

REQUEST FOR AWNINGS, FENCING, GENERATOR, LANDSCAPING & PATIOS/LANAIS

PLEASE READ THE STANDARDS/GUIDELINES BEFORE COMPLETING THE MODIFICATION FORM

The Modification Form is to be submitted for **ANY and ALL** exterior modifications to your home or property. This also includes landscaping and removal or planting of trees and shrubs. The 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.

Architectural Standards/Guidelines

The purpose of the Architectural Committee is to uphold covenants and restrictions relating to home improvements in our neighborhood. The committee is responsible for maintaining an appropriate color palate, peripheral structures and overall look and feel of our community. All liability for any modification is solely the homeowner's responsibility. If any underground utilities are damaged, it is the resident's responsibility for repairs at their expense.

The process for modifying your property is as follows:

- Begin with the submission of the Exterior Modification Form.
- **Remember all back and side yard construction is limited by easements and building permits.**
- 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
 - **This is the responsibility of the resident or contractor.**
 - Sunshine 811 will mark your property with all the appropriate color-coded flags or ground marking for each underground facility.
 - **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 must display the APPROVAL form in front window and may begin 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.

Note: The Board's decision is the final word on the issue.

From the time you submit the request, please allow 7 days for approval.

WORK CANNOT 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 the approved project in any way 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.

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 on the side of the house.

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

Hardscape may be up to 40% of the lot, which includes square footage of the driveway, solid surface seating (patios), sidewalks or walkways and pavers.

The formula below is to assist you in calculating your space:

60% = Total square feet of property minus the square feet of the house, garage and enclosed areas. **For example** if lot size is 4,000 square feet and the house size (including garage and enclosed areas) is 1,800 square feet, then 2,200 square feet X 60% = 1,320 which needs to be green space.

40% is 2,200 X 40% = 880 square feet which can be hardscape.

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

Patio or Lanai: As per Polk County regulations, construction must **NOT encroach into any Utility Easement**. Easements are normally ten (10) feet or wider (**5 feet on each side of the property line**). **A building permit is required from Polk County.**

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

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Condition for approval: The property owner will ensure the street, sidewalk, driveway and curbing around the property will remain clean and clear of all debris and 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.

_____ **I have read and understand the entire form. Please initial the line.**

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: _____

Approval is for this request ONLY; No additional work is allowed without another request.

If this form is incomplete or illegible, expect delays.

THIS REQUEST FOR EXTERIOR MODIFICATION IS VALID FOR 90 DAYS