

HILLCREST VILLAGE PROPERTY OWNERS ASSOCIATION (HVPOA) DESIGN ADVISORY BOARD GUIDELINES

The Design Advisory Board Guidelines are an aid to implementing the Hillcrest Village Property Owners Association (HVPOA) Covenants, Conditions and Restrictions (CCRs) dated April 28, 1997 and amended April 1, 2002. The Guidelines are designed to be an aid to the DAB and used by HVPOA Owners.

All proposed changes to the exterior of any home in Hillcrest Village must be submitted to the DAB in accordance with the CCRs (Article V, Sections 3-5). Requests must be made to the DAB on the DAB Request Form (attached and available on the Hillcrest web site or at the MCA office). The form may be submitted to the MCA office. The DAB must review and render a decision with 30 days of submission. The decision may be approval, denial or a request for additional information. Submission of a Request does not mean approval.

The requesting owner must complete any approved project within 90 days of the approval. If the project is not completed within 90 days, the Owner must request an extension from the DAB. If the project has not been initiated within 90 days, the approval expires. In that case a new DAB Request must be submitted.

Before submitting DAB Request, the Board suggests that Owner share their plans with neighbors.

These Guidelines and forms were adopted by the Hillcrest Village Property Owners Board of Directors on May 28, 2013. Changes are shown in **bold type**.

(A guideline is any document that aims to streamline particular processes according to a set routine. Guidelines are issued by and used by organizations to make actions more predictable and presumably of higher quality.)

All Requests are to include (but are not limited to):

1. Pictures/Sales Brochures/Sketches
2. Color/Colors
3. Materials to be used
4. See Individual Items for Additional Requirements

AERIAL RESTRICTIONS/SATELLITE RECEIVING DISH (Declaration: Article VII, Sec 9)

Requests to include:

1. Detailed plans/drawings showing the location
 - *to the house and neighbors
 - *landscaping plans

DAB Guidelines/Aerials:

1. No tower, transmitting, receiving aerials or antennas are permitted including the normal antennas used for radio & television or any sound producing appliance or equipment.

DAB Guidelines/Satellite Receiving Dish:

1. Two suitable location sites to be shown on the request
 - *indicate first and second choice for satellite location
2. Satellite dish does not exceed 39" in diameter
3. Installation to be concealed from the roadway and adjoining properties
4. Color of dish to be harmonious to surrounding structures & topography
 - *preferably black, bronze, gray or same color as the house/roof
5. **If mounted on the ground, the height from ground to the highest edge of the dish is limited to 8 feet.**

ALTERATIONS/ADDITIONS/IMPROVEMENTS(Declaration: Article V, Sec 3-5, Article VII, Sec 19)

Requests to include:

1. Detailed plans/drawings showing the location
 - *to the house & neighbors
 - *landscaping plans

DAB Guidelines:

1. Alteration, addition, improvement to **meet Citrus County Land Development Code** setback requirements to adjoining lots.
2. All local building codes must be followed.
3. Complete sketch of alteration must be provided highlighting any unconventional alteration.
4. Roof pitch must be the same or similar to the rest of the house.
5. Alteration, addition, improvement must be covered with same finish as the house.
6. Alteration, addition, improvement must be properly landscaped.
 - *If tree removal is required, show which tree is to be removed and the location of the replacement tree (if needed).
7. **If the request is for the addition of more than 100 square of floor or roof area, the Architectural Control Board (ACB) may be requested to review the project by the DAB.**

DRIVEWAY: PAINT/STAIN/STAMPED CONCRETE (Declaration: Article V, Sec 3)

Requests to include

Location of car while driveway is being painted/stained

DAB Guidelines:

Driveway may be painted/stained if:

- *Color selection is close to the color of concrete
 - example: stone gray, satin sand
- *No ornamentation (solid surface) is permitted.
- *No alteration to driveway **footprint** after original construction

Concrete stamping is permitted if appearance is masonry finish, such as pavers or stone patterns.

DRIVEWAY: PARKING (Declaration: Article VII, Sec 4)

Requests to include (but not limited to):

1. Reason for driveway parking exemption
2. Length of time required

DAB Guidelines:

1. Declaration: Article VII, Section 4 reads:

“No passenger vehicle, except a passenger vehicle of a “guest,” as delineated below, shall be parked overnight on a Hillcrest Village street, right-of-way, or Lot owned by the Owner or Tenant unless the vehicle is located within a fully enclosed structure in a building located thereon, and shielded from view.”

*Guests may be permitted to park a passenger vehicle in the driveway of a Hillcrest Village residence for a period of 14 consecutive days.

*To further extend this privilege, written permission must be obtained from the DAB.

2. Declaration: Article VII, Section 4 also reads:

A passenger vehicle may be permitted to park in the driveway,

*When 2 registered passenger vehicles already occupy the garage and when the passenger vehicle to be parked in the driveway belongs to, or is operated by, an individual who resides with the owner.

*When an appeal to the Board of Directors, based upon information provided by the owner, believe the circumstances would result in an undue hardship for the owner.

*When the owner has received written approval from the DAB prior to the effective date of the Declaration.

3. Residents with current exemptions (8/31/91 to 5/12/93) will be allowed to park in their driveway. Residents with current exemptions will remain in effect until either:

* The owner no longer resides at that address

* The condition that necessitated that exemption no longer exists.

4. Declaration: Article VII, Section 4 continues to read:

No parking in the driveway, on any lot, street, or right-of-way is permitted for:

*Boat/Boat Trailer *Trailer *House Trailer

*Recreational Vehicle *Motor Home *Mobile Home

*Camper *Conversion Van (7/31/98)

*Or Similar Vehicle

5. No commercial vehicles, (those with lettering advertising any business) are permitted to park on a driveway overnight.

6. If a permit is for a truck, no trash, construction materials, equipment or machinery shall be visible from the road or adjacent properties.

FIREPLACE (Declaration: Article V, Sec 3)

Requests to include:

1. Detailed plans/drawings

*For Wood burning fireplace show the location of
-log stacking area to the house & neighbors
-landscaping plans

*For Gas/Electric (above or underground tank) show the location of
-tank to the house & neighbors

-landscaping plans

DAB Guidelines:

Wood Burning:

1. Logs are to be properly stacked.
2. Log stacking area is to be screened from adjoining properties and any roadway.

Gas/Electric Burning:

1. Above ground tank
 - *location of tank must be in accordance with county restrictions
 - *tank is to be placed in a non-conspicuous area
 - *tank is to be screened from adjoining properties and any roadway
2. Underground tank
 - *location of tank must be in accordance with county restrictions

GARAGE: SCREEN DOORS (Declaration: Article V, Sec 3)

DAB Guidelines:

Garage Screen door **and** rolldown/up screens are permitted if

- *white or bronze
- *no decorative scroll work

GARBAGE/TRASH/RECYCLING/YARD DEBRIS CONTAINERS (Declaration: Article VII, Sec 21)

Requests to include

Detailed plans/drawings showing the location of

- *unit to the house & neighbors, including the dimensions of the unit
- *landscaping if needed to screen the **underground** container area from the roadway & adjoining properties

DAB Guidelines:

Garbage/**Trash/Recycling/Yard Debris** container is permitted in the garage or as an underground receptacle **only**.

LAMP POSTS/ LAMP POST LIGHTS (Declaration: Article VII, Sec. 24)

DAB Guidelines:

Exterior post must be consistent with community styling and located fifteen (15) feet from the front property line and be controlled by photocell. Post lamp light may be purchased at the Meadowcrest office. If obtaining light from another source, post light must be of a similar style and size as those sold at the office.

LAWN AND LANDSCAPING (Declaration: Article VII, Sec 17)

Requests to include:

1. Plantings to be used
2. Detailed plans/drawings showing the location of each planting to the house & neighbors

DAB Guidelines:

1. Substantial changes of shrubbery and trees must be submitted to the DAB
 - *no changes will be permitted if changes will impair the visibility of traffic

2. Lawn on all sides of any lot shall extend to the pavement line
*no parking strips, drives or paved areas
3. Lawn areas shall be completely sodded and have a **functioning** underground watering system
4. **At least 5 feet of grass area must be maintained from the curb and adjacent to contiguous properties.**
5. **“Florida Friendly” landscaping is encouraged. This does not mean removal of turf. The term means use of native plants that are low water use/drought tolerant, and tolerant of winter and summer temperature extremes.**
6. **Owners are encouraged to use “islands” of shrubs/flowers rather than removing large turf areas without limits.**
7. **Rain barrels are permitted as long as they are not visible from the street and are of a solid earth tone color.**
8. If changes have not been approved by the DAB, the BOD can have non-approved landscaping rearranged or removed.

LAWN, GARDEN and ON HOUSE ORNAMENTION (Declaration: Article VII, Sec 23)

Requests to include:

1. Detailed plans/drawings showing the location in relation to the house, neighbors and the roadway, **including landscaping to screen play equipment.**
2. Reason for need.

DAB Guidelines:

1. Approval by the DAB is required **for Lawn and Garden Ornamentation in front, side and rear yards** (but not limited to) the following:
 - *lawn ornaments *statues *permanent basketball hoops
 - *permanent flag poles *swing sets (see swing set section)
 - * trampoline or other recreational equipment**
2. **Approval by the DAB is required for On House Ornamentation.**
3. Seasonal decorations are allowed for a reasonable period of time, not to exceed 45 days for each seasonal holiday
4. Pinwheels are not permitted
 - *if used to ward off invasion of moles, DAB recommends that traps would be more effective method of control

OUTDOOR CLOTHES DRYING (Declaration: Article VII, Sec 22)

Requests to include:

1. Detailed plans/drawings showing the
 - *location of the unit to the house & the neighbors
 - *dimensions of the unit
 - *landscaping if needed to screen clothes drying unit from the roadway & adjoining properties

DAB Guidelines:

1. Clothes drying is permitted provided it is
 - *not visible from the roadway **& adjoining properties**
 - *must be a portable clothes drying unit
2. Clothes & clothes drying unit must be removed by sunset
3. Neighbors need to be informed to reduce any misunderstanding

PAINTING (Declaration: Article V, Sec 3 & 4 and Article VII, Sec 11)

Requests to include:

1. Color sample (12 inch x12 inch)

DAB Guidelines:

1. Painting the house the same color

***approval is required**

2. Painting the house a different color

*submit a 12 inch x 12 inch paint sample. Suggestion: **prime a 12 inch by 12 inch board/plywood/sheetrock, then apply the requested paint color(s).**

*acceptable colors are in the neutral **or earth tone** range

*trim horizontal banding to be complimentary to the house color

-no harsh/vibrant colors

*garage to be the same color as either the trim or body of the house

*natural stained front door is permitted

***if a front door color is different from the house and trim color, it must compliment the other colors and the style of the house.**

*garage doors should be plain or moderately decorative-a picture of garage door style is required

UNSCREENED PATIO and "OUTDOOR KITCHENS "(Declaration: Article VII, Sec 23 V, Sec 3-5)

Requests to include:

1. Detailed plans/drawings showing the location in relation to the house, neighbors and the roadway

DAB Guidelines:

1. **Unscreened patios are only allowed at the front or sides of the home as approved on the original plot plans and specifications of the home. Unscreened patios are allowed at the rear of the home with DAB approval.**

2. Patio surface must be

*materials of a permanent nature (cement, grouted: bricks, patio blocks, pavers)

*Patio must be contiguous to the house structure (not a separate area on the lawn)

*same height as the walkway

3. Landscaping must be

*sufficient to screen the patio, outdoor kitchen and furniture from the roadway and adjoining properties

4. Furniture guidelines

*color of furniture: **no bright/vibrant colors**

5. Furniture not permitted **on house front patios** (but not limited to)

***sling-style**, swinging, or gliding furniture, hammock

6. Ornaments, **grills, fountains, and similar items** are not permitted **on house front patios.**

7. Table umbrella is permitted only during the time the patio is being used

*must be removed by sunset

8. Patio area (patio surface, furniture, shrubs) must be properly maintained

SCREEN/STORM DOOR (Declaration: Article V, Sec 3)

DAB Guidelines:

- 1. Screen/storm doors will be approved if
 - *match the front door, color of the home or trim on the home (that is white or bronze)
 - *non-decorative (will accept limited scroll work)
 - Ornamental gates will be approved if house is enhanced by the gate
 - *no decorative filigree (will accept limited scroll work)
 - *paint to match the color of the front door
- 2. Security door/gate is not allowed unless it enhances the house
 - *no decorative filigree (will accept limited scroll work)
 - *paint to match the color of the front door

SIGNS (Declaration: Article VII, Sec 10)

Requests to include:

- 1. Content
- 2. Reason for sign

DAB Guidelines:

- 1. **Signs** are not permitted **except**
 - *home under construction is permitted to have contractor’s sign as required for county permits

*For Sale signs are permitted with these restrictions:

- prior approval by DAB for the location, color and content of the sign
- size of sign is no bigger than 12”x14”
- not placed within 15 feet of the front or side street curb
- corner lots may have 2 “For Sale” signs

***Signs of a reasonable size provided by security services contractor are permitted within 10 feet of any entrance to the home.**

2. No signs permitted inside windows **and no sign is to be illuminated.**

3. A Single contractor sign is permitted for projects approved by the DAB, such as (but not limited to) exterior painting, resodding, landscaping installation and roof replacement. The sign may not exceed 30 inches x 30 inches and may not be placed until work begins. The sign will be removed when the project is completed.

SKYLIGHTS/SOLAR TUBES (Declaration: Article V, Sec 3)

Request to include:

- 1. Location of installation

DAB Guidelines:

Skylights are permitted provided that

- *color of skylight is clear or gray

Solar Tubes are permitted provided that

*color of dome is clear **or** gray

SOLAR PANELS/SOLAR WATER HEATERS (Declaration: Article V, Sec 3)

Requests to include:

1. Plans/drawings
2. Location of panels
3. Location of required equipment

DAB Guidelines:

1. Solar Panels and Solar Water Heaters are permitted provided that
 - *location of panels are not on the front of the roof or the lawn
 - *location of required equipment is to be screened from adjoining properties and any roadway
 - equipment located so there is minimum noise for neighbors

2. If Solar Panels and Solar Water Heaters are proposed for the any part of the roof facing the street, the Owner making the request shall provide documentation (including photographs) that all other roof locations “impair the effective operation of the solar collectors”. (Florida Statutes 163.04)

SWIMMING POOL/HOT TUB/SPA (Declaration: Article VII, Sec 18, Article VII, Sec 19)

Request to include:

1. Pictures/sales brochures (including enclosed cage)
2. Detailed pool plans/drawings showing the location of
 - *pool to the house & neighbors
 - *all pool accessories & equipment
 - including the dimensions of pool accessories
 - *landscaping
 - *all property setbacks

DAB Guidelines:

1. Pool/hot tub/spa to meet setback **Citrus County Land Development Code** requirements.÷
2. Pool/hot tub/spa extension to be
 - *caged with the frame white or bronze
 - *hot tub/spas not caged must comply with Florida Building Code and Citrus County Land Development Code regarding securing access.**
 - *screens to match the same as the house screens
 - *pool extension to be covered with the same finish as the house
 - *properly landscaped
 - plant sufficient (size and quantity) shrubs, flowers and trees to soften the pool/hot tub/spa extension and to provide privacy
3. Location of the pool/hot tub/spa be non- intrusive to the neighbors
 - *positioned so that the pool/hot tub/spa will not affect neighbor’s privacy
 - *equipment has minimum noise for the neighbors
4. Heating for a pool/hot tub/spa
 - *electric
 - *heat Pump
 - *solar - panels not to be on the front part of the roof or on the lawn **except as above**

(SOLAR PANELS/SOLAR WATER HEATERS)

 - *gas - propane tanks must be in accordance with county restrictions

- above ground tanks are to be placed in a non-conspicuous area
- properly landscaped
- 5. Pump, filter, heat pump & purifier equipment to be concealed with shrubs/flowers
- 6. No above ground pools
 - *no wood, corrugated steel, galvanized metal pool/hot tubs/spa and the like
 - *no inflated, sturdy walled or splash panel pools
- 7. Pool accessories
 - *maximum slide height is 4 feet
- 8. Neighbors should be informed prior to written request to DAB.
This will reduce any misunderstanding among neighbors

SWING SET (Declaration: Article VII, Sec 23)

Requests to include:

1. Detailed plans/drawings showing the location in relation to the house, neighbors and the roadway

DAB Guidelines:

Swing is permitted provided that

- *neighbors are contacted to reduce any misunderstanding
- *the swing set is properly maintained
- *location of the swing set is to be
 - at the back of the house
 - not visible from the roadway
- *size of the swing set fits the area
- *properly landscaped (sufficiently to screen set from the roadway and the adjoining properties)
- *remove swing set when
 - no longer in use
 - house is sold

TEMPORARY STRUCTURES (Declaration: Article VII, Sec 3)

DAB Guidelines:

1. Temporary structures will not be permitted except during construction
2. No structures of a temporary nature or character, including but not limited to:

-tool sheds	-mower houses	-pet houses
-storage houses	-trailer	-house trailer
-recreational vehicle	-motor home	-mobile home
-camper	-tent	-shack/shed/barn
-boat		
3. Tents may be allowed if:
 - *homeowner identifies the length of time the tent will be in use
 - *identifies the location and size of the tent
 - *states the reason for the tent

TREE REMOVAL (Declaration: Article VII, Sec 15 & 16)

Requests to include:

1. Location of tree to be removed (drawing of property)

2. Location of replacement or listing of selected plantings
3. Reason if not replacing the tree

DAB Guidelines:

1. Prior DAB approval is required when
 - *a tree with a diameter over 8" or more is to be removed
 - if an emergency, homeowner is to notify DAB as soon as possible
 - no replacement tree is being planned**
 - tree being removed is dead or dying**
 - roots are encroaching the foundation of home, pool**
 - limbs may be trimmed without DAB approval
2. If tree is removed without DAB approval, **homeowner must document (using DAB Request Form) the reason for the removal.**
 - *replace tree **with suitable tree**
 - *replacement within 30 days

WALLS, FENCING, HEDGES (Declaration: Article VII, Sec 7)

DAB Guidelines:

1. **No wall, fence or privet hedge is permitted until the height, type and location are approved by the DAB.**
 - *no chain link, ranch, split rail
 - *no wall, privet hedge or fence shall be placed along or adjacent to the front Lot line or in the case of a corner Lot the front Lot line and the street side Lot line.**
2. The following may be permitted with restrictions:
 - *railroad ties to control water flow onto property & channel water to the proper swale
 - ties cannot be higher than 8 inches above the ground
 - ties are not to be painted but should be as natural as possible
 - request is to include the location, size and type of plantings
 - *garden trellis to enhance privacy
 - trellis cannot be higher than 6 feet and no longer than 6 feet
 - trellis are not to be painted but should be as natural as possible
 - trellis is to be completely covered with appropriate plants
 - request is to include the location, size and type of plantings

WINDOW COVERINGS AND TRIM (Declaration: Article VII, Sec 12)

DAB Guidelines:

1. No owner, tenant or lease shall install shutters, awnings, or other decorative exterior trim without prior written approval of DAB
2. Glass windows (including glass block) are allowed if
 - *clear
 - *gray (no color or hint of purple)
 - *bronze -no mirror or reflective qualities
 - *stain glass
 - appropriate subject/design (floral)
3. Vinyl/**Acrylic** windows are allowed if
 - *clear
 - *dark bronze tint

- no gray (purple)
- no mirror reflective qualities

4. Awning and filigree window trim is not allowed

5. Hurricane panels, shutters

- *no hinged panel, shutter system or fold down awning system can be used
- *panels, shutters can only be left in place during storm watch conditions. They must be removed **within 72 hours after declared emergency has been lifted by Citrus County.**
- *permanent placement of the top and bottom angles or tracks (12/08/97) onto the outside of the house must be the same color as the house trim
- *approval is granted pending final approval by the Hillcrest Board of Directors

Hillcrest Village Design Advisory Board Request Form

Property Owner _____ Date Submitted _____

Street Address _____ Phone _____

THE OWNER IS URGED TO REVIEW THE HILLCREST DECLARATION OF COVENANTS, CONDITIONS, AND RESTRICTIONS DATED (MONTH, DAY, YEAR), TO ASSURE THAT THIS REQUEST CONFORMS. **Have you shared your plans with your neighbors?** Work shall not commence until approval is received.

Signature _____

Work performed by Contractor/self (Name) _____

Request to include:

- 1. Plans, drawings, pictures, brochures, etc.
- 2. Show location of proposed work in relation to house, roadway and neighbors.
- 3. Show landscape changes if alteration requires concealment from the roadway and/or adjoining properties.
- 4. Color or material sample attached. Yes _____ No _____
- 5. Show proposed landscaping changes.
- 6. If overnight parking request, indicate reason and duration.

Description of Request (Use back if necessary):

This request was APPROVED _____

DISAPPROVED _____

By a majority vote of the Design Advisory Board on _____

COMMENTS _____

This approval expires 90 days after the approval date. All work must be completed within 90 days unless a written DAB extension has been granted

Contractor signs may be displayed while work is being performed. The contractor is limited to one sign, 30 inches x 30 inches. The sign must be removed once the project is completed.

.....
FOR DAB COMMITTEE USE ONLY

Received on _____ Request Number _____ (yyyy-nn)

_____ Approved _____ Disapproved DAB Member _____ Date _____

_____ Approved _____ Disapproved DAB Member _____ Date _____

_____ Approved _____ Disapproved DAB Member _____ Date _____

_____ Approved _____ Disapproved DAB Member _____ Date _____

_____ Approved _____ Disapproved DAB Member _____ Date _____

Homeowner notified _____

Returned to owner for additional information _____

Resubmitted to the DAB by owner _____

Original to DAB files
Copy to owner

(month, day, year)