



## **NORTH PANTHER TRACE HOA, INC.**

### **ARCHITECTURE REVIEW BOARD**

**October 2012**

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#### **1. Architecture Review Board (ARB) Review**

We are a deed-restricted community and must adhere to certain standards, including:

- The North Panther Trace Covenants
- The North Panther Trace Rules and Regulations
- Sawgrass Master Association By-Laws
- South Florida Water Management
- City, County and State restrictions

**Any changes or additions to the exterior of your home, including the roof, yard or landscaping, must be approved by our ARB committee.** This includes painting the exterior of your home, the installation of rain gutters, satellite equipment, and solar heating panels. Applications will be reviewed by the ARB committee, who will meet the third Thursday of each month to oversee the process. The committee will check the application to make sure that each application conforms to our guidelines which follow. Failure to submit and receive ARB approval prior to making any alterations or additions will result in an automatic fine of \$50.00.

#### **APPLICATION PROCESS**

- First, you must obtain an ARB form which is available on our website. Go to [pinnacleam.com](http://pinnacleam.com), click on Our Properties, North Panther Trace. There you will be able to download a copy of the appropriate ARB Form.
- Submit the completed form along with drawings, plans and any supportive document. Make sure you include an estimated completion date. Completed forms can be given to Ed Carpentier, who is the ARB Chairperson. (772/323-9199)
- If you are using a contractor, state the name of the company with verification of proper licensing and insurance.
- The Board will require a \$1,000.00 security deposit on any pools installed or any large alteration requiring heavy equipment. The deposit will be returned to you after the ARB Chair has inspected the project and verifies that there is no damage to common areas.
- If a homeowner disagrees with the Board's decision, he/she has 14 days to appeal the decision to the Hearing Committee.

## **1. APPLICATIONS AND APPROVALS**

- A. For most changes to the outside of the home and lots, homeowners must first make an application to the Architectural Review Board (ARB) for approval. Every application **MUST** contain detailed information and when appropriate specific samples or the materials to be used.
- B. Applications are available on our website listed above or if you do not have internet, please talk to a Board Member.
- C. Applications should be turned in no later than the 10<sup>th</sup> of each month. The ARB will meet on the 3<sup>rd</sup> Thursday of each month to approve/disapprove of each application.
- D. **There will be a \$50.00 per day fine for any homeowner making changes to the outside of their property without prior ARB approval.** This fine may add up to a maximum of \$1,000 for each violation.
- E. There is no application fee however HOA dues must be current
- F. Final approval for changes to the outside appearance of the home is at the discretion of the Board of Directors. A Board member must be contacted upon completion of the work to obtain a signed release.

## **2. General Guidelines of Items that Require ARB Approval**

- A. Flags/Flag Poles – Allowed with ARB Approval
- B. Garden and path lights are allowed, however submit your plan for placement of lights for approval.
- C. Concrete Work or Tile  
All work of this type must have prior ARB approval. This includes landscape curbing around trees/flower beds.

## **3. Exterior Painting**

Homeowners may repaint the exterior of the home with ARB approval with the following guidelines:

- A. Color of house/trim – There is a specific color palette that has been approved for North Panther Trace which contains several options for body, trim and accents. Please contact any Board Member if you need to see the color selections.
- B. The homeowner may use any paint manufacturer they choose as long as it matches the color selection book.
- C. Two houses side by side cannot choose the same color. There must be at least one house in between.
- D. Decorative Painting of Driveways and Walkways
  - 1. Approved stains may be applied to driveways/walkways but must obtain ARB approval prior to painting.
- 4. Homeowners may replant their front flower bed with plants of like kind and quality. Homeowners are **NOT** permitted to make any additional cutouts for plants in their front yard without first obtaining ARB approval. For any other landscaping, a plan must be submitted to the ARB along with drawings, materials to be used, etc. for approval.

**PLEASE NOTE:** No sod, topsoil, trees or other shrubbery may be removed that would change the level of the land of such areas, or that would result in a permanent change in the flow and drainage of surface water.

5. All tree removals **MUST** be approved by the ARB. **ANY TREE**, may only be removed if it causes a problem with the homeowner's house structure or plumbing. This condition requires verification from the ARB. Per city standards, every lot must have a minimum of two shade trees. Code Enforcement will cite anyone who does not meet this minimum requirement. The Board has put together a list of approved trees for this requirement. No fruit trees or ficus trees are allowed. Any resident who has removed a tree from their front yard without ARB approval **MUST** select a tree from this list.
6. Fences are allowed per 7.13 of North Panther Trace By-Laws with prior ARB approval.
7. Mailboxes – Must be in Hunter Green and free from ornamentation **EXCEPT** during holidays.
8. Hurricane Shutters – Allowed but must have ARB approval.
9. Landscaping/Lawn Decorations. Hanging flower baskets of any type, garden statues, urns, fountains are permitted **ONLY** within established flower beds and no ARB approval is necessary. Year round lawn decorations should be constructed of metal, stone, plaster or wood and blend into the general appearance of the community. Holiday decorations are permitted without ARB approval. They should not be displayed more than 30 days prior to the holiday and must be taken down within 2 weeks after the holiday has passed.
10. Pools. A complete set of plans showing the layout, measurements, etc. of the pool along with a copy of the contractors' license and insurance should be submitted. Plans for capping off irrigation lines in the rear of the property as well as plans to reconnect to the system must also be submitted. Under no circumstance should a permit be obtained prior to board approval. A \$1000 security deposit is required prior to starting the project. Above ground pools are not permitted.
11. Irrigation. Any changes to the irrigation zone in a homeowner's yard requires ARB approval.
12. Satellite Dishes. Must have ARB approval.
13. Sheds – not permitted.

This is a general guideline of the most common types of alterations homeowners have been making to their homes but in no way represents a complete list. If you are planning to make a change and are unsure if you need ARB approval, talk to a Board Member rather than risk being fined.