

# REQUEST FOR AWNINGS, FENCING, GENERATOR, LANDSCAPING & PATIOS/LANAI'S

## PLEASE READ THE CODE AND GUIDELINES BEFORE COMPLETING THE MODIFICATION FORM

The Modification Form is to be submitted for **ANY & ALL** exterior modifications to your home or property. This also includes landscaping and removal or planting of trees. Completed form is to be returned to the office.

**NO work is to be started** until the homeowner receives an Approved Permit, which is to be displayed in a front window.

From the time you submit the request it could be 3 to 7 days, or more to be approved.

---

### Architectural Code

The purpose of the Architectural Committee is to uphold covenants and restrictions relating to home improvements in our neighborhood. It is responsible for maintaining some sort of cohesion in the color palate, peripheral structures and overall look and feel of our community. All liability for any modification is the homeowners' responsibility only. If any underground utilities are damaged, it is the resident's responsibility and expense to get it fixed.

Please help us by following these guidelines to help maintain a consistent and beautiful community for all of us.

The process for modifying your property is as follows:

- Begin with the submission of the Exterior Modification of Home/Property Form.
- **Remember all back & side yard construction is limited by easements.**
- The process for modifying your property when you remove shrubs or trees, dig, add pavers or concrete is to first call 800-432-4770 or create a ticket at [sunshine811.com](http://sunshine811.com)
  - **This is the responsibility of the resident!**
  - Sunshine 811 will mark your property with the appropriate color-coded flags or ground marking for each underground facility. This is for all underground utilities.
  - **NO work is to be done until the areas have been marked.**
- The Committee will review the request and the resident will be notified of the approval or denial.
- If approved, residents are free to begin the work.
- If denied, there are two courses of action for the homeowner.
  - First, the homeowner may choose to select an alternative material, color or whatever is applicable to the particular circumstance and submit a new modification form to the Architectural Committee.
  - Secondly, the homeowner may appeal the Architectural Committee's decision to the LHE Board of Directors. The Board shall review the Committee's decision and either support or overturn it.
  - The Board's decision is the final word on the issue.

### **WORK CAN'T BEGIN UNTIL YOU HAVE THE APPROVAL.**

If you proceed without an Architectural Permit your job will be shut down until a permit is obtained. Your contractor will be asked to leave immediately.

If you alter in any way from the approved project or proceed without a permit the shareholder or shareholders may be charged \$50.00 per day until the project is back in compliance.

Please call chairperson, Karen Mitchell at 608-790-4331 or anyone on the committee if you have any questions.

Thank you, The Architectural Committee

## Architectural Guidelines

**Awnings:** Ridged Awnings can only be placed above windows for conservation of energy.

**Fencing:** The fencing around the air conditioner and garbage can must be constructed of white solid or white lattice vinyl material with lattice openings of 1 ¼ inch or less. The dimensions will be no more than 5 feet wide, 12 feet long and 4 feet in height. The support posts are to be 30 inches deep and set in concrete in the ground. These structures must be placed in the side yard only and are usually on the garage side.

**Driveway & Yard:** “Green space” is to be at least 60% of the lot excluding the house, garage & enclosed areas & must be in natural turf and greenery.

**Hardscape** can be up to 40% of the lot. Which includes square footage of the driveway, solid surface seating (patios), sidewalks or walkways and pavers or concrete around the perimeter of the house.

We have provided the formula below to assist you with calculating your space.

For 60% - Total square feet of property minus the square feet of the house, garage & enclosed areas –  
For example lot size is 4,000 square feet – house, garage & enclosed areas is 1,800 square feet = 2,200 square feet.  $2,200 \times 60\% = 1,320$  needs to be green space.

For 40% it is  $2,200 \times 40\% = 880$  square feet can be hardscape.

**Landscaping:** **Any & all** changes to landscaping must be submitted & reviewed by the committee.

**Patio or Lanai:** As per Polk County regulations all construction must **NOT encroach into any Utility Easement**. Easements are normally ten (10) feet or wider and are adjacent to or on (straddle) property lines (5 feet on each side). A building permit is required from Polk County **after** the approval from the Architectural Committee.

To keep in compliance, the requirements are listed below. All requirements must be attached to the Modification form when submitted to the Architectural Committee.

1. Full description and diagram of addition with exact dimensions showing placement on the property with property lines shown.
2. Surveyed property lines must be physically marked.
3. Location of **ALL** Utilities must be physically marked by utility companies (painted or flagged) per outlined on page 1.
4. Type of building material and color to be used.

**Replacements** of like size and colors do **not** need approval. Such as windows, gutters, garage doors and screens, front and side doors. This also includes Air Conditioners.

**LAKE HENRY ESTATES**

**REQUEST FOR AWNINGS, FENCING, GENERATOR, LANDSCAPING & PATIOS/LANAI'S**

**Condition for approval:** The property owner will ensure the street; sidewalk, driveway and curbing boarding the property will remain clean & clear of all debris & materials on a daily basis during the entire length of this project. It is also that homeowner's responsibility to repair any damage incurred to personal and community property from these projects within two (2) weeks.

Please Print Name: \_\_\_\_\_

Address: \_\_\_\_\_ Phone: \_\_\_\_\_

**Proposed Alteration:** (Description)—A detailed drawing including dimension, color, material to be used, location on property MUST be attached:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Contractor or person performing the modification** \_\_\_\_\_

Starting Date: \_\_\_\_\_ Completion date: \_\_\_\_\_

Signature of resident: \_\_\_\_\_

**Review by Architectural Committee**

Date: \_\_\_\_\_ Signature: \_\_\_\_\_

Approved: \_\_\_\_\_ Denied: \_\_\_\_\_

Denied for the following reason: \_\_\_\_\_

**Appeal to Board**

Date: \_\_\_\_\_ Signature: \_\_\_\_\_

Board Approved: \_\_\_\_\_ Board Denied: \_\_\_\_\_

**THIS REQUEST FOR EXTERIOR MODIFICATION IS ONLY VALID FOR (90) DAYS**