

CARROLLWOOD RESERVE HOMEOWNERS' ASSOCIATION, INC.
ARCHITECTURAL GUIDELINES

Approved by the Carrollwood Reserve Board of Directors
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CARROLLWOOD RESERVE HOMEOWNERS' ASSOCIATION, INC. ARCHITECTURAL GUIDELINES

The Architectural Control Committee Guidelines hereafter referred to as Guidelines, were originally approved by the Board of Directors. These Guidelines are a supplement to the Declaration of Covenants, Conditions, Restrictions and Easements for Carrollwood Reserve (Declaration). Creation of the Guidelines is recognized under State of Florida Statute 720.3035.

Included within the Guidelines are minimal standards for all elements of development, improvements, modifications or construction. These Guidelines are intended to be a living document which will be modified as needed to add, clarify or identify changes that will benefit the Community of Carrollwood Reserve. Failure to adhere to these Guidelines will be used as a basis for disapproval of construction or modifications and may result in enforcement proceedings including but not limited to, an injunction or the imposition of a fine or both. Approval by the Architectural Review Committee (ARC) or the Board of Directors does not relieve the Owner of the responsibility of complying with the rules and regulations of any governmental agency. The owner must obtain building permits as required.

Guidelines may be approved to cover all dwellings within Carrollwood Reserve. All Guidelines are subject to the Florida statutes as may be amended from time to time.

Existing alterations, additions or improvements to the exterior of dwellings and/or lots in Carrollwood Reserve which were properly approved by the developer and/or ARC or installed by the Developer will be permitted to remain in place provided that they are maintained.

Grandfathering is granted to any and all accessory structures as described in the above paragraph except as otherwise provided in this paragraph. County building codes set the percentage amount that initiates the rule for complete replacement of a building and, if seventy-five (75) percent of the unit must be replaced, the community Guidelines and the building codes shall be followed in the rebuilding. Fences will require a total replacement of the entire fence when fifty (50) percent or more requires replacement and that replacement must follow approved Guidelines. Any structure or improvement, including those grandfathered, which has been destroyed must meet current Guidelines for rebuilding. In the event a grandfathered in structure is destroyed or requires replacement, the non-conforming structure cannot be replaced, but must be brought into compliance.

Also included in this document are the Community Rules and Regulations. This document brings together the Rules that have been in place for Carrollwood Reserve for years. It also codifies the Rules associated with maintenance standards for some of the ARC modifications listed below.

GENERAL INFORMATION

Most exterior improvements are subject to the approval of the Board of Directors and/or their Designated Representatives. The Architectural Review Committee (ARC) is a Standing Committee authorized by the By Laws in our Declaration. Following are two lists of topics. The first list identifies modifications that can be made without filing an application for review by the ARC. The second list identifies actions that do require prior ARC approval.

The ARC shall assure that no exterior modifications or changes shall be approved for dwellings or improvements on lots unless they conform to the Declaration for Carrollwood Reserve. The goals of the ARCs are:

- A. To assure harmony of external design materials, and location in relation to surrounding buildings, lots, units, parcels and topography within the community.
- B. To protect and conserve the value and desirability of the properties as a residential community.
- C. To keep the community an attractive place for the enjoyment of the residents.

The Architectural Review Committee (ARC) will evaluate all properly completed **Requests for Exterior Addition or Alteration Forms** plus the supporting documentation on the merits of each individual request. Design decisions made by the ARC are to be based on the following criteria:

- A. **Conformance with Covenants and Design Guidelines:** All applications are to be reviewed to assure that they conform to the Declaration for Carrollwood Reserve.
- B. **Design Compatibility:** Compatibility is defined as a similarity in architectural style, quality of workmanship, use of similar materials, color or colors and construction details.
- C. **Location and Impact on Neighborhood:** The proposed alteration should relate favorably to the landscape, the existing structure and the neighborhood.
- D. **Materials:** Continuity must be maintained through the use of the same types or colors of materials as were used in the original construction or in the case of exterior home painting, you must select a color from the approved color palette or provide a color substantially similar to that shown on the palette for ARC approval.
- E. **Workmanship:** The quality of the work should be equal to or better than that of the original **approved** construction and that of the surrounding properties.
- F. **Validity of Concept:** The basic concept must be sound and appropriate to the surroundings.

G. **Relation to the Natural Environment:** To preserve the natural setting and the beauty of the property, to establish and preserve a harmonious and aesthetically pleasing design for the Property and to protect and promote the value of the Property.

Details regarding the Process for seeking approval for a modification or change can be found at the end of this document “**STEPS IN SEEKING MODIFICATION APPROVAL**”.

GENERAL GUIDELINES FOR HOMEOWNERS:

The Items listed below have been granted a **blanket approval** for the following modifications. No application needs to be submitted to the ARC for these items so long as the items comply with the specifications herein. Any changes made in violation of this Section shall be treated in the same way as any other violations and may result in required corrective action and/or fines as appropriate.

BLANKET APPROVAL ITEMS:

Basketball Hoops (portable):

Basketball hoops must be a portable “basketball system” as described herein. A basketball system consists of the following elements: hoop, net, backboard, support structure consisting of a pole and portable base stand. Installation of permanent basketball hoops or backboards either attached to an in-ground pole or the dwelling structure is not permitted. Basketball systems must not be used in the streets or block sidewalks. Systems must be moved out of sight when not in use and safely stored during times of inclement weather.

Decorative Exterior Lighting—Low Voltage:

Low voltage decorative lighting can be installed along walkways, and in plant beds of the dwelling. Care should be taken to avoid illumination of neighboring houses’ windows.

All lights that are visible on the property must be maintained in good working order and replaced when necessary. This includes all landscape lighting. Any decorative lighting, which involves a color other than white, will need to be approved by the ARC prior to installation.

Decorative Wall/Address Plaques/House Numbers:

Only one (1) decorative address plaque is permitted at the front entryway of the house. The plaque shall not exceed ten (10) inches by twenty-four (24) inches. If more than one (1) plaque is desired, an ARC application will be required.

Flags and Banners:

The American flag, if flown, must be flown in accordance with Federal law. Homeowners have a statutory right to display one portable, removable United States flag or official flag of the State of Florida, in a respectful manner, and one portable, removable official flag in a respectful manner, not larger than 4 ½ feet by 6 feet, which represents the US Army, Navy, Air Force, Marine Corps, Coast Guard, or a POW-MIA flag. The statute also permits a homeowner to erect a free-standing flagpole no more than twenty (20) feet high on any portion of the lot, provided it does not obstruct sight lines and intersections, and is not erected within or upon an easement. The flags identified

above can be flown from the flagpole. Flags can be of equal size or smaller than the United States flag.

No flags can demonstrate vulgar (*lacking in taste, indelicate or morally crude*) or obscene themes or materials *as defined in Florida Statutes 847.001 (10)*.

College or team sports banners/flags may be flown on the day of the event and removed when the event is over, but no later than the next day.

Gutters and Drainage:

Gutters and/or downspouts are permitted provided they are white in color or are painted to match either the house or trim color, whichever is immediately located behind the gutters or downspouts. Downspouts must not drain to neighboring properties other than the swale provided by the original grading. Gutters must be tied into downspouts and shall have splash blocks unless underground drains are installed. Gutters must be a minimum of four (4) inches in depth or width

Landscaping:

“Attractiveness of Lots: It shall be the responsibility of each Owner to prevent the development of any unclean, unsightly or unkempt condition of the Owner’s Lot or with the improvements on the Owner’s Lot. All Lots and improvements shall be maintained in a neat, clean, attractive, and well-kept condition. Areas which retain the natural vegetation shall be maintained to preserve and enhance their natural character. No garbage, trash, ashes, refuse or other waste shall be thrown, dumped, placed or kept on a Lot except in sanitary containers approved by the ARC.”

Under Florida State Law, Florida Friendly landscaping is permitted within Carrollwood Reserve: drought resistant and Florida native plants are encouraged. Please refer to the University of Florida IFAS website for guidelines regarding Florida Friendly plantings: <http://www.ifas.ufl.edu/> or the Hillsborough County extension office.

Prior approval is not required for the following:

- Planting of annual or perennial flowers within the perimeters of existing landscaping beds
- Replacement of like kind of St. Augustine sod, bush, shrub or tree that was removed due to damage or disease.
- Tree stumps must be removed, ground down or cut off at ground level at the time of tree removal

The only acceptable types of mulch are pine bark nuggets, cypress mulch, stained “red” mulch, lava rock, seashells, recycled rubber mulch product in brown, red or earth tones and river stone. Plant and shrub beds should be kept covered with a minimum of two (2) inches of mulch at all times.

The only acceptable type of grass/sod is St. Augustine sod. All other sod types are prohibited.

Landscape or decorative retainer walls/edging, not to exceed twelve (12) inches in height, is permitted in all planting areas. Approved materials are pre-cast concrete, brick, pressure treated wood, plastic edging, faux stone products, poured in place concrete, or natural stone. 6
Walls/edging

must be kept clean and free from dirt or mold and must be a uniform height. Only one type of landscape wall/edging is permitted on a lot. It must be consistently used across all front and side areas that are visible from the front of the property. Natural colors must be used.

Trees and shrubs planted within fifteen (15) feet of driveways, sidewalks, or foundations of erected structures shall be of a variety that is not prone to lift or disturb such structures via their root growth. Any hedge that is planted near side of the home must not be permitted to grow higher than six feet in height. Hedges planted across the front of a home must be trimmed so that they do not grow higher than the base of the windowsill and shall be maintained in a neat, clean, attractive and well-kept condition.

Freeze Damage to Landscaping:

Following a significant winter's freeze, there are a number of steps to follow. At the end of winter (March 31st), all dead trees and shrubs must be removed and replaced. The trees and shrubs to be replaced must be of similar size and type as the materials that suffered damage or with a Florida Friendly landscaping option pursuant to these guidelines.

Landscaping Maintenance:

All landscaping, including bushes, hedges, trees and flowers are to be kept trimmed and free of dead branches. The property is to be kept free of weeds and debris at all times. Trees, bushes and shrubs planted along sidewalks are to be trimmed so that they do not intrude on the sidewalk space or present a hazard for people who are using the sidewalk. Trees and palms shall be trimmed to permit a nine (9) foot vertical clearance to the sidewalk. Maintenance of the landscape includes but is not limited to regular cutting of the grass, edging and removal of grass cuttings as well as treatment of any disease, fungus or pest and fertilization as needed. Replacement of any grass/ sod is limited to St. Augustine.

Mailbox:

Information regarding replacement of the original mailbox can be found on our website, refer to the separate Mailbox policy which outlines ownership, configuration, maintenance and the approved vendor. All mailboxes must comply with USPS regulations.

Mailboxes must be kept clean and in good working condition.

Outdoor Kitchens, Barbeque Grills and Fireplaces:

Portable grills must be stored out of sight in the rear of the home when not in use.

Outdoor kitchens must be in the rear yard and must observe rear setbacks. Installation of an outdoor kitchen must meet all Hillsborough County Building Codes. An outdoor kitchen may consist of any combination of the following elements: grills, smokers, burners, hoods, sinks, refrigeration units and food preparation surfaces which are permanently installed on a homeowner property either in the covered porch area or free standing in the rear yard area. Fireplaces and barbeque grills are permitted in the rear yard only. All yard setbacks must be observed.

PODS:

Temporary storage containers, such as "Portable on Demand Storage," may be utilized for a period of seven (7) calendar days without approval. Approval from the Community Association Manager must be requested for periods longer than seven (7) days

Security Devices:

Privately installed devices shall not be pointed to capture images on any common area, public areas or neighboring properties (without permission from the neighbor). They must be inconspicuous or concealed if at all possible. All State and local regulations on the use of surveillance equipment apply.

Signs:

“For Sale” or “For Rent” signs are permitted in the front yard only as long as they are placed on the homeowner’s property (not the easement area between the sidewalk and the street) and are professionally designed and constructed. The signs shall have a fixed mounting structure, either wooden post and support arm or rigid metal frame. The signs shall not exceed six (6) square feet in size (2’X3’). Real estate brokerage signs or purchased signs are permitted, provided they meet the size limitations. No signs can be placed in Common Areas or at the main entrance to the Community with the exception of “Open House” signs which must be removed at the end of the open house period. Home security signs may be placed near the front door and shall be no more than eighteen (18) inches high. No other signs are permitted on the lots.

Storm Shutters (Temporary):

Temporary shutters, including plywood and corrugated panels can be a challenge to install and tend to take up significant storage room when not in use. In the event of a publicized storm warning, these shutters may be installed up to seven (7) days prior to the projected arrival of the storm and must be removed within seven (7) days after the storm has passed, unless weather conditions or local law enforcement officials prohibit returning to the property. Prior approval of the installation of the temporary storm shutters is not required but you must adhere to the installation and removal time constraints. See “Modifications Requiring ARC Approval” for information regarding permanent storm shutters.

Yard/Lawn Ornaments:

A maximum of six lawn ornaments, whose dimensions do not exceed eighteen (18) inches in height or width, are permitted in the yard that is visible from the street. Colors shall be limited to colors that complement the home. Items in excess of these dimensions must be submitted to the ARC for review and approval.

MODIFICATIONS REQUIRING ARC APPROVAL

The following section includes some specific references to our Declaration as well as many items requiring ARC approval. They provide background and validation supporting our Guidelines.

The following modifications and/or additions must be submitted for approval to the Architectural Review Committee before any work is done.

Antennae and Satellite Dishes:

Satellite dishes, aerials and antennas shall not be permitted on a lot except to the extent required to be permitted by applicable law including, but not limited to, the Federal Telecommunications Act of 1996, as the same may exist from time to time. In the absence of objective evidence provided by a lot owner that such installation impairs the lot owner's ability to obtain clear and unobstructed reception, installation of same shall be allowed only in the rear of the home, and screened from public view, and installed in a manner in such a way that it is not intrusive to a neighbor's home. Only **two (2)** satellite dishes or antennas will be permitted on any lot.

Awnings:

Window awnings are not permitted within Carrollwood Reserve except in the rear of the home. They should not be visible from the street. Bright, obtrusive or garish colors are not permitted.

Decks:

Ground level decks no higher than eight (8) inches above ground shall be permitted provided they are constructed to code with concrete, stone, pressure treated lumber or composite material and are properly secured to the ground. Decks shall not encroach on easements and/or setbacks. All County code rules must be observed. Decks must be located in the rear yard.

Driveways and Sidewalks:

Block style paver driveways may be permitted pending architectural review. Block style pavers shall be a minimum of 2 ½ to 3" inches thick for use on the driveway. They shall be installed using industry and county code standards including any required additional sand or stone particulate base materials. Enlarging a 2 or 3 car driveway is permitted up to the maximum width of the wall that houses the garage doors. That enlarged dimension will result in a driveway up to no more than approximately twenty-one (21) feet and six (6) inches for a two (2) car garage and no more than thirty-two (32) feet for a three (3) car garage. The dimensions stated include the entire driveway including the border and/or locking blocks. Thin pavers are not acceptable for driveway installations. They may be used over poured concrete in the entry walkway.

Walkways shall retain their original width and length. Clear and specific dimensions for all projects must be included on the applications presented to the ARC for approval. Plan to include a detailed diagram showing all dimensions as well as your plot plan.

Sidewalks, adjacent to the street, shall not be widened through the use of concrete, stone, pavers, steppingstones or other such materials. Driveways may use the materials described above to be widened as specified above. They must be well maintained and free from dirt and mold. Pavers may be used in place of poured concrete when rebuilding an existing driveway. The paver installation shall include the driveway portion and the lower apron to the street. Prior written approval (permit) must be obtained from Hillsborough County and a copy of that approval is to be submitted with the Application to the ARC. Pavers must be consistent throughout the job; only one type of design and color of pavers can be used.

Driveways must be constructed of poured concrete or pavers or a combination of both materials. Natural concrete color maybe used and any variation from the natural concrete color must be approved by the ARC.

Exterior Decorative Lighting (Higher Voltage):

Coach lights should complement the size, type and style of the home. Security/spotlights are appropriate when installed in the roof eaves of the home and shall not be pointed at or shine into neighbor's home or property. All lights shall be maintained properly and replaced when necessary. No flood lighting of buildings shall be permitted with the exception of short term "seasonal" lighting. Only white lights are permitted. Approval for any other color of lighting (other than season color) shall be sought from the ARC.

Exterior Repainting of Dwellings:

The ARC and the Board have the authority to require the replacement of exterior materials or the re-painting of a structure, at the owner's expense, if final colors vary from those originally approved or if written approval was not obtained in advance and the colors selected are subsequently disapproved by the ARC and Board of Directors.

Color approval

Carrollwood Reserve has a book of recommended exterior paint colors. The color book is available from ARC or BOD members. Applications must be submitted for approval of your selected paint color prior to beginning the job.

Color Schemes

When planning a new house color scheme, start by identifying the color of homes on either side and across the street. Determine what colors are suggested by the design of the house and select colors according to the following guidelines: Homes next door to one another or directly across the street from each other should not be painted with the same or very similar color combination unless; in the opinion of the ARC sufficient variation in elevation details or materials exist. It will be the responsibility of the homeowner to provide this information to the ARC on the application. The application will provide specific lines to identify the neighboring home colors.

Exterior colors

Exceptions to the color book will not be permitted if, the proposed color is deemed to be inharmonious, discordant, incongruous, aesthetically displeasing, or inappropriate for the architectural theme of a home or for use within the community.

Fence Requirements:

The fencing of any lot shall be limited to fencing of the backyard only. Fencing may begin not more than 2/3rd up the side of the house toward the front of the home and shall extend out to the shared property line on either side of the home and across the rear property line. Fencing is not permitted on the lots that back up to a pond in the community. All fencing shall be a maximum of six feet. Wood, PVC and aluminum fencing are permitted. Concrete, concrete block, stone or EFS foam walls are not permitted on any property within the community.

Check your plot plan for corner lot setbacks and issues of easements, wetlands and conservation areas. Clear and precise dimensions as to length and position of the fence must be included on the site plan. Existing and/or proposed placement of pool equipment and AC units should also be noted on the plans. All fencing materials are to be approved in advance by the ARC.

Fishponds and Water Fountains:

Only one small pond or fountain is permitted to be placed on a Lot. Ponds and fountains may not exceed four (4) feet in height or width. Any pond or fountain placed on the front of a Lot must have a water depth of not more than two feet. If the location of a pond or fountain located on the front of the Lot is more than ten feet from the home, the fountain must be illuminated with light so that the fountain or pond is clearly visible at night. All ponds and fountains must be kept in good condition with clear water and healthy plants (if present). If lighting exists, it cannot intrude upon a neighbor's peaceful enjoyment of his/her property.

Front Door Screening:

Traditional storm/screen doors may be installed on a home with prior ARC approval.

Garage and Garage Doors:

Garages may not be converted into living space, nor shall the garage be modified so as to prevent its use for the number of standard size vehicles for which it was originally designed. Garage doors shall be replaced with like kind and/or similarly styled doors if the original type is not available. Only metal and aluminum garage doors are allowed. Outside garage access keypads are allowed. Garage doors must match the body or trim of the home's exterior color. Garage doors shall be panel style. Hurricane reinforcement is required by County Code on all new garage door installations.

Generators and other exterior installed appliances:

All installed items must be in compliance with County building codes with regard to placement and strapping. Installations shall be screened from the view of the street with landscaping.

Landscaping:

Preapproval is required for changes that constitute twenty (20) percent or more of the present landscaping. Landscaping includes all grass, sod, plants, trees, shrub, flowers or other items that are a part of the lot but separate from the dwelling itself. Removing trees requires approval from the ARC as well as a county tree removal permit. Grass/sod is required to be St. Augustine.

Patio and Lanai Extensions:

Extensions shall be of the same construction and type material (concrete) as the original. Wooden decks shall be made of pressure treated lumber or composite material and placed within the approved setbacks. Extensions shall not extend beyond the side perimeter line of the dwelling. County building codes must be adhered to.

Playground Equipment and Swing Sets (Permanent):

Swing sets and other sporting or playground equipment cannot be erected on a property without prior approval of the ARC. Plans should be submitted as to the type, size and placement of this

equipment on the property. Acceptable materials for permanent play structures include wood or a combination of wood and wood composite only. Approved wood materials are Cedar, redwood, and pressure treated lumber. Untreated lumber is not approved for play structure construction. Size constraints limit the height of play structure to no more than eleven (11) feet from the original grade of the Lot. Any platform shall be no higher than five (5) feet and no larger than six (6) feet by six (6) feet. Placement in the rear yard is required so that it doesn't interfere with a neighbor's view or privacy. They must not be visible from the street. All setbacks shall apply.

Once in place, playground equipment must be properly maintained, painted and/or stained. Broken or damaged sets shall be removed and/or replaced as soon as possible. Extra care should be taken as storms approach to ensure that loose or removable items are secured.

Pool and Screen Cage:

All pools and screen enclosures must be installed according to Hillsborough County Building Codes. Swimming pools require ARC approval prior to the start of construction. Plans must include the design of the pool, abiding by all setbacks, screen cage or fence and child protective and safety devices. Locations of all pool equipment and walkways must be included on the Plot Plan. The dimensions and design of the screen cage as well as the colors of the materials to be used must be included. Approved screen cage frame colors are white, black and bronze. All equipment shall be blocked from view with shrubbery or fencing. It is the owner's obligation to include all the information on your selected contractor including liability insurance. Aboveground swimming pools are not permitted within Carrollwood Reserve for aesthetic reasons. Small splashing pools with a diameter less than four (4) feet and that are readily portable may be used in the rear of the Lots but must be stored out of sight when not in use.

Screened Enclosures and Porches:

All screen enclosures and porches must be constructed according to Hillsborough County Building Codes including structural, electrical, and wind resistance. Various designs, materials, sizes and locations may be allowed by the ARC. The design must be compatible and consistent with the architectural design of the home. All screened enclosures must adhere to the setback requirements. The height of the screen enclosures or porches shall not exceed the roof line of the resident structure. Approved screen cage frame colors are white, black and bronze.

Sheds and Outdoor Building:

Sheds and outbuildings are not permitted in unfenced yards and must not be visible to the public in fenced yards. They cannot be higher than the fence. "Rubbermaid" style storage boxes are permitted provided they do not exceed the height of the fence (at most six feet in height) and 16 square feet in floor area and are not visible from the street.

Skylights:

Skylights not exceeding 24" wide X 36" in length are permitted. Placement on the sides and rear of the dwelling's roof is preferred.

Solar Panels and/or Solar Water Heaters:

A request to install solar panels requires a detailed sketch showing the proposed placement of the panels on the roof. Placement on the rear or sides of the dwelling is preferred to lessen the visual impact from the street view. Exposed pipes extending up the sides of the home must be painted the same color as the walls. Roof pipes shall be painted the same color as the roof if possible or black.

Storm Shutters (Permanent):

Installation of any permanent shutters requires the prior approval of the ARC. The colors of the shutters shall follow the same guidelines as trim colors for the structure.

Storm shutters may be closed for no more than seven (7) days prior to the projected arrival of a storm, as identified with a published storm warning and must be opened within seven (7) days after the storm has passed. Instructions from law enforcement may modify these regulations during times of public emergency.

Trampolines:

Trampolines can be placed only in the rear yard. Prior approval of the ARC is required. They must not be visible from the front of the property and be within a fenced yard. Trampolines must not intrude into the privacy and view of the neighbor's yards. All setbacks must be observed.

Trash Containers and Yard Waste:

Outside storage of trash or refuse containers is not permitted in Carrollwood Reserve. Composting bins are permitted in the rear of the home provided they are not visible from the street or from the rear porch of the adjacent homes. Compost bins shall be well managed and not emit any unpleasant odors.

Replacement Roofs:

Hillsborough County Building Permit will be required for all roof replacement projects. Roofs should meet or exceed all current Hillsborough County Building Codes. The style and color of the materials used should be consistent and harmonious with exterior colors of the home and those of existing homes within the community.

Replacement Windows:

Hillsborough County Building permit will be required for all window replacement projects. Windows should meet or exceed all current Hillsborough County Building requirements for wind. The overall appearance of the replacement windows should match original elevation of the structure.

PROHIBITED MODIFICATIONS

Basketball Hoops (permanent):

Installation of permanent basketball hoops or backboards either attached to an in-ground pole or the dwelling structure is not permitted.

Carports:

Carports or outside covered parking areas are not permitted in Carrollwood Reserve.

Sheds and Outdoor Building:

Sheds and outbuildings are not permitted in unfenced yards and must not be visible to the public in fenced yards.

Trash Containers and Yard Waste:

The installation or outside storage of trash or refuse containers is not permitted in Carrollwood Reserve.

Construction Related Damage Guideline:

Any damage to roads, paths, ditches, utility lines, irrigation facilities, landscaping, natural areas or vegetation, curbs or pathways, or other improvements on or serving the Property caused by any Owner, Owner's tenant's, contractor or subcontractor or its or their agents, employee or invitees shall, at the request of the Association, be repaired (in conformity with such requirements as the Association may impose) by such Owner or the Association may itself make any necessary or desirable repairs and all costs incurred in connection therewith shall be a Specific Assessment against the responsible Owner's Lot.

GENERAL RULES FOR CONTRACTORS AND SERVICE PERSONNEL

THE FOLLOWING RULES APPLY TO ALL CONTRACTORS, THEIR EMPLOYEES, THEIR SUBCONTRACTORS AND SERVICE PERSONNEL WHILE ON THE PREMISES OF CARROLLWOOD RESERVE.

CONSTRUCTION TIMES:

MONDAY THROUGH FRIDAY

7:00 a.m. UNTIL 6:00 p.m.

SATURDAY

8:00 a.m. UNTIL 6:00 p.m.

SUNDAY

NO WORK PERMITTED UNLESS
PERMISSION IS GRANTED BY
THE CR BOARD OF DIRECTORS

- CONTRACTORS WILL USE ONLY THE UTILITIES PROVIDED FOR THE SPECIFIC SITE THEY ARE WORKING ON.
- ANY DAMAGE TO STREETS, SIDEWALKS, CURBS, STREET LIGHTS. MAILBOXES, UTILITY VAULTS, SIGNS, COMMON AREA SPRINKLERS OR WALLS WILL BE REPAIRED BY AND BE THE RESPONSIBILITY OF THE HOMEOWNER.
- ALL TRAFFIC SAFETY RULES MUST BE OBEYED. THE SPEED FOR ALL VEHICLES IN CARROLLWOOD RESERVE IS 15 MILES PER HOUR.
- ALL SERVICE VEHICLES MUST ENTER THROUGH THE HENDERSON ROAD GATES AND EXIT THROUGH THE BIRMINGHAM STREET GATES.
- ALL SERVICE PERSONNEL AND VENDORS WILL BE PROVIDED A GATE CODE FOR THE HENDERSON ROAD GATE. PLEASE CONTACT RESOURCE PROPERTY MANAGEMENT TO OBTAIN A GATE CODE FOR YOUR SERVICE PROVIDER.
- VEHICLE PARKING IS LIMITED TO THE DRIVEWAY AND/OR THE STREET. PARKING IS NOT PERMITTED ON BOTH SIDES OF THE STREET AT THE SAME TIME SINCE EMERGENCY VEHICLES WILL NOT BE ABLE TO PASS THROUGH SAFELY. NO PARKING IS ALLOWED ON ANY COMMON AREA PROPERTY.
- OPERATORS OF VEHICLES MUST CLEAN UP ANY SPILLED MATERIALS. CLEAN UP OF SUCH MATERIALS IS ULTIMATELY THE RESPONSIBILITY OF THE PRIME CONTRACTOR.

- RADIOS, TAPE PLAYERS OR OTHER AUDIO DEVICES SHOULD BE PLAYED AT A LEVEL NOT TO BE A SAFETY HAZARD OR DISTURBING TO NEIGHBORHOOD RESIDENTS OR THE COMMUNITY IN GENERAL.

CARROLLWOOD RESERVE IS SENSITIVE TO THE NEEDS OF CONTRACTORS AND SERVICE PERSONNEL AND WILL MAKE EVERY EFFORT TO ASSIST IN ACCOMPLISHING THEIR GOAL. CONTRACTORS AND SERVICE PERSONNEL ALSO MUST BE SENSITIVE TO THE NEEDS OF THE COMMUNITY, AND THEREFORE MUST ADHERE TO THESE RULES.

CARROLLWOOD RESERVE ELEMENTS OF THE ARC PROCESS STEPS IN SEEKING MODIFICATION APPROVAL

STEP 1:

Review the HOA documents regarding ARC Guidelines and the Community Rules and Regulations before launching into a plan to modify the exterior of your home or your property. Make certain that you are fully aware of the scope of your project.

STEP 2:

Identify that the modification that you are planning to do requires approval of the Architectural Review Committee (ARC). If approval is required, two **(2)** copies of the form (applications) is available on the Carrollwood Reserve website at www.carrollwoodreserve.org. If your project is exterior painting, the recommended color book can be obtained from ARC members.

STEP 3:

Complete the form and gather the data required prior to submitting the application. The ARC form should be presented to a member of the ARC committee as noted on the form.

STEP 4:

Results of the ARC review of the application will be delivered in person to the homeowner. If an application is approved, the proposed modification to the property can proceed. An approval remains in effect for a total of six months. Applications that are rejected must provide a basis for the denial. Applications can be re-submitted after the reason(s) for rejection have been resolved. Communications between the applicants and the ARC are handled through our CAM.