

Pennbrooke Homeowners' Association Application for Architectural Review

PLEASE RETURN COMPLETED APPLICATION TO THE RSO.

A MINIMUM OF 2 BUSINESS DAYS PRIOR TO THE NEXT SCHEDULED ARC MEETING.

Application Number: _____

Date Submitted: _____

Please read information of the Architectural Review Guidelines ("Guidelines") completely before filling out form.

Applicant is the owner of: Single family house Arbor Villa

NOTE: Generally, there shall be no alteration or modification to the exterior of any housing unit, without prior approval of Board.

NOTE: All approvals are good for 6 months from date of approval. If project is not completed within that time frame, re-submittal and re-approval is required. Re-submittal Date ____ / ____ / ____

Name: _____ Property Address: _____ Lot: _____

Home Phone: _____ Cell Phone: _____ Work phone: _____

(Optional) E-mail address: _____

NOTE: CHECK ANY BELOW THAT APPLY:

- | | | |
|--|---|-------------------------------------|
| <input type="checkbox"/> Addition | <input type="checkbox"/> Exterior Painting | <input type="checkbox"/> LP tanks |
| <input type="checkbox"/> Water Purification System | <input type="checkbox"/> Patio / Sidewalk | <input type="checkbox"/> Deck |
| <input type="checkbox"/> Solar Collection Panels | <input type="checkbox"/> Flagpole | <input type="checkbox"/> Spa / Pool |
| <input type="checkbox"/> New Screen Enclosure | <input type="checkbox"/> Enclosed Lanai | <input type="checkbox"/> Awning |
| <input type="checkbox"/> Arbor and/or Pergola | <input type="checkbox"/> Hurricane Shutters | <input type="checkbox"/> Generators |
| <input type="checkbox"/> New Driveway | <input type="checkbox"/> New Roof | <input type="checkbox"/> Other |

DESCRIPTION: _____

APPLICATION REQUIREMENTS:

1. Applicant is responsible for obtaining any necessary permits from the appropriate Building/Zoning Department.
2. Permits must be displayed
3. Access to areas of construction is only to be allowed through Applicant's property unless written permission is obtained from owners of adjacent property.
4. Applicant is responsible for any damage to common and adjacent areas.
5. Applicant is responsible for attaching all necessary supporting documentation per Sections IV and V.
6. All workers must submit a proposals.
7. Homeowners doing the work must fill out and sign the attached affidavit.

SUPPORTING DOCUMENTS ARE LISTED BELOW: Refer to Sections IV and V of the Guidelines for what is required. Please check each box that applies and submit documents that are required for your project. If work is not being done by homeowner, a proposal is required.

- | | | |
|---|--|---|
| <input type="checkbox"/> Initial Plans/specifications | <input type="checkbox"/> Materials list | <input type="checkbox"/> Elevation |
| <input type="checkbox"/> Color samples | <input type="checkbox"/> Plot plan | <input type="checkbox"/> Copy of proposal |
| <input type="checkbox"/> Plans by a professional | <input type="checkbox"/> Revised plans/ specifications | <input type="checkbox"/> Estimated cost |

I confirm that I have spoken to homeowners on either side, rear, and in front of altered property, as applicable, if they will be visually impacted by the requested modification.

I acknowledge that, should I receive approval from the Architectural Review Committee (ARC), my property and any improvements constructed or added thereto are still subject to the municipal ordinances of Leesburg, Florida and/or the codes of Lake County, Florida, and the laws of the State of Florida. I further acknowledge that it is solely my responsibility to ensure that any modifications I make to my property are in compliance with local, state, and federal laws, and that neither the ARC nor the Association have any duty or obligation to ensure said compliance. By signing and submitting this Application to the Association and its ARC, I hereby agree to hold harmless Pennbrooke Homeowners Association, Inc., including its officers and directors, as to any violations of local, state, and federal laws which might occur upon my property as a result of the modification I am seeking approval for herein.

I acknowledge that the municipal ordinances of Leesburg, Florida and/or Lake County, Florida, and the laws of the State of Florida are subject to change, and that any modifications, improvements, or changes I make to my property, despite being legal at the time they are made, and despite approval by the Association and/or its ARC, may potentially become illegal at some point in the future. By signing and submitting this Application to the Association and its ARC, I hereby agree to hold harmless Pennbrooke Homeowners Association, Inc., including its officers and directors, as to any violations of local, state, and federal laws which might occur upon my property as a result of the modifications I am seeking approval for herein.

I agree not to begin any property improvement(s) until the Architectural Review Committee (ARC) notifies me in writing of its approval. If any improvement is made that has not been approved, the Board of Directors has the right to ask me to remove the improvement from my property. Also, I will provide written confirmation to the ARC when this project(s) is complete.

Owner's Signature: _____ Submission Date: ____/____/____

Starting Date: ____/____/____ Projected Completion Date: ____/____/____

***** For ARC COMMITTEE Use Only *****

ARC Member Notes: _____

Homeowner's Initials: _____

***** For ARC COMMITTEE Use Only *****

Date Received: ____/____/____ Application Incomplete Application Not Approved

Reason: _____

Recommended for Approval: _____ Date: ____/____/____

Board Approval: _____ Date: ____/____/____

SECTION I

PENNBROOKE HOMEOWNERS ASSOCIATION ARCHITECTURAL REVIEW GUIDELINES

INTRODUCTION

The Architectural Review Committee (“ARC”), represents the Pennbrooke Homeowners’ Association (“PHOA”) and has created a set of architectural guidelines for the homeowners, with at least three purposes:

- Provide guidance and interpretations for the architectural guidelines contained in the PHOA’s Amended Declaration of Covenants and Restrictions.
- Provide homeowners with an application form and a checklist for a review of items which apply to various projects.
- Provide assistance to homeowners in planning changes and creating change requests to help ensure their acceptance by the ARC.

These Guidelines supplement the PHOA Governing Documents. Requirements in those Documents that are not explicitly addressed herein still apply, including requirements for review and approval that are specified in those Documents regarding the authority and operation of the Architectural Review Committee.

These Guidelines are divided into the following sections:’

Section I	Introduction
Section II	Purpose of Architectural Review Committee
Section III	ARC Review & Approval Process
Section IV & V	Review Required
Section VI	Description of ARC Forms

THESE ARCHITECTURAL REVIEW GUIDELINES WERE APPROVED BY THE BOARD OF DIRECTORS AT A BOARD MEETING HELD ON 10/12/2021

Signature
As Association Secretary

SECTION II

PURPOSE OF ARCHITECTURAL REVIEW COMMITTEE

The ARC is established in the Governing Documents. Its purpose is to keep Pennbrooke attractive for the enjoyment of residents and for the protection of property values, (see ARTICLE VIII of the Amended Declaration of Covenants and Restrictions for guidelines related to architectural changes.)

The ARC evaluates all requests on the individual merits of the application. In evaluating a particular design proposal, considerations for characteristics of the house and the individual site is given, since what may be an acceptable design of an exterior in one home site may not be for another.

***NOTE:** Only PHOA approved colors and color combinations shall be accepted by the ARC. Books of approved house body, trim, and accent colors can be checked out at the RSO. One Shade lighter or darker of the approved colors is acceptable. SW7005 "Pure White" may be substituted for any of the approved colors. The ARC may approve new color schemes and add these to the Pennbrooke Color Selection Book after Board approval. It is recognized that some Homeowner projects will require the use of a portable lavatory. Any portable lavatory shall be removed from a Homeowner's property no later than five (5) business days after submitting a project completion notice.

Conformance with Covenants: All applications are reviewed to confirm that the project is in conformance, to the best of the committee's knowledge, with the Declaration of Covenants and Restrictions and these Guidelines. Recommendations made by the ARC in reviewing applications are not based on personal opinion or taste. Judgments of acceptable design are based on the following criteria that represent more specific terms than the general standards of the Declaration.

Liability: Any addition or property change done in an easement area or buffer area is done at homeowner's risk and subject to removal.

Validity of Concept: The basic idea must be appropriate to its surroundings, and to the style of the home, and meet all setback and applicable Code requirements, as well as the requirements of these Guidelines.

Design Compatibility: The proposed improvement must be compatible with the architectural characteristics of the applicant's house, adjoining houses and the neighborhood setting. Compatibility is defined as similarity in architectural style, quality of workmanship, similar use of materials, color and construction details.

Location and Impact on Neighbors: The proposed alteration should blend with the landscape, the existing structure and the overall appearance of the neighborhood. The primary concerns are impacts on access, setback requirements, and drainage. In addition to submitting the application, the applicant must notify neighbors if the proposed alteration will be visible from their property.

Scale: The size (in three dimensions) of the proposed alteration should balance with existing adjacent structure and surroundings. For example, a large addition to a small house may be inappropriate.

Color: Color may be used to soften or intensify visual impact. Parts of the addition that are similar to the existing house (such as roofs and trim) should be matching in color.

Materials: Continuity is established by use of the same or compatible materials as were used in the original house. The options may be limited somewhat by the design and materials of the original house. For instance, vertical siding on the original house should be compatible with the siding on any addition.

Workmanship: Workmanship is another standard that is applied to all exterior alterations. The quality of work should be equal to or better than that of the surrounding area. Poor practices, besides causing the owner problems, can be visually objectionable to others.

Timing: Projects, which remain uncompleted for long periods of time, are visually objectionable and can be a nuisance for neighbors and the community. All applications must include estimated completion dates. If such time period is considered unreasonable, the ARC reserves the right not to recommend the application for approval.

SECTION III

ARC REVIEW & APPROVAL PROCESS

- All requests for review are to be submitted using the Pennbrooke Homeowners' Association **Application for Architectural Review Form**. This form may be obtained from the Resident Services Office (RSO). The application shall include the following, as required: A drawing, brochure, plot and/or a contractor's sketch (elevation) depicting the addition or change. The nature, kind, shape, height, color and materials to be used shall be stated on the plan and/or proposal submitted.
- Architectural Review - The process is initiated with submission of the completed application. It is the homeowner's responsibility to ensure that all changes conform to relevant governmental regulations and applicable building codes. All supporting documents shall be included with the initial submittal. The completed application should be delivered to RSO. Once the package is complete, it will be submitted to the ARC, for review. The ARC has ninety (90) days in which to review and act upon the application package.
- Review and Approval - The ARC meets periodically to review architectural change requests, and then makes its recommendations to the Board. After review, the homeowner will receive notice of approval or disapproval from the Board of Directors. Incomplete applications will be returned to the homeowner for re-submittal.
- Appeals - An appeal can be made to the Board of Directors using the form available at the RSO. All Board rulings are final.
- Damage to Home - Should a home be damaged, regardless of cause (hurricane, tornado, hail, fire, etc.) and require immediate repair(s), the homeowner is encouraged to proceed with the necessary repair(s) as soon as possible after the damage occurs. To facilitate the repair process, as long as the repairs will bring the house back to its pre-damaged condition, the Architectural Review Committee (ARC) and the Board of directors (BOD) will waive the normal application evaluation, and approval process associated with making improvements to a home. After emergency repairs are done, a completed Application Form notifying the ARC and BOD of the work performed, and that repairs were necessary, plus that the home was returned to its previous appearance will suffice. If the homeowner wishes to change the shape or color, or make improvements to any portion of the home, the normal application, evaluation, approval process must be followed. All contractors should be licensed and insured through Lake County, Licensed, and Insured contractors outside of Lake County need to check with Lake County for guideline compliance.
- Alterations to Houses and Common Areas - Except as may be recommended by the Architectural Review Committee, no alteration or modification to the exterior of any single-family house or attached housing unit (i.e., Arbors and Villas), including landscaping and open courtyard areas, is permitted. (See IV). Any unauthorized changes or encroachment upon common areas shall be deemed a violation of the Governing Documents, including the Rules for Community Living and, at the expense of the homeowner, subject to return to its original condition within a reasonable time frame as set by the Association's Board of Directors.
- Violations of Law – The granting of an Application for Architectural Review by the ARC **DOES NOT** in any way guarantee that the proposed modification, improvement, and/or addition to their property will be legal and/or does not in some way violate local, county, state, or federal laws. It is the responsibility of each homeowner to perform their own research and due diligence prior to making any modification, improvement, and/or addition to their property. Additionally, local, county, state, and federal laws are subject to change. An approved modification, improvement, and/or addition to a homeowner's property which was previously legal might become an illegal violation at some point in the future.

SECTION IV

REVIEW REQUIRED

* **NOTE:** Only PHOA approved colors and color combinations shall be accepted by the ARC. Books of approved house body, trim, and accent colors can be checked out at the RSO. One shade lighter or darker of the approved colors is acceptable. SW7005 "Pure White" may be substituted for any of the approved colors. The ARC may approve new color schemes and add these to the Pennbrooke Color Selection Book after board approval. It is recognized that some Homeowner projects will require the use of a portable lavatory. Any portable lavatory shall be removed from a Homeowner's property no later than five (5) business days after submitting a project completion notice.

1. House colors

- 1.1 Submit samples for all exterior painting if matching existing colors.
- 1.2 If not matching existing colors, trim and/or house, color must conform with approved colors and color combinations. *
- 1.3 All building walls and other solid surfaces (this includes body, trim, accent, and all doors including garages doors) must be solid colors.
- 1.4 Changing vinyl siding requires submission of samples. *

2. Roof asphalt and metal and lightning rods

- 2.1 Submit samples for all roofing applications.
- 2.2 All roofing applications must match existing appearance as closely as possible.
- 2.3 Metal roof on site-built homes must be only Architectural/Traditional style
- 2.4 Roof color shall be compatible to the home's color.
- 2.5 Samples of approved roofing materials and colors are available at the RSO. *
- 2.6 Lightning rods shall not exceed eighteen (18) inches in height above the place of installation.

3. Satellite dish receivers, antennas and masts

- 3.1 Location shall be at rear or side of house provided the home's ability to receive signals is not impaired, as per FCC Rule 47, CFR Section 1.4000. See www.Gcc.gov/cgb
- 3.2 No larger than one meter (39 inches) in diameter.

4. Roof and attic vents

- 4.1 Roof vents may be either ridge or turbine types.
- 4.2 Roof vents may be convection style, solar or electric.
- 4.3 Gable vents must use materials conforming to the existing structures.
- 4.4 Gable vents may be convection type, solar or electric.

5. Skylights and solar tubes

6. Gutters, downspouts, and gutter screening

- 6.1 Shall be white or match existing house color

7. Screen doors, security doors, storm doors or garage screening

- 7.1 Color shall coordinate with house.
- 7.2 Color shall conform to approved color choices
- 7.3 No murals or designs allowed on screen material

8. Concrete slabs, pre-cast concrete blocks, curbing, pavers and any other hard surface materials used in sidewalks, driveways, cart drives, patios.

- 8.1 Location and dimensions shall be shown on plot plan.
- 8.2 Must conform to approved materials. *
- 8.3 Samples or photos of pavers and all other hard surface materials to be used must be submitted
- 8.4 Total width of sidewalks shall not exceed thirty-six (36) inches.
- 8.5 Concrete not to extend beyond corners of garage and/or back corners of the house unless it has a side door.
 - 8.5.1 A house with a side door may extend a walkway from the pad to the back of the home with a maximum width of thirty-six (36) inches.
 - 8.5.2 The patio extension itself may have to be narrowed due to required setbacks for property lines, adjacent property, or mowing allowance.
- 8.6 Decorative patios can be constructed on the front of the home with the following requirements and restrictions

Requirements.

- 8.6.1 Read and follow Architectural Review Guidelines # 8.1, 8.2, 8.3, 8.5.2 above, which must be adhered to when designing the patio and before submitting an Architectural Review Form. If for medical reasons also refer to Architectural Review Guideline #23

Restrictions.

- 8.6.2 Patio must start at home's front entry and cover no more than 20% of the entrance and lawn area combined. Patio shall be complementary to the home and surrounding landscape.
- 8.6.3 Patio is to consist of cement material that matches driveway and sidewalk or decorative material such as painted, stained, pebbled cement, flagstone, pavers, precast decorative block or stone. If stone is used it will be inclusive of the 30% allowed in the front yard. See Guideline # 22 22.1.4
- 8.6.4 Patio shall be an extension of the home but shall not be an extension of the driveway or parking area.
- 8.6.5 Only outdoor furniture is allowed. The following: grills, hose containers, water containers, storage compartments, water softeners and/or all items that are not considered decorative, etc., are not allowed to be stored on the front patio.
- 8.6.6 Bicycles, (standard or motorized), motorcycles, golf carts, go-carts, vehicles, etc. are not allowed to be stored on front patio.
- 8.6.7 Awnings, roofs, birdcages and/or any other type of materials to cover or enclose the patio are not allowed.
- 8.7 Decorative front and/or back yard patio walls, a. Wall to surround patio only.
 - 8.7.1 Can be no more than thirty (30) inches at the highest point, including the cap.
 - 8.7.2 Can be made of Masonry (Stucco), Masonry (Brick) only.
 - 8.7.3 If a gate is installed, must consist of a metal / (Wrought iron). It must complement The wall in height.
 - 8.7.4 Wall and gate must be complementary to the house.

9. Painting or staining of sidewalk, driveway or patio

- 9.1 All colors and designs must match or be complementary to the house color. *

10. Awnings - aluminum or canvas

- 10.1 Single family home awning colors must match or be complementary to house color. *
- 10.2 No posts or columns are allowed to support awning.
- 10.3 Photo and/or drawing (elevation) must accompany the request.
- 10.4 All awnings as installed onto a home (Lot) must match in color and style.
- 10.5 Awnings installed on the Arbors units must be solid forest green in color, made of canvas material, and have a straight edge design.
- 10.6 Awnings installed on the Villas units must be solid dark brown in color, made of canvas material, and have a scalloped edge design.

11. Windows / screens

- 11.1 Submit manufacturer, proposed color, and materials of screening, windows and framing.
- 11.2 All colors, styles and materials must coordinate with the style and color. *
- 11.3. No murals or designs allowed on screen material.

12. Screened rooms, birdcages, carports and other additions

- 12.1 Submit a plot plan showing the house on the lot, the proposed addition, easements and all dimensions.
- 12.2 Submit a detailed floor plan with front or rear and both side exterior elevations.
- 12.3 Submit a list of materials. *
- 12.4 Screened rooms, birdcages and pergolas are to be confined to the rear of site-built homes and cannot extend beyond the width of the two back corners of the dwelling.
- 12.5 Birdcages may have a canvas roof.
 - 12.5.1 Bird Cage Covers must be installed per state and local codes.
 - 12.5.2 The exterior color must be complementary to the residence roof and wall colors.
 - 12.5.3 The cover shall not extend down the sides of the bird cage. A retractable sun awning is permitted.
- 12.6 Screened rooms or other additions to a dwelling require a shingled roof which matches the main dwelling and a roof line which is the same as the existing home. It is required to tie into the present roof with the same pitch and drop lines. The application will require an architectural drawing showing side and front views. All additions are limited to single story.
- 12.7 Glass or screen enclosures in front of home cannot extend out past roof line.

13. Walls & fences

- 13.1 Exterior walls (other than those used for structures) and/or fences are not allowed, except Patio walls, * See Section 8 # 8.7
- 13.2 Retaining walls shall be shown on plot plan and be solid and permanent in design and construction. These walls shall be used to control erosion and not for landscaping purposes.
- 13.3 Retaining wall material shall consist of stone or masonry product.
- 13.4 Golfview Villas Patio Divider between units is allowed with the following requirements:
 - 13.4.1 Submit an Architectural Review Form along with the following:
 - 13.4.2 A written and signed acknowledgement of the request from adjoining unit owner sharing the common/party wall of your villa. **
 - 13.4.3 Picture, along with specifications, of the desired privacy divider to be installed. ***
- 13.5 Specification and Installation:
 - 13.5.1 White solid or lattice PVC panels.
 - 13.5.2 Between five (5) - six (6) feet in height.
 - 13.5.3 Installed along the edge of the patio without extending beyond the outer edge of the rear Patio deck.
 - 13.5.4 Divider must begin at the common/party wall without encroaching beyond the center line of the wall.
 - 13.5.5 Divider must be securely anchored to the ground and is not permitted to be attached to the building.
- 13.6 Once installed it will be the responsibility of the unit owner that installed the divider to keep the weeds and/or grass from growing under it.

**** The ARC reserves the right to confirm acknowledgement of adjoining unit owner.**

***** Failure to submit the requested paperwork will result in automatic denial of request.**

14. Solar Collection Panels, water and electric

- 14.1 Solar collection panels shall be placed on or toward rear of the existing roof whenever possible.
- 14.2 Piping shall match existing wall colors and be placed where it is not visible from the street whenever possible.
- 14.3 Photo and/or drawing (elevation) must accompany the request.
- 14.4 Installation of solar collection panels must be done by a licensed and insured contractor.

15. Flagpoles & birdhouses & fire pits

- 15.1 Permanent/Temporary ground flagpoles shall not exceed twenty (20) feet in height. One (1) allowed.
- 15.2 When attached to house, it must not exceed six (6) feet in length. One (1) allowed.
- 15.3 Birdhouse pole must be placed in rear of home.
- 15.4 Must include a plot plan showing proposed location.
- 15.5 Fire Pits – Gas, Electric, Charcoal or Wood.
 - 15.5.1 Confined to rear of home.
 - 15.5.2 Must submit a drawing of the proposed location.
 - 15.5.3 Must follow Lake County Codes before installing.

16. Outdoor lights

- 16.1 One post with light(s) may be installed in front yard.
- 16.2 Location, style and cover must be shown on plot plan.
- 16.3 Light shall not exceed the equivalent of a 40-watt incandescent bulb and fixture shall not exceed eight (8) feet in height.
- 16.4 Decorative lighting must be placed within landscape beds.
- 16.5 Installation of non-solar outdoor lights must be done by a licensed and insured electrician

17. LP (propane gas tank)

- 17.1 LP gas tanks shall be installed according to the regulations adopted by the Department of Agriculture, the Fire Department and any other governmental entity.
- 17.2 All tanks shall be installed underground and as shown on plot plan.

18. Swimming pools & outdoor spas

- 18.1 Pools and outdoor spas shall not encroach on easements, lot lines or property line setbacks.
- 18.2 Pools and spas must be in the rear of the house and cannot extend beyond the width of the two back corners of the dwelling. They must be built by contractors licensed by the State of Florida and Lake County. Any electrical work must be performed by a licensed and insured electrician.
- 18.3 Contractor shall submit a complete set of drawings, specifications and secure a permit issued from Lake County.
- 18.4 A plot plan must be included showing the proposed location of the pool/spa

19. New and/or additional exterior above-ground systems stored or placed outside of and immediately adjacent to the home.

- 19.1 A plan shall be submitted when any unit is installed or unit is relocated showing location and proper visual screening, such as natural shrubbery and/or PVC lattice combined for: water conditioning equipment, fixed-mount generators, pool filtrations/circulation equipment, air conditioning units, and other items which may reasonably be expected to be placed outside of the home. Rubbermaid and other makes of storage cabinets and/or containers are not allowed outside of the home, garage and / or carport.
- 19.2 Home, lawns and recycle receptacles are allowed outside of the garage/carport. The receptacles must be placed on the garage/carport side of the home.
- 19.3 Receptacles shall be enclosed only by white or the homes color, PVC lattice / PVC paneling material or shrubbery. Any material or shrubbery being installed must be taller than the receptacle, including the lid, at the time of installation. Receptacles must be enclosed so as not to be seen from the street or neighbors' windows. Enclosure size can be no larger than 4' (feet) wide by 6' (feet) long by 5' (feet) high. No more than one (1) enclosure is allowed.
- 19.4 All enclosures shall be securely secured into the ground and/or attached to the home.

20. Supplemental window or wall air conditioning systems not permitted in site-built homes manufactured homes only.

- 20.1 Window/wall units cannot encroach on easement.
- 20.2 Window type heat pumps and/or window type air conditioners will be permitted if the unit does not currently have a central heat/AC system. Visual screening, such as PVC Lattice work and/or shrubbery, must be provided to sufficiently screen the unit from view.
 - 20.2.1 Provide a description of equipment: installation location; plus, proper visual screening used.
 - 20.2.2 A drawing must be included showing proposed location.
 - 20.2.3 All electrical work must be done by licensed and insured electricians.

21. Hurricane shutters

- 21.1 Acceptable shutter types are roll-down, roll-in, slide-in, panel and Bahama types.
- 21.2 Color and materials must coordinate to the house. *
- 21.3 Manufacturer's description (brochure), color scheme, and contractor's proposal must accompany the request.
- 21.4 Upon installation, shutters may be closed no sooner than forty-eight (48) hours prior to a storm threat and must be opened no later than forty-eight (48) hours following the storm.

22. Landscaping

- 22.1 Requirements for landscape beds and /or Florida Friendly Landscaping are as follows:
 - 22.1.1 Landscape beds may be covered in mulch, pine straw, rock or stone.
 - 22.1.2 Landscape bed designs allowed are: round, oval, square, oblong, kidney shaped or free form.
 - 22.1.3 Before digging locate all undergrown utilities. Dial 811.
 - 22.1.4 Front and back yards (each area) cannot contain more than thirty (30) percent rock or stone including existing and new landscape beds. Changing from mulch to stone in existing landscape beds requires a submitted Architectural Review Request Form for ARC approval.
 - 22.1.4 a. Sides (length) of home, stone can be no more than eighteen (18) inches wide.
 - 22.1.5 Front and back yards (each area) that are not within landscaped beds must be landscaped with plant material (i.e. turf, trees, bushes, ground cover flowers, ornamental grasses, etc.).
 - 22.1.6 New landscaping, there must be at least fifty-five (55) inches of clearance for mowers to maneuver. If this is not adhered to an extra lawn mowing fee may be assessed due to more maintenance required.
 - 22.1.7 Lawn ornaments and decorative lighting must be placed within landscape beds
 - 22.1.8 Artificial flowers, trees, shrubs, greenery, etc., in pots, urns, in the ground, or landscape beds, etc., must compliment the home, community and conform to community standards. Holiday decorations are allowed but must be removed within fifteen (15) days after the holiday.
- 22.2 Plans for new lawn designs, planting bed, curbs and borders must be submitted with a drawing and dimensions for approval.
- 22.3 Rain collection barrels must be in rear of home (e.g., not visible from street in front of home).
Approved colors are white, terra cotta or match house color.
- 22.4 Use of railroad ties in landscaping is not permitted.
- 22.5 Plantings in easement and right of way areas will be at the homeowner's risk.
- 22.6 Plantings by owners in common areas are not allowed under any circumstances.
- 22.7 Landscaping edging for existing or new beds can be no more than 12 inches above ground level.
- 22.8 The use of hedges or trees as living "fencing" between properties is not allowed.

- 23. Medical – American Disability Act Accessibility - The Fair Housing Amendment Act of 1988**
- 23.1 Modifications to a home site will be allowed to accommodate a documented disability.
 - 23.2 Ramps – Portable (medically required) on walkways to entrance of home.
 - 23.3 Along with the Architectural Review Request application, you must include documentation by a Medical professional in accordance with provisions of the Federal and State Law, specifying a need for the modification.
- 24. Arbors and Villas attached units**
- 24.1 Owners of the Villas and Arbors units are directed to their specific “Supplement to the Amended Declaration of Covenants” for additional requirements.
 - 24.2 Villas – With submission of an Architectural Review Form, the following are allowed with ARC approval.
 - 24.2.1 Patios.
 - 24.2.2 Privacy dividers between units. See Section IV # 13 – 13.4, 13.5, 13.6.
 - 24.2.3 Window replacement. Design must stay as the original.
 - 24.2.4 Replacing mulch with stone (limit 10% stone in front only).
 - 24.2.5 Awnings. See Section IV. # 10 – 10.6.
 - 24.2.6 Birdcage
 - 24.2.7 Driveway painting
 - 24.2.8 Doors – Front doors, Hardware, Finishes, Glass Inserts, and Storm doors.
(Books on HOA approved doors, hardware, finishes, glass inserts and storm doors can be checked out at the RSO for three (3) days).
 - 24.3 Arbors – With submission of an Architectural Review Form, the following are allowed with ARC approval.
 - 24.3.1 Awnings, See Section IV, # 10 – 10.5.
 - 24.3.2 Screen doors.
 - 24.3.3 Birdcage over courtyards.
 - 24.3.4 Driveway painting, pavers
 - 24.4 Not allowed: Any changes to the outside area of the Patio Home

SECTION V

MOBILE/MANUFACTURED HOMES REVIEW REQUIRED

* **NOTE:** Only PHOA approved colors and color combinations shall be accepted by the ARC. Books of approved house body, trim, and accent colors can be checked out at the RSO. One shade lighter or darker of the approved colors are acceptable. SW7005 "Pure White" may be substituted for any of the approved colors. The ARC may approve new color schemes and add these to the Pennbrooke Color Selection Book after board approval. It is recognized that some Homeowner projects will require the use of a portable lavatory. Any portable lavatory shall be removed from a Homeowner's property no later than five (5) business days after submitting a project completion notice.

1. **Mobile/Manufactured homes**

1.1 Mobile/Manufactured home is built off-site and then set-up on lot.

2. **Extensions**

2.1 Screen rooms or other extensions to an existing dwelling must have the same materials as the existing screen rooms or storage rooms.

2.2 The extensions must have same roof material and pitch as the original screen room or storage room. No extension can extend beyond the width of the dwelling.

2.3 The application will require an architectural drawing with side and front views and all dimensions.

2.4 All extensions shall be constructed in compliance with state and locally adopted building codes according to 15C-2.0081, Mobile/Manufactured Home repair and Remodeling Code.

3. **Additions**

3.1 When building an addition to the existing dwelling on manufactured homes, the addition must have the same color and roof material.

3.2 The roof pitch must be as close to the original as possible.

3.3 The application will require an architectural drawing with side and front views and all dimensions.

3.4 All additions shall be constructed in compliance with state and locally adopted building codes. According to 15C-2.0081, Mobile/Manufactured Home Repair and Remodeling Code.

3.5 When re-roofing a mobile or manufactured home, the roof material can be same as existing or a rubber roof, as per the Mobile/Manufactured Home Repair and Remodeling Code.

3.6 All construction will be done by a licensed and insured contractor. All additions are limited to single story.

4. **Metal roofs**

4.1 Metal roofs shall only be Architectural/Traditional style.

4.2 Metal roofs can be attached to fiber board.

4.3 Roof color shall be compatible to the homes color.

4.4 Samples of approved roof material and colors are available at the RSO.

Ondura roofs

4.5 Roof colors shall be compatible to the homes color.

4.6 Samples of approved roof material and colors are available at the RSO.

5. **Garage / Carport modification**

- 5.1 In accordance with the 'Rules for Community Living', Section B, Paragraph e.. all home sites are required to have a carport/garage.
- 5.2 When enclosing a current garage/carport and adding the additional, required carport/garage; the new carport/garage must be a minimum of fifteen (15) feet and a maximum of twenty (20) feet in length, unless meeting the required set-backs from the property line prevents this. If the set-back from the property prohibits the addition of a garage/carport, the planned enclosure of the garage/carport will be denied.
- 5.3 Any other applicable requirements listed in this section must also be met.
- 5.4 Shed roofs on carports are allowed.

6. **Other**

- 6.1 Anything not covered above, refer to sections IV.

SECTION VI

DESCRIPTION OF ARC FORMS

1. **Architectural Review Request Form**
Is given to applicant when a project needs to be approved by the Architectural Review Committee before applicant can begin project. All pertinent information required must be included with this form.
2. **Completion Form:**
Is given to applicant when application has been approved. The form must be returned to RSO, when project is complete with original application number included.
3. **Appeal Form:**
Upon request, the Appeal form is given to applicant by the RSO. This form must be returned to RSO when complete with the original application number included.
4. **Compliance Notification Form:**
Given by Community Manager when no record of project has been filed or current project is not in compliance. Distributed by the Community Manager with his/her compliance letter and returned to Community Manager for the Architectural Committee's review.