



Architectural Review Guidelines

***NOTE:** If you need an application for the approval of an exterior design change or improvement, please visit www.BayouPass.com or request a copy from the Management Office by email at: BayouPassVillagePOA@gmail.com.*

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Terms and Definitions

ARC:	Architectural Review Committee
BOD:	Board of Directors
County:	Hillsborough County, Florida
Covenants:	Declaration of Covenants, Conditions, and Restrictions for Bayou Pass Village POA. Related document located on the community website: www.BayouPass.com or from the Management Office.
POA:	Property Owners' Association
Management:	Communities First Association Management (CFAM). Email: Info@CFirstAM.com or phone: 813-333-1047.
FC:	Fining Committee

Introduction

The following guidelines attempt to provide a meeting ground and understanding between private interests and the interest of your community as a whole.

The Declaration of Covenants, Conditions, and Restrictions for Bayou Pass Village (hereafter referred to as 'the covenants') run with the land and are binding upon all homeowners, their renters, and/or their tenants; and should be fully understood. In addition, please retain these Architectural Review Guidelines as part of your permanent papers. In the event you need additional copies please visit the community website at: www.BayouPass.com.

The rules, responsibilities and procedures outlined in these guidelines have been established by the Architectural Review Committee (ARC) and approved by the Board of Directors (BOD) of the Homeowners' Association (HOA), in compliance with the covenants.

The intent of these guidelines is to:

- Provide for the architectural integrity of the neighborhood
- Protect and enhance property values
- Assist with making the process as easy as possible for Homeowners

The cooperation of each Homeowner is appreciated

Architectural Review Committee (ARC)

The covenants establish the ARC, to be comprised of five (5) representatives to rule on architectural submittals. The ARC is charged with conducting the review of all applications for exterior changes and with rendering a decision to the applicant within 45 days. The ARC will respond in writing with either an approval, approval with conditions, disapproval or a request for more information about the project.

The ARC may from time to time publish and distribute architectural standard updates and guidelines may be reviewed annually to ensure relevancy.

The ARC members serve at the pleasure of the BOD and are reaffirmed at the Organizational Board Meeting in November following the Annual Membership Meeting. ARC members may be removed and appointed at any time throughout the year.

The Architectural Review Committee Process

NOTE: The Association's Covenants require written approval prior to any improvements or exterior changes. It is recommended to NOT purchase materials or pay for work until after you have received the written approval.

1. The owner submits to the ARC, through the management office, an Application for Architectural Review along with all required documentation.
2. Management will then make a review of the Application and request any additional information from the owner if needed. Application will be returned to the Homeowner and will not be held by the Management Office if it is incomplete. The ARC reserves the right to require additional information as detailed in 4.d. below. The 45-day review period will not begin until the application is deemed complete. Items required include:
 - ☐ ARC Application Form (most recent version dated xx/xx/xxxx). Must be complete, including signed and dated.
 - ☐ Final Survey (with the location and dimensions of the improvement marked on the survey)
 - ☐ Sketch, drawing, color samples or photos pertaining to the project. Any and all information necessary to inform the ARC what the improvement will look like.
 - ☐ Clear and recent photo (within 30 days of application) of both front and back of house
3. The ARC will review the Application at the next scheduled ARC Meeting, typically the 3rd Tuesday of the month at 5:30 PM at the Bayou Pass Village Clubhouse located at: 2203 Dorothy Duke Lane. To be considered at the next ARC Meeting, the complete Application including all additional information must be received by the Management Office by no later than 4 PM the Tuesday before the meeting.

4. The ARC's decision will be noted on the application. The Homeowner will then be notified of the decision by the Management Office, in writing, within 1 week after the meeting. The application will show one of the following four decisions.
 - a. **APPROVAL:** The application is approved as submitted.
 - b. **APPROVAL WITH CONDITIONS:** The overall proposal is accepted, but with certain specified changes, limitations or requirements that must be followed.
 - c. **DISAPPROVAL:** The application is denied.
 - d. **ADDITIONAL INFORMATION REQUIRED:** The ARC has determined that additional information is needed for appropriate review of the application. In this case, the entire process begins again once the Management Office receives the requested information. The owner should follow the same submission procedure as before.
5. The ARC reserves the right to visit your property and inspect the improvement(s) before, during and after.
6. Work must commence within 6 months from approval. Once work has begun on an approved application, it must be completed within 30 days.

NOTE: The ARC's approval is not a substitute for approval by Hillsborough County. It is the Homeowner's responsibility to acquire appropriate approvals, permits, etc. from the County.

ARC Approval Required

Painting of Exterior: Applications are required along with paint color cards. Application must specify colors for body, trim and doors. A survey is not required.

Screen Porches (all): All enclosures require a minimum of one door, kickplates and dark screening. They must be kept in an orderly fashion and not used for outdoor storage. Only outdoor furniture allowed. All enclosures must be constructed out of aluminum (no wood allowed).

Front Porches: Front porch screen enclosures require landscaping in front of the kickplate within 30 days of the enclosure being installed. No tvs, shades or grills allowed.

Antennas/Satellite Dishes/Flag Poles: ARC to determine design and location. Requirements and conditions are subject to change to be compliant with government agencies.

Pools and Hot Tubs: Shall be located directly behind the house and will only be approved if the Homeowner has installed a fence. All pool equipment must be located in the back of the house and screened so it will not be visible or a nuisance.

Storage Sheds: See separate documents for Shed Guidelines and requirements.

Fences: Only PVC fencing will be allowed. Chain link and wooden fences are not allowed. Fences must be maintained and repaired as needed and must be kept clean at all times. You may not connect to your neighbors' fence without their written consent.

- **Alleyways:** Fencing on alleyways must be a minimum of 3 feet from alley and a minimum of one panel at an angle for corner lots. All fences on alleyways must have a gate in the rear that is the same height as the rest of the approved fence and a minimum of 4 ft wide.
- **Ponds:** Fencing on ponds must have at least one panel transitioning from 6 ft to 4 ft high on both sides and 4 ft along the back.

Lawns: Anything other than Bahia sod will require application. All lawns must be trimmed and edged as part of the routine maintenance.

Mailboxes:

- **Phases I and II:** Mailboxes must be kept clean and maintained at all times. To replace your mailbox in Phases I or II you must submit an ARC request form and a photo of the mailbox you would like to use and obtain prior approval.
- **Phases III and IV:** Mailboxes must be replaced with the same, as required by the post office. Information regarding the replacement of the mailbox can be obtained through the Manager's Office. If the entire mailbox group is damaged and requires replacement, the Association will perform the work and invoice each Owner for their portion.

Widening of Driveway: A total of six (6) feet of pavers and/or rocks may be added alongside of the driveway, contingent upon application, review and approval by the Architectural Committee

ITEMS THAT DO NOT REQUIRE APPLICATION

Items in this category *do not* require approval, provided the guidelines mentioned are followed.

Landscaping:

- Plants, shrubs or flowers planted within an existing flowerbed
- Replacement or replenishment of ground covering (mulch or rocks) within an existing flowerbed.
- Replacement of lawn with Bahia sod

Water Hoses: Hose caddies affixed to the home or enclosed in appropriate container and screened with vegetation may be in the front of the house if located within 1 foot of the water spicket.

Decorations: Outside seasonal decorations displayed up to five (5) weeks prior to and three (3) weeks after the holiday season.

Play and Sports Equipment: Playgrounds and basketball equipment must be kept in good condition and appearance at all times and may not be located in the front yard with the exception of basketball equipment. If found to be in violation, you may be required to remove the equipment from your property.

Trampolines: Must be anchored in the ground and kept in good condition and appearance at all times. They may not be located in the front yard and may not be a nuisance to surrounding parcels.

Temporary/Play Pools: All temporary or play pools must be drained and properly stored when not in use.

Windows and Coverings: All coverings facing the road must be uniform in color, shape and style. No broken and deteriorated blinds may be visible from the street. No tape is allowed on the windows.

Personal Property: All property must be kept in a neat and orderly appearance. Only items intended for outdoors may be left outside overnight.

Parking: Parking must be in the garage or driveway only. No Parking on the Grass. All vehicles must be in operable condition and properly licensed and tagged while located within Bayou Pass Village. Untagged vehicles will also be reported to County Code Enforcement.

Driveways: Should be kept clean at all times. Removal of mold and stains may be necessary and sidewalks and walkways to the front door should be cleaned at the same time to ensure a neat overall appearance.

Commercial and Recreational Vehicles and Trailers: No tractors, vehicles having in excess of six wheels, vehicles primarily used for commercial purposes over three-quarter tons in weight, trailers or containers primarily used for commercial purposes are allowed to remain or be continuously parked in the subdivision.

No mobile home, camper, recreational vehicles (RV) boat or trailer shall be parked at any home unless they are stored in the garage or in a sight-screen area, so they are not readily visible from neighboring properties. In addition, any of the same shall not be utilized as a residence on any portion of the lot at any time either temporarily or permanently.

Pets: Pets may not be tied outside without constant supervision. When walking pets, owners are responsible for cleanup of pets refuse. No animals shall be kept, bred or maintained for commercial purposes without prior written ARC approval.

THE OWNER OF THE PET SHALL BE RESPONSIBLE FOR ALL OF THE PET'S ACTIONS.

Trash Cans: Trash cans must be stored in your garage to the fullest extent possible. If necessary, you may store the trash cans on the exterior but must be a minimum of 6 feet back from the front of the house to minimize visibility from neighboring property. **Do NOT place Household Garbage and/or Yard waste at Curbside more than 24 Hours prior to collection.** Any trash can sight screening will require ARC approval.

Hurricane Preparedness: All items pertaining to preparedness, including but not limited to: sandbags and shutters/boards on windows and doors, must be removed and stored in a location not visible by surrounding properties within 7 days after passing of hurricane. Anything longer would require approval from the Management Office.

Street Tree Trimming: Street trees are required to have a minimum height clearance of 11 feet over the roadways for passing vehicles and a minimum clearance of 8 feet over sidewalks for passing pedestrians.