

Welcome to your Architectural Review Committee (ARC) of Twin Lakes at Deltona HOA, Inc.

Although the home owners association may sometimes seem like Big Brother when you want to build a shed or put up a fence, your ARC committee is actually a benefit to you not a burden.

The association's design standards are based on harmony with the overall community, consideration for neighbors and high-quality construction practices. The ARC exists to maintain, protect and enhance the value of your property. It strives for a balance between individual rights and the good of the entire community.

While association members have the biggest stake in property values, others are also very interested in seeing our community well maintained and looking its best. Builders reputations and lenders financial support are closely connected to the community. Also public officials have an interest in enhancing the community since tax revenues are based on property values.

The association tries to notify new residents of its ARC requirements as soon after they move in as possible. If we missed you, or you need another copy, please contact a member of the ARC committee, Board of Directors or look on your community website. Also, be sure to consult the guidelines if you're considering any type of exterior design change. The guidelines also list changes that don't need to be approved.

The ARC will make every effort to process applications fairly, reasonably and quickly. We trust the same can be said for how we handle alleged violations - most of which are resolved easily. Please contact the chair of the ARC or the Board of Directors if you have questions.

We are always looking for new people to volunteer and serve on the ARC. We try to have at least three (3) different points of view for each application reviewed. You are not required to attend all the meetings.

Thanks for your participation.

Twin Lakes at Deltona Home Owners Association Architectural Review Committee **Procedures**

- 1) The Homeowner should:
 - a) Review Architectural Review Committee (ARC) Guidelines for information on recommended changes and restrictions.
 - b) Review A.R.C. standards for information on recommended or previously approved styles, materials, color schemes or other similar information.
 - c) Reviews A.R.C. procedures on how to properly submit the request.
- 2) Fill out request with all required items attached.
- 3) Mail request to:
Twin Lakes at Deltona Home Owners Association
C/O Sentry Management Inc.
4188 South Atlantic Ave
New Smyrna Beach, FL 32169
- 4) The A.R.C. will have forty-five (45) days to answer the request. All requests should be submitted in a timely manner, please do not expect hurried responses.
- 5) After being reviewed by the A.R.C., a recommendation will be made to the Board of Directors. The A.R.C. will notify the resident of the recommended decision. The B.O.D. will ultimately approve or deny the request.
- 6) When an approval is reached by the B.O.D., the signed original request will be returned to the resident. All additional papers may be kept in a permanent file. Denied request will be mailed back to the residents Certified Return Mail.

Revised and Approved by B.O.D. 11/17/15

Architectural Review Committee Guidelines

Twin Lakes at Deltona Homeowners Association, Inc.

c/o Sentry Management, Inc. 4188 S Atlantic Ave New Smyrna Beach, FL 32169

Proper Permitting: Whenever applicable, permitting must be obtained from the presiding jurisdiction before the commencement of work; in some cases, it must accompany the A.R.C. request. **Mail all applications to the address above, certified mail or deliver in person. For your protection, any applications delivered directly to a board member will not be accepted. Keep a signed, dated receipt in your records to prove submission of application.**

Fences: Anything already approved by previous A.R.C. will stand. All fences must be stained an A.R.C. approved color on file at the Sherwin Williams Paint Store at 840 Saxon Blvd #25 in Orange City. The A.R.C. Chairperson also has a copy of approved colors. Fencing Options will be limited to 6' board on board, shadow box, and tan colored vinyl fencing (color to be remitted with application for review) with the exception of the lots that back up to the lakes. It is against association policy to block your neighbor's view of the lakes, so lake lots may only install a 4' picket style fence. Please include a copy of your plot plan with a diagram of where the fence will be located. No fencing may come in front of the electric meter or gas meter.

Slabs and screen patio additions: Submit accurate plans of the addition and location marked on a copy of the original survey.

Painting: Must include a sample paint color with the A.R.C request. See the A.R.C. standards for recommended color schemes. This goes for any painting on the exterior of the home: front door, shutters, entire home, etc. As specified in the Declaration of Covenants, Conditions and Restrictions (C.C.R.'s) for Twin Lakes at Deltona Subdivision; Painting your home the same color does not require a request. Changing the paint scheme in any way does. Approved colors are on file at Sherwin Williams Paint Store at 840 Saxon Blvd #25 in Orange City as well as with ARC Chairperson. You are welcome to submit samples outside of the approved paint colors and or type of paint, but please note that any non-approved colors must include paint chips with your ARC Form and samples must be painted on the home for ARC review.

Landscaping: Please review Section 3.1.1.10 of your C.C.R.'s for individual lot requirements. You do not need permission to replace existing flowers, hedges, or bushes. All major modifications of the landscaping need A.R.C approval. Approved grasses are: St Augustine, Zoysia and Argentinian Bahia sods only.

Concrete Landscape Borders: Submit accurate plans of the addition and location marked on a copy of the original survey. Also include a sample of the color. It is recommended to match the color scheme of the home.

Boat Docks: Submit accurate plans describing construction and final appearance. You may not clear out the mitigation area to build a dock. The dock must come over the mitigation area with the support beams located beyond the mitigation area. Proper permitting from St. John's Water Management must accompany the request. Other water agencies may require additional permits.

Screen/Storm Doors: Retractable screen doors are recommended. Storm/screen doors should match the color scheme of the house. Both are approved on a case by case basis. Maintenance and upkeep will be enforced. Screening of garage doors is not permitted.

Portable Basketball Nets/Goals: Nets/Goals will meet the following conditions: nets/goals will be kept in "like new" condition meaning that all parts will be painted and structurally sound and net is firmly

attached, in one piece and not torn. Base (water or sand filled) will be strong enough to hold the net with no additional weights added: unit will be within 15 feet of the garage door in order to not impede the view of neighbors. Nets/Goals will be stored inside the garage if a hurricane is predicted; nets/goals not meeting-these criteria or in other disrepair will be issued a violation notice.

Hurricane Shutters: Permanently installed shutters require A.R.C. approval. Temporary shutters do not require approval but all supporting hardware, tracks, etc., must be painted to match the area of the home on which they are installed. Shutters should be used to provide protection when named storms pose a threat to the area, and removed as soon as possible after the threat has passed. Under no circumstances are shutters to be installed/closed as a "precautionary measure" while the home is vacant seasonally, or empty or extended periods.

Play Structures: Play structures must be located behind the house (inside of the side wall lines extended into the back yard). No play equipment shall be located in the side yards. All structures shall be constructed out of timber or similar natural material and finish. No other material will be approved. All play structures must be submitted to the ARC for review and approval prior to delivery and/or installation.

Any other request not covered in these guidelines: Submit the A.R.C. request form and include a phone number and email where the owner can be reached. Include copies of permits or plans which explain your request.

The Architectural Review Committee has forty five (45) days to answer your request. See the A.R.C. procedures for guideline on the submittal process.

Revised: 11/17/2015