

Harbour Landings Estates

Architectural Standards

And Guidelines



INTRODUCTION

When you became a property owner in Harbour Landings Estates (HLE), you also became a member of the HLE Homeowners' Association (HOA). At that time certain information was provided to you that discussed the governing of HLE and the HOA. The Declaration of Covenants, Conditions and Restrictions (CC&Rs) and the Bylaws form the bases by which this community is to be run by an elected Board of Directors (BOD) and selected committees. Florida Statute 720 provides additional requirements for the operation of HOAs. One essential task is to see that architectural improvements to various homeowners' lots are done in such a way as to preserve the attractiveness and value of the community as a whole. This task is so important that the CC&Rs provide for the creation of a separate Architectural Review Board (ARB) to oversee the administration and enforcement of the policies which are set forth in the CC&Rs.

The goal of the HOA is to maintain the overall aesthetic and functional value of the community while promoting a friendly and safe neighborhood environment. The architectural control function of the HOA documents are written to help protect the value of both your and the entire communities' real estate investment. While the interior of your home is private, the exterior of your home impacts not only your direct neighbors, but the entire community. For that reason, the ARB must approve all exterior improvements to a lot which occur at any time including approving building construction plans prior to the start of construction.

To assist homeowners in meeting their obligations under the CC&Rs, these Architectural Standards and Guidelines, along with other documents listed herein, have been adopted by the HOAs' BOD and ARB; they may be further amended from time to time. They address common improvements and are not intended to be all-inclusive.

Homeowners must be certain they have the most current versions of the ***Harbour Landing Estates Architectural Standards and Guidelines, Construction Work Rules, and ARB Application forms***. The latest versions are posted on the community website, www.harbourlandingsstates.com. Along with Florida building codes and Manatee County requirements, all owners are required to comply with these HOA documents when building a new home or making any exterior changes to their existing house or property. Obtaining written approval from the ARB is mandatory before the start of any new construction; as well as before any alteration or addition to existing buildings or landscaping. It is hoped that these documents will be helpful tools for assisting homeowners in navigating their building or renovation projects. If you have further questions after referring to the CC&Rs, Architectural Standards and Guidelines, please contact the Community Manager at manager@harbourlandingsstates.com or 941-281-8685.

REFERENCED DOCUMENTS

The following documents are discussed in the ***Harbour Landings Estates Architectural Standards and Guidelines***. The latest versions may be found online at the HLE community website or Florida Senate websites.

Legal Documents:

- Declaration of Covenants, Conditions and Restrictions (CC&Rs): Initially prepared when the community was developed, the CC&Rs include Bylaws and Amendments concerning the design, development and management of the community. Articles 16 “Protective Covenants”, 17 “Architectural Review”, and 18 “Permitted Improvement Restrictions and Architectural Standards”, are the sections in the CC&Rs that are discussed in this document.
- Chapter 720 of the Florida Statutes: State regulations concerning homeowners’ associations.

Adopted Standards and Forms:

- Construction Work Rules: Describes construction contractor requirements when working within the community.
- HLE Community Information: General information about the community.
- ARB Application: Initial application form prepared by the homeowner describing the requested new construction, alteration, addition, or site changes requested.
- ARB Review of Application: ARB action on the homeowner’s application.
- Appeal of ARB Decision: Should a homeowner disagree with the action taken by the ARB, this form is prepared by the homeowner for review by the BOD. The BOD’s decision is also documented on the form.

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THE ARB APPLICATION PROCESS

1. ARB Meetings: In accordance with Florida Statute 720.303 concerning board meetings, ARB meetings will:
 - a. Be posted at least 48 hours in advance.
 - b. Be open to all members of the Association.
 - c. Proceeds only when a quorum has been established.
 - d. Allow HOA members to speak if they desire.
 - e. Not include voting by proxy or secret ballot.
2. Coordination between the ARB and BOD meetings: The ARB shall conduct the regular Architectural Review Board meetings as closely as practical to regular BOD meetings.
3. Submittal Requirements:
 - a. To review proposed Improvements, the ARB must receive a completed Architectural Review Board Application form (signed by the Owner) including information such as plans and specifications, drawings, samples, cut sheets, data sheets, catalog pages, narrative or other information that will help communicate the request.
 - b. Documents should be submitted at least ten (10) days prior to the next scheduled meeting. The schedule of ARB meetings and submission deadlines are posted on the HLE Association website, www.harbourlandingsstates.com.
 - c. For ease of distribution, digital copies of the submissions are required.
 - d. Submissions shall be organized, structured and clearly marked so a reviewer can locate all relevant information without supplementary references.
4. Evaluation of Submissions:
 - a. The submissions will be evaluated with a focus on compatibility with existing adjoining homes, existing landscaping, and the neighborhood as a whole. Compatibility includes, but is not limited to, style, quality of workmanship, materials, scale, color, access and sight lines.
 - b. The ARB shall evaluate and review complete applications within forty-five (45) days of receipt of the application **AND** all required information.
 - c. Applications must be complete in order to commence the review process. If the application is not complete, the ARB Chair may notify the Owner prior to the next ARB meeting that the application is incomplete and cannot be reviewed in its existing form. If the Owner is notified the application is incomplete, a list of application deficiencies to be remedied prior to review will be included. Incomplete submissions re-start the approval process. To avoid problems, please contact the ARB with any questions.
 - d. Failure of the ARB to approve or disapprove application within forty-five (45) days after receipt of all such material shall be deemed approval.
5. ARB Actions:
 - a. Approval of any Improvement by the ARB does not waive the Owner's responsibility of obtaining required county building or work permits, nor does the obtaining of such permits relieve the Owner of the responsibility of obtaining ARB approval.
 - b. The ARB will not review any project for code compliance or adherence to technical specifications. The responsibility of code compliance rests solely with the Owner.

- c. Architectural Review Board approval of plans shall not constitute a representation, warranty or guarantee that such plans and specifications comply with engineering design practices or with zoning or building ordinances, or other governmental regulations or restrictions.
- d. By approving such plans, specifications, etc. neither the Architectural Review Board, the members of the Association, or any member of the Board of Directors assumes any liability or responsibility thereof for any defect in the structure constructed from such plans or specifications. Neither the Architectural Review Board, or any member of the Association or the Board of Directors shall be liable to any member, owner occupant, or other person or entity for any damage, loss, or prejudice suffered or claimed on account of (a) the approval or disapproval of any plans, drawings, and specifications, whether or not defective, or (b), the construction or performance of any work, whether or not pursuant to the approved plans drawings, and specifications.
- e. The failure to enforce any provision of this document shall in no event be deemed a waiver of the right to enforce it later; nor does a belated discovery of a violation effect its status as a violation. A variance granted for one property shall not create a precedent for another.

ORIGINAL (NEW) CONSTRUCTION, RECONSTRUCTION, ALTERATIONS, and ADDITIONS

- 1. Overview:
 - a. Architectural Standards: The submissions will be evaluated with a focus on compatibility with existing adjoining homes, existing landscaping, and the neighborhood as a whole. Compatibility includes, but is not limited to, style, quality of workmanship, materials, scale, color, access and sight lines. The size, scale, elevation, facade, and footprint of the Improvement must be equivalent to and relate well with adjacent structures, and the house footprint shall tie in well with the property lines. Side elevations, mechanical equipment and pool cages shall be only minimally visible from the street.
 - b. ARB Reviews: Original (New) Construction, Reconstruction Alterations, Renovations, and Additions may require multiple ARB reviews through the construction process. Depending on the extent of the project, one or more of these reviews will be required. Detailed requirements are listed in the Construction Documents, Exterior Decorative Architectural Features and Landscaping Submittal sections below.
 - i. Concept Plan Submittal: For more complex projects (new house, etc), submittal of an initial plan showing the overall direction of the work is usually beneficial for both the Owner and ARB members. Prior to preparation of full construction documents, issues can be resolved early. This review is optional, not required. Submission of concept plans should identify the specific lot, proposed structure, site plan showing location, shape and dimensions of proposed structures and all elevations. Three (3) full size (minimum 24" x 36") printed sets of concept plans are requested. If this option is chosen, approval will only be granted to proceed with complete construction plans in strict compliance with the concept plan. **NO** construction approval will be issued at this point.

- ii. Construction Documents Submittal: Submission of complete construction documents that include plans and specification for the project. The submittal shall include three (3) full size (minimum 24" x 36") printed sets of drawings. ARB approval is limited to the scope and placement of the construction within the property. While exterior finishes may be shown and discussed as part of this submittal, actual decorative features, materials and colors are addressed in the next submission.
 - iii. Finishes Submittal: Submission of complete exterior decorative architectural features including materials, paint colors, etc.
 - iv. Landscaping Submittal: Submission of complete landscape plans showing placement and plant type.
2. Construction Documents Submittal: Information required for ARB. Review includes the following:
- a. Site Plan: A site plan for the lot showing the location, shape and dimensions of all proposed structures and pavement to be installed and plant material to be removed. Proposed structures and pavement include, but are not limited to, adjacent existing structures, all paved areas, hardscape, retaining walls, mechanical equipment and any other exterior fixtures.
 - b. Construction Plans: Complete floor plans and exterior elevations of all proposed structures, drawn to scale, and reflecting thereon the number of square feet of living area and other areas. Complete is defined as all construction drawings and plans sufficiently completed and ready to be sent to Manatee County for permitting, including all exterior visual features. Include dimensions of heights above street level on elevation drawings. A swimming pool integrated with the house structure is required.
 - c. Residential Size: Minimum of 2,500 square feet of air conditioned living area above Base Flood Elevation (see FEMA and Manatee County Building Code) exclusive of garages, lanais, porches, terraces, patios, or other covered areas. Proposals for Original (New) Construction of a single family dwelling shall be compatible and equivalent in size and scale with adjacent residential dwellings. In the event Reconstruction is required, no dwelling shall be constructed with less than the substantially damaged or destroyed dwelling's square footage.
3. Exterior Decorative Architectural Features Submittal: Information required for ARB. Review includes the following:
- a. Exterior finish: Predominate finish to be "stucco" like.
 - b. Samples of materials and proposed colors for external application: Architectural features / material / color samples are required for any exterior feature. Submittals shall include product data such as cut sheets, data sheets, catalog pages or other documentation so the ARB can clearly discern the quality, texture, color and other features of any material visible on the exterior of the Improvement.
 - c. Windows and Doors: Window frames colored white or bronze with clear glass are the standard in the HLE community. For new projects or replacement of windows, impact rated glass is recommended in lieu of using non-permanent hurricane shutters. Should non-permanent shutters be submitted, they shall be affixed only by fasteners recessed into the wall. Studs protruding from the wall are not permitted.

- d. Paint Colors: Proposed exterior colors should be painted on the structure so you, the ARB, and your neighbors can gauge the color of the finished product. If in doubt of the chosen color(s), paint multiple samples.
 - e. Driveways: Driveways shall be clay or concrete pavers.
 - f. Mailboxes: Mailboxes are existing, and may not be replaced with other designs.
4. Landscaping Submittal: Information required for ARB. Review includes the following:
- a. Site Plan: A plan for the lot showing the location, shape and dimensions of all proposed structures, pavement and landscaping to be installed and plant material to be removed. Site plan shall be to scale, include, but is not be limited to, existing and proposed structures, driveways, walkways, all paved areas, hardscape, retaining walls, sizes and shapes of all beds, planting areas and all other exterior features. For landscaping associated with new construction, or renovations, three (3) full size (minimum 24" x 36") printed sets of complete construction plans and specifications are required.
 - b. Material Specification: Specification of all plant and other material proposed for landscaping, by plant type and approximate size, including any proposals for mulch, borders, ground cover and irrigation. Submit pictures of all plantings including names, quantities and sizes of plants. Plantings shall be of a size and quantity, so the scale of the finished landscaping is compatible with the existing adjoining homes, existing landscaping, and the neighborhood as a whole. Plantings significantly smaller than mature plants or spaced sparsely will not be approved.
 - c. Required Street Trees: Manatee County requires two shade trees of an approved size and variety to be installed. As of October 2016, the approved trees are: English Oak, Black Olive (Shady Lady), Jacaranda, Magnolia and Sycamore.
5. Completion of Structures: Site preparation, storage of construction equipment, delivery of fill dirt or construction materials is not permitted earlier than either one (1) month after filing for a Manatee County building permit or the issue of the building permit.
6. Location of Utility Connections: If a Lot Owner needs access to a Utility on the other side of the street from the Lot, directional boring is the only acceptable method of crossing the street. Digging up the street is expressly prohibited. See the document "HLE Community Information" for additional information about water connections.
7. Signs: A Job Box is required by Manatee County to contain plans and permits so they are available to inspectors at all times. Builders may have one Job Box with the builder's name on the box during the construction process. No additional signs, displays, banners, billboards or any other type of advertising are permitted, including, but not limited to, subcontractor signs. Any item posted in violation of this adopted standard is subject to removal and disposal without notice.

8. Grading: The majority of water runoff is to be directed towards the street side of the home, so surface water drains to storm drains. Drainage towards the seawall / boat basin or mangroves is to be minimized. For properties adjacent to the Boat Basin and Canal Seawall: The Seawall is stabilized by "Dead Men", concrete anchors buried approximately 1-4 feet deep, 12-17 feet back from the face of the Seawall and are tied to the Seawall to provide lateral support to the Seawall. There are no drawings to indicate the locations of the Dead Men. Prior to any digging with heavy machinery, the Dead Men must be located and marked to prevent damage to them. No structure may interfere with the Dead Men.

BOAT LIFTS AND OTHER BOAT BASIN IMPROVEMENTS

1. Plan Submittal. A site plan for the boat slip showing the location, shape and dimensions of all proposed structures. Drawings shall show the relationship of the proposed Boat Lift to the adjacent Boat Slip. The outside dimension of the Boat Lift shall be no wider than one half the distance between the two adjacent Boat Dock Finger Piers. No piling may be installed within 12 inches of an existing piling.
2. Dock Boxes must be approved by the ARB and mounted to the Seawall Cap using a Screw and Shield/Plug method:
 - a. Drill a 1/4" diameter hole no deeper than 1 1/4".
 - b. Completely remove the dust/dirt from the hole.
 - c. Apply/inject 3M 5200 Sealant to the hole.
 - d. Insert the plastic shield/plug
 - e. Locate the dock box, insert a #12 X 1" Pan Head 18/8 stainless steel fastener with 18/8 stainless washer, tighten.
 - f. Apply a "dollop" of 5200 to the head of the fastener, to make the penetration as watertight as possible.
3. Cleats may NOT be attached to the Seawall Cap or to the Dock decking, due to trip hazards and Trex® warranty issues. Cleats may only be attached to pilings.

ROUTINE PROCEDURES

1. Routine Procedures: While a completed and signed ARB Application is requested, some Architectural changes require only notification to, rather than approval by, the ARB, including:
 - a. Repainting an exterior with the same previously approved color.
 - b. Replacement of landscaping with the same landscaping.
 - c. Planting of individual bushes, foundation plants, annual or perennial beds or ground cover.
 - d. Removal of a dead or diseased tree that poses a danger to people or property. A removed tree must have the stump cut down below grade or ground out. However, if no replacement tree is planned, or a different type of tree is to replace the original tree, ARB approval is required.
 - e. Replacement of an existing driveway, unless there is a change in material, color, size, shape or grade.
 - f. Repair or replacement of minor damaged exterior improvements to return the improvement to its original condition.
 - g. Any project that will require equipment or trades people to remain on site more than 3 days or overnight.