

# **PROVIDENCE LAKES MASTER ASSOCIATION, INC**

## **MANUAL OF STANDARDS and PROCEDURES**

The use of these guidelines will begin June 1, 2012 and will apply to all applicable Architectural Control Committee (ACC) Applications received after that date.

All ACC Applications previously approved are protected by the grandfather clause, except those cases that are currently in dispute or litigation.

As noted on the ACC Application form submitted by the owner, the owner shall be solely responsible for ensuring that all improvements shown on the ACC Application will comply with all applicable laws, rules, regulations, codes, ordinances and permit requirements, including, without limitations, zoning ordinances, building codes, subdivision regulations including any applicable Deed Restrictions, Bylaws and any applicable amendments thereto. A copy of any required permit must be submitted with the ACC Application.

### **Section "A"**

#### **Part I: Adding Living Space - Construction Requirements for**

- Screen Enclosures
- Aluminum / Glass Additions
- Room Additions

#### **Part II: Guidelines for Metal Roofs**

#### **Part III: Fences – Construction Requirements**

## Section "A"

### Part I: Adding Living Space - Construction Requirements for

#### SCREEN ENCLOSURES

This type of addition includes the following construction elements:

- a. Foundation – The foundation must be concrete, existing or new construction. One side of the proposed foundation must abut the foundation of the original dwelling or any addition to the original foundation.
- b. Roofing – The roofing must be constructed with wood or metal framing and trusses, aluminum roof pans, insulated roof panels and/or sheathing with shingles. If shingles are used, they must match the shingles of the existing dwelling. (\*Please note all roof profiles for any type of addition are subject to the provisions of Exhibit "A" – please review carefully.)
- c. Exterior Walls – All screen enclosure exterior walls must be at least 85% screen panels or screen doors. Plastic inserts, glass windows or doors, or any material that blocks the flow of air is prohibited. Framing can be standard wood or aluminum framing. The screening material can be metal or fiberglass.
- d. Optional Improvements – Any proposed improvement must be described on the ACC Application.
- e. Colors – Roofing – All roof panels must be white. All framing must be white or brown/bronze.

#### POOL CAGES

**NOTE:** None of these guidelines shall apply to the construction of pool cages.

#### ALUMINUM/GLASS ADDITIONS

This type of addition includes the following construction elements:

- a. Foundation – The foundation must be concrete, existing or new construction. One side of the proposed foundation must abut the foundation of the original dwelling or any addition to the original foundation.
- b. Roofing – (Please note Exhibit A)
  1. All flat roof projects must be constructed of insulated aluminum roof panels, with a maximum thickness of six inches.
  2. Any addition with a gabled roof must be constructed of insulated aluminum roof panels with a maximum thickness of six inches and topped with shingles that match the shingles on the existing dwelling.

- c. Exterior Walls – All exterior walls must be constructed with insulated aluminum wall panels, with a minimum thickness of two inches or aluminum doors and windows (See paragraph d. Doors and Windows and paragraph e. Other Addition Elements).
- d. Doors and Windows - All door and window framing must be aluminum. Door panels and window sash may be glass or acrylic. The use of vinyl panels or vinyl sash is prohibited.
- e. Other Addition Elements and Improvements - If the project includes a “knee wall”, please describe clearly on the ACC Application. All structural parts of the project must be aluminum. Improvements such as air conditioning, electrical service, water or other plumbing elements must be described on the ACC Application and are subject to approval.
- f. Colors - All roof panels must be white. All other components – wall panels, knee walls, door and window framing, structural members and framing will be white or a color approved by the ACC.

## ROOM ADDITIONS

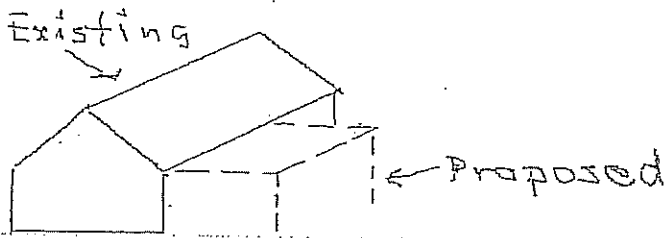
This type of addition includes the following construction elements:

- a. Foundation – The foundation will be concrete, existing or new construction. One side of the proposed foundation must abut the foundation of the original dwelling or a previously constructed addition to the original foundation.
- b. Roofing – The roof must be constructed with wood or metal framing and trusses. Sheathing will be applied and covered with shingles that match the existing dwelling shingles.  
**NOTE:** All roof profiles for any type of addition are subject to provisions of Exhibit “A”. – Please review.
- c. Exterior Walls – All exterior walls of any room addition must be constructed of materials that match the exterior walls of existing dwelling.
- d. Optional Improvements – Improvements such as air conditioning, electric service, water or other plumbing elements, exterior doors and/or windows and other proposed improvements may be approved. Any proposed improvements must be described in detail on the ACC Application.
- e. Color – When completed, all exterior surfaces will be painted to match the existing primary dwelling.

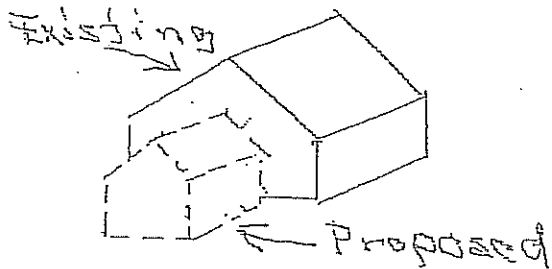
EXHIBIT "A"

The drawings below illustrate acceptable and unacceptable roof profiles for Screen Enclosures, Aluminum/Glass Room Addition or Room Addition.

SHED ROOF - ACCEPTABLE



INLINE GABLE - ACCEPTABLE



PERPENDICULAR GABLE - ACCEPTABLE

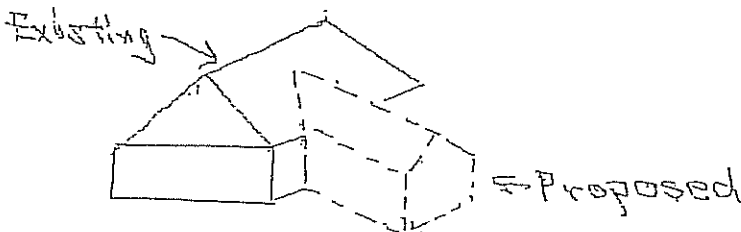
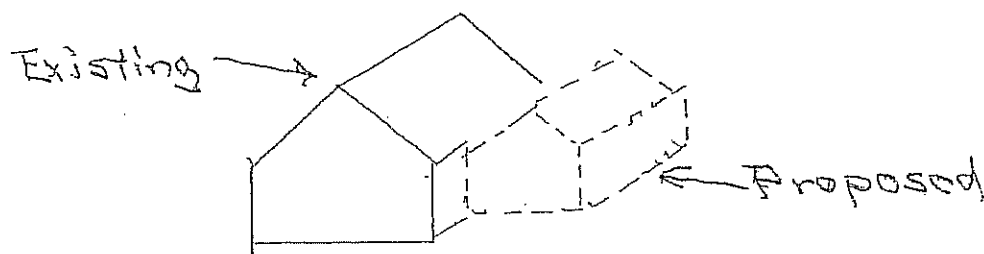


EXHIBIT "A" CONTD.

PARALLEL GABLE - UNACCEPTABLE



## **Part II: Guidelines for Metal Roofs**

### **METAL ROOFS**

The following guidelines apply to both “restricted” and “unrestricted” properties, except as noted.

1. A metal roof may be installed over an existing shingle roof or a prepared roof deck.
2. All metal roofing projects must have a permit issued.
3. The metal roofing material will be steel with a minimum 29 gauge thickness.
4. The roofing material must be approved by the State of Florida and include a minimum 120 mph wind warranty.
5. Systems that utilize “standing seam” or similar design features will only be approved for “unrestricted” properties.
6. Features such as color, style (shake, tile, slate or shingle), finish or any other appearance factor are subject to the approval of the ACC.
7. Metal roofs will be subject to existing roof cleaning requirements and guidelines.
8. The responsibilities of the owner found on the face page of the Master Association ACC Application (Form PLPC-3, as revised) are not changed or altered by these guidelines.

## **Part III: Fences – Construction Requirements**

### **Fences**

The governing documents for each village include guidelines for installing a fence. In 1993, the Board of Directors developed Policy Resolution VI and this document is included in this Manual.

1. Basic Review – Please refer to your village documents section titled “Walls, Fences and Hedges”. If you have a pool, review the section titled “Swimming Pools”.
2. Review Policy Resolution VI. (Resolution enclosed.)
3. Key Element
  - a. All fences must be constructed with the good side facing out and with the posts on the inside.
  - b. The fence must be constructed on the perimeter property line or along an alternative path approved by the ACC.
  - c. Painting a fence or applying a colored stain to a fence is prohibited. A clear (no color) sealant only is allowed and encouraged.
  - d. All fences must be natural wood.
  - e. Corner “back to back” lots require special configurations. Check the community documents.
  - f. Fences on lakes lots require special configurations. Check the community documents.
  - g. Fences are not mandatory unless you have a pool not enclosed by a pool cage.
  - h. Maximum height for any fence is six feet.

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PROVIDENCE LAKES MASTER ASSOCIATION  
CORPORATE RESOLUTION REGARDING POLICY

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Upon Motion made by Robert Artle, duly seconded by Kim Crisi, the following Resolution regarding the policy of the Board of Directors was adopted by a unanimous vote of the Board of Directors of Providence Lakes Master Association, Inc.

WHEREAS, the Board of Directors of Providence Lakes Master Association, Inc., (hereinafter "Board") is the entity charged with the operation and maintenance of the common areas and property described in the Master Declaration of Covenants, Conditions and Restrictions for Providence Lakes, found at O.R. Book 4466, page 1298 of the Public Records of Hillsborough County, Florida; and

WHEREAS, the Board has in the past adopted Policy Resolutions that clarify the restrictions contained in the covenants for individual subdivisions within the Providence Lakes community, and has caused these policy resolutions to be recorded at O.R. Book 6395, Page 077, et seq., and O.R. Book 6711, Page 1627, all of the Public Records of Hillsborough County, Florida; and

WHEREAS, the Board wishes to further clarify the confusing fence regulations found in the various subdivisions' restrictions and further wishes to develop uniform guidelines for the Architectural Control of Providence Lakes; and

WHEREAS, the Board has carefully considered all the information brought before them, including recommendations from the members of the Architectural Control Committee.

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of Providence Lakes Master Association, Inc., in a regularly scheduled meeting this 11<sup>th</sup> day of February, 1993:

1. The above findings of fact are hereby incorporated into this Resolution.
2. The Architectural Control Committee ("ACC") may grant variances from the rules of fence installations as outlined in the Declarations of Covenants for all neighborhoods of Providence Lakes.
3. All Hillsborough County fence regulations shall apply, and to the extent that the various covenants exceed County standards, the standards found in the covenants shall apply.
4. All lot fences shall be constructed of natural wood, six feet in height, except for lake lots where the fence height must meet guidelines provided for in paragraph 10 herein.

RICHARD W. WAKE  
CLERK OF DISTRICT COURT  
HILLSBOROUGH COUNTY

RECORD VERIFIED  
*Richard W. Wake*  
Clerk of Circuit Court  
Hillsborough County, Fla.  
11-10-93



5. Diagrams included in this Resolution shall be consulted in cases where questions might arise.

6. No paint, or other coating, shall be used on fences such that the natural appearance of the wood is changed.

7. Perimeter privacy walls constructed by the developers of the various neighborhoods on double fronting lots along the boulevards shall be of masonry construction and may be up to ten feet in height.

8. Two corner lots, "back to back", with similar side lots may extend a fence out to a point no further than fifteen feet (15') from the property line. See Diagram "A" attached hereto and incorporated herein.

9. Corner lots adjacent to regular lots in a "back to side" configuration, may be fenced in the manner shown on Diagram "B" attached hereto and incorporated herein. The fence on the corner lot may not be extended closer to the sidewalk than the front setback that applies to the adjacent lot.

10. Fences on lake lots that start at the side of the house and extend beyond the rear plane of the house shall be constructed as follows:

At the side of the house, the fence shall be six (6) feet in height. When the fence reaches the rear plane of the house, the fence shall start to taper down to four (4) feet in height and reach the four (4) foot mark at a distance no farther than eight (8) feet from the rear plane of the house.

11. A copy of these fence guidelines shall become a part of the corporate records of the Association, and shall be kept with the other policy resolutions.

12. This resolution shall be signed by the President of the Association and shall be recorded in the Public Records of Hillsborough County.

13. A copy of this Resolution shall be furnished to all developers and builders within the Providence Lakes community.

14. A copy of this Resolution shall be furnished to any homeowner desiring to erect a fence on property within the Providence Lakes community.

15. This Policy Resolution shall be referred to as Policy Resolution VI.

PROVIDENCE LAKES MASTER ASSOCIATION, INC.

By: *Robert L. Antle*  
Robert Antle, President

Attest: *Greg Fell*  
Greg Fell, Secretary

STATE OF FLORIDA            )  
COUNTY OF HILLSBOROUGH )

The foregoing instrument was acknowledged before me this \_\_\_ day of March 19, 1993, 1993, by Robert Antle, and Greg Fell, to me known to be the President and Secretary, respectively, of Providence Lakes Master Association, Inc., who are personally known to me or who have produced \_\_\_\_\_ as identification, and who did [did not] take an oath. If no indication as to identification is checked, the persons are personally known to me.

*Mary Ann Lualaba*  
Notary Public, State of Florida

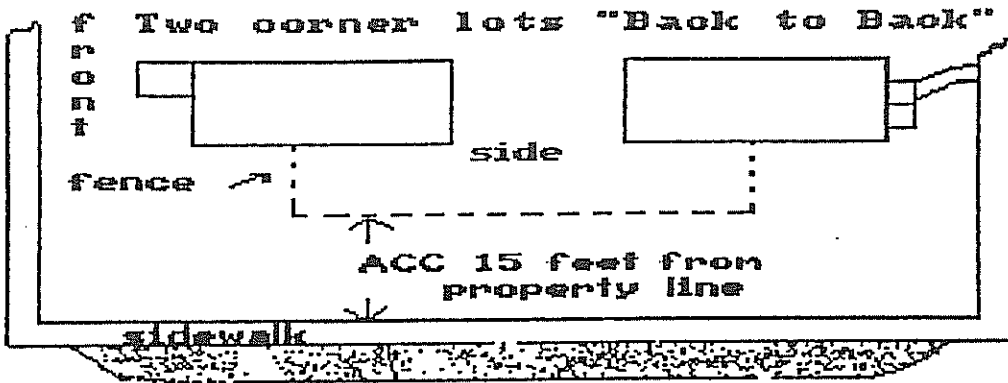
My Commission Expires:



This instrument prepared by and Return to:

Elizabeth L. Trundle, Esq.  
Becker & Poliakoff, P.A.  
One North Dale Mabry, Suite 820  
Tampa, Florida 33609

detail A



detail B

