

TIMBER GREENS COMMUNITY ASSOCIATION INC.

ARCHITECTURAL REVIEW AND COMPLIANCE POLICY MANUAL

Revised – July, 2024

**This policy manual supersedes all other
Timber Greens Architectural Review and Compliance Policy Manuals**

Highlighted, Italicized, Bolded and/or Strike Through text show Architectural Review Policy Manual changes approved by the Timber Greens Community Association, Inc. Board of Directors most recently at the regular monthly meeting on Wednesday, February 15, 2023. This manual dated February 15, 2023 supersedes the Board Approved Architectural Review Policy Manual dated May 18, 2022 and all others before it.

Timber Greens Architectural Review and Compliance Policy Manual

Table of Contents

<u>Number</u>		<u>Page</u>
I.	Governing Articles	1
II.	Architectural Review Committee (ARC)	1
III.	Scope of the Architectural Review	1
IV.	Aspect and Objectives of the Architectural Review	2
V.	Applications for Exterior Changes or Modifications	2
VI.	Applications for Owners Located in Self-Governing Villages	3
VII.	Supporting Documents and Materials	3
VIII.	Changes or Modifications Made Without Approval	4
IX.	Changes or Modification Limitations	4
X.	Penalties	8
XI.	Conclusion	8

Exhibits:

Architectural External Change Request

First Notice and Second Notice Letter

Third and Final Notice of Violation & Notice to Impose Fine

**TIMBER GREENS
ARCHITECTURAL REVIEW AND COMPLIANCE POLICY MANUAL**

Almost every mandatory Homeowners Association (HOA) community has the power of design review and/or architectural control, along with responsibility for enforcing community maintenance standards. Properly exercised design review and approval can create and preserve an attractive, livable community, as well as protect a homeowner's investment. To that same end, owners are required to maintain their homes and Lots in compliance with established maintenance standards. 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 authority to perform periodic maintenance inspections and have the sole and absolute right to determine the style and appearance of the residential dwellings, fences, walls, structures and other improvements to ensure that exterior changes do not negatively impact the appearance of the community.

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 requests for exterior changes or 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 exterior 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.)

Addition of lawn and garden ornaments, and concrete curbing. Curbing must be concrete in an approved 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 the scheduled 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, 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 shall 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 have a three foot by three foot (3'x3') area of the proposed color for the house, trim and garage door and shall be painted on the house for review by the Architectural Review Committee 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.). The use of high gloss paint is not acceptable. The color chips will remain with the application. Garage door should be painted white, the color of the body of the house or the color of the trim.

The ARC will review all paint colors and assure harmony of exterior design materials and location in relation to surrounding buildings, lots, units, parcels and topography within the community.

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 (shrubs are to be no taller than six (6) feet tall) must include a sketch or drawing showing the name or type of planting(s) together with the approximate location of each. Also the tree drip line at maturity must remain within your property. Any landscaping (shrubs and plants) shall be no closer than three feet (3') to the property line. Request to remove tree(s) shall 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 of an approved color determined by the ARC Committee.
- 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 Water 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 or privacy. The exception is for pool pumps, heaters and similar equipment which are to be hidden by landscaping, lattice work or fencing.
- C. Above Ground Tanks: Above ground tanks for water softeners or fuel tanks will be permitted provided they are no more than twenty four inches (24") above ground level and are hidden by landscaping, lattice work or fencing and have first been approved by the ARC.
- 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. 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.

2. One house in Timber Greens as determined by the CERT Committee will be allowed to have a ham radio antenna installed. The owner of the house is to be a licensed ham radio operator. This radio system is to be utilized during an emergency to communicate with the Pasco County Emergency Center.
- 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 either stains and acrylic cement coatings. Driveways may have patterns but must be one color only when using stains and acrylic coatings. Entrance walkways may have designs using more than one color. Homeowner must submit color samples and design patterns for all methods of refurbishment for prior ARC approval. No painting or staining of street adjacent sidewalks will be permitted. If using pavers, color and design must be approved by ARC. Border must consist of the same pavers used in driveway. No contrasting color borders are allowed.
- G. Driveway Expansions: No driveway expansion will be permitted beyond the external side lines of the garage and must be in the same material as the driveway, either poured concrete or pavers.
- 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.
- N. 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, flowerpots, 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.
- O. 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. Any tree removed must be ground/stumped.

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. Shrubs cannot exceed six (6) feet in height.

- P. 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. It is also the resident's responsibility to keep the lamppost illuminated from dusk to dawn, using white light bulbs for maximum brightness. The only exception is the use of colored bulbs as part of holiday displays.
- 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 eighteen inches (18") wide by twelve inches (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 inches (6-1/2") nor be less than four inches (4"). For reasons of safety, numbers in script are not permitted.
- S. 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 inches (10") outside the window frame nor extend more than three and one half feet (3 ½') from the outside surface of the home. Cloth window awnings are not permitted. Awnings must compliment the color of the home.

- a. Retractable fabric patio covers, with a required automatic motorized wind sensor, are allowed with ARC approval. No support posts are allowed. Color of fabric should match or be compatible with the house colors. The cover shall not exceed more than ten feet (10') from the house.
- T. Lawn and Garden Ornaments: The number, type, and appearance 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 four feet (4') in height. All other ornaments shall not exceed three feet (3') in height. Bird house poles cannot exceed 10 feet in height and bird houses cannot exceed the dimensions of 2 feet x 2 feet x 1 foot.
- U. Removable Shutters: Removable protective panels are permitted and are not subject to rules governing size and design.
- V. 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.
- W. Pool Pumps, Heaters and Similar Equipment: These items are to be hidden by landscaping, lattice work or fencing.
- X. 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.
- Y. 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.
- Z. Vinyl Windows and Rollup Shutters: The installation of vinyl windows or roll up shutters on a lanai requires the approval of the ARC and requires the submission of an Exterior Change Request.
- AA. 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.
- BB. 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. **Composting is allowed, as long as it is in an approved composting container, following Residential composting guidelines, that is approximately 30 to 80 gallons. Both stationary and rotating containers are acceptable, as long as they have a cover. No open piles or containers are permitted. One composter is allowed and must be hidden from view with fencing, latticework, or shrubs.**
- CC. Treelawn: No trees, shrubs are permitted on the treelawn (grass area between sidewalk and roadway).

DD. Maintenance of Exterior Appearance: Broken windows, loose shingles, paint chipping, deteriorating mailboxes and lampposts, mold, mildew, and algae on driveways, roofs, entrance walkways and street adjacent sidewalks, exterior appearance of lanai or screen enclosures, stucco deterioration and/or flashing are the responsibility of the homeowner and must be repaired in a timely manner.

EE. 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.

FF. Only Central Air Conditioning / Heat Pumps are allowed. No window Air Conditioning units shall be installed in new or existing construction.

X. PENALTIES

In the event that there is an infraction to the ARC rules, either for failing to submit an exterior change request or failing to properly maintain a home or Lot, it may be necessary to issue one or more infraction notices to the homeowner with a copy of same placed in their file. The following defines the intent of each of the three infraction letters.

First Infraction Letter (Exhibit #1)

The infraction letter will be mailed to the Homeowner. The letter will specifically cite the infraction. The Homeowner will have thirty (30) days to correct the infraction and notify the Timber Greens office that it has been corrected.

Second Infraction Letter (Exhibit #2)

In the event that the first letter does not achieve the expected results within the thirty (30) day period, a second letter will be mailed to the Homeowner indicating the infraction was not corrected and allowing an additional thirty (30) days for compliance.

Third Letter (Exhibit #3)

In the event that the second letter does not achieve the expected results after thirty (30) day grace period has expired, then a third letter will be mailed returned receipt to the Homeowner. This letter will allow an additional fourteen (14) days to correct the infraction as fines will commence on the fifteenth (15th) day. The third letter will outline the monetary fines for non-compliance. Fines will be levied at \$100 per day, with a maximum of \$1000. The Homeowner has the 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 send 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.



ARCHITECTURAL REVIEW COMMITTEE

_____ 1ST Notice _____ 2nd Notice

Date: _____

Address: _____ Lot#: _____

The purpose of the Architectural Review Committee (ARC) is to carry out the responsibilities of the Board of Directors to ensure that no exterior modifications or changes be made to dwellings or improvements upon lots, unless they conform to the Master Declaration of Covenants, Conditions and Restrictions for Timber Greens as well as the Architectural Review Policy Manual and Community Maintenance Standards.

The ARC manual standards were designed to preserve an attractive, livable community as well as protecting a homeowner's investment. We are sure that you are as concerned as we are about the importance of maintaining these standards.

With this in mind, please correct the following area(s):

- | | |
|--------------------------------------|--|
| _____ Roof needs cleaning/repair | _____ Lawn & Shrubs need sod/trimming/weeding |
| _____ Driveway needs cleaning/repair | _____ Algae, Mildew and/or Mold needs cleaning |
| _____ Sidewalk needs cleaning/repair | _____ Excess Decorations |
| _____ Mailbox & Post paint/repair | _____ Other: _____ |
| _____ Lamp Post replace/paint | _____ Changed without approval (Need to Submit an ARC Request) |

The above condition(s) **MUST** be corrected within 30 days of the date on top of this letter. Mail or drop off this notice to the Timber Greens office when the above problem is corrected. Should you have any questions, please telephone us at 727-372-8633 or fax to 727-514-7965.

Thank you.

Your Neighbors of the
Architectural Review Committee



Timber Greens Community Association, Inc
6333 Timber Greens Boulevard
New Port Richey, FL 34655
727-372-8633 Fax: 727-372-6306

**Timber Greens Architectural Committee
Third and Final Notice of Violation
Notice to Impose Fine**

Date

Lot #

Dear

On

You were mailed a second notice letter for noncompliance of--

Discrepancy

--

You were given an additional 15 days to comply or seek a resolution meeting. As of this date, you are still found to be in noncompliance.

Please consider this your third and final notice. You have fourteen (14) days to comply by correcting the above-mentioned problem. You have the opportunity to request a hearing and call witnesses on your behalf. If you fail to do so, on the 15th day, you will be subjected to a fine of \$100.00 per day, up to \$1000.00. If you fail or refuse to pay the fine, the Association may file suit at your expense to include attorney fees. Also, be advised that the Association is working within the provision of the laws of the state of Florida

It is recommended you seek counsel to ascertain your rights.

We sincerely hope that you will comply with the rules set forth by the Board of Directors and the Articles governing Timber Greens Community Association Inc.

Sincerely,

Timber Greens community Association, Inc.