



## 2024 COMMUNITY STANDARDS FOR CARROLLWOOD VILLAGE – PHASE III

### **INTRODUCTION**

This Community Standards Document is established to assist the Architectural Review Committee (“Committee”), Property Manager, Owners and Residents, including tenants, with procedures and guidelines to understand and comply with deed restrictions, requirements, and alteration applications. It supports and amplifies the Master Declaration of Covenants, Conditions, and Restrictions (“Declaration”) and other governing documents that bind each property Owner and Resident (the “Association Documents”). In the event of any conflict among this document, the Declaration, the Articles of Incorporation, or any of the Association Documents, the Declaration shall control.

#### **ARTICLE 1. ARCHITECTURAL REVIEW COMMITTEE**

**1.01 Responsibilities.** Per Article VIII, Section One, the Association, through the Committee, reserves the exclusive power and discretion to control and approve all of the buildings, structures and other improvements on each lot in the manner and to the extent set forth in the Declaration. In performing its duties, the Committee shall review all submittals to assure procedures and standards conform to design guidelines as set forth in these Community Standards and in the Declaration and the Association Documents.

**1.02 Policy.** All Owners and their contractors must comply with alteration application guidelines and requirements prior to commencement of any work. The Committee will review plans, materials, site plans, colors and/or landscaping plans to ensure compliance with design requirements, policy and procedures of these standards. No alteration requiring the approval process shall be commenced until plans and specifications have been submitted to and approved in writing by the Committee. The Association assumes no responsibility for the structural integrity, safety features, mechanical operation, and permitting or building code compliance of the proposed construction to a lot or a home. Please refer to the Association Documents for submittal requirements.

**1.03 Committee Discretion.** These standards do not cover every situation that may require Committee approval. Per F.S. 720.3035, the authority of an association or any architectural, construction improvement, or other such similar committees of an association to review and approve plans and specifications for the location, size, type, or appearance of any structure or other improvement on a parcel, or to enforce standards for the external appearance of any structure or improvement located on a parcel, shall be permitted only to the extent that the authority is specifically stated or reasonably inferred as to such location, size, type, or appearance in the declaration of covenants or other published guidelines and standards authorized by the declaration of covenants. Committee or Board approval does not constitute a



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precedent for future requests.

**1.04 Supplemental Declarations.** The sub-villages within the Community have Supplemental Declarations which may provide additional restrictions to those set forth in these Community Standards and should be reviewed in conjunction with the Declaration and these Community Standards (collectively referred to as “Supplemental Declarations”).

### ARTICLE 2. EXTERIOR APPEARANCE AND MAINTENANCE

**2.01 General.** The residential area shall be of the highest quality and standard that shall present an attractive and pleasing appearance from all sides of view. No residence, improvement, or material alteration, addition, or modification to the lot shall be made without the receipt of prior written approval from the Committee.

**2.02 Drainage.** Roof gutters and downspouts of 7-inch aluminum construction are permitted within the approved color scheme. Downspouts shall not direct water onto common areas or neighboring property and must drain according to building code or approved drainage plan.

**2.03 Driveways.** Any owner changing the appearance of a driveway including a driveway color, finish, topping, pavers, or complete replacement must submit an application to the Committee for summary approval. All driveways should, if possible, permit a full-size (20 foot) car to be parked in the driveway and not interfere with sidewalk access. Any change in the size or shape of the driveway must be approved by the Committee. Per Hillsborough County regulations, most driveway improvements require a county permit. All driveways must be pressure washed on a regular basis to prevent discoloration or staining as per paragraph 2.11 below.

**2.04 Garage Doors and Screens.** All sections of garage doors, except the uppermost section which may contain windows, shall be of standard solid panel construction, which will conceal the contents of the garage. Garage doors shall be kept closed except when access or activity requires them to be open. All window and pool screens should be in good condition.

**2.05 Fences and Boundary Walls.** No walls or fences shall be erected without prior written review and approval of the Committee. All fences and walls must be kept in like new condition and any rotting wood must be replaced upon notice from the Committee. Fence materials must be wood, vinyl, wrought iron, or aluminum that looks like wrought iron. Chain link is never allowed. Please see the website for the most current style allowances.

A survey with the proposed fence location is to be provided with the ARC request for the new fence. Fences for properties abutting “Tract A” (association owned land), common areas, conservation areas and pond banks must be placed a minimum of one foot inside the property



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line and have a gate on one side of association owned land. Lots that are situated on corners must provide access for lot owner to maintain the back surface of the fence and the vegetation along the fence line.

The Association shall maintain and repair at its expense the exterior street-facing surface of Boundary Walls, as well as the entirety of any Boundary Walls located upon Common Area. All other maintenance, repairs, and any replacement of Boundary Walls shall be the obligation of, and shall be undertaken by, the respective owners of land abutting the Boundary Walls. Furthermore, homeowners may not remove vines on the exterior street-facing surface of any Boundary Walls or trim the vines that are on top of the Boundary Walls abutting their yard.

**2.06 Exterior Finish and Colors.** Exterior Surfaces shall be of quality standard brick, stucco compound with a knockdown finish or siding as originally installed by the builder. This shall apply to all parts or attachments to any structure on any lot, including barrier walls. Any repainting of the home (beyond a touch up) requires ARC approval and must conform to Paint Schemes selected by Association. All homes must be pressure washed on a regular basis to prevent discoloration or staining as per paragraph 2.11 below.

**2.07 Heating and Air Conditioning Equipment.** Outdoor air conditioning units shall be screened from view.

**2.08 Electrical Exterior Lighting.** The type and placement of exterior lighting devices are subject to review by the Committee. Lighting should be white or yellow (bug-resistant) in color. Specialty gas lamps and bulbs that simulate gas lighting are also permitted. No other colored bulbs will be allowed except during the winter holiday season. The main goal is to restrict glare and annoyance to adjacent property owners. For holiday lighting see paragraph 3.09 below.

**2.09 Sports Equipment.** Homeowners may install or locate sports equipment on their property (basketball poles and hoops must be adjacent to their driveway and not attached to the house), but for safety reasons, the equipment may not be positioned to encourage playing on a sidewalk, on neighbors' property, or in a street. The HOA Board, in its sole judgment, may require the removal of such equipment if it becomes an unsafe or unsightly nuisance, or is in a state of disrepair. Playground structures in yards must not be visible from the front of the house.

**2.10 Signs and Flags.** No signs are permitted to be displayed or erected on any lot without the prior written approval of the Committee, except for one “for sale” or “for rent” sign that conforms to the specifications set forth in the Declaration or applicable Supplemental Declaration.

A. The display of a portable, removable United States flag, not larger than 4 1/2 ft. x 6 ft. is permitted when displayed in a respectful manner. An additional official flag of the State of



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Florida, or the US Army, Navy, Air Force, Marines, Coast Guard or POW-MIA may also be on display in a respectful manner. The additional flag must be equal in size to or smaller than the US flag.

- B. Political or religious signs and flags are never permitted. Political includes both political party and political movement slogans.
- C. Signs or flags that support a sports team will be allowed only during the appropriate sports season. (Example: Buccaneer team flags are allowed only during the football season, not during the summer).
- D. Celebratory signs for birthdays and graduations will be allowed for a period of up to 15 days. Longer time period displays need approval from the Committee. Notification to the property manager is requested in advance with the proposed display dates.

**2.11 Painting and Pressure Cleaning.** Exterior surfaces and/or pavement, including but not limited to sidewalks, mailboxes, driveways, driveway aprons or lanais shall be pressure cleaned within thirty (30) days of notice by the Committee. Homes shall be repainted within sixty (60) days of notice by the Committee.

**2.12 Mailboxes/Mailbox Posts.** Mailboxes shall conform to the existing design and color consistent with the character of Carrollwood Village. All mailboxes must be maintained in good condition. Mailboxes must stand vertically and must not lean more than 10 degrees in any direction. All replacements shall be of similar design and color and approved by the Committee. No animal or character figures are allowed as decorative mailboxes. Mailboxes must be the height required by the US Postal System which is at least 41 inches and no more than 45 inches above the ground and no part of the mailbox may be closer than 8 inches behind the back of the curb.

**2.13 Items in Public View.** The following items must be screened or removed from public view when not in use: trash cans and trash carts, debris, propane tanks, pool equipment, generators, water softeners, empty plant pots, children's toys, and miscellaneous items that at the discretion of the Committee detract from the overall scheme of the community. See the applicable Supplement Declaration for more information. Corner lots with pools must shield the pool from street view with fencing or large bushes.

A. Portable containers used for moving or storage (i.e., PODS®, Red Rover®) are only allowed on your property for 21 days. If you are in need of having a container on your property for a longer time period, you must request the ARC Committee for permission and notify our property manager in advance of the delivery date and removal date for the container.



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**B.** It shall be the responsibility of the Owner to prevent the development of an unclean, unhealthy, unsightly, or unkept condition to their lot, including any swimming pool or spa. All pool cages and screens must be maintained, and any tears or rips must be repaired promptly. No lot, structure, swimming pool, or spa shall appear to be obnoxious to the eye; nor shall any substance, thing, or material be kept upon any lot that will emit foul or obnoxious odors, noise, or other conditions that will or might disturb the peace, quiet, safety, comfort, or serenity of the occupants of the surrounding property.

**2.14 Nuisances.** Activities that may be deemed to be a nuisance are not allowed. However,

**A.** Fireworks are only permitted as per Florida state statutes during three designated holidays:

- (a) Independence Day, July 4;
- (b) New Year's Eve, December 31; and
- (c) New Year's Day, January 1:

Your HOA strongly discourages using fireworks in areas that can cause damage to your property or your neighbors. Extreme care should be taken to prevent damage to your neighbors' roofs, pool screens, vehicles, and other property. Special care should be taken to monitor projectiles that continue to burn when they fall back and hit the ground.

It is also a courtesy to your neighbors who may suffer from PTSD or have pets that cannot tolerate loud noises, to let them know in advance of any planned fireworks display. It is this type of "good neighbor" policy that we encourage.

**B.** Bounce houses for parties are only allowed to be inflated for 48 hours. Prompt removal of these portable structures is expected.

**2.15 Roofs.** Roofs shall conform to the existing design and color consistent with the character of Carrollwood Village. Any change of the existing style or color requires the owner to submit an application to the ARC Committee for approval. Refer to the Color Book Palette Exterior Changes Guidelines on the website.

### ARTICLE 3. LANDSCAPING

**3.01 Landscaping Design.** All Lots shall be landscaped in a manner that is harmonious, compatible, and consistent with the overall landscaping and general appearance of the community.

**3.02 Landscaping Maintenance.** Each Owner shall maintain the landscaping and yard area in an attractive appearance and free from insects and diseases. Each Owner shall provide for the



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timely replacement of lost plants, sod or grass, bark, or ground cover, and trimming and pruning of plants to prevent an overgrown look. No weeds, underbrush, refuse or other unsightly growth or objects shall be permitted to be grown or remain upon any lot. Bushes and shrubs must be pruned to maintain a neat appearance and in accordance with standard gardening practices for the specific species.

**3.03 Lawn Mowing and Maintenance.** Lawns shall be mowed, trimmed, and edged on a regular schedule, which maintains the lawn in a neat and appropriate manner. No owner shall allow any grass or weed on his or her lot to attain a height in excess of four (4) inches. We will allow some leeway during the rainy season.

**3.04 Weeds.** No excessive weed growth is permitted in expansion joints, curbs, driveways, sidewalks, around trees, up against structures (like mailboxes), or in any landscaped beds.

**3.05 Irrigation.** Lawns and other landscaping shall be watered as needed, and as permitted by ordinance, to maintain growth and a healthy condition.

**3.06 Palm Maintenance.** Palms shall be maintained to enhance the landscaping of the property and to present a neat appearance. Palm fronds shall be removed when they are dead and Palm seedpods shall be removed after they have opened and are unsightly to preclude them from becoming a safety hazard during storms. Fallen fronds, seedpods, and seeds shall be promptly removed to avoid attracting vermin or other creatures that eat them. Diseased, dead, or damaged palm trees shall be removed in accordance with standard practices. Any stump must be ground or removed at the time of palm removal.

**3.07 Tree Maintenance.** Trees in the right-of-way shall be trimmed and pruned to maintain a neat appearance and to provide at least 7 feet of clearance for pedestrians and 10 feet for vehicles to pass under without hitting branches or leaves. Yard trees shall be pruned and maintained according to standard practices for the specific species and in accordance with standard neighborhood and common areas. Diseased, dead, uprooted, or damaged trees shall be removed in accordance with standard practices and local ordinances, where applicable. Any stump must be ground or removed at the time of tree removal.

**3.08 Yard Ornamentation.** All visible front yard lawn ornaments, statues, figurines, sculptures, bird baths, bird feeders, fountains, boulders, light fixtures, weathervanes, etc., must be approved by the Committee prior to installation. A picture or detailed description of the item must be submitted with the request, along with the proposed location for the structure which shall be located in a landscaping bed and not encroach on any easements or setbacks and must not interfere with lawn mowing. The materials and color used shall be subdued and in harmony with the natural surroundings of the home, lot, and community. No bright colors, unusual materials offensive or obscene items will be approved. Ornaments, statues, figurines, sculptures, etc., shall





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not be larger than 36” in height and are limited to no more than three to be displayed at a single time (excluding holiday decorations). Planters/pots (with or without plants/trees) shall be proportionate to lot size.

**3.09 Seasonal and Holiday Decorations.** Decorations may be displayed no earlier than 45 days prior to and must then be removed no later than 15 days after a holiday. Christmas lights and decorations shall be totally removed by January 15th.

### ARTICLE 4. MISCELLANEOUS

**4.01 Vehicles and Parking.** All vehicles must be properly licensed with tags clearly displayed. Vehicles shall be parked on paved surfaces only; parking is not allowed on grassy areas. Vehicles shall not be parked in such a way as to block any sidewalk. No inoperable vehicle shall be parked in public view. No commercial vehicles may remain overnight on any Lot unless parked within a garage and removed from public view. No recreational vehicles, boats, or trailers are allowed within public view on any lot.

**4.02 Garbage Cans.** No garbage cans, supplies or other related articles shall be maintained on any Lot so as to be visible from the front or side (for corner lots) of the residence. Garbage shall not be placed outside for pick-up any sooner than dusk the evening before the scheduled pick-up day. Containers will be returned to their concealed location no later than the evening of the pick-up day.

**4.03 Animals.** All pets must be leashed at all times in the Community. All pet waste must be cleaned up immediately. The Village has supplied pet waste stations throughout the Village. No dog shall be allowed to become a nuisance to the Community, including but not limited to excessive barking.

**4.04 Business Activities.** No house or other structure on any lot shall be used for any commercial or business activity that, at the discretion of the Committee, involves non-resident clients or customers frequenting the property for commercial or business purposes.

**4.05 Short Term Rentals.** Before any Private Dwelling Unit may be rented or leased, the following conditions must be satisfied:

A. Per Hillsborough County zoning ordinance, no property shall be used for short term rentals less than a week in duration. Properties may not be listed on vacation websites like Airbnb™ or VRBO®.

B. No time-sharing plan as defined in Chapter 721, Florida Statutes, as amended or any



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similar plan of fragmented ownership shall be allowed.

### ARTICLE 5. POLICY MANAGEMENT

**5.01 Revisions.** Per the Association Documents or Florida Statutes, the Committee or Board may, from time to time, amend, modify, or revise these Community Standards. No such amendment, modification or revision shall be binding upon the owners until notice has been given to the Owners by the Board and no such amendment, modification or revisions shall affect any Committee applications approved prior to the enactment of such amendment, modification, or revision.

### ARTICLE 6. ENFORCEMENT AND VIOLATION PROCEDURE

**6.01 Enforcement.** The Board of the Association has adopted the foregoing Violation Procedure for any violation of the restrictions set forth in the Declaration, Supplemental Declaration or these Community Standards.

**6.02 Procedure.** The following procedure will be used for all violations of any restrictions set forth in the Declaration, Supplemental Declaration, or these Community Standards:

**A.** Upon notification of a violation, the Association shall send to the Owner a Gentle Reminder notice, alerting the owner as to the violation of the Declaration, Supplemental Declaration or Community Standards. The Owner will be given a set amount of time to remedy the violation.

**B.** If the Owner does not comply with the Gentle Reminder Notice, a Final Reminder Notice will be sent, giving the owner ten (10) additional days to remedy the violation and advising the Owner that if such violation is not cured, the matter will be considered by the Board at its next regularly scheduled meeting for the levy of a fine.

**C.** If the Owner does not remedy the violation after the time period set forth in the Final Reminder Notice, the Board will consider the matter at its next regularly scheduled meeting and per F.S. §720.305, may levy a fine not to exceed \$100 per day not to exceed \$1000, in aggregate, against the Owner and property.

**D.** Once a fine is levied by the Board, the matter will be referred to the Fine Review Committee ("FRC") and a Fining Notification Letter sent to the Owner advising them of the fine and scheduling the matter to be heard by the FRC no earlier than fourteen (14) days from the date of the Fining Notification Letter. The Owner will be given the opportunity to attend the Fine





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Review Committee meeting and submit any evidence it would like the FRC to consider in deciding whether to approve or reject the fine.

**E.** At the Fine Review Committee meeting, the Owner will have the opportunity to be heard and submit evidence. The FRC will decide whether to approve or reject the fine. If the FRC approves the fine, the Owner must remedy the violation and pay the fine within five (5) days of notice of the fine per F.S. 720.3.05(2)(b). If the fine is not paid, the matter may be referred to Association counsel to file a claim of lien on the property and begin collection proceedings.

**F.** If the Fine Review Committee rejects the fine, the matter will be referred to the Board for reconsideration and a potential levy of a new fine.

**G.** If the violation is not cured, and any imposed fine is not paid, legal action may be instituted, and the Owner will be responsible for all attorneys' fees and costs that are incurred.

**H.** For repeat offenders, the Fine Review Committee has the right to impose higher fines than routinely issued to first-time offenders.