

# PRESTWICK VILLAGE

## HOMEOWNER'S ASSOCIATION, INC

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## **( I ) SCOPE OF ARCHITECTURAL REVIEW :**

No Dwelling, building, fence, wall, mailbox, utility shed, driveway, swimming pool, spa, landscaping or other structure or improvement, regardless of size or purpose, whether attached to or detached from the main Dwelling, shall be constructed, placed, erected, or allowed to remain on any Lot nor shall any modification, addition to, or exterior change or alteration thereto be made, unless and until a request therefore has been submitted to and approved in writing by the Architectural Control Committee and the Prestwick Village Homeowner's Association Board.

Proposed exterior changes include but are not limited to the following:

- Installation of skylights or roof exhaust devices
- Installation of window awnings
- Installation of swimming pools, spas and enclosures
- Conversion of Lanai's to enclosed rooms
- Extensions or the additions of rooms or porches
- Erection of lattice work, barriers, fences, walls, hedges or trellises
- Installation of front door and garage screens
- Installation of concrete pads for porches
- Change of roof material
- Resurfacing, painting or staining community sidewalks
- Installation of Solar Panels
- The addition of lawn ornaments / basketball hoops & backboards  
(Excluding landscape rocks & decorative fountains)
- Major planting or removing of trees or shrubs but excluding foundation plantings up to 42" wide and the planting of annuals

## **( II ) ARCHITECTURAL REVIEW GUIDE LINES :**

The Architectural Control Committee will evaluate all properly completed Exterior Change Request Forms on the merits of each individual request. Design decisions made by the Committee shall be based on the following criteria:

**Compatibility with the Natural Environment :** To preserve the natural setting and the beauty of the property, to establish and preserve a harmonious and aesthetically pleasing design for the Property, and to protect and promote the value of the Property.

**Conformance with Covenants and Design Guidelines :** All applications shall be reviewed to verify conformance with the Declaration of Covenants, Conditions and Restrictions by the Eagles, Ltd. and the Declaration of Covenants, Conditions and Restrictions for Prestwick Village.

**Compatibility with existing architectural style :** Compatibility is defined as the ability of

Proposed modifications to exist without contradiction with established surrounding architectural style and general building materials.

### **( III ) APPLICATION PROCESS FOR EXTERIOR CHANGES ( OR MODIFICATIONS ) :**

All homeowners wishing to make any exterior changes or modifications to their dwelling, unit, lot or parcel must apply for and receive approval for such a change or modification prior to the start of the project. Application is made by completing the "REQUEST FOR EXTERIOR ADDITION OR MODIFICATION" form (sample copy attached). Blank copies are available upon request from Prestwick home owner's Association. All requests must include an estimated start and completion date.

The Committee shall review all requests and make a recommendation to the Board, in its sole discretion, for the approval or disapproval of the request. After the Committee has provided its recommendation to the Board, the Board may either approve, disapprove, or request additional information regarding the request.

### **( IV ) SUPPORTING DOCUMENTS AND MATERIALS :**

In order for each Exterior Change Request to receive a timely review and for the Architectural Control Committee to verify that deed restrictions, design guidelines and the objectives of the Committee are being complied with, all necessary supporting documents used must accompany the request.

- A. Requests for room additions or extensions or modifications, installation of pools, hot tubs or water treatment equipment must include a survey clearly depicting the location, size and measurements to the lot boundaries. Landscape material must hide any exposed equipment, controls or electrical devices.
- B. Requests for major landscaping, the planting of trees and shrubs must include a sketch or drawing showing the name or type of plant material together with the approximate location of each. Request to remove tree(s) should include a diagram depicting the approximate location of existing tree(s) to be removed along with the reason for their removal.
- C. A Plot Plan and Site Survey must be submitted when requesting approval for all new construction and major landscaping changes.

### **( V ) CHANGES OR MODIFICATIONS MADE WITHOUT APPROVAL :**

- A. If additions, changes or modifications are made without the architectural control committee's approval, such changes will be inspected by the Architectural Control Committee and if they do not conform to the Declaration of Covenants, Conditions

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and Restrictions for Prestwick Village, the homeowner will be required to either modify them to conform or to promptly remove them from the property.

- B. If trees on lots are removed without prior approval, homeowners will be required to submit documented reasons for removal to the Architectural Control Committee and the Board of Directors and may be required ( at the board's description ) to replace said trees.
- C. Homeowner's who were cited for specific violations will be required to submit an "EXTERIOR CHANGE REQUEST" form including detailed written description of intended correctiocs to bring the change, addition or modification into compliance with the Deed Restrictions.
- D. Failure to comply may result in the imposition of fines as specified by Florida Statutes and may also lead to furthur legal actions such as the palcement of liens on subject property ( to secure uncollected fines ).

### **( VI ) EXTERIOR CHANGES ( OR MODIFICATIONS ) REVIEW PROCESS** :

Requests for changes shall be categorized as follows :

- 1. APPROVED**
- 2. APPROVED WITH CONDITIONS**
- 3. RETURNED FOR ADDITIONAL INFORMATION**
- 4. DISAPPROVED**

Applications will be reviewed and processed by the Architectural Control Committee within thirty (30) days after receipt of all material relevant to the application.

The architectural control committee will then submit it's recommendation(s) to the board of directors for final action.

**IT IS THE RESPONSIBILITY OF EVERY APPLICANT TO OBTAIN ALL NECESSARY COUNTY OR SWFWMD PERMITS AS IS REQUIRED. BEFORE COMMENCEMENT OF ANY EXTERIOR RESIDENTIAL OR PROPERTY CHANGES ( OR MODIFICATIONS ).**

### **( VII ) APPEAL PROCESS :**

In the event the property owner disagrees with any decision by the Architectural Control Committee; the property owner may elect to submit written documentation detailing the disagreement ( addressed to the president of the board of directors ). The board of

## ARCHITECTURAL REVIEW POLICY & PROCEDURES

directors will consider all issues of disagreement and act as the mediator / arbiter between the property owner and the architectural control committee to assist in developing a solution acceptable to both parties .

# PRESTWICK HOMEOWNER'S ASSOCIATION, INC.

C/O : SEABOARD ARBORS MANAGEMENT SERVICES, INC.  
2189 CLEVELAND STREET, SUITE 225 – CLEARWATER, FLORIDA 3376

## REQUEST FOR EXTERIOR ADDITION OR MODIFICATION

NAME: \_\_\_\_\_

DATE: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

PHONE: \_\_\_\_\_

LOT#: \_\_\_\_\_

DESCRIPTION OF REQUEST(S) (Please Number if more than one)

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When appropriate to the requested addition or modification, please attach the following:

1. Lot survey showing changes proposed.
2. Elevation and building material description.
3. Selected contractor with copies of license and workers compensation/liability insurance.
4. Proposed start date and completion date.

Upon signing this request, the homeowner understands that the Architectural Control Committee functions only to recommend to the Board of Directors the acceptability of the appearance of changes to the building exterior, the community or land. There is no intention, expressed or implied, to approve or disapprove any equipment, its function, contractor or sub-contractor, or to make any representation that it meets applicable county codes or permitting requirements. The homeowner also accepts all responsibility for the maintenance of operation and/or appearance of any installation, change or addition and required permits.

**IT IS ALSO UNDERSTOOD BY THE HOMEOWNER THAT THE ASSOCIATION, IT'S BOARD OF DIRECTORS AND THEIR AGENTS ARE NOT RESPONSIBLE FOR DETERMINING COMPLIANCE WITH LOCAL ZONING OR PERMITTING REQUIREMENTS FOR ANY WORK WHICH A PERMIT IS REQUIRED, A COPY OF SAID PERMIT MUST BE FILED WITH THE ASSOCIATION AFTER APPROVAL OF THE BOARD OF DIRECTORS AND PRIOR TO THE COMMENCEMENT OF CONSTRUCTION. THE HOMEOWNER SHALL UNDERTAKES ALL RESPONSIBILITY FOR COMPLIANCE WITH CONSTRUCTION TO BUILDING CODES, STANDARDS AND PERMITTING. THE APPROVAL OF THIS APPLICATION DOES NOT, AND IS NOT INTENDED TO, CONSTITUTE A WAIVER OR EXCEPTION FROM APPLICABLE CODES OR PERMITTING REQUIREMENTS.**

\_\_\_\_\_  
Owner's Signature

\_\_\_\_\_  
Date

## ARCHITECTURAL CONTROL COMMITTEE RECOMMENDATION

Signature: \_\_\_\_\_

Print Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Print Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Print Name: \_\_\_\_\_

**THE ACC HAS RECOMMENDED THAT YOUR REQUEST BE :**

Approved: \_\_\_\_\_ Date: \_\_\_\_\_

Approved w/ conditions \_\_\_\_\_ Date: \_\_\_\_\_

Returned for additional info \_\_\_\_\_ Date: \_\_\_\_\_

Disapproved: \_\_\_\_\_ Date: \_\_\_\_\_

## BOARD OF DIRECTORS DECISION

Signature: \_\_\_\_\_

Print Name: \_\_\_\_\_

**YOUR REQUEST HAS BEEN :**

Approved: \_\_\_\_\_ Date: \_\_\_\_\_

Disapproved: \_\_\_\_\_ Date: \_\_\_\_\_

# **PRESTWICK VILLAGE**

## **HOMEOWNER'S ASSOCIATION, INC.**

### **GENERAL RULES FOR CONTRACTORS AND SERVICE PERSONNEL**

THE FOLLOWING RULES APPLY TO ALL CONTRACTORS, THEIR EMPLOYEES, THEIR SUBCONTRACTORS AND SERVICE PERSONNEL DURING THEIR PRESENCE WITHIN PRESTWICK VILLAGE.

CONSTRUCTION TIMES:

**MONDAY THRU FRIDAY**

**7:00 A.M. UNTIL 6:00 P.M.**

**SATURDAY**

**8:00 A.M. UNTIL 6:00 P.M.**

**SUNDAY**

**NO WORK UNLESS PERMISSION GRANTED ( IN WRITING ) BY THE PRESTWICK VILLAGE BOARD OF DIRECTORS / OR IT'S AGENT(S)**

- CONTRACTORS SHALL ONLY USE UTILITIES PROVIDED FOR THE SPECIFIC SITE THEY ARE WORKING ON.
- ANY DAMAGE TO STREETS, CURBS, STREET LIGHTS, MAILBOXES, WALLS SHALL BE REPAIRED BY AND BE THE RESPONSIBILITY OF THE CONTRACTOR.
- ALL TRAFFIC SAFETY RULES MUST BE OBEYED. THE SPEED FOR ALL VEHICLES IN PRESTWICK VILLAGE IS 18 MILES PER HOUR.
- OPERATORS OF VEHICLES MUST CLEAN UP ANY SPILLED MATERIALS. CLEANUP OF SAID MATERIALS SHALL BE THE RESPONSIBILITY OF THE PRIME CONTRACTOR ( AND/OR THE PROPOERT OWNER).
- NO PETS SHALL BE ALLOWED ON JOBSITES.
- RADIOS, TAPE PLAYERS OR OTHER AUDIO DEVICES SHOULD BE LIMITED TO A NOISE LEVEL RESPECTFUL TO NEIGHBORHOOD RESIDENTS, AND THE COMMUNITY IN GENERAL.