

**Sherman Hills Subdivision Homeowner Association  
Architectural Review Committee (ARC)  
Guidelines and Procedural Workflow**

**Version 2.2**

May 17, 2016

## REVISION HISTORY

Rev	Description	Originator	Date	Reviewed By	Date
1.0	Initial Guideline and Procedural Workflow	Kathy Fitos, Vicki Raley, Peggy Glass, Connie Magilligan, Debbie Martin	09/30/2014	HOA Board	10/08/2014
1.1	Revised Guideline and Procedural Workflow to simplify information.	Kathy Fitos, Vicki Raley, Peggy Glass, Connie Magilligan, Debbie Martin	11/20/2014	HOA Board	11/24/2014
2.0	Added section on specific standards, added revision history, and updated the ARB to ARC.	Kathy Fitos, Vicki Raley, Peggy Glass, Connie Magilligan, Debbie Martin	09/12/2015	HOA Board	09/13/2015
2.1	Revision History as a separate page. Revised verbiage in the purpose to clarify Sherman Hills Subdivision Phase 1 and 2; Guideline 4 changing role from Vice President to Treasurer; Appendix 2 clarified standadars and modified bullet format; removed retaining wall requirement; clarified tree removal; added mailboxes and associated post category.	Peggy Glass, Kathy Fitos	11/16/2015	HOA Board	11/16/2015
2.2	Addition of verbiage to prohibit artificial turf or grass as ground cover.	Peggy Glass, Kathy Fitos, Debbie Martin, Stan Burke, Daniel Maiorino	05/13/2016	HOA Board	05/17/2016

**Purpose:** The intent of this document is provide guidance and summarize the required work flow of submission for the Sherman Hills Association Architectural Review Committee (ARC). The ARC is responsible for reviewing and approving structural modifications to the exterior of houses and property improvements within the jurisdiction of the Sherman Hills Subdivision Phase 1 and 2.

The ARC will follow the guidelines and the workflow stated within this document. The HOA will oversee the ARC and reserves the right to remove any member of the committee who violates this document or does not perform their duties as per the by-laws. The procedural workflow is depicted in *Appendix 1: Procedural Workflow*.

**Guideline 1:** The ARC will only provide written responses and requests for information to home owners.

**Guideline 2:** The ARC must complete a physical inspection of the property and review the application within 15 days of receiving the application from the Vice President. Photographs of pre-conditions of the property must be taken during the site inspection. The types of project that would require inspection are as follows but not limited to:

- fences
- construction\structural modifications
- gutters
- tree removal
- pools
- solar panels
- sheds or other structures

**Guideline 3:** Any changes to the original application must be made in writing on the copy where by any changes are initialed and dated by both the ARC chair and the home owner. Dimensions of fences and other structures must be denoted on the attached application diagram.

**Guideline 4:** The HOA Treasurer will review the decisions of the ARC. The Treasurer upon review may convene the HOA board to discuss any inconsistent decisions by the ARC, any applications in which the home owner disputes the ARC decision.

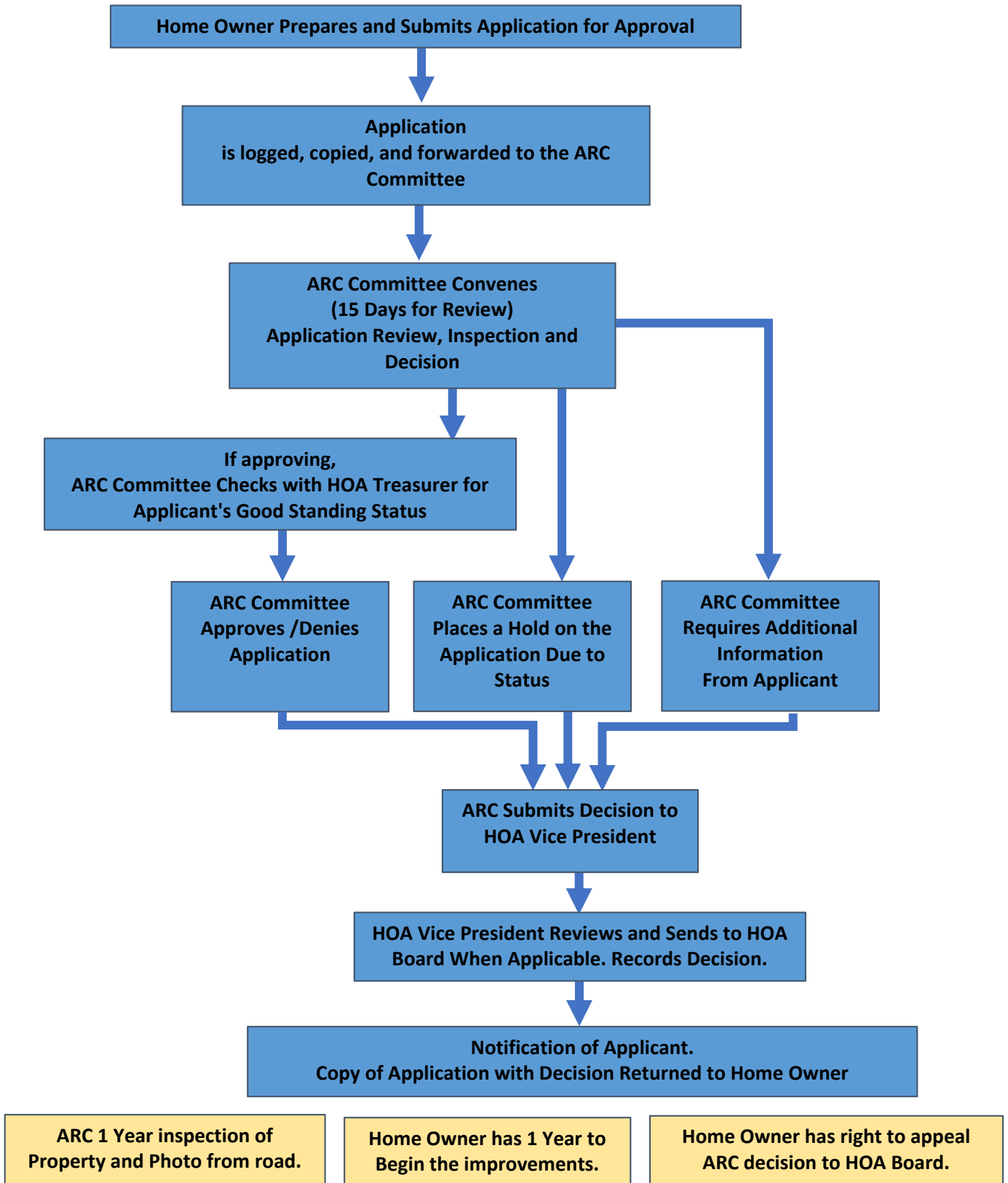
**Guideline 5:** The home owner has one year to make or begin the approved improvements. Otherwise, after one year a new ARC form and approval is required to be submitted.

**Guideline 6:** The ARC should conduct an inspection on the type of projects listed in Guideline 2 to make sure the improvements were done as approved. Violations should be reported to the ARC.

**Guideline 7:** Artificial turf cannot be used as a ground cover.

Refer to *Appendix 2: ARC Standards* for specific details on typical type of approved improvement projects.

### APPENDIX 1 Procedural Workflow



## APPENDIX 2 ARC Standards

The following summarizes the standards for common improvement projects.

### Project Type

### Description

#### **Clotheslines**

- Cannot be denied, but must be approved by the ARC.
- Follow Florida Statutes (i.e. Florida Energy Law).
- Cannot be seen from the street.

#### **Driveway and Walks**

- Materials: Pavers or Concrete
- Color: Approved by ARC, typically earth tones
- Texture: Stamped is allowed, design approved by ARC
- Driveway expansion made of pavers or concrete is allowed up to 8' in width.
- Changes to driveway or sidewalk entrances on streets require County permission.
- Approve the improvement if property value is increased.

#### **Fences**

- Materials: PVC and Aluminum
- Color: White
- Post Height: maximum 6'
- Panel Height: maximum 5.5'
- No privacy fences on the golf course.
- Follow County regulations for fences along retention or detention ponds.

#### **Games and Play Structures**

- All playsets, playground equipment, and other outdoor recreational equipment must be approved by the ARC prior to installation.
- No basketball courts, standards, or backboards (permanent, affixed to a structure, or mobile).

#### **Gutters**

- Materials: Aluminum
- Color: White for roofline, and downspouts may be an alternate color to match the color of an associated enclosure.

#### **Mailboxes/Posts**

- Color: White

#### **Paint**

- Color: Approved by ARC, typically earth tones

**Project Type**

**Description**

**Pools**

- No above ground pools.
- No freestanding spas or jacuzzis must be attached to the primary structure.
- In ground pools must be inside a screened enclosure.

**Retaining Walls**

- Materials: wood, concrete, brick, block, composite (multiple materials)
- Color: Approved by ARC, earth tones typically matches primary structure

**Turf**

- No artificial turf or grass to be used as a ground cover.

**Tree Removal**

- Width: <5" diameter does not require ARC approval.
- Greater than > 5" diameter follow County regulations and must receive ARC approval.

**Storage Sheds**

- Materials: Plastic or plastic composite
- Color: Approved by ARC, typically matches primary structure
- Height: maximum 7'
- Width: maximum 4'

**Water Fountains**

- Height: maximum 3.5'
- Design approved by ARC.