

Highgrove Homeowners' Association
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Tallahassee, FL 32312-1250

Architectural Control Committee Guidelines

The following Architectural Control Committee Guidelines are an extension in detail of the recorded covenants and restrictions of deed generally applicable to all lots in Highgrove and have been adopted by the Highgrove Homeowners' Association Board of Directors.

The Highgrove Homeowners' Association, Inc. (HHA) and the HHA Architectural Control Committee (ACC) derive their authority from the Highgrove Governing Documents* and from Chapter 720 of the Florida Statutes**. The governing documents are found in Official Record Book 1038 page 841 et seq. recorded in the office of the Clerk of the Circuit Court of Leon County, Florida.

**Submission of Property to Restrictive Covenants: Declarant does hereby impress and impose upon the property the restrictive covenants, obligations and conditions set forth and provided herein which shall run with the land. This Declaration shall be binding on the Declarant, its successors, assigns and grantees. All provisions hereof shall, when any deed to property in Highgrove is hereinafter executed, be deemed to be binding upon any grantor and grantee, or their assigns and successors in interest as if set forth therein in full. SECTION 3: DECLARATION OF RESTRICTIVE COVENANTS SEPT. 7, 1982. RECORDED IN THE PUBLIC RECORDS OF LEON COUNTY 590828 OR1038 PG841*

The Architectural Control Committee (ACC) shall review all plans for construction and exterior renovation or alteration on all lots and homes located in Highgrove. The ACC is appointed by the elected Board of Directors of the HHA. However, it shall operate independently from the Board in the implementation of its responsibilities in compliance with the governing documents and Florida Statutes.

**The Board of Directors shall appoint an Architectural Control Committee...All notices or submission requests shall be in writing...No homeowner shall erect or maintain any building, fence wall or other structure nor shall any homeowner commence or make any exterior additions or change or alteration in or to the exterior of existing improvements, or make any material alteration, addition or deletion of the landscaping of any lot until and unless the plans and specifications showing the nature, kind, shape height, materials color location and all other details of the same shall have been submitted to and approved in writing by the Architectural Control Committee as to the quality of materials, harmony and external design and color, and the location in relation to surrounding structures and topography. The effect of the changes, improvement or alterations on the topography of the land and the environmental impact thereof may also be considered by*

*the Committee in determining whether approvals may be given.” SECTION 15:
DECLARATION OF RESTRICTIVE COVENANTS SEPT 7th 1982. RECORDED IN THE PUBLIC RECORDS
OF LEON COUNTY 590828 OR1038 PG848*

***“The authority of an association or any architectural... or other such similar committee to review and approve plans and specifications... shall be permitted only to the extent that the authority is specifically stated or reasonably inferred... in the declaration of covenants or other published guidelines or standards authorized by the declaration of covenants” Chapter 720.3035 Florida Statutes.*

Homeowners’ Responsibilities: Lot/Homeowners are responsible maintaining their property, including the landscaping and the exterior of their house in the condition of reasonable appearance and repair that is in keeping with the nature and character of Highgrove.

No vehicle(s) shall be parked for more than a 24-hour period or on a regular basis on a roadside, yard or location other than the driveway or area behind the home’s front elevation normally designed for vehicles.

“...Nor shall anything be done (in, around, or upon any house) which may be, or become, an annoyance to the remaining homeowners...”

All projects relating to exterior alteration must be submitted to the ACC prior to commencement for review and approval by the Committee. These guidelines are published by the HHA, Inc. for the purpose of providing home/lot owners, residents, builders and others with general information regarding the approval process as of the date of their issuance. These guidelines are subject to amendments and updates from time to time. Homeowners/lot owners or other affected parties should contact the ACC or the Highgrove Homeowners’ Association Inc. with any specific questions or concerns relating to a particular project.

The ACC shall respond in writing to all submissions proposed for review within thirty (30) days of receiving a completed application. To qualify for this time frame, plans submitted for review shall be complete to the extent of all supporting documents including sureties required by the HHA. See **Procedures** page 7 and the **Application For Exterior Property Alteration** page 8.

1. CLEARING: No clearing of any lot is permitted until the ACC has reviewed and approved the plans and an appropriate Leon County permit is posted on the site. The limit of clearing noted on all site plans indicates approval to remove trees located in the footprint of the house and all approved buildings and driveway locations. Outside of the above footprint limit clearing, only unprotected size trees may be removed without specific ACC approval.

- No equipment, structure, or load shall be approved for transportation into Highgrove that would require the removal of any tree or portion of the canopy over a roadway or right-of-way along the route.
- No structure or components of a structure shall be approved for transportation to a site via a Highgrove roadway that does not meet the ACC approval or that would require the removal of trees on the site in excess of the established standard for the Highgrove community.

2. EROSION CONTROL: Silt protection barriers and hay bales along with other measures as deemed necessary shall be properly installed and maintained as needed to remain functional on all graded properties sufficient to prevent any and all discharges from the site. Entrances to construction sites should be graveled to minimize tracking soil into the street. Contractors shall clean up all street-side discharges immediately. Discharges not clean up within 24 hours will be reported to Leon County for enforcement action as provided under the permit.

3. DRAINAGE PLAN: The final grading plan must follow as closely as possible the pre-construction flow. No modifications may be made that change the pre-construction direction of stormwater or that would discharge stormwater from the site to a neighboring property without written approval of Leon County Department of Development Support and Environmental Management and the Highgrove ACC.

- If fill that will materially impact drainage is to be brought to a building site, other than under the slab, a plan showing the pre-construction topography and proposed post construction topography, certified by a Professional Engineer, shall accompany the construction proposal to demonstrate that the fill will not adversely impact the drainage plan requirements noted above.
- The plan must divert water into the established Highgrove drainage system.
- The plan should include a method for water to be collected or defused and prevented from being discharged to a neighboring lot.
- The driveway should be slanted in a way that allows water collected on the driveway to be discharged along its length, usually away from the house.
- All areas uncovered in the construction process must be recovered with sod. Landscape beds may be mulched with pine straw or other natural material to prevent erosion.

4. CONSTRUCTION: Lots in Highgrove are for the construction of detached single-family homes and for residential purposes only. The construction of homes shall be of design and quality in keeping with the existing architectural character of Highgrove. Construction, once begun, shall move forward at a steady pace and shall not stand idle for any reason except for state or national emergencies, or natural calamities.

Hours & Holidays:

- No construction is permitted prior to 7:00 AM or after 7:00 PM.
- No construction is permitted on the following holidays: New Year's Day, Memorial Day, July Fourth, Labor Day, Thanksgiving Day, and Christmas Day.

Foundation: The foundation to be used shall fit the construction of the house to the grade of the property. Modification of the topography to accommodate a pre-selected foundation may result in stormwater issues for the subsequent owner.

- A Professional Engineer's certified plan shall be provided to show that the fill has not adversely impacted the stormwater flow.
- A certified flood letter and a soil test of a minimum four hole standard is required as part of a construction request.

Site Plan: The site plan shall be submitted on a land survey document of the property and shall locate all proposed structures noting setbacks from the nearest property line. If a surveyed site plan is not available at the time of the submission, the owner/Builder shall be responsible for any inaccuracies and resulting violations. A copy of the foundation survey shall be submitted as soon as it is available. All post construction additions shall be submitted for approval on a survey document that locates all existing structures and notes dimensions of proposed structures to a consistent scale.

Roof Material: Architectural Shingles are required that are of similar design and quality to other homes in Highgrove.

Exterior Materials: The following materials are acceptable for the exterior of residences: brick, stucco, stone, Hardie Board (or equivalent), pine, and cedar.

Exterior Colors: The primary house colors are those not in stark contrasts to our natural setting.

- Exterior colors for residences & other structures must be approved in writing by the ACC.
- Trim colors shall complement the primary color in a subordinate way and are subject to written approval by the ACC.

Exterior Walls: Elements, i.e. windows and shutters should be used to break up blank walls and to eliminate elevations that appear plain.

Air Conditioning Units: Air conditioning units should be located to the rear of the house.

- A/C units may be located on the side of the house, if the unit is screened to the height of the unit, the color matches the exterior material of the house or as approved by the ACC, and the units view is blocked from adjacent roadways.

Garages: Garages for at least two cars shall be required unless specifically waived by the ACC, and they must be enclosed and equipped with doors.

- Front opening garages are not permitted.

Landscaping requirements: All areas cleared by construction must be re-covered. Full sod is required for front, side and rear yards. Access to corner lots must also be recovered.

- Landscaping plans that would materially alter the exterior of a property must be submitted for approval by the ACC.

Mailboxes: Mailbox plans must be submitted with the house plans for approval by the ACC. In the case of a builder-speculation house, the approved plan may be amended and resubmitted to the ACC for approval by the subsequent owner.

- Mailbox housings or enclosures must be constructed of wood, brick, masonry or stucco material.
- The location of the mailbox must be in compliance with the postal authority.

Driveway: Driveways shall not be closer than two feet from an interior property line, except that a backup, turn-around pad may be as near as one foot to the property line.

- Driveways must be at least ten feet in width and constructed of concrete, or other materials specifically approved in writing by the ACC. Asphalt driveways are not permitted.

Fences: All fences must be approved in writing for each property by the ACC. Fences constructed of wood are generally approved for rear yards and within property lines. Other materials used for fencing require specific ACC approval.

The appearance, maintenance, repair, and replacement of existing fences located on a lot is the sole responsibility of the lot owner and must be maintained at a level of structural integrity and appearance that is in keeping with the upscale nature and character of Highgrove. Fences located within drainage easements or other rights-of way may be subject to damage, removal or other alteration by authorized representatives of the HHA or the ACC in the conduct of their responsibilities. Due notice to homeowners shall be provided in situations, except for emergencies, where it may be necessary to impact existing fences.

General Fence Provisions:

- Fences may not be installed forward of the front elevation of the house.
- Privacy fencing may not be higher than 6' (six feet) without specific ACC approval

- Chain link fences will not approved. Existing chain link fences may not be replaced in kind.
- Side yard fencing must display a finished side outward. No support posts or rails shall be exposed outward.
- Fences have to be installed inside the property line in order to ensure that no fencing material extends over the property line.
- Corner lot fencing must conform to side street set back requirements

Signs: No sign or billboard of any kind shall be displayed to the public view on any house...except one sign (of approved appearance and dimension) advertising the house for sale or rent...” .

Swimming Pools: The construction of all swimming pools require ACC written approval and must comply with Leon County requirements for fencing and access. Pools must be permitted by the County and must meet State of Florida safety requirements.

- Trees to be removed must be noted as to size and location for ACC approval.
- Where a pool construction site (such as a backyard) needs to be accessed through an easement or green space area, all disturbed areas must be restored to their original (pre-construction state).
- No above ground swimming pools will be approved.
- Swimming pools must be protected with a perimeter structure, gate and latches that comply with Leon County Code and State of Florida swimming pool safety laws.

5. OUTBUILDINGS, STORAGE BUILDINGS OTHER STRUCTURES &

OBJECTS: Outbuildings, detached storage sheds or any other structure or object, whether temporary or permanent, must be approved in writing by the ACC in advance of construction or installation. (Covenants OR Book 1038 Page 843)_No outbuildings shall be used on any property at any time as a residence either temporarily or permanently. (Covenants OR Book 1038 page 851)

No object, which is not in keeping with the “general character or appearance of the Highgrove neighborhood,” including but not limited to construction dumpsters, PODS, sheds, tents, etc., may be placed on a lot either temporarily or permanently without specific written approval by the ACC. Such approval, if given, shall include a date certain for removal or re-application.

Specifications For Outbuildings:

- Exterior material shall be of wood, brick, stucco or stone.
- If wood is used, it must be painted or stained in a manner approved in advance .
- If brick, stucco or stone is used, it must be consistent with the material used on the house.

- The roof must be shingled. Metal roofs will not be approved.
- Maximum building size shall not exceed 200 square feet without written ACC approval.
- The proposed location should be selected that will be the least visible by surrounding neighbors and must be screened by shrubbery or by approved fencing to protect the view from adjoining neighbors.
- Written & verbal input from neighbors re the proposed structure shall be considered by the ACC.
- The appearance of the building must be deemed to be in keeping with the character of the surrounding neighborhood.
- Building plans must be submitted to the ACC that are in compliance with applicable County and State building codes and other documents/items to include, but not be limited to, wind testing and anchoring.

6. PROCEDURE:

- A completed Highgrove ACC **Application for External Property Alteration** must be submitted to the ACC along with all pertinent attachments. Further details are provided on the Application.
- A site plan, preferably a survey, locating all structures and those proposed, including setback dimensions to the nearest property line(s)
- Minimum setbacks as appear in the Highgrove Declaration of Restrictive Covenants
- Description of the building material and roof material
- Description of landscaping and fence detail
- Detailed building plans that must be in compliance with applicable County and State building codes.
- In the event written approval is given, no work shall be commenced until such time as the homeowner or his contractor has obtained all permits required by law.

The applicant, owner or agent thereto acknowledges the right of the Highgrove Homeowner's Association and ACC representatives to enter upon the premises for the purposes of inspecting the construction on the lot, to remove any unauthorized signage and to perform other duties authorized by the Covenants and Restrictions and the ACC Guidelines here provided. Violations or omissions of any of the provisions of the Covenants, Restrictions or the ACC Guidelines shall be enforceable as provided in law and at the discretion of the Highgrove Homeowners Association Inc.



APPLICATION FOR EXTERIOR PROPERTY ALTERATION

This application is made for review of a proposed project in the Highgrove subdivision as is required by the Declaration of Restrictive Covenants (hereinafter "Declaration") for the planned erection of any building, fence, wall, or other structure or any exterior addition to or change or alteration in or to the exterior of existing improvements, or any material alteration, addition or deletion to the landscaping of any lot. It is understood that this application will be reviewed by the Highgrove Homeowners' Association Architectural Control Committee (hereinafter "Committee") within the guidelines set forth in the Declaration, and that, except as otherwise provided herein, no work may proceed on the project without the written approval of the Committee.

For a project to be approved, the proposed project must meet all of the standards set forth in the Declaration, including those for minimum size and setback requirements. This includes review and approval by the Committee of the quality of materials, harmony and external design and color of the project, and the location of the project in relation to the surrounding structures and topography. Pursuant to the Declaration, the Committee may also consider the effect of the proposed changes, improvements or alterations on the topography of the land and the environmental impact thereof.

Written approval (or disapproval) shall be rendered within thirty (30) days after the Committee has received a complete application. An application shall be deemed complete on the date on which the Committee receives the application, the complete plans and specifications for the project, and any supporting information submitted by the applicant in support of the application (including additional information specifically requested by the Committee as necessary for its review of the project). If written approval or disapproval of the application is not rendered by the Committee within 30 days after the application is complete, the application shall be deemed approved, and the project as described herein, and without any alteration, may proceed without further submittals to the Committee.

PROPERTY OWNER(S) _____

STREET ADDRESS _____ PHASE ____ LOT ____

PHONE NUMBER: _____ E-MAIL _____ FAX _____

TYPE OF PROJECT:

NEW ____ ADDITION ____ ALTERATION ____ BUILDING ____ POOL ____

DECK/PATIO ____ FENCE/WALL ____ DRIVEWAY/WALK ____ LANDSCAPING ____ OTHER ____

BUILDING PERMIT REQUIRED: YES ____ NO ____

DESCRIPTION OF SCOPE AND NATURE OF PROJECT: *(Describe the nature, kind, shape, height, materials, color, location and all other details of the project and attach plans. Use additional sheets as needed.)*

I UNDERSTAND THAT THE APPLICATION WILL NOT BE DEEMED COMPLETE **UNTIL ALL DETAILS SPECIFIED ABOVE** AND PLANS FOR THE PROJECT (INCLUDING A SITE PLAN SHOWING THE LOCATION ON THE LOT OF ANY PROPOSED STRUCTURE, WALL OR FENCE) HAVE BEEN RECEIVED BY THE ARCHITECTURAL CONTROL COMMITTEE.

APPLICANT SIGNATURE

DATE OF APPLICATION

Submit this application to HHAArchitectural@gmail.com or mail to the committee in care of Highgrove Homeowners' Association, 1400 Village Square Blvd. Suite 3-102, Tallahassee, FL 32312