

# **HERITAGE OAKS GOLF AND COUNTRY CLUB**

## **ARCHITECTURAL AND AESTHETIC CONTROL**

### **Guidelines, Policy and Procedures**

**March 1, 2023**

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# **ARCHITECTURAL AND AESTHETIC CONTROL POLICIES AND GUIDELINES**

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# ARCHITECTURAL AND AESTHETIC CONTROL

## 1. SCOPE

- 1.1. This document defines the policies, procedures and responsibilities to be used by the Heritage Oaks Golf and Country Club Architectural Review Committee and the Neighborhood Associations Boards, for maintaining the architectural and aesthetic control of the Club's neighborhoods and dwellings.
- 1.2. The order of precedence of documents establishing these policies shall be (1) Declaration of Covenants, Conditions and Restrictions for Heritage Oaks Golf and Country Club, (2) Declaration of Covenants, Conditions and Restrictions for Heritage Oaks Golf and Country Club Neighborhood Associations, (3) This Document.

## 2. RESPONSIBILITIES

### 2.1. Development of Policies for Architectural and Aesthetic Control

- 2.1.1. It shall be the responsibility of the **ARC** to develop and define policies that maintain the sameness of design present in the existing structures and grounds, including window and door sizes and types, new pools, patio and lanai construction, landscaping, exterior lighting, building colors, and shutters for storm mitigation. When changes are submitted for approval, both the immediate and long term implementation of these policies shall be considered in the approval process.

### 2.2. Maintaining Aesthetic Standards

- 2.2.1. All **Neighborhood Association Boards** are responsible for identifying problem areas that are not in compliance with established standards. Problem areas include, but are not limited to, cleanliness of roofs and driveways, worn or damaged dwelling exterior paint, lawn care, replacement of damaged or dead shrubs and trees in neighborhood common ground, the condition of individual homeowner shrubs and trees and dwelling exterior maintenance.
- 2.2.2. **Neighborhood Association Boards** are encouraged to create committees and procedures to facilitate the Board's actions needed to meet the responsibilities detailed in this document.
- 2.2.3. The affected **Neighborhood Association Board** shall be responsible for correcting problems in **neighborhood common grounds**, and defining the corrective action to be taken. The affected **Neighborhood Association Board** shall be responsible for notifying **homeowners** of problems specific to individual dwellings and defining the corrective action to be taken by the individual owners.
- 2.2.4. The **Neighborhood Association Board** shall be responsible for follow through for correcting problems in a timely manner. Problems that remain uncorrected shall be reported to the **ARC**, and Club resources may be used to assist in the correction.
- 2.2.5. The **Neighborhood Association Board** shall be responsible for reviewing requests for changes to landscaping and dwelling exteriors initiated by a **homeowner**. This review shall include the aesthetic aspects of the request, conformity to guidelines and suitability of the change to the neighborhood.
- 2.2.6. The **Neighborhood Association Board** shall monitor the installation of approved changes to insure that the changes closely follow the approved request.
- 2.2.7. For actions taken by the **ARC** or the **Neighborhood Association Board** that

are contested by the **homeowner**, dispute resolution procedures shall be followed.

### **2.3. Records**

- 2.3.1. The **ARC** shall maintain a yearly Records File. Non calendar years are permitted, with the year starting April 1 and ending March 31 of the succeeding year.
- 2.3.2. The Records File shall contain; (a) The original signed Requests For Approval (RFA) together with pertinent supporting data. (b) Copies of the Conditional and Final Letter of Approval. (c) Copies of all Letters of Rejection (see 3.1.7). (d) Copies of all correspondence both received and sent. (e) Copies of the Agenda and Minutes for all monthly **ARC** meetings.
- 2.3.3. The Records requirements of letters that have been printed from a WORD or pdf (portable data files) file onto Club letterhead and mailed, correspondence, meeting agendas and meeting minutes may be met by saving the originating WORD or pdf file.
- 2.3.4. Appropriate software may be used to convert forms, correspondence and other data to WORD or pdf format.
- 2.3.5. The converted data shall be stored and retained on writeable memory. A CD disc is permanent, not subjected to viruses and is the preferred storage media. Memory sticks may be used but data can be destroyed by viruses.
- 2.3.6. Data records shall be retained for seven years. **HOGCC** shall provide storage assistance.
- 2.3.7. At the end of each year interval the **ARC** shall prepare an index of the stored records to assist future access.

## **3. ARC APPROVAL**

### **3.1. Request For Approval**

- 3.1.1. The Declarations for the **Neighborhood Associations** and the Heritage Oaks Community Declaration require that written approval be obtained from the **Neighborhood Association** and the **ARC** for improvement, alteration or other work that materially affects the appearance of any structure or lot. This section provides the procedures and guideline to meet the Declaration's requirements.
- 3.1.2. All Requests for Approval shall be submitted to the **ARC** on the RFA Form included in Addendum 7 of this document. The form shall also be available from the Club's web site.
- 3.1.3. Requests for **ARC** approval shall be approved by the President of the **Neighborhood Association** before being forwarded to the **ARC**.
- 3.1.4. Presidents of all **Neighborhood Associations** shall provide the **ARC** the name(s) of the **Association Board Member(s)** authorized to act on behalf of the **Association** in the President's absence. Note that the review of the merits of the request leading to the approval or rejection must be made by the Board of Directors and cannot be delegated to an organization or individual not a member of the Board.
- 3.1.5. Information such as product brochures, colors, sketches and dimensions shall be provided with the RFA form. Requirements for this supporting data can be found in the Guidelines included in this document.

- 3.1.6. All requests for changes including new construction shall show the expected start date and completion date of the change. Projects that are not completed in a timely manner shall be referred to the HOGCC Board of Trustees for further action.
- 3.1.7. The requested change may require the use of vehicles and construction equipment that damages landscaping on the **owner's lot**, a **neighbor's lot**, **Neighborhood Association Common Ground** or **Club common ground**. The owner shall be responsible for the timely repair of damage and the restoration of the area to its original condition. The requested change may have immediate and longer range effects on ground and dwelling maintenance such as landscape maintenance, building external cleaning and painting, roof maintenance and repair, roof leaks and more. The **Neighborhood Association** shall identify and resolve all actions required by the owner for the immediate and extended effects of the requested change prior to submitting the approved request to the **ARC**.
- 3.1.8. When requests have been considered by the **ARC**, the **ARC** shall provide a **Letter of Final Approval**, or a **Letter of Rejection** with sufficient explanations and reasoning for the rejection. ARC will no longer issue **Conditional Approval Letters** but will work with owners to resolve limitations or deficiencies of individual requests.
- 3.1.9. Approved changes for which the starting date has been delayed for over 120 days shall be re-submitted to the ARC for approval absent mitigating circumstances related to contractors or supply chain.
- 3.1.10. **ARC** approval for any request for change shall not be interpreted as meeting construction codes or over-riding the need for a county building permit. These areas remain the responsibility of the owner.

### **3.2. Delegation Of ARC Approval**

- 3.2.1. The ARC may delegate to the **Neighborhood Association** Boards the authority to approve certain requests made by the **Neighborhood Association's** homeowners. When the approval for certain tasks has been delegated, the **Neighborhood Association** Board shall be bound by the policies, guidelines and conditions of this document. In the absence of a specific statement in this document, or an addendum thereto, specifying that the authority to approve a certain type of improvement or alteration has been delegated to a **Neighborhood Association** Board, **ARC** approval is always required.
- 3.2.2. The **Neighborhood Association** shall provide the homeowner written approval for these requests, or a Letter of Rejection with sufficient explanations and reasoning for the rejection.
- 3.2.3. **A copy of the RFA form with approval signature shall be returned to the homeowner and may be used to satisfy the written approval requirement.**
- 3.2.4. The original RFA together with all correspondence shall be forwarded to the ARC for records retention.
- 3.2.5. A listing of approvals required for frequently requested changes is provided in TABLE 1 of this document.
- 3.2.6. Requests for changes not listed in TABLE 1 or covered in the Guidelines included in the Addendum of this document shall be submitted to the ARC for approval.

### **3.3. Approval For Rebuilding and Repair after Damage**

3.3.1. It is recognized that improvements or other alterations of the exterior appearance of any Structure, Lot, Living Unit or **Neighborhood Common Area** may suffer damage in the future due to hurricane, storm, natural or man-made disaster or other Act of God. If such damage occurs, the Owner or Neighborhood Association must restore the property to substantially the same configuration as existed before the casualty and such repairs must be structurally and architecturally compatible with any adjoining improvements which share a party wall. Any repair, replacement or reconstruction that will result in a change to the exterior appearance of the property as it existed prior to the damage must be submitted to the **ARC** for approval.

## **4. GUIDELINES**

### **4.1. Purpose**

- 4.1.1. The **ARC** shall provide guidelines for the preparation of requested changes that represent the major items for review by the **ARC** in meeting the **ARC**'s mission of aesthetic control.
- 4.1.2. Guidelines shall be approved by the Heritage Oaks Board of Trustees.
- 4.1.3. Guidelines shall provide the data required to be submitted with the RFA for review.
- 4.1.4. All guidelines and policies related to architectural and aesthetic control shall be included in this document. The **ARC** shall be responsible for updating and maintaining this document.
- 4.1.5. The **ARC** shall maintain a listing of the current guidelines and provide access to the guidelines for Club members.

### **4.2. Organization**

- 4.2.1. Guidelines shall be included as an Addendum to this document.
- 4.2.2. TABLE 2 of this document provides a listing of the approved guidelines and the last approval date. The **ARC** shall update TABLE 2 when guidelines are added or changed to maintain a listing of the currently approved guidelines.

### **4.3. Limitations**

- 4.3.1. These guidelines are only guidelines and are subject to modification by the **ARC**, do not create any vested rights as to any owner, and shall be considered and applied or not applied in the sole discretion of the **ARC** on a case by case basis as to each RFA. No improvement or other alteration of the exterior appearance of any structure, Lot, Living Unit or **Neighborhood Common Area** may be performed or undertaken without the prior written approval of the **ARC** in compliance with all requirements of the Declaration of Covenants. For specific items for which approval has been delegated by the **ARC** to the responsible **Neighborhood Association**, written approval of the President of the **Neighborhood Association**, or the President's designee, shall be obtained. In the absence of a specific statement in this document, or an addendum thereto, specifying that the authority to approve a certain type of improvement or alteration has been delegated to a **Neighborhood Association** Board, **ARC** approval is always required.

4.3.2. The **ARC** may at any time require that any changes to the lot, dwelling or additional structures, that have been made without written **ARC** approval or the **ARC** designee's approval, be removed by the owner and the property restored to the original condition at the owner's expense. Changes include changes to the exterior color of any portion of the dwelling, improvements, additions including decorative items, structural changes, landscaping and landscaping décor, or other work that has in any way materially altered the appearance of the structure or lot. This requirement shall be in effect whether or not specific guidelines or policies have been made relating to the changes.

**TABLE 1 APPROVALS REQUIRED FOR COMMON REQUESTS**

	VERANDAS		CLUB HOMES		GOLF VILLAS		PATIO HOMES		SINGLE FAMILY		
COMMON TASK	NEIGHBORHOOD ASSOCIATION BOARD	ARC	NEIGHBORHOOD ASSOCIATION BOARD	ARC	NEIGHBORHOOD ASSOCIATION BOARD	ARC	NEIGHBORHOOD ASSOCIATION BOARD	ARC	NEIGHBORHOOD ASSOCIATION BOARD	ARC	GUIDELINE ADDENDUM
Add or Enlarge Lanai, Pool, Screened Enclosure	N/A	N/A	Owner Initiate Board Approval	RFA Approval	Owner Initiate Board Approval	RFA Approval	Owner Initiate Board Approval	RFA Approval	Owner Initiate Board Approval	RFA Approval	A-1
Screened Entrance Enclosure	Owner Initiates Board Approval	RFA Approval	N/A	N/A	Owner Initiate Board Approval	RFA Approval	Owner Initiate Board Approval	RFA Approval	Owner Initiate Board Approval	RFA Approval	A-1
Add Storm Abatement Screens and Shutters	N/A	N/A	Owner Initiate Board Approval	RFA Approval	Owner Initiate Board Approval	RFA Approval	Owner Initiate Board Approval	RFA Approval	Owner Initiate Board Approval	RFA Approval	A-2
Add Solar Panels or Skylights	N/A	N/A	Owner Initiate Board Approval	RFA Approval	Owner Initiate Board Approval	RFA Approval	Owner Initiate Board Approval	RFA Approval	Owner Initiate Board Approval	RFA Approval	A-2
Change Neighborhood Common Grounds—plants, plant beds, trees removal and replace, new trees	Board Initiates RFA	RFA Approval	Board Initiates RFA	RFA Approval	Board Initiates RFA	RFA Approval	Board Initiates RFA	RFA Approval	N/A	N/A	A-3
Landscaping change at specific location in HOA—plants, plant beds, tree removal/replace, new trees	Board Initiates RFA	Delegate	Owner Initiates Board Approval	Delegate	Owner Initiates Board Approval	Delegate	Owner Initiates Board Approval	Delegate	Owner Initiates Board Approval	Delegate	A-3
Add Statues, Ornaments, Landscape Lighting	N/A	N/A	Owner Initiate Board Approval	Delegate	Owner Initiate Board Approval	Delegate	Owner Initiate Board Approval	Delegate	Owner Initiate Board Approval	Delegate	A-3
Re-paint	Board Initiates RFA	RFA Approval	Board Initiates RFA	RFA Approval	Board Initiates RFA	RFA Approval	Owner Initiate Board Approval	RFA Approval	Owner Initiate Board Approval	RFA Approval	A-4
Dwelling Exterior Lighting	Board Initiates RFA	RFA Approval	Board Initiates RFA	RFA Approval	Board Initiates RFA	RFA Approval	Owner Initiate Board Approval	Delegate	Owner Initiate Board Approval	Delegate	A-4
Paint, Tile or Carpet Lanai, Entrance or Stairwell	Owner Initiate Board Approval	Delegate	Owner Initiate Board Approval	Delegate	Owner Initiate Board Approval	Delegate	Owner Initiate Board Approval	Delegate	Owner Initiate Board Approval	Delegate	A-1
Seal, Stain Driveways and Walks	Board Initiates RFA	RFA Approval	Owner Initiate Board Approval	RFA Approval	Owner Initiate Board Approval	RFA Approval	Owner Initiate Board Approval	RFA Approval	Owner Initiate Board Approval	RFA Approval	A-4
Stone, Block and Etched Driveways	N/A	N/A	N/A	N/A	N/A	N/A	Owner Initiate Board Approval	RFA Approval	Owner Initiate Board Approval	RFA Approval	A-4
Re-roof dwelling	Board Initiates RFA	RFA Approval	Board Initiates RFA	RFA Approval	Board Initiates RFA	RFA Approval	Owner Initiate Board Approval	RFA Approval	Owner Initiate Board Approval	RFA Approval	A-6
Replace Mailboxes	Board Initiates RFA	N/A	Board Initiates RFA	N/A	Board Initiates RFA	N/A	Owner Initiates Board Approval	N/A	Owner Initiates Board Approval	N/A	A-5



**TABLE 2 GUIDELINES FOR SPECIFIC CHANGES**

ADDENDUM	POLICY	APPLICABLE NEIGHBORHOOD ASSOCIATIONS	DATE
A-1	Addition of Pools, Extended Lanais, Screened Enclosures, Screened Entrances and Liquefied Petroleum Tanks	All	Updated 6/1/2020
A-2	Installation of Solar Panels, Skylights, Storm Shutters, Replacement of Windows and Doors, Garage Doors, Garage Door Vents, Window and Door Awnings, Sliding Panels on Veranda Lanais and Antennas	All	Updated 3/1/2023
A-3	Replacing and Altering Landscaping, Landscape Lighting, Ornamentation and Clothes Drying Equipment	All	Updated 2/1/2021
A-4	Dwelling Exterior Painting, Sealing, Staining or Etching Driveways and Walks, Exterior Lighting and Identification Plaques	All	Updated 6/1/2020
A-5	Mailboxes for Golf Villas, Patio Homes and Single Family Homes	All	2/1/2021
A-6	Replacing Veranda and Club Home Air Conditioning Units, Relocating Refrigerant Lines Replacing or Repairing Roofs for all units	Veranda, Club Homes All	Updated 6/6/2019
A-7	Request for Approval Form  Sarasota County Building Permits: When Do I Need a Permit	All  All	

# ARCHITECTURAL AND AESTHETIC CONTROL ADDENDUM 1

## ARC Guidelines for Addition of Pools, Extended Lanais, Screened Enclosures, Screened Entrances and Installation of Propane Tanks

### Scope

This document provides the Heritage Oaks Golf and Country Club Architectural Review Committee (ARC) guidelines for the installation of extended lanais, pools and screened enclosures. For the purpose of this guideline a Lanai is an improved area of ground adjacent to the dwelling on one or more edges. A Pool is any permanent structure filled with water and is considered to be part of a Lanai. Screened enclosures are enclosures constructed with screening and the minimal structure needed to hold the screen. The structure is connected to the dwelling on one or more edges.

### GUIDELINES

#### General

In considering the aesthetic suitability of the requested change the ARC shall consider the sameness of design with similar structures existing within the neighborhood.

Although lanais may be extended in width to the dwelling side lines, the building lines of neighboring structures will be considered for extensions in depth. The design shall conform to all County requirements for setbacks, but a setback less than ten feet shall not be approved.

No increase of roof overhang of any dwelling shall be approved. Lanais that extend beyond the width of the dwelling at the sidewall line shall not be approved. No raised deck structures or porches shall be permitted.

Easements for lakes and preserve areas shall not be used for construction vehicle passage. When space between dwellings is to be used for construction vehicle access, a letter shall be furnished to the Neighborhood Association signed by the owners of all affected properties agreeing to this access.

All landscaping including grass areas damaged by construction traffic shall be returned to its original state by the constructor. Landscaping removed to accommodate the construction shall be replaced with equivalent shrubs and trees to the extent practical. The owner shall be responsible for associated costs.

The addition of a lanai or other structure including drain gutters and downspouts that add to the apparent dwelling footprint may adversely affect drainage on adjacent properties, Neighborhood common grounds and HOGCC common areas including the golf course and walkways. An analysis of the drain conditions and the abatement procedures, including use of collection devices when needed, shall be provided with the RFA. The ARC shall consult with HOGCC grounds maintenance in the approval process when HOGCC common areas may be affected.

The RFA shall include the expected start date, the expected completion date, the contractor's name and license number, and enough information that ARC understands the scope of the

project; generally, a work order or contract (pricing redacted) will suffice. The RFA shall be submitted to the ARC after the approval of the President of the Neighborhood Association has been obtained. The President of the Neighborhood Association shall ensure that the requirements of Architectural and Aesthetic Control paragraph 3.1.7 have been completed.

The homeowner shall be responsible for all permits and full compliance with all applicable building codes and ordinances, and the installation and maintenance costs for all enclosures and landscaping where applicable.

The owner shall be informed that nothing in the ARC approval shall be interpreted as meeting applicable Build Codes and Ordinances. This remains the responsibility of the owner.

## **Pools**

Pools shall be enclosed by a Screened Enclosure for safety. Pools shall be surrounded by a Lanai or deck surface connected to the dwelling. All applicable County or State requirements for safety shall be incorporated.

**ARC approval is required.** The RFA shall include as a minimum and when applicable, a drawing showing the dimensions and location of the Lanai, the location, size and shape of the Pool, Lanai surfacing material, other structures associated with the Pool for decor and safety, location of the pool pump and filter, intended landscaping and a letter granting construction access. A professional drainage analysis must be submitted with the request indicating any changes in drainage that may occur due to excavation for a pool or lanai, as well as procedures for mitigation of any problems (see General Requirements to this Addendum).

Resurfacing of lanai and entrance deck surfaces shall be permitted. The RFA shall describe the type, location and color of the new surface. Approval of the Neighborhood Association President is required with ARC notification. ARC approval is not required.

## **Screened Enclosures and Entrances**

Free-standing enclosures shall not be permitted. With the exception of Entrance Deck Enclosures, Screened Enclosures shall be constructed on a Lanai. The ARC preferred bracing for screened enclosures is the use of diagonal guy wires. The ARC shall however consider alternate County approved bracing.

No panels of any material, opaque, translucent or clear, singly or grouped, forming a roofed or shaded section of the enclosure shall be approved. Decorative structures, coatings or other material shall not be fastened to the screened enclosures. This includes but is not limited to simulated columns, arches, walls, decorative shapes, lighting fixtures, ribbons, pennants and flags. Flags permitted under F.S. 720.304 shall not be attached to screened enclosures but may be displayed in a respectful manner in a location approved by the ARC.

Privacy panels and screening when used shall be consistent with the type and material commonly used in neighborhood dwellings. Solid material privacy panels shall have a finished appearance on the outer surfaces. Recent clarifications of county building codes limit use of solid panels and other shapes permanently attached to screen framing. Privacy walls between

adjacent screened enclosures shall be permitted, either jointly or on an individual basis, only if the owners of each of the two dwellings agree in writing to the installation. Privacy walls shall meet applicable building code requirements. Use of these walls and panels shall be described in the supporting data accompanying the RFA.

**ARC approval is required.** The RFA for Screened Enclosures shall include as a minimum and when applicable, a drawing showing the rear and side elevations, length, width and height dimensions, location and type of privacy panels/walls and the location and type of access doors. Unless otherwise noted, the RFA shall be submitted to the ARC after the approval of the President of the Neighborhood Association has been obtained.

NOTE: Maintenance of screened enclosures (including but not limited to screen repair or rescreening, replacement of guidewires or frame screws, or drilling drain holes) does not need approvals.

## **1. Lanais**

**For Single Family Homes, Patio Homes, Villas and Club Homes**, a rear lanai enclosure that extends beyond the dwelling rooflines shall be constructed or replaced, on an individual-owner basis, using ONLY bronze aluminum framing. Lanai frame may be panel or picture-view (aka, clear-view, panoramic-view) with black or dark gray screening. Extended lanais shall be repainted ONLY in bronze. A dark bronze color similar to that already present in the community shall be used.

**ARC approval is required** for repainting that changes the existing color of a lanai frame. The RFA for repainting a lanai frame shall contain the type of paint, the contractor's name and dates of the project.

## **2. Entrance Deck Enclosures**

### **Single Family Homes, Patio Homes and Villas**

**Entrance Deck Enclosure** and door screening are permitted but shall not extend beyond the roof lines in plan view. Front entrance enclosures shall use pre-colored white or bronze framing along with black or dark gray screening. Tasteful metal decorative designs may be used in front entrance screen doors.

**ARC approval is required.** The RFA shall be submitted to the ARC after the approval of the President of the Neighborhood Association has been obtained.

Entrance Deck tile surfacing shall be selected to blend with the house colors. Entrance Tiling shall be approved by the Neighborhood Association President with ARC notification. ARC approval is not required.

## **3. Side Entrances Club Homes**

**Side Entrances of end unit Club Homes** may be enclosed with white or bronze framing along with black or dark gray screening. The enclosure shall follow the line of the outside wall at one side of the opening and extend to the line of the second wall of the opening, closing with

an extension to the second wall. The enclosed area shall be paved. Tasteful metal decorative designs may be used on side entrance screen doors.

**ARC approval is required** The RFA shall be submitted to the ARC after the approval of the President of the Neighborhood Association has been obtained.

## **Front Entrances Club Homes**

Front Door screening with pre-colored white framing and door is permitted. Tasteful white metal decorative designs may be used in front entrance screen doors. Front door screens shall be approved by the Neighborhood Association President with ARC notification. ARC approval is not required.

**Front Entrance Landings** may have tile surfaces; tiles shall be selected to blend with the house colors. Entrance Tiling shall be approved by the Neighborhood Association President with ARC notification. ARC approval is not required.

**Front Entrance Landings** may be extended in the area beneath the kitchen window not to exceed an area measuring 8 feet wide by 11 feet long. The extended landing will be at the same grade level as the existing entry landing. The surface of the entire entry landing will be the same material (e.g., cement, tile, stone).

**ARC approval is required.** The RFA shall be submitted to the ARC after the approval of the President of the Neighborhood Association has been obtained.

## **Entrance Stairwells Verandas**

**Entrance Stairwells** of upper **Veranda Units** may be screen enclosed. The design shall be similar to the installation of units in place, with minimal visual impact of the screen support in landing openings. Framing and door shall be pre-colored white. A horizontal screen support shall be used on all units with an arch, located at the point where the arch transitions to straight vertical on both sides. All units shall have a horizontal screen support at railing height. No other supports shall be used.

**ARC approval is required.** The RFA shall be submitted to the ARC after the approval of the President of the Neighborhood Association has been obtained.

## **Screened Front Doors Verandas**

**Front Entrance Screen Doors** or screen/glass combination doors installation require the approval of the responsible Neighborhood Association with ARC notification. The door style must be similar to the Anderson Storm Door styles 3000 series or 2000 series. A cross-buck or solid lower panel door shall not be approved. Doors must be white with minimal adornment. When required by the Neighborhood Association, doors will be keyed to match the front door key. Maintenance and replacement conditions shall be determined by the Neighborhood Association. ARC approval is not required.

## **Installation of Permanent Propane Storage Tanks**

Permanent storage tanks and gas lines shall be placed under ground. Installation and site location restrictions shall comply with the requirements of NFPA 58: Liquefied Petroleum Gas Code, as well as other County Building Codes.

**ARC approval is required.** The RFA shall provide the size, intended use and site location of tank and pipes. The RFA shall be submitted to the ARC after the approval of the Neighborhood Association has been obtained.

## **ARCHITECTURAL AND AESTHETIC CONTROL ADDENDUM 2**

### **ARC POLICY FOR THE ADDITION OF SOLAR PANELS, SKYLIGHTS, STORM SHUTTERS, REPLACEMENT OF EXISTING WINDOWS OR DOORS, GARAGE DOORS, GARAGE DOOR VENTS, WINDOW AND DOOR AWNINGS, SLIDING PANELS ON VERANDA LANAIS AND INSTALLATION OF ANTENNAS.**

#### **Scope**

This document provides the Heritage Oaks Golf and Country Club Architectural Review Committee (ARC) policy for the installation of solar panels, skylights, hurricane shutters for storm mitigation, replacement of windows or doors, Garage doors, garage door vents, awnings, sliding panels on Veranda lanais, and installation of antennas.

For the purpose of this document solar panels include pipe structured to heat water directly through solar action, and for photo-voltaic panels used to generate electricity through solar action. Skylights are structures to admit light and include solar tubes. A hurricane shutter is any device of several designs and materials used to protect building windows and doors from damages that might occur from wind- and wind-borne debris in a storm.

## **GUIDELINES**

### **Solar Panels**

Solar panels may be installed on **Club Homes, Villas, Patio Homes and Single Family Homes**. Solar panels shall not be approved for installation on Verandas.

Free standing solar panels shall not be approved. Solar panels shall not be installed on the sides of any dwelling.

Solar panels shall be approved for installation on a roof surface within an orientation to the south, or within 45 degrees east or west of due south. If more than one roof surface meets this condition the surface selected shall have the smallest visual impact viewed from the front of the dwelling. The ARC is aware that some dwellings have no appropriate roof surface that meets the requirement of being oriented south or within 45 degrees east or west of due south. Under these conditions the ARC will, on a case by case basis, consider installation requests

using roof surfaces outside the desired orientation, but all other ARC Guideline requirements must still be met.

Panels shall be installed parallel to the roof surface and shall be fastened to the roof structure. No structure raising the panel above the roof surface or altering the angular position of the panel shall be approved. Panels shall not overhang the roof edges.

Water pipes or electrical conduits shall not be installed on any front facing wall. Water pipes or electrical conduits when used shall be painted to blend with the color of the roof and siding surface to which they are mounted.

**ARC approval is required.** The RFA shall include as a minimum and where applicable the size, location, number, color and type of proposed panels, the location and size of water feed and return pipes, the location and size of electrical conduit and the location, type and size of supporting pumps or electrical boxes if needed. The RFA shall include the contractor's name and the expected start and completion dates for the installation. The RFA shall be submitted to the ARC after the approval of the Neighborhood Association has been obtained

Owners shall be responsible for installation costs, maintenance and damage to property including roof leaks. The owner shall be informed that nothing in the ARC approval shall be interpreted as meeting applicable Build Codes and Ordinances. This remains the responsibility of the owner.

## **GUIDELINES**

### **Skylights and Solar Tubes**

Skylights and Solar tubes may be installed on **Club Homes, Villas, Patio Homes and Single Family Homes**. Skylights and Solar tubes shall not be approved for installation on Verandas. Skylights and solar tubes shall be located on the rear of the roof.

**ARC approval is required.** The RFA shall contain as a minimum and when applicable the location, type, size and color of the skylight or solar tube. The RFA shall include the contractor's name and the expected start and completion dates for the installation. The RFA shall be submitted to the ARC after the approval of the Neighborhood Association has been obtained.

Owners shall be responsible for installation costs, maintenance and damage to property including roof leaks. The owner shall be informed that nothing in the ARC approval shall be interpreted as meeting applicable Build Codes and Ordinances. This remains the responsibility of the owner.

## GUIDELINES

### Storm Shutters

All of Sarasota County is considered to be in a 130 MPH wind borne debris region, and storm mitigation products must meet Florida Building Code standards for that region.

The State of Florida maintains web-searchable databases of products approved for use as hurricane protection. This database typically includes test results from certified independent testing laboratories, and may also contain "Product Approval Drawings" or "Installation Instructions" which describe in detail how a rated hurricane shutter is to be attached to a building. Both the product and installation method must be shown to be in compliance with these drawings in order for a shutter to be considered "hurricane protection" or "code-rated".

Hurricane shutter installation may be such that the entire shutter is permanently attached to the dwelling and retractable when not in use, or may be temporary installations in which all or significant portions of the shutter are removed and stored when not in use. Accordion shutters are an example of permanent installation; panels and reinforced screening are examples of removable shutters that are attached to the dwelling in preparation for a storm.

The Sarasota County Construction Code, SC Ordinance 2000-53 Section D 104.1.1, requires that a Building Permit be obtained for the installation of all Hurricane Shutters. An Electrical Permit may also be required for power operated units.

All hurricane shutters shall meet Florida Building code requirements for use in a 130 MPH wind borne debris region. If design/installation requirements are met, the ARC will issue an approval letter. The homeowner shall be responsible for meeting all building codes, obtaining necessary permits and retaining all records related to the project. There is no requirement for standardized design and installation of hurricane shutters for any housing units. There is no requirement that hurricane shutters must be installed on any building.

Removable and retractable shutters installed with ARC Approval may be used between April 1 and November 30, and must be removed or retracted beyond those dates. ARC considers these dates will allow owners leaving in the Spring to install protective shutters on their houses prior to departure. Owners must arrange to have shutters removed or retracted after November 30 if they are returning later in the year.

ARC reminds homeowners that ARC Approval covers only the use of hurricane shutters for the security and protection of dwellings due to potential storm damage. Hurricane shutters are not approved for use as a home security system nor are they approved for use as shade screens. As such, shutters should only be fully installed or down when in use for storm protection and fully removed or retracted otherwise.

**ARC approval is required.** The material submitted to the ARC with the RFA shall include as a minimum the description of the design, color, installation, window or door location, contractor or installer, start and completion dates and intended permit application. The RFA shall be submitted to the ARC after the approval of the Neighborhood Association has been obtained.



The owner shall be informed that nothing in the ARC approval shall be interpreted as meeting applicable Build Codes and Ordinances. This remains the responsibility of the owner.

Nothing in this guideline precludes the use of emergency temporary hurricane shutters on a per storm basis. Such emergency shutters must meet building code requirements for 130 mph wind-borne debris region. Emergency shutters may be installed as a storm approaches and must be removed immediately after a storm threat has passed. Repair of any damage to the building exterior from use of emergency shutters shall be the responsibility of the homeowner.

## **GUIDELINES**

### **Window and Door Replacement; Optional Garage Window Installation**

Replacement of windows, doors, garage doors or skylights in existing or altered wall openings requires a Building Permit. Painted surfaces affected by the installation shall be restored to the original colors. Glass block may be used for bathroom windows or for decorative purposes in other locations with ARC approval.

**ARC approval is required.** The RFA shall contain the reason for change, the size, color, type and location of the window or door replacement, the contractor and the expected start and completion dates. The RFA shall be submitted to the ARC after the approval of the Neighborhood Association has been obtained.

Window and sliding Door replacements in **Veranda, Club Homes and Golf Villas** shall use pre-colored white framing. These windows and doors shall be similar in design to the windows or doors being replaced. Bathroom windows in Golf Villas may be different in design to those being replaced including use of glass block.

Window and sliding Door replacements in **Patio Homes and Single Family Homes** shall use pre-colored white or bronze framing. These windows and doors may be different in design to those being replaced.

### **Dwellings with Extended Lanais**

Windows and sliding door replacements in extended lanais may use pre-colored white or bronze framing to match the color of the lanai framing.

### **Optional Garage Window Installation: Golf Villas, Patio Homes and Single Family Homes**

Addition of a garage window shall meet all County building codes and permit requirements. The window dimensions should not exceed 50 inches width by 60 inches height.

### **Garage Door Replacement**

It is the responsibility of the ARC to develop and define policies that maintain the sameness of design present in the existing structures and grounds, including window and door sizes and types. When changes are submitted for approval, both the immediate and long term aesthetic effects of the change shall be considered in the approval process.

## **REQUIREMENTS**

### **Veranda, Club Homes and Villas**

Garage doors must be steel, vinyl or fiberglass and conform to all County building codes. Doors shall have a simulated wood grain finish on the outer surface. All doors shall have a raised panel design similar to the doors now in use. A building permit from Sarasota County is required with all inspections completed.

The panels are repeated across the width of the section. All 16 foot wide doors must have 8 panels across and all 9 foot wide doors must have 4 panels across. All garage doors must have four sections in height. Windows are not permitted. Garage doors shall be painted at the time of the installation to match the ARC and Neighborhood Association approved color.

The approved steel garage door is IDEAL DOOR Model W5/6 RST or an ARC approved substitute; non-metal door must meet similar industry construction and quality standards. The IDEAL door is uninsulated. Doors may be insulated as long as the outside panel conforms to the IDEAL door. This door is available from the installation companies listed below at competitive pricing;

1. Banko Overhead Door 941-756-7424. Web site [www.Bankodoors.com](http://www.Bankodoors.com)
2. D & D Garage Doors 941-371-7242 Web site [www.DandDGarageDoors.com](http://www.DandDGarageDoors.com)

### **Patio and Single Family Homes**

Garage doors must be steel, vinyl or fiberglass and conform to all County building codes. All garage doors must have four sections in height. Garage doors shall be painted at the time of the installation to match the ARC and Neighborhood Association approved color. A building permit from Sarasota County is required with all inspections completed. No manufacturer or product has been selected for Patio and Single Family Homes.

Window designs shall be approved only for windows installed in the top section. Windows are not required. When a garage door is replaced in a Single Family Home having two doors, it is recommended that both doors be replaced to maintain aesthetic continuity.

## **APPROVAL—GARAGE DOORS**

**ARC approval is required.** The RFA shall contain the manufacturer and product identity, brochures, and other supporting information to show conformity to the requirements of this document. The RFA shall be submitted to the ARC after the approval of the Neighborhood Association has been obtained.

### **Garage Door Vents**

**Single Family, Patio, Golf Villas and Club Homes** may install a garage door vent in the lower left and lower right panels of garage doors. Vents must be painted to match the existing door color. The approved product is The Screen Room Store Large Door Vent, 20" x 12" x 1/2" with installation kit for non-insulated doors ([www.thescreenroomstore.com](http://www.thescreenroomstore.com)).

**ARC approval is required.** The RFA shall be submitted to the ARC after the approval of the Neighborhood Association has been obtained.

## GUIDELINES

### Window and Door Awnings

The installation of rigid, retractable or removable temporary awnings over windows or doors not enclosed by a lanai screened enclosure shall not be approved.

Permanently installed retractable awnings are permitted over windows and doors inside a lanai screened enclosure. When retracted, the awning shall meet Florida Building code requirements for use in a 130 MPH wind borne debris region. An electrically activated retraction mechanism shall have a manual retraction backup.

**ARC approval is required.** The RFA shall provide the location, color, material and operational description of the proposed awning. The RFA shall be submitted to the ARC after the approval of the Neighborhood Association has been obtained.

## GUIDELINES

### Sliding Panels Installed on Veranda Lanais

It is the ARC policy to maintain the sameness of the exterior appearance of all Veranda units. The ARC will not approve any design for the installation of panels that changes the existing screen framing and door openings on either the upper or lower level lanais.

Installation of acrylic or similar clear polycarbonate panels inside the existing screen and railing framing shall be permitted. An installation that consists of four equal size sliding panels that span the entire height and twelve foot width of the opening shall be used. The structure shall meet applicable building codes.

The design shall have minimal visual impact from the outside. Structure added to the sides of the lanais to reduce the opening width shall not be permitted.

**ARC approval is required.** The RFA shall contain the type and size of the panels, the size, type, color and location of support hardware, the contractor and the expected installation date. The RFA shall be submitted to the ARC after the approval of the Neighborhood Association has been obtained.

## GUIDELINES

### Antennas

Roof mounted antennas shall not be permitted.

Satellite dish antennas for television reception shall be mounted on the side or rear walls of the dwelling. Further restrictions can be found in the Heritage Oaks – Amended and Restated Community Declaration paragraph 5.14.

**ARC approval is required.** The RFA shall contain the type and size of the antenna, the intended use and the expected installation date. The RFA shall be submitted to the ARC after the approval of the Neighborhood Association has been obtained.

## **ARCHITECTURAL AND AESTHETIC CONTROL ADDENDUM 3**

### **ARC GUIDELINES FOR REPLACING AND ALTERING LANDSCAPING, LANDSCAPE LIGHTING, ORNAMENTATION AND CLOTHES DRYING.**

#### **SCOPE**

This document provides the Heritage Oaks Golf and Country Club ARC guidelines for changes, additions or deletions to landscaping, landscape lighting and ornamentation. For the purpose of this document landscaping includes owner responsible shrubs and trees for individual dwellings and Neighborhood Association shrubs and trees in neighborhood common areas. Landscape lighting includes walkway and decorative shrub and tree lighting. Ornamentation includes fountains and statues. This document also provides guidelines for the installation and use of outside clothes drying equipment.

#### **GUIDELINES**

The Guidelines reflect the Association's Covenants in aesthetic control. Any changes that materially affect the appearance of a dwelling or lot must be approved by the Association's President and/or the ARC. If an area of landscaping appears to violate these Guidelines, the owner may be asked to provide a copy of the ARC or Association approved plan. If none exists, the Association President can direct that changes made without approval be returned to the original state. This decision can be based on "purely aesthetic reasons".

##### **A. Trees and Plants**

ARC understands that each Neighborhood Association faces its own unique needs and that selecting trees and plants is properly within each Association's responsibilities. In this Addendum, ARC provides a list of "pre-approved" trees and plants from which an Association may select its own plantings as needed. This is **NOT** an exclusive list and Associations may choose other plantings deemed appropriate for the area and needs of their Association. It is preferable that removal requests provide a landscaping plan for replacement trees and shrubs. When this is not practical, the plan must be available within six weeks of the approval.

Trees improve the overall appearance of the community. As trees are removed because of death or disease, ARC encourages homeowners or the Neighborhood Associations to replace the taller trees with similar ones, to maintain the "tall tree canopy" we now enjoy. Alternatively, the ARC list includes a variety of medium height trees with colorful flowers that would refresh the appearance of our neighborhoods.

1. When trees that form a view from the golf course are removed for any reason, replacement trees will likely be required. Replacement trees can be other species, and used in different numbers from the trees removed.

2. When trees are removed that provide appearance and some isolation between ponds and homes or roadways as well as views generally shared by neighboring dwellings, they likely will be replaced with other trees or appropriate shrubbery.

3. Replacement of trees that have been planted in repetitive patterns in Club Homes and Verandas will likely be replaced with trees or appropriate shrubbery. Replacement trees can be other species and used in different numbers from the trees removed.

4. Dead, diseased or dying trees that may be a **safety concern** for people or property must be corrected. Sarasota County Ordinance states that removal of live trees in common areas generally requires a permit. Under new legislation (FL Stat. sec. 163-045, 2019), no permit is needed for removal of a tree on residential property if a certified arborist or Florida licensed landscaper provides documentation that the tree is a danger to persons or property.

5. Removal of trees to enhance an owner’s view of the golf course, preserve areas or other common ground shall **not** be approved.

**TREES**

Bald cypress	Golden Rain	Sabal palm
Bombax	Jacaranda	Screw pine palm
Camphor palm	Jatropha standard	Shady Lady
Canary date palm	Ligustrum	Silver Bismark palm
Cassia	Live oak	Silver buttonwood
Clerodendron	Magnolia	Tabebuia
Coconut palm	Orchid	Tbouchina
Crape myrtle	Phoenix palms	Tecoma
Cypress	Pindo palm	Viburnum
Dombeya	Pitch apple	Weeping bottlebrush
East Palatka holly	Poinciana	Winged elm
Geiger	Pygmy date palm	

**PLANTS (Bush-Shrub-Vine-Groundcover)**

Allamanda	Firethorn plant	Ruellia Brittonia (Wild petunia or Mexican petunia)
Alpinia Purporata (Red Ginger)	Florida gallberry	Russelia equistiformia (Firecracker plant)
Bird of Paradise	Green Island ficus	Shell ginger
Copperleaf plant	Hibiscus	Silver buttonwood
Cordyline Fruitcosa (Ti plant)	Ixora	Tbouchina
Cortaderia sallowana (Pampas grass)	Jasmine	Tecoma
Crinum asiaticum (giant lily)	Ligustrum	Traveler palm
Crinum Jagus (St. Christopher lily)	Macho fern	Varigated Arboricola
Croton	Monarch fern	Wax myrtle
Dahoon holly	Monstera deliciosa (Swiss cheese plant)	Yesterday, Today and Tomorrow
Dwarf azalea	Palmetto	Zamia Floridans (Coontie plant)
Faxahatchee grass	Perennial peanut	

## **B. Maintaining, Replacing and Altering Landscaping**

**Restriction:** Use of stone, gravel, or paving is not permitted as a substitute for grass in a lawn of any dwelling or of Neighborhood Association common areas (See Heritage Oaks – Amended and Restated Community Declarations paragraph 5.5).

### **1. Homeowner Initiated Requests– Club Homes, Golf Villas, Patio and Single Family Homes**

Homeowner initiated requests shall be submitted to the Neighborhood Association Board for approval with ARC notification and shall conform to the policies of this document and any Neighborhood Association requirements. ARC approval is not required. Common homeowner requests include, but are not limited to, the following:

- a) Remove, replace or add trees anywhere in the landscaping. The request shall give reasons for the tree(s) removal if applicable, state the type and location of the tree(s) being replaced and/or added and include a replacement plan as noted in the Guidelines above;
- b) Replace existing shrubs, remove existing shrubs or add shrubs of the same or similar type or that materially change the appearance of the bed. When replacing shrubs with a different species, the owner shall consider the suitability of the shrub to the local environment, the ability to withstand pests and disease, future size and maintenance. County services provide free guidance;
- c) Add new beds or alter the size and shape of an existing bed. The request shall include a drawing layout of the proposed bed with location and type of the proposed shrubs and dimensions that show the size and location of the bed. If the “as built” configuration of the new or modified bed does not substantially conform to the request, the Neighborhood Association or the ARC may require the owner to change the bed until conformity is obtained;
- d) Install edging to shrub beds (e.g., stone, plastic, concrete) that materially changes the appearance of the bed.

### **2. Neighborhood Association Initiated Requests - Veranda, Club, Villa and Patio Homes**

A Neighborhood Association may replace plants or shrubs with the same or similar type or remove, replace or add trees at specific locations or addresses within Association common grounds with ARC notification. The notification shall give reasons for the tree(s) removal if applicable, state the type and location of the tree(s) being replaced and/or added and include a replacement plan as noted in the Guidelines above. ARC approval is not required.

**ARC approval is required** for requests for re-designing and replacing the Neighborhood Association landscaping, with or without increasing the size or location of shrub beds or trees. The request for approval may be initiated by the Neighborhood Association President. If required, the Association should consult with the Master Association Grounds Superintendent to confirm responsibility for landscaping changes.

- a) Requests to change the content of similar shrub beds in several dwellings in a Neighborhood Association. The request shall have sufficient detail to identify the changes that are proposed for each affected dwelling.

b) Requests for increasing the size of shrub beds, adding new beds, replacing or adding trees throughout the Neighborhood Association. The request shall include a drawing layout of the proposed bed with location and type of the proposed shrubs and trees if applicable, and dimensions that show the size and location of any bed that has been relocated or increased in size. The request shall describe the irrigation plans for the newly installed plants and shrubs.

c) Requests to remove, replace or add trees at several locations anywhere in the Association landscaping. The request shall give reasons for the tree(s) removal if applicable, state the type and location of the tree(s) being replaced and/or added and include a replacement plan as noted in the Guidelines above.

### **C. Walkway, Driveway and Shrub Decorative Lighting – Club, Villa, Patio and Single Family Homes**

No spotlights, floodlights, or other outdoor high intensity lighting shall be placed or utilized upon any lot which **in any way** will allow light to be reflected on any other lot or the improvements thereon. Low intensity lighting which does not unreasonably disturb the owners or other occupants of the community shall be allowed.

**Restriction:** Driveway lighting for individual driveways shall not be approved for Club Homes and Villas.

Walkway and driveway lighting shall be uniform in design and installation and shall be of a design appropriate to the neighborhood. Walkway lighting shall not be mounted on the dwelling. Decorative lighting shall not be mounted on the dwelling structure but shall be placed on the ground or at the base of the tree or shrub being lighted.

The owner shall be responsible for meeting all applicable safety codes, and shall be responsible for equipment maintenance. The owner shall obtain approval of the Neighborhood Association President with ARC notification. ARC approval is not required.

### **D. Flower Beds, Flower Pots and Planter Boxes - Club, Golf Villas, Patio and Single Family Homes**

**Restriction:** Planter boxes, flowerpots and trellis frames shall not be attached to the dwelling.

The owner shall obtain approval of the Neighborhood Association President for use of flower pots and plantings in existing plant beds. ARC approval is not required.

Flower pots shall be permitted when located at front entrances or within the approved landscaping and shall conform to any restrictions imposed by the Neighborhood Association (e.g., number, size, etc.).

In general, flower pots should not replace the approved in-ground landscaping plan that is in place for all dwellings. The owner is responsible for the appearance and safety of flower pots. In particular, pots not in use should be stored to avoid becoming a wind-borne hazard in storms or collecting water.

A reasonable number of seasonal or accent annual flowers shall be permitted when planted in existing planting beds as long as they are properly maintained and watered.

**E. Statues, Fountains, Figurines and Lawn Ornaments – Club Homes, Golf Villas, Patio and Single Family Homes**

Aesthetics and concern for the neighborhood should prevail in selection of items that may express individual political, cultural and religious preferences.

All statues, fountains, figurines and lawn ornaments shall not exceed 36 inches in height. Any object installed should be of a color and design compatible with the surroundings and neighborhood. Objects shall be properly fastened to withstand storms, and removed if their use may cause damage in a strong storm.

A Request for Approval shall be submitted to the Neighborhood Association giving the location and description of the objects. ARC approval is not required.

**F. Benches**

Benches must be useable. They shall be located on flat ground with access from walkways or natural landscaping pathways.

A Request for Approval shall be submitted to the Neighborhood Association giving the location and description of the bench. ARC approval is not required.

**G. Clothes Drying Area – All Dwelling Units**

Clothes drying shall not be permitted in Neighborhood Association common grounds. (See Heritage Oaks – Amended and Restated Declaration of Covenants paragraph 5.16). Notwithstanding this restriction, homeowners may follow this general guideline for clothes drying in individual dwelling units:

Clothes drying shall be limited to areas within a screened enclosure. Clothes drying shall be limited to the time between sunrise and sunset. Racks and other clothes drying equipment shall be stored out of sight when not in use. Permanently installed clothes drying equipment is not permitted.

**ARCHITECTURAL AND AESTHETIC CONTROL ADDENDUM 4**

**ARC GUIDELINES FOR PAINTING THE EXTERIOR OF DWELLINGS, SEALING, STAINING OR REPLACING DRIVEWAYS AND WALKWAYS AND VERANDA STAIRWELLS, EXTERIOR LIGHTING AND IDENTIFICATION PLAQUES**

**SCOPE**

This document provides the Heritage Oaks Golf and Country Club Architectural Review Committee (ARC) guidelines for the re-painting of dwellings, staining, etching or replacing driveways or walkways, stairs, dwelling mounted lighting and identification plaques. For the



purpose of this document dwellings include living units, common areas of multi-unit buildings and detached garages.

## **GUIDELINES - EXTERIOR PAINT**

**GENERAL**—Any reasonable color approved by ARC may be used based on existing colors in the community that compose the Heritage Oaks Master Color Palette. It is expected that exterior wall and trim colors will harmonize with the roof tile or shingle colors. ARC will consider current color trends for updating the Master Color Palette as well as requests for new colors from Owners and/or Neighborhood HOAs.

### **Multi-unit Dwellings**

ARC will review new colors for compatibility of color tone throughout all dwellings in a Neighborhood Association and any adjacent Neighborhood Association(s) as a prime consideration. A Neighborhood Association may elect to use a single color for all dwellings or to have tone variations within a selected color family for different dwellings.

**ARC approval is required.** The President of the Homeowner Association shall submit an RFA which shall contain as a minimum the selected products and manufacturer, color samples with their indicated use for all areas, the intended schedule and contractor. The RFA shall contain the paint brand, color name and formulas (if using a custom paint). ARC shall critically review requests for variations of color tone for different dwellings in a Neighborhood Association in relation to the color scheme used in any adjacent Neighborhood Association(s).

### **Patio Homes**

The current Patio Homes Legacy Court Color Palette was approved by the ARC. No more than two adjacent dwellings may use the same colors. Owners should consult with the Neighborhood HOA President for specific colors and other requirements for repainting dwellings.

**ARC approval is required.** Requests for repainting of Patio Homes shall be completed by the owner and submitted to the Neighborhood Association for approval. The RFA shall contain as a minimum the selected colors from the Patio Homes Color Palette with their indicated use for all areas, the intended schedule and contractor. If a different manufacturer is used, color samples shall be included with the request to review compatibility with approved colors. The request shall be submitted to the ARC after the approval of the Neighborhood Association has been obtained.

### **Single Family Homes**

There are no preferred colors or products for Single Family Homes. Siding and trim colors shall be selected to harmonize with roof tile colors. If the color is different than the current color or a color in the Master Color Palette, the request shall include color samples for siding and trim to verify the color. The approval cycle will likely be shortened if color samples are included when the request is submitted.

**ARC approval is required.** Requests for repainting of Single Family Homes shall be completed by the owner and submitted to the Neighborhood Association for approval. The RFA shall contain as a minimum the selected products and manufacturer, color samples with their indicated use for all areas, the intended schedule and contractor. The request shall be submitted to the ARC after the approval of the Neighborhood Association has been obtained.

## **GUIDELINES**

### **WALKWAYS OR DRIVEWAY SEALING, STAINING, ETCHING AND REPLACEMENT WITH PAVERS AND PAINTING STAIRWELLS**

The preferred sealant is TUF-TOP Concrete Sealer, Cement Color unless otherwise noted as an ARC approved substitute. TUF-TOP 13-111 is a silane-based product that may provide deeper penetration and breathability than TUF-TOP 12-111, a silicone-based product that may provide better surface durability. TUF-TOP product information may be found at [www.tuf-top.com](http://www.tuf-top.com). Alternative products should have performance characteristics similar to those of the TUF-TOP approved products. Some substitute products that ARC will consider include Behr Concrete & Garage 1-Part Epoxy Coating, H&C Concrete Stains and Sealers, Valspar Concrete Stains and Sealers, Florida Paints TropiCrete Concrete Sealer and Scott Paint Silicone Acrylic Concrete Sealer.

#### **Veranda Units—Driveway or Walkway Sealing**

Sealing of Veranda driveways and walks shall be permitted for a Neighborhood Association.

Sealant shall be TUF-TOP 13-111 Silane Based Concrete Sealer, Cement Color, TUF-TOP 12-111 Silicone Based Concrete Sealer, Cement Color, or an ARC approved substitute. TUF-TOP product information may be found at [www.tuf-top.com/](http://www.tuf-top.com/) . ARC has approved an alternative sealant with a comparable color palette: sealant specifications are Behr Premium/Solid Color Concrete Stain, White Base 800, with custom color formula CLRNT=384<sup>th</sup> oz; CL=0oz, 338; EL=0oz, 077; VUL=0oz, 078.

#### **Veranda Units—Stairwells**

Veranda stairwells may be painted or carpeted. Paint colors for stairwells in all units of a Veranda Association will be uniform. The approved color for Veranda Associations is TUF-TOP 13-111 Silane Based Concrete Sealer, Cement Color or TUF-TOP 12-111 Silicone Based Concrete Sealer, Cement Color. ARC has approved alternative stairwell paint colors Sherwin-Williams TUF-TOP #6082 Cobble Brown for Verandas 5 and Benjamin Moore TUFTOP CS-110 Vintage Pewter for Verandas 1. ARC will consider other alternative products on an individual basis.

## **APPROVALS**

**ARC approval is required.** The Neighborhood Association President shall submit the RFA to the ARC containing the areas to be sealed or stairwells to be painted/carpeted, the product to be used, the contractor, and start and finish date.

**Club Homes, Golf Villas, Patio Homes, Single Family Homes—Driveway or Entrance Walkway Sealing**

Sealant shall be TUF-TOP 13-111 Silane Based Concrete Sealer, Cement Color, or TUF-TOP 12-111 Silicone Based Concrete Sealer, Cement Color or an ARC approved substitute. TUF-TOP product information may be found at [www.tuf-top.com/](http://www.tuf-top.com/).

**ARC approval is required.** Requests for driveway and walkway sealing shall be completed by the owner and submitted to the Neighborhood Association for approval. The RFA shall include the areas to be sealed, the product to be used, the contractor if any and the expected start and completion dates. The request shall be submitted to the ARC after the approval of the Neighborhood Association has been obtained.

**Golf Villas, Patio Homes, Single Family Homes—Entrance Walkways Replacement with Pavers or Tiles**

The replacement of existing concrete walkways with pavers or appropriate tiles is permitted.

**ARC approval is required.** Requests for walkway replacement with pavers shall be completed by the owner and submitted to the Neighborhood Association for approval. The RFA shall include the areas to be resurfaced, the size, color and pattern of the pavers or tiles to be used with sufficient detail to permit the ARC to evaluate the request, the contractor and the expected start and completion dates. The request shall be submitted to the ARC after the approval of the Neighborhood Association has been obtained.

**Patio Homes, Single Family Homes—Driveway Replacement with Pavers**

The replacement of existing concrete walkways with pavers shall be permitted for Patio and Single Family Homes.

**ARC approval is required.** Requests for driveway and walkway replacement with pavers shall be completed by the owner and submitted to the Neighborhood Association for approval. The RFA shall include the areas to be resurfaced, the size, color and pattern of the pavers to be used with sufficient detail to permit the ARC to evaluate the request, the contractor and the expected start and completion dates. The request shall be submitted to the ARC after the approval of the Neighborhood Association has been obtained.

**Single Family Homes—Driveway or Entrance Walkway Etching and Embossing**

Etching, pattern embossing and coloring of entry walkways **shall not** be approved for Club Homes, Golf Villas and Patio Homes. Driveway and walkway etching and embossing shall be approved **only** for Single Family Homes.

**ARC approval is required.** Requests for driveway and entrance walkway etching, embossing or coloring shall be completed by the owner and submitted to the Neighborhood Association for approval. The RFA shall include the areas to be resurfaced and/or colored with sufficient

detail to permit the ARC to evaluate the request, the contractor and the expected start and completion dates. The request shall be submitted to the ARC after the approval of the Neighborhood Association has been obtained.

**TABLE 5 DRIVEWAY AND WALKWAY SUMMARY**

	<b>SEALING</b>	<b>STAIN or ETCH</b>	<b>PAVERS</b>	<b>TILES</b>
<b>VERANDA</b>				
<b>Driveway</b>	<b>Yes</b>	<b>No</b>	<b>No</b>	<b>N/A</b>
<b>Walkway</b>	<b>Yes</b>	<b>No</b>	<b>No</b>	<b>No</b>
<b>CLUB HOME</b>				
<b>Driveway</b>	<b>Yes</b>	<b>No</b>	<b>No</b>	<b>N/A</b>
<b>Walkway</b>	<b>Yes</b>	<b>No</b>	<b>No</b>	<b>No</b>
<b>VILLAS</b>				
<b>Driveway</b>	<b>Yes</b>	<b>No</b>	<b>No</b>	<b>N/A</b>
<b>Walkway</b>	<b>Yes</b>	<b>No</b>	<b>Yes</b>	<b>Yes</b>
<b>PATIO HOMES</b>				
<b>Driveway</b>	<b>Yes</b>	<b>No</b>	<b>Yes</b>	<b>N/A</b>
<b>Walkway</b>	<b>Yes</b>	<b>No</b>	<b>Yes</b>	<b>Yes</b>
<b>SINGLE FAMILY</b>				
<b>Driveway</b>	<b>Yes</b>	<b>Yes</b>	<b>Yes</b>	<b>N/A</b>
<b>Walkway</b>	<b>Yes</b>	<b>Yes</b>	<b>Yes</b>	<b>Yes</b>

## **GUIDELINES**

### **LIGHTING FIXTURES**

Lamps used shall be the same type, wattage and equivalent color temperature for a common application. For energy-efficient lamps (CFL, LED), a color temperature equivalent that provides the look of an incandescent lamp is preferred.

#### **Verandas and Club Homes**

The same fixture design and color shall be used throughout the Veranda or Club Home Association grouping. Replacement fixture design, size and style shall be appropriate for the neighborhood. Fixture color shall be white or off-white or an ARC approved color compatible with the neighborhood exterior building color.

When Club Homes fixtures are replaced, the garage mounted fixtures (usually nine fixtures) shall be of the same design. This may require swapping front door mounted fixtures if total replacement is not accomplished.

**ARC approval is required** when all or a substantial number of fixtures are to be replaced in a Neighborhood Association. An RFA initiated by the President of the Neighborhood Association shall be submitted to the ARC for approval. The RFA shall contain a picture if available, a description of the replacement fixture, the supplier, installer and expected installation date.

Replacement fixtures for individual units should match as closely as possible the existing lighting fixtures. Replacement of individual fixtures requires Neighborhood Association approval with ARC notification.

### **Villas**

Replacement fixtures shall be similar in design, size and color to the original fixture. All wall mounted fixtures shall be the same design for a unit.

The owner shall submit an RFA to the Neighborhood Association for approval with ARC notification. The RFA shall contain a picture if available, a description of the replacement fixture, the supplier and expected installation date. ARC approval is not required.

### **Single Family and Patio Homes**

Replacement fixture design, size and style shall be appropriate for the neighborhood. Color choices of white, off-white, bronze and black shall be permitted.

The owner shall submit an RFA to the Neighborhood Association for approval with ARC notification. The RFA shall contain a picture if available, a description of the replacement fixture, the supplier and expected installation date. ARC approval is not required.

## **GUIDELINES**

### **STREET NUMBERS, SIGNAGE, ART DECOR ITEMS and GARAGE WALL PLAQUES— ALL UNITS**

#### **Display of Street Numbers**

Street numbering of dwellings originally installed by U S Home shall be retained. Replacement numbers shall be black and similar in size and style to the original. Alternative size and style numbers that do not detract from the aesthetics of the community may be approved by the Neighborhood Association.

#### **Signage**

No signs, banners, billboards or signage of any kind shall be displayed in any neighborhood area except as described below (Community vote to amend Restated Declaration of Covenants section 5.20).

#### **Art Decor Items**

Decorative wall mounted items that are considered art shall be permitted in entrance areas provided that the content does not contain numbers or signage.

#### **Garage Wall Plaques**

Decorative wall plaques no larger than 12 x 16 inches are allowed on street-facing garage walls. Plaques shall be of durable weather-resistant materials that will not tarnish or rust and shall be securely fastened to walls. Plaques shall contain no obscene, vulgar or derogatory words or phrases.

Requests for Approval for Plaque installation shall be completed by the owner and submitted to the Neighborhood Association for approval. ARC approval is not required.

## **ARCHITECTURAL AND AESTHETIC CONTROL ADDENDUM 5**

### **ARC GUIDELINES FOR MAILBOXES FOR VILLAS, PATIO HOMES, SINGLE FAMILY HOMES, CLUB HOMES AND VERANDAS**

#### **Scope**

This document provides the Heritage Oaks Golf and Country Club Architectural Review Committee (ARC) policy for the installation of mailboxes for Single Family Homes, Patio Homes, Golf Villas, Club Homes and Verandas.

#### **GUIDELINES**

##### **1. Single Family Homes, Patio Homes, Golf Villas**

The ARC has approved a common design mailbox that meets US Postal Service requirements. The approved mailbox may be configured as a dual box or a single box installation. Information regarding the mailbox and installation is maintained by each HOA. Homeowner Association approval is needed with ARC notification. ARC approval is not required. Any requests for variations must go through the ARC for approval. The mailbox design, construction and installation were provided by Creative Mailbox and Sign Design, 12801 Commodity Place, Tampa, FL 33626; phone 813-818-7100. An alternative vendor is ASAP Mailbox and More, Inc., 745 NE 19<sup>th</sup> PL, C-D, Cape Coral, FL 33909; phone 239-262-1165 or 877-272-7624 (toll free); email: info@asapmailbox.com.

##### **2. Club Homes and Verandas**

Club Homes Associations and Veranda Associations will replace, when required, their mailboxes with the CBU Mailbox design with Vogue Traditional Accessories from Mailbox Works using either the 8, 12 or 16 door design as appropriate. The approved color is sandstone. When replacements are in order, the number and placement of mailboxes will remain the same within each Association. Homeowner Association approval is needed with ARC notification. ARC approval is not required. Any requests for variations must go through the ARC for approval.

## ARCHITECTURAL AND AESTHETIC CONTROL ADDENDUM 6

### ARC GUIDELINES FOR REPLACING VERANDA AND CLUB HOMES AIR CONDITIONING UNITS, RELOCATING REFRIGERANT LINES, REPLACING ROOFS FOR ALL DWELLING UNITS AND ADDING OR REPLACING GUTTERS AND DOWNSPOUTS FOR ALL DWELLING UNITS

#### SCOPE

This document provides the Heritage Oaks Golf and Country Club **ARC Guidelines** for retaining the aesthetic qualities of the neighborhood dwellings when air conditioner condenser units are replaced or relocated and rerouting of refrigerant lines and wiring is required. **Policy Documents**, approved by the HOGCC Board of Trustees and the Veranda or Club Homes Neighborhood Association Presidents pertaining to A/C replacement can be obtained from the HOGCC online Document Library. This document also provides guidelines for the repair and replacement of roofs for all dwelling units.

#### AIR CONDITIONER REPLACEMENT: LIMITATIONS

Moving or replacing condenser units and rerouting refrigerant lines and power/control wiring requires a design to meet County building and fire codes. The action may require building permits, penetration of unit attic firewalls, permission for contractors and County inspectors to access the attics of dwellings not being repaired, access for construction vehicles and equipment on Neighborhood Association common grounds and several inspection cycles. The ARC has neither the charter nor the expertise to assume the responsibility for coordinating, monitoring or approving the restorations and repairs that may occur in this construction. These actions are the responsibility of the Homeowner, The Neighborhood Association and the current Management Company.

#### CLUB HOME AIR CONDITIONING CONDENSER UNITS

**LOCATION:** Existing or New Condenser Units for **non-end** location Club Homes that require new refrigerant lines as a result of deterioration, leakage or incorrect sizing to support the new unit, shall be relocated to the rear wall underneath the glass block window of the master bathroom. Existing or New Condenser Units for **end** location Club Homes that require new refrigerant lines as a result of deterioration, leakage or incorrect sizing to support the new unit, shall remain in their current location at the ends of the Club Home grouping. The new or relocated condenser unit shall be mounted on a properly sized pre-cast concrete pad, with the pad located adjacent to the wall. Installation shall meet applicable Building Codes

**CONNECTIONS:** When new refrigerant lines are run into the dwelling attic from the existing or relocated condenser unit, the lines shall be contained in a metal enclosure or cover capable of containing the refrigerant lines, and the power electrical wiring and control wiring for the dwelling's condenser unit if needed. The metal enclosures or covers shall be sized and configured to meet applicable Building Codes. Enclosures/covers shall be painted to match the building color. New lines will run through each individual unit attic to the air handler.

**OTHER:** Landscaping shall be added or modified to screen the compressor/condenser units and to reduce noise.

## **VERANDA AIR CONDITIONING UNITS**

**LOCATION:** Existing or New Condenser Units for Veranda Homes that require new refrigerant lines as a result of deterioration, leakage or incorrect sizing to support the new unit, shall be located in the original location at the end of the building.

**CONNECTIONS:** For **non-end** units, when new refrigerant lines are run into the dwelling attic, the lines shall be contained in a metal enclosure or cover installed on the end wall close to the condenser unit, and extended vertically on the wall to a position allowing penetration of the refrigerant lines into the attic area. The metal enclosure/cover shall be sized and configured to meet applicable County building codes. The enclosures/cover shall be painted to match the building color. New refrigerant and other lines as needed will run to the correct Veranda unit and dropped within the wall cavity to the mechanical room in the unit containing the air handler. For **end** units, the lines from the condenser to the air handler may be run through a soffit along the interior wall of the unit and into an exterior wall enclosure/cover as described.

## **NOTIFICATION—ALL DWELLING UNITS**

The ARC shall be notified when replacement of an air conditioning condenser unit or rerouting of refrigerant lines, power wiring and control wiring is required in any dwelling unit. The RFA shall be completed by the owner and submitted to the Neighborhood Association for approval. The RFA should include as a minimum the manufacturer (for new units) and location of the condenser unit and, where applicable, any permitting requirements. The RFA shall include the contractor's name and the expected start and completion dates for the installation. ARC approval is not required.

## **VERANDA ROOF REPLACEMENT**

GAF Model E1K Timberline 30 year Dimensional Fiberglass Shingle – Color Barkwood; or an ARC approved substitute.

## **CLUB HOMES ROOF REPLACEMENT**

Approved shingles are GAF HD Timberline Lifetime Dimensional Shingles or Certaineed Landmark Roofing System--color Weathered Wood or Barkwood, or an ARC approved substitute.

## **SINGLE FAMILIES HOMES, PATIO HOMES AND VILLAS ROOF REPLACEMENT**

Roof replacement for Single Families Homes, Patio Homes and Villas will be tiles only.

## **APPROVALS**

**ARC approval is required** for roof replacement in any dwelling unit. The RFA shall contain the manufacturer and product identity, color and style as well as an evaluation that water flow off the new roof drains away from adjacent structures; brochures and other supporting information may be included. The RFA shall include the contractor's name and the expected start and completion dates for the installation. The RFA shall be submitted to the ARC after the approval of the Neighborhood Association has been obtained.



## **GUTTERS AND DOWNSPOUTS—ALL DWELLING UNITS**

Water run-off from gutters and downspouts may adversely affect drainage on adjacent properties, Neighborhood common grounds and HOGCC common areas including the golf course and walkways. The ARC may consult with HOGCC grounds maintenance in the approval process when HOGCC common areas may be affected.

**ARC approval is required** for addition of drain gutters and/or downspouts for any dwelling unit. The RFA shall contain the location of the gutters/downspouts and the area of drainage (e.g., street sewer, lawn, existing drain system); other supporting information may be included such as drawings. The RFA shall include the contractor's name and the expected start and completion dates for the installation. The RFA shall be submitted to the ARC after the approval of the Neighborhood Association has been obtained. Homeowners can expedite the approval process by including a statement from Superintendent Golf/Common Grounds regarding assessment of drainage into HOGCC common areas.

Replacement of gutters and/or downspouts does not require ARC approval. The request should include information on location of the gutter/downspout, drainage area, name of the contractor and dates for the project. The RFA shall be submitted to the Neighborhood Association for approval with a notification to ARC.

# ARCHITECTURAL AND AESTHETIC CONTROL ADDENDUM 7

## HERITAGE OAKS GOLF AND COUNTRY CLUB

Architectural Review Committee Request for Approval Form

Name \_\_\_\_\_ Phone \_\_\_\_\_

Address \_\_\_\_\_ Homeowner Assoc. \_\_\_\_\_

How would you prefer to receive your approval response: Email \_\_\_\_\_ Mail \_\_\_\_\_

Email Address for Approval Letter \_\_\_\_\_

Please review the Architectural and Aesthetic Control Guidelines before completing this request form. The Guidelines provide the procedures, restrictions and the information needed to be furnished with this request for the ARC's consideration. A copy of the guidelines may be reviewed and downloaded from the Document Library on the Club's web site. Your Homeowner Association President also has a copy. **THE COMPLETED FORM TOGETHER WITH THE REQUIRED SUPPORTING INFORMATION SHOULD BE GIVEN TO YOUR ASSOCIATION'S PRESIDENT FOR APPROVAL AND SIGNATURE.** All requests forwarded to the ARC require the approval of the Association President or designee. The form and supporting information may be deposited in the ARC mailbox inside the Club. You will receive written notification of the ARC's action following the ARC's scheduled meeting that has this request on the agenda.

Please describe the work or changes for which you have submitted this request. Changes made without approval may be subjected to remedial action by the neighborhood Association and the ARC.

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Contractor \_\_\_\_\_ Bldg Permit? \_\_\_\_\_

Expected Start \_\_\_\_\_ Expected Completion \_\_\_\_\_

Requester's Signature \_\_\_\_\_ Date \_\_\_\_\_

Association's Signature \_\_\_\_\_ Date \_\_\_\_\_

# Sarasota County

## Planning & Development Services Building Permit Requirement Guidelines

### When do I need a Building Permit?

*Owner, licensed contractor or its authorized agent, who desires to construct, enlarge, alter, repair, move, demolish, or change the occupancy of a building or structure, or to erect, install, enlarge, alter, repair, remove, convert or replace any electrical, gas, mechanical or plumbing system, the installation of which is regulated by the technical codes, or to cause any such work to be done, shall first make application to the Building Official and obtain the required permit for the work*

1. Any construction which alters the size or occupancy of a building.
2. Construction, alteration, or replacement of any exterior walls.
3. Enclosing existing carports, porches and screen rooms for any purpose.
4. Construction of any raised deck, attached or detached, with or without a roof.
5. Replacement of columns, beams, joists, rafters, or any other structural component.
6. Replacement of wall, floor, or roof sheathing.
7. Repair and replacement of interior or exterior stairs and/or guardrails.
8. Electrical, plumbing, or air-conditioning when altering, adding to, or deleting from the system.
9. Interior load bearing and non load bearing walls, alterations or replacements
10. Replacement of windows, doors, garage doors or skylights in existing or altered wall openings.
11. Hurricane shutters, all types. Electric permit also required for power operated units.
12. Roofing, replacement of any roofing component.
13. Masonry or engineered Styrofoam privacy walls or fences with any masonry components.
14. Dock, Boat-lift, Seawall, or Bulkhead installation or repair.
15. Fire repairs of any type or scope.
16. Storage or utility sheds, all types, all materials, and all sizes. (Exceptions, see #13 on next page)
17. Motorized or electric gates.
18. Chickee and Tiki Huts
19. Decks, whether raised or on grade, on businesses.
20. Stucco over wood frame
21. Drywall removal & replacement (3 sheets or more)
22. Accessory structures for mobile homes

#### **Anonymous Report Unlicensed Activity**

Call 366-TIPS (8477) or report online at: [www.sarasotacrimestoppers.com](http://www.sarasotacrimestoppers.com)  
You never have to give your name and you could be eligible for a cash reward.

*Questions? Report building without a permit anonymously.*

*Contact us: 941-861-5000*

*e-mail: [ULA@scgov.net](mailto:ULA@scgov.net)*

# ***Some Examples of when a Permit is NOT required:***

***Some non-permitted items below require a licensed contractor, please contact Licensing at: 941-861-5214***

1. Painting. *(Except when advertised as water proofing.)*
2. Wall paper and other wall coverings. *(Except Assembly, Day Care, and Institutional Occupancies.)*
3. Floor and wall tile.
4. Rugs or carpeting.
5. Replacing kitchen cabinets. *(Except when altering, adding to, or deleting electrical, plumbing, or air-conditioning from the system)*
6. Replacement of fascia and soffit. *(1 & 2 Family Dwellings only) Existing structure only*
7. Non-structural siding placed over existing siding/sheathing. *(1 & 2 Family Dwellings only.)*
8. Decks and patios directly on grade and without footings. *(Any material, 1 & 2 family residences on-ly)*
9. Small, incidental roof leak repair. *(1 Square and \$500 or less.)*
10. Non-residential farm buildings on working farms. *(Must meet specific criteria and be approved by the building and zoning officials to be exempt.)*
11. Window/door change outs and re-roofing permits are no longer required for Residential Mobile/Manufactured homes, effective March 1, 2013. *(All work must still be performed by a licensed contractor)*
12. Residential home alarms (wired or wireless)
13. Plastic or rubber storage containers that are less than 7' tall and less than 65 square feet. *(These types of containers need to meet the required setbacks)*

## **FENCES**

Permits are no longer required for chain link, wood or vinyl fences both on the mainland (Ord. No 2011-13, effective 05/17/11) and Siesta Key (Ord. No. 2011-036, effective 07/07/11). However, the standards with regard to height, placement, and finished side must face neighbor or right-of-way, etc. are still in effect. For questions regarding fence standards, please call 861-5000 and ask for Zoning.

*Note: Some items above may require a building permit if the building is in a flood zone or part of a greater project. Issuance of a Building Permit is NOT a license to exceed the Scope of Work listed on the Permit Application. Any change to the scope of work must be first approved by the building official, and the scope of work listed on the permit must be corrected.*

Form INFO1—Revised 5/23/19