

VERSAILLES III
Architectural & Landscape Committee (ALC) Policy and Procedures
Approved by the Board of Director on May 21, 2015.

This document is supplemental to the Declaration of Covenants and Restrictions and is to be used as an easy reference for Architectural and Landscape related items believed by the Board to be of importance and most frequently requiring the attention of the ALC. For more detailed information Homeowners should review and be familiar with the Declaration of Covenants and Restrictions for Versailles III; Article III entitled Property, Rights, Easements and Restrictions (pp. 3-10) and Article IV entitled Architectural, Maintenance and Use Restrictions (pp. 10 -13). In addition, all properties are subject to federal, state and county statutes, rules and regulations. For all items requiring ALC review, please use a copy of the Change Request Form (included in Appendix 1). Additional copies may be obtained from any ALC member.

The completed form with a suitable project design prepared by the contractor must be attached to the form upon submission for approval.

If an ALC request is covered by existing, approved guidelines the signatures of two (2) ALC members and one (1) Board member are required. The signatures of, two (2) ALC members and signatures of a majority of Board members will be required for final approval of submitted plans for changes not covered in existing, approved guidelines. *(Approved BOD 2011)*.

Section 1: Preapproved Changes that do NOT Require an ALC Request Form and Process

NOTE: Although no ALC Request Form is required for items in this section, for security purposes, an e-mail notification to the ALC and Manager specifying the vendor to be used is required.

1. Satellite dishes, aerals, and antennas related to television reception provided it:
 - (a) Does not exceed one meter_in any dimension, and
 - (b) Will not be located on the front roof_of the house; must be attached
2. Solar collection device provided it is not installed on front portion of roof
3. Flag pole. Freestanding flagpoles are permitted to display the American Flag. Pole must be within a popcorn or concrete curbing bed and cannot be higher than the top peak of the hours. Up lighting of the pole is permitted.
4. Homeowners are allowed a total of six (6) garden ornaments (exclusive of ceramic/clay pots) in their yards. All lawn and garden ornaments must be placed within popcorn defined areas immediately adjacent to the house.
 - (a) The height of garden ornaments (including but not limited to birdbaths, fountains, reflective spheres including base, fountains, non-plastic sculptures/statues/lawn ornaments) shall not exceed 36" high.
5. Name sign on post light at the end of driveway_in accordance with community standards
6. Exterior home wall repair & paint touch up. A competent contractor should complete repairs. If the homeowner chooses to complete the repair, a durable product should be used. If repair requires painting, the color should be the same approved present color of

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the home and blend into that color. If colors do not match well, repainting may be required. ***(Approved BOD March 2012)***.

7. Repainting of garage door, front door or shutters in same color.
8. Carriage lights on either side of garage door provided they are minimally 14" in length and not more than 21" in length.
9. Screen door on front door provided is white, brown / bronze, or a color that matches EXISTING color on front door or House or Trim
10. Screened in front door area provided framing is of material and color EXISTING in Neighborhood
11. Garden hose holders on back or side of House or in bordered landscape area
12. Landscape or plantings changes within EXISTING popcorn or poured concrete border area
13. Seasonal Hurricane Protection Devices as follows:
 - (a) Shutters/Long Term – Homeowner Absence from Property:
Shutters must be commercially designed (including Lexan panels) and installed and may remain in place for the duration of the homeowner's absence and/or the end of hurricane season. (November 31st)
 - (b) Hurricane Shutters/Short Term:
Storm protective devices for short-term use include plywood, corrugated aluminum, and steel. These devices must be removed within 10 days after the storm has cleared the area.
14. Replacement air conditioners in same location as unit being replaced. It is the property owner's responsibility to ensure that the placement of the unit is within county setback requirements.
15. Gutters/downspouts in color to match existing soffit.
16. Yard / landscaping lights provided they are:
 - (a) In EXISTING popcorn area,
 - (b) Floodlight housing is 6" or Less in diameter, and
 - (c) Not pointed at street or neighbors' properties
17. Vents and/or upper windows in garage doors
18. Garage door openers (Keypads) that are attached to side of garage on frame

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19. Garage Screens

- a. Internally mounted garage screens (cannot see from street when garage door is closed)
- b. Externally mounted garage screens in the following Frame/Screen color combinations will be allowed: (approved BOD September 26, 2013)
 1. White frame with white screen.
 2. Black frame with black screen
 3. Tan/Bronze screen with same color screens
 4. All color frames may have a translucent/grey finish screen
 5. Frames may be painted to match garage door or body of house.

20. Weathervane provided it does not exceed 30" in any dimension (maximum of one per roof)

21. Lightening Rods

22. Portable On Demand Storage (PODS) unit(s) may be present in a driveway for the duration for sixty - (60) days. If required for a longer period of time, extension must be requested in writing to ALC Committee and Manager.

Section 2: Changes That REQUIRE an ALC Request Form and Process

1. House repainting in an EXISTING APPROVED color in the Neighborhood. Porch ceilings may be painted white. ***(Approved BOD January 2013).***
 - a) In addition to reviewing and approving a submission to repaint a resident's house, it is incumbent upon the ALC to verify that the paint to be applied matches one of the authorized colors as listed in Appendix 2 before an approval becomes official.
 - b) Painting a color swatch on the house is no longer required.
2. House numbers (signs)
3. Permanent propane storage tank(s) for swimming pool/spa additions
4. Changes to existing poured concrete driveway material. No driveway surface shall be expanded, painted, repainted, or otherwise artificially colored or recolored without the prior approval of the Architectural Committee.
5. Roof material changes
6. Roof color changes

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7. Replacement of existing popcorn landscape borders with decorative poured concrete borders. Guidelines as follows:
 - a) All requests to ALC before installation to include property layout diagram, decorative design & color selection.
 - b) Color to be Sand Stone or other neutral earth tone color.
 - c) Height: 2" to 4"
 - d) Designs: at the discretion of the owner, except no animal or bird designs and approval of the committee.
 - e) All borders visible from the street must be the same material and color.
(Approved BOD February 2011)

8. Additions to landscape areas to be enclosed by popcorn or poured concrete border.

9. Landscaping/plantings within additional/new popcorn or concrete bordered areas. The use of artificial grass or other artificial vegetation is not allowed. Artificial plants are not allowed in beds or exterior containers

10. Additions to concrete pads

11. Lanais/screen rooms as follows:
 - a) Generally – Lanais/screen rooms shall conform to the following guidelines, except as may be required by County code/regulation.
 - b) Height – Lanais/screen rooms shall not be higher than the peak of the primary structure.
 - c) Location
 1. Lanais/screen rooms shall not be erected in the front yard. Lanais/screen rooms in side yards will require a six (6) foot setback from the property line.
 2. Lanais/screen rooms may occupy side yards provided that such structure does not extend more than ¼ of the length of the wall as measured from the back of the principle building.
 3. All types of add-on construction will have a rear property line setback of 15 feet including screened top lanais and with the exception of the cul-de-sac lots which are larger and shaped differently." Landscape and planting features can reasonably encroach into the 15" setback.
If a house does not have at least a six (6) foot side setback as indicated in Item #1 above, then the lanai being added/extended at the rear of the house can extend up to and even with the side building line.
 4. The cul-de-sac homes will adhere to the Hillsborough County setback guidelines in regards to any and all add-ons with the exception of the six (6) foot side yard setbacks as stated above in Item 1.
 5. Lots approved for lanais/screen rooms in the rear/side yard are required to provide a landscape plan screening the lanai/screen room from the street on the side being extended. Such landscape screening on side yard lanais will be permanent.

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6. In any event, such lanais/screen rooms cannot be on the side of a house adjacent to the road. (Front yard acting as side yard).

12. Swimming pool and/or spas

13. Additional air conditioner(s) or generators and must be enclosed in popcorn or concrete curbing if possible.

14. Awnings outside of screened enclosures/lanais.

15. Any and all exterior area changes that require a building permit

16. Any other changes that are not on the Preapproved Changes List

Section 3: Other Architectural and Landscape Changes

Tree Replacement

Replacement of existing shade trees must be in accordance with Hillsborough County requirements.

Guidelines for Tree Removal

According to the Hillsborough County guidelines for tree removal, all trees on developed lots (principal dwelling structure exists) with tree trunks measuring 12" DBH (diameter at breast height, 4.5 feet above ground) or larger require a permit before being removed. (Refer to VIII Website for link to Hillsborough County Tree removal requirements).

NOTE: A utility service stakeout as required by code is to be performed before removal of trees for replacement.

Guidelines for Tree Replacement

Replacement trees are governed by Versailles III covenants and Section 6.06.03A of the Hillsborough County Land Development Code. (Refer to VIII Website for link to Hillsborough County Approved Tree and Hedge Material Lists and Sections 6.06.03 and 6.06.05 of the Land Development Code).

Steps for Shade Tree (Live Oak) Replacement

- a) Hillsborough County permit is not required if DBH is less than 12".
- b) Obtain ALC Change request form and list of acceptable shade tree species to satisfy 6.06.03A of the Land Development Code from ALC member or refer to VIII website.
- c) Complete and submit ALC Change request form before removing tree indicating replacement species.

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- d) The committee will send a letter to the requesting party stating that the tree must be replaced with an approved tree. The letter will also include the warning that if it is not replaced, then the homeowner could be subject to a fine from Hillsborough County Code Enforcement and/or EPA. *(Approved Revision - Annual Member Meeting 2011).*
- e) If a tree is taken down and a replacement is not planted in the same location, the trunk must be stumped (ground) and the surfaced roots removed and replaced with sod.
- f) If a replacement tree is planted in another location on property outside of a bordered landscape area a new popcorn or concrete border must be installed around the new planting.

Tree Trimming

It is the property owner's responsibility to maintain all trees on their property. Trees should be trimmed according to the International Society of Arboriculture standards. Trees are to be trimmed to maintain the overall health of the tree by removing diseased or damaged branches and safe pedestrian and vehicle traffic. These clearances are 8 feet above the sidewalk and 12 feet above the roadway. Link to International Society of Arboriculture to be added to website.

A change request form is required for structural pruning on a tree. This type of pruning is considered to be more extensive than health and safety pruning, which does not require a permit, as long as industry standards are followed.

THE FOLLOWING REGULATIONS ARE NOT PART OF THE ALC GUIDELINES. THEY CAN BE FOUND IN THE VERSAILLES III DECLARATION, BUT THEY ARE REPEATED IN THIS DOCUMENT FOR EASY REFERENCE AND AS A REMINDER:

Holiday Decorations

Seasonal lighting and decorations are permitted but it is recommended that they be displayed for no more than a 45 day period encompassing the holiday; not to exceed more than 3 weeks prior to or 3 weeks following the holiday. Decorations must be on the Homeowner's own property.

Sale or Lease of a Unit:

Leasing: Units may be leased for a minimum of 30 days and a maximum of three times a year. Owner must send a copy of Lease and proof that one person who is going to occupy the unit is 55+.

Selling: The seller/lessor must furnish to the buyer/lessee a copy of all of the Declaration documents prior to closing. It is the seller's responsibility to inform the buyer of our community age restrictions.

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Vehicle Parking:

- a) No vehicle with commercial advertisement is permitted to park on driveways except while doing repair work at the residence.
- b) No overnight parking on street unless work is being done to the driveway and/or garage.
- c) No trucks larger than 3/4 ton, trailers, campers, boats or boat trailers, or recreational vehicles may be parked in any driveway, or upon any Lot or upon the roads of the Neighborhood for more than 24 continuous hours within a 30-day period. No motor vehicle or boat repair work shall be conducted on any Lot other than very minor repairs.
- d) No vehicle of any type or nature with cover allowed in driveway.

Household Pets:

Each home may have two (2) common household pets.

As per Hillsborough County Ordinance No. 00-26: In order for a dog or cat to be allowed on a public street, road, park or other public property...the dog or cat shall be under the direct control of the owner or keeper (leashed).

The pet's owner must immediately clean up and remove any pet waste on the private property of others. Pets should be kept off the property of other homeowners whenever possible.