

Architectural Control Standards

*Highland Lakes Reserve
Property Owners Association, Inc.
Revised May 6, 2025*

Highland Lakes Reserve Architectural Control Standards

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Highland Lakes Reserve Architectural Control Standards

1. STATEMENT OF PRINCIPLES AND PURPOSE

- 1.1 A great deal of effort was given to the planning of Highland Lakes Reserve to ensure a thoughtful and harmonious development process. A major concern in the planning is the integration of development with its immediate environment. Man-made improvements should, as much as possible, blend with nature. The result will be more pleasing to the eye and make for a more attractive community in which to live.
- 1.2 In order to assure that these objectives are achieved and to assure a continuity of the physical development such that future development will be compatible with the existing development, the Declaration of Covenants and Restrictions for Highland Lakes Reserve has been declared and recorded. Article IX of the Declaration establishes the Architectural Review Committee (The "ARC") and sets forth its jurisdiction, powers, obligations, and the rules and regulations under which it will conduct its review of proposed improvements. Any statements contained in this document are to clarify and expand on the provisions of the Declaration. In the event of any conflict, the Declaration of Covenants shall prevail.
- 1.3 All applicants are urged to carefully review all provisions of the Declaration, as well as this document prior to submitting an application to the ARC.
- 1.4 The ARC has been established for the purpose of defining aesthetic standards of construction in Highland Lakes Reserve and examining and approving or disapproving improvements for a building site with Highland Lakes Reserve, including but not limited to: site work, landscaping, utility extensions, drainage improvements, paving, driveways, swimming pools, pool enclosures, buildings, fences, walls, sidewalks, or any other physical or structural improvements, or change or alteration to the exterior of any existing structure or improvement, or to any existing landscaping.

2. ADMINISTRATION OF THE ARC

- 2.1 The Board of Directors shall establish the ARC, which will consist of no less than three (3) members, none of whom shall be required to be Owners or occupants of the Property.
- 2.2 The regular term of office for each member shall be two (2) years coinciding with the fiscal year of the Association, except the initial term of two (2) members, which shall be for one (1) year each to create an alternating board. Any member appointed by the Board may be removed with or without cause

by the Board at any time by written notice to such appointee and a successor or successors appointed to fill such vacancy shall serve the remainder of the term of the former member.

- 2.3 The ARC shall elect a Chairperson, a Vice-Chairperson and a Secretary. Election of officers shall be conducted yearly at the first meeting of the year. In the Chairperson's absence, the Vice-Chairperson will preside over meetings.
- 2.4 The ARC is authorized to retain the services of consulting architects, landscape architects, urban designers, engineers, inspectors, and/or attorneys in order to advise and assist the ARC in performing its functions set forth herein.

3. PLAN SUBMISSION AND APPROVAL PROCEDURES

3.1 Submission.

- 3.1.1 One (1) set scalable drawings with 1 electronic copy of all plans must be submitted along with a completed application form to be provided to the applicant by an ARC member.
- 3.1.2 Plan review will be completed within 14 business days after submission.
- 3.1.3 Plans must be submitted to an ARC member.
- 3.1.4 Plans will be noted as to the time and day of receipt.

3.2 Complete Submission. Any submission that does not include complete information as required by this section may be rejected.

3.3 Construction Plans. Complete plans and the following required information must be submitted in order to gain approval to commence any construction on a parcel. Unless waived by the ACC, all plans shall be prepared, signed and sealed by an architect or engineer, said person to be employed by and at the expense of the Owner.

3.3.1 Survey of the existing property

- 3.3.2 Site Plan – All plans should be submitted in consistent scale of no less than 1 inch = 20'. Site plans must depict any and all structures, foundation plans, access streets, walkways, driveway, and well, and other exterior improvements. In addition, site plans must show culverts, any drainage easements, and Parcel Drainage System showing compliance with Surface Water Management System. All

culverts shall have poured mitered ends and driveways to receive a concrete, brick paver or asphalt apron to Highlands County Engineering specifications.

- 3.3.3 The applicant is responsible for obtaining all required state and local permits for building. The applicant shall provide copies of such permits to the ARC prior to the commencement of any construction on a parcel.

3.4 Architectural Drawings. Architectural drawings must be drawn to scale and include the following:

- 3.4.1 Total enclosed air-conditioned square footage (stated by floor in the case of a multi-floored residence).
- 3.4.2 Floor plans including the computation of the square footage of each floor.
- 3.4.3 Approximate elevation drawings of all sides indicating both existing and final grade.
- 3.4.4 The wall section must clearly show size, profile, and material of typical cornice, etc.; rafter bearing height; typical window with casings and sill; and special features such as belt courses, jack arches etc.
- 3.4.5 Preliminary landscaping plans (drawn at not less than 1"=20') must show, in general terms, exterior house plantings, lawn areas, shrubbery beds, and natural areas.

3.5. Approval by the ARC.

- 3.5.1. All approvals by the ARC will be in writing. Verbal approvals or opinions from ARC members have no standing and are not binding.
- 3.5.2. Approval by the ARC of a submission presumes the applicant is in compliance with all building laws, regulations or ordinances.
- 3.5.3. ARC approval presumes the applicant is in compliance with all requirements of the Highland Lakes Reserve Homeowners' Documents and the Architectural Control Standards, unless and until the owner receives a written waiver from the Committee.
- 3.5.4. ARC approval (including that for variances) expires 365 days from the approval date. If construction has not commenced prior to expiration, applicant(s) must resubmit their proposal unless the applicant(s) have, submitted a written extension request and received a written extension

from the ARC. The resubmission will be subject to the rules and regulations in force at the time of resubmission. A new application fee will be required if more than 730 days have elapsed from the original approval.

3.6. Construction Start

3.6.1. Construction may not start until plans are approved by the ARC.

3.6.2. The start date of construction is defined to be the day when any work associated with an approved project commences at the job site; e.g., start of lot clearing.

3.6.3. By starting lot clearing and/or construction, owner acknowledges receipt of ARC decisions and agrees to comply with ARC requests and stipulations provided in the ARC approval document and its attachments.

3.7. Time Limit of Construction Phase. All construction must be completed within 365 days of the start date of construction.

3.8. Completion of Construction

3.8.1. Upon completion of the construction of the residence the ARC will inspect the jobsite, neighboring lots, common areas, right of ways, and roads to ensure that there are no outstanding issues before final approval will be given before the Certificate of Occupancy will be issued and deposits will be returned.

3.8.2. Upon completion of any other type of construction project, the ARC will inspect the jobsite, neighboring lots, common areas, right of ways, and roads to ensure that there are no outstanding issues before final approval will be given and deposit will be returned.

4. BUILDING DESIGN GUIDELINES

4.1 Building Size. Review the 5th Amendment to the Declaration of Covenants and Restrictions for minimum sizes. Minimum heated square footage is calculated as the total of all interior areas within the roof line of the building, exclusive of open porches, terraces and similar areas. Houses shall not exceed two and one half stories in height. Accessory buildings are allowed (e.g. barn, detached garage, storage shed, workshop, etc.) and are subject to ARC approval.

4.2 Exterior Elevations. Materials used and construction techniques employed shall be primarily those that are typical to the Florida area. Low maintenance materials are encouraged. Roof colors and textures and exterior wall

materials should be compatible with the setting and reflective of standard Florida architecture. Exterior color – white muted colors and some stronger colors approved on case-by-case basis.

- 4.3 Approved Siding Materials. Brick, stucco, cedar shakes, horizontal wood siding, “Hardie board”, stone or pre-cast stone materials. Any horizontal lap siding must have a minimum reveal of 5” or greater.
- 4.4 Roof, Gutters and Downspouts. Roof material may be cedar shakes, metal, “Hardie” board, dimensional architectural grade asphalt shingles (25 year or better), barrel tile or slate. Colors that are compatible with the elevations and surroundings should be used. Roof vents and accessories should be located on the part of the roof unseen from the right-of-way and must be painted to match the roof color. Gutters shall match the fascia trim color or they shall be copper. Downspouts shall match the exterior wall or be copper. Flue pipes shall be cased in a chimney enclosure that matches exterior materials and the minimum roof pitch allowance must be 6/12 on at least 80% of the roof area. Contemporary roof lines may be approved with a lesser roof pitch on a case by case basis.
- 4.5 Patios, Terraces and Decks. Outdoor, uncovered living areas should be constructed with materials and colors that are compatible with the exterior materials and detailing of the house. Railings should be consistent with the architectural character of the house. Patio and terrace surfacing materials should be concrete, stone or pavers.
- 4.6 All buildings must be built on site. No exterior structure of any kind or any artificial vegetation or sculpture shall be constructed, erected or placed on the outside portion of a residence, whether the portion is improved or unimproved, except in strict compliance with the Covenants, Conditions and Restrictions.
- 4.7 Breezeway. The maximum allowable length for the breezeway is 12 feet long from house to garage unless otherwise approved by board.

5. SITE DESIGN GUIDELINES

- 5.1 Clearing and Grading. Site grading of a specific lot shall be kept to a minimum and alterations to existing drainage systems shall be avoided. Any necessary grading shall maintain a natural appearance. Conservation of native vegetation is encouraged.
- 5.2 Utilities. All utility services at Highland Lakes Reserve have been placed underground. Transformers, junction boxes, HVAC and electric meters should be screened with fencing or plantings as needed.

- 5.3 Driveway. Driveway materials may consist of concrete, stamped concrete, colored concrete in the earth tone colors, pea gravel concrete, oyster shell concrete, brick pavers, asphalt or asphalt millings. Poured concrete drives should have a minimum thickness of 4 inches. The use of welded wire mesh is recommended. Any painting, staining or pouring color in concrete driveways must get approved prior to driveway installation. A concrete, brick paver or asphalt apron is required and shall be a minimum of 12' wide with 3' flares on each side. The apron shall extend from the edge of the asphalt road to 15 feet in towards the lot line or a minimum of 5' past the culvert, whichever is greater.
- 5.4 Fencing. Prior to the installation of fencing on any parcel, the owner shall submit to the ARC a fencing plan showing the type and materials of the fencing to be used. The ARC must approve all fencing prior to installation.
- 5.4.1. Materials. Fencing may only be constructed of aluminum, vinyl, vinyl-coated chain link (without slats) or painted decorative steel. Privacy fencing, as permitted by subsection 5.4.4 below, may only be constructed of aluminum, vinyl, wood, or painted decorative steel. All fencing must be constructed of new materials designed for that purpose or aged for proper architectural effect. Fences having a side with exposed or irregular structural components, and a side with more finished, uniform and aesthetically-attractive components shall be constructed and installed so that the more finished side faces outward from the enclosed area.
- 5.4.2. Height. Perimeter fencing shall not exceed five (5) feet in height above established grade.
- 5.4.3. Enclosed Area. The area of a parcel enclosed by fencing shall not exceed ten percent (10%) of the parcel's total area.
- 5.4.4. Privacy Fencing. Privacy fencing may only be installed as a buffer from utility equipment (HVAC equipment, pool equipment, etc.) and trash receptacle storage areas. Such privacy fencing shall enclose only such area as is necessary to provide a buffer from utility equipment and trash receptacle storage areas. Fencing shall not exceed six (6) feet in height above established grade. Fencing shall not exceed a distance of eight (8) feet from the house and three (3) feet past last utility equipment.
- 5.4.5. Maintenance. The parcel owner shall maintain any fence to its original designed condition. Missing boards, pickets, posts, gates, etc. shall be replaced in a timely manner with material of the same type, quality, and finish as the existing fence.

- 5.4.6. Location. Except for fencing installed to serve as a buffer from utility equipment and trash receptacle storage areas, no part of a fence shall be located in front of the backmost part of the house.
- 5.5 Pools. The ARC will review all pools on an individual basis. Pool and equipment enclosures must relate architecturally to the house and other structures in its placement, materials and detailing. No above ground pools or inflatable bubble covers will be allowed.
- 5.6 Garage. Two car garages are required.
- 5.7 Irrigation. Irrigation systems are required for maintaining lawn and landscaped areas, and promotion a healthy, green appearance throughout the neighborhood. Irrigation systems should be zoned according to available water pressure. Irrigation heads should be designed to direct water away from houses, walls fences, sidewalks, driveways and public/private asphalt roads. It is recommended that shallow wells be used to avoid discoloration from chemicals in the deeper well water.
- 5.8 Sod/Turf. All improved lots must be completely and continuously sodded from the edge of the asphalt road to the rear of the house, excepting only driveways, walkways, or landscaped areas including native plants. If the lot is on the corner of two paved asphalt roads, the sod must continue along the entire asphalt road frontage from the asphalt road to the 20 feet inside the lot line.
- 5.9. Landscape Plans. Imaginative landscape plans and design that solves the functions of screening, color, textures and the enhancement of architecture promotes and sets the standard for a high-quality community.
- 5.9.1. Plantings should sufficiently screen utility areas, break up the foundation of the building, buffer driveways and parking areas adjacent to property lines and provide cover for areas disturbed during construction.
- 5.9.2. Plants for screening should be appropriate and of sufficient size and spacing to ensure an adequate buffer within a year or two. All exterior air-conditioners and trash receptacles should be hidden from view by fencing or landscaping.
- 5.9.3. Foundation planting should be able to screen any foundation under house or decks. Utility areas for gardening should be screened or incorporated into garden areas so as not to be unsightly.
- 5.9.4. Free-standing yard lights must be of the design approved by the ARC.

6. ARC MEETINGS

- 6.1 The ARC may conduct special meetings upon three (3) days notification by the chairperson of the date, time and place of the meeting.
- 6.2 The fourteen (14) day advance submission requirement may be waived for plans submitted to special meetings upon the approval of the chairperson.
- 6.3 A quorum requirement will have been met if a majority of the ARC members are in attendance at any regular or special meeting.
- 6.4 ARC resolutions, approvals, approvals with conditions, and denials may be passed only upon a majority vote of those present as long as the quorum requirement has been met.
- 6.5 One (1) set of plans and landscape plans received by the ARC will be retained as part of the permanent record. Special visual aids, such as models, slides etc., may be reclaimed by the applicant.

7. STANDARDS OF DESIGN AND CONSTRUCTION

- 7.1 All standards of design and construction shall comply with the Declaration of Covenants, Conditions, and Restrictions for Highland Lakes Reserve specifically Articles IX and X, Architectural Control and Use Restrictions, all local and state building codes and ordinances and those guidelines set forth in the Architectural Control Standards.
- 7.2 Changes During Construction. If changes to an approved plan become necessary during construction, Form Two (APPLICATION TO MAKE CONSTRUCTION OR DESIGN CHANGE) should be submitted to the ARC. The review process for these requests will be the same as that for new construction. However, minor changes to an approved plan may be approved by the ARC chairperson in lieu of a full ARC review. The committee chairperson will determine if the change warrants full ARC attention, if the change is not deemed of a minor nature. The applicant will be notified within three (3) working days of meeting with the ARC chairperson as to approval, disapproval or deferral.

A major change to construction already in place may require an additional bond made payable to the POA, prior to commencement of the construction change.

- 7.3 Final Inspection. To confirm plan compliance, a final inspection will be conducted by the ARC representative following completion of all planned construction and landscaping. Submit a complete Form Four (REQUEST

FOR FINAL INSPECTION/DEPOSIT REFUND). The ARC representative will make the inspection immediately following the received request.

Landscaping must be completed on or before certificate of occupancy issuance.

- 7.4 Enforcement. The design and review guidelines contained herein have been developed to encourage good design, thus to preserve community resources and to enhance property values. To maintain these goals, any construction that takes place without ARC approval will not be tolerated. If necessary, a stop work order will be issued to the general contractor and other legal remedies will be pursued.

8. PAYMENT OF FEES

8.1. Plan and Specification Review Fee and Debris Deposit

8.1.1. Construction requiring ARC approval shall not commence until a refundable debris deposit of \$1,000.00 and a \$1,500.00 plan and specification review and inspection fee has been delivered to the ARC. The debris deposit may be used to eliminate any debris left on the Property or to repair any damage to the Common Property caused by said construction. The plan and specification review and inspection fee deposit shall be used for the payment of any professionals engaged by the ARC to assist in the review of the plans and specifications and inspections.

8.1.2. In the event the cost of debris removal and/or repairs of any damage to the Common Property exceeds \$1,000.00, or the plan and specification review and inspection fee exceeds \$1,500.00, the Owner shall pay the difference to the ARC within ten (10) days after written notice by the ARC. Any excess debris deposit or plan and specification review and inspection fee deposit shall be returned to the Owner upon completion of the repairs or review. The foregoing notwithstanding, the plan and specification review and inspection fee shall not exceed \$2,500.00.

- 8.2. Construction Bond. A refundable construction bond in the amount of \$2,500 made payable to Highland Lakes Reserve Property Owners Association by the general contractor is required prior to the start of any residential construction. This bond is placed in a non-interest bearing account, and refunded, without interest, within five (5) business days of final inspection and approval of construction by the ARC, as well as the submittal of the certificate

of occupancy. All or part of the bond may be retained, per the estimation of the ARC representative, to rectify non-compliance. Refundable bond of \$2,500 is also required for any remodel or additions to property that requires a permit. Copy of plans and permit are to be provided to committee. It will be refunded upon satisfactory completion of construction per plans and permit. All or part of the bond may be retained, per the estimation of the ARC representative, to rectify non-compliance or to repair any damage to common areas or third-party owned property. Refundable bond of \$2,500 is also required for any remodel or additions to property that requires a permit. Copy of plans and permit are to be provided to committee. It will be refunded upon: (i) satisfactory completion of construction per plans and permit; and (ii) the ARC's determination that the construction did not result in damage to common areas or third-party owned property.

8.3.

9. ARC REVIEWS AND ENFORCEMENT

9.1 The ARC will periodically review the building site to verify that the design is according to the plans approved by the ARC and that the Architectural Control Standards are being adhered to. When construction has been done contrary to approved plans, the ARC may force removal of the improvement, reconstruction to meet the approved plan, or any other action that the ARC deems appropriate, including fines.

9.2 The ARC will have the responsibility of enforcing all provisions of the Declaration and Architectural Control Standards as they pertain to the ARC.

10. CONSTRUCTION ACTIVITIES

10.1. Construction work and related deliveries shall be conducted only between the hours of 7:00 A.M. and 6:30 P.M., Monday through Saturday, except that concrete pours may commence at 5:00 A.M. No construction activities or construction-related deliveries shall occur on Sundays.

10.2. Construction sites must be cleaned immediately following the cessation of construction activities each day, but no later than 7:00 P.M.

10.3. Dumpsters, portable toilets, vehicles, or any other construction related equipment or material shall not be placed on neighboring lots or common area property.

10.4. Any damage caused by construction activities to parcels, properties, common property, roads, drainage areas, retention ditches, and conservation areas must be repaired within 30 days by the parcel owner whose contractor, subcontractor, or materialman caused the damage. The board, in its sole discretion, shall determine the sufficiency or adequacy of repairs of damage to

common property, roads, drainage areas, retention ditches, and conservation areas.

Highland Lakes Reserve Application for Design Review

Date Submitted: _____ Date Received: _____

Parcel # _____

Preliminary Design Review _____
Final Design Review _____
Pool Design Review _____
Landscape/Irrigation Plan Review _____
Perimeter Fence Plan Review _____

_____ New Construction _____ Improvements _____ Change

One set of preliminary or construction documents, a copy of this form and a copy of Appendix A – Require Construction Documents must be submitted for review.

Application must be received by 5:00 p.m. on the Friday prior to the next scheduled ARC meeting.

Property Owner: _____ -

Address: _____

City, State, Zip: _____

Telephone: _____

E-mail address: _____

Builder: _____

Address: _____

City, State, Zip: _____

Telephone: _____ Fax: _____

FL License #: _____

Architect/Designer: _____

City, State, Zip: _____

Telephone: _____ Fax: _____

\$2,500 Dollar Construction Bond
\$1,500 Plan and Specification Review
\$1,000 Debris Deposit (refundable)

APPLICATION CHECKLIST

One set of drawings along with one electronic copy of preliminary documents are required for **Preliminary Review**.

- _____ Appendix A – Required Construction Documents
- _____ Site Plan
- _____ Floor Plans
- _____ Exterior Wall Section
- _____ Building Elevations

One set of drawings along with one electronic copy are required for **Final Review**.

- _____ Appendix A – Required Construction Documents
- _____ Site Plan
- _____ Floor Plans
- _____ Foundation Plan
- _____ Exterior Wall Section
- _____ Building Elevations
- _____ Landscape Plan

One set of drawings along with one electronic copy are required for **Pool Review**.

- _____ Pool Plan
- _____ Enclosure Plan

One set of drawings along with one electronic copy are required for **Perimeter Fence Review**.

- _____ Fencing Plan

AGREEMENT:

I, _____ as property owner and I, _____ as contractor of the above described construction project, acknowledge and agree that the improvements will be constructed in accordance with plans and specifications which have been approved by the Architectural Review Committee (ARC).

We further acknowledge and agree that:

- 1) We have read and understand the Covenants and Restrictions applicable to the property, all ARC Guidelines and will follow and obey said Covenants, Restrictions and Guidelines.
- 2) We are responsible for completing the project as described by the drawings and specifications approved by the Board.
- 3) We will maintain a clean construction site at all times and install a commercial dumpster and job toilet in conformance with ARC Guidelines.
- 4) We are responsible for the conduct of all workers and subcontractors performing services on this project at all times while they are engaged by us.

This application and Agreement made this _____ day of _____, 20____
by:

Property Owner's Signature

Contractor's Signature

For Use by Architectural Review Committee

Final Design Approval () Date: _____

Comments:

Signed: _____ Date: _____
Architectural Review Committee Representative

Highland Lakes Reserve
APPLICATION TO MAKE CONSTRUCTION OR DESIGN CHANGE

Submit finished applications to: Highland Lakes Reserve

Date Prepared: _____ Date Received: _____

Parcel #: _____

Owner: _____

Telephone: _____

E-mail Address: _____

Architect/Designer: _____

Proposed Change: (Attach sketch if necessary):

Reason for Change:

Signed: _____ Date: _____
Applicant

For Use by Architectural Review Committee

Requested Change Approved () Date: _____

Comments:

Approved: _____ Date: _____
Architectural Review Board Chairman