

# Camden Club Architectural Control Committee Guidelines

## 1. General Information

All changes to the exterior of your home or to your property require prior approval by the Camden Club HOA or its affiliated Architectural Control Committee (ACC) unless the planned changes are specifically listed under "Items Not Requiring Approval" (page 5). "All Changes" includes those changes which meet the standard criteria listed under specific headings and includes the removal of as well as the addition of any item. You must obtain approval before starting any work.

The Architectural Review Board Application (ARB) form indicates generally the information that is necessary to make a decision on your request. Further information on the process and the requirements is indicated on Page 2, Procedures for Architectural Review, and the specific sections for individual items.

The Camden Club HOA or its affiliated ACC requests that you notify your neighbors of your proposed changes. Your neighbors will appreciate your consideration, and overall complications may be reduced or eliminated.

The following specifications are, as the title indicates, "guidelines". Upon review of the specific individual requests, the Camden Club HOA or its affiliated ACC may grant variances or exceptions to these guidelines. These variances will be granted at the discretion of the Camden Club HOA or its affiliated ACC. The homeowners who currently have in place a modification which is henceforth restricted will be grandfathered in so long as there was not an infraction of a currently held rule at the time of the modification. Homeowners who wish to replace existing modifications must request permission from the Camden Club HOA or its affiliated ACC.

**It is understood that these guidelines and the decisions made by the Camden Club HOA or its affiliated ACC, will first and foremost comply with any relevant and appropriate city, county, state, or federal regulations.**

## 2. **Procedures for Architectural Review**

1. *Obtain an **ARCHITECTURAL REVIEW BOARD APPLICATION** from the Management Company or off the HOA website.*  
Complete the form with as much information as applies to your particular project. You must include with the form a plot plan (survey) of your property with your revision shown and all dimensions indicated. If you are planning any type of addition, including a screened porch, you must also include elevations of your home with the proposed addition shown. If you are planning any other change, which does not conform to the standard criteria under specific headings, you must provide photographs or sketches which clearly show your intent. The more information you provide, the more rapidly the HOA board can make a decision.
2. *Return the forms with the additional information to the Management Company.*
3. **Your request will be reviewed by the HOA/ACC.**  
You will be notified of their decision within 30 days from the date that your request is received by the Management Company. If your request lacks sufficient information for the Camden Club HOA or its affiliated ACC to make a decision, your request will be denied and you will be so notified. A new request must then be submitted that furnishes the appropriate information to enable the Committee to properly evaluate the request. Upon approval of your request, you will be sent an approval letter from the Management Company. If your request is denied, you may appeal to the Board of Directors. This appeal must be made in writing and must clearly explain why you believe a variance should be granted or approval should be given for your specific request. The written appeal should be sent to the Management Company. Requests shall not be heard by the Board unless the appeal has previously been made in writing and the item is on the Board Agenda.

## 3. **Violations**

Homeowners who see violations in the neighborhood are requested to report these violations in writing to the Management Company. The Management Company will acknowledge this complaint in writing within ten (10) days. If this acknowledgement is not received, the homeowner making the complaint is requested to contact the Management Company.

Alleged violations will be confirmed by the Board of Directors, the Management Company, or the Camden Club HOA or its affiliated ACC as appropriate by a visit to the property.

At that time, a letter will be sent to the homeowner with the violation advising that there is a violation and requesting that the violation be eliminated or that approval be sought from the HOA Board of Directors, if appropriate. Thirty days is permitted for this correction. If the violation is not corrected, another letter will be sent to the homeowner advising that the matter will be turned over to the Association attorney for action if there is no response from the homeowner.

Involvement by the Associate attorney is costly, not only to the violator, but also to all members of the Association. The Association will seek to collect the attorney fees from the violating owner. Please help the community by cooperating with the Association.

#### **4. Definition Used in Guidelines**

1. Elevation
  - a. The front, side, or rear view of the house or other item drawn to scale in a two-dimensional (flat) style
  - b. The actual front, side, or rear view of the house or other item. (This definition refers to the actual structure)
2. Plan

A drawing, to scale, showing the arrangement and the individual components (walls, doors, window, etc.) of a structure, i.e. house, patio, fence
3. Plot Plan

The survey of the property that shows the location of the property lines, the house, driveway, etc.
4. Wall Section

A drawing, to scale, of a vertical "slice" of the wall. The section should extend from the footing to the top of the wall where the roof attaches. The major building materials should be shown.

#### **5. Items Not Requiring Approval by the Architectural**

## **Control Committee**

The following items listed do not require approval by the ACC. All other changes do require approval.

- Landscaping which does not exceed 20% of the available permeable area and which does not change the grading/drainage pattern of the property.
- Landscaping which occurs totally within the confines of a rear yard with a six-foot-high fence and which does not change the grading/drainage of the property.
- Colored lights are permitted for any 45-day consecutive period for Holiday and/or Bereavement circumstances.
- United States flags displayed from a removable standard on a temporary basis such as national holiday or wartime. Banner flags, such as seasonal and decorative, when attached to the dwelling itself.
- Door hardware such as peepholes, kickplates, locks, doorbells or security doorbells.
- Motion Sensing or Dawn to Dusk exterior Lighting
- Coach lights must be consistent with the approved neighborhood color scheme(s); Black & white can be substituted on any color scheme.
- Security Cameras
- Edging installed in or around existing beds including plastic, bricks, or concrete edging, providing that the installation does not exceed eight inches in height.
- Low voltage lighting for landscaping.
- Hanging baskets
- Hose reels, hangers on the rear and side of homes. Must be concealed by shrubs or any other board approved structure

## **6. Clotheslines**

No outdoor clothesline or other outdoor clothes drying apparatus shall be permitted on any lot, except as approved in writing by the Board.

**7. Doghouses**

- a. All doghouses must be located in the rear yard within ten feet of the house.

**8. Driveways**

- a. Painting or staining driveways, walkways, sidewalks or any concrete area in front of your homes is Not prohibited.
- b. Driveways previously stained by the original builder Beazer homes must be free of chipping, peeling, well-kept and re-stained a concrete colored tint if desired. If the owner wishes to Sandblast off any pre-existing peeling stain, they may do so. Any sort of re-stain on that particular driveway is Not permitted.
- c. Extension of our driveways 24" on each side with poured concrete. No Paver type material is permitted, one solid pour with standard spacers only.

**If an Architectural Review Board Application is required** - All change requirements must be submitted and are listed on the Architectural Review Board Application found on the Camden Club.org website or can be requested from the management company.

**9. Shutters**

Shutters should match the Camden Club approved color charts/schemes. White and Black can be substituted for Shutters on any approved color scheme noted in the Approved color book. All Shutters are required to be painted the same color.

**10. Fences**

***Specifications for Wooden & Vinyl Fencing***

- Fences shall not extend past any portion of the front of the house nor past the front of adjacent houses. All wooden fencing installed in Camden Club will be Natural in color, pre-painted or pre-stained wooden fencing is prohibited. Interior and exterior staining of wooden fence only is permitted. All wooden fencing Stain selections must be approved by the Camden Club HOA. All requested changes must be submitted with a completed ARB Application and approved by board prior to work commencing.
  
- Damage to Fencing: If any perimeter fencing owned by the Camden Club HOA is damaged by the resident, owner, renter and/or their guests, the Owner of the property is responsible for complete and satisfactory restorations.
  
- Wooden Fences: If a resident requests Camden Club HOA to repair their exterior rear perimeter wooden fence(s) owned by the HOA it is required that the sprinkler systems be moved or readjusted to prevent water from spraying on the rear perimeter fence Before the repair work is to be completed. If after restoration the owner of the property allows their sprinkler system to continually hit and deteriorate/damage wooden or vinyl fencing, the restoration costs will be the responsibility of the owner of the property. If a resident wants to replace any portion of their own wooden fencing, they must use the style of board on board with 4" or 5 ½" or Stockade 6 foot vertical wooden fencing. Interior staining of fence is permitted. All wooden fencing Stain selections must be approved by the Camden Club HOA. All requested changes must be submitted with a completed ARB Application and approved by board prior to work commencing.
  
- Altamonte City codes currently require that only if the resident owns a pool that the finished uniform side of the fence must face outward toward adjoining properties. If a Pool is Not present and the adjacent ~~neighbors~~ agree to share the cost of the fence, they shall decide between themselves who will have the finished side. Camden Club HOA has no jurisdiction over Altamonte Springs City codes as they may change. **Because City/County codes can change Residents are encouraged to seek and receive current codes and proper permitting before any fence installation.**
  
- No fence or landscaping that interferes with the flow or retention of storm water and no refuse shall be placed upon or allowed to remain on any part of a lot within any easement area or

storm water drainage or retention areas, including retention ponds shall be filled or otherwise changed so as to alter or block the flow or quantity of water.

- Fences must remain in safe condition and orderly appearance (i.e. no missing or broken pickets/slats, leaning sections, broken posts, protruding nails, mold etc.)
- Gate width must be a 52" with a clear opening to allow professional mowers to pass through.
- Vinyl Fencing: The rear perimeter fencing surrounding Camden Club is owned and is the responsibility of Camden Club HOA, if the homeowner wishes to have the existing wooden perimeter fencing replaced with vinyl, it will be at the property owners' expense yet still owned by the Camden Club HOA. The owner of the residence has the right to select a licensed and insured vendor however, because of liability concerns the licensed vendor who is installing the vinyl fencing must be contracted and paid for by the HOA. Camden Club HOA and the owner of the property can participate, facilitate and oversee the project thru completion with vendor. The Vinyl Fencing will follow the same style as currently installed on the common areas and can only be White or Tan and consistent in color (mixture of colors is prohibited). The resident has the right to negotiate the pricing of the Vinyl Fencing with supplier since they are paying for it. To guarantee the cosmetic appearance of the vinyl fencing it is required that the homeowner and Camden Club HOA sign a release waiver outlining community ownership of Vinyl Fencing.

(All requests must be submitted with an ARB Application with required documents and approved by board prior to work commencing.)

## **11. Landscaping**

- Except for the areas reserved for roads, driveways, walks, shrubbery, and other garden-type plantings, and areas of retained natural vegetation and trees, all lots shall be sodded from the street curb to and including all of the area within the lot lines. Sodding on concrete areas in the front of the house is prohibited.
- St. Augustine sod is the only grass permitted when replacing dying or dead grass in the front of homes. If homeowner plants another species of grass in their back yards, Camden Club HOA or its vendor(s) will not be held responsible for any damage related to lawn mowing or chemical treatments.

- Significant changes to landscaping should be submitted to the Camden Club HOA. Any significant changes not in harmony with the neighborhood look is subject to violation.
- No landscaping is permitted between the curb and the street.
- Beds should be kept weeded, and shrubs neatly trimmed.

## **12. Lighting**

Proper lighting of property can usually compliment the look of a neighborhood and can deter crime by illuminating dimly lit areas. Improper or excessive lighting can be detrimental to neighboring property by creating unsightly views or a nuisance.

## **13. Painting**

Paint colors and color schemes are noted in the Camden Club approved color book. The Color book can be found by requesting it from the management company. (All requests must be submitted with an ARB Application and approved by board prior to work commencing.)

## **Considerations**

Exterior Color schemes: If a Color scheme is not found in the approved Camden Club Color book, homeowners can submit to the board prior to painting for review. A 14-day notice to revise the guidelines must be mailed to the homeowners before a non-approved color scheme can be considered. It is suggested that the resident notify the management company/HOA board of their intent in enough time for the notices to be mailed so the board has to authority to vote on it. Homeowners are required to follow strict guidelines pertaining to painting or subject themselves to violations & legal ramifications.

(All requests must be submitted with an ARB Application with required documents and approved by board prior to work commencing.)

## **14. Playground Equipment/Skateboard Ramps**

### **Specifications**

1. Play yard equipment Jungle gyms, forts, slides, swing sets, and other similar play equipment for children is permitted in fenced backyards only.



2. No permanent skateboard ramps shall be permitted on any lot.

(All requests must be submitted with an ARB Application with required documents and approved by board prior to work commencing.)

## **15. Screened Doors**

Although screened doors can improve air circulation through the house, care should be taken to choose a style of door that compliments the existing solid door and architectural detailing on the home.

### ***Specifications***

1. Doors should be aluminum.
2. Screens must be repaired promptly when damaged.
3. Screen enclosures shall not be permitted in front entrances of the garage.

## **16. Screened Enclosures**

### ***Specifications***

1. To qualify as a "screened enclosure," a minimum of 55% of each newly erected wall must be screened. Permanently installed windows are not acceptable. Example, in an eight-foot high enclosure, a minimum of five feet high must be screened. The kick panel may be up to three feet in height/
1. To qualify as a "screened enclosure," it must have a previously existing roof, a screened roof, aluminum roof or a roof that provides ample cover adhering to the building codes of the City of Altamonte Springs.
3. Enclosures not meeting the above criteria will be considered "additions."
4. Enclosures that are constructed of materials appearing on the exterior of the existing house shall be classified as an addition.

### ***Application Requirements***

The application to the association must include:

1. Plot plan showing the location of the proposed screen enclosure, including dimensions.
2. Plan, and a list of materials to be used in the construction, including colors.
3. Elevations of the enclosure, and the house.

(All requests must be submitted with an ARB Application with required documents and approved by board prior to work commencing.)

## **16. Parking Passes**

1. Parking passes can be requested by resident from the management company. Provided that all spaces in the driveway are maximized (i.e. 4 standard sized vehicles in the driveways) a parking pass can be requested and issued in 2 week increments for a maximum of 6 consecutive weeks. The parking pass can be revoked at any time if the above requirements are not adhered to.

## **17. Overnight Parking**

Note: Overnight parking (between 3AM and 6AM) is prohibited as stated in your Bylaws, however your HOA Board realizes that “Stuff” happens from time to time where a vehicle inadvertently finds itself left on the curbside overnight. With that, your board has allowed some leniency to this clearly stated and fully enforceable dictate.

The Respite is as follows:

“If a vehicle is left on the street in front of your house between 3AM and 6AM 3 times during Any period within a consecutive 90-day period it is subject to immediate tow.”

- RV's, Boats and Recreational vehicles are allowed to park for any 48-hr. period
- Commercial vehicles are Always prohibited unless covered with a custom tarp of some sort that fully covers any lettering, truck racks, work trailers etc.
- Parking in the rear Cul-De-Sac is always prohibited

The Parking mandates noted in the Bylaws will be in immediate effect if the allowances listed above are abused. In other words, the mandate stated in the Bylaws which mention “No Overnight Parking” take precedent over any unofficial respite that the board offers its residents and their guests.

\*If by chance you come out of your house one morning and find that your vehicle has disappeared please contact Airport Towing at 407 275-8721