

ARCHITECTURAL REVIEW POLICY MANUAL

Almost every mandatory membership community association has the power of design review and/or architectural control. Properly exercised design review and approval can create and preserve an attractive, livable community, as well as protect a homeowner's investment. Therefore, in accordance with Article X and XI of the Master Declaration of Covenants, Conditions and Restrictions for Timber Greens, the "Association" (Timber Greens Community Association, through its elected Board of Directors) shall have the sole and absolute right to determine the style and appearance of the residential dwellings, fences, walls, structures and other improvements to be constructed on the Lots, Units and Parcels.

I. GOVERNING ARTICLES

Article X and XI of the Master Declaration and Restrictions for Timber Greens, herein after called the Master Declaration, provides for the review and approval of Exterior Change Requests for exterior modifications to a dwelling or improvements upon a Lot, Unit or Parcel.

II. PURPOSE OF THE ARCHITECTURAL REVIEW COMMITTEE

The purpose of the Architectural Review Committee, herein after called the ARC, is to carry out the responsibility assigned to it by the Master Declaration of Timber Greens Community Association.

- A. Assure harmony of external design materials and location in relation to surrounding buildings, Lots, Units, Parcels and Topography within the community.
- B. Protect and conserve the value and desirability of the properties as a residential community.
- C. Keep the community an attractive place for the enjoyment of the residents.
- D. Prevent the unnecessary removal and/or destruction of the natural landscape or of the achieved man made environment.

III. SCOPE OF THE ARCHITECTURAL REVIEW COMMITTEE

No exterior change or modification shall be made to any residential dwelling on any Lot, Unit or Parcel, nor shall any fences, walls, structures, or improvements be made to a Lot, Unit or Parcel after the dwelling has been conveyed by the "Builder" to the original or subsequent owner(s) until the plans and/or specifications showing the nature, kind, shape, height, dimensions, plot, materials and exterior color be used. All changes or modifications shall have been submitted to and approved in writing by the Architectural Review Committee (ARC).

Exterior changes or modifications include but are not limited to the following:

Extensions or additions of rooms or porches;

Installation of swimming pools or hot tubs and related equipment;

Installation of skylights, roof exhaust devices, rain gutters, exterior antennas, solar panels or satellite dishes;

Repainting or changing the exterior color, surfaces or materials of any part of any dwelling;

Installation of patios, railings or porch enclosures;

Installation of wells, sprinkler systems and outside water softeners;

Addition of screened doors and screened garage doors;

Erection of lattice work, barriers, fences, hedges or trellises;

Planting or removing of trees or shrubs.

(Foundation plantings up to forty two inches (42") wide from the foundation, and the planting of annuals are excluded from ARC review.)

The addition of lawn and garden ornaments, and concrete curbing. Curbing must be concrete in color.

IV. **ASPECTS AND OBJECTIVES OF ARCHITECTURAL REVIEW COMMITTEE**

The Architectural Review Committee (ARC) evaluates all properly completed Exterior Change Requests. Design decisions made by the Committee are to be based on the following criteria:

- A. Relation to the Natural Environment: To prevent the unnecessary removal, destruction or lighting of the natural landscape or the achieved man-made environment.
- B. Conformance with Covenants and Design Guidelines: All applications are to be reviewed to assure that they conform to the Declaration and approved Design Guidelines.
- C. Design Compatibility: Compatibility is defined as similarity in architectural style, quality of workmanship, use of similar materials, color(s) and construction details.
- D. Location and Impact on the Neighborhood: The proposed alteration should relate favorably to the landscape, the existing structure, and the neighborhood.

V. **APPLICATIONS FOR EXTERIOR CHANGES OR MODIFICATIONS**

Application is made by completing the "Exterior Change Request" form. Copies are available at the front desk in the Clubhouse lobby. All requests must be submitted to the front desk two business days prior to schedule meetings. In the event the Committee fails to approve or disapprove a change or modification within thirty (30) days after receipt of a completed Exterior Change Request and the accompanying plans and specifications, approval will not be required and the documents will be deemed to have been fully complied with. The requester has 60 days from the approval date to complete the request or a new request must be submitted.

It is the responsibility of every applicant to obtain any and all necessary County and/or SWFWMD permits as may be required.

Applications are reviewed and acted upon by the ARC on the first and third Tuesday of every month. Applicants whose requests have been acted upon are notified within three (3) days of the Committee decision. The approval of a request by the ARC is not in lieu of any permit that may be required by Pasco County.

Requests for changes are either:

- 1. APPROVED
- 2. APPROVED WITH CONDITIONS
- 3. DISAPPROVED

A separate appeal process is defined by The Board of Directors in the Rules and Regulations Manual, page 17 ~~15~~, Architectural Review Request Denial.

Upon completion of the project, the approved Exterior Change Request is to be returned with the completion date indicated. The ARC may inspect the completed work as it deems necessary, this inspection is to confirm that the work has been performed in accordance within the approved request and/or conditions.

No approval shall be given by the ARC pursuant to the provisions of this Article unless it determines, in its sole discretion, that such approval shall comply with the provisions outlined in Section V above. Neither the Association, the Board, nor any member of The ARC has any liability to anyone by reason of any acts or action taken in good faith pursuant to this Article.

VI. **APPLICATIONS FOR EXTERIOR CHANGES OR MODIFICATIONS BY OWNERS LOCATED IN SELF GOVERNING VILLAGES (Sub Associations).**

- A. Owners of units located in self-governing villages must first submit their requests to their village Architectural Review Committee for review and local approval prior to submitting their request for final approval to the main ARC.
- B. The main Architectural Review Committee may disapprove a request that is approved by the local Architectural Review Committee if it does not meet the general Timber Greens requirements and/or restrictions.

VII. **SUPPORTING DOCUMENTS AND MATERIALS**

In order for each Exterior Change Request to receive a timely review and for the ARC to confirm that deed restrictions, design guidelines and the objectives of the Board are being met, all necessary supporting documents and/or chips or samples of materials to be used must accompany the request.

- A. Requests for room additions or extensions or modifications, installation of pools, hot tubs or water treatment equipment must include a survey clearly depicting the location, size and measurements to the lot boundary lines. Pools and hot tubs must be screened in.

- ~~B.~~ Exterior painting of a house must be approved by the ARC prior to the start of the job. Color chips must be marked to show where the color will be applied (such as trim, the body, etc.) and must be attached to the application. The use of high gloss paint is not acceptable The chips will remain with the application. ~~Colors to be used must comply with the approved color book at front desk~~ Garage door should be painted white or the color of the body of the house

The ARC will review all paint colors ~~that do not match the paint manual~~ and, if the hue is ~~comparable~~ compatible to a color in the ~~manual~~ paint book, it will be approved ~~and added to the paint manual~~.

If it is not approved, it will be rejected and returned to the resident. The resident has the right to appeal this decision to the Board of Directors.

- C. Requests for major landscaping or planting of trees and shrubs must include a sketch or drawing showing the name or type of planting(s) together with the approximate location of each. Request to remove tree(s) should include a diagram depicting the approximate location of the existing tree(s) to be removed along with the reason for their removal. Removal of tree(s) over 4 inches in diameter may require a Pasco County permit. Landscape curbing must be the color of natural concrete.
- D. Exterior lighting cannot encroach upon adjoining property. This includes security lights.
- E. A Plot Plan and Site Survey must be submitted when requesting approval of all construction and major landscaping changes.
- F. Requests for installation of a well must include the "Permit to Construct a Well" duly approved by the Southwest Florida Management District (SWFWMD). Request must include the lot survey depicting the location of the well head. Shrubs must hide any exposed piping, controls and/or electrical devices.

VIII. CHANGES OR MODIFICATIONS MADE WITHOUT APPROVAL

If changes or modifications are made without prior approval, such changes will be inspected by the ARC. If they do not conform to the Timber Greens Community Association specifications and regulations, the homeowner will be required to either modify them to conform or promptly remove them from the property.

A letter (exhibit #1) indicating that a violation has occurred will be sent to the Resident.
Failure to comply may result in the imposition of fines as specified in Section X of this document.

IX. CHANGE OR MODIFICATION LIMITATIONS

In order to assure harmony of external design, promote stability in appearance and maintain a certain amount of architectural uniformity, the following limitations and restrictions, along with additions to this list that may be deemed necessary in the future, shall be in effect.

- A. Accessory Structure: No tents, shacks, barns, utility sheds and/or portable structures of any kind other than the dwelling and its required garage shall be erected on any Lot, Unit or Parcel.
- B. Fences: No fences, walls, hedges and or other barriers will be permitted except those cases where required by safety
- C. Above Ground Tanks:
 - 1. Above ground tanks for ~~the storage of water treatment devices~~ water softeners will be permitted provided they are no more than twenty four inches (24") above ground level and are hidden by landscaping or lattice work and have first been approved by the ARC.
 - 2. ALL FUEL TANKS MUST BE BURIED. The exception to this rule is propane gas tanks up to twenty-five (25) pounds affixed to a portable gas grill.
- D. Antennas: No rooftop and or exterior radio, television and or other antennae, satellite dish and or TVRO earth stations and similar devices are permitted which are visible from any facing street except the installation of certain Satellite Dishes in accordance with FCC regulations as follows:
 - 1. ARC approval of all Satellite Dishes before installation.
 - 2. The size of the dish cannot be larger than one meter (39") in diameter and the color should match the background of the area where it is being installed. Dish may be installed on ground within two feet (2') of home and must be screened.
 - 3. The top of the dish should be at least three feet (3') from the top of the house ridge.
- E. Encroachment: No construction, building addition, or extension is to encroach on the front, rear or side setbacks, as specified by Pasco County Code.
- F. Driveway Concrete Refurbishment: -Driveway concrete refurbishment is permitted with prior approval utilizing only the approved stains as found in the color book. No painting of driveway, apron, and sidewalk will be permitted
- G. Driveway Expansions: No driveway expansion will be permitted beyond the external side lines of the garage. All driveways must be of poured concrete.
- H. Front roof changes: No changes other than skylights and or solar tubes will be permitted on any roof that is visible from the front of the house without prior approval by the ARC.
- I. Bird Cage Screen Enclosures: Such enclosures may be added with proper approval.

- J. Building and Room Additions: All proposed additions, along with a copy of Construction drawings must be submitted for approval. Roofs must comply with the requirements outlined in Paragraph "K" below.
- K. Roof Additions, Repairs, or Replacements: Any flat, tar and/or other similar roofs will not be approved. Additional roofing is to be a natural extension of the existing sloped roof utilizing matching shingles and existing architecture. All roofing repairs or replacements must be similar in design, and color to original installation if shingles are used for the project. If metal material is used as a replacement for shingles the material must be approved by the ARC.
- L. Roof Covering: No roof and/or covering for a car, boat, recreational vehicles, and/or equipment will be permitted.
- M. Parking: No recreational vehicles, including golf carts, can be parked outside the garage overnight on the property. Florida Statutes consider golf carts recreational vehicles.
- O. Encroachment and Plantings on Common Grounds: No extensions of landscaping of lots will be permitted on Timber Greens common grounds, including the golf course. This includes trees, bushes, plantings, bird baths, lawn ornaments, planters, bird feeders, flower pots, trellises, picnic tables, lawn furniture, fences, walks and hedge enclosures. The only exceptions are those common areas that a property owner is required to maintain by the recorded Documents of Timber Greens.
- P. Landscaping: Plans for any major additions or changes in landscaping and the removal of any trees must be submitted to the ARC for approval. The removal of trees may also require Pasco County permits in addition to ARC approval.

No shrubs or bushes should be planted to constitute a hedge line or an obstruction to a neighbor's view. When submitting an ARC request, the number of shrubs and/or bushes should be included, along with a drawing of placement of plantings.

Replacement and Painting of Lamppost and Mail Boxes: Lamppost, nameplate and mailboxes must be maintained by the homeowner. If the original style, size and color are not available, an ARC approved substitute may be used. Information regarding acceptable replacements can be obtained at the front desk.

- Q. Signs: For Sale, For Rent/Lease, Other: Pursuant to its authority under Article X, Section 11, of the Master Declaration, the Board of Directors has approved the following standards for the erection and display of signs on all single-family units:
1. Standard "For Sale" signs have been approved and are available for purchase through the Association Office at a price determined by the Association. These are the only "For Sale" signs which may be displayed and nothing more, including tubes, may be attached to the sign or post. Limit one (1) sign per unit or house. Sign must be 18" wide by 12" high with white background and green lettering. Logos are permitted only within the sign itself.
 2. An "Open House" sign may be displayed on days when the event is taking place between the hours of dawn and dusk only. Such signs shall not exceed thirty six inches by twenty-four inches (36" x 24") in size and shall be commercially printed.
 3. All signs must be placed at least five feet (5') inside the inside edge of the sidewalk on single family homes and five feet (5') inside the inside edge of the curb on villas. All signs must be maintained in good condition.
 4. Only one "For Sale" sign may be displayed on any lot. Signs shall not be placed on the common areas or any lot other than the lot to which they relate. All signs must be removed when the sale is complete.
 5. No flags, streamers, balloons, banners or similar devices shall be used to draw attention to the properties for sale. Except as provided above, no advertising sign of any kind whatsoever shall be

erected upon or displayed or otherwise exposed to view on any lot or improvement thereon without the written consent of the ARC.

6. "For Rent" or "For Lease" signs must be no larger than nine inches by twelve inches (9" x 12") and can only be displayed in a window and are not to be displayed outside the unit or house. Limit one (1) sign per unit or house.
 7. One (1) small security sign is also permitted, not to exceed one square foot, (i.e. 12" x 12") and the top of the sign can be no more than eighteen inches (18") above the ground. (i.e., Brink's Security Sign, ADT Security, etc.)
 8. No other signs are permitted.
- R. House Numbers: To aid emergency personnel, delivery people and to conform to Pasco County ordinances, each house must have a readily visible number. The numbers shall be located over the garage door and/or near the entrance to the front door in a location clearly visible from the street and lit by the light of the dwelling lamppost. Said numbers must be in black, gold or white color and in stark color contrast to the material the numbers are attached to. The overall height of each number shall not exceed six and one-half (6-1/2") nor be less than four inches (4"). For reasons of safety, numbers in script are not permitted.
- T. Awnings: All owners wishing to install awnings must submit a completed Exterior Change Request describing color, design and location. Awnings are not permitted on windows facing any street. Glass doors, glass sliders and the like are not considered to be windows. The awning width cannot be more than ten (10") outside the window frame nor extend more than three and one half feet (3 1/2') from the outside surface of the home. Awnings must be of one (1) color and compliment the color of the home. Cloth awnings are not permitted.
- U. Lawn Ornaments: The number of ornaments should be reasonable within the size of the exterior area of the lot at the discretion of the ARC. Statuary, birdbaths and the like shall not exceed three feet (3') in height. All other ornaments shall not exceed two feet (2') in height.
- V. Removable Shutters: Removable protective panels are permitted and although not subject to rules governing size and design, they can be put in place only following an official hurricane warning and must be removed within one week following the lifting of said warning. Should the panels not be removed, the Association is granted an easement to the property to remove said storm panels and charge the cost of the labor to the owner. Further, the Association is not responsible for any damages incurred or caused by said removal.
- W. Trellis: Trellis for supporting plants must be placed within the roof overhang. Overall height and length of the trellis should be kept to the minimum necessary to accomplish the desired result. Trellises may not be placed on an outside barrier wall and may not be used to block said wall.
- X. Pool Pumps, Heaters and Similar Equipment: These items are to be hidden by landscaping or lattice work.
- Y. Lattice Work Enclosures: Enclosures for heat pumps, outside utilities, pool pumps and heaters should be of pre-treated wood lattice painted to match the house or plastic lattice or fencing. Overall height of the enclosure including the posts may not exceed five feet (5').
- Z. Residential Flags and Flagpoles: It is recommended that the United States flag be illuminated if flown after daylight hours. Flags must be replaced if in poor condition. Flagpoles are to be no higher than twenty feet (20') above ground level and constructed of a non-corrosive material. No more than two (2) flags or banners are permitted to be displayed at one time per residence.
- AA. Vinyl Windows and rollup Shutters: The installation of vinyl windows or roll up shutters on a lanai require the approval of the ARC and requires the submission of an Exterior Change Request.

- BB. Holiday Decorations: All exterior holiday decorations, lights and ornaments are not to be installed earlier than three (3) weeks prior to any holiday event and must be removed within one (1) week after the holiday event. An exception is Christmas where holiday decorations may be displayed immediately following Thanksgiving and must be removed no later than January 7th of the following year. Please remember that lights, wreath and such are not to become permanent decorations.
- CC. Refuse: No rubbish, trash, garbage or other waste material shall be kept or permitted on any lot except in rigid containers located in appropriate areas concealed from public view.
- DD. Treelawn: No trees or shrubs are permitted to be planted on the treelawn (grass between sidewalk and road).
- EE. Maintenance of Exterior Appearance i.e. broken windows, loose shingles, paint chipping or stucco deterioration and/or flashing are the responsibility of the homeowner and must be repaired in a timely manner.
- FF. Seasonal Properties: The property of seasonal homeowners shall be maintained year round in the manner and to the extent required by Section IX of this document.

X PENALTIES

In the event that there is an infraction to the ARC rules, a letter or letters will be sent to the Homeowner and a copy of same will be placed in their file. The following defines the intent of each of the three four letters.

Exception Letter (Exhibit

First Letter (Exhibit #2)

The violation letter will be mailed via regular mail to the Homeowner. The letter will specifically cite the infraction, the homeowner will have thirty days to correct the infraction and notify the Office that it has been corrected.

Second Letter (Exhibit #3)

In the event that the first letter does not achieve the expected results within the fifteen Day period, a Second letter will be mailed to the Homeowner indicating that the infraction was not corrected and allowing an additional fifteen days for compliance.

Third Letter (Exhibit #4)

In the event that the second letter does not achieve the expected results after the thirty day grace period has expired, then a third letter will be mailed to the Homeowner. This letter will outline the monetary fines for non compliance: Fines will be levied at \$100/day with a maximum of \$1000.00

The Homeowner has right to appeal this decision to the Timber Greens Board.

Repeat Offender

A repeat offender is a Resident who has received a letter or letters about a discrepancy and has acknowledged that it is corrected. However in a future survey the same discrepancy is observed. If the same infraction is reported as completed and is recorded again on a subsequent tour, then the Resident will be sent a Third letter (Exhibit #4) to request that the discrepancy be corrected or a fine

will be imposed.

XI. **CONCLUSION**

It is not the intent of the BOARD OF DIRECTORS or its ARC to suppress creativity or legislate individual taste beyond that considered acceptable and desirable by the majority of our residents, and it is hoped that the well-intentioned minority will understand that the purpose of these regulations is not to restrict enthusiasm but rather to protect our property values and sustain the pride we feel in maintaining what Timber Greens was designed to be: a truly upscale community.

XII. **VARIENCES & EXCEPTIONS**

At a meeting of the Board of Directors on June 15, 2005, a motion was made by Vice President, Sharon Vanderham:

A motion was made by Sharon Vanderham and seconded by Art Ohlerking to approve a one-time variance to the Architectural Review Policy Manual to allow a ham radio antenna to be mounted on Elmer Lambert's house.

Discussion: Mr. Lambert is a member of the Safety Committee Emergency Relief Team, and will use his ham radio in the case of a power failure affecting Timber Greens during a hurricane. Thank you to the Safety Committee and Mr. Lambert.

Motion Carried.

Vote: Aye - 4 Nay – 0

Board members attendance:

President-William Schommer; 1st Vice President-Arthur Ohlerking; Vice President-William Bertsch; Vice President-Sharon Vanderham.
Vice President-Robert Mundy was absent

As of June 15, 2005, Mr. Lambert's house is located at 6030 Country Ridge Lane.



**Timber Greens Community Association
Architectural Review External Change Request**

Log Number _____

Date Logged _____

Resident Name	Date
Address	
Phone	
Lot#	Village

Description of Change or addition to be made: Remove dead orange tree in back yard

Please attach the following if they apply to the work to be performed

- | | | | |
|------------|---------------|----------------------------|---------------------------|
| Color Chip | 3. Lot Survey | 5. Contractors Drawing | 7. Dimensions to lot line |
| Permits | 4. Sketch | 6. Description of Material | 8. Contractors Info |

A homeowner upon signing this application understands that the Architectural Control Committee functions only to recommend to Timber Greens Community Association on the acceptability of the appearance of changes to the exterior of buildings or land. There is no intension, expressed or implied to approve or disapprove any apparatus, its function, contractor or sub-contractor. The maintenance of operation or appearance of any installation is the homeowner's responsibility.

If it should be necessary to you or the contractor to run vehicles or equipment over common grounds to do work at your home, or on your property, any damage caused must be repaired at the homeowner's expense. It is suggested that the homeowner inform the contractor or people doing the work, that it is their responsibility to repair any damages to common grounds by their equipment in advance of the work to be done.

Owner's Signature _____ Date _____

Local Architectural Committee Local Architectural Committee Approval required for all self-Governing villages Approved ☐ Disapproved ☐ Signature _____ Date _____ Comments _____ _____	Architectural Control Committee Approved ☐ Disapproved ☐ Approved with Conditions ☐ See Comments/Conditions Signature _____ Date _____ Signature _____ Date _____ Signature _____ Date _____ Approved at Board Meeting March 18, 2009 This request invalid after _____	Comments/Conditions
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