



Homeowners Association of Highland Lakes, Inc.

# Architectural Review Committee

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## STANDARDS AND PROCEDURES MANUAL

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# Architectural Review Committee

## STANDARDS MANUAL

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**ARCHITECTURAL REVIEW COMMITTEE**

**BASIC STANDARDS**

**GENERAL**

Practically every automatic-membership community association has the power of architectural review, and it is as basic a function as maintenance of common areas. Properly exercised, it can assure the continued, consistent and harmonious appearance of the Highland Lakes community.

Failure to properly exercise such review can create major problems for a community in the form of misunderstanding and controversy among the Homeowners, inconsistencies and unfairness in treatment, too many real or imagined violations and a series of expensive and lengthy court cases.

An essential element of successful architectural review is recognition by all members of the community that it is a benefit, not a burden.

This document was originally effective November 1, 1992. Any alterations already in existence at that time were not adversely affected by these new standards. However, when significant maintenance or replacement is to be made, approved alteration applications are necessary.

**SEVERABILITY**

If any provisions, standards or requirements of this Standards Manual are found invalid, it shall not affect the validity of any other provisions, standards or requirements.

**GOVERNING ARTICLE**

In accordance with Article II, Section 7, of the Declaration of Restrictions and Affirmative Covenants (Declaration):

Prior to the commencement of any alterations or additions by an owner of any encumbered property, all building plans and specifications, including plot plans, grading plans, material lists, exterior elevations for such alterations and additions to encumbered properties shall be approved in advance, in writing, by the Association.

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The Association shall have the right to appoint an Architectural Review Committee (ARC) for consideration and approval or disapproval of such plans based upon the following criteria:

- (i) Compliance thereof with the restrictions applicable to the encumbered property and all applicable laws;
- (ii) Harmony of external design, location and finished grade elevations with existing structures and topography;
- (iii) Quality of workmanship and materials; and
- (iv) Aesthetic considerations.

**PURPOSE OF ARCHITECTURAL REVIEW COMMITTEE**

The purpose of the ARC is to approve, or disapprove, proposed exterior alterations or additions to property and in so doing:

1. Provide the continued, consistent and harmonious appearance of the Highland Lakes Community.
2. Assure harmony of external design, materials, and location in relation to surrounding buildings, lots, and topography within Highland Lakes properties.
3. Protect and conserve the value and desirability of the properties as a residential community.
4. Keep the community attractive for the enjoyment of the residents.

If you intend to make any exterior alterations or additions, be sure to pick up an application form at the front desk of the Highland Club Office.

**SCOPE OF ARCHITECTURAL REVIEW**

No exterior alterations or additions shall be made to any residential property nor shall any fences, walls, structures or improvements be made to a residential lot until the plans and specifications showing the nature, kind, shape, height, materials and color to be used on the exterior, and location of the same, have been submitted to, and approved in writing by, the ARC.

Any change to the exterior appearance of existing structure or property requires ARC approval.

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Exterior changes include but are not limited to:

Extensions or additions of rooms or porches;

Installations of exterior swimming pool or hot tubs;

Painting exterior of dwelling;

Installation of patios or decks;

Erection of latticework or trellis for support of vines, ivy, or other similar vegetation;

Exterior signs;

Exterior lighting, grillwork, security systems;

Fences;

Yard decorations and/or facilities over 30-inches high;

Planting of trees, shrubs or hedges to act as screens or shields.

**ASPECT AND OBJECTIVES OF REVIEW**

The ARC evaluates all submissions on the individual merits of the application. Decisions made by the ARC are not based on personal opinion or taste. Judgments of acceptable design are based on the following criteria:

**Conformance with Covenants and Architectural Standards:** All applications are reviewed to confirm that the project is in conformance with the Declaration and approved Architectural Standards.

**Relation to the Natural Environment:** To prevent the unnecessary destruction or blighting of the natural landscape or the achieved man-made environment.

**Design Compatibility:** Compatibility is defined as similarity in architectural style, quality of workmanship, use of similar, but not necessarily identical, materials, color and construction details.

**Location and Impact on Neighbors:** The proposed alteration should relate favorably to the landscape, the existing structure and neighborhood.

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**Color:** Colors may be used which soften visual impact.

**Materials:** Continuity is established by use of the same or compatible materials as were used in the original construction.

**Workmanship:** The quality of the work should be equal to or better than that of the surrounding area.

**Validity of Concept:** The basic idea must be sound and appropriate to its surroundings.

**APPLICATION FORM FOR ARC PROJECT APPROVAL**

A Homeowner wishing to make an exterior property alteration, addition, or repair that changes the appearance of property must apply and receive approval for such change prior to the start of the project. All Homeowners contemplating such action are required to make neighbors aware of the project. Application is to be made by submitting a Request for ARC Project Approval Form. Approval of the application must be received by the homeowner prior to notifying the contractor to proceed. If there is a State or County permit required, the Homeowner shall provide a copy of said permit to the ARC via Homeowner Services at the front desk. It is recommended that the Homeowner obtain ARC approval prior to submitting any permit application.

Application forms are available at the front desk of the Highland Club office. The completed application form together with applicable drawings, sketches, lot survey and such, is to be delivered to the Club office between 8:00 a.m. and 10:00 p.m. daily. Applications that are received after 12:00 p.m. on Wednesday preceding the ARC meeting will not be reviewed until the next scheduled meeting.

At the Club office, the application form will be logged and entered into the review process.

**Owners of the property located in the self-governing units (e.g., condos, PUDs and HOAs) must first submit the application form to their local governing unit and receive approval prior to submitting their application at the Club office for final ARC review.**

The ARC will act upon each application form at the next scheduled ARC meeting following receipt of the application. In the case of emergency repairs, the ARC may give early approval of the application.

**SUPPORTING DOCUMENTS/MATERIALS**

For each submission to receive not only a timely review, but also for the ARC to confirm that deed restrictions, architectural standards and the objectives of the Board are being met, the necessary supporting documents and/or materials must accompany the application:

1. Alterations or additions for room additions or extensions, installation of pools or hot tubs must include a lot survey, showing easements and clearly depicting the location, size, and measurements to lot boundary lines.
2. Application forms for exterior painting must include reference numbers from the applicable color chart at the Club desk or the actual color samples. The color numbers are used for reference only and does not imply or require the use of any specific manufacturer.
3. Application forms for major landscaping, such as a grouping of trees, flowerbeds, shrubs or a hedge must include a sketch. (Local government removal permits are Homeowners' responsibility.)

**HANDICAP CONSIDERATIONS**

Waiver or modification of these provisions, standards or requirements may be requested by Homeowners who are handicapped or significantly physically impaired. Such requests must include a copy of a certification by a physician, currently licensed to practice in Florida. The certification must be dated within three months prior to the date of the request, and must clearly describe the handicap or physical impairment. The ARC, after receiving the concurrence of the Board of Directors of Highland Lakes, may grant only those modifications or waivers, to provisions, standards or requirements, which will accommodate specific needs relating to the certified handicap(s) or physical impairment(s).

**ALTERATIONS OR ADDITIONS MADE WITHOUT APPROVAL**

If alterations or additions do not conform to the Homeowners Association architectural standards, Homeowners will be required to either modify them to conform or to promptly remove them from the property.

**ALTERATIONS OR ADDITIONS THAT ARE NOT PERMITTED**

In order to assure harmony of external design, promote stability in appearance and maintain a certain amount of architectural uniformity, the following items **WILL NOT** be permitted

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1. **Accessory Structure:** Except as provided elsewhere in this manual, no tent, shack, barn, utility shed or other building other than a dwelling and its required attached garage shall, at anytime, be erected on a lot, or parcel.
2. **Additions to Dwellings:** No addition to any dwelling shall be permitted which may damage or interfere with the installation and maintenance of utilities, or which may change the direction of flow or obstruct or retard the flow of water through drainage channels.
3. **Encroachment:** No construction and/or extensions to any dwelling will be permitted which will encroach on either the front, rear or side set backs or easements.
4. **Driveway Surfacing:** No blacktopping of driveways will be permitted.
5. **Roof/Covering:** No roof or covering for a car, boat, golf cart, equipment or such will be permitted.
6. **Encroachment/Plantings:** No extension of lots will be permitted onto Highland Lakes common grounds for trees, bushes, plantings, bird baths, bird feeders, flower pots, picnic tables, furniture, wood/logs storage, and such. Addition of fences, walks, hedge enclosures and groupings to common grounds shall not be permitted.

Approved applications from self-governing units for any variations of the above will be given consideration.

**APPLICATION APPROVED**

1. Upon approval of the application form, an approved copy will be returned to the Homeowner. At this same time, an ARC placard will also be forwarded to the applicant. The placard will contain the date of the ARC approval, the ARC log number, and specific direction for the placard display. Directions will also be included instructing the resident to return the placard with the Completion Report to the HOS office. This placard is to be displayed prominently at the front of the project site during all construction/painting such that neighbors and the ARC/BOD are able to easily observe the placard.
2. A copy of the approved plan for major landscaping or for building additions, modifications or rebuilding must be given to the contractor by the Homeowner. The contractor shall be notified that he/she could be held responsible if any changes to the plan are made without ARC approval.
3. A copy of required permits must be filed with the Architectural Review Committee immediately after permit obtained.
4. Upon completion of the project, the ARC may, as deemed necessary, inspect the completed work. This inspection is to confirm that the work was performed in accordance with the approved application form.

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**PERMITS**

Issuance of an "Approval" does NOT relieve the Homeowner of the responsibility of complying with all government requirements including: County Ordinances and Codes and all Building Regulations and Codes; nor relieve the Homeowner of the responsibility for obtaining all necessary State and County permits, including tree removal permits. The ARC highly recommends that the Homeowner obtain "ARC Approval" prior to submitting any State or County permit applications. Once the Homeowner receives the permit it is required that the Homeowner provide a copy of the permit to the ARC via Homeowner Services at the front desk.

**APPLICATIONS PENDING – REQUEST FOR ADDITIONAL INFORMATION**

If the ARC determines the Homeowner did not provide sufficient information in accordance with this manual or in the opinion of the ARC, additional information is required to accurately consider an application. The Homeowner will be informed in writing as to the reasons for the request for information and the information or documentation required. If the Homeowner does not provide the information within twenty-one (21) days of written request for additional information the application shall be denied. If additional information is submitted as required, the application will be reviewed at the next regular meeting of the ARC.

**APPLICATIONS DISAPPROVED - RIGHT TO APPEAL**

If the ARC disapproves the Request for Exterior Alteration or Addition, the Homeowner will be informed in writing as to the reasons for its action. The Homeowners may correct or modify the application form and resubmit it. If the Homeowner decides not to correct or modify and resubmit the application form, the disapproval may be appealed. The steps of appeal are as follows:

1. An appointment for an appeal hearing must be made in writing to the Secretary of the Board of Directors. It must be made within 15 days after receipt of the application disapproval notification. The written request should include the following:
  - a. Reference to the disapproved application (date and log number).
  - b. Address and telephone number at which the applicant can be reached.
  - c. A statement as to why the disapproved addition or alteration should be considered to be: Harmonious in exterior design, materials, and location in relation to surrounding buildings, lots, and topography within Highland Lakes properties, and aesthetically acceptable.
  - d. The name, address and telephone number of each person (if any) authorized to represent the applicant at the appeal hearing.

Any other information the homeowner wants to provide the Board prior to the appeal hearing.

2. The appeal will be heard at a meeting of the Board of Directors. In addition to the person appealing the decision, a member or members of the ARC shall be in attendance.
3. The final authority on an appeal decision shall be the Board of Directors of the Homeowners Association of Highland Lakes, Inc.

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4. The Homeowner and the ARC will be provided a written notification of the Board of Directors' appeal decision within 14 days following the Board Meeting.

**GENERAL INSTRUCTIONS**

1. Construction materials must be stored so impairment of views from neighboring properties is minimized. Excess material must be immediately removed after construction is completed.
2. No debris may be allowed to accumulate during construction.
3. Reasonable precautions must be taken to prevent dust, construction material, etc., from blowing onto adjacent properties.

This Standard applies to all driveway construction and surfacing including color coating and river rock topping. No blacktopping of driveways will be permitted beyond self-governing premises currently blacktopped.

No restrictions apply for clear-sealing driveways and, therefore, no applications are required.

INTENT: All driveways in Highland Lakes should be either natural color (brick, concrete, or pavers) or a light pastel color.

**STANDARDS**

1. New or replacement driveways must be constructed of reinforced concrete, concrete pavers, or brick and mortar on a durable base. The color of the brick shall be in harmony with the color of the house and trim.
2. Driveway width for a double car garage may not exceed the width of the garage door opening by more than 12 inches on each side. Driveway width for a single car garage may extend no further than the outside edge of the garage boundary wall closest to the property owner adjacent to the garage and or may extend towards the front entry door of the residence. Extended driveways shall not exceed an overall width of 18 feet. The driveway flair at the curb line shall be widened a similar amount.
3. Color coating of driveways will also include only the portion of the sidewalk bisected by the driveway.
4. Color coating color(s) must be harmonious with the neighborhood, the house and trim colors, and must be within the range of acceptable colors contained in the approved driveway color chart available at the Highland Club Office.
5. Extreme color textured patterns will not be approved.
6. River rock topping also requires an application for approval.
7. Each residence shall have no more than one driveway access. (Existing driveways as of 2/14/03 are grand fathered).

**MINIMUM SUPPLEMENTAL APPLICATION REQUIREMENTS:**

1. For new or widened driveways a diagram showing exact location and dimensions.
2. Material description including color chips or approved driveway color reference number.
3. Drawings or pictures of pattern or design description.
4. If grading change is proposed, description or illustration is required.

**EXTERIOR SECURITY LIGHTS AND SYSTEMS AND GRILLWORK**

Low voltage lights do not require approval.

Exterior lighting and grillwork shall comply with the appropriate County Fire and Safety regulations and with the following standards:

**STANDARDS**

1. Flood or focused lighting shall be directed well inside the applicant's property and shall not be of such intensity as to disturb the neighbors.
2. Motion detector lights are not to exceed 15-minute duration.
3. Motion sensors may not react to motion outside applicant's property (i.e., front sidewalk).
4. Security bars or grillwork are to be color compatible with house or trim, and must meet all current safety requirements.
5. Seasonal lighting such as Christmas lights must be deactivated no later than 30 days following the date of the holiday. No application is needed.

**MINIMUM SUPPLEMENTAL APPLICATION REQUIREMENTS:**

1. Drawings or pictures showing size, height above ground, and complete description including fixture material and location and direction and range of lighting.

**EXTERIOR WALL AND TRIM COLORS**

1. Written approval must be received by applicant before painting the dwelling, if changing the color. If the owner will be painting their home the exact same pigmentation, approval is not required.
2. Charts of the acceptable range of colors are available at the Highland Club office.
3. This includes the color of house, doors, shutters, and trim. All these must be approved.

Brands are not endorsed by the Homeowners Association.

**STANDARDS**

1. Only those colors in the charts in the Highland Club office will be approved by the ARC.
2. Trim colors must be harmonious with wall color(s). A single trim color is preferred.

**MINIMUM SUPPLEMENTAL APPLICATION REQUIREMENTS:**

1. Paint color reference numbers from the color charts at the Highland Club desk or samples of the colors to be used must be submitted. Pictures will not be accepted.

**FENCES ADJACENT TO GOLF COURSE**

The installation of fences between private properties and the golf course will be allowed under the following standards after written approval of the ARC.

**STANDARDS**

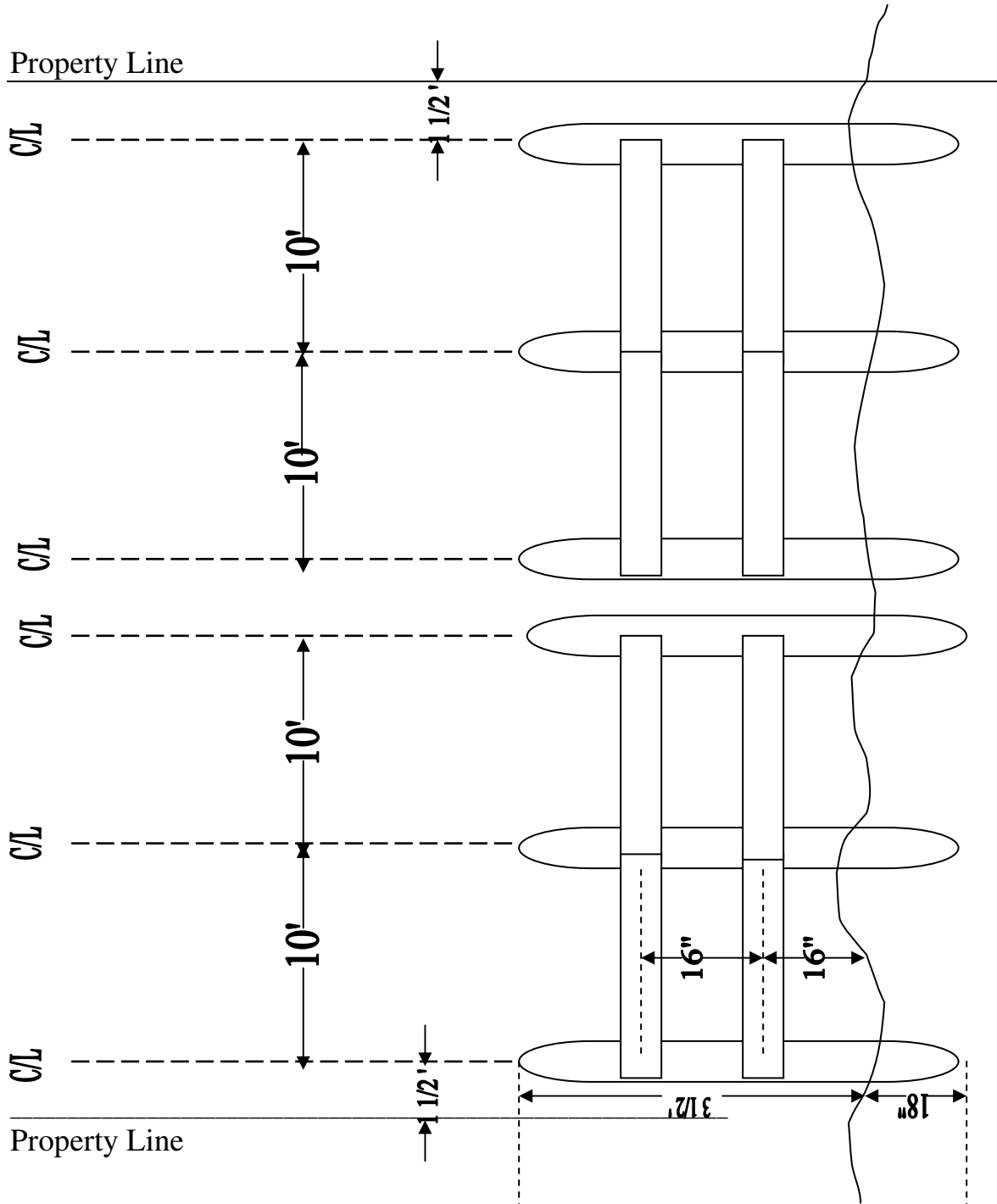
1. Owner(s) of properties adjacent to the golf course may erect a split rail wooden fence on the owner(s) property line. If a fence is to extend to a side lot line, then each property owner must leave a 1'-6" gap at each property corner.
2. Only fences of a split rail type of natural wood construction are acceptable. The horizontal "rails" (two required) are to be 10'-11' long and inserted into vertical posts. The lower rail is to be 16" ( $\pm 1$ ") from the ground, center to center, of rail. The second rail (or top) horizontal rail is to be 16" ( $\pm 1$ ") above the lower rail, center to center, and inserted into the vertical posts.

The vertical posts are to be 42" ( $\pm 1$ ") above the ground. The horizontal rails and vertical posts are to be pressure treated to prolong life of the fence. Furthermore, the part of the vertical posts that are placed in the ground are to be treated with a preservative coating to extend the life of the post.

3. The owner may coat the fence with a clear preservative; however, the fence is to remain its natural color.
4. Wire mesh or chain link screening or such will not be permitted.
5. The owner of the property is responsible for the fence maintenance, repair and grooming of continuous lawn and plantings. Furthermore, if the property is sold, the new owner(s) must abide by the above.

**MINIMUM SUPPLEMENTAL APPLICATION REQUIREMENTS:**

1. Sketch and description of owner's property.



## Split Rail Fence

NOTE: Not to Scale

**FENCES, WALLS, HEDGES, OTHER BARRIERS**

**FENCES, WALLS, HEDGES, AND OTHER BARRIERS ARE NOT PERMITTED  
WITH THE EXCEPTION OF THE FOLLOWING:**

**STANDARDS**

1. Fences along Homeowners' property adjoining the Highland Lakes golf courses -- see Fences Adjacent to Golf Course Standard.
2. 6' walls or solid fencing erected on property along the perimeter of Highland Lakes community. Fencing or wall must match existing fencing or walls on adjacent properties.
3. Hedges in rear or side yards not to exceed 36" in height. Under circumstances dictating sound protection from roadways, approval may be granted for hedges, or other plantings up to 6' in height.
4. Decorative fencing including lattice work around outside devices such as air conditioning units, pumps, water softeners, etc. These fences may be constructed of wood, fiberglass, vinyl or decorative masonry painted to match the house walls. The fences are to be no more than 6" higher than the device being concealed, nor wider than necessary to give working room around the device.
5. Fences, walls, hedges and other barriers that existed prior to November 1, 1992 and that do not comply with the above standards must be removed when they require significant maintenance or replacement. Applications for replacement of such will be disapproved.

**MINIMUM SUPPLEMENTAL APPLICATION REQUIREMENTS**

1. Picture or drawing showing color and design detail.
2. Description of material to be used.
3. Description of type of planting to be used where hedge is proposed.

**GARAGE DOOR (S) AND SCREENS**

Garage doors and garage sliding screens must be of functional design that will not defeat use of the garage for vehicle parking.

**STANDARDS**

1. Design of garage door must be of compatible design with existing house.
2. Garage door is to be painted color of existing house walls or trim.
3. Decorative panels or painted patterns are not acceptable.
4. Garage door is to open and close vertically.
5. Garage door is to be of multi-section design; one-piece doors are not acceptable.
6. Translucent doors are not acceptable.
7. Rollup screening is not acceptable.

Screens conforming to the following standards do not require ARC approval:

- a. Garage screen doors are to be constructed of horizontal sliding panels.
- b. Garage door screen frames are to be compatible with house colors.
- c. Screen material shall be charcoal or similar color that is not reflective and enhances transparency.
- d. Removable screen panels are not to exceed a height of 2 feet.

**MINIMUM SUPPLEMENTAL APPLICATION REQUIREMENTS:**

1. Picture or drawing of proposed door panels showing color and design detail.

**GUTTERS**

**STANDARDS**

1. Gutters are to be of quality rust proof material to be installed with adequate hangers to preclude sagging.
2. Downspouts are to be installed so that water does not drain directly on adjacent property.
3. Color of gutters and downspouts is to be same as house walls or trim.

**HOME DAMAGE REPAIR**

Owners of homes or units completely or partially destroyed by human or natural causes must submit an application to ARC for approval of the reconstruction. Cleaning up and securing the property must be completed within thirty (30) days from the event. No application is necessary. Repairs are to be made as quickly as possible. ARC approval is required for the exterior appearance and arrangement only while the owner has complete freedom as to the interior appearance and arrangement within the constraints of local, state or federal building code requirements.

**STANDARDS**

1. Re-built structures or portions thereof, must conform to the original slab outline. Any variance requires ARC approval.
2. Only single story construction will be permitted.
3. Exterior design must blend with existing neighborhood homes or units.
4. Construction must be in conformance with all current governmental codes as well as the standards contained in this Manual.
5. The owner is responsible for obtaining and paying for all building permits and/or fees associated with the construction.

**MINIMUM SUPPLEMENTAL APPLICATION REQUIREMENTS:**

1. Site plan showing exact location, exterior shape and dimensions of construction including drives, walkways, proposed landscaping, and property survey with easements shown.
2. Exterior architectural elevation views of all new construction of the home or unit being repaired or replaced.
3. A brief listing and description of construction materials used for the exterior of the new construction including roof materials and exterior colors.

**HOT TUBS (SPAS) & JACUZZIS**

Hot tubs, spas, or jacuzzis are to be installed in an unobtrusive location to the rear of the residence.

**STANDARDS**

1. Hot tubs, spas, and/or jacuzzis are to be enclosed, and the framing color(s) shall be charcoal or a similar color, which is not reflective. Design of enclosure is to be compatible with the architecture of the residence.
2. If the framing is metal, the color shall be white, black, or bronze. If another material is used, the color shall be either the house or trim color.
3. Lighting: see "Exterior Security Lights and Systems, and Grillwork" Standard.

**MINIMUM SUPPLEMENTAL APPLICATION REQUIREMENTS:**

1. Site plan showing easements, existing building, street(s), and proposed addition.
2. Drawing or brochure of proposed hot tub, spa or jacuzzi.
3. Color and material of screening and framework.

**LANAI AND PATIO ENCLOSURE ALTERATIONS OR ADDITIONS**

Lanai and patio enclosure alterations or additions to existing lanais or patios are to be constructed to meet or surpass the standards of quality of original construction. Design must be compatible in scale and appearance with the applicant's house and adjacent houses.

**STANDARDS**

1. If the walls are constructed of wood or concrete (stucco) the color shall be the same as the existing house walls and trim.
2. If the walls consist of a metal framework, the color shall be white, black, bronze, or natural aluminum.
3. Pitched roofs are to be compatible with but not higher than existing rooflines. Flat roofs may be permitted.
  - a. Framing shall be attached to existing building structural members; roof fascia must match and blend as closely as possible to existing roof fascia; roof overhang on all sides is to equal or exceed roof overhang on main structure.
4. The use of a flat composite, bonded top and bottom, Aluminum/Styrofoam/Aluminum roofing panel material for screened porches/lanais/patios is acceptable.
  - a. Attachment to the existing building structure shall be in accordance with applicable Building Codes. Roof fascia must match and blend as closely as possible to existing roof fascia color.
5. The location of the alteration or addition must not unduly impair nearby properties' view, amount of sunlight, natural ventilation, or natural drainage.
6.
  - a. Except as provided in 6 b. below, lanai or patio additions or alterations may be located only on the rear of the residence and may not extend beyond the extended plane of the side walls of the dwelling.
  - b. An addition may be located on the side of a dwelling provided it does not extend beyond the extended plane of the front wall of the habitable dwelling area, and provided the dwelling is located on a separate lot that is significantly larger than typical Highland Lakes single-family dwelling lots (this exception does not include duplexes, villas or condominiums).
7. Dwelling additions for purposes other than principal garage may not have a vertically opening garage door of any size.

**MINIMUM SUPPLEMENTAL APPLICATION REQUIREMENTS:**

1. Site plan showing easements, existing building, streets, and proposed addition.
2. Exterior elevations.
3. Materials list.

**LAWNS AND LANDSCAPING**

Applications are not required for foundation plantings, trees or single plantings provided they will not impair visibility of traffic control devices now or at maturity. However, applications are required for landscaping that exceeds ten feet (10') in any direction, planting of shrubs, and hedges more than 2' high or other features such as fountains or swing sets.

Application to ARC for tree removal is not required; however, a local governmental permit (and fee) is required for removal of most trees. It is recommended that Pinellas County officials be contacted before any tree is removed.

Applications are required for a wall over 12" high and/or 8' long and for rock gardens that exceed five (5') feet in any horizontal direction and two and one-half (2 1/2') feet high.

**STANDARDS**

1. Grounds are to be covered with at least 50% grass and plantings.
2. Gravel yards and artificial grass will not be permitted.
3. Paving, gravel or stepping-stones are to be limited to walkways, paths, edging and plant surrounds.
4. Fountains, swing sets or benches shall not be permanently fixed to the ground.

**MINIMUM SUPPLEMENTAL APPLICATION REQUIREMENTS:**

1. Site plan showing design and location of plantings, hedges, paving, gravel, stepping stones, rock gardens or other features.

**OPEN PATIOS (INCLUDING DECKS)**

When patio or deck schemes include other exterior changes, such as fencing, lights, etc., other appropriate Standards should be consulted prior to application.

**STANDARDS**

1. Open patios are to be of poured or pre-cast concrete construction. Open patios may also be tile surfaced, flagstone or slate. Masonry and tile colors and patterns are to be natural or the same as the exterior wall or trim colors of the house.
2. Wood decks may be made of redwood, cedar or pressure treated wood and are to be coated with clear sealer or finish or are to be left to weather naturally.
3.
  - a. Except as provided in 3 b. below, an open patio may be located only on the rear of the residence. Patio and deck privacy screens, lattice or shrubbery may not exceed 6' in height and must be contiguous with or on the patio or deck. The patio or deck and privacy screens, lattice or shrubbery may not extend beyond the plane of the house.
  - b. A patio or deck may be located on the side of a dwelling provided it does not extend beyond the extended plane of the front wall of the habitable dwelling area, and provided the dwelling is located on a separate lot that is significantly larger than typical Highland Lakes single-family dwelling lots (this exception does not include duplexes, villas or condominiums).
4. Color coating of open patios and decks is to be natural or the same as the exterior wall or trim colors of the house.
5. The location and design of patios and decks are not to unduly impair near properties' view, amount of sunlight or natural ventilation and drainage.

**MINIMUM SUPPLEMENTAL APPLICATION REQUIREMENTS:**

1. Site plan showing easements, existing building, street(s), and proposed addition.
2. Description of the type of construction.
3. Color chips or masonry/tile samples as applicable.

**ROOF VENTILATORS**

Ridge vent type ventilators are preferred.

**STANDARDS**

1. Turbines and other attic space ventilators should be installed on the roof to the rear of the residence.
2. Awning type ventilators are to be painted same color as the roof, house wall or trim.

**MINIMUM SUPPLEMENTAL APPLICATION REQUIREMENTS:**

1. Pictures and/or sketch or drawing showing color, design detail, location and dimensions.

**ROOFS**

Written approval must be received before re-roofing a dwelling even if the color and material are not a change from the existing color and material.

Emergency roof repairs, which must be done immediately to protect contents of a home, may proceed as soon as the Clubhouse front desk is advised. While repairs are being performed, a request for Exterior Alteration, Repair or Addition must be submitted for ARC approval.

**STANDARDS**

1. As referred to in this section, roofs for dwellings may be a variety of styles including asphalt/fiberglass shingles, masonry barrel tile or flat tile. Metal style roofing which mimics asphalt/fiberglass shingles, masonry barrel tile or flat tile are the only styles of metal roofs which are acceptable.
2. In neighborhoods having traditional tile roofs throughout, existing tile roofs must be replaced by tile roofs either masonry or metal of the same style. In neighborhoods having asphalt/fiberglass shingle roofs throughout, roofs must be replaced by asphalt/fiberglass shingle or metal roofs of the same style. In neighborhoods having mixed tile and asphalt/fiberglass shingle roofs throughout, existing roofs may be replaced by masonry tile, asphalt/fiberglass shingle or metal roofs of the same style.
3. Roofing colors must be harmonious with existing ARC roof color charts.
4. Metal roofs that are corrugated, ribbed standing seam or crimped are not acceptable.
5. Flat 3 inch minimum composite, bonded top and bottom, (e.g. Aluminum/Styrofoam/Aluminum) roofing panels may be used for screened porches, lanais, sun rooms, and patios, attached to the rear of the house.
6. No attached or free standing roof structures for golf carts, vehicles or boats will be permitted.

**MINIMUM SUPPLEMENTAL APPLICATION REQUIREMENTS:**

1. Description of roofing type, style, and color to be used.
2. Paperwork/brochure showing size, style of composite roof sections and support structure for roofs.

**ROOM, BAY WINDOW AND SOLAR ROOM ALTERATIONS OR ADDITIONS**

Room, bay window, solar room, and other such alterations or additions are to be constructed to meet or surpass the standards of quality of original construction and meet all applicable building codes. Design must be compatible in scale and appearance with the applicant's house and adjacent houses.

**STANDARDS**

1. Outside finish material to be same as original; i.e., if the original walls are stucco, regardless of wall construction, the alterations or addition outside finish is to be stucco.
2. Outside color to be same as existing house and/or trim.
3. Pitched roofline to be compatible with existing rooflines and the peak must not be higher than the existing adjacent peak. If roof on alterations or additions is to be pitched, material is to be same appearance and color as existing roof material. Flat composite roofs may be permitted.
4. Windows and doors to match existing type or be compatible with the proposed alteration or addition and be located in a manner which will relate well to location of other doors and windows in the existing house.
5. Framing shall be attached to existing building structure members; roof fascia must match and blend as closely as possible to existing roof fascia; roof overhang on all sides to equal or exceed roof overhang on main structure.
6. The location of the alteration or addition must not unduly impair near properties' view, amount of sunlight and natural ventilation, or natural drainage.
7. Generally, except for an appropriately sized bay window, alterations or additions to the front of a dwelling may not be made to extend beyond the extended plane of the front wall of the habitable dwelling area. However, if other dwellings in the neighborhood have habitable area front walls forward of and up to the front wall of non-habitable areas, such as garages, alterations or additions may then be allowed up to the extended plane of the non-habitable area.
8. a. Except as provided in 8 b. below, additions may be made to only the front or rear of a residence and may not extend beyond the sides of the dwelling.

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- b. An addition may be located on the side of a dwelling provided it does not extend beyond the extended plane of the front wall of the habitable dwelling area and provided the dwelling is located on a separate lot that is significantly larger than typical Highland Lakes single-family dwelling lots.
9. Dwelling additions for purposes other than principal garage may not have a vertically opening garage door of any size.

**MINIMUM SUPPLEMENTAL APPLICATION REQUIREMENTS:**

1. A site plan showing easements, existing building, street(s), and proposed addition.
2. Description of type of exterior construction, e.g. stucco, concrete block, aluminum, etc.
3. Description of any changes in grade or other conditions that will affect drainage. (Pinellas County criteria apply).

**SATELLITE DISHES AND ANTENNAS**

In accordance with Federal Communications Commission (FCC) regulations, satellite dishes are allowed on single-family dwellings in Highland Lakes, but with certain restrictions.

Tenants of rented units may install satellite dishes on a lot with the written permission of the unit owner. A copy of such permission for a satellite dish installation must be submitted with the completed ARC application form.

New ground-mounted satellite dishes and new pole-mounted antennas are not permitted. Replacement dishes and antennas are allowed in accordance with the conditions listed below.

It is desired that dishes and antennas that are attached to a residence shall not be visible from the street in front of the house.

**STANDARDS**

1. Satellite dishes larger than one meter (or three feet) in diameter are prohibited.
2. Normally masts are not required for dish installation. However, if a mast is required, it should reach only the height absolutely necessary for reception of an acceptable signal. Masts must normally be 12 feet in height or less.
3. Any antenna used to transmit radio, television, cellular, or other signals is prohibited in Highland Lakes. In case of a local, state or national emergency, when normal means of communications are inoperative, temporary antennas may be erected, however, they must be removed immediately following the end of the emergency.

**MINIMUM SUPPLEMENTAL APPLICATION REQUIREMENTS**

1. A copy of the manufacturer's/supplier's literature indicating the size of the dish.
2. Site plan showing easements, existing building, street(s), and the proposed location of satellite dish.
3. If a renter, submit a copy of a letter from the owner of the unit giving permission to install a satellite dish or an antenna.

**SHUTTERS/WINDOW AWNINGS**

Materials are to be wood, metal, fiberglass, plastic or acrylic woven fabric.

Shutters design is to blend with design of house and adjacent houses.

**STANDARDS**

1. Shutters and window awnings are to be installed securely to withstand high winds.
2. Each decorative shutter width shall not exceed half of the width of windows to which they are to be mounted. Color shall conform to the ARC requirements for house and trim colors.
3. Hurricane shutters and/or window awnings are to be compatible with house and/or trim color.

**MINIMUM SUPPLEMENTAL APPLICATION REQUIREMENTS:**

1. Drawing or picture of type of shutters.
2. Color samples.

**SIGNS**

Application for approval is not required for one FOR SALE sign not to exceed 36" x 24" provided it is placed between house and sidewalk.

The placement of one Association approved standardized "No Golfers Allowed" sign within five (5) feet of the rear lot line of single family residences bordering the golf course property is allowed, and does not require ARC approval. If mounted on a post the overall height shall not exceed thirty (30) inches. The sign must be ordered from the Association and paid for by the owner in advance of the sign being ordered. Contact Homeowner Services for the sample and current cost. Upon delivery the sign becomes the property and responsibility of the owner.

ARC approval is not required for a sign or banner related to special occasions.

Respective tract or condominium restrictions regarding signs must be adhered to.

**STANDARDS**

1. No other signs will be approved.

**SWIMMING POOLS**

No aboveground or partially aboveground pools will be permitted. Installation of the pool must be completed within 90 days from start of construction.

**STANDARDS**

1. Pool is to be installed to rear of residence. On non-rectangular lots consideration may be given to offsetting the pool to one side of the residence - but still in the rear yard. Approval of the near-by neighbor(s) may be required.
2. Pool must be enclosed in a screened enclosure. Enclosure framing color(s) shall be white, bronze, black, natural aluminum or the same as the house or trim colors. Screen material shall be charcoal or black which is not reflective. Design of enclosure is to be compatible with the architecture of the residence.
3. Maintenance equipment is to be stored inside screen enclosure or in locker(s) adjacent to rear of residence. Lockers are not to be more than 6' high and no more than 54 cu. ft.
4. Pool heater may be electric, natural gas or solar. Solar panels must be installed complying with "Standards for Solar Panels, Page 32." Pool filter and heater are to be placed adjacent to the rear of the residence, sound proofed, or underground.
5. Lighting: see "Exterior Security Lights and Systems and Grillwork" Standard.
6. Location of pool, appurtenant structures and plantings are not to unduly impair near properties' view, amount of sunlight and natural ventilation, or natural drainage.

**MINIMUM SUPPLEMENTAL APPLICATION REQUIREMENTS:**

1. Site plan showing easements, existing building, street(s) and proposed pool, including size, depth, deck area, screen house, lockers and plantings.

**MAILBOXES**

Where individual mailboxes are used, they must meet United States Post Office Standards.

If the owner elects to enclose the mailbox, the total dimensions shall not exceed 54" high, 20" wide and 24" deep.

**MINIMUM SUPPLEMENTAL APPLICATION REQUIREMENT:**

1. Drawing of mailbox enclosure must be included with application.

**FRONT PORCH ENCLOSURES**

Dwellings may have Front Entries enclosed with screening or code approved windows provided that the screening and windows are within the interior soffit (overhang) line established at the front of the house and is harmonious in design with the neighboring properties.

Owners of property located in a **Sub-Association MUST** seek permission from the Governing Boards of their Association, before applying to the **Highland Lakes ARC, in regards to a change. Each Sub-Association unit owner should look at the Sub-Association Deed Restrictions.**

**MINIMUM SUPPLEMENT APPLICATION REQUIREMENT:**

1. Drawing showing location, size, and existing main structure roof.
2. Color of Screening, Framing.
3. Window Color and Framing.
4. Materials
5. Survey Plan

**SOLAR PANELS**

Solar panels must be installed on the building roof, parallel to the surface of the roof at that point, and no higher than that surface's ridge line nor lower than the roof drip edge.