



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

The information contained in this document applies to homeowners in Riverglen Units 1 – 4. These standards apply to all modifications, additions, or replacement of structures that are made after the effective date. 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](http://www.riverglenhoa.com)

### **GENERAL INFORMATION**

#### **ARCHITECTURAL CONTROL COMMITTEE**

The functions of the ACC include:

- Approval of homeowner requests for exterior alterations or additions.
- Development of design standards and guidelines for exterior alterations and maintenance, in order to maintain a unified building scheme and appearance.
- 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.
- Inspection of lots and structures as required to determine compliance with the ACC Standards and the Declaration.

#### **ACC MEETING INFORMATION**

Meetings are held monthly. 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.

#### **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.

Recurring violations of the same nature will be treated as a continuing violation.

#### **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 be not in compliance may be required to remove the alteration or addition or otherwise comply with these ACC Standards and the Declaration.

## **APPLICATION PROCESS**

Initiate an online ACC Request application by logging in to the GPI homeowner portal at <https://home.greenacre.com>. Complete and submit the application prior to the 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 - 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 (sixty) 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 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

## **ADDITIONS OR ALTERATIONS (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 incompatible with the community, as determined by the ACC.

## **AIR CONDITIONING UNITS**

Window Air Conditioners are not permitted.

## **ANTENNAS AND SATELLITE DISHES**

Satellite dishes larger than one meter in diameter are prohibited. 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**

Maximum height is ten (10) feet from the ground to the highest point of the structure and must be approved by the ACC. Must be installed in the backyard only.

## **AUTOMOBILES/VEHICLES/MOTORCYCLES**

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

## **AWNINGS**

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

## **BASKETBALL GOALS / HOOPS**

All basketball hoops that are permanently installed must be a minimum of 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 maintained 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**

Dog Houses must not be visible from any street.

## **DRIVEWAYS AND WALKWAYS**

Any alteration or additions (i.e. pavers and expansion) 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. The lighting color must be white or clear. Lights no longer functional or are in disrepair must be replaced or removed.

The top of exterior landscape lighting must not exceed 24 inches above the ground.

Landscape lighting is not permitted in any easement area as noted on the subdivision plat or on the owner's Lot survey, but can be used in plant beds as accent lighting. See Holiday Decorations Section for exceptions.

## **EXTERIOR ELECTRIC VEHICLE CHARGING STATIONS**

ACC approval is required. Exterior charging hardware and cables must be mounted and stored inside of the garage or on the side of the home and cannot be installed on or adjacent to the driveway, other than on the side of the home.

## **FENCES & WALLS**

Fences and walls must be no more than 6 feet in height from the ground up. Berms used in conjunction with the fence must be included in the fence height. All Fences must be set back at least 8 feet from the front 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.

Part wood and part PVC/VINYL is not permitted (must be the same materials). Exceptions: One side of the house wood and other side PVC/VINYL is permitted if desired to match an existing fence on the adjacent lot. Corner lots and conservation lots must adhere to any applicable county setbacks or restrictions for drainage easements. Supporting posts and beams must face the property of the fence owner.

All fences must be maintained in good condition. Broken slats, support poles or gates must be repaired or replaced when damaged or deteriorated. For partial replacement of slats, panels or gates, the color/stain and materials must match the existing fence.

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

Fence gates must be closed when not in use.

Waterfront /conservation lots:

- Beginning at the rearmost point of the house or pool deck, the fence must slope down to a maximum height of 4 feet.
- The down slope/transition to 4-foot-high fencing must be completed within a length of 4 feet or less
- All fences (side and back) to the rear of the transition must not exceed (4) four feet in height, and are limited to wooden/vinyl picket, or black or green vinyl coated chain link, or black aluminum or wrought iron.

Concrete block walls (interior) must be maintained by the 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. No wood or PVC/VINYL, Lattice, or any type of fencing can be installed against or above the community block wall. Fences meeting the block wall must slope down (starting 4 feet away from the wall) to the same height as the block wall.

## **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 areas 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 flower pots / 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 will not exceed forty-eight (48) inches in any dimension and require ACC approval.

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 an 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.

## **GARBAGE/TRASH CANS**

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

## **GAZEBOS & PERGOLAS**

Shall be installed in the backyard only and must be approved by the ACC.

Maximum Gazebo/Pergola dimensions are: 168 square feet of floor space and no higher than ten feet (10') tall from the ground to the highest point of the structure.

## **GRILLS (PERMANENT)**

Must not be visible from any street.

## **GUTTERS & GUTTER ELBOWS & DOWNSPOUTS**

ACC approval is required for any new installation, replacement, or painting. Color of the gutters, elbows, and the downspouts must be included in the application, and it cannot be a 4<sup>th</sup> color of the paint scheme.

Gutters must be maintained in good condition.

## **HOLIDAY DECORATIONS**

Holiday decorations including flags, colored lights, and lawn decorations are permitted from 30 (thirty) days before the holiday to 14 (fourteen) 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/lawn must be consistently maintained. This includes mowing, trimming, removing harmful bugs and diseases, and removal of dead trees, shrubs, plants and leaves.

All flower beds 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 the lawn.

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

Tree branch canopies must be kept trimmed up a minimum of 8 feet over the sidewalk, and 13 feet over the street from the ground up.

Faux lawn, synthetic turf, and artificial foliage are permitted if not visible from any street or from an adjacent home. 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 without ACC approval should the need arise.

However, any other type of planting/landscaping or decoration in the easement is not permitted without ACC approval.

## **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.

Maximum color combination allowed is three (3), including the front door.

The application must have the paint name and the code for the body, trim, garage door, front door, decorative accents, soffit, drip edge, frieze board, fascia, gutters, gutter elbow, and downspouts.

Exterior paints must not be faded, peeling, moldy, or stained. See ACC Application for further details.

## **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 i.e PODS, U-Haul, U-Box, MI-Box.

Additional limitations are listed in the Hillsborough County Land Development Code Section 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 dimensional shingles (Asphalt and Metal) are permitted. Tile roofs are not permitted.

Metal roofing material must be in a dimensional shingle style only. Colors may not vary from asphalt shingle colors and must conform to the appearance of asphalt roofing shingles. ACC requests must include product pictures and descriptions.

## **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.

Lighting shall be limited to the minimum necessary for safety, identification, and decoration.

Screen enclosure lighting (not including pool lighting) must be white or clear.

## **SIGNS**

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

## **SHUTTERS**

All permanent shutters must be approved by the ACC. Color, design, and a photo must be included in the application.

Temporary storm/hurricane shutters of any type (wood, metal, fabric, plastic storm panels) must be removed no later than 10 days after each named storm has passed.

## **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.

All installations must meet the placement and specifications as outlined by FL statute §163.04.

## **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 highest point of the structure.

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 inground 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 of the home.

A maximum of ten feet (10) in height is permitted from the ground to the highest point of the structure, including trampoline safety nets.

Trampolines must not be visible from any streets.

All equipment must be properly maintained.

## **TREE REMOVAL**

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

All tree stump(s) and shavings must be removed from view.

## **TRASH - STORAGE & COLLECTION**

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

## **TRELLIS**

All trellises must be approved by the ACC. The location, color, design, and a photo must be included in the application. A maximum of ten feet (10) in height is permitted from the ground to the highest point of the trellis.

## **VEGETABLE GARDENS**

Vegetable gardens must not be visible from any streets.

## **VINYL/ALUMINUM SIDING**

All vinyl/aluminum siding must be approved by the ACC. The location, color, design, and a photo must be included in the application.

Vinyl/aluminum siding is permitted on the gable area ONLY. Vinyl/aluminum siding on the entire house is NOT permitted.

## **WATER CONDITIONERS, PROPANE / FUEL TANKS, POOL PUMP, HEAT PUMP, SUPPLEMENTAL AIR CONDITIONERS, PERMANENT GENERATORS**

All water conditioners, propane or fuel tanks, pool pumps, heat pumps, supplemental air conditioners, and permanently installed generators 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 and must conform to the requirements listed in this document under "fences", including setback from the front of the house. The location, color, design, and a photo must be included in the application.



## **WATER CRAFT**

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

## **WINDOWS**

ACC approval is required for all window replacements or removal, professionally installed protective transparent or gray shade tint, or security and safety shatterproof film.

No newspaper, cardboard, magazines, aluminum foil, reflective film, mirrored tint, signs, bed sheets or towels may be placed over any windows visible from any street.

Windows with mullions/window grids facing the street must also be maintained and kept in good repair.

Faux windows are not permitted.

## **WOODPILES**

All firewood shall be organized, stacked (including tarp covered) and concealed from view.

## **XERISCAPING/FLORIDA FRIENDLY LANDSCAPING**

All Xeriscaping/Florida-friendly landscape designs require ACC approval.

ACC requests must include a design plan for proposed plants/features, including the principles outlined in Florida Statue 373.185, and a property survey indicating location.