

# The Following Document Outlines Eagle Trace Community Association Standards regarding Architectural Guidelines

Conformance with overall community design standards is essential to ensure that the character and quality of the Eagle Trace community is preserved. In addition, they are intended to assist you when requesting the Committee's approval of plans for alterations to the exterior of your home or property. The intent of these guidelines is to help streamline your application process.

**DEFINITIONS** as used in this document have the following meanings.

- BOARD means the "Board of Governors of the Association"
- ARC means the "Architectural Review Committee"
- ETCA means "Eagle Trace Community Association"
- PLOT PLAN means the drawing showing the home dimensions and size of acreage

## **RESPONSIBILITIES OF ARC MEMBERS**

- Members must be willing to volunteer their time and expertise for the betterment of the community.
- Members must abide by the architectural guidelines as written in our Declaration and General Covenants, Rules and Regulations, and the Architectural Guidelines.
- Members must be an owner (name on the deed).
- Be available to review and appropriately act unbiasedly on architectural applications.

## **APPLICATION PROCESS**

Applications for all architectural changes or proposed architectural changes to a Dwelling Unit (including, but not limited to, renovations, alteration of existing architectural elements such as the roof, driveway, painting (even the same color), fencing, screening, windows and doors, and installation of recreational equipment) must be submitted to the Board for approval.

- The current application form can be found on the HOA website or at the management office.
- All proposed changes must be submitted to the Board in writing, together with copies of all with appropriate plans, survey (if applicable), permits (if applicable), product information, color choices, or other information as may be required by the Board and/or the Architectural Review Committee in advance of any planned work, and no work may be performed unless and until approved by the Board and/or the Architectural Review Committee.

- The ARC may also require submission of samples of building materials and colors proposed to be used.
- In the event the information submitted to the ARC is, in the ARC's opinion, incomplete or insufficient in any manner, the ARC may request and require the submission of additional or supplemental information. The applicant shall, within fifteen (15) days thereafter, comply with the request.
- The ARC shall approve or disapprove, in writing, any architectural application for exterior changes within 30 days of a complete application, including all documentation and satisfaction of all questions.
- The ARC shall require the resubmission of applications including any plans and specifications if the initial ARC approved application is revised.
- The ARC will review the applications and make their recommendations to the Board. The Board will vote on the applications at their monthly Board meetings.
- If approved, work must begin within 90 days and be completed within 180 days unless written consent for an extension is provided by the association.
- In the event the ARC denies any application, or plans and specifications, the applicant may request an appeal or additional review of the disapproved application. The decision of the ARC, and/or the Board, shall be final and binding upon the applicant, his heirs, legal representatives, successors and assignees.
- The Board shall have the right of final approval for the exterior appearance and compatibility of all Homes with the architectural character of the community including quality of construction, paint color, and the general appearance of all exterior building materials.
- Repairs/maintenance of previously approved projects do not require an application so long as the repairs and/or maintenance do not alter the appearance or originally approved ARC application.
- The ARC recommends Homeowners request Contractor Data for their protection- business license/permit, proof of liability insurance, proof of worker compensation insurance, and contractor bond for large projects
- By submitting a request for the approval of any improvement or alteration, the requesting Homeowner shall be deemed to have automatically agreed to hold harmless and indemnify the aforesaid members and representatives, and Association, generally, from and for any loss, claim, or damages connected with such aspects of the improvements or alterations.
- Association, its directors or officers, the ARC or its members, or any person acting on behalf of any of them, shall not be responsible for any defects in any plans or specifications or the failure of same to comply with applicable laws or code nor for any defects in any improvements constructed pursuant thereto. Each party submitting plans and specifications for approval shall be solely responsible for the sufficiency thereof and for the quality of construction performed pursuant thereto.

# **GUIDELINES**

## **Paint**

- Homes should be painted every 7-10 years or sooner as needed.
- All stucco borders around windows, doors, and planter walls must be painted the trim color of the home.
- Painting requires HOA approval and a subsequent city permit.
- All paint schemes must be selected from the pre-approved color scheme options.
- Painting of any driveway, walkway, pool deck, or patio requires Eagle Trace approval, even if painting the same color.

## **Driveways, Walkways, Pool Decks, and Patios**

- Driveways, walkways, pool decks, and patios may be constructed of pavers, stamped concrete, or interlocking bricks. No asphalt, plain concrete, or loose gravel permitted.
- Paint and paver color must coordinate with the house and roof color. This applies to driveways, walkways, and pool decks/patios.
- Any project that involves adding or changing the footprint of a driveway, walkway, pool deck, or patio requires HOA approval and a subsequent city permit. Conditional approval from HOA will be for aesthetics only. Homeowners must provide a city permit in order for work to begin.
- Proposed driveway, walkway, deck or patio may not impede proper drainage as well as maintain sufficient green space.
- Approvals for driveway addition or changes in footprint are based on multiple factors, including driveway depth, driveway width, and lot width. Please include your survey, exact measurements, sample of materials, and landscape plan as part of the application process.
- Driveways shall be at least five (5) feet from any side plot line. Circular driveways shall have a minimum setback of five (5) feet, as measured from the front plot line to the apex or center of the arch of the driveway for the purpose of landscaping within the property.
- Plans must be in accordance with all City of Coral Springs requirements.

## **Landscaping & Landscape Lighting**

- Yards must be kept mowed, edged, weeded, and free of debris. Grass should be mowed at least 3-4 times per month in the warmer months (May, June, July, August, and September) and 2-3 times per month in the cooler months (January, February, March, April, October, November, and December).
- All landscape beds must be free of weeds and have mulch or decorative rock installed. Mulch should be changed at least once per year. Decorative rock

must be a muted earth tone color and landscape edging must be installed to prevent stones from migrating into lawn areas.

- Landscape edging/bricks must be approved by the ARC, be well maintained, and clean. Edging may be made of cement, stone, pavers, or composite materials.
- Pots must have live plants installed and be free of weeds.
- Artificial plants or flowers are not permitted.
- A limited amount of artificial turf may be allowed with approval from the ARC and Board.
- All air conditioning units, trash receptacles, pumps, and generators shall be shielded and hidden so that they shall not be visible from any street or adjacent property.
- Hedges and shrubs must be kept neat and should be trimmed at least once per month.
- In accordance with Coral Springs code, hedge heights must not exceed 4' in the front yard, 10' in the backyard, 10' in the side yard, and 6' in a side yard facing a street.
- Landscape ARC applications must include a rendering of work to be completed as well as photographs of each item to be installed. An itemized list without photos is not sufficient.
- Landscape lights must be white in hue, preferably warm white.
- Two of the following banners, no larger than 12" X 18" may be displayed in the garden beds only: Welcome banner, Seasonal banner, Holiday banner, or Sports banner.
- Any alteration of a properties grade which restricts site water runoff and/or diverts water onto neighboring properties are the Homeowners' responsibility and must be resolved at the Homeowners' expense.
- Swales located between homes are intended to move water away from residential sites and prevent flooding. They must be kept clear of plantings, curbing and/or equipment which impedes or blocks water run-off.
- All landscaping and curbing must remain within the Homeowners' property lines and must not encroach on common areas, or neighboring properties.

## **TREES**

- Trees must be maintained neatly and trimmed as needed. It is recommended to trim palm trees 1-2 times per year and hardwood trees every 2 years. Coconut palms should be trimmed at least two times per year, once at the beginning of hurricane season and any other time that falling coconuts could cause damage to persons and property.
- Leaves must be bagged and properly disposed of. Leaves and other tree debris may not be placed into the storm drains.
- The following trees are not permitted – Ficus, Bamboo, and Schefflera. Invasive plant materials are not permitted.

- Fruit trees may only be planted in the rear of the home, away from other homeowner lots and must be properly maintained when fruit drops.

## **Exterior Lights**

- Lights must be white, preferably a warm white hue.
- ARC to take into consideration the number of lights on each home to ensure that the lights are not interfering with neighboring homes.
- No exterior lighting shall be permitted that constitutes a nuisance or hazard to any other Homeowner or Resident.
- Illumination of large bushes and trees shall be accomplished with standard or low voltage (flood or spot) light fixtures, ground mounted and aimed vertically upward.
- No outdoor game court lighting, except patio and pool lighting, shall be permitted after 10:00 p.m. and shall only be turned on when actively using the game court.
- Security lighting can be bright and disturbing to neighbors and is permitted only with a motion sensor.
- Colored lights of any type are permitted only during the holiday season.

## **Coach Lights**

- Must be compliment the home.
- Bulbs and LED Panels must be white, preferably a warm white hue.

## **House Numbers**

- Must be black, white, silver, gold, or oiled bronze in color.
- Address numbers should be made of a durable, weather-resistant material and permanently affixed to the front of the building.
- Home numbers should be a minimum of 3 inches tall and in a contrasting color to the wall for more visibility.

## **Doors and Windows**

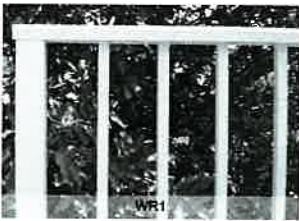
- Doors must be painted to coordinate with the house.
- It is preferred that the front door and garage door are the same color.
- Garage door screening is not permitted.
- Interior window treatments shall consist of drapery, blinds, shades, decorative panels, or other permanent window coverings. No newspaper, aluminum foil, sheets or other temporary window treatments are permitted.
- No reflective tinting or mirror finishes on windows shall be permitted.
- No security bars shall be placed on windows of any Home.
- No garage shall be converted into a general living area unless specifically approved by the ARC and the city of Coral Springs.

## Awnings

- Awnings, canopies and shutters shall not be attached or affixed to the exterior of the residence without prior approval of the Committee.
- Awnings must be kept clean and neat with no stains or tears.
- Awnings in poor condition must be removed or replaced.

## Fences

- Electric/Invisible animal fences must have HOA approval.
- Fences must be 4 feet tall aluminum in either white, black, or bronze. Color should match any adjoining fence.
- Only standard aluminum fence style (WR1) is permitted.



- No ornamentation on fences is permitted.
- Fences may not be placed on or across any dedicated access and/or utility easements.
- Hedges must be installed on the inside of any fencing that borders an adjacent home and on the outside of a fence that faces a street or other common area.

## Trash Cans, Recycle Bins & Outside Storage

- Outside storage is prohibited for items such as (but not limited to) oil cans, gas cans, paint cans, pallets, lumber, cement blocks, empty pots, ladders, building materials, landscape supplies, etc.
- The outside storage of sports equipment (except for basketball hoops) and barbeque grills shall be limited to the back yard.
- In accordance with City code:  
Garbage/trash receptacles must be kept tightly closed and stored so as to be substantially hidden from view at eye level from adjacent properties and street rights-of-way and maintained in a sanitary condition. Storage areas shall be screened with shrubbery, walls or fencing material.  
Trash receptacles may not be placed at curbside earlier than 7:00 p.m. of the day preceding pickup or later than 7:00 p.m. the day of collection.

## Security Cameras

- Permitted as long as cables are not visible
- Are only permitted to show the Homeowners Property
- Must coordinate with exterior color of the home

## **Electric Car Chargers**

- May be located inside of the garage or next to the side entrance to the garage and cannot be visible from the street or adjacent homes.
- If on the exterior, the charger may not be installed higher than 3 feet off of the ground.

## **Fountains**

- Fountains must not exceed five feet high and 3 feet in diameter.
- Fountains must be properly maintained, cleaned regularly, and must operate from 8:00 a.m. to 6:00 p.m. each day.
- Unmaintained or inoperable fountains must be promptly removed from the property.

## **Generators**

- Must be concealed with plant material.
- All generators and propane tanks must be approved by the ARC in writing and must comply with all applicable building codes and zoning ordinances.

## **Water Filters**

- Must be concealed with plant material.

## **Irrigation**

- An automatic underground irrigation system of sufficient size and capacity to irrigate all sodded and landscaped areas shall be installed and used to maintain the areas in good condition at all times.
- Filter devices to ensure rust-free water are required.

## **Outdoor Kitchens**

- Outdoor Kitchens are Permitted in Eagle Trace; please submit rendering and location in your ARC Request.

## **Outdoor Sheds**

- No structure of a temporary character, trailer, tent, shed, garage, barn, or other outbuilding shall be allowed on any residential lot at any time, except as otherwise provided for by law.

## **Pergolas and Gazebos**

- Pergolas and Gazebos are permitted; please submit photos, and survey plans in your ARC Request

- All Pergolas will be conditionally approved by the HOA. Once the City of Coral Springs closes out the permit, a copy must be provided to the HOA for final approval.

## **Sunshades**

- Not permitted

## **Playground Sets**

- Must be installed in a back or side yard only, have a hedge surrounding it in order to be substantially hidden from view at eye level from adjacent properties and street rights-of-way, and be maintained in good condition.
- Playground equipment must be properly secured to the ground

## **Basketball Hoops**

- May be installed permanently along the driveway. ARC approval of location and materials is required.
- May not be located in an area that may cause a nuisance to adjoining neighbors.
- May be portable and have a weighted base (filled with water/sand).
- Portable Hoops may not extend beyond the property line into the street.
- Portable hoops must be removed and stored in the garage when there is a Tropical Storm Warning or above.

## **Trampolines**

- The Homeowner's yard must be enclosed by a fence. The trampoline must be secured to the ground.
- HOA accepts no responsibility for any damages caused by the trampoline.
- Homeowner agrees to report existence of trampoline to their insurance company for coverage.

## **Screen Enclosures**

- No screened enclosure, for pools or otherwise, shall be installed unless approved in writing by the ARC. The approval of the ARC may address color, height, setbacks, buildable area radius, and other like factors.
- Must be kept in good condition and free of torn screen panels.
- The use of dark color screening and dark color framing material is encouraged.

## **Swimming Pools**

- All applications for the installation of a swimming pool must be accompanied with a certified survey illustrating the location of the pool, deck, home, property lines, setbacks and easements, and all applicable building permits.



- Swimming pools must comply with all applicable building codes and setback requirements.
- Pool filter and heating equipment must be screened from view of neighboring properties and the street with landscaping.
- No above ground swimming pools shall be permitted
- No slides or platforms shall be permitted.
- Pools and spas shall be kept clean and free of algae or debris.
- Swimming pools, spas and hot tubs are not permitted in the street side setback area of the residence.

## **Holiday Decorations**

- Holiday lighting and decorations are permitted to be placed upon the exterior portions of an Owner's property for display up to 30 days prior to the holiday and must be removed no later than 15 days after the holiday.
- Christmas, Hanukah, and Kwanza decorations may be placed upon the exterior portions of an Owner's property for display from November 1st through January 15th.
- Halloween decorations may be placed upon the exterior portions of an Owner's property for display mid-September and must be removed no later than 15 days after the holiday.
- Colored lights of any type are permitted only during the holiday season.

## **Mailboxes**

- Each existing mailbox must be maintained by the Owner having the use of such mailbox, in keeping with the size, location, design, paint color, and type of material for said receptacle as originally approved by the Declarant and the ARC.
- All cast aluminum mailboxes shall be of a uniform design and color- The mailbox must be painted with Gloss Black Rust-Oleum spray paint, the flag must be gold, and the numbers must match the current size, color, and font.
- The model of the cast aluminum mailbox is BUC 141 single front mount with a thin scroll. The numbers are 3" tall in regular gold Clarendon font.
- Stucco mailboxes must be kept clean and should be painted to match the house body and trim colors. The roof of the mailbox, if tiled, should match the roof of the house.

## **Additions**

- Additions are permitted if approved by the ARC and Board. Please submit photos, survey, and building plans in your ARC Request.
- No garage, screened enclosure, in-law suite, or other structure may be constructed separately and apart from the residential dwelling on the lot.
- The construction debris must be removed from the exterior grounds of the property on a daily basis or deposited in a construction dumpster placed on the

site. A construction dumpster must be screened so as to be substantially hidden from view at eye level from adjacent properties and street rights-of-way.

- All elevation treatments shall follow the common architectural theme of the front of the residence
- All permit boards or signs must be removed immediately upon completion of construction and work activities.
- The project must be completed within a twelve (12) month period from the date of ARC approval.

## Flags

- Owners shall only be allowed to display flags that are protected under Florida Statute 720.304(2), sports team flags, or holiday flags.
- Flags may not be political in nature.
- Flags shall not contain imagery or wording that may be considered offensive as determined in the sole discretion of the Association's Board of Governors.
- A maximum of two flags, not to exceed 4 ½ feet by 6 feet, may be placed on the house or on an approved flagpole but may not be placed on trees.
- Flags must be in good condition, not faded, frayed, or torn.
- A flagpole for display of the above approved flags not to exceed 20 feet in height shall be permitted subject to Committee and Board approval of placement. No flagpole shall be used as an antenna.

## Gutters

- Gutters and downspouts shall be installed to industry standards.
- Gutters must be kept clean, free of plants and debris, and in good condition.
- Gutter downspouts must have splashguards to prevent erosion and direct water away from the home's foundation.

## Roofs

- Roofs shall be clean and maintained in good condition.
- Fascia boards shall be free of dry rot, free of insect infestation, and free of peeling paint.
- Any roof tile replacements must coordinate with the house and driveway colors and proposed roof tile must be on the Coral Springs roof tile list or approved by the city.
- The minimum roof pitch shall be 5:12
- Roofs shall be constructed of flat or barrel, cement or clay tile
- Painting or applying sealant to roof tiles requires ARC approval. A color sample and/or the sealant color and type must accompany the application. The material must be formulated specifically for use on roofs. City of Coral Springs approval of the color must be obtained and submitted with the ARC application to paint the roof.

- In the event some new, attractive material is discovered or invented, the Architectural Review Committee may consider its use.
- All vents, flashings and metal chimney caps shall be painted to match the approved roof color.
- Metal Roofs are not permitted in Eagle Trace except as otherwise provided for by law.
- Roof tarps must be registered with the management office when installed.
- The roof tarp must be in good condition and firmly attached to your roof at all times, otherwise, they will be deemed not acceptable. Failure to keep your tarp in good condition is a violation and may result in the Board requesting that the tarp be immediately removed.
- A roof tarp may be installed for up to 60 days. An extension may be given with proper documentation of a pending insurance claim. If the tarp will be on the roof for an extended period of time, you may want to consider wrapping the roof in lieu of the tarp.
- Tiles used in roof repairs must either match the existing roof tiles or be painted to match the remainder of the roof.

## **Solar Panels**

- Solar Panels are permitted; if possible, however, the plan should avoid placing Solar Panels in the Front of the Home.
- Homeowners must submit an aerial image or diagram showing the proposed location and orientation of the solar panels and the technical specifications or other manufacturer product information about the solar panels.
- All exterior framework, wiring, piping, and all other materials or equipment which are part of or related to the solar panels, shall be painted to match the color of the surface on which it is mounted or affixed. The requirements of this paragraph shall not apply to the actual photovoltaic panels which collect sunlight.

## **Fines and Suspensions**

The failure to obtain prior approval for architectural changes to a Dwelling Unit may be subject to a fine of \$100.00 and suspension of all household transponders for fourteen (14) days. The association may require that the Dwelling Unit be restored to its original state at the owner's expense, including all costs and attorneys' fees and paraprofessional fees at all levels including appeals, collections, and bankruptcy, incurred by Association or ARC.

### **WHEN IN DOUBT, FILL IT OUT!**

No variances from the approved application and/or plans and specifications shall be permitted. The ARC may require work to be stopped if a variance is discovered until the variance is corrected or approved.

The Owner is responsible for complying with all permit requirements, laws, ordinances, rules and regulations of any public authority having jurisdiction over the work.

**Call before you Dig.** Avoid hitting underground utility lines and facilities by calling "811" before you start digging. This is a free service where utility company technicians will mark the location of underground pipes and utility lines around your proposed project site.

*The Board reserves the right to amend, supplement, and/or modify these Guidelines at any time, and to make such other rules as in the judgment of the Board may, from time to time, be necessary for the aesthetic enhancement and efficient operation of the Eagle Trace community, as well as to protect and preserve its safety, cleanliness, and order.*