

TIMBER LAKE HOMEOWNERS ASSOCIATION, INC. TALLAHASSEE, FLORIDA

Guidelines of the **Architectural Control Committee**



In accordance with the provisions of the Declaration of Restrictive Covenants, the Association's Board of Directors shall appoint an Architectural Control Committee (ACC) consisting of an odd number but no less than three homeowners. The elected Second Vice President of the Timber Lake Homeowners Association shall be designated as the Chairperson of the Architectural Control Committee. A report from the committee shall be presented at each Board meeting.

Any erection, demolition or alteration of a building, deck, fence, wall or yard, including changes in color, appearance or landscaping, requires an application for approval by the ACC. Applications must be submitted in writing to the association's address of record and written approval must be secured before any work begins. An application is complete when it contains sufficient relevant information to allow the ACC to judge the merits of the proposal. Forms may be developed to guide in this effort but omission of those forms may not be used as a point for denial. Property line markers must be uncovered and marked or otherwise easily discernible. In addition to judging on the merits of the project, the application process will include a consideration of the effects on the topography of the land with specific emphasis on the drainage of ground water. Once a completed application is received, the ACC shall require an approval of a majority of the committee.

Upon approval, a permit will be issued and displayed, along with all other required permits, in a location on the owner's property which is readily visible from the street. The proper governmental agency will be notified so compliance with county guidelines may be confirmed. County permits are required for any vertical construction or alteration except fences. This includes construction or renovations to the home, screen porches, utility buildings, and all decks. Any questions or request for permits may be addressed to Leon County at 488-9300.

If the proposal is denied, an amended application clearly indicating changes, may be submitted. Any denial may be appealed to the Board of Directors. This appeal must be submitted in writing within two weeks of the denial. The decision of the Board will be final.

In addition to the general provisions contained in the Declaration of Restrictive Covenants, the following specific rules shall apply:

FENCES AND HEDGES

- All fences shall be fronted with pressure treated, patio-type lumber and constructed with the rough side and posts facing inward (the smooth side away from the house), shall be straight and of uniform height.
- The wood may be either stained or painted to match the home.
- Chain-link fences shall not be permitted.
- Neither fence nor hedge may be established past the front edge of the house nor may they extend around the front of a lot.
- The maximum height, without specific variance, shall be six feet.
- Construction must be completed within six calendar months of the approval date.

DECKS, TERRACES, BERMS, AND SCREENED PORCHES

- Decks and screened porches will be permitted only on the sides or rear of homes.
- Porches must match the home in style, building materials and color.
- Decks may be stained or painted to match the house.
- In addition to design, quality of materials, color and compatibility with existing structures, these projects will also be judged by their impact upon the ecology of the surrounding area.
- Completion time shall be no more than six months.

SHEDS AND UTILITY BUILDINGS

Sheds and Utility buildings must be constructed of wood and finished to match the house in materials and color.

The application must indicate the specific placement on the property.

ADDITIONS, ALTERATIONS, LANDSCAPING, REPLACEMENTS, OR REPAIRS

- Any alterations, additions, or changes in shape or appearance of the existing exterior of a lot must be approved. This may include changes to sidewalks or driveways, addition of shutters or storm doors, painting of house, or major landscaping involving planting or removing shrubs, bushes or trees.
- Permits for the removal of trees will be required by the county if the tree measures 18 inches in diameter measured four feet from the ground.
- Exempted from this review shall be the replacement of doors with the same quality, kind and color; maintenance of existing landscaping; changes in flowerbeds; and lawn improvements.
- All other additions, alterations, replacements, or repairs must be approved by the ACC.
- Any alteration in the landscaping of the common area must be approved by the ACC..

TIME FRAME

Each application shall include a time frame for completion. If the approved project is not completed by the end of that time or the approved extension, all related structures shall be dismantled and the land shall be returned to an appearance acceptable to the ACC.

The ACC shall keep accurate records of all pertinent correspondence, make them available for public review at a reasonable time and file them with the Secretary of the Association at least once a year. Any homeowner found and confirmed by a majority vote of the ACC to be in violation of these rules shall be so notified in writing and given four calendar weeks to cease, dismantle completed work and apply for proper approval. A penalty of \$75 for the first offense and \$50 for each successive offense, not to exceed \$170 at the end of three months, shall be imposed when the violation is corrected. Refusal to comply with these rules will result in referral to legal counsel.