbine type.
- 6.2 Roof vents and fans may be either convection, electric or solar type.
- 6.3 Gable vents must use materials conforming to the existing structures.
- 6.4 Gable vents or fans may be convection, electric or solar type.

7. Skylights and/or Solar Tubes

- 7.1 Shall be twenty inches (20") wide or less.

8. Exempted landscaping

- 8.1 Planting in existing landscaped beds. (Artificial or plastic plants are not acceptable)
- 8.2 Concrete curbing around existing beds (you must maintain a distance of at least 5 feet between beds and adjacent structures as well as 30 inches from property lines)
- 8.3 Pine bark, cypress or natural stone mulch is permitted. Stone mulch must have a permanent border to retain them in the bed. Borders may be concrete or plastic. Painted stones are not permitted.

9. Painting house exterior with original colors only

10. Arbors and Villas Attached Units

- 10.1 Owners of the Villas and Arbors units are directed to their specific "Supplement to the Amended Declaration of Covenants" for additional requirements.

11. Holiday decorations and lighting:

Homeowners may display a reasonable number of holiday decorations & lighting beginning no more than 30 days prior to public holidays or religious observances & remain for no more than 20 days thereafter. No ARB application is needed. However if the HOA determines the decorations and/or lighting are excessive in number, size or brightness; draw excessive traffic; unreasonably interfere with the use & enjoyment of Common Areas and/or adjacent lots; or cause a dangerous condition to exist, the Homeowner must remove offending items within 48 hours after receiving written Notice from the Association.

SECTION V
REVIEW REQUIRED

1. Painting exterior of house other than original colors

- 1.1 Pick from approved color palet available at ARB meetings.
- 1.2 Trim and/or House color must be complimentary to community standards previously used.

2. Roof shingles

- 2.1 Submit samples if not matching existing.
- 2.2 Flat roofs are not allowed.
- 2.3 Pitch of roof must be in keeping with the rest of the house.

3. Concrete slabs, pre-cast concrete blocks, curbing, payers, and any other hard surface materials used in sidewalks, driveways, cart drives, patios, etc

- 3.1 Location and dimensions shall be shown on plot plan.
- 3.2 Must be complimentary to community standards previously used.

4. Painting or staining of sidewalk, driveway or patio

- 4.1 All changes must be submitted for approval.

5. Awnings aluminum or canvas

- 5.1 Colors must match or blend with house.
- 5.2 No posts or columns are allowed to support awning.
- 5.3 Photo and/or drawing (elevation) must accompany the request.
- 5.4 Awnings must be retractable type.

6. Hurricane shutters

- 6.1 Roll-down, roll-in, slide-in, and panel types of installed hurricane shutters may be approved.
- 6.2 Bahama type shutters are not permitted.
- 6.3 Color and materials must be complementary to those of the house.
- 6.4 Manufacturer's description (brochure), color scheme, and contractor's contract must accompany the request.
- 6.5 Once installed, shutters may be closed no sooner than forty-eight (48) hours prior to a storm and must be opened no later than forty-eight (48) hours following the storm.

7. Screen rooms, birdcages, carports and other additions

The following must be submitted with your application:

- 7.1 A plot plan showing the house on the lot, the proposed addition, easements and all dimensions
- 7.2 A 1/8" scale detailed floor plan with front or rear and both side exterior elevations
- 7.3 A list of materials
- 7.4 All screenrooms must have a kickplate, 8" to 24" high block wall or landscaped bed to protect the screen and allow for trimming.

8. Walls & Fences

- 8.1 Walls and/or fences are not allowed.
- 8.2 Decorative landscaping walls shall be shown on plot plan.
- 8.3 Design plans and color scheme shall be submitted.

SECTION V

(Continued)

9. Solar Collection Panels

- 9.1 Solar collection panels shall be placed on or toward rear of the existing roof.
- 9.2 Piping shall match existing wall colors and be placed where it is not visible from the street whenever possible.
- 9.3 Photo and/or drawing (elevation) must accompany the request.

10. Flagpoles & Birdhouses

- 10.1 Permanent/Temporary ground flagpoles shall not exceed the roof height of the home.
- 10.2 When attached to house, pole must not exceed (6) feet in length.
- 10.3 Birdhouse pole must be telescoping if over (6) feet in height
- 10.4 Plot plan showing proposed location.

11. Outdoors Lights

- 11.1 One post with light(s) may be installed in front yard.
- 11.2 Location, style and color must be shown on plot plan.
- 11.3 Light shall not exceed 40 watts and fixture shall not exceed seven (7) feet in height

12. LP (propane gas tank) are not allowed (with the exception of 20 lb barbeque grill tanks)

- 12.1 No tanks shall be installed underground.

13. Swimming pools & outdoor spas

- 13.1 Pools and outdoor spas shall not encroach on easements, lot lines or property line set backs.
- 13.2 Pools and spas must be in the rear of the house or enclosed courtyard, and built by contractors licensed by the State of Florida and Marion County.
- 13.3 Contractor shall submit a complete set of drawings, specifications and secure a permit issued by Marion County.
- 13.4 A plot map must be included showing the proposed location of the pool/spa.
- 13.1 Temporary or above ground pools are not allowed.
- 13.3 All pools must have a screen room enclosure.

14. New or additional exterior above-ground systems stored or placed outside of and adjacent to home

- 14.1 A plot plan shall be submitted showing location and proper visual screening, such as natural shrubbery or natural shrubbery and lattice combined, for:

- * Water conditioning equipment * Fixed-mount generators * Air conditioner/heat pump units
- * Other items which may reasonably be expected outside the home

15. Supplemental window or wall air conditioning systems are not allowed.

16. Tree Removal:

16.1 Living trees may not be removed without the prior approval of the Architectural Review Board. Exceptions to this are trees that pose an imminent hazard to persons or property. Further defined, hazardous trees are those that are uprooted and leaning or have large limbs or branches that are splintered or otherwise damaged resulting in debris that may fall without warning. (Homeowners removing hazard trees without approval shall have written documentation and/or photographs of the hazard before removal). Trees approved for removal shall be cut at or ground down to grade level (on grade) or the stump should be ground down. Owner is responsible for obtaining all appropriate permits when applicable

SECTION V

(Continued)

17. Landscaping

17.1 Landscaping beds and plantings must be within Community Standards of past practice, which are as follow:

- **There must be at least 60 inches of grass for lawnmowers to maneuver, additionally; at least 30” must be maintained from the side and rear property lines. If this is not adhered to, an extra lawn fee may be assessed due to the additional lawn maintenance required, or the homeowner will have to remove the out of compliance item at their expense.**

- Landscape beds may be natural rock or mulch
- If rock is used it must be contained by concrete or plastic edging.
- Front yards must have grass to maintain a green community

17.2 Unusual and non-standard designs, plantings, borders, etc., must be submitted for approval on a plot plan with dimensions included.

17.3 Florida Friendly Landscaping may be submitted, but Community Standards must be adhered to; reference SHOA Board recommendations.

17.4 Use of railroad ties in landscaping is not permitted.

17.5 Plantings in easement, buffer and right of way areas will be at the homeowner’s risk.

17.6 Plantings in common areas are not allowed under any circumstances.

17.7 Any landscape changes and/or additions shall not adversely affect drainage of the residence or surrounding properties.

17.8 Garden ornaments and lighting must be less than 3 feet in height and installed in beds.

18. Trash containers:

18.1 All trash containers must be stored out of view of the street on non-collection days

19. Arbors and Villas attached units

19.1 Owners of the Villas and Arbors units are directed to their specific “Supplement to the Amended Declaration of Covenants” for additional requirements.

SECTION VI

The Architectural Review Board has made every effort to write guidelines that encompass as many situations as possible; however, there may be times when an unusual or overlooked situation arises. Under no circumstances will the ARB or HOA be responsible or liable for errors, mistakes, problems, monetary or any other loss suffered by any homeowner that arises from or due to its action, inaction or from any other cause.

THESE ARCHITECTURAL REVIEW BOARD GUIDELINES ARE HEREBY APPROVED BY THE BOARD OF DIRECTORS OF THE SUMMERGLEN HOME OWNERS ASSOCIATION.

Signature _____

Title _____

Date _____