

Canterbury Lakes Association, Inc.

c/o McNeil Management Services, Inc.
P.O. Box 6235, Brandon, FL 33508-6004
Phone: (813) 571-7100

ALL REQUESTS MUST BE SUBMITTED IN DUPLICATE

When requesting approval for multiple alterations, each alteration must be submitted (in duplicate) on a separate request form. You will be notified of your committee's determination on your request within 45 days of its receipt of this application.

The undersigned owner seeks approval of the following addition or alteration:

Narrative description of alteration (*attach separate sheet(s) as necessary*): _____

To be processed, this request and all supporting documentation must be mailed in duplicate to the Association using the address listed above. Supporting documentation must be as follows:

- LOT SURVEY INDICATING EXACTLY WHERE ALTERATION WILL OCCUR ON THE LOT
- PICTURES AND/OR DETAILED DESCRIPTIONS OF MATERIALS TO BE USED (*i.e. type of material, colors, styles, sizes, dimensions, etc. -- see page 2 of this form*)
- COPY OF CONTRACTOR'S SPECIFICATION SHEET (*if work is being contracted*)
- PAINT COLOR SWATCHES (*even if re-painting with same color*)
- OTHER PERTINENT INFORMATION AS MAY BE NECESSARY

<< INCOMPLETE REQUESTS CANNOT BE PROCESSED AND WILL BE REJECTED & RETURNED TO OWNER >>

While Canterbury Lakes Homeowners' Association, Inc. (the "Association") may grant approval for the requested alteration, the homeowner alone is responsible for seeking the required county/city permit(s). Most alterations require permit(s) from one or more county/city 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 McNeil Management Services, 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.

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

NAME: _____ PROPERTY ADDRESS: _____

HOME PHONE: _____ WORK PHONE: _____

MAILING ADDRESS (if different from above): _____

HOMEOWNER SIGNATURE: _____ REQUEST DATE: _____

FOR ASSOCIATION USE ONLY

DATE REVIEWED: ____/____/____

APPROVED _____ STIPULATION(S): _____

NOT APPROVED _____ REASON(S): _____

AUTHORIZED SIGNATURE(S)

IF NOT STARTED by ____/____/____ & COMPLETED WITHIN _____ OF START, APPROVAL IS NULL AND VOID.

CANTERBURY LAKES ASSOCIATION, INC.
Architectural Change Request (continued)

Who will perform the required work: _____

Estimated Start Date: ____/____/____

Estimated Completion Date: ____/____/____

Other: _____

Materials required for proposed alteration(s) will include the following: *(Please check where appropriate and describe)*

_____ Paint/Stain **(Be sure to include TWO swatches of each color with paint/stain requests)**

COLOR SCHEME CHOICE(S): *allows committee another option should your first choice be denied*

Choice #1 - Body of Home	- Color # _____	Color Name _____
Trim	- Color # _____	Color Name _____
Front Door	- Color # _____	Color Name _____
Pillars (if present)	- Color # _____	Color Name _____
Rough Stucco (if present)	- Color # _____	Color Name _____

Choice #2 - Body of Home	- Color # _____	Color Name _____
Trim	- Color # _____	Color Name _____
Front Door	- Color # _____	Color Name _____
Pillars (if present)	- Color # _____	Color Name _____
Rough Stucco (if present)	- Color # _____	Color Name _____

_____ Fence _____

_____ Screen Aluminum _____

_____ Concrete Border _____

_____ Pavers _____

_____ Other _____

NOTE: Please be sure to ATTACH all of the following that apply to your project: (1) a copy of the contractor's specification sheet showing types, colors, styles, and size/dimensions of materials to be used, (2) either a manufacturer's brochure or photo illustrating the details of materials you wish to use, (3) a LOT SURVEY with your proposed alteration sketched on it showing exactly where your alteration will lie on your property.

Please **PRINT** Any Comments You Wish Your Committee To Consider When Reviewing This Request Here:

ARTICLE VI ARCHITECTURAL COMMITTEE

All Owners shall refer to pages 16 through 19 of the Declaration of Covenants, Conditions & Restrictions of Canterbury Lakes for policies and procedures as they relate to architectural approval. Section 3 specifically states:

“No exterior change shall be commenced, erected, or maintained on any Lot, nor shall any exterior addition to or alteration thereof be made until the plans and specifications showing the nature, kind, shape, height, materials, and location of the same shall have been submitted to the AC for written approval (i) as to conformity and harmony of external design and general quality with the existing standards of the neighborhood and with the standards of Canterbury Lakes, (ii) as to the size, height, color and location of the Structure in relation to surrounding Structures and topography and finished ground elevation, and (iii) shall be consistent with the provisions of this Declaration. No landscaping may be added to the front yard of any Lot without approval of the AC. In the event the AC fails to approve or disapprove such design and location within forty-five (45) days after said plans and specifications have been submitted in writing, the proposal shall be deemed to be disapproved by the AC. The Committee may impose a fee for the costs involved with such approval. “

EXAMPLES OF ITEMS REQUIRING ARCHITECTURAL APPROVAL:

- **Garages**
- **Fences/Walls**
- **Porches**
- **Pools/Spas/Fountains**
- **Sheds**
- **Screen Rooms/Room Additions**
- **Roofs/Solar Panels**
- **Driveway/Sidewalk Extensions or Alterations**
- **Mailboxes**
- **Painting of Any Exterior Surface**
- **Awnings/Shutters/Statues**
- **Basketball Goals/Playground Equipment**
- **Landscaping/Curbing/Signage/Pottery/Yard Art**

EXAMPLES OF ITEMS REQUIRING ARCHITECTURAL ACCEPTANCE:

- **Location and Size of Satellite Dishes**

Architectural Committee (AC) Forms must be completed in full and shall include the required documentation to be considered by the Committee. Partially completed forms or the lack of proper documentation required may result in unnecessary delays.

Be sure to read your Documents for a complete description of the covenants, conditions and restrictions.

*** ACC REQUESTS ARE TO BE PROCESSED WITHIN 45 DAYS FROM THE DATE OF RECEIPT PER THE ASSOCIATION DOCUMENTS; HOWEVER, EVERY ATTEMPT IS MADE TO PROCESS THE APPLICATION WITHIN TWO TO THREE WEEKS. ***

FOR FENCES & LANDSCAPING

NOTE: This form must be signed by the homeowner and returned along with the original architectural application BEFORE any work is started. Should work commence prior to obtaining appropriate authorization, or if the criteria below are not met, the Developer or Builder shall not be responsible for any drainage issues or property damage.

Prior to submitting your request for a fence or landscaping, it would be wise for you to consider the soil conditions and drainage design for your home site. In most cases your home site drains to swales at the midpoint between your neighbor's home. The installation of a fence or landscaping in this area will reduce ability of the swale to drain water from your home site and increase puddling and muddy soil conditions. It is wise to keep the fence off the ground and use pressure treated lumber on the posts.

Landscaping should never be placed in swales. This will not only create drainage problems, but most landscaping will be negatively affected by the wet conditions in the swales. It is a good idea when planting landscaping to mound the bed up so the landscaping material is planted in ground that is at least a few inches higher than the sod. Even higher mounds may be necessary for materials that are water sensitive. Please check with the utility companies before planting anything in the front yard as there are various lines running in this area.

As a precaution, please remember that all fences must be installed with the posts on the inside of your homesite, and the side without any supports shall face out from the Lot.

I, _____, understand the above and will take proper precautions when installing my fence or landscaping. I also acknowledge receipt of the attached basic fence criteria for the Association.

(Homeowner)

(Homeowner)

Address: _____

FOR SWIMMING POOLS AND SCREEN ENCLOSURES

NOTE: This form must be signed by the homeowner and returned along with the original architectural application BEFORE any work is started. Should work commence prior to attaining appropriate authorization, or if the criteria below are not met, the Developer or Builder shall not be responsible for any drainage issues or property damage.

We strongly suggest you have your pool/screen contractor review the site conditions and drainage plan for your home site and the surrounding area. The drainage information for your home site may be found on the final survey you were given at closing. The drainage plans for the subdivision are on file at the Building Department, and may also be available through the Association's management company.

Prior to starting work, the pool/screen contractor should establish a grading plan for your home site that will insure adequate positive drainage from your pool/screen deck to the designated swales. In addition, if your neighborhood was not flat prior to the development, there may be severe elevation between home sites that require a raised pool or pool deck or other protective measures to keep storm run off from entering your pool or pool deck. This run-off could result in damage to the marcite finish. Therefore, it is essential the pool contractor take unusually strong rain events into consideration when designing the pool, pool deck and final grading plan. Once the pool contractor begins work, the developer will no longer have any responsibility with regard to the drainage on your home site.

All swimming pools must be entirely in-ground, and the Owner of the Lot must erect a screen enclosure or a fence at least six (6) feet in height around the entire perimeter of that portion of the Lot located behind the house so as to prevent access to such swimming pool. The term swimming pool shall also include any spa, whirlpool bath, or similar device as determined by the AC. All porch enclosures must be approved by the AC and shall be constructed with **white or bronze aluminum supports**. Screening of entryways shall be prohibited.

I, _____, understand the above and will work with my pool/screen contractor.

(Homeowner)

(Homeowner)

Address: _____

INSTALLATION OF SATELLITE DISHES

Please be advised that the Architectural Committee and Board of Directors prefer that all satellite dishes be placed in a non-conspicuous place. Preferred installation locations are as follows:

1. On side wall of home;
2. On rear wall of home;
3. On the ground in rear yard. All such installations should be below the top of a fence height and each owner shall attempt to screen such devices from view if possible.

The Board respectfully requests that satellite dishes NOT be placed on top of roofs. Should you feel your roof is the ONLY location that will give you proper reception, please contact the property management company immediately and provide them a copy of the proposal. Additionally, it is preferred that satellite dishes be no more than one (1) meter in diameter. We thank you for your cooperation in this matter.

Mail to: Canterbury Lakes Homeowners Association, Inc., McNeil Management Services, P.O. Box 6235, Brandon, FL 33508-6004.

RECREATIONAL EQUIPMENT AND OTHER PERSONAL ITEMS

RULES AND REGULATIONS:

PERMANENT BASKETBALL GOALS: These are prohibited pursuant to Article VII, Section 19(e) of the Declaration.

TEMPORARY BASKETBALL GOALS: One regulation-size or smaller, professional *MOBILE* backboard may be placed on the property after the owner submits an Architectural Application and the request is approved by the Architectural Committee in writing *only on the condition that the temporary basketball goal is removed from public view when not in use (e.g., stored in a garage or fenced yard out of view).* All equipment must be maintained on a regular basis by the homeowner to preserve community standards.

PLAYGROUND EQUIPMENT: Playground equipment may be erected in the rear yard of a home after the owner submits an Architectural Application and the request is approved by the Architectural Control Committee in writing *only on the condition that the equipment is located within a six foot high fenced in rear yard and no color of equipment (other than brown or dark green) is visible above the height of the fence from a neighboring Lot or street.* The fence may be of shadow box or board on board wood material or solid panel PVC material. All equipment must be maintained on a regular basis by the homeowner to preserve community standards.

All recreational equipment to include, but not limited to, small children's basketball boards, large toys, and other miscellaneous personal items which should be stored out of public view when not in use.

UTILITY BUILDINGS: Shall be permitted in a fenced in rear yard provided height does not exceed six feet. Building must not be seen from the street, over the fence, or through the fence (e.g., fence must be of a wood shadow box/board on board or solid panel PVC design).

Exterior Paint Guidelines

Please be aware that the Architectural Control Committee pursuant to Article VI Section 3 and Article VII Section 18 must approve all exterior painting of any surfaces. This applies both to repainting done in the original colors and to changing colors. As is stipulated on the request form, each request must be submitted with two swatch cards for each color being used. (Swatch cards also should be included for any white to be used.)

The Architectural Control Committee has prepared and the Board of Directors has approved a palette of colors. The list of approved colors may be viewed on the community website (www.canterburylakeshoa.com)

The actual color swatches may be viewed by contacting the community management firm, currently:

McNeil Management Services, Inc.
P.O. Box 6235
Brandon, FL 33508-6004
(813) 571-7100
(813) 689-2747 Fax
management@mcneilmsi.com

Although this palette has been approved, this does not negate the need to submit a request. This palette may be reviewed and changed at any time by the Architectural Control Committee with the approval of the Board of Directors.

Please keep in mind:

1. The complete overhead garage door must be painted the same color as the body of the house.
2. If your home has 2-3, large, round pillars supporting your porch or entry (not a single [square or round] pillar supporting the porch on one corner as is found in Phase 3 homes) these must be painted white or in your home trim color.
3. Approval will not be granted for colors that are the same as or similar to the house directly to the right, to the left, or across the street from the home for which the request is being made.
4. Approval will not be granted for a high gloss finish on any surface.
5. Front entry doors must be painted a single color.
6. Colors specified as "Front Entry Door" colors may be used for entry doors only.
7. Houses with rough stucco accent may be painted in 2 colors instead of 3 with the body color being used on both the body and the rough stucco.
8. Garage side doors will be painted the same color as the house body.