



## COMMUNITY STANDARDS FOR CARROLLWOOD VILLAGE – PHASE I

### **INTRODUCTION**

This Community Standards Document is established to assist the Architectural Review Committee (“Committee”), Property Manager, Owners and Residents, including tenants, with procedures and guidelines to understand and comply with deed restrictions, requirements and alteration applications. It supports and amplifies the Declaration of Covenants, Conditions and Restrictions (“Declaration”) and other governing documents that bind each property Owner and Resident. In the event of any conflict among this document, the Declaration, the Articles of Incorporation or any of the Association Documents, the Declaration shall control.

#### **ARTICLE 1. ARCHITECTURAL REVIEW COMMITTEE**

**1.01 Responsibilities.** In accordance with the authority granted to the Committee in the Declaration, specifically Article VI, Section One, the Committee reserves the exclusive power and discretion to control and approve all of the buildings, structures and other improvements on each lot in the manner and to the extent set forth in the Declaration. In carrying out its duties, the Committee shall review all submittals to assure procedures and standards conform to design guidelines as set forth in these Community Standards and in the Declaration.

**1.02 Policy.** All Owners and their contractors must comply with alteration application guidelines and requirements prior to commencement of any work. The Committee will review plans, materials, site plans, colors and/or landscaping plans to ensure compliance with design requirements, policy and procedures of these standards. No alteration requiring the approval process shall be commenced until plans and specifications have been submitted to and approved in writing by the Committee. The Association assumes no responsibility for the structural integrity, safety features, mechanical operation, and permitting or building code compliance of the proposed construction to a lot or a home. Please refer to the Declaration for submittal requirements.

**1.03 Committee Discretion.** These standards do not cover every possible situation that may require Committee approval. Per F.S. 720.3035, the authority of an association or any architectural, construction improvement, or other such similar committee of an association to review and approve plans and specifications for the location, size, type, or appearance of any structure or other improvement on a parcel, or to enforce standards for the external appearance of any structure or improvement located on a parcel, shall be permitted only to the extent that the authority is specifically stated or reasonably inferred as to such location, size, type, or appearance in the declaration of covenants or other published guidelines and standards authorized by the declaration of covenants. Committee or Board approval does not constitute a precedent for future requests.



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**1.04 Supplemental Declarations.** The following villages within the Community have Supplemental Declarations which may provide additional restrictions to those set forth in these Community Standards and should be reviewed in conjunction with the Declaration and these Community Standards: North Village (Bardmoor Place), The Cloister, Country Club Village at Carrollwood, Cypress Run, Stone Leigh (Hayward Place), Mid Village (Pub Place), RR Back (Northampton), Top of the Village, Units 4 5 7, Unit 6, and Whisper Sound (collectively referred to as “Supplemental Declarations”).

**1.05 Independent Villages.** These Community Standards do not apply to the following villages within the Community, which are governed by independent Associations and restrictions: Greenfield Mid-Rises, Northmeadow Cluster Homes, Cypress Cluster Homes, Pine Lake Garden Villas, Fairway Townhouses, Rolling Green, TwinLakes Townhouses, Village Cove, Monaco Gardens, Villas of San Marino at Carrollwood, Fairway Lakes I, Fairway Lakes II, Emerald Green Condominiums, Village Green, and Links at Carrollwood.

### ARTICLE 2. EXTERIOR APPEARANCE AND MAINTENANCE

**2.01 General.** The residential area shall be of the highest quality and standard that shall present an attractive and pleasing appearance from all sides of view. No residence, improvement or material alteration, addition or modification to the lot shall be made without the receipt of prior written approval of the Committee, per Article VI, Section One of the Declaration or the applicable Supplemental Declaration.

**2.02 Drainage.** Roof gutters and downspouts of 7-inch aluminum construction are permitted within the approved color scheme. Downspouts shall not direct water onto common areas or neighboring property and must drain according to building code or approved drainage plan.

**2.03 Driveways.** Any owner changing the appearance to a driveway including a driveway color, finish, topping, pavers or complete replacement must submit an application to the Committee for summary approval. All driveways should, if possible, permit a full size (20 foot) car to be parked in the driveway and not interfere with sidewalk access. Any change in size or shape of the driveway must be approved by the Committee. All driveways must be pressure washed on a regular basis to prevent discoloration or staining as per paragraph 2.11 below.

**2.04 Garage Doors and Screens.** All sections of garage doors, except the upper most section which may contain windows, shall be of standard solid panel construction, which will essentially conceal the contents of the garage. Garage doors shall be kept closed except when access or an activity requires them to be open. Please refer to Article VI, Section One numbered paragraph 2 or the applicable Supplemental Declaration for additional requirements for garages and carports.



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**2.05 Fences and Walls.** No walls or fences shall be erected without prior written review and approval of the Committee. All fences and walls must be kept in like new condition and any rotting wood must be replaced upon notice from the Committee. Please see Article VI, Section Eight of the Declaration or applicable Supplemental Declaration for additional information and requirements.

**2.06 Exterior Finish and Colors.** Exterior Surfaces shall be of quality standard brick, stucco compound with a knockdown finish or horizontal siding as originally installed by the builder. This shall apply to any and all parts or attachments to any structure on any lot, including barrier walls. Any change of the existing color requires the owner to submit an application to the Committee for approval. Owners wanting to repaint with existing surface colors must also submit an application to the Committee for approval. All exterior surfaces must conform in appearance to the existing neighborhood standard, as determined by the Committee. All homes must be pressure washed on a regular basis to prevent discoloration or staining as per paragraph 2.11 below.

**2.07 Heating and Air Conditioning Equipment.** Outdoor air conditioning units shall be shall be screened from view.

**2.08 Electrical Exterior Lighting.** Type and placement of exterior lighting devices are subject to review by the Committee. Lighting should be white or yellow (bug resistant) in color. No other colored bulbs will be allowed except during the winter holiday season. The main goal is to restrict glare and annoyance to adjacent property owners. For holiday lighting see paragraph 3.08 below.

**2.09 Sports Equipment.** No sports equipment including but not limited to basketball backboards shall be mounted in a permanent fashion on a pole or attached to the home or any portion of the property. Portable sports equipment is permitted, but shall be stored out of view when not in use.

**2.10 Signs and Flags.** No signs are permitted to be displayed or erected on any lot without prior written approval of the Committee, except for one “for sale” or “for rent” sign that conforms to the specifications set forth in the Declaration or applicable Supplemental Declaration. The display of a portable, removable United States flag, not larger than 4 1/2 ft. x 6 ft. is permitted when displayed in a respectful manner. An additional official flag of the State of Florida, or the US Army, Navy, Air Force, Marines, Coast Guard or POW-MIA may also be on display in a respectful manner. The additional flag must be equal in size to or smaller than the US flag.

**2.11 Painting and Pressure Cleaning.** Exterior surfaces and/or pavement, including but not limited to sidewalks, driveways, driveway aprons or lanais shall be pressure cleaned within thirty (30) days of notice by the Committee. Homes shall be repainted within sixty (60) days of notice by the Committee.



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**2.12 Mailboxes/Mailbox Posts.** Mailboxes shall conform to the existing design and color consistent with the character of Carrollwood Village. All mailboxes must be maintained in like new condition. All replacements shall be of similar design and color and approved by the Committee.

**2.13 Items in Public View.** The following items must be screened or removed from public view when not in use: debris, propane tanks, pool equipment, generators, water softeners, empty plant pots, children's toys, and miscellaneous items that at the discretion of the Committee detract from the overall scheme of the community. See Article VI, Section Fifteen of the Declaration or applicable Supplement Declaration for more information.

**2.14 Nuisance.** It shall be the responsibility of the Owner to prevent the development of an unclean, unhealthy, unsightly, or unkept condition to their lot, including any swimming pool or spa. All pool cages and screens must be maintained and any tears or rips must be repaired. No lot, structure, swimming pool or spa shall appear to be obnoxious to the eye; nor shall any substance, thing or material be kept upon any lot that will emit foul or obnoxious odors, noise or other conditions that will or might disturb the peace, quiet, safety, comfort or serenity of the occupants of the surrounding property.

### ARTICLE 3. LANDSCAPING

**3.01 Landscaping Design.** All Lots shall be landscaped in a manner that is harmonious, compatible and consistent with the overall landscaping and general appearance of the community.

**3.02 Landscaping Maintenance.** Each Owner shall maintain the landscaping and yard area in an attractive appearance and free from insects and diseases. Each Owner shall provide for the timely replacement of lost plants, sod or grass, bark or ground cover, and trimming and pruning of plants to prevent an overgrown look. No weeds, underbrush, refuse or other unsightly growth or objects shall be permitted to be grown or remain upon any Home. Bushes and shrubs must be pruned to maintain a neat appearance and in accordance with standard gardening practices for the specific species.

**3.03 Lawn Mowing and Maintenance.** Lawns shall be mowed, trimmed and edged on a regular schedule, which maintains the lawn in a neat and appropriate manner. No owner shall allow any grass or weed on his or her lot to attain a height in excess of four (4) inches.

**3.04 Weeds.** No weed growth is permitted in expansion joints, curbs, driveways, and sidewalks. No weed growth is permitted around trees, up against structures or in any landscaped beds.



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**3.05 Irrigation.** Lawns and other landscaping shall be watered as needed, and as permitted by ordinance, to maintain growth and a healthy condition.

**3.06 Palm Trees.** Palm Trees shall be maintained to enhance the landscaping of the property and to present a neat appearance. Palm fronds shall be removed when they are dead and Palm seedpods shall be removed after they have opened and are unsightly and to preclude them from becoming a safety hazard during storms. Diseased, dead or damaged palm trees shall be removed in accordance with standard practices. Any stump shall be removed at the time of tree removal.

**3.07 Tree Maintenance.** Trees in the right-of-way shall be trimmed and pruned to maintain a neat appearance and to provide at least 7 feet of clearance for pedestrians and vehicles to pass under without hitting branches or leaves. Yard trees shall be pruned and maintained according to standard practices for the specific species and in accordance with standard neighborhood and common areas. Diseased, dead, uprooted or damaged trees shall be removed in accordance with standard practices and local ordinance, where applicable.

**3.08 Yard Ornamentation.** All lawn ornaments, statues, figurines, sculptures, bird baths, fountains, boulders, light fixtures, weather vanes, etc., must be approved by the Committee prior to installation. A picture or detailed description of the item must be submitted with the request, along with the proposed location for the structure which shall be located in a landscaping bed and not encroach on any easements or setbacks and must not interfere with lawn mowing. The materials and color used shall be generally subdued and in harmony with the natural surroundings of the home, lot and community. No bright colors, unusual materials offensive or obscene items will be approved. Ornaments, statues, figurines, sculptures, etc., shall not be larger than 36” in height and are limited to no more than three to be displayed at a single time (excluding holiday decorations). Planters/pots (with or without plants/trees) shall be proportionate to lot size. Fountains shall be no greater than 60 inches in height and proportionate in width.

**3.09 Seasonal Holiday Decorations.** Decorations may be displayed no earlier than 15 days prior to and must then be removed no later than 7 days after a holiday. These holidays include: Valentine’s Day, Easter and Independence Day. Fall decorations may be displayed no earlier than October 1 and must be removed no later than December 1<sup>st</sup>. Winter/Holiday decorations may be displayed beginning on the Saturday following Thanksgiving and must be removed no later than January 15 of the following year. All lighting and decorations shall be totally removed by January 15.

## ARTICLE 4. MISCELLANEOUS

**4.01 Vehicles and Parking.** All vehicles must be properly licensed with tags clearly



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displayed. Vehicles shall be parked on paved surfaces only; parking is not allowed on grassy areas. Vehicles shall not be parked in such a way as to block any sidewalk. No inoperable vehicle shall be parked in public view. No commercial vehicles may remain overnight on any Lot unless parked within a garage and removed from public view. No recreational vehicles, boats or trailers are allowed within public view on any lot.

**4.02 Garbage Cans.** No garbage cans, supplies or other similar articles shall be maintained on any Lot so as to be visible from the outside of the residence. Garbage shall not be placed outside for pick-up any sooner than dusk the evening before the scheduled pick-up day. Containers will be returned to their concealed location no later than the evening of the pick-up day.

**4.03 Animals.** All pets must be leashed at all times in the Community. All pet waste must be cleaned up immediately. No dog shall be allowed to become a nuisance to the Community, including but not limited to excessive barking. See Article VI, Section Nine of the Declaration for more information.

**4.04 Business Activities.** No house or other structure on any lot shall be used for any commercial or business activity that, at the discretion of the Committee, involves non-resident clients or customers frequenting the property for commercial or business purposes.

## ARTICLE 5. POLICY MANAGEMENT

**5.01 Revisions.** Per the Declaration or Florida Statutes, the Committee or Board may, from time to time, amend, modify or revise these Community Standards. No such amendment, modification or revision shall be binding upon the owners until notice has been given to the Owners by the Board and no such amendment, modification or revisions shall affect any Committee applications approved prior to the enactment of such amendment, modification or revision.





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### ARTICLE 6. ENFORCEMENT AND VIOLATION PROCEDURE

**6.01 Enforcement.** The Board of the Association has adopted the foregoing Violation Procedure for any violation of the restrictions set forth in the Declaration, Supplemental Declaration or these Community Standards.

**6.02 Procedure.** The following procedure will be used for all violations of any restrictions set forth in the Declaration, Supplemental Declaration or these Community Standards:

**A.** Upon notification of a violation, the Association shall send to the Owner a Gentle Reminder notice, alerting the owner as to the violation of the Declaration, Supplemental Declaration or Community Standards. The Owner will be given a set amount of time to remedy the violation.

**B.** If the Owner does not comply with the Gentle Reminder Notice, a Final Reminder Notice will be sent, giving the owner ten (10) additional days to remedy the violation and advising the Owner that if such violation is not cured, the matter will be considered by the Board at its next regularly scheduled meeting for the levy of a fine.

**C.** If the Owner does not remedy the violation after the time period set forth in the Final Reminder Notice, the Board will consider the matter at its next regularly scheduled meeting and per F.S. §720.305, may levy a fine of \$100 per day not to exceed \$1000 against the Owner and property.

**D.** Once a fine is levied by the Board, the matter will be referred to the Fine Review Committee (“FRC”) and a Fining Notification Letter sent to the Owner advising it of the fine and scheduling the matter to be heard by the FRC. The Owner will be given the opportunity to attend the Fine Review Committee meeting and submit any evidence it would like the FRC to consider in deciding whether to approve or reject the fine.

**E.** At the Fine Review Committee meeting, the Owner will have the opportunity to be heard and submit evidence. The FRC will decide whether to approve or reject the fine. If the FRC approves the fine, the Owner must remedy the violation and pay the fine within thirty (30) days. If the fine is not paid, the matter will be referred to Association counsel to file a claim of lien on the property and begin collection proceedings.

**F.** If the Fine Review Committee rejects the fine, the matter will be referred back to the Board for reconsideration and a potential levy of a new fine.

**G.** If the violation is not cured, and any imposed fine is not paid, legal action may be instituted and the Owner will be responsible for all attorneys’ fees and costs that are incurred.