

04/05/2007

**Modifications Committee**

**Architectural Review Procedures and Guidelines**

**Whereas.** Article V111 of the Declaration of Covenants, Conditions and Restrictions recorded November 27<sup>th</sup>, 1991 in Official Records Book 921, Page 1020 of the Public records of Citrus County, Florida, as amended and supplemented from time to time (the "Declaration") provides for a MODIFICATIONS COMMITTEE and sets forth its responsibilities regarding the approval of exterior alteration or modification of existing improvements and plantings; and

**WHEREAS.** Article V111, Section 2 of the Declaration enables the MODIFICATIONS COMMITTEE to "promulgate detailed standards and procedures governing its areas of responsibility; and

WHEREAS, the MODIFICATIONS COMMITTEE ("MC") wishes to create procedures for obtaining approval and promulgate guidelines as to what is acceptable or unacceptable;

NOW THEREFORE, BE IT RESOLVED THAT the Board of Directors of the Laurel Ridge Community Association, Inc at a meeting duly called in which a quorum was present did adopt the following Architectural Review Procedures and Guidelines:

DATED: \_\_\_\_\_

Directors voting for  
the Resolution:

\_\_\_\_\_  
Manny Bloch          Vice President

\_\_\_\_\_  
Mary Bonning          Treasurer

\_\_\_\_\_  
Suzanne Matthews          Secretary

\_\_\_\_\_  
Rich Vehrs          Director

\_\_\_\_\_  
Barbara Lange          Director

Director not voting per  
the BY-LAWS Article IV  
Section 1. (2)

\_\_\_\_\_  
Bob Bucci          President

Signatures on File

## APPLICATION PROCEDURES

### **A. General Procedures for any Modification, Addition or Alteration.**

- 1 Each Unit Owner will submit his/her proposal for exterior modifications, additions, alterations or improvements to the MC in writing, using a Request for Review Form. The proposal will contain plans and specifications showing the height, width, length, size, shape, color, materials and locations of the proposed improvements. Photographs or sketches of similar completed projects will aid the MC in the consideration. If the alteration affects the existing drainage pattern, the proposed drainage pattern must be included. The proposal should include a letter describing the proposed modification, addition or alteration.
- 2 Oral requests will not be considered
- 3 Each modification, addition or alteration must be specifically approved even though the alteration, addition or improvement conforms to the Declaration, and even when a similar or substantially identical modification, addition or alteration has been previously approved.
- 4 The applicant shall be informed in writing of the MC's decision
- 5 If the applicant fails to receive a reply within forty-five (45) days, the request shall be considered to have been approved.
- 6 If the MC rejects a proposal, the reason(s) for disapproval shall be stated as part of the written decision.
- 7 The applicant is free to request reconsideration. If new or additional information which might clarify the request or demonstrate its acceptability can be provided.
- 8 Copies of all requests for Review will be filed according to Lot number, along with the written decision and a statement of action taken, if any. There will be a cross-index which groups cases into types for future reference. This index shall be made available, upon request, to any resident considering a modification, addition or alteration to his/her property.

### **B. (Applying to Participating Builders and Property Owners)**

For major changes of a structural nature, such as garages, additional rooms, additional stories or dormers, balconies, major style innovations and similar, the following may also be required by the MC.

1. Pre-design conference
2. Preliminary submittal consisting of;
  - (a) letter of transmittal
  - (b) preliminary drawings
    - (1) Site Plan
    - (2) Floor Plan
    - (3) Elevations
    - (4) Roof Plan (If applicable)
    - (5) Section(s) showing relationship of existing grades to floor levels  
To show how the building fits into the ground and how it relates  
To adjacent structures.
    - (6) Landscape Plans
    - (7) Construction schedule
3. The MC shall act on the preliminary submittal and give notice to the applicant within thirty (30) days.
4. Final submittal
  - (a) Final Drawings

- (b) Proposed Contracts
  - (c) Location of storage site for building materials, etc.
  - (d) Temporary access, if any.
  - (e) Existing and final grades, drainage, etc.
  - (f) Color chips of painted or stained exteriors.
  - (g) Exterior material samples
  - (h) Disposal area for surplus soil
  - (i) A plan of proposed landscaping and revegetation (erosion control, screening, etc)
5. The MC shall act on the final submittal and give notice to the applicant within thirty (30) days.
  6. Administration oversight requirements:
  7.
    - (a) Notice of construction start (owner).
    - (c) Changes during construction (request from owner)
    - (d) Inspection during construction (request from owner)
    - (e) Notice of completion (owner).
    - (f) Final inspection (MC)
    - (g) Certificate of compliance (MC)

## **11. ARCHITECTURAL GUIDELINES**

### Building Modification, Addition, Alteration and Detached Structures

1. **General.** Any exterior modification, addition or alteration to an existing building shall be compatible with the design character of the original building. The MC shall not approve the construction of any detached structures of any kind or any nature. The description ‘exterior’ shall include modification or alteration to the interior of screened porches, patios or similar portions of a residence visible from the outside of the Residence.
2. **Awnings.** The addition or placement of awnings on any Residence shall be subject to the approval of the MC and shall be approved so long as the proposed color and the material, either canvas or aluminum, is in harmony with other awnings existing in the community. Hurricane shutters are permitted as long as they have the same uniformity of color, style and material and other attributes that may be specified by the MC.
3. **Exterior Painting** External painting of residential structures must have prior approval of the MC before such work commences regardless of whether the property is being repainted the same color, or an alternative color is being considered. Exterior color changes may be made as long as the proposed color is in harmony with other existing residences in the community, and the color of the paint is consistent with the color charts originally employed in the community. Copies of these approved charts can be obtained from the MC Committee.

Only those exterior surfaces of residential structures that were originally painted at the time of construction may be repainted; only those areas that were originally stained may be restained: unpainted surfaces and unstained areas such as brick or concrete shall remain unpainted and unstained.

It should be noted that the exterior color includes the interior of screened porches, patios and similar portions of a residence visible from the outside of the residence.

**Roofs.** In the event that the roof shingles require replacement or repair, they shall be of a similar design, color and material as those originally installed. New roof shingles will be architectural or designer type asphalt or fiberglass installed per the latest Citrus County Codes. No metal or tile or

slate roofs will be allowed. Written MC approval must also be obtained if it is the desire to use a different design, color or material from the original shingles.

Driveways and Sidewalks. Driveways and sidewalks shall not be painted any color not consistent with the **exterior** color of the residence. Changes in the surfaces and colors of driveways or sidewalks may be made **with** the prior approval of the MC providing changes are in harmony with other driveways and sidewalks already in the community

B Fences:

No walls, fences or similar structures will be permitted on any Lot except as originally installed by the builder. Any modifications to existing structures must first be approved by the Modifications Committee

Mailboxes:

Mailboxes and Newspaper Tubes must remain as originally installed by the Declarant or residential builder. No newspaper tubes or similar structures are permitted upon a lot. Small raingauges are the only permitted attachment. Replacement white vinyl/plastic posts and mailboxes meeting this requirement are available at the current supplied cost by contacting the LRA Board. Every effort should be made to maintain the appearance of the mailbox and post by ensuring that it remains vertical and in good mechanical and visual repair. Should a mailbox eventually require replacement, the base of the mailbox should be set at approximately 42 inches from the curb level to strive toward eventual uniformity of mailboxes throughout Laurel Ridge.

C Landscaping and Planting

1. Routine maintenance, including the planting of annual flowers, does not require the prior approval of the MC. However, the addition/ removal of any tree, hedge or shrub is not permitted without prior written approval by the MC. These enhance the aesthetic qualities of the community, and their removal is therefore discouraged. Furthermore, if it is determined that a tree must be removed because of safety concerns, a letter confirming this need shall be provided to the Modifications Committee by a licensed tree surgeon prior to it's removal.
2. Hedges, trees and trees which restrict sight lines for vehicular traffic shall be trimmed or cut back.
3. The lawn area on all sides of the Residence shall be completely sodded with grass. It is the intent of these Procedures and Guidelines that the lawns shall be uniform, green, luxuriant and well maintained. Furthermore, flower beds and shrubbery shall be kept essentially weed free and neatly clipped.
4. Residences subject to mandatory landscape maintenance program in certain portions of the community shall be exempt from the provisions of paragraphs 1,2 and 3 above.
5. No parking strips, drives or paved areas shall be allowed, except as shown on the Improved Lot plan for the Lot.
6. Artificial vegetation, Exterior Sculptures and Similar Items Prohibited. No artificial grass, flowers, plants or other artificial vegetation, exterior sculptures, fixtures, statues,

figurines or similar structures or other landscape devices, including license plates, farm implements, tools or similar equipment or decorative signs shall be placed or maintained upon either the front or side yard of any Lot. Decorative ceramic, metal or wooden house number signs must be attached to the residence and shall not exceed the size of the originally installed conventional wooden signs measuring 13 inches by 5 1/2 inches or approximately 72 square inches.

Nothing herein shall prohibit the appropriate display of the American Flag, not exceeding 3' X 5' in size displayed on a free standing flagpole, or a pole attached to the wall of the residence.

Residents wishing to place ornamental outdoor furniture and/or planters on the original poured slab of the residence must first obtain the written approval of the MC.

D. Swimming Pools:

1 General

- (a) Permanent type backyard swimming pools must have the approval of the MC before any work is undertaken.
- (b) Permanent backyard swimming pools will be approved by the MC only after careful consideration of the effect such a pool will have on neighboring lots.
- (c) Temporary swimming pools (above grade) are prohibited.
- (d) The MC will not consider an application for the construction of a permanent type backyard swimming pool unless the application is accompanied by an application for an acceptable fence/screen design. The design shall conform to county or municipal regulations. The use of plantings in the vicinity of the pool is recommended to soften the effect of sound on the adjacent lots.
- (e) Hot tubs (or similar apparatus) not located within the lanai or patio area of the existing residential structure shall be subject to approval of the MC who will review its placement and structure and may require the placement of certain landscaping, screening or other screening devices in order to maintain the harmony of its placement and appearance with the community.
- (f) Bulk propane gas containers/cylinders required for heating of pools, spa's or other appliances (both indoor and outdoor) shall be of a design that allows them to be buried to grade level preventing a possible eyesore to neighboring property owners.

E. Exterior Antennas.

Because of a major revision to the Federal Communications Act of 1934 that became effective on February 8<sup>th</sup>, 1996, the FCC has promulgated the following rule which is intended to eliminate unnecessary restrictions on antenna placement and use:

No restrictive covenant, encumbrance, homeowners association rule, or other non-governmental restriction shall be enforceable to the extent that it impairs the ability to receive video programming services over a satellite antenna less than one meter in diameter".

The FCC rule applies to a viewer's ability to receive programming from direct broadcast satellites ("DBS"), multi-channel, multi-point distribution (wireless cable service ("MMDS"), and television broadcast stations ("TVBS").

Since the provisions of Article X, Section 18 of the Declaration prohibiting the use of external antennas, aerials, or similar equipment is no longer enforceable, the following standards apply to the use of “ exterior antennas and satellite dishes.

1. The use of exterior antennas, aerials or similar equipment shall be permitted, without approval by the MC, when such equipment is required to receive video programming. This includes small DBS satellite dishes that are less than one meter (39 inches) in diameter. T.V. antennas, and antennas used to receive MMDS. Citizen Band, Short Wave and other antennas not covered by the FCC ruling shall not be permissible.
2.
  - (a) Landscaping/Screening Satellite dishes and antennas are to be placed, screened or landscaped so as to be hidden from view as long as such landscaping or placement does not affect the quality of reception or unreasonably increases the cost of obtaining the antenna.
  - (b) Roof mounted dishes and antennas will only be permitted after all wall mounting possibilities have been exhausted and the results given to the MC. Installation of roof mounted antennas/aerials must have the prior approval of the MC and this will only be given after their receipt and acceptance of the aforementioned survey results.
  - (c) No antenna is to be installed close to power lines or guidewires.

#### Miscellaneous

Permanently installed front yard pole lamps shall be painted white to conform with existing installations. Pole lamps shall be unswitched and light sensor controlled. As these lamps supplement street lighting, regular inspection of these lamps by each resident to ensure that they are illuminated from dusk till dawn shall be a requirement for the overall security of our sub-division. Furthermore the eventual replacement of any colored lamppost which was installed prior to this restriction must conform to the requirement that it be painted white.

Exterior lighting, including security and landscape lighting shall not be directed or timed so that they create an annoyance to the neighbors.

While parking and storage of recreational vehicles on owners property is prohibited, other than in a enclosed garage, the following exception will apply to property owners who own or have use of such vehicles; Recreation vehicles may be loaded/unloaded, cleaned and routine service conducted on the vehicle to prepare the vehicle for the road. However, this service must be completed within twenty-four (24) hours, after which the vehicle must be removed from the property.

Trash and garbage containers shall not be permitted to remain conspicuous except on days of trash collection.

#### Local Building and Work Permit

Approval by the MC does not waive the necessity of obtaining the required local permits.

Obtaining a local permit does not waive the need for MC approval.

The MC will not knowingly approve a project which is in violation of the local building or zoning codes.

## 111 PROCEDURES FOR MONITORING ARCHITECTURAL COMPLIANCE

### A. Inspection

1. The MC shall periodically survey the properties for compliance with architectural standards.
2. The MC shall inspect properties undergoing improvement at completion, notify the owner in writing of violations, if any, and when satisfied that the conditions set forth in the approved application have been met, issue a certificate of compliance.

#### Alleged Violations

All reports of alleged violations must be submitted in writing to the MC and signed by the complaining party.

The Chairman will appoint one member to investigate the allegation. If no violation is discovered, the complainant will be informed in writing. If it appears that there is a violation, the matter will be turned over to the Board of Directors of the Association accompanied by a report and recommendation.

The Board of Directors will determine the appropriate disposition of the matter after the validity of the violation has been established and initiate the appropriate action

In all cases, the name of the Lot Owner/s responsible for the alleged violation shall be kept confidential until the violation has been established.

In all cases, the name of the complainant shall be kept confidential.

#### Waiver of Future Approvals

The approval of the Modifications Committee of any proposals or plans, specifications or drawings for any work proposed or completed, or any other matter requiring the approval and consent of the Committee, shall not be deemed to constitute a waiver of any right to withhold approval or consent as to any similar proposals, plans and specifications, drawings or matter whatever subsequently or additionally submitted for approval and consent.

#### Summary

This document has been generated by the LRCA Board of Directors for the betterment of all property owners in Laurel Ridge, and can be modified by the Board at any time.

Every attempt has been made to ensure that these restrictions are fair to the owners while ensuring that visually our properties are maintained at a high level consistent with property values.

Residents are encouraged to contact any Modifications Committee member if they have any questions regarding these regulations, or have any suggestions as to how this document could be improved.