

The Woods

Architectural Variance Request Form

For submission to Architectural Review Committee

Name: _____

Address: _____

Phone: home: _____ office: _____ email: _____

Please read the variance checklist carefully, and indicate below the type of variance you're requesting. Check all that apply.

- | | | | |
|----------------------------------|--|---|---|
| <input type="checkbox"/> fence | <input type="checkbox"/> painting | <input type="checkbox"/> antenna/satellite dish | <input type="checkbox"/> deck/concrete patio |
| <input type="checkbox"/> roof | <input type="checkbox"/> siding/trim | <input type="checkbox"/> shed/outbuilding | <input type="checkbox"/> paved/covered paths |
| <input type="checkbox"/> pond | <input type="checkbox"/> addition to house | <input type="checkbox"/> driveway/sidewalks | <input type="checkbox"/> patio enclosure/Florida room |
| <input type="checkbox"/> awnings | <input type="checkbox"/> pool/spa | <input type="checkbox"/> windows/doors | |
| <input type="checkbox"/> other | _____ | | |

Any variance requests for a fence, pool, outbuilding, building renovation, driveway, or concrete work which are not accompanied by a survey will be automatically denied.

In accordance with The Woods' Covenants & Restrictions and the Association's Rules & Regulations, I hereby request your consent to the following changes, alterations, renovations, additions and/or removals to my property:

Projected start date

Projected completion date

Signature: _____ Date: _____

In addition to this application, a deposit of \$25.00 must be included at the time of this submission.

You must also sign the ARC variance request declaration accompanying this form, and carefully read the accompanying variance-request checklist and the Woods Community Association Rules and Regulations.

_____ **Approved** _____ **Denied** (see attached)

_____ **Referred to** _____ (See attached)

Signature of ARC Committee Member: _____ Date: _____

ARC Variance Request Declaration:

I understand that under The Woods' Covenants & Restrictions and the Rules & Regulations, the architectural review sub-committee will act on my request, and will provide me with a written response of their decision within 30 days of receipt. I further understand and agree to the following provisions.

1. I will not begin work, or commit to work, until I have received written approval from The Woods Community Association.
2. All work and future upkeep will be at my personal expense.
3. Once commenced, all work will be done expeditiously and in a good and workman-like manner by myself or my contractor(s).
4. All work will be performed at a time and in a manner which will minimize interference and inconvenience to other property-owners.
5. I will be personally responsible for the conduct of all persons, agents, contractors and employees connected to this work.
6. I will be personally responsible for complying with all applicable federal, state and local laws, codes, regulations and requirements in connection with this work, and will obtain any necessary governmental permits and approvals for it. I understand and agree that The Woods, its Board of Directors, its agent(s), and the committee have no responsibility with respect to such compliance.
7. I will notify the ARC (via the management) of any changes to the original approved plans. If there is a deviation to the prior approval, a new Variance request is required to be submitted. My failure to do so could result in a requirement to revert to the original ARC approval parameters. I also understand failure to comply could result in legal actions from the Woods HOA.
8. I understand that a decision by the committee is not final, and that the Board of Directors may reverse or modify a decision by the committee upon written appeal from any owner made to the Board of Directors within ten days of the committee's decision.

All requests outside those covered in the attached guidelines require approval by the Board of Directors.

Signature

Date

Architectural Rules

The following actions by residents must be presented to the Architectural Review sub-committee for approval prior to commencement of work. The committee has up to 30 days to take action on a request, or a written notification for delay will be provided by The Woods office. Architectural forms are available at the Woods office and online (<https://thewoods.nabrnetwork.com>), located under “Resources/Community Forms.”

Variations: Variations or deviations from these criteria listed below may be granted in unique situations but will not set any precedent for future decisions. All such variance requests shall be reviewed on an individual, case-by-case basis.

1. Any change affecting structural (including elevation), change of property, exterior additions, detached structures or facilities, walls, fences, walkways, or driveways must be approved by the ARC.
2. There will be no processing fee if the request is worked within 30 days.
 - a. a fee of \$25.00 will be assessed if the approval turn around is required within five business days.
 - b. a fee of \$50.00 will be assessed if the approval turn around is required by the next business day.
3. Upon approval of homeowner’s request, a copy of the request will be provided to the homeowner. The homeowner will need to pick up an ARC sign to be placed in a visible window at the front of the home. A deposit of \$25.00 is required for the sign. The sign must remain in place until project is completed. Upon completion, homeowner will return the sign and the \$25.00 deposit will be refunded.
4. Detached structures must be placed in the resident's back yard in such a manner as to conceal as much of the structure as possible from the street side. The maximum height for any structure is eight feet (8') including foundation. Exterior colors of structures must complement the exterior of the resident's home.
5. Satellite dishes may not exceed 18 inches.
6. Installation of swimming pool, outdoor hot tubs or any such facility.
7. Construction of any sports equipment or facility such as, but not limited to, basketball backboards, skateboard ramps, and soccer goals must be approved by ARC. If approved, basketball backboards must be erected a minimum of 20 feet from the nearest road.
8. Alteration of landscaping affecting structural (including elevation) changes of property, drainage, or safety or exterior additions to any existing structure.
9. Changes in color or color combinations of homes and other permanent structures.
10. Tree removal if the tree is further than 10 feet from the home. If approved for removal, the tree stump must be removed or ground to ground level and re-landscaped. Exception: trees located within an enclosed fenced area do not require stump removal.
11. Installation of clotheslines: no permanently installed clotheslines are allowed. Temporary, portable clotheslines must be positioned in the resident’s backyard in such a position that no part can be seen from the street.

12. For sale/rent sign posts must be "L" shaped, and sign will not exceed 180 square inches in size. Preferred color is tan background with green writing.
13. Garages cannot be enclosed or changed from the original use of vehicle storage.
14. Installation of fences: all planned fence installations must be submitted to the ARC for approval, which must be obtained before commencing with fence installation. Fences must meet the following minimum guidelines:
 - a. Fences WILL be a minimum of four to a maximum of six feet in height, stockade or board on board, except when: fences adjacent to ponds will be a maximum of four (4) feet in height and can be of the picket-fence style. These fences will remain at that height up to a point where a six-foot-high fence would no longer restrict the water view of the adjoining homes. Fences must be graduated from six to four feet in height. Material used to construct the fence must be wood, aluminum, PVC, or wrought iron. Chain link fences are NOT acceptable.
 - b. Wood fences may be preserved using a stain or a clear preservative. Painting is not permitted. All other fences MUST be white, black or brown in color. Color and/or stain must be approved by the Architectural Review Committee.
 - c. Fences are restricted to back and side yard areas. No portion of the fence or fenced area is to extend in front of a line parallel to and even with the front of the dwelling or "right of way" areas. In the case of a corner lot, the ARC and Board of Directors shall, in their exercise of sole discretion, determine which the front lot line is and which the side lot lines are.
 - d. When approved, an 18" lattice panel may be used in areas to assist in concealing approved structures and/or vehicles, boats, campers, or motor homes.
 - e. Ribbing and support members of the fence shall face inward (toward the owner's side of the lot). The smooth side of the fence shall face the adjacent properties (outward).
 - f. In the event an existing fence owner is confronted with a neighbor who intends to erect a fence not of the same quality, style, height or material of the existing fence along parallel property lines the matter will be resolved by the Board of Directors.

In summary, no landscaping, affecting structural (including elevation) change of property, drainage or safety, exterior additions, detached structures or facilities, walls, fences, walkways or driveways shall be erected, constructed or maintained by anyone, under or upon the common specifications thereof showing the nature, kind, shape, height, materials and locations, have been submitted to and approved, in writing, by the architectural review sub-committee, in accordance with the by-laws. Any construction, erection of structure or installation in violation of these rules, and/or without the express written consent of the architectural review sub-committee, shall be subject to removal or correction to meet these standards. The Association, and its officers and agents, are specifically authorized to enter upon any lot and remove or correct any condition contrary to these regulations; the owner and/or tenant thereof shall be responsible for all reasonable fees, charges and expenses incurred in the correction or removal of such condition.

The ARC does not assume liability or responsibility for the following:

1. The structural adequacy, capacity or safety features of the proposed improvement.
2. Soil erosion, incompatible or unstable soil conditions and/or improper drainage.
3. Compliance with any or all building codes, zoning codes, safety requirements, governmental laws, regulations or ordinance.

4. Performance or quality of work by any contractor.
5. Accuracy of surveys provided by homeowners or the placement of the homeowners' project.

Failure to submit an ARC request prior to making exterior changes could result in the Association levying a reasonable fine per Florida Statutes - 720.