



ARCHITECTURAL CONTROL COMMITTEE (ACC) **DESIGN STANDARDS**

The information contained in this document applies to homeowners in **Riverglen Units 1 – 4**.

It is **not** a complete list of the restrictions that apply to homeowners. **Additional rules and restrictions are listed in the Declaration of Conditions, Covenants and Restrictions.**

GENERAL INFORMATION:

ARCHITECTURAL CONTROL COMMITTEE

The functions of the ACC include:

- 1) Approval of homeowner requests for alterations or additions.
- 2) Development of design standards and guidelines for exterior appearance, alterations, and maintenance.
- 3) Notification to the Board of Directors (BOD) of violations of the ACC Standards or the Declaration of Conditions, Covenants and Restrictions for Riverglen, Units 1-4.
- 4) Inspection of Lots and Structures as required to determine compliance with the ACC Standards and the Declaration.

VIOLATIONS

Compliance with the Declaration and ACC Standards is the responsibility of each homeowner. All complaints are investigated and kept **confidential**. When violations are noted, either by complaint or inspection, the property owner is notified and requested to correct the violation within a reasonable amount of time. If compliance is not met, the BOD determines the proper enforcement action to be taken, in accordance with the Declaration.

Any subsequent violation, occurring within a 12-month period, shall be deemed continuing in nature, relating back to the prior violation, and shall be treated accordingly.

ALTERATION OR ADDITION OF STRUCTURE

Each homeowner must receive ACC approval prior to starting any proposed alteration or addition. Alterations or additions started prior to obtaining ACC approval are at the homeowner's own risk. Homeowners who perform alterations or additions deemed to not be in compliance may be required to remove the alteration or addition or otherwise comply with these ACC Standards and the Declaration. Failure of the ACC to provide approval in writing within forty-five (45) days of receipt of application constitutes disapproval of the homeowner's application.

The location and time of the monthly ACC meeting is posted on both entrances and on the website 48 hours prior to the day of the meeting.

APPLICATION PROCESS

Obtain an ACC request form from the property manager or download from the Riverglen HOA website - <http://www.riverglenhoa.com>.

Complete and return the application prior to 1st of the month to be processed for that month.

Completed applications and supporting documents will be logged in as received.

NOTE: Incomplete applications will be denied.

The location and time of the monthly ACC meeting is posted on both entrances and on the website 48 hours prior to the day of the meeting.

REQUIREMENTS FOR APPLICATIONS

Applicants must provide the ACC with adequate information to allow the committee to make a well-informed decision without "physically" viewing the property. Some applications will require an on site inspection for clarification. Additional supporting documents are required for some types of applications. Definitions of these documents are below:

NOTE: This list is not all-inclusive and additional information may be requested by the ACC.

Description of Alteration or Addition -

Describe and/or sketch in detail the type of alteration proposed. Include sketches, photos, brochures, contractor proposals, and any other information, which will assist in reviewing the application.

Copy of Physical Survey -

This is required for applications proposing adding new structures, relocating structures or making landscaping or grading changes. Exact locations of all existing and proposed structures must be indicated.

Description of Materials -

Provide a listing of all materials to be used in the construction or alteration. Provide samples of materials and colors where applicable.

APPEALS FOR DISAPPROVED APPLICATIONS

The ACC decisions are based upon the ACC guidelines, the Declaration and the overall effect on the community. Prior decisions will guide but not dictate future decisions. In the event that an application is disapproved, the homeowner can appeal to the BOD. Such appeals must be in writing and delivered to the management office within 60 DAYS of disapproval. The BOD will respond to homeowner appeals pursuant to its policies and procedures as may be amended from time to time.

TIMELY COMPLETION

Unless otherwise approved, and at the sole discretion of the ACC, all approved alterations must be completed within 6 (six) months from notice of approval. A follow up inspection may be performed to ensure workmanlike construction and completion according to the approved plans. Any discrepancies will be submitted in writing to the homeowner. Any deviation from the original approved plans requires submission of a new application and ACC approval must be granted.

DESIGN STANDARDS AND GUIDELINES:

ALTERATIONS OR ADDITIONS (ALL BUILDING ADDITIONS)

Applications must include complete construction plans showing front, rear, and side elevations, and a listing of all exterior materials, i.e.; siding, roofing, windows, doors, paint colors, etc.

NO WORK can begin until approval is received from the ACC.

Additions may not significantly impair the use of any surrounding property or common area, i.e.; restrict a view, sunlight or privacy, or otherwise be architecturally incompatible, as determined by the ACC.

AIR CONDITIONING UNITS

No window Air Conditioners.

ANTENNAS AND SATELLITE DISHES

No radio or television transmission or reception antenna shall be erected on the Property or any Lot or Structure, unless located so that it is not visible from the street(s) in front of, or on the side of the house on which said equipment is installed.

Satellite dishes larger than 1 meter diameter require ACC approval. All satellite dishes are requested to be installed at the side or rear of the property.

ARBORS

No more than ten (10) feet in height and must be approved by ACC.

No Arbor to be installed against community wall.

AUTOMOBILES/VEHICLES/MOTORCYCLES

See the Declaration of Declaration of Conditions, Covenants and Restrictions for Riverglen, Units 1-4.

AWNINGS

Awnings are allowed on the rear of the house only and must not be visible from any street.

All Awnings must be approved by ACC. Please submit all requests including the size, type, color and style of the awning.

BASKETBALL HOOPS

Portable basketball hoops must not block the street or sidewalk and must be placed between the driveway and the house in an upright position. If it is stored elsewhere must not be visible from any street(s).

One Basketball Goal per household.

All Basketball hoops that are permanently installed must be 6 feet from the sidewalk in the direction of the home and must be approved by ACC.

All basketball hoops must be in good condition.

BOATS, TRAILERS, RECREATIONAL VEHICLES

See the Declaration of Conditions, Covenants and Restrictions for Riverglen, Units 1-4.

CLOTHESLINES

Clotheslines must not be visible from any street.

CARPORTS AND CANOPIES

Not allowed

DOGHOUSES

Doghouses must not be visible from any street.

DRIVEWAYS AND WALKWAYS

Any alteration or additions to driveways/Walkways must be approved by the ACC.

All weeds and grass must be removed from expansion joints and cracks.

Excessive oil or other stains must be removed.

All driveways and walkways shall be maintained in good condition and repair.

EXTERIOR CLEANING

All structures shall be kept free of dirt, rust, mold, mildew, algae, fungus, etc. This includes siding, trim, shingles, gutters, driveways, roof, fences and all other exterior surfaces.

FENCES

The fence must be 6 feet in height (NO MORE, NO LESS, except as noted below).

Must be at least 8 feet from front of the house (both sides).

Approved fence materials: natural wood, PVC/VINYL, wrought iron/aluminum.

Wood fence types: stockade, shadowbox, or board on board.

PVC/Vinyl fence types: Privacy or Semi-Private, Privacy or Semi-Private with Lattice Accent only.

Supporting posts and beams must face the property of the installer.

No wood or PVC/VINYL or any type of fencing can be installed against community block wall.

Fences meeting the block wall must slope down (starting 4 feet away from the wall) to the same height as block wall.

Waterfront fences must not obstruct neighbor's view, and are limited to picket, or black or green vinyl coated chain link, or black Aluminum or Wrought iron (and must not exceed (4) four feet in height).

Fences on conservation lots cannot extend into the drainage easement or buffer zone.

All fences must be maintained in good condition. Broken slats, support poles or gates must be replaced when damaged.

Corner lots and conservation lots must adhere to any applicable county setbacks for easements. Concrete block walls (interior) must be maintained by lot owner.

Walls must be kept in good condition and free of mildew. If painting is required, white or off white is the only color permitted.

Part wood and part PVC/VINYL not allowed (must be the same materials). One side of the house wood and other side PVC/VINYL are allowed if needed to match your neighbor.

Fence gates must be closed when not in use.

All wood stain/painting must be approved by ACC first.

All fence replacement must be approved by ACC first.

FLAGPOLES

House mounted flagpoles do not require an application

Flagpoles may not be mounted upon roofs.

Freestanding flagpoles DO require an application.

All flagpoles must be maintained in good condition or removed.

FOUNTAINS / YARD ART

All front yard art and decorative fountains must be approved by ACC. (including but not limited to, birdbaths, fake animals, etc.)

GARAGE DOOR

See the Declaration of Declaration of Conditions, Covenants and Restrictions for Riverglen, Units 1-4.

GAZEBO

No more than ten (10) feet in height and must be approved by ACC.
To be installed in the backyard only.

GRILLS (PERMANENT)

Must not be visible from any street.

GUTTERS & DOWNSPOUTS

ACC approval is required.
Must be maintained in good condition.

HOLIDAY DECORATIONS

Holiday decorations must be removed within 30 days after the holiday.

LANDSCAPING

All curbs, sidewalks, driveways, fences etc. must be properly trimmed, weeded and edged including all areas behind fences and along easements.
All shrubs/hedges/trees must be maintained properly. This includes trimming, removing harmful bugs and diseases and removal of dead shrubs or plants.
Shrubs/hedges/trees must be trimmed so as not impede movement along sidewalks or easements.
All flowerbeds must be free of overgrown weeds and grass.
All grass clippings and yard waste must be removed from sidewalk, driveway and street.

PETS / LIVESTOCK

See the Declaration of Conditions, Covenants and Restrictions for Riverglen, Units 1-4.

PAINTING & STAINING-EXTERIOR

All exterior painting must be approved by ACC unless the home exterior is painted the identical color as previously approved.
A color sample must be submitted with the request form (trim, doors, fences, driveways, walkways, etc.)
Exterior paints must not be fading or peeling.

PARKING

See the Declaration of Conditions, Covenants and Restrictions for Riverglen, Units 1-4.

PORTABLE TEMPORARY STORAGE UNITS (see Hillsborough land development code Sec. 6.11.71.)

PROPERTY IDENTIFICATION

All identification must be visible from the street.

All property identification markers must be approved by ACC.

RECREATIONAL VEHICLES (RV)

See the Declaration of Conditions, Covenants and Restrictions for Riverglen, Units 1-4.

ROOF

All shingles/tiles replacement must be approved by ACC unless the shingles/tiles are replaced with identical materials.

SCREEN ENCLOSURES, LANAI, AND PATIO

The ACC application must include a plot survey which shows the proposed structure in relation to the home, along with colors, material, sizes and dimensions.

No screen enclosures for garage doors.

Screen/frame shall be kept in good condition and free of mildew.

SIGNS

See the Declaration of Conditions, Covenants and Restrictions for Riverglen, Units 1-4.

SKATEBOARD RAMPS

Skateboard ramps must not block the sidewalk and must be stored out of view when not in use.

SOLAR PANELS AND SOLAR WATER HEATERS

The location of solar panels will be submitted to the ACC for approval.

Solar panels should not be seen from the direct front of the home.

The corner lots will be handled on a case-by-case basis.

STORAGE UNIT (SHEDS)

ACC approval is required for all types of sheds or shed replacement.

Maximum dimensions are: 144 square feet of floor space and ten feet (10') tall (from the ground to the uppermost portion of the roof).

Maximum height for vinyl sheds is seven feet (7').

Sheds must be constructed of wood, stucco, vinyl or brick. NO aluminum or other metal may be used for the shed walls or roof

Wood, stucco or brick sheds must have shingles that match the house and paint color must match the house.

Sheds must be placed on the rear of the lot. On corner lots the shed may be placed on the side of the house.

Waterfront homes must place the shed on the side of the house and must not obstruct neighbor's view of the water.

One shed per household.

STORAGE OF TOYS, EQUIPMENT, ETC.

Lawn mowers, wheelbarrows, garden tractors, bicycles, scooters or similar means of conveyance, grills, lawn furniture, toys or personal articles of every kind or nature, regardless of ownership, shall not be allowed to stand on any lot or common area so as to be visible from an adjacent street when not in use or when causing a nuisance or eyesore, as determined by the ACC.

SWIMMING POOLS/SPAS

All pools with pump and filter must be approved by ACC.

Only in ground pools are authorized in the community. NO above ground pools.

Survey of new pool location will be attached to each request.

Pools will be located at the rear of the home.

SWING SETS, JUNGLE GYMS, SANDBOXES, TRAMPOLINES, ETC.

If visible from neighboring property, ACC approval is required.

The ACC request must include:

A physical survey sheet showing the exact location of the proposed structure.

A photo or sketch of the proposed structure, showing all dimensions.

All structures must be located behind the rear foundation line.

A maximum of ten feet (10) in height is allowed

All equipment must be properly maintained.

Trampolines must not be visible from any streets.

TRASH-STORAGE & COLLECTION

See the Declaration of Conditions, Covenants and Restrictions for Riverglen, Units 1-4.

VEGETABLE GARDENS

Vegetable gardens must not be visible from any streets.

VINYL/ALUMINUM SIDING

All vinyl/Aluminum siding must be approved by ACC.

Vinyl/Aluminum siding is only allowed on the gable area.

NO VINYL/ALUMINUM SIDING on the entire house.

WATER CONDITIONERS, PROPANE TANKS, POOL PUMP

All water conditioners, propane tanks, and pool pumps must be obscured from the street view with plants or vegetation.

If a fence or a screen is desired to meet this requirement then it must be approved by ACC prior to installation.

WATER CRAFT

See the Declaration of Conditions, Covenants and Restrictions for Riverglen, Units 1-4.

WOODPILES

All wood storage must be behind the rear foundation line of the home.

Front or side yards shall not be used to store wood.

All wood must be neatly stacked.