

**DESIGN GUIDELINES**

**AVALON  
HOMEOWNERS ASSOCIATION**

**WWW.AMHOA.COM**

**A HANDBOOK FOR AVALON HOMEOWNERS**

**Version 2.0  
JULY 30, 2003**

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## **PURPOSE OF THE HANDBOOK**

The primary purpose of this handbook is to familiarize homeowners at Avalon with the objectives, scope and application of design standards and guidelines, which are intended and will be employed to maintain the aesthetic appearance and environmental quality of the Avalon community.

The handbook provides specific design standards and guidelines that have been adopted by the Board of Directors of the Avalon Homeowners Association. It also explains the application and review process that must be adhered to by homeowners seeking approval for any exterior modifications or changes to their homes or lots that are subject to approval by the Association. Homeowners are reminded that approval by the Architectural Review Committee for a proposed change does not remove the need for the appropriate Broward County building permits or other documentation.

This handbook will serve as a valuable reference source and will assist homeowners in preparing acceptable applications for review by the Association's Architectural Review Committee. All homeowners are encouraged to familiarize themselves with its contents and to retain the handbook for future use.

## **BASIS FOR AND OBJECTIVES OF PROTECTIVE COVENANTS**

The legal documents for the Avalon Homeowners Association contain covenants, including those pertaining to design standards. Legally, these covenants are a part of the deed for each home and are binding upon all initial homeowners and their successors in ownership, irrespective of whether or not these owners are familiar with such covenants.

The primary purpose of design covenants is to maintain environmental and architectural design standards for the entire community. The promulgation and enforcement of design standards is intended to achieve the following objectives:

- Maintain consistency with the overall design concept for the community;
- Promote harmonious architectural and environmental design qualities and features;
- Promote and enhance the visual and aesthetic appearance of the community.

The enforcement of design standards not only enhances the physical appearance of a community but also protects and preserves property values. Homeowners, who reside in association communities that enforce design covenants are protected from actions of neighbors that can detract from the physical appearance of the community and, in some cases, diminish property values. In fact, surveys of homeowners living in association communities consistently reveal that this was an important consideration in their decision to purchase a home.

## **ROLE OF THE ARCHITECTURAL REVIEW COMMITTEE**

All homeowners at Avalon are automatically members of the Avalon Homeowners Association. The Association is a non-stock corporation that owns and is responsible for the upkeep and maintenance of all common properties within the community.

The Association is also responsible for the administration and enforcement of all covenants that are applicable to property owners, including design standards and restrictions. The Declaration of Protective Covenants and Restrictions for the Avalon Homeowners Association (Article 8.2) provides that the responsibility for the enforcement of design standards shall be exercised through an Architectural Review Committee, the members of which shall be appointed by the Board of Directors of the Avalon Homeowners Association.

The Architectural Review Committee is to consist of three or more persons appointed by the Board of Directors. Since the Association's legal documents provide that the declarant may maintain control of the Board of Directors during most of the development phase of the community, there may initially be overlapping membership for the Board of Directors and the Architectural Review Committee. During the development phase, the Board of Directors may also act in lieu of the Architectural Review Committee.

The Architectural Review Committee shall be responsible for enforcing the Association's Design Guidelines with respect to exterior modifications to homes and lots proposed by lot owners, other than the declarant or a participating builder. The Committee shall review and approve (or disapprove) applications submitted by lot owners for visible exterior additions, alterations or modifications to a home or lot. The Design Guidelines promulgated by the Association's Board of Directors shall approve the review process.

As part of its responsibilities, the Architectural Review Committee will make recommendations to the Board of Directors with respect to the modification of the Design Guidelines initially approved by the Board. The Committee will also be responsible for reviewing possible violations of the Association's Design Guidelines.

## **ALTERATIONS REQUIRING REVIEW AND APPROVAL BY THE ARCHITECTURAL REVIEW COMMITTEE**

Essentially, all changes, permanent or temporary, to the exterior appearance of a building or lot are subject to review and approval by the Architectural Review Committee. The review process is not limited to major additions or alterations, such as adding a room, deck, or patio. It includes such minor items as changes in color and materials. Approval is also required when an existing item is to be removed.

There are a number of exceptions to this otherwise inclusive review requirement.

1. Building exteriors may be repainted or re-stained provided that there is no color change from the original. Similarly, exterior-building components may be repaired or replaced so long as there is no change in the type of material and color.
2. Minor landscape improvements will also not require an application. This includes foundation plantings, or single specimen plantings. In general, landscape improvements of a small scale which do not materially alter the appearance of the lot, involve a change in topography or grade and which are not of sufficient scale to constitute a natural structure will be exempt from the design review process.

If there is any doubt as to whether or not a proposed exterior change is exempt from design review, and approval, homeowners should first seek clarification from the Architectural Review Committee before proceeding with the improvement.

## APPLICATION AND REVIEW PROCEDURES

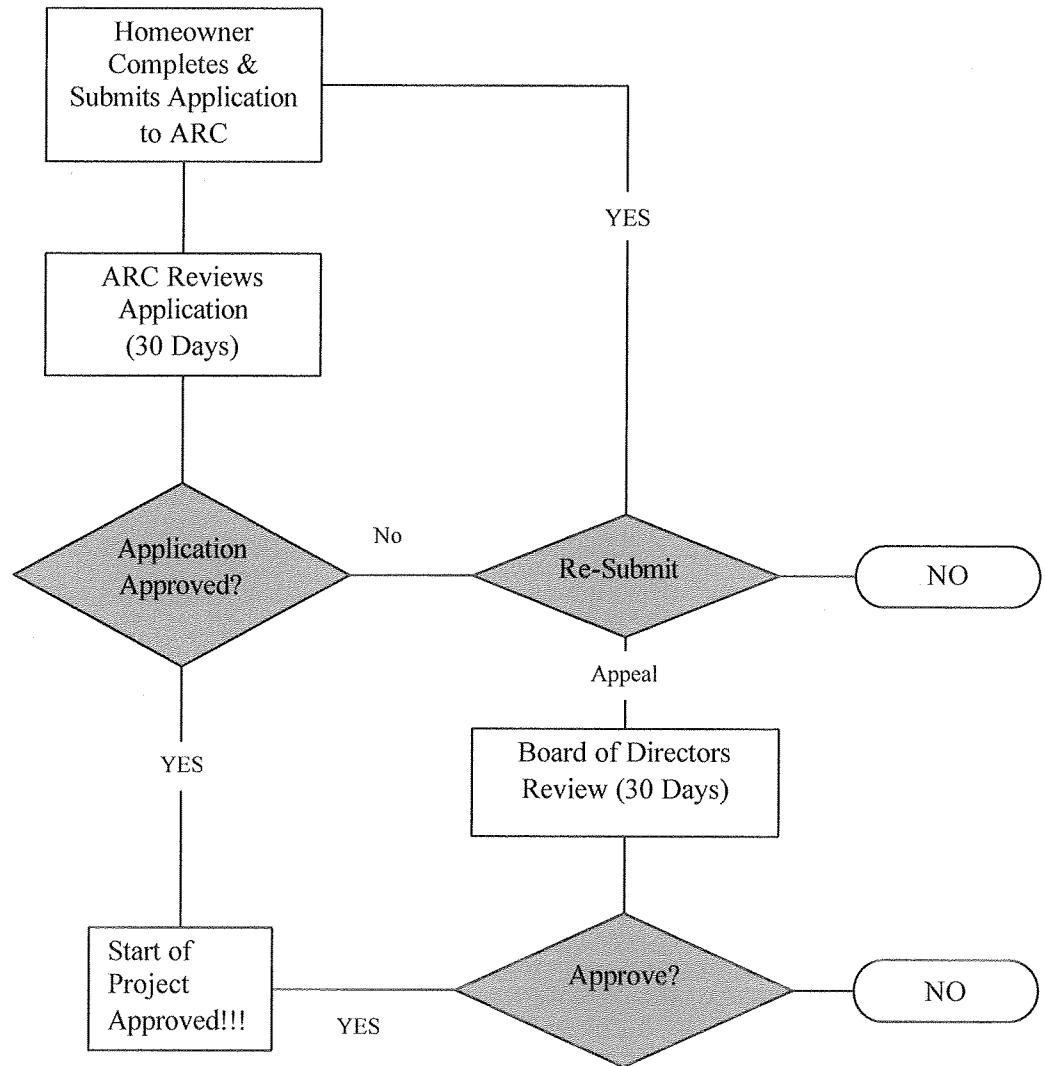
Application and review procedures that will be used by the Architectural Review Committee are detailed below.

1. **Applications.** All applications for proposed improvements must be submitted in writing using the application form authorized by the Architectural Review Committee. A copy of this form is included as an exhibit to this handbook. Applications must be complete in order to commence the review process. Incomplete applications will be returned to the applicant with a statement of deficiencies that must be remedied in order to be considered for review.

Unless notified to the contrary, homeowners should mail applications to the following address:

Architectural Review Committee  
Avalon Homeowners Association  
10400 Pembroke Rd  
Miramar, Florida 33025  
Questions can also be emailed to [ARC@AMHOA.COM](mailto:ARC@AMHOA.COM).

2. **Supporting Documentation.** The application must include a complete and accurate description of the proposed improvement(s). To permit evaluation by the Architectural Review Committee, supporting exhibits will frequently be required. Examples include: a site plan showing the location and dimensions of the proposed improvement; architectural drawings or plans, as applicable; landscape plan; material and/or color samples, etc. The design guidelines and application form provide guidance with respect to the supporting documentation required for various types of improvements.
3. **Time Frame for Completion of the Review.** The Architectural Review Committee is required to approve or disapprove any proposed improvement within thirty (30) days after the receipt of a properly completed application. However, the forty-five day review period will only commence upon the receipt of a complete application form, including any required exhibits. It is therefore advisable for homeowners contemplating substantial improvements to first ensure that they are aware of all required supporting documentation prior to submitting a design review application.
4. **Notice of Approval/Disapproval.** Homeowners who have submitted design review applications will be given written notice of the decision of the Architectural Review Committee.
5. **Appeals Procedure.** Homeowners who have submitted design review applications may appeal decisions of the Architectural Review Committee to the Board of Directors. A homeowner may appeal a decision of the Architectural Review Committee by submitting a written request to the Board of Directors within fourteen (14) days after the date of an action by the Architectural Review Committee. This request should include any new or additional information that might clarify the requested change or demonstrate its acceptability. The Board may, at its discretion, conduct an informal hearing related to the appeal. The Board will respond in writing to an appeal within thirty (30) days from the date of receipt of an appeal.



**Figure 1: Application and Review Procedure**

## ENFORCEMENT PROCEDURES

The Bylaws of the Association empower the Board of Directors to enforce compliance with the Association's Design Guidelines. The following enforcement procedures will be used to ensure compliance.

1. A violation may be observed and reported to the Board of Directors by a member of the Architectural Review Committee or the Board, the managing agent, or a homeowner. In the case of homeowners wishing to report a potential violation, a written notification should be transmitted to the Board of Directors or managing agent.
2. The alleged violation will be confirmed by a site visit by a member of the Board of Directors, a member of the Architectural Review Committee or the managing agent.
3. The Board of Directors will contact the resident in violation by letter advising them of the violation and requesting appropriate action to remedy the violation. Notice will be sent by certified mail where the violation is deemed to involve an immediate emergency or where such violation, if not remedied, will increase or enhance with the passage of time.
4. If the violation continues for thirty days after notification to the resident in violation (or if no substantial progress is made in curing the violation, where such remedy would require more than thirty days) a letter will be sent by certified mail to the resident in violation. This letter will provide notice that the violation must be remedied within fifteen days from the date of mailing of the letter (or alternatively, that the resident in violation must submit to the Board of Directors a written plan, including timing, for the abatement of the violation within a reasonable period of time, where such violation cannot be cured within the fifteen day period).
5. If the violation is not abated within fifteen (15) days from the date of mailing of the certified letter described in number 4 above (or if progress is not being made to abate such violation in accordance with a plan agreed to by the resident in violation and the Board of Directors) the Board will send the resident in violation a certified mailing informing the resident of the time and place of a formal hearing by the Board of Directors.
6. As a result of this hearing, the Board of Directors may take appropriate enforcement permitted by the Association's Legal Instruments or by law including referring the matter to legal counsel for appropriate action to secure compliance with the Association's Legal Instruments.
7. The above procedures do not preclude the Board of Directors from taking accelerated measures in the case of a violation which constitutes an emergency situation, provided that the resident in violation has been properly notified by certified mailing and that the action is consistent with the provisions of the Association's legal documents. Likewise, the Board may establish shorter notification periods for the correction of violations of the Design Guidelines where the homeowner shall not be disadvantaged by a shorter notification period for compliance.

## DESIGN GUIDELINES

The specific Design Guidelines detailed below have been adopted by the Board of Directors.

Please note: These guidelines will not cover every situation. If you wish to make a permanent or significant visual modification to your property that is NOT explicitly covered in these Design Guidelines, you still must submit an application to the Architectural Review Committee. Please follow the application procedures described earlier and note on your application that your request is a special circumstance.

### ANTENNAS and SATELLITE DISHES

Exterior antennas are prohibited. Homeowners may install certain satellite dishes for the purpose of receiving audio and/or video programming and media reception:

- A "dish A" antenna that is one meter (18 inches) or less in diameter (i.e. DirecTV Satellite).
- TVBS-Television Broadcast Stations.
- A dish designed to receive video programming service or high-speed Internet access/telephony.

In the event that a small dish is installed, it is to be mounted to the outside of the house in the location that best minimizes its visibility from the street and from other homes. The dish should be mounted on the back of the house or otherwise placed to hide it from street view. It should not extend above the crown of the roof. If reception cannot be obtained from these locations, the satellite dish should be located as unobtrusively as possible on the property. Masts higher than six (6) feet will not be permitted. Screening, such as shrubs, is required where possible. The Architectural Review Committee must approve all satellite dish installations that are visible from the street and requests for more than two satellite dishes. Owners are required to comply with all safety restrictions as outlined by federal, state and local requirements including, but not limited to, fire, electrical and FCC codes.

### AWNINGS

In general, exterior awnings are discouraged unless demonstrated to be clearly compatible with the architectural design and qualities of the home, and screened from the view of adjoining neighbors due to the proposed location of installation.

- Awnings will be approved only if the proposed location is on the rear side of a dwelling unit and not visible from a street.
- If approved, awnings must meet the following criteria:
  - They should be of a plain design without decorative features, such as scallops, fringes, etc.
  - Solid colors that are compatible with the color scheme of the house should be used, rather than stripes or patterns.
  - They should be consistent with the visual scale of the house to which attached.
  - Pipe frames or structural supports for canvas awnings (or similar material) should be painted to match the trim or dominate color of the house.

## **CLOTHES LINES**

Clotheslines or similar apparatus for the exterior drying of clothes will not be permitted.

## **DECKS, GAZEBOS and SCREENED PORCHES**

The Architectural Review Committee must approve all decks, gazebos and/or porches. Homeowners are advised to consider the following factors:

1. Location. Must be located in rear yards. Side yard locations will be evaluated on their individual merit.
2. Scale and Style. The scale shall be compatible with the scale of the house as sited on the lot. Decks and porches, particularly if elevated, should be of a scale and style compatible with the home to which attached, adjacent homes and the environmental surroundings.
3. Materials. Construction materials must be of smooth cedar or high-quality pressure treated pine lumber or comparable composite material, such as Trex.
4. Color. Materials should be left in a natural condition to weather or treated with a neutral or wood color stain or sealer, or painted to match the trim color of the home.
5. Under Deck Storage. Elevated decks have an under deck area which can have a negative visual impact on adjoining neighbors, particularly when used as an informal storage space. The Architectural Review Committee, particularly in the case of high decks, may require the use of decorative screening to minimize adverse visual impacts.

• Please refer to Maintenance Section on page 15 regarding upkeep.

## **DOG HOUSES AND DOG RUNS**

Doghouses will be approved if compatible with the applicant's house in terms of color and material. Doghouses may not exceed sixteen (16) square feet of floor space and may not exceed four (4) feet in height at the highest point. They should be located where visually unobtrusive to neighbors and the use of appropriate screening is encouraged, and may be required in some cases, to minimize any negative visual impacts. Dog runs are prohibited.

## **DRIVEWAYS**

Extensions, modifications and additions to driveways will be considered only if there is no adverse aesthetic or drainage impact on adjoining lots or common area. Additions or modifications must be of the same materials as the existing driveway.

## **EXTERIOR AIR CONDITIONERS**

Individual air conditioning units extending from windows are prohibited. Exterior air conditioning units or heat pumps may be relocated or added if there is no adverse visual impact to adjoining properties. The Architectural Review Committee must approve such relocation or additions.

## **EXTERIOR DECORATIVE OBJECTS**

Approval will be required for all exterior decorative objects, whether natural or man-made, which were not part of the original construction design, either as a standard or optional feature. Examples include but are not limited to: bird houses, bird baths, driftwood, weather vanes, sculptures, fountains, free-standing poles of all types, house address numerals, and any items attached to approved structures. These will be evaluated in terms of their general appropriateness, size, location, compatibility with architectural and environmental design qualities and visual impact on neighborhoods and the surrounding area. Sculpture, garden statues, bird baths, bird houses and similar items are restricted to rear yard locations and should not be visible from the front yard or a street.

## **EXTERIOR LIGHTING**

Lighting which is part of the original structure may not be altered without prior approval of the Architectural Review Committee. Proposed replacement or additional fixtures must be approved and compatible in style and scale with the applicant's house. Low-voltage or solar-powered landscape lighting, including low voltage floodlighting, is permitted along walkways, planting beds, or other landscaped areas, so long as light housings are black, green, or redwood colored, all wiring is concealed from view, and light fixtures do not stand more than 12" above the ground. No exterior lighting shall be directed outside of the applicant's property. Proposed additional lighting shall not be approved if it will result in an adverse visual impact to adjoining neighbors due to location, wattage or other features.

## **EXTERIOR PAINTING**

An application is not required to repaint or re-stain an object to match the original color. However, all exterior color changes must be approved. This requirement applies to siding, doors, shutters, trim, roofing and other appurtenant structures.

## **FENCES**

General guidelines for the construction and approval of fences are provided below.

- Fence Types and Material. All fencing on the lots shall be either (a) beige painted metal shadowbox, (b) vinyl coated Black/Green/or Galvanized chain link. The height of the uppermost horizontal rail should not exceed 72 inches above ground level. No fencing shall exceed six (6') in height or deviate from the foregoing without the prior written approval of the Architectural Review Committee. The Architectural Review Committee also requires the use of landscaping around the exterior of the fencing to minimize any adverse visual impacts.

## **FLAGPOLES**

Permanent, freestanding flagpoles are prohibited. Temporary flagpole staffs that do not exceed six feet in length and are attached at an incline to the wall or pillar of the dwelling unit do not require approval by the Architectural Review Committee.

## **GRILLS (Permanent)**

Permanent grills must be placed in the rear yard of the house and as far as practical from the adjacent property lines.

## **HOT TUBS/SPAS**

Exterior hot tubs or spas must be located in the rear yard adjacent to the dwelling unit. The incorporation of hot tubs as an architectural feature of decks and/or patios is encouraged. The exterior finish of an elevated hot tub should blend with the exterior finish of the home, deck or patio to which attached or most closely related. All hot tubs and spas must have a hard cover when not in use or incorporate other safety measures.

## **LANDSCAPING**

All major landscape installations must be approved in advance. In general, a design review application is not required for minor landscape improvements with the following exceptions:

- Approval is required for plantings intended to form a hedge or natural screen and which will attain more than two feet in height.
- An application is required for the installation of all landscape timbers or similar structures to be located in front yards. The use of railroad ties is prohibited.
- A proposed improvement which is of such a scale or type as to be inconsistent with the existing design features of the home, adjacent units and the surrounding area will require approval. Examples include the substantial or total removal of turf and replacement with another material, such as mulch or gravel.
- Vegetable gardens shall be located behind the rear plane of the house. Vegetable gardens in excess of 64 square feet require an application.

## **MAILBOXES**

All homes have freestanding mailboxes to be supplied by each individual homeowner. Metal, wood, or plastic mailboxes are permitted, so long as they are of a standard suburban size (i.e., not more than twelve inches deep, eight inches high, and seven inches wide) and unobtrusively colored. Posts may be of any material, so long as they are well maintained, stable and unobtrusively colored.

## **PATIOS**

All patios require approval. Patios should be located in rear yards. Side yard applications will be evaluated on their individual merit subject to the following:

- Patios may not "wrap around" either end of a home; however, if appropriate, patios may extend a maximum of eight feet into a side yard.
- Any adverse drainage requirements that might result from the construction of a patio should be considered and remedied. The use of a partially porous patio surface or the installations of mulch beds adjacent to the patio are ways to eliminate drainage concerns.

## **REAL ESTATE SIGNS**

Only one sign advertising a property for sale or rent may be displayed on a lot. Such signs must meet applicable County regulations with respect to size, content and removal. Signs may only be placed in the front yard of available properties.

## **RECREATION AND PLAY EQUIPMENT**

Semi-permanent play equipment that either constitutes a structure or is appurtenant to an existing structure requires approval. Examples include sandboxes, playhouses, swing-sets, etc. The following factors will govern approval of such equipment:

1. Location. Such equipment should be placed in rear yards on homeowner's property.
2. Scale and Design. The equipment should be generally compatible with the lot size. The design and any visual screening are additional considerations in evaluating whether or not there will be an adverse visual impact.
3. Color and Materials. Equipment constructed of wood and left in a natural condition to weather is encouraged. Metal play equipment should be painted solid earth tones (i.e., brown, tan, dark green) to blend with the natural environment.
4. Basketball Backboards. Backboards may be attached to the rear or side of homes or garages. Clear Plexiglas backboards are encouraged. The backboards may be left white or painted to match the trim color of the structure to which secured. The mounting surface should be painted the same color as the surface to which they are attached. At all times, the backboard, hoop and net must be maintained appropriately. Basketball backboards must also comply with any applicable Broward County ordinances. In some cases backboards may be affixed to permanent or semi-permanent, free standing poles with the following stipulations:
  - a. Poles must not be located forward of the front house line.
  - b. Poles are located at least 12 feet from a side lot line, and are at least 15 feet from the front lot line.
  - c. Poles are painted a solid earth tone or black.
  - d. No court markings are painted, drawn or otherwise affixed to the playing surface.
  - e. Applicant obtains a signed acknowledgment from the adjoining property owners stating there are no objections to the installation of the equipment.
5. Temporary play equipment. Temporary equipment does not require approval, however, the following guidelines must be adhered to:
  - a. Portable basketball systems must not block the sidewalk and remain upright at all times.
  - b. Plastic temporary play structures may not be attached to the ground and must be movable by a single adult. Plastic play equipment will be confined to rear yards only.

## **SECURITY SIGNS**

Two security signs, each not exceeding a total of sixty-four (64) square inches may be posted on the property. Only one such sign may be posted forward of the front plane of the home. The approved location shall be at the front door or in shrubbery within twelve (12) feet of the front door. A second sign may be posted in the rear yard.

## **SIDEWALKS AND PATHWAYS**

Sidewalks and pathways should be set back at least four feet from the property line and installed flush to the ground. Only stone, brick, concrete or similar durable construction material should be used. The scale, location, design and color should be compatible with the lot, home and surroundings.

## **SKYLIGHTS**

Skylights should be located such that they are not visible from the front of the dwelling unit. Consideration will be given to skylights on the front side of the roof ridge line only if constructed flush with the roof.

## **STORAGE SHEDS**

Storage sheds shall be restricted to rear yard locations and should not be visible from the front of the dwelling unit or from a street. Storage sheds with metal siding or metal roofs are prohibited. Freestanding sheds are discouraged, although such sheds may be approvable under circumstances where there are no adverse visual impacts. Storage sheds may be attached to the dwelling unit or constructed as freestanding buildings. In the latter case, a shed should be located to the rear of the property line, with recommended minimum setbacks of 15 feet from the rear property line and eight feet from side property lines. The following additional guidelines are applicable:

1. Design. The architectural design of the shed should be compatible with the design of the house.
2. Size. Sheds should not exceed 140 square feet of floor space and ten feet in height at the highest point.
3. Materials. The finish materials must be the same as used for the exterior of the house.
4. Colors. The color scheme must be the same as for the house.
5. Roof. The roof slope and the type and color of roofing material should be compatible with the house.

## **SWIMMING POOLS**

Only in-ground swimming pools will be acceptable. Pools must be located in the rear of the property.

- Pool filtration equipment should be shielded from adjacent properties through the use of mature shrubbery or lattice screening of appropriate size and scale.
- To be approved, the applicant must obtain signed acknowledgments from adjacent lot owners.
- Depending on individual yard layout, the Architectural Review Committee may require that privacy fencing be installed to screen pools. Homeowners should consider the potential cost of such fencing as a factor in the decision to install a pool.
- Pool construction, fencing and gates shall be in accordance with applicable governing agency codes.

## **TRASH CONTAINERS**

All trash containers, including recycling bins, must be stored out of view of the street on non-collection days.

## **TREE REMOVAL**

The following may not be cut without the prior approval of the Architectural Review Committee, unless it's for safety concerns:

- Live trees with a diameter in excess of 2 1/2 inches, measured 12 inches above ground
- Flowering trees in excess of 2 inches similarly measured
- Live vegetation on slopes of more than 20 percent gradient or marked "no cut" areas on approved plans

## **MAINTENANCE**

Residents are responsible for maintaining the exterior appearance of their house, landscape and other improvements on their lots in good order and repair. While it is difficult to provide precise criteria for what the Association deems as unacceptable conditions, the following cases represent some of the conditions that would be considered a violation:

- Peeling paint
- Damaged or dented mailboxes
- Fences with leaning, broken, deteriorating or missing parts
- Recreation equipment, playhouses with broken doors or in need of painting or other repairs
- Decks with missing or broken railing or parts
- Lawn and landscaping in need of mowing and pruning, or diseased, dying or dead plants
- Missing shutters, shingles, windowpanes or storm window parts, house numbers, bricks, siding, etc.
- Storage of play items, yard equipment and other clutter in front or rear yards

The exteriors of all structures, including, without limitation, walls, doors, windows, roofs and porticos, shall be kept in good maintenance and repair. No structure shall be permitted to stand with its exterior in an unfinished condition for longer than six (6) months after the commencement of construction. In the event of fire, windstorm, extreme weather or other damage, the exterior of a structure shall not be permitted to remain in a damaged condition for longer than three (3) months, unless expressly accepted by the Board in writing.

If not properly maintained and/or is deemed as a safety hazard, the ARC or Board of Directors may make necessary repairs and bill the homeowner.

## **GRANDFATHER CLAUSE**

Any change made to a homeowner's property, which has been approved by the Association and is properly documented prior to the adoption of the above guidelines, need not be modified in accordance with the guidelines specified herein. Also, any improvements made by the original builder are automatically grandfathered. These modifications will be considered acceptable under this clause.

Version 2.0

July 30, 2003

Architectural Guideline Review Committee Review and Update of entire Guideline Document

## **APPENDIX**

### **DESIGN REVIEW APPLICATION**

## **DESIGN REVIEW APPLICATION AVALON HOMEOWNERS ASSOCIATION**

Please Mail or Deliver To:

Architectural Review Committee  
Avalon Homeowners Association  
10400 Pembroke Rd  
Miramar, Florida 33025

1. NAME: (Please Type or Print) \_\_\_\_\_

2. ADDRESS OF PROPOSED CHANGE: \_\_\_\_\_

3. MAILING ADDRESS: \_\_\_\_\_  
(If different from above)

4. HOME TELEPHONE: WORK TELEPHONE: \_\_\_\_\_

5. GENERAL DESCRIPTION OF PROPOSED CHANGE:

Provide a description of the proposed change, including the purpose or reason for the change, the type and color of materials to be used, location on the property, and any other pertinent information required to evaluate the proposed change.

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### **6. REQUIRED EXHIBITS AND SUPPORTING DOCUMENTATION**

The supporting exhibits or supporting documentation listed below must accompany this design review application, as applicable for the proposed change. An application submitted without all required submissions would be considered incomplete. In such case, the Architectural Review Committee's thirty (30) day review period will not commence until all required submissions have been provided. In general, an applicant should provide all documents and exhibits required by Broward County.

- A. Paint or Stain Colors - A sample and model number of the color(s) to be used must be provided, both for repainting or re-staining existing improvements and for structural additions, together with a list of existing paint colors on the house or appurtenant structures which will remain unchanged.
- B. Finish Materials - A description and/or sample of all finish materials to be used for the exterior surface of proposed improvements must be provided.
- C. Recorded Plat - A picture representation drawn on a copy of the recorded plat, drawn to scale, showing the location and dimensions of the proposed improvement, including orientation with respect to the property lines, unit, and adjacent dwelling units must be provided for decks, patios, walls, storage sheds, fences, major landscape changes which require approval, and structural additions to the home.
- D. Architectural Drawings and Landscaping Plans - Detailed architectural drawings or plans must be provided for decks (top view and side view with dimensions), storage sheds, and structural additions to the home and major landscape improvements which would change the topography of the lot or landscape plan originally provided by the builder.
- E. Photographs - The inclusion of photographs is appropriate for exterior lighting fixtures, decorative objects and similar cosmetic additions to the unit or lot.
- F. Other Exhibits - Other exhibits may be required in order to permit adequate evaluation of the proposed change. Homeowners are advised to seek guidance from the Architectural Review Committee or Managing Agent prior to the submission of an application.

7. NOTIFICATION OF ADJACENT LOT OWNERS

A homeowner submitting a design review application is required to provide notice of the application to all lot owners (other than builders) whose lots immediately abut the applicant's lot or are separated from the applicant's lot by a street or common area and for whom the proposed improvement will be visible from the adjacent lots. Proof of notice is required through the signing of the design review application by the adjacent lot owners.

8. ESTIMATED STARTING DATE OF CONSTRUCTION: (After approval by the Architectural Review Committee) \_\_\_\_\_

9. ESTIMATED COMPLETION DATE: \_\_\_\_\_

NOTES:

1. Nothing contained herein shall be construed to represent that alterations to lots or buildings in accordance with these plans shall not violate any of the provisions of local Building and Zoning Codes to which the above property is subject. Further, nothing contained herein shall be construed as a waiver or modification of any said restrictions.
2. Where required, building permits shall be obtained prior to the start of any construction. Nothing contained herein shall be construed as a waiver of said requirement.
3. Owner understands and agrees that no work on this request will commence until written approval has been obtained from the Architectural Review Committee.
4. Owner further understands and agrees that any exterior alterations undertaken before written approval is obtained is not permitted and that the Owner may be required to restore the property to its former condition at Owner's own expense if such alterations are made and subsequently disapproved in whole or part. Further, Owner understands that any legal expense associated therewith may be the responsibility of Owner.
5. Owner agrees to give the Architectural Review Committee and/or Managing Agent, express permission to enter on the Owner's property at a reasonable time to inspect the proposed project, the project in progress and the complete project.
6. Owner understands that any approval is contingent upon the completion of alterations in a workmanlike manner and in accordance with the approved plan and specifications for said alterations.
  1. Owner acknowledges that he is familiar with the design review requirements and procedures for the Avalon Homeowners Association.
  2. Owner understands that the authority to perform an alteration granted by this application will automatically expire if work is not commenced within 180 days following approval and completed within 360 days, or other time frame authorized by the Architectural Review Committee.

OWNER'S SIGNATURE:

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\_\_\_\_\_ DATE

### SIGNATURES OF ADJACENT LOT OWNERS

1. Name: \_\_\_\_\_  
(Please Print Name) \_\_\_\_\_  
(Signature) \_\_\_\_\_

(Street Address) \_\_\_\_\_

2. Name: \_\_\_\_\_  
(Please Print Name) \_\_\_\_\_  
(Signature) \_\_\_\_\_

(Street Address) \_\_\_\_\_

3. Name: \_\_\_\_\_  
(Please Print Name) \_\_\_\_\_  
(Signature) \_\_\_\_\_

(Street Address) \_\_\_\_\_

4. Name: \_\_\_\_\_  
(Please Print Name) \_\_\_\_\_  
(Signature) \_\_\_\_\_

(Street Address) \_\_\_\_\_

5 Name: \_\_\_\_\_  
(Please Print Name) \_\_\_\_\_  
(Signature) \_\_\_\_\_

(Street Address) \_\_\_\_\_

6Name: \_\_\_\_\_  
(Please Print Name) \_\_\_\_\_  
(Signature) \_\_\_\_\_

(Street Address) \_\_\_\_\_

Please note: signature does not indicate approval.