

Calusa Trace

(A Deed Restricted Community)

Architectural Control

“Guidelines and Procedures for Homeowners and Contractors”



Calusa Trace Master Association, Inc.

Greenacre Property Management

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<http://www.calusatrace.com>

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Summary

Calusa Trace Master Association is professionally managed by:

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Introduction

The goal of deed restrictions is [to] provide the Community as a whole, the assurance that certain standards of appearance and conduct will be maintained so that the property values within the Community might be maintained. Living in a deed restricted Community requires of necessity, that we trade certain freedoms for certain assurances.

Article XI Section 2 of the Deed Restrictions grants the Architectural Control Committee exclusive jurisdiction over all construction, modifications, additions or alterations within the Community and states that once architectural design and development guidelines and procedures have been approved by the Board of Directors that these guidelines and procedures shall be those of the Calusa Trace Master Association and directs the Architectural Control Committee to enforce such guidelines and procedures; and further directs that owners, builders and developers shall conduct their operations strictly in accordance herewith.

The Architectural Control Guidelines and Procedures document and the Deed Restrictions document, shall govern all activities within the Community.

Each property owner and resident is responsible for reading and understanding the contents and is responsible for compliance with the contents.

1. Physical Modifications

1.1 General

All changes should enhance the overall appeal and appearance of the individual property and Community, and add to the collective property value.

All work, installations and materials must meet or exceed the standards of local building codes in effect at the time of the grant of the Authorization-To-Proceed with work covered by the Architectural Change Request.

Homeowners and residents shall be responsible for any damage caused to common property such as roadways, sidewalks, grass sod, etc. while causing work activities within the Community. If it is necessary to move equipment over a sidewalk, the sidewalk shall, at a minimum, be protected with earth to a depth of twelve inches and extending at least twelve inches from any edge. The earth shall be removed immediately after the movement of the equipment.

There shall be no use of aluminum exterior construction materials with the exception of skeletal rib frameworks and screen-doors used in pool and patio enclosures which shall only be fully screened. Metal materials, that may be exposed, or in contact with the elements, must be of sufficient grade to remain corrosion and rust free for the life of the product. Steel fasteners that may be exposed, or in contact with the elements, must be made of stainless steel.

1.2 Attached Structures

Attached structures are permitted provided that they are integrated in a manner that enhances the overall appeal of the property value of the dwelling unit. Physical structure modifications and additions shall be complementary and harmonious with the original dwelling unit and the surrounding Community, and shall be of substantially similar design and style to that of the original dwelling unit, and shall be constructed in a similar manner and of similar materials to those used in the construction of the original dwelling unit, and whose color scheme shall be identical to the existing color scheme of the dwelling unit.

Roofs shall be supported by wood trusses and shall be covered by substantially similar roofing material to that used in the original dwelling unit and shall be integrated into the existing roof or structure so as to provide continuity with the existing rooflines of the dwelling unit. Abrupt breaks in rooflines, or changes to rooflines which detract from the appearance of the overall dwelling, are not permitted.

All roofing replacement requires ARC approval. Approved roofing materials are compound shingle, dimensional shingle, and cement or clay tile. Other materials will be judged on their merit on a case-by-case basis and must be submitted for material, color, and texture approval. Roofing color and hue, materials and configurations shall be compatible with existing homes and communities.

1.3 Detached Structures

No detached structures are permitted. This includes, but is not limited to: outbuildings, offices, guest houses, cottages, garages, car ports, sheds, stands, barns, storage units, tents, lean-tos, tree houses, greenhouses, gazebos, pergolas, observatories, and the like.

1.4 Pools, Spas, Patio Decks, and Enclosures

All pools shall be located fully in-ground, constructed of poured concrete or molded fiberglass shell, and shall be surrounded by an approved pool decking. Spas may be either in-ground or standalone and shall be surrounded by an approved pool decking. Pool and patio decking shall

be constructed of: a poured or sprayed concrete material; or grouted, cemented: tile, brick, stone slab; or pebble stones in epoxy.

Pool and patio decking shall be located contiguous to the rear or side of the dwelling unit. All pools shall be surrounded and protected by at least, a six-foot high fence, or a screened patio enclosure. All pool entry points shall be protected by self-latching child safety latches. Pool and patio enclosures shall only be fully screened and shall be attached to the main structure of the dwelling unit and shall be constructed of aluminum skeletal rib frameworks and doors of an approved color, and non-metallic screening of an approved color.

1.5 Pool and Spa Heating

Heating devices used to heat pools and spas may be powered by ground fault protected 110-volt or 220-volt electric power, solar energy collectors, or propane gas. Solar energy collectors must comply with the terms and conditions of Article XII Section 24, "Energy Conservation Equipment" of the Deed Restrictions.

1.6 Propane Tanks

Additions or modifications of (permanent) propane tanks must be approved by the ARC and shall be reasonably screened from public, street and neighbor's view. "Screened from view" means using shrubs, trees or an approved fence (Section 1.8 below) that will prevent an object from being seen.

1.7 Garbage, Refuse and Recycling Cans

Trash, garbage or other rubbish shall be kept in sanitary containers and shall be reasonably screened from public, street and neighbor's view when not out for collection. "Screened from view" means using shrubs, trees or an approved fence (Section 1.8 below) that will prevent an object from being seen.

1.8 Fences

Fences shall consist solely of pure white, high gloss, polyvinylchloride (PVC) fencing material with steel, aluminum, cypress wood or pressure-treated wood interior reinforcements. Fences shall not be painted under any circumstances. Fences shall be of a "good neighbor" Style, exhibiting a uniform symmetrical design that is the same on both faces as depicted in the following diagrams, and must be maintained in "Good Condition" at all times.

For the purposes of this section "Good Condition" means a fence that: (1) is free of dirt, mold, and mildew visible from the street or any neighboring home; (2) is fully upright and perpendicular to the ground; (3) is free of warped or leaning portions visible from the street or any neighboring home; (4) has no missing slats; (5) has working gates; (6) has no broken, rotten or insect infested portions visible from the street or any neighboring home; (7) has no structural reinforcement or other structural alterations that are not part of the original design of the fence; and (8) is of a uniform material, color and style.

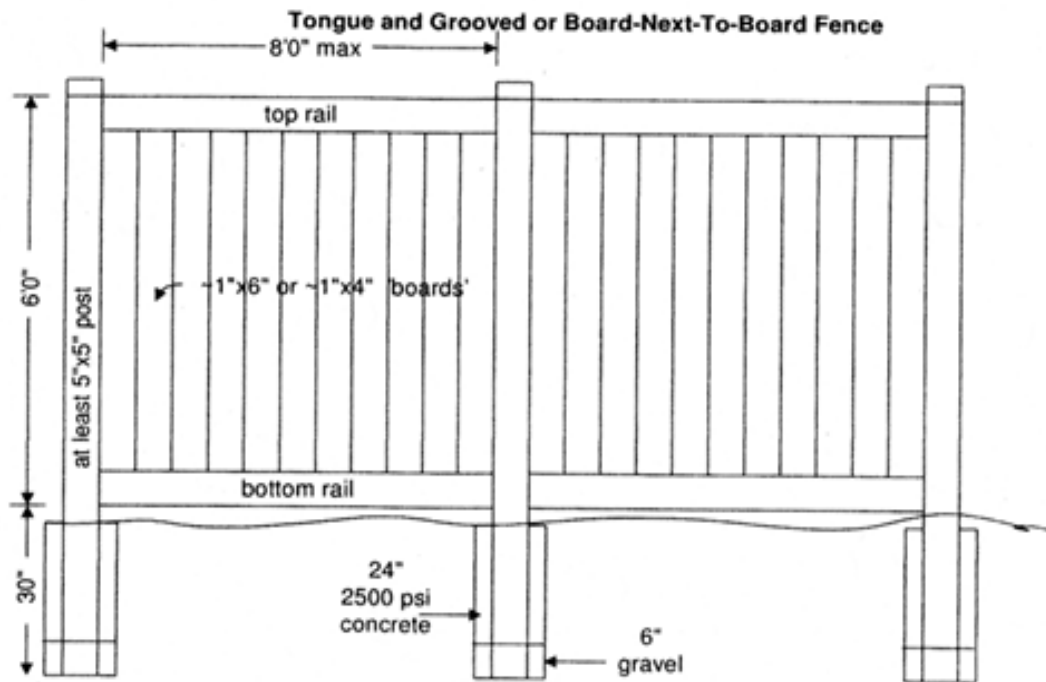
No new wood fences may be installed after April 23, 2001. As of January 1, 2012, wood fences must be removed when: (1) more than ten (10%) percent of the slats of the total fencing on the property is repaired or replaced; (2) more than ten (10%) percent of the posts of the total fencing on the property is repaired or replaced; (3) more than ten (10%) percent of the linear distance of the total fencing on the property is repaired or replaced; or (4) when the fence is not in "Good Condition."; (5) a one time and one time only replacement of 10% or less of the linear distance of the total wood fencing is permitted. If a homeowner chooses to replace their wood fence, it must

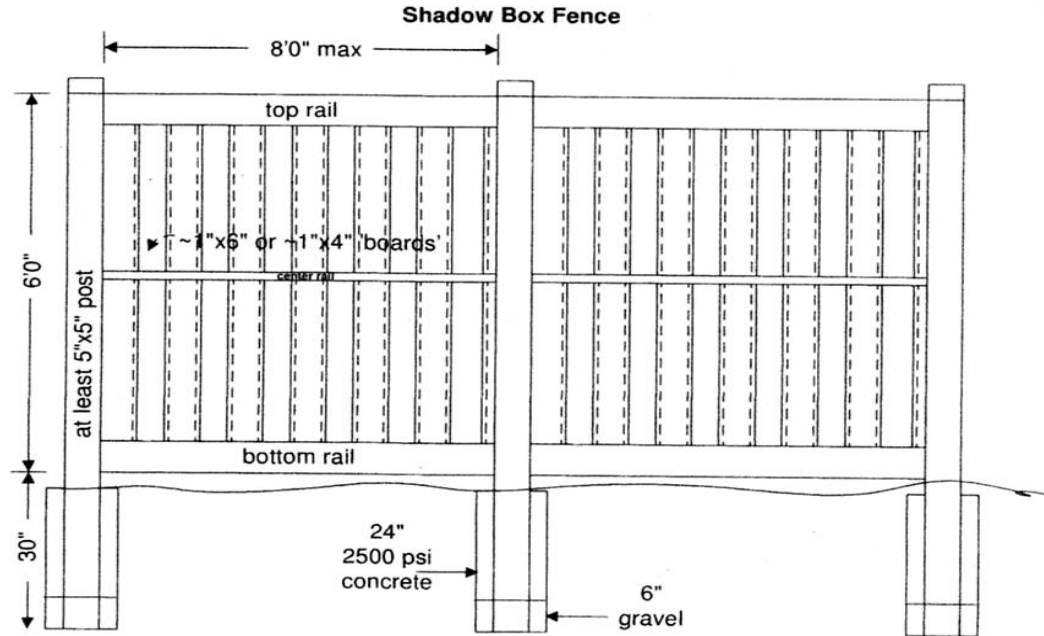
be replaced with white PVC fencing and is subject to Architectural Control Committee review and approval.

Fences shall exhibit a neat and uniform appearance and shall consist of privacy or semi-privacy, six-foot high by six-foot long or six-foot high by eight-foot long sections of either a vertical board shadowbox design, vertical board next to board, or a tongue and groove vertical board design except that, for properties that border conservation areas or waterfront along boundary, the boundary fence height may optionally be reduced to no less than three (3) feet and may be of an additional picket design with a cap rail. Semi-privacy fences shall have not more than one-inch spaces between the boards. Each fence must be of a uniform material, color and style.

Fences that border Calusa Trace Boulevard shall consist of white, PVC, privacy, six-foot high by six-foot long sections of vertical board next to board (also known as tongue and groove) with white, PVC. Those properties that border conservation areas or waterfront, the waterfront/conservation boundary fence height may optionally be reduced to no less than three (3) feet.

Fences bordering waterfront or conservation areas are discouraged. However, each application will be considered on its own merit. No fences shall be constructed under any circumstance within twenty (20) feet of any lake, pond, or conservation area. Side fences running down to a lake, pond, or conservation area may decrease in height gradually starting no further forward than two fence sections (12-16 feet) from the rear fence line, down to a final fence height of no less than three (3) feet.





1.9 Protective Storm Shutters and Window Films

Storm shutters shall be permanent accordion shutters, automatic or manual permanent roll shutters, temporary hurricane panels, or single or multiple layers of temporary plywood panels at least $\frac{3}{4}$ " total thickness. Protective window films shall be capable of withstanding hurricane force winds. All storm shutters, protective window films, and their installations shall meet or exceed local building codes. See section on color schemes for approvable color criteria.

1.10 Window Treatments

Interior window treatments such as window blinds, verticals, drapes and curtains shall be pure white on the side facing toward the outside of the dwelling unit.

1.11 Awnings

Awnings shall consist of color-fast, acrylic material supported by a strong, lightweight non-corroding metal frame structure attached to the dwelling unit. Awnings shall be placed only over single windows, entry doorways, and sliding patio doorway openings. No large full patio style awnings are permissible unless contained inside a fully screened patio/lanai. No awnings shall be placed over garage doors, driveways, walks or sidewalks. No aluminum awnings are permissible. No "Bahamian" style awnings are permissible. See section on color schemes for approvable color criteria.

1.12 Satellite Dishes, Aerials and Antennas

Other than those forms of broadcast reception equipment mandated by the Federal Communications Act of 1996, such as Direct Broadcast System (DBS) satellite dishes, which must fit within a three-foot diameter sphere area, no other exterior satellite dishes, aerials or antennas may be installed. Permitted exterior reception must be mounted so as to provide minimal visual impact to neighboring homes. No exterior reception equipment shall be mounted forward of ten feet back from the front of the dwelling unit, or on the frontal portion of the roof of

the dwelling structure, and no part of the reception equipment may sit higher than the highest part of the roof of the dwelling structure.

1.13 Lightning Protection

The installation of lightning arresting ground rods, roof spikes and cables is permitted. Lightning arrest equipment components should be selected so as to provide minimal visual impact to the surrounding community. No large globes may be placed over the spikes.

1.14 Zinc Roof Strips

Zinc roof strips for the control of mildew on roofs are permitted. This is considered a part of maintenance and does not require an Architectural Change Request application submission or specific approval of the Architectural Control Committee prior to installation.

1.15 Mailboxes

In 2015 the homeowners approved Article XII, Section 30 of the Master Association Deed Restrictions. All community mailboxes were replaced at Association expense. Homeowners are responsible for the maintenance and repair of the box on their lot as well as any damage or destruction resulting from negligence or willful damage caused by any person. The Master Association is responsible for repairs or replacement necessitated by normal wear and tear or by natural disaster.

Homeowners will regularly inspect their mailbox. Mailboxes will be maintained free of grease, grime, dirt or water spots. Rain-X Spot Free Car Wash is the only product authorized to clean and protect the mailboxes. Reclaimed water from lawn sprinklers will accelerate the aging of the paint. The adverse affects caused by impingement of lawn sprinkler water on your mailbox should be limited as much as possible by redirecting the water, by cleaning the box more frequently or both.

Homeowners are prohibited from making any repairs to their box including touch up painting. All requests for repair necessitated by normal wear and tear or natural disaster will be made to the Community Association Manager in writing. Requests will be considered by the Architectural Control Committee established by Article XI of the Master Association. The Committee will exercise authority to determine what repairs are necessary and to determine the responsibility (homeowner or homeowner association) for making the repairs. If the Committee determines the repairs are the responsibility of the homeowner, the Committee will direct the homeowner to liaise directly with the contractor approved by the Association to make repairs. No other contractor will be used. If the Committee determines the damage reported by a homeowner is as a result of normal wear and tear, the Community Association Manager will coordinate repairs.

Homeowners will not permit foliage to grow directly against the pole or box. Decorations that may cause any degree of damage to boxes and poles are not allowed. Damage caused by foliage or decorations will be treated as homeowner negligence. Damage caused by lawn maintenance equipment is negligence.

Members of the Architectural Control Committee, the Community Association Manager or any person/company contracted to periodically inspect the mailboxes are authorized to identify needed mailbox repairs and to determine if such repairs are the result of negligence (homeowner responsibility) or normal wear and tear (Association responsibility). If responsible for such repairs, homeowners will be directed in writing to contact the mailbox contractor directly and to pay the approved contractor for the repairs.

1.16 Basketball Goals

Basketball goals shall be of regulation ten-foot height, have a white or clear regulation backboard, and may be permanently mounted or portable.

Permanent basketball goals shall be mounted on a three-inch diameter plumb metal pole that shall be buried at least two-feet in a poured concrete base sufficient to rigidly support the unit.

Permanent and portable basketball goals when installed or setup shall only be located immediately to the side of the driveway and set at a ninety-degree angle to the side of the driveway.

Basketball goals shall use only nylon or cotton string nets. No metallic netting is permissible. Basketball nets and supports shall be immediately repaired or replaced when damaged.

1.17 Energy Device Rules and Regulations

An owner shall be entitled to construct, maintain and operate solar collection devices (solar collectors) and/or energy devices based upon renewable resources (collectively a Solar Collector and any other energy device based upon renewable resources shall be referred to an Energy Device) on such Owner's Lot provided, however, that the Owner must obtain the written approval of the Committee prior to placing, installing or constructing an Energy Device on such Lot.

With regard to Solar Collectors, the Committee may determine the specific location where a Solar Collector may be installed on the roof of a Unit within an orientation to the south or within 45 east or west of due south provided that such determination does not impair the effective operation of the Solar Collector. Whenever and wherever possible, a Solar Collector shall be installed on the rear portion of a roof on a Unit so as to minimize the visual impact of the Solar Collector from the roadways adjacent to the subject Lot. Similarly, all Energy Devices other than Solar Collectors shall be installed in a manner so as to minimize the impact on other Lots. Considerations of optimal placement of an Energy Device shall yield to aesthetic considerations and the goal of minimal visual impact.

2. Color Scheme Modifications: Color, Shade, Texture and Scope

2.1 General

Color scheme changes of **ALL** types, to include scope expansions, texture or material changes, painting of any exterior part of the house, **including repainting of the home using the last approved color scheme**, roofing material, entry pavers, awnings, and permanent storm shutters, all **require approval of the Architectural Control Committee**. If you are repainting your most recently approved color scheme, you must provide your approval notice documentation along with your application. This is for tracking purposes as historical data is kept on color schemes chosen and to reduce research of files in storage.

2.2 House Colors

The house color scheme is to be chosen from the Calusa Trace Paint Book that is available in the Sherwin Williams paint store or online at www.calusatrace.com. Approved palette includes **colors that are from Sherwin Williams color scheme selections, but residents may use any brand of paint that can be mixed to an exact match of the approved palette colors.**

The color palette is divided into three (3) categories: (1) Approved base color for use on the body of the house. (2) Approved colors for trim for use on each specific body color, and (3) Approved colors for front entry doors (currently 12 color choices on list). *Additionally, you may choose one of the colors from your chosen paint scheme (body or trim). Also, black doors, white doors, wood stain or wood finish are always acceptable.* Color selections must be made from one of the Calusa Trace Paint Book color schemes. Garage door color choice **MUST** be included on application or application will be returned as requiring additional information.

No mixing of colors from different schemes.

Color schemes in the Calusa Trace Paint Book are pre-approved color schemes, and ARC applications using these color schemes are expedited by the AR Committee. Anything other than pre-approved schemes will be reviewed at next AR meeting. All schemes are reviewed by the ARC for adherence to the currently approved color schemes or to repaint an original color scheme.

“Original color scheme” is defined as the color painted by the developer when the home was built.

Documentation will be required to repaint original schemes, (i.e., sales paperwork).

If the homeowner is unable to provide, the resident/owner can then modify their request to either:

- Choose a pre-approved color scheme from the Calusa Trace Paint Book, or
- Appeal the decision to the Calusa Trace Board of Directors for the scheme to be added to the current list of approved colors. (Include paint swatches and justification for adding new scheme). If BOD approved, the new scheme would be available to all residents.

If home colors are changed to a newer color scheme, the colors cannot be changed back to an older scheme regardless of it having been approved in the past. Homeowner must move forward and follow the process by picking from the current paint palette as it would be considered “new painting”.

Color schemes will be reviewed every few years to determine which schemes are more popular and to reflect current trends in the housing market. Property management currently keeps track of color scheme choices made by residents for this purpose.

2.3 Painting Procedures

All exterior paint applications are submitted on the ARC Paint Change Request Form, available on www.calusatrace.com. Unless using Sherwin Williams paint, paint swatches of the actual paints to be used must be attached to the submitted form. Paint requests to repaint the original developer color scheme must submit documentation with the ARC application if the color scheme is not one from the current Paint Book.

2.4 Enclosed Screen and Framework Colors

Aluminum skeletal rib framework, door and doorframe color for pool and patio enclosures shall be either, pure white, black, or bronze. Pool and patio enclosure screening color shall be black.

2.5 Fence Colors

PVC fencing shall be pure white.

2.6 Window Tint Colors

Window films and window tinting shall be optically neutral gray color only. No colored window films or window tinting is permissible such as bronze-tones, golds, mirror-like silvers, greens, blues, and the like.

2.7 Awning Colors

Awning colors shall be complementary to the colors of the house and shall not conflict with the general surrounding colors of neighboring houses.

2.8 Driveway Colors

Colors selected for overlays, stencils, engravings and/or pattern stamps shall complement each other and be attractive to other community homeowners and potential homebuyers driving through the community.

The driveway color, overlay, stencil, engraving and/or pattern stamp shall be complementary to the colors of the house and shall not conflict with the general surrounding colors of neighboring houses.

3. Landscaping Modifications

3.1 General Information

All landscaping modifications require the submission of an Architectural Change Request application and approval of the Architectural Control Committee. All landscaping within the Community shall be of a harmonious and complementary nature. Homeowners are required to have all outside grounds areas covered by a lawn of St. Augustine grass sod, and in front of the dwelling unit, landscape beds.

All homeowners, whether in-occupancy or not, shall maintain their property by exercising accepted garden management practices necessary to promote a high quality, visually appealing, healthy, weed free environment for optimum plant growth and control.

3.1.1 Florida Friendly Landscaping

All landscaping modification requests for Florida Friendly Landscaping require the submission of an Architectural Change Request application – including a landscape map and list of proposed plantings and their placement on the property - and approval of the Architectural Control Committee prior to .

3.1.2 Rain Barrels

All rain barrels require the submission of an Architectural Change Request application and approval of the Architectural Control Committee prior to installation. Rain barrels must be commercially designed rain barrels (i.e. does not allow breeding of mosquitoes and other bugs) for the express purpose of collecting and storing rainwater for landscape use. The capacity of the rain barrel will not exceed 100 gallons and will not exceed 4 feet in height. Rain barrels must be located either on the side of or in the back of the property in an area which completely screens or blinds the equipment from the street, adjacent residences, and Common Property. Fencing or shrubbery should be used to screen/blind the equipment from the street, adjacent residences and Common Property (fencing is subject to ARC Guidelines and approval prior to installation – please see section 1.6).

3.1.3 Compost Bins

All composting bins require the submission of an Architectural Change Request application and approval of the Architectural Control Committee prior to installation. Composting bins must be commercially designed (i.e. prevents offensive odors, prevents mosquitoes and flies from breeding in, prevents dangerous animals such as snakes from living in and discourages nuisance animals such as skunks and raccoons from foraging in) for the express purpose of turning yard waste into organic fertilizer for landscape use. The capacity of the composting bin will not exceed 100 gallons and will not exceed 4 feet in height. Composting bins must be located either on the side of or in the back of the property in an area which completely screens or blinds the equipment from the street, adjacent residences, and Common Property. Fencing or shrubbery should be used to screen/blind the equipment from the street, adjacent residences and Common Property (fencing is subject to ARC Guidelines and approval prior to installation – please see section 1.6).

3.2 Enforcement

The Association may impose individual assessments for each violation of the provisions of these standards. The categories are defined as Lawns; Trees; Shrubs; Bushes and Hedges; Plantings and Flower Beds; Irrigation; Lawn Ornamentation and Accent Lighting; Mulching; and Driveways and Walkways.

3.3 Lawns

3.3.1 General Maintenance

All homeowner lawns shall consist of St. Augustine grass sod. Lawns shall be cut on a regular schedule, which maintains the lawn in a neat and appropriate manner. No owner shall allow any grass or weed on his or her Lot to attain a visible height in excess of six (6) inches. In addition, portions of the back yard that are not visible from the street, perhaps being behind a fence, should be kept in good condition for the sake of the adjacent homeowners. "Good condition," in this regard, means that grass or weeds should not be allowed to grow taller than six (6) inches.

No agriculture or raising of livestock may be conducted within the community.

3.3.2 Edging

Edging shall be performed on a regular schedule, in line with mowing requirements. Clean edging is required for all lawn areas meeting curbing, sidewalks, driveways, house, garage, plant beds, pool equipment, porch/lanai foundations, utility boxes, fences, etc.

3.3.3 Appearance

Lawns will be kept disease free without bare, dead, brown, or burned spots. Insect and disease damages should be treated and mitigated immediately upon identification. Widespread disease damage or irreparable disease damage will be addressed by re-sodding or other Architectural Change Request approved method, within 60 days from first treatment. All other causes of bare, dead, brown, or burned spots on lawns will be addressed in a similar timely fashion.

3.3.4 Weeds

No weed growth is permitted in expansion joints, curbs, driveways, and sidewalks. No weed growth or excessive grass growth is permitted around trees, up against any structure, etc. No weed growth is permitted in any lawn and lawns must be treated to eliminate weeds as they appear.

3.3.5 Violations

The Board reserves the right to enforce the Landscaping Modifications for Lawns when any Lot fails to comply with the lawn maintenance standards included in this document. Individual assessments for violations may be imposed on the homeowner to recover all costs involved with bringing the Lot into compliance with the Community Standard.

3.4 Trees

Yard trees shall be pruned and maintained according to standard practices for the specific species and in accordance with standard neighborhood and common areas. The trees will be maintained at heights and widths compatible with the home and neighboring

properties. Trees will not encroach any common areas, including but not limited to, streets, sidewalks, and driveways. Trees shall be properly fertilized to ensure good color and growth. Diseased, dead, uprooted or damaged trees shall be removed in accordance with standard practices. The homeowner shall make all reasonable attempts to remove any stump for any tree that has been uprooted or removed.

3.5 Plantings and Flower Beds

3.5.1 General Maintenance

Beds shall be maintained in such a manner as to enhance the beauty of the home and neighborhood. Plantings shall be fertilized appropriately and maintained by trimming and pruning of plants to prevent overgrowth in accordance with the specific species and good gardening practices. Dead or damaged plants shall be promptly removed and properly disposed.

At no such time shall any trees, shrubs, bushes, hedges or plants encumber any neighbor's property

3.5.2 Weeds

All plant beds must be maintained to be weed-free.

3.5.3 Types of Plantings

No planting or maintenance of exotic or nuisance species of trees, shrubs, plants or flowers is permissible. Plants that promote non-nuisance wildlife (such as butterflies and hummingbirds) are encouraged.

3.6 Irrigation

3.6.1 General Maintenance

Lawns and other landscaping shall be watered as needed, and as permitted by state and local ordinance, to maintain growth and a healthy condition. Irrigation may be by automatic sprinkler systems or manual/hand watering methods. If manual methods are used, the watering equipment must be removed immediately after watering is complete. The lack of an automatic sprinkler system is not a sufficient reason for not watering.

3.6.2 Automatic Sprinklers

Automatic sprinklers shall be maintained to promote proper watering of the area to be watered and aimed in such a manner to avoid sidewalks and hindering pedestrian traffic. Sprinkler systems shall be adjusted or expanded as required to ensure sufficient coverage of grass and landscaped areas.

3.7 Lawn Ornamentation, Accent Lighting, and Permanent House Ornamentation

3.7.1 General Maintenance

Any permanent ornamentation visible from the roadways or neighboring homes requires the submission of an Architectural Control Change Request application and approval of the Architectural Control Committee. Excessive yard ornamentation is not permitted.

Prohibited items include but are not limited to: flocks of flamingos, displays of animals, windmills and the like. Permissible items include: stone birdbaths, bird feeders and birdhouses.

3.7.2 Exceptions & Violations

Any ornamentation may be subject to review and request for removal by the Architectural Control Committee. Quality of yard ornamentation must be consistent with the community. Decisions regarding quality and excess are at the discretion of the Architectural Control Committee.

3.7.3 Holiday Displays and Decorations

Reasonable holiday displays and decorations shall be permitted and do not require an Architectural Control Change Request application submission or specific approval of the Architectural Control Committee. Holiday displays and decorations shall be displayed no earlier than four weeks prior to the holiday and no later than two weeks following the holiday. Except for the allowable display times, all holiday displays and decorations shall be removed from all areas visible from the outside of the homeowners dwelling unit.

3.7.4 Fountains

All fountains and their location require approval of the Architectural Control Committee when visible from the street.

3.7.5 Landscape Lighting

Landscape lighting is permitted in and around landscape beds if it is not excessive and the lighting enhances the beauty of the home. Lamps shall be aimed in a manner that they not interfere with neighboring properties and traffic.

3.8 Mulching

3.8.1 General Maintenance

All mulched beds must be weed free and replenished as needed to maintain plants in a healthy manner consistent with standard gardening practices.

3.8.2 Types of Mulch

Mulch shall consist of shredded natural tree products, stone or shredded rubber and be of an appropriate depth to retain moisture, protect plants and be visually appealing.

3.9 Driveways and Walkways

3.9.1 General Maintenance

Homeowners shall maintain and repair driveways and walkways to ensure they remain clean, safe, and structurally sound including free of mold/algae.

3.9.2 Modifications

All driveway and walkway modifications require an Architectural Control Change Request application submission and specific approval by the Architectural Control Committee.

3.9.3 Painting and Resurfacing

Painting and resurfacing of driveways, painting, decorative concrete overlays, colored concrete, concrete stenciling, concrete etching, concrete engraving and pattern stamping require Architectural Control Committee approval

3.9.4 Information Required in Architectural Change Request Application

The homeowner shall provide the following: one (1) copy of the actual manufacturers material and color sample patches, to be no less than 2 inches x 2 inches square, a clearly readable color copy of the pattern, stencil, engraving or stamp pattern; a detailed bill of materials showing the quantity and full description of all materials to be utilized; a clear copy of your original survey plat showing your dwelling unit and all ingress and egress routes, setbacks, easements, crossings of common property, and removals and restorations of impeding landscaping, objects or barriers.

4. Miscellaneous Use Restrictions

4.1 Enforcement

The Board of Directors may impose individual fines for each violation of the provisions of these standards after written notice of violation to the homeowner. After formal written notice to vehicle owner or homeowner by Calusa Trace Property Management, or persons authorized by the Board of Directors, has been executed, subsequent violations will result in additional action as determined by the Board.

4.2 Parking Restrictions

The parking of motorized vehicles shall be permitted in driveways and garages only. Motorized vehicles include: cars, trucks, motorcycles or any other self-propelled vehicle designed for running on land but not rails. No motorized vehicle shall be parked on any lawn, yard, common property, grassy strip, travel area of streets, or other area not intended for vehicular use. The parking of vehicles in the Calusa Trace Community is also restricted as follows:

4.2.1 Commercial Vehicles

Vehicles displaying commercial signs or advertising shall be parked only in garages. No removable ladders or other commercial equipment shall be attached or appended to the exterior of any vehicle parked in public view. Vehicles not displaying commercial signs or advertising shall be permitted to be parked in driveways.

4.2.2 Passenger Vehicles

A passenger vehicle is one of the following vehicles as defined by the State of Florida's Department of Motor Vehicles, is a vehicle titled as one of the following: "Automobile, private use" (tax class 01); "Truck, private and commercial use" (tax class 31); "Motorcycles" (tax class 65); "Mopeds, pedal activated" (tax class 69); "Antiques – Passenger Cars" (tax class 95). Passenger vehicles without any commercial signs or advertising shall be permitted to be parked in public view.

4.2.3 Non-Passenger Vehicles

A non-passenger vehicle, as defined by the State of Florida's Department of Motor Vehicles, is any vehicle that does not match the definition provided in section 4.2.2. Non-Passenger Vehicles includes Chassis Mount Campers, Motor Homes, Private Motor Coaches, Trailers of all types, Camp Trailers, Transporters, Travel Trailers, Park Trailers, School Buses, Construction Equipment and all vehicles classified as "For Hire".

Non-Passenger Vehicles may not be parked or stored on a Lot except in enclosed garages, or in areas which completely screen or blind the equipment from streets, adjacent residences, and Common Property.

There shall be no overnight parking of any non-passenger vehicle with the sole exception for those non-passenger vehicles parked within a garage or out of public view in approved/designated spaces. The short-term, temporary, and active loading/unloading of non-passenger vehicles is acceptable, but may not involve overnight parking within Calusa Trace unless prior authorization is received from the Board.

4.2.4 Boats and Other Vehicles

Boats, boat trailers, jet skis, other watercraft, off-road vehicles may not be parked or stored on a Lot except in enclosed garages, or in areas which completely screen or blind the equipment from streets, adjacent residences, and Common Property.

4.2.5 Construction Vehicle Exception

Any vehicles of persons actively engaged in the construction or repair of a dwelling within the Subdivision shall be permitted to park in driveways during such construction or repair.

4.2.6 Parking on Lawns

No motor vehicle shall be parked on any lawn, yard, Common Area, grassy strip, or other area not intended for vehicular use.

4.2.7 Abandoned & Unregistered Vehicles

All motor vehicles within the Calusa Trace Community shall be legally registered and have valid license plates by appropriate governmental agencies. No abandoned or inoperative vehicle shall be parked on a Lot within view from any street, adjacent residence or Common Property. No Lot shall be used as a junkyard or an auto graveyard.

4.3 Signage and Flags

Signage on Lots within Calusa Trace should be minimal and reflect well on the community to maintain a nice aesthetic appearance to neighbors and visitors. No commercial sign, billboard, or advertising structure of any kind shall be permitted on any Lot, except building and subcontractor signs during construction periods, security, caution or warning signs. Signs must be firmly supported by wood or metal frames. No sign may be nailed or attached to trees, or affixed to a home. Signage shall be permissible under the following guidelines, or with Architectural Control Committee exception.

4.3.1 Real Estate Signage

A single, professionally designed "For Sale" sign is permitted and shall not exceed six (6) square feet in area, or exceed a maximum height of forty-eight (48) inches above the ground.

4.3.2 Community Signage

Calusa Trace Master Association signage used for a variety of communication purposes to the Community shall be permitted. Other signage placed on the Common Area property must be approved by the Board of Directors or Architectural Control Committee prior to display.

4.3.3 Temporary Signage

Temporary signage for events such as garage sales, graduation parties, birthday/anniversary parties, and the like shall be permitted on the Lot holding the event. Said signs shall be removed within 24 hours of the event.

4.3.4 Political Signage

Owners may place no more than two political signs on their Lot for political campaigns. Signage may not exceed six (6) square feet in area, or exceed a maximum height of forty-eight (48) inches above the ground. Political signs shall not be displayed more than 30 days prior to Election Day. Political signs must be removed within 3 days of the election date.

4.3.5 Flags

A homeowner may display one portable, removable United States flag or official flag of the State of Florida in a respectful manner, and one portable, removable official flag, in a respectful manner, not larger than 4 ½ feet by 6 feet, which represents the United States Army, Navy, Air Force, Marine Corps, or Coast Guard, or a POW-MIA flag. The additional flag must be equal in size to or smaller than the United States flag or official flag of the State of Florida.

A homeowner may also display one portable, removable United States flag or official flag of the State of Florida in a respectful manner, in the affixed flag holder of their mailbox only. The flag pole attached to the mailbox cannot be longer than 18 inches. The flag itself cannot touch the top of the mailbox, or impede the use of the mailbox in any way. Any flag that impedes the ability of the United States Postal Service to deliver mail may not be placed in the affixed flag holder of your mailbox. Failure to comply with this requirement will result in the Postmaster withholding your mail until the impediment is removed. Other flags are prohibited without Architectural Control Committee approval.

4.3.6 Flag Poles

Homeowners may erect a freestanding flagpole not exceeding 20 feet high if the flagpole does not obstruct sightlines at intersections and is not erected within or upon an easement.

5. Architectural Change Request Application Procedures

5.1 General

The Association will retain all applications and supporting documents submitted by the change request applicant. Make sure you keep copies for your records.

The Deed Restrictions, and Architectural Guidelines and Procedures are legally enforceable and the Association continues to prevail in enforcement actions in the courts. The Association will pursue the legal enforcement of the Deed Restrictions, and Architectural Guidelines and Procedures as necessary.

Change request applicants may not proceed to make any changes until the Architectural Control Committee and the Board of Directors has granted an Authorization-To-Proceed with regard to the work covered by the change request.

Changes shall not be considered approved until a work inspection has been conducted at the Architectural Guidelines and Procedures. A final written approval is signed by the Architectural Control Committee Chairman or the Board of Directors after an inspection by the Architectural Control Inspector appointed by the Architectural Control Committee Chairman or the Board of Directors shall conduct the work inspection.

5.2 Review the Deed Restrictions and Architectural Guidelines and Procedures

Change request applicants shall not assume that since something exists within the community that it is currently approvable. In the early years of the Association (prior to 2001), approval was unfortunately provided for some change requests that should not have been approved. These erroneous approvals are regrettable, but such things sometimes happen in new volunteer organizations. The Board of Directors has improved the approval process since that time.

There are also some Association members who have taken it upon themselves to make changes without obtaining the required approvals. The Association is continuing to pursue legal action as these cases are identified. Therefore, you cannot rely upon the fact that all constructions, modifications, landscaping, or color schemes within the community are currently approvable. Instead, refer to the latest copies of the Architectural Guidelines and Procedures document and the Deed Restrictions for guidance when applying for changes.

5.3 Obtaining Proposals and Estimates

Unless you are qualified and intend to implement your own changes, you should consult with reputable contractors when obtaining proposals and estimates for your changes. Change request applicants shall only enlist contractors who are licensed by the State of Florida to perform external physical modifications.

The change request applicant shall verify that the contractor is licensed by the State of Florida and shall notify the contractor that Calusa Trace is a deed restricted community, and that Association Members are legally obligated to ensure that any proposed changes are first authorized by the Architectural Control Committee and the Board of Directors and that the changes must comply with the Architectural Guidelines and Procedures, and the Deed Restrictions.

5.4 Preparing Supporting Documentation

5.4.1 General

The Association will retain all applications and supporting documents submitted by the change request applicant. Make sure you keep copies for your records.

For changes that involve multiple categories of changes, such as physical change that involves a color scheme change, the change request applicant will have to make sure that their application meets the requirements of all the involved change categories.

5.4.2 Physical Structure Changes

The change request applicant shall provide the following: detailed dimension scaled drawings of the proposed changes, showing top, all sides, and all modified roofline views; a detailed bill of materials showing the quantity, description of grade of all materials to be utilized; a clear copy of your original survey plat showing your dwelling unit and proposed changes with all the ingress and egress routes, setbacks, easements, crossings of common property, fence locations and gate placements, and removals and restorations of impeding landscaping, objects or barriers.

If you can no longer locate your survey you can obtain a copy from the Hillsborough County Courthouse.

5.4.3 Landscaping Changes

The change request applicant shall provide the following: detailed dimension scaled drawings of the proposed changes; a detailed bill of materials showing the quantity and full description of all landscaping and materials to be utilized; a clear copy of your original survey plat showing your dwelling unit and proposed changes with all the ingress and egress routes, setbacks, easements, crossings of common property, fence locations and gate placements, and removals and restorations of impeding landscaping, objects or barriers.

If you can no longer locate your survey you can obtain a copy from the Hillsborough County Courthouse.

5.4.4 Color Scheme Changes

The change request applicant shall provide the following: one copy of the actual manufacturers material and color sample patches for each of the following areas: house wall paint, house trim paint, front door paint, entry pavers, roof covering, awnings, and permanent storm shutters; a detailed bill of materials showing the quantity and full description of all materials to be utilized; a clear copy of your original survey plat showing your dwelling unit and all the ingress and egress routes, setbacks, easements, crossings of common property, fence locations and gate placements, and removals and restorations of impeding landscaping, objects or barriers.

5.5 Preparing the Architectural Change Request Application Form

5.5.1 Obtaining an Application Form

Change Request Applications can be obtained from either the Calusa Trace website (www.calusatrace.com) and signing in to the Members area/ Community Portal or by contacting the Property Management Office at Greenacre Properties, at (813) 961-2203. Please request that a current Calusa Trace Architectural Change Request application form be mailed to you. Do not use any other copy that you may already have or have obtained from a neighbor as these will be rejected.

5.5.2 Filling Out the Application Form

Change request applicants must complete all areas of the application form that apply to the type of change being requested. All requested information must be provided. Incomplete applications will be returned. Change request applicants needing clarification or assistance should contact the Property Management Office, at (813) 961-2203.

5.5.3 Assembling the Completed Application

A properly completed application shall consist of the fully completed application form with all supporting documentation, such as drawings, bills of material, surveys, and material and color samples properly labeled, organized and attached.

5.6 Submitting the Architectural Change Request Application

5.6.1 Where to Submit the Application

The completed application should be mailed to Calusa Trace Master Association, Inc., 4131 Gunn Highway, Tampa, FL 33624. Alternatively the application may be hand-delivered to the Property Management Office, Greenacre Properties, at the same address.

5.7 Architectural Control Committee Decision Process

5.7.1 Two-Stage Decision Process

The Architectural Control Committee Decision Process with regard to Architectural Change Request applications is a two-stage process.

The first stage of the process involves the evaluation of the overall change request with respect to meeting the criteria set forth in the Deed Restrictions and the Architectural Guidelines and Procedures as well as the impact of the requested change will have on the community. There are five possible outcomes to this first stage:

- Authorization-To-Proceed with work granted;
- Authorization-To-Proceed with work granted with specific modifications required;
- Request for additional information;
- Return – (usually a problem with the application);
- Disapproved.

The second stage of the process involves inspection of the completed work to ensure that the work meets the criteria set forth in the Deed Restrictions and the Architectural Guidelines and Procedures and any other criteria required by the Architectural Control Committee and then a final approval determination will be made by the Architectural Control Committee Chairman or the Board of Directors. There are four possible outcomes to this second stage:

- Final Approval granted;
- Work is not as specified in the Architectural Change Request application and modifications are required;
- Work is not finished;
- Work does not comply with the Deed Restrictions and the Architectural Guidelines and Procedures and must be removed from the property.

5.7.2 Authorization-To-Proceed

The Architectural Control Committee or the Board of Directors shall evaluate the change request and shall make a determination as to the first-stage outcomes and work authorization status **within forty-five days from the date of the receipt** of the change request by the Property Management Office.

Failure to issue a determination within this allotted time shall result in the change request being granted an Authorization-To-Proceed with regard to the work covered under the change request.

5.7.2.1 When You May Start Working

Change request applicants may not proceed to make any changes until the Architectural Control Committee and the Board of Directors have granted an Authorization-To-Proceed with regard to the work covered by the change request.

5.7.2.2 Notification of Work Start

Change request applicants shall notify the Property Management Office when the work has started. **Approved projects must be commenced within a maximum of three (3) months after ARC approval and be completed within a maximum of six (6) months of such approval.** Specific projects must be subject to shorter times, and such changes will be noted with approval detail.

If work has not commenced within three (3) months of ARC approval, resubmittal and re-approval is required. The ARC may grant an extension due to extenuating circumstances brought to its attention.

5.7.2.3 Notification of Work Completion

Change request applicants shall notify the Property Management Office when the work has been completed.

5.7.3 Work Inspection and Final Approval

Change request applicants are required to have all completed work scheduled for inspection and final approval by the Architectural Control Committee Inspector.

5.7.3.1 Scheduling the Work Inspection

Change request applicants shall request a work inspection by contacting the Property Management Office when the work has been completed.

5.7.3.2 Work Inspection

The Architectural Control Inspector shall contact the change request applicant and arrange a mutually agreeable time to conduct the work inspection. The change request applicant shall permit the Architectural Control Inspector full access to all areas of the work and shall answer all questions the Inspector may have relating to the work.

5.7.3.3 Final Approval

The Architectural Control Committee Chairman or the Board of Directors shall review the results of the work inspection and shall make a determination as to the second-stage outcomes and final approval status within forty-five days from the date of the work inspection. Failure to issue a determination within this allotted time shall result in the change request applicant being granted final approval.

5.8 Obtaining Approval for Existing Unapproved Changes

In lieu of facing the possible payment of attorney fees and court costs for both parties in an enforcement action, homeowners may seek approval for existing unapproved changes that they may have previously made, any time prior to the start of the enforcement action by the Association.

Homeowners may seek such approval by submitting an Architectural Change Request application to the Property Management Office and indicating thereupon that the request is for an already existing unapproved change.

The existing unapproved change will be evaluated according to the Deed Restrictions, and the Architectural Guidelines and Procedures that are in effect as of the day of receipt of the Architectural Change Request application by the Property Management Office, and not those that may have been in effect at the time the unapproved change was made.

Existing unapproved changes that are not currently approvable shall be immediately remedied and/or removed from the property as determined by the Architectural Control Committee and Board of Directors.

6. Forms – can be found in the “Association Documents” section of community website, www.calusatrace.com

- 6.1 ARC Physical Change, Landscaping and other Request Form
- 6.2 ARC Paint Change Request Form
- 6.3 ARC Notification Work is Complete Form

(6.1) ARC Physical Change, Landscaping, Other Request Form

Calusa Trace Master Association
c/o Greenacre Property Management
4131 Gunn Highway, Tampa, FL 33618
Phone: 813-600-1100
Email: calusatrace@calusatrace.com

SECTION 1

The applicant/homeowner must familiarize themselves with the ARC Guidelines and Procedures that apply to the type of change being requested. Details are available on www.calusatrace.com under Association Documents.

SECTION 2

Date: ____/____/____
Homeowner Name(s): _____
Property Address: _____
Home Phone: () _____ Other Phone: () _____
Email Address: _____
Mailing Address (if different from above): _____
Application Type: New Request Existing Unapproved Change Landscape Pool Other

SECTION 3

Provide a brief summary of the proposed change (attach separate sheet(s) if needed):

SECTION 4

This request and any supporting documentation must be mailed, emailed or faxed, to Calusa Trace using any of the addresses in the header. ***Incomplete requests cannot be processed and will be returned to the owner.*** Changes may not begin until explicit approval is received from ARC.

Supporting documentation should include the following items:

- Copy of the **lot survey** indicating where the change will occur and showing location of modification, setbacks, landscaping, etc. on survey.
 - Alterations or additions to the exterior of your home or its grounds should be clearly indicated on the survey.
- Pictures, highlighted brochures, detailed **descriptions of materials** to be used (i.e. type of material, colors, styles, sizes, dimensions, etc.)
- Copy of the **contractor’s proposal or plans**.
- **Other information** you would like the ARC Committee to consider pertaining to the application.

SECTION 5

While Calusa Trace Master Association, Inc. (the "Association") may grant approval for the requested change, the homeowner alone is responsible for seeking the required county and government permit(s). Most changes require permit(s) from one or more county departments. The obligation to determine whether the requested improvement, alteration or addition complies with any applicable law, rule, regulation, code or ordinance is strictly the responsibility of the homeowner and not the Association. Additionally, it is understood and agreed that the Association as well as Greenacre Properties, Inc. are not required to take any action to repair, replace or maintain any such approved change, alteration or addition, or any structure or any other property. The homeowner and its' assigns assumes all responsibility and cost for any addition or change and its future upkeep and maintenance.

SECTION 6

Please provide the following information (attach separate sheet(s) if needed):

Name of Company/Vendor/Contractor: _____
Florida Contractor License #: _____ Contractor Insured?: YES or NO
Estimated Start Date: ____/____/____ Estimated Completion Date: ____/____/____

SECTION 7

When the work has been completed, you must notify ARC to schedule a final review and inspection to ensure that the changes made were as approved. You may do this via fax, email, or utilizing the "ARC Notification of Completion" eForm on the www.calusatrace.com website.

SECTION 8

I/we understand that the Association will contact me in writing regarding their approval, request for additional information, or disapproval of this request. I/we agree not to commence any alteration(s) until I have received written approval from the Association. If any change made is found NOT to be in compliance with this change request, I/we will return the property to its original, pre-alteration condition within thirty (30) days of written notification to do so.

I/WE HEREBY DECLARE THAT THE INFORMATION PROVIDED IN THIS APPLICATION IS TRUE AND COMPLETE TO THE BEST OF MY/OUR KNOWLEDGE.

Homeowner Signature: _____ Date: ____/____/____
Homeowner Printed Name: _____

Homeowner #2 Signature: _____ Date: ____/____/____
Homeowner #2 Printed Name: _____

SECTION 9

******For Architectural Control Committee use only******

Authorization To Proceed with work granted **Disapproved**
 Request Additional Information _____

Comments: _____

Date: _____ Architectural Control Committee _____

(6.2) ARC Paint Change Request Form
Calusa Trace Master Association
 c/o Greenacre Property Management
 4131 Gunn Highway Tampa, FL 33618
 Phone: 813-600-1100
 Email: calusatrace@calusatrace.com

SECTION 1

The applicant/homeowner must familiarize themselves with the ARC Guidelines and Procedures that are available on www.calusatrace.com under Association Documents —ARC Guidelines. Specifically, Section 2 – Color Scheme Modifications: Color, Shade, Texture and Scope; as well as Section 5 -- “Architectural Change Request Application Procedures”. All exterior painting requires ARC approval before painting may begin.

SECTION 2

Date: ____/____/____
 Change Type: New Paint Request OR Existing Unapproved Paint Change
 Homeowner Name(s): _____
 Property Address: _____
 Home Phone: (____) _____ Other Phone: (____) _____
 Email Address: _____
 Mailing Address (if different from above): _____

SECTION 3

Paint colors in Calusa Trace are restricted to those color schemes that have been pre-approved by the Board of Directors. The “Paint Book” is available at our property management office, or online at www.calusatrace.com (Under Association Documents – Paint Color Swatch Book). Submission of colors outside these pre-approved color schemes will require ARC Committee review and approval by the Board of Directors to add the paint scheme to the Paint Book before painting can begin.

SECTION 4

Paint Book Color Scheme Number: _____ Paint Brand(s): _____
 Main Body Color Name: _____ Color ID #: _____
 Primary Trim Color Name: _____ Color ID #: _____
 Secondary Trim Color Name: _____ Color ID #: _____
 Front Door Color Name: _____ Color ID #: _____
 Garage Door Color Name: _____ Color ID #: _____

SECTION 5

This request and any supporting documentation must be mailed, emailed or faxed, to the Association using any of the addresses in the header. **Incomplete requests cannot be processed and will be returned to the owner.** Painting may not begin until explicit approval is received from ARC.

Supporting documentation with this application must include paint swatches of the actual paints requested (2 in x 2 in or larger).

SECTION 6

While Calusa Trace Master Association, Inc. (the “Association”) may grant approval for the requested change, the homeowner alone is responsible for seeking the required county and government permit(s) where applicable.

SECTION 7

Please provide the following information (attach separate sheet(s) if needed):

Name of Company/Vendor/Contractor: _____
Florida Contractor License #: _____ Contractor Insured?: YES or NO
Estimated Start Date: ____/____/____ Estimated Completion Date: ____/____/____

SECTION 8

When the painting has been completed, you must notify ARC to schedule a final review and inspection to ensure that the paint colors utilized were as approved. You may do this via fax, email, or utilizing the “ARC Notification of Completion” eForm on the www.calusatrace.com website. (Under Association Documents – ARC Notification Work Is Complete Form).

SECTION 9

I/we understand that the Association will contact me in writing regarding their approval, request for additional information, or disapproval of this request. I/we agree not to commence any painting until I/we have received written approval from the Association. If any change made is found not to be in compliance with this change request, I/we will return the property to its original, pre-alteration condition within thirty (30) days of written notification to do so by the Board of Directors.

I/WE HEREBY DECLARE THAT THE INFORMATION PROVIDED IN THIS APPLICATION IS TRUE AND COMPLETE TO THE BEST OF MY/OUR KNOWLEDGE.

Homeowner Signature: _____ Date: ____/____/____
Homeowner Printed Name: _____

Homeowner #2 Signature: _____ Date: ____/____/____
Homeowner #2 Printed Name: _____

SECTION 9

******For Architectural Control Committee use only******

Authorization To Proceed with work granted **Disapproved**

Request Additional Information _____

Comments: _____

Date: _____ **Architectural Control Committee** _____

(6.3) ARC Notification Work Is Complete Form

Calusa Trace Master Association
c/o Greenacre Property Management
4131 Gunn Highway Tampa, FL 33618
Phone: 813-600-1100
Email: calusatrace@calusatrace.com

SECTION 1

When the work has been completed, you must notify ARC to schedule a final review and inspection to ensure that the changes made were as approved. You may do this via fax, email, or utilizing the "ARC Notification of Completion" Form on the www.calusatrace.com website.

If any change made is found NOT to be in compliance with the original approved change request, the homeowner will return the property to its original, pre-alteration condition within thirty (30) days of written notification to do so.

SECTION 2

Today's Date: ____/____/____ Date Work Was Completed: ____/____/____
Homeowner Name(s): _____
Property Address: _____
Home Phone: _(____)_____ Other Phone: _(____)_____ Mailing
Email Address: _____
Address (if different from above): _____

SECTION 3

Homeowner Requests ARC Inspection For Which Approved Changes:
 Fencing Painting Landscape Roof/Roofing Sidewalk/Driveway Pool Other
(Specify Below): _____

SECTION 4

I/WE HEREBY DECLARE THAT THE CHANGES MADE TO OUR PROPERTY WERE PREVIOUSLY APPROVED AND ARE WITHIN SCOPE OF THE REQUEST MADE TO THE ARC COMMITTEE. THE INFORMATION PROVIDED IN THIS NOTIFICATION IS TRUE AND COMPLETE TO THE BEST OF MY/OUR KNOWLEDGE.

Homeowner Signature: _____ Date: ____/____/____
Homeowner Printed Name: _____

Homeowner #2 Signature: _____ Date: ____/____/____
Homeowner #2 Printed Name: _____

****** FOR ARC USE ONLY ******

Date of Inspection: ____/____/____ **Inspection Method:** Street Visual Physical On-Premise
 Other
 Inspection Approved Not as Approved Modification Required (See Comments Below)
Comment(s): _____

Inspected By: _____	
____/____/____	ARC/Board Member
Signature	Date