

# **DISCLAIMER**

THIS DOCUMENT is a transcript of the original Community Standards. Accuracy as to the content of this document when compared to the original document cannot be guaranteed. This document is provided solely as a tool and for ease of transportability across electronic media. Every effort has been made to ensure the exactness, wholeness, and completeness of every Section of said document.

Every Homeowner and resident of Royal Hills should have a copy of the Community Standards. The original Owner of every residence within Royal Hills (to include the Declarant) should have, by Florida law provided each subsequent Owner, their successors and assigns a copy of the original Community Standards with Amendments. These documents may be purchased from the Manager, or downloaded from the Royal Hills Homeowners Association website at <http://www.royalhills.org>.

Please report any inconsistencies in this document compared to the original documents to the Manager, the Board of Directors, or the Design Review Board.

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## **ROYAL HILLS HOMEOWNERS ASSOCIATION, INC.**

### **ARCHITECTURAL GUIDELINES STANDARDS & CRITERIA**

#### **I. INTRODUCTION**

The intent of the contents of this guide, as well as the existence of the Design Review Board (DRB), is to provide the guidelines required for maintaining an aesthetically pleasing community. Adhering to these guidelines is beneficial for all involved in that they are meant to protect the investment of the homeowners, as well as portray a quality community of well-planned homes constructed with long lasting materials maintaining high construction standards.

In conjunction with the Documents for Royal Hills Homeowners Association, Inc. (RHHA), the design standards are binding on all parties having interest in any portion of RHHA, and each homeowner is required to comply with the requirements as set forth. Any failure to comply with these requirements will be subject to remedies provided for in the documents.

Terms such as "good taste" and "sound design" are difficult to define and even more difficult to legislate. It is the intent of these Guidelines to encourage "good design" by showing examples of the desired result. Elements such as deed restrictions, appropriate attention to scale, proportion to the community should be considered with all requests.

Nothing contained in these Guidelines shall obligate any agency, governmental or otherwise, to approve plans submitted, nor shall the approval of the DRB be construed as meeting the requirements of the City of Tampa nor any governmental agency required for approval.

**The DRB has the sole and exclusive right to modify, revise, add, delete or make any changes to this manual without notification or approval of any party.**

## II. THE REVIEW PROCESS

### General

The design and construction review process is a 4-step procedure: Initial Review, Submission of Plans, Construction Commencement and Inspection. Thorough and timely submission of information as well as adherence to the guidelines set forth in the process will prevent delays and minimize frustration of all parties involved. Questions concerning interpretation of any matter set forth in the Guide should be directed to the DRB.

### 1. Initial Review

It is required that a homeowner submit to the DRE3 a Modification Request Application for the modification that is being requested, along with a set of plans (2 sets of plans will be required for new home construction or additions to existing homes). Any and all modification requests and submission of supporting documentation should be made by certified mail, return receipt requested or in person to the management company and a receipt requested. Facsimile with verification of transmittal will also be acceptable. The information required for the review is as follows:

- A. Modification Request Form with a detailed description of the planned modification
- B. Site Plans showing the approximate location and dimensions of all improvements, including driveway, irrigation, and swimming pools
- C. Floor Plans if applicable
- D. Exterior elevations (all sides) if applicable
- E. Concept Landscape Plan if modification involves changes to the current landscape
- F. Any other information, data, and drawings as may be reasonable requested by the DRB

The DRB shall review the information and indicate its approval, disapproval, or recommendations for change to the plan. The DRB will review the accompanying documents within 45 days and return one set of plans to the Owner with the appropriate response. **No construction or structural improvement, no alteration or addition to any existing structure or site improvement shall be made on any property until the plans and specifications showing the proposed design, nature, type, shape, size, color, materials and location of same shall have been**

**submitted to and shall have received final approval by the DRB.** It is our goal to approve all requests in an expedient fashion. With requests that do not require a modification to structure such as landscaping improvements, the DRB will reply with a more rapid response time than stated above. With landscaping changes it is still required that a Modification Application be completed with a copy of the plot plan showing the location of the proposed improvement. For the purpose of a rapid response it is required that each form is limited to one request. The more detail provided with the submittal, the quicker a response may be expected. In the case of an incomplete application or the request by the DRB for more information, the applicant will have 15 days to comply with the request.

## **2. Submission of Plans to the Building Department**

Following the approval of Step 1, the Owner may submit their plans to the Building Department or the required agencies that have jurisdiction for the required permits that may be needed for the modification project. Changes required by the said agencies must be re-approved by the DRB.

## **3. Construction Commencement**

Upon completion of Step 2, a copy of the building permit must be submitted to the DRB prior to the Owner beginning construction. If the request is in the nature of not requiring a building permit, all materials utilized in the improvement must be approved by the DRB before Commencement. Any modification to the original application for any reason must also be re-approved.

## **4. Final Inspection**

The AMDC shall have the right to enter upon and inspect any property at any time before, during, or after the completion of work for which approval has been granted. Upon completion of the improvement the Homeowner shall give notice to the DRB. At this time it will be reviewed for "Sound Design". Any damage to streets, curbs, drainage inlets, sidewalks, street signs, walls, community signage, landscaping, irrigation, etc., must be repaired or the damage will be repaired by the Association and such costs will be charged to the Owner. Acceptable completion time frames for projects will be as follows:

- New home construction — 6 months
- Pool installation — 1 month
- Fence installation — 1 month

- Home additions — 3 months

If projects will require additional time, the Owner should contact the DRB with the anticipated completion date.

**NOTE:**

All homeowners shall be held responsible for the acts of their employees, subcontractors and any other persons or parties involved in construction or alteration of the home site. The responsibilities include but are not limited to the following:

- A. Ensuring that the construction site, community properties and roadways are kept clean and free of all debris and waste materials, and that stockpiles of unused materials are kept in a neat and orderly fashion.
- B. Prohibiting the consumption of alcoholic beverages, illegal drugs or other intoxicants that could hamper the safety or well being of other personnel on the site.

### **III. SITE IMPROVEMENT STANDARDS**

#### **A. Fences**

Fences will be constructed of wood or PVC material. No chain link fencing will be permitted within RHHA. Fences must be located on or within 6" the property line. Except in the case of an egress/ingress maintenance easement, alleyways will not be allowed between neighboring fences. It is recommended that the abutting Lot Owners be appraised of the planned fence prior to making the modification application.

#### **B. Patios, Screen Doors, Vinyl Windows and Screen Enclosures**

Patios and Screen Enclosures must be located on the areas shown as "Patio" or "Lanai" on the plans. If a screened patio extension is requested on the rear of the home, one set of plans must be submitted with the Modification Request, as well as a plot plan showing where the proposed extension will be placed.

- All screening and screened enclosures shall be constructed utilizing white aluminum.
- Screening shall be charcoal in color.
- No decorative grilles or bars will be permitted on screen doors.

- Vinyl windows with white frames will be allowed.
- A white 16" kick plate will be permitted.
- Exterior of the enclosure must be landscaped if not located within a fenced area.
- Irrigation systems may require modification to ensure 100% coverage of the property. This should be a part of the Modification Request.

### **C. Storm/Hurricane Shutters**

Shutters may be installed 48 hours prior to the expected arrival of a hurricane in the area and must be removed no later than three days after the warning is lifted. Shutters may be panel, accordion or roll-up style and must be white in color and approved by the DRB. Except as the DRB may otherwise decide, shutters may not be closed at any time other than a storm event.

### **D. Lawn Furnishings**

Unless located in the rear of a fenced yard, birdbaths, lawn sculpture, artificial plants, birdhouses, rock gardens, or similar types of accessories and lawn furnishings are not permitted on any home site without prior approval of the DRB. With the proper application, statues and birdbaths may be permitted. A maximum of two lawn ornaments may be allowed per home site, one in the front and one in the rear. The statues will not be greater than 2 feet in height, must be in landscape beds and must blend in color with the home. With birdbath requests, height and dimensions must be submitted with the application and preferably a picture of the desired birdbath.

### **E. Landscaping/Ponds**

Basic landscaping plans for each Home or the modifications to any existing landscaping plan must be submitted to and approved by the DRB. All landscaping must be installed to fit in with neighboring properties. The DRB may reject the landscape plan based upon its review of the overall design and impact. The landscaping plan must detail the location of beds and planting materials. No invasive or non-native (e.g., melaleuca, brazilian pepper) plants are permitted. No landscaping shall be removed without the prior written approval of the DRB. Decorative borders around landscaping beds require the prior approval of the DRB. Ponds must have the written approval of the DRB. A plot plan showing the location of the pond must be submitted with the application. If the pond is being constructed from a kit, a picture would be helpful.

## **F. Signs**

Owners must obtain the permission of the DRB before erecting any signs within the Properties. All professionally made realtor signs do not need approval. When needed for permit purposes, Contractors may place a sign on the property during construction of the approved modification. A maximum of two security signs will be permitted per home site, one in the front and one in the rear. These signs must be placed in the landscaped beds alongside the home.

## **G. Antennae**

All outside antennas, antenna poles, antenna masts, electronic devices, satellite dish antennas or antenna towers are subject to the prior approval of the DRB. The DRB requires that all such items be screened from view and that the installation of the antenna comply with all applicable safety restrictions, including any restrictions as to location and height of antenna as imposed by applicable fire codes, electrical codes, zoning codes, and building codes. An approved flagpole may not be used as an antenna. All satellites must be less than one meter in size. All antennae and satellites must be either ground mounted or mounted on the rear of the home, lower than 8 feet from the ground. Satellites that are ground mounted shall be installed at no greater distance than 8 feet from the home and shall be located in a mulched bed with at least a 36-inch diameter. Notwithstanding any provision herein to the contrary, unless the DRB disapproves the above-proposed improvement within 5 days after the DRB receives the written modification request, the request shall be deemed approved by the DRB.

- Installation of an antenna designed to receive direct broadcast satellite services, video-programming services via multi-point distribution services, and/or television broadcast services.
- Installation of a satellite earth station antenna that is one meter or less in diameter.

## **H. Outbuildings**

All storage sheds, playhouses and other outbuildings must have the prior written approval of the DRB and shall be within a fenced area, and may not extend more than 18" above the fence level in height. The structure must be erected on site, and anchored to the foundation. Structure must also conform to the materials and colors of the Home. No metal sheds will be approved. Application must show the use, location and architectural design.



## **I. Lighting**

All exterior lighting shall be consistent with the character established in RHHA and be limited to the minimum necessary for safety, identification, and decoration. Any improvements to current lighting must be approved by the DRB. This includes low-level landscape lighting.

## **J. Swimming Pools**

Any swimming pool to be constructed upon any home site shall be subject to review by the DRB. The design must incorporate at a minimum, the following:

- The composition of the material must be thoroughly tested and accepted by the industry for such construction.
- No lighting of a pool or other recreation area shall be installed without the approval of the DRB, and if allowed shall be designed for recreation character so as to buffer the surrounding Homes from the lighting.
- All applications for the installation of a swimming pool must be accompanied with a certified survey no more than 90 days old of the Home and the proposed pool and a building permit. The pool must comply with all applicable setback requirements.
- Pool filter equipment must be placed out of view of neighboring properties and the noise level to neighboring properties must be considered in locating equipment. The need to screen equipment may be necessary. All screening must have the prior written approval of the DRB.
- Pool heating equipment must comply with all applicable building, zoning and fire codes. The need to screen equipment from public view may be necessary and screening must have the prior written approval of the DRB.
- Above Ground Pools, Spas and Jacuzzis must have the prior written approval of the DRB. Written specifications of the product must be submitted with the modification application.
- Screening of the pool is required either by fencing the property or by a screen enclosure. Screen enclosures require the prior approval of the DRB. Screen enclosures should be of white aluminum with charcoal colored screening. Plans of the proposed screen enclosure must be included with the application and a written description showing design, color, height, etc. is also required.
- Irrigation system must be re-installed to insure 100% coverage of sodded and landscaped property.

### **K. Garage**

No garages shall be enclosed or converted into a living area and must at all times be used as a garage for car storage purposes. No screening is allowed temporarily or permanently on garage door openings.

### **L. Barbecues/Smokers**

Barbecue grills and smokers may be located or permitted upon the back patio or yard of a Home. If not screened from view of the neighboring property by a fence, they must remain covered when not in use.

### **M. Hose Reels/Garbage Cans/Tanks/Clotheslines, Etc.**

Hose reels above ground tanks, and water softeners must be screened from view of the neighboring properties and from the streets. Clotheslines must have the approval of the DRB, be located to the rear of the Home and must be removed when not in use. Garbage cans may be placed at the front of the home after 5:00 p.m. on the day before the scheduled day of collection and must be removed from the front of the home by 9:00 p.m. on the scheduled day of collection. Garbage containers may not be placed in the street. At all other times, garbage containers must be stored and screened from view. Garbage containers must be kept in a clean and sanitary condition to prevent noxious or offensive odors.

### **N. Flags**

One flag per home will be allowed with approval of the DRB. The flagpole must be mounted to the home directly to the left or right of the front door or the garage. Flags must be flown on a pole in an outward fashion from the home. Applications for ground mounted flag poles must include landscape and lighting plans. A copy of the plat plan with the location of the flag pole marked will be required to be submitted with the modification application.

### **O. Play Equipment and Accessory Structures**

All exterior recreation and play equipment, including portable basketball goals, swing sets, jungle gyms, soccer goals, etc. shall not be permitted without the prior written approval of the DRB. No permanent basketball goals will be allowed. All such equipment, with the exception of the portable basketball goals must be located within the rear yard of the property and must be screened from public view. Poi-table basketball goals may be used upon the drive of a Home but may not be positioned in such a way that the street is used for play or the sidewalk blocked to

pedestrian traffic. All play equipment must be maintained on a regular basis by the Owner to preserve community standards. **All portable recreation equipment and toys must be removed from public view when not in use.**

**P. Exterior Painting**

The DRB shall have final approval of all exterior color plans including materials, and each Owner must submit to the DRB a color plan showing the color of all exterior surfaces that shall include samples of the actual colors to be utilized and the materials. The DRB shall determine whether the color plan and materials are consistent with the Homes in the surrounding areas and that they conform with the color scheme of the community. The color plan must be submitted prior to construction or repainting. Color pallets should be muted tones with coordinating trim colors. Doors may be painted with subdued accent colors. No primary or bright colors will be approved.

**Q. Gutter and Solar Collectors**

All gutters must match the exterior house color, trim color and window metal color. Gutter down spouts must not concentrate water flow onto neighboring properties. Solar collectors must not be installed so as to be visible from the street.

**R. Additions**

Rain water from a new addition roof or new grade of Home terrain must not run on neighboring property as to create a nuisance. The location of all windows in a new addition must not adversely affect the privacy of adjoining neighbors.

**S. Awnings and Shutters**

Awnings and shutters will not be approved.

**T. Driveway Construction**

Driveway and sidewalk extensions require DRB approval. No gravel driveways will be permitted.

**Express approval**

Notwithstanding any provision herein to the contrary, unless the DRB disapproves on the following proposed improvements within 5 days after the DRB receives request for such approval, the request shall be deemed approved by the DRB:

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- Re-paint house exteriors and trims in the identical color previously approved by the DRB.
- Re-surface existing driveways in the identical color/material previously approved by the DRB.
- Replace existing screening with identical screening materials previously approved by the DRB.
- Replace existing exterior doors with identical exterior doors previously approved by the DRB.
- Replace existing mailbox or security lighting with identical mailbox or security lighting previously approved by the DRB.
- Replace existing roof with identical roof material.

All references in the paragraph to "identical" shall mean that such item shall be replaced with an item that is identical in all respects to the existing item (*i.e.*, the identical style, texture, size, color, type, etc.).

### **Reconstruction**

In the event that a residential structure or any part thereof is destroyed by casualty or natural disaster, the Owner must commence reconstruction within 30 days. The DRB will make every effort to accommodate the Owner in the application process in order to repair or rebuild in a timely manner.

### **Administrative Fees and Compensation**

As a means of defraying its expense, the DRB may institute and require a reasonable filing fee to accompany the submission of the preliminary plans and specifications, to be not more than one fourth of percent (1/4%) of the estimated cost of the proposed improvement, subject to a minimum fee of \$10. No additional fee shall be required for re-submissions. If special architectural or other professional review is required of any particular improvement, the applicant shall also be responsible for reimbursing the DRB for the cost of such review.

### **Appeals Process**

In the event that the DRB disapproves any plans and specifications, the applicant may request a rehearing by the DRB for additional review of the disapproved plans and specifications. The meeting shall take place no later than 30 days after written request for such meeting is received by the DRB, unless applicant waives this time requirement in writing. The DRB shall make a final written decision no later than

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Standards, and Criteria (Community Standards)

30 days after such meeting. In the event the DRB fails to provide such written decision within 30 days, the plans and specifications shall be deemed disapproved.

Upon final disapproval, the applicant may appeal the decision of the DRB to the RHHA Board of Directors within 30 days of the DRB's written review and disapproval. Review by the Board shall take place no later than 30 days after receipt of the applicant's request therefor. If the Board fails to hold such a meeting within 30 days after receipt of the request for such meeting, then the plans and specifications shall be deemed approved. The Board shall make a final decision no later than 30 days after such meeting. In the event the Board fails to provide such written decision within 30 days after such meeting, such plans and specifications shall be deemed approved. The decision of the DRB, or if appealed, the Board, shall be final and binding.