



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.** All documents can be found on the community website at www.riverglenhoa.com

GENERAL INFORMATION:

ARCHITECTURAL CONTROL COMMITTEE

The functions of the ACC include:

- 1) Approval of homeowner requests for exterior 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. The location and time of the monthly ACC meeting is posted at both entrances to the Riverglen community and on the website 48 hours prior to the day of the meeting.

APPLICATION PROCESS

Obtain an ACC Request Form by downloading from the Riverglen HOA website - <http://www.riverglenhoa.com>, or from the property manager.

Complete and submit the application prior to 1st of the month to be processed at that month's ACC meeting.

Completed applications and supporting documents will be logged in when received by the management company.

NOTE: Incomplete applications will not be approved.

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 standards, 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 Board of Directors (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.

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 shall begin until ACC approval is received.

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

Window Air Conditioners are not permitted.

ANTENNAS AND SATELLITE DISHES

All satellite dishes require ACC approval prior to installation. Satellite dishes larger than one meter in diameter are prohibited. The ACC may designate the location of the satellite dish so long as the location approved by the ACC permits the homeowner to receive an acceptable signal. The preferred location is such that the antenna / dish is not visible from the street or neighboring yards, with wires / cables hidden from view as much as possible. ONLY ONE (1) SATELLITE DISH is permitted per house.

ARBORS

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

Arbors may not be installed against a community wall and must be at least 8 ft from the front of the house (both sides).

AUTOMOBILES/VEHICLES/MOTORCYCLES

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

AWNINGS

Awnings are permitted on the rear of the house only and must not be visible from any street. All Awnings must be approved by the ACC. Requests must include the size, type, material, color and style of the awning.

BASKETBALL GOALS / HOOPS

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 the ACC.

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

Only one Basketball Goal / hoop is permitted per house.

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 permitted

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, mailboxes, and all other exterior surfaces.

EXTERIOR LIGHTING

All exterior lighting shall be limited to the minimum necessary for safety, identification, and decoration. Lighting associated with a building shall be consistent in style and theme with that of the associated building.

- Lights may be solar powered, battery powered or electrically powered.
- Top of lights may not be higher than 24 inches above the ground.
- Landscape lighting is not permitted in easement
- The lighting color must be white or clear (Exception: During the holiday season from November 1 - January 31.)
- Landscape lighting can also be used in plant beds as accent lighting.
- Lights which no longer function or are in disrepair must be replaced or removed.

FENCES

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

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

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

The allowable fencing materials and styles are:

- Natural wood - stockade, shadowbox, or board on board.
- PVC/vinyl - Privacy or Semi-Private with or without lattice accent.
- Wrought iron/aluminum - picket

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.

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.

Waterfront fences 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 repaired or 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 / discoloration. If painting is required, white or off white is the only color permitted.

Part wood and part PVC/VINYL not permitted (must be the same materials). One side of the house wood and other side PVC/VINYL is permitted if desired to match an existing fence on an adjacent lot.

Fence gates must be closed when not in use.

All fence stain/painting (wood) or fence replacement must be approved by the ACC.

FLAGS / FLAGPOLES

Flagpoles no taller than 20 feet high are permitted as long as the flagpole complies with all other requirements set forth in the FL Statutes chap 720. Flagpoles may be freestanding or mounted on the house, but must not be mounted upon the roof, trees, or electric/phone/utility poles.

All flagpoles must be maintained in good condition.

FOUNTAIN / LAWN ORNAMENTS / YARD ART / EXTERIOR DECORATIVE OBJECTS (Decorative Items)

Decorative items that are visible from the street or common area are limited to a TOTAL of Six (6) items.

Decorative items are further restricted:

No more than 1 each - fountain, bird Bath, bird feeder, bird house, sundial, solar gazing ball

No more than 2 each - garden flags or patriotic display items

No more than 3 each – plants on hooks

No more than 6 each – statues or other cement/stone/metal structures

Example: you may have 1 fountain, one bird feeder, 2 flags, and 2 statues for a total of 6 items. But you cannot have 6 bird feeders.

In addition to the 6 decorative items, up to ten (10) flower pots or planters are permitted.

Decorative items or flowerpots / planters include those on lawns, landscape beds, entryways, side yards and those mounted on the house that are visible from the street or common area.

Decorative items (other than fountains) shall not exceed thirty-six (36) inches in any dimension. Fountains require ACC approval.

Fountains will not exceed forty-eight (48) inches in any dimension.

Decorative items of a solid color shall be white, dark green, brown, natural concrete or stone color. If made of metal, they may be the natural color of that metal. Painted or glazed ornaments shall be as close as possible to the natural color(s) of the subject they are depicting.

Personal items other than furniture are considered lawn ornaments, yard art or exterior

decorative objects.

Decorative items shall not be placed along driveway perimeters, on street catch basins or on utility boxes/transformers

Decorative items displayed in sets of two or more will be counted individually. (e.g., a ceramic duck with two (2) ducklings is three (3) ornaments)

Decorative items must be in good repair.

Decorative items of offensive nature are not permitted.

Artificial plants/trees or flower arrangements are permitted on front entryways only.

GARAGE DOOR

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

GAZEBO

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

May 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 are permitted from November 1 through January 31 only.

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/lawn must be consistently maintained. This includes mowing, trimming, removing harmful bugs and diseases, and removal of dead trees, shrubs, plants and leaves.

Shrubs/hedges/trees must be trimmed so as not impede movement along sidewalks or easements.

All flowerbeds must be free of overgrown weeds, grass and dead leaves.

All grass clippings and yard waste must be removed from sidewalk, driveway and street.

Accumulations of dead leaves must be removed from lawn.

LANDSCAPING DECORATIONS (Faux lawn/synthetic turf/artificial foliage)

Faux lawn and synthetic turf is not permitted.

Artificial foliage attached to the exterior of a house or located within the garden, yard or easement requires ACC approval.

Only street trees and mailboxes are permitted in the area bordered by the edge of the public sidewalk and the curb of the roadway, as well as in any platted easements. Homeowners may replace the sod and street trees with the same species should the need arise without ACC approval. However, any other type of planting/landscaping or decoration in the easement is not permitted without ACC approval. (Exception: During the holiday season from November 1 through January 31.

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 the ACC unless the home exterior is painted the identical color as previously approved.

A color sample must be submitted with the ACC request form unless the homeowner is selecting a paint scheme from the approved palette.

Exterior paints must not be fading or peeling.

PARKING

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

No vehicle shall be parked (partially or completely) on grass or landscaped areas. Vehicles shall be parked on a hard surface specially designed and constructed for that purpose. Any driveway extension / addition or construction of a parking pad requires ACC approval.

PORTABLE TEMPORARY STORAGE UNITS

May remain on a lot no longer than 7 days per occurrence. Additional limitations are listed in the Hillsborough County 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 the ACC.

RECREATIONAL VEHICLES (RV)

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

ROOF

All roof replacement must be approved by the ACC.

Only Asphalt Shingles are permitted. Metal or tile roofs are not permitted.

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.

Screen enclosures for garage doors are not permitted

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

All front entry screen enclosures and front entry security gates must be approved by the ACC.

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 generally not be seen from the direct front of the home.

STORAGE UNIT (SHEDS)

ACC approval is required for the addition, construction, or replacement of all sheds.

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

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

All sheds must have shingles that match the shingles installed on the house.

The color of the shed must match the color of the house.

Sheds must be placed on the rear of the lot. For 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 placement must not obstruct the neighbor's view of the water.

Only one (1) shed is permitted per house.

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 permitted 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 the ACC.

Only in ground pools are authorized in the community. Above ground pools are prohibited.

A plot survey showing the pool location must be attached to each ACC request.

Pools must be located at the rear of the home.

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

If visible from the street or a 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 permitted

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 the ACC.

Vinyl/Aluminum siding is permitted on the gable area ONLY.

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 /vegetation or a fence / screen.

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