

ROYAL DOULTON ESTATES PROPERTY OWNERS’ ASSOCIATION, INC.

**MAINTENANCE AND USE POLICIES AND PROCEDURES
AND
ARCHITECTURAL CONTROL STANDARDS**

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ROYAL DOULTON ESTATES PROPERTY OWNERS' ASSOCIATION, INC.

MAINTENANCE AND USE POLICIES AND PROCEDURES

July 18, 2022

The Maintenance and Use Policies and Procedures are adopted and enforced by the Board of Directors, and are a supplement to those of the Declaration of Covenants and Restrictions for Royal Doulton Estates, hereinafter (the "Declaration"). Wherever a term defined in the Declarations is used herein, such term shall have the same meaning as defined in the Declarations. Please note that much of this is a summary of what is in the Declaration and provided for convenience only. Owners should also consult the Declaration, as the language in the Declaration controls.

Section 1. Homeowners

Each Homeowner shall be responsible for the maintenance, repair, and replacement of all improvements, including landscaping (to the extent maintenance responsibilities are not assumed by the Association), on their Lot. Any area or matter not specifically required to be maintained, repaired or replaced by the Association must be maintained, repaired and replaced by the Homeowner.

Section 2. Right of Abatement

In addition to other remedies such as fines or referral to the attorney, in the event a Homeowner shall fail to maintain or repair the Lot, the improvements thereon or the landscaping thereon, if any, within thirty (30) days' written notice of same, the Association, after approval by two-thirds (2/3rds) vote of the Board of Directors, shall have the right, through its agent and employees, to enter upon said Lot and to repair, maintain, and restore the Lot, any improvements thereon and the landscaping thereon. The cost of same shall be added to and become part of the assessment to which said Lot is subject, and said cost shall be a lien upon said Lot with the same force and effect as the liens on Lots for assessments as provided in this Declaration, the Articles of Incorporation and the Bylaws.

1. Animals

- a. No electronic fences for animals will be allowed.
- b. A maximum of two (2) household pets per home.
- c. All pets must be kept on a leash when outside the home.
- d. Pet owners shall submit proof of current vaccination status for each pet.
- e. All pet owners must abide by Hillsborough County Nuisance Animal Noise Ordinance.
www.hillsboroughcounty.org/en/residents/animals-and-pets

2. Antennas

- a. No radio antennas or TV antennas may be mounted outside.
- b. For satellite restrictions, see Declaration of Covenants and Restrictions, Article III, Section 4(a) paragraph (xii).

3. Awnings

- a. No awnings over exterior windows or doors are allowed. Awnings over windows or doors inside the screened lanai are permitted. The color, style and material must be consistent with the exterior of the home.

4. Buffer zones near bodies of water

- a. Fertilizers and pesticides may not be applied within 10 feet of water's edge.
- b. No Homeowner or Resident shall disturb, remove, plant or alter in any way the vegetation within the buffer zone of 10 feet from the water's edge short of routine maintenance that the Owner is responsible to conduct.

5. Clotheslines

- a. Outside clotheslines are only permitted inside screened lanais.

6. Fences

- a. No fencing (wood, metal, plastic, etc.) of any type will be erected on any Lot.
- b. Shrubs must not be used as a means for fencing a property line.
- c. No fencing material is allowed to screen A/C units, pool equipment, etc. unless approved by the ACC.

7. Gas or Charcoal Grills

- a. All grills shall only be used and located in the rear of house.

8. Generators

- a. Portable generators are permitted for use only during power outages or medical emergencies.
- b. Portable generators must be stored out of sight when not in use.
- c. Every effort should be made to limit the operation of high noise level generators to the hours of 7 AM until 9 PM.
- d. Caution: Generator operators should ensure that engine exhaust does not enter living space.
- e. Permanent "Stand-by" generators require ACC review and approval.

9. Holiday Decorations

- a. Use of holiday decoration and lighting should be limited to no more than four (4) weeks prior to the holiday and must be removed within two (2) weeks following the holiday.
- b. Decorations must be on the Homeowner's own property and appropriate for the Holiday, as determined by the Board of directors.

10. Irrigation Systems

- a. Sprinkler system is operated and maintained by the Royal Doulton Estates POA.
- b. Irrigation work requested by a Homeowner that is outside the work contracted by the Association is billable to that Homeowner. All irrigation work must be approved by and done by the Royal Doulton Contractor.
- c. No individual sprinkler system is allowed.

11. Mailboxes

- a. No mailboxes of any type shall be placed upon a Lot or affixed to any Dwelling. It is the

intention of the community to maintain uniform and centrally located mailboxes.

12. Periodic Maintenance

- a. Driveways and sidewalks must be cleaned.
- b. Street side lamppost globes must be operational from dusk to dawn.
- c. Roof must be cleaned ~~every year~~ to remove fungus, mold and any foreign material. (11/28/2022)
- d. Weeds/grass in non-turf areas must be controlled.
- e. Shrubs must be trimmed as appropriate.
- f. Trees must be trimmed of dead branches, fronds and pods.

13. Signs

No sign of any kind shall be displayed to the public view on any lot, except the following:

- a. Security service sign within ten (10) feet of the entrance to the home. (*Florida Statue 720.304 (6)*).
- b. The exclusive sales agent for the Homeowner or the Homeowner may place one (1) professional sign not to exceed 2'x2' advertising the property for sale or rent.
- c. Hanging realtor signs: the post shall be a minimum of four (4) feet from the inside edge of the sidewalk.
- d. A sign displaying the word "open" not to exceed 2'x2' may be displayed anytime during the Homeowner or his designated representative is in attendance.
- e. Election signs, including for Sun City Center Association Director elections only, can be put up 30 days prior to Election Day and must be removed 3 days after Election Day. There may be only one sign per candidate and signs may not exceed 28" x 28" inches (*Florida Statue*).
- f. No contractor signs are allowed.

14. Trash

- a. Homeowners must comply with Hillsborough County's Solid Waste Regulations regarding curbside collection and placement of containers. Containers must be placed on curbside of the sidewalk not in the street or the street gutter.
- b. All trash, garbage, recycling or other waste must be kept in containers and stored in the garage or side yard of the home and in such a manner that the containers are screened from view from the street, sidewalk or any adjacent property except when placed at curbside for collection.
- c. All containers must be removed from the sidewalk by the end of the pickup day.
- d. All containers may only be placed out for collection on the day of or the day before collection.

15. Vehicle Parking

- a. No trailers, campers, boats or boat trailers, recreational vehicles, or trucks over ¾ ton may be parked in any driveway or upon any Lot.
- b. Passenger vehicles including vans, SUV's, and pickup trucks ¾ ton or under are permitted to park in driveways. This does not apply to trucks and vans primarily used as commercial vehicles.
- c. Campers, boat or boat trailers, trailers and recreational vehicles are allowed to be parked in driveway for 48 hours to allow for packing and cleaning before and after trips.
- d. No vehicle with commercial advertisement is permitted to park on driveways except

- while doing repair work at the residence.
- e. No motor vehicle or boat repair work shall be conducted on any Lot other than very minor repairs.
 - f. No covered vehicle of any type or nature is allowed in the driveway.
 - g. Portable on Demand Storage (PODS) or other such unit(s) may be parked in a driveway for the duration of 15 days. If a longer period of time is required, submit an ACC request form requesting an extension.
 - h. No parked vehicle shall block the sidewalk, driveway, fire hydrant or mailbox.

16. Yard Sales

- a. Two (2) yard sales will be allowed per home per year.
- b. Signs may be posted the day before and must be removed by 4 PM the day of the sale.

17. Selling a Residence

- a. The seller must furnish to the buyer a current copy of the Declaration and other governing documents prior to closing. It is the seller's responsibility to inform the buyer of our community age restrictions.

18. Leasing a Residence

- a. No Unit shall be leased without the prior written approval of the Royal Doulton Estates Property Owners' Association, Inc. No Unit may be leased more than twice in any 365-day period. There shall be no subleasing. Prior to leasing a Unit or Dwelling, the Owner shall provide the Board of Directors an application for approval of rental using the form provided by the Association, together with evidence that at least one of the proposed tenants is 55 years of age or older. When a Unit or Dwelling is leased, the Owner shall be responsible for his or her tenants' compliance with this Declaration and the Rules and Regulations of the Association. The Landlord must provide tenant(s) with a copy of the current Architectural Control Standards and Maintenance and Use Policies and Procedures.

END OF MAINTENANCE AND USE POLICIES AND PROCEDURES

Please note this is not a comprehensive list of all Maintenance Obligations and Use Restrictions. Please consult the Declaration and other governing documents.

ROYAL DOULTON ESTATES PROPERTY OWNERS' ASSOCIATION, INC.

ARCHITECTURAL CONTROL STANDARDS

July 18, 2022

The mission and/or role of the Board of Directors and Architectural Control Committee, herein referred to as ACC, is to ensure the maintenance of the property as a residential area of the highest quality and standards to ensure that all changes and improvements on each Lot shall present an attractive and pleasing appearance from all sides of view, and will enhance the resale value of our homes.

Any alterations and/or changes that are to be made to the exterior of any home, property or landscaping **must be reviewed and approved in writing by the ACC prior to beginning any work. Any change not approved by the ACC must be returned to its original condition at the owner's expense.**

Section 1. The following are examples (but not all) of the items that **do not require ACC review and approval.**

1. Painting and renovations to the inside of the house.
2. Changes to the decor inside the pool cage or lanai.
3. Replacing of dead shrubs and plants around the perimeter of the house extending out 8 feet from the foundation or cage with identical shrubs and plants.
4. Resealing an existing paver or painted driveway that does not result in a color change.
5. Pressure washing homes/driveway/roofs.
6. Replacement of air conditioner in the same location as the unit being replaced.
7. Roof repairs with the same color, style and type of roofing material.

Section 2. The following are Architectural Control Standards adopted by the Board of Directors which the Architectural Control Committee shall enforce. These restrictions are a supplement to the Royal Doulton Estates (RDE) POA Declaration of Covenants and Restrictions.

1. COLORS

- a. The goal is to ensure colors harmonize with the community.
- b. Prior to painting, review and approval is required by the ACC. **This includes repainting the same color.**
- c. Three (3) samples of the paint brand and color for the exterior walls, trim, front door and garage door must be included with request for approval.
- d. Colors must be compatible with existing colors of homes in the RDE Community.
- e. Failure to obtain such approval may result in rejection of a disapproved color and the requirement to repaint with approved colors.

2. DOORS AND WINDOWS REPLACEMENT

- a. All exterior doors and window must have ACC review and approval before being replaced.

- b. Exterior doors must be painted either the body or trim color of the unit, excepting front entry doors which may also be painted.
- c. Replacement windows shall be of the same size, style and color of the existing window.

3. DRIVEWAYS

- a. All changes to driveways and walkways must have ACC review and approval.
- b. Driveways and walkways in front of the house must be concrete or pavers. Pavers or coatings installed or applied to a driveway and walkway must be in keeping with the home's exterior colors. Pavers may extend to back of curb, or stop at sidewalk only, otherwise they must be the same size and location as originally constructed

4. EDGING

- a. All non-turf areas must have a boundary of continuous poured concrete such as popcorn.
- b. Popcorn or smooth concrete edging must encase all plantings and requires ACC approval.
- c. Colors may be white, tan, brown or grey.
- d. Individual pavers, blocks etc. are not acceptable unless placed on a solid foundation as expressly dictated by the ACC.
- e. River rock, mulch, and ground cover can be used around plants and trees or shady areas which do not support Bermuda grass. They are not a substitute for the main lawn area. A minimum of 50% of the front lawn area shall be turf. Non-turf areas must allow for free and unhindered access for the lawn contractor's equipment.
- f. All edging along driveways and sidewalks must be level with the driveway and/or sidewalk.

5. EXTERIOR FINISHES

- a. All exterior wall finishes must be stucco (same finish as original installation) for the harmony of exterior design throughout the Community.

6. FLAGS

- a. Florida Statutes allow Homeowners to display a United States of America flag or official flag of the State of Florida in a respectful manner, and not larger than 4-1/2 feet by 6 feet. In addition, they may display one flag which represents either the United States Army, Navy, Air Force, Marine Corps, Coast Guard or POW-MIA flag.
- b. Any Homeowner may erect a freestanding flagpole no more than 20 feet high on any portion of the Homeowner's real property within the edging, regardless of any covenants, restrictions, bylaws, or requirements of the Association, so long as the flagpole does not obstruct sightlines at intersections and is not erected within or upon an easement.
- c. The United States Flag shall be on top and shall be the largest flag.
- d. No other item may be displayed on a flagpole (i.e. seasonal or team banner).
- e. Seasonal flags on home exterior may be displayed and must comply with time restrictions stated in Section 9 of the Maintenance and Use Policies and Procedures.
- f. The flags and poles must be continuously maintained by the unit owner. No torn or stained flags may be displayed.

7. FOUNTAINS AND STATUES

- a. Homeowners are allowed a **maximum of eight (8)** decorative pots in their yard that are viewable from the street. Decorative pots must remain clean and unbroken.
- b. Decorative items are subject to ACC review and approval and must be placed within popcorn defined popcorn areas.
- c. Fountains in entryways are allowed subject to ACC review and approval.
- d. Birdbaths and other yard ornaments are not permitted.

8. GARAGE SCREENS

- a. Garage screens, the retractable/roller screens, are the preferred design choice, however others will be considered and require ACC approval.

9. GENERATORS

- a. Portable generators are permitted for use only during power outages or for medical emergency and **do not require ACC approval**.
- b. Portable generators must be stored out of sight when not in use.
- c. Every effort should be made to limit the operation of high noise level generators to the hours of 7AM until 9PM.
- d. Generator operators should ensure engine exhaust does not enter living space.
- e. Installing permanent "Stand-By" generators require ACC review and approval.

10. HOUSE NUMBERS

- a. House numbers must be installed at the center of double garage doorframe. For houses with side garage entrance, the numbers may be placed on an appropriate location.
- b. Minimum size of numbers is 4 inches, maximum is 6 inches.

11. HURRICANE PROTECTION DEVICES

- a. The intent of these rules is to allow the residents to protect their homes from storm damage while keeping the appearance of the home acceptable to neighbors.
- b. No hurricane shutters of any kind may be deployed on any window or door on the home outside of the lanai/screened area, except when an "official" tropical storm or hurricane watch or warning has been issued for Hillsborough County.
- c. All hurricane protection devices must be removed within 10 days after the "Official" warning or storm.
- d. Seasonal or travelling residents may keep hurricane devices in use when away.
- e. Roll down shutters, accordion shutters, and removable corrugated panels are permitted hurricane shutters.
- f. All permanent hurricane shutter connections to the home and mounting devices shall be painted to match that portion of the home to which they are attached.

TEMPORARY SHORT-TERM HURRICANE PROTECTION

- a. Plywood or similar wood or plastic products may only be used for temporary protection if it is secured properly to the home.

- b. Proper methods on how to fasten temporary protection devices to the home can be found on the internet.
- c. Plywood and other short-term protection devices must be removed within ten (10) days when there is no “Official” named storm present and items must be stored out of sight.
- d. ACC approval is not required for short-term storm protection devices.

LONG-TERM HURRICANE PROTECTION

- a. Seasonal, long-term protection devices, designed for hurricane protection, like roll-down shutters, storm shutters that go on the sides of windows and can be closed, Lexan, fabric screens, corrugated aluminum or steel and Bahamian types of storm shutters are allowed, but must be submitted for ACC review and approval.
- b. Plywood or similar wood or plastic products are not permitted for long term installation.
- c. These items must be commercially designed and professionally installed. They must be attached so that they blend in with the home.
- d. Prior to installation of these devices, the Homeowner must submit an application to ACC for review and approval.

HURRICANE PREPARATION

All items, including furniture, potted plants, and other movable objects should be removed from yards, patios, and decks in the event of a named storm. The intent of these rules is to allow the residents to protect their homes from storm damage while keeping the appearance of the home acceptable to neighbors.

12. LAMPPOSTS

- a. Lamppost/globe replacements must be ACC reviewed and approved. Lamppost/globe replacement must be the same color and style of the existing lamppost/globe.
- b. All lamppost lights must be operational from dusk to dawn.
- c. Lampposts may be black or white and globe opening must remain clear.
- d. Bulbs must be minimally equal to 40-watt incandescent lamp.
- e. Seasonal decorations and colored bulbs on the lampposts are allowed and must comply with Section 9 of the Maintenance and Use Policies and Procedures.
- f. Small plants/flowers may be placed around the lampposts; however, keep in mind current and potential size as the light must be clearly visible and sidewalks must remain clear for easy passage.
- g. Resident name and/or house number may be placed on lamppost.

14. LANDSCAPING

- a. Florida friendly landscaping – Florida Senate Bill 2080 states that homeowner associations, covenants, restrictions, and ordinances cannot prohibit Florida-friendly landscape practices. The law, however, does not invalidate Architectural Control Committees from their role in approving the design, scope, and placement of these projects.
- b. Bermuda grass is the only turf approved.

- c. Artificial grass, artificial turf or stone is not allowed. All landscaping other than turf must be covered with river rock, mulch or ground cover with no bare spots (dirt) showing.
- d. Mulch must be maintained to a minimum of two inches.
- e. River rock, mulch, and ground cover can be used around plants and trees, or shady areas which do not support Bermuda grass. They are not a substitute for your main lawn. A minimum of 50% of the front lawn area will be maintained as turf. Non-turf areas must allow for free and unhindered access for the lawn contractor's equipment.
- f. All landscape items must be located within the confines of edging.
- g. All edging areas must be planted with sufficient live plants to create an aesthetically pleasing appearance.
- h. No synthetic or artificial plant material in the form of trees, shrubs, vines, or ground cover on lawns is allowed.
- i. All new landscape beds require ACC review and approval.
- j. A buffer strip of turf must be provided along property lines. The buffer zone is 5 feet for front lawns and 4 feet for side lawns. Waivers may be granted for special situations such as the driveway/sidewalk junction, utility boxes, or two neighbors sharing a joint project between houses.
- k. No trees should be in a position that upon reaching mature size will encroach on neighbor's property.
- l. No poisonous plants shall be allowed.

15. LANAIS/SCREENED PORCHES/CAGES

All requests for review and approval of enclosing existing lanais/screened porches/verandas or for adding a cage must meet the following guidelines which include, but are not limited to, the following:

- a. All enclosures must be attached to the home, enclosed with screen and have a kick plate on each door not to exceed 18 inches from the ground in height.
- b. Cage colors are limited to white, bronze, or black. Screening shall be charcoal.
- c. The ACC will consider obstruction of view of any addition.

16. MECHANICAL EQUIPMENT

- a. Mechanical equipment, including, but not limited to: pool and or spa equipment, water softeners, air conditioner compressors, permanent generators, etc. must be located in the rear or side yard of the dwelling and must be screened from view by landscaping.
- b. Replacing existing A/C units at the same location does not require ACC approval.
- c. Any mechanical equipment, new or old, that is to be relocated must be submitted for ACC review and approval.
- d. No window or wall air conditioning units are allowed.

17. ROOF REPLACEMENTS

- a. All roof replacements must be reviewed and approved by the ACC.
- b. Asphalt shingles will not be approved as a replacement material.

- c. All roof material must be similar in dimension and design as current tile roofs in Royal Doulton Estates.
- d. Acceptable replacement roof materials are:
 - 1. Concrete or clay tile in barrel or flat style.
 - 2. Steel or aluminum in barrel or flat style (some manufacturer's list flat roof as shake type).
- e. Roofing materials should be considered as part of the color scheme of the house and as with house colors, the goal should be to harmonize with the community.
- f. Sample materials and colors must be submitted with the ACC request form.

18. SATELLITE DISH OR DEVICE

- a. Homeowners may maintain and operate one (1) satellite dish or device no larger than 24" in diameter.
- b. The satellite dish or device must be minimally visible from the street.
- c. Device shall be screened by landscaping materials if it can be viewed from adjacent lot or street.
- d. Installation of satellite dish or device requires ACC review.

19. SOLAR PANELS

- a. Each request to the ACC for such an exterior change will be considered on its own merit because of different styles of architecture and because of new developments in solar technology which may result in new collector designs and size requirements.
- b. All solar panel systems must have ACC review.

20. TREE/PLANTINGS REMOVAL AND REPLACEMENT (7/24/2023)

- a. Tree and/or plantings removal requires ACC review and approval. Tree removal must include stump and/or root ball.
- b. Homeowner must submit, with ACC form, a site drawing indicating tree(s) and/or plantings to be removed. Drawing must indicate approximate distances from home and/or street, sidewalk.
- c. Homeowner must replace removed items within 6 (six) months of ACC approval. New trees/plantings replacement items must be submitted with ACC form for review and approval.
- d. Homeowner must contact Turf Keepers to locate underground irrigation lines. Homeowner is responsible for damage to irrigation system.
- e. Replacement of existing trees and plantings must be in accordance with Hillsborough County requirements. Access the following county website:

21. TREE REMOVAL AND REPLACEMENT COUNTY REQUIREMENTS (8/5/2023)

- a. To remove and replace a tree, the ACC recommends the Homeowner access Hillsborough County website for possible permit requirements.

<https://www.hillsboroughcounty.org/library/hillsborough/media-center/documents/development-services/permits-and-records/permits/natural-resources/hillsborough-county-tree-removal-guide.pdf>

- b. Replacement of existing trees must be in accordance with Hillsborough County requirements. Access website below for approved tree and hedge (plantings) materials. <https://www.hillsboroughcounty.org/library/hillsborough/media-center/documents/development-services/permits-and-records/permits/natural-resources/approved-tree-and-hedge-materials-list.pdf>

- c. The following invasive trees are not permitted to be planted:

Australian Pine	Eucalyptus
Brazilian Pepper	Indian Rosewood
Catclaw Mimosa	Jacaranda
Cherry Laurel	Lead Tree
Chinaberry	Monkey Puzzle
Chinese Tallow	Orchid Tree
Citrus Tree	Paper Mulberry
Acacia	Punk Tress
Earleaf	Silk Oak
Earpod	Surinam Cherry

22. REQUESTS NOT EXPRESSLY COVERED HEREIN

Owners shall only be permitted to use the design features, architectural styles, exterior colors and material, details of construction, location and size of any structure, landscaping, and other items requiring approval from the ACC that are expressly permitted herein or already in use within the community for comparable lot types. Notwithstanding the forgoing, nothing shall permit use of design features, architectural styles, exterior colors and material, details of construction, location and size of any structure, landscaping, and other items requiring approval from the ACC currently not allowed.

ARCHITECTURAL REVIEW PROCESS

1. The ACC reviews all applications submitted and makes a determination as to whether to approve or disapprove the request.
2. In order to obtain ACC review of the proposed changes to home or landscaping, the Homeowner initiates the review process by submitting an application to the Committee.
3. The Committee will render a decision on an application within thirty (30) days of submittal.
4. The 2-page form with the required information is available online or from the ACC Director.
5. If the application is disapproved due to certain aspects that can be changed by the Homeowner, the recommended changes should be made and returned to the ACC for review and approval.
6. If the application is approved you may proceed with the improvements provided you have obtained all necessary permits from local governments.
7. The committee shall have the right to reject approval of any plan and specifications which are not suitable or desirable in its opinion for any reason, including purely aesthetic reasons.

8. In the event the Committee rejects such plans and specifications as submitted, the Committee shall so inform the Homeowner in writing, stating with reasonable detail the reason(s) for disapproval.
9. The ACC reserves the right to request any additional documentation it deems necessary for review and approval or disapproval of any proposed project.

APPEAL OF AGGRIEVED HOMEOWNER

If the Committee rejects such plans and specifications, the aggrieved Homeowner may appeal such decision to the Board of Directors. If after the Board's review the aggrieved Homeowner is in disagreement with the Board's decision, the aggrieved Homeowner may appeal such adverse decision by submitting, in writing, a request for a special meeting of all Homeowners to consider the propriety of the Committee decision within ten (10) days after receipt of such written request. The Board thereafter shall call a special meeting and the cost pertaining to such special meeting shall be borne by the Homeowner.

1. See First Amendment to Declaration of Covenants and Restrictions, Article IV Sections 4, 6, 8, and 10 on pages 2, 3, 4 and 5.
2. The flow chart on the following page is a graphic description of the review process.

END OF ARCHITECTURAL CONTROL STANDARDS

Royal Doulton Estates Property Owners' Association Appeal Flow

