

**THE VERONA LAKES
ARCHITECTURAL REVIEW COMMITTEE (ARC)
DESIGN AND DEVELOPMENT GUIDELINES**

SINGLE FAMILY HOMES

Trevi and Riviera Sections

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Dear Verona Lakes Homeowner,

Your ARC is pleased to present you with a copy of the newly revised Verona Lakes Architectural Design and Development Guidelines. The new guidelines allow for personal expression and preference while still maintaining the architectural integrity & harmony of the entire community.

Since there are many changes that were made to the guidelines, we ask that before you submit an application to the ARC, please ensure that you have obtained the proper permits from Palm Beach County to do what you are proposing and that you follow the established procedures. Also, please be sure to include all of the documentation that is required. If you have any questions about the requirements, please contact the Management Company directly. They will be able to assist you.

Thank you all in advance for following the procedures and requirements of the ARC. We look forward to sharing in your efforts to improve our community.

Sincerely,

Single Family Homes ARC

ARC Application Submittal Procedures

- ◆ The ARC will meet the second Tuesday of each month and also the fourth Tuesday if needed beginning July 1, 2006. The homeowner ARC applications are to be placed in the locked box adjacent to the office in the Verona Lakes Clubhouse.
- ◆ The box will be clearly labeled SINGLE FAMILY ARC APPLICATION SUBMITTALS. The Homeowner ARC applications must be in said box by the second Tuesday of each month to be reviewed at the first meeting. Any ARC applications received after the second Tuesday of the month will be reviewed at the following monthly meeting.
- ◆ ARC applications must be complete or they will be returned to the homeowner without being reviewed. All homeowners should refer to the homeowner guidelines for the required documentation before submitting an application or call the Management Company with any questions.
- ◆ ARC applications will be reviewed in date order based on when they are removed from the box. No special reviews will be conducted since each and every homeowner's application is important.
- ◆ The ARC has forty-five (45) days to review an application. The forty-five (45) day time period commences on the 3rd of each month. Please do not contact the Management Company prior to the expiration of that time period for the status of your application.
- ◆ All ARC applications must have a projected start date and a projected finish date. If the completion date is not achieved the ARC has the ability to terminate the approval or grant extensions.

The ARC would like to thank everyone in advance for his or her cooperation. We look forward to helping to keep our community beautiful.

**CHECKLIST FOR ARCHITECTURAL REVIEW
VERONA LAKES HOMEOWNERS ASSOCIATION, INC.**

To expedite your request, please include the information listed below for the specific category. The list may not be inclusive; the Architectural Review Committee reserves the right to ask for additional information.

1. **Fences:**
 - a. Survey indicating the location of the fence and the gate with respect to the property lines and the existing improvements.
 - b. Type of fence including materials, height, drawings, color, finish and decorative style. (Contractor information/proposal)
 - c. Location of swing gates.
 - d. Proposed landscaping plan surrounding the fence (See 7 below)

2. **Painting**
 - a. Identify colors including paint manufacturer, color name and color number.
 - b. Provide paint color samples.
 - c. Letter stating self painting if applicable (homeowners insurance) or contractors license and insurance.

3. **Driveways:**
 - a. Survey depicting location of proposed driveway installation/improvement
 - b. Type of driveway materials including color, pattern, process, etc. If possible, provide color samples.
 - c. Contractor information (license and insurance)

4. **Screen Enclosures:**
 - a. Survey depicting location of proposed screen enclosure.
 - b. Description of proposed screen enclosure.
 - c. Plans and specifications provided by the contractor indicating dimensions, height, screen roof type, location of screen door(s) and accessories (e.g. kickplate), elevation drawings and color of screen, aluminum frame and kickplate.
 - d. Proposed landscaping plan surrounding the enclosure. (see 7 below)

5. **Pool and Spa Additions:**
 - a. Survey indicating the location of the proposed pool and/or spa on the lot.
 - b. Architectural rendering of the pool and/or spa design.
 - c. Plans for fencing or screening (see 1 and 4 above).
 - d. Provide contractor information which includes type of pool deck, pattern (provide samples, if available), coping material and color.
 - e. Proposed landscaping plans. (See 7 below)
 - f. A \$2000.00 security deposit check must be included with the application.

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**CHECKLIST FOR ARCHITECTURAL REVIEW
VERONA LAKES HOMEOWNERS ASSOCIATION, INC.**

6. Room Additions:

- a. Survey depicting location of proposed addition on the lot.
- b. Architectural drawing including plan and elevation views.
- c. Identify exterior paint colors including paint manufacturer, color name and color number.
- d. Provide roof color verification preferably with samples. Roof material and color must match the existing home.
- e. Proposed landscaping plans (see 7 below)
- f. A \$2000.00 security deposit check must be included with the application.
- g. If a privacy wall is required it shall not be any longer and shall not be any higher than the minimum required by Palm Beach County codes.

7. Landscaping:

- a. Survey depicting location of existing plantings with respect to property lines and existing improvements.
- b. Drawing illustrating placement of proposed landscaping.
- c. Description of proposed landscaping including name, type, height and quality of planting materials.

Note: Any architectural renderings submitted to the ARC will be returned to the applicant.

**VERONA LAKES ARCHITECTURAL REVIEW COMMITTEE
DESIGN AND DEVELOPMENT GUIDELINES**

DRIVEWAYS / EXTENSIONS

Approval Criteria:

Driveways:

Concrete, interlocking paves, stamped concrete and professionally painted designed driveways are permitted in the area between the street and the garage (not to include the sidewalk) provided that:

1. The color of the stamped concrete or interlocking pavers must be consistent with the existing house color.
2. No change in the condition of the soil or level of the land on any portion of the property shall be made which results in any permanent change in the flow of drainage of surface or subsurface water within Verona Lakes or which detrimentally affects adjoining residences.

Solid painted driveways, regardless if the color is consistent with the existing House color, are not permitted.

Concrete, interlocking pavers and stamped concrete driveway extensions are not permitted.

Driveway Extensions:

Permanent driveway extensions (such as concrete) are not permitted.

Driveway extensions consisting of a removable border such as, rocks, gravel or stepping stones and pavers (and any combination thereof) are permitted with ARC approval. The driveway extensions are not to exceed past the wall to the zero lot side or eighteen inches (18") along the side of the driveway that is toward the homeowners property.

**VERONA LAKES ARCHITECTURAL REVIEW COMMITTEE
DESIGN AND DEVELOPMENT GUIDELINES**

EXTERIOR PAINT

Approval Criteria:

Approval subject to the following:

1. Color(s) must be chosen from the original five (5) offered by the builder or from the approved color chart. Color chart is available at the club house.
2. Color(s) must be compatible with the architectural style of the home.
3. Color(s) may not be exactly the same as a home on either side of the residence.
4. Letter stating self paint if applicable (homeowners insurance) or contractor license and insurance.

NOTE: ARC approval is required to paint your home for any and all colors, including original colors.

To assist in the selection and approval process, please review the color paint chart at the clubhouse before submitting the ARC application.

The Trim color must match the original Apple Peel color, see color chart for different colors and manufacturers.

**VERONA LAKES ARCHITECTURAL REVIEW COMMITTEE
DESIGN AND DEVELOPMENT GUIDELINES**

**FENCES AND GATES
(As it applies to Standard Rectangular Interior Lots)**

Fence Approval Criteria:

Three types of fencing are permitted within the Verona Lakes Community. They are Wood Shadow Box (maximum height six (6) feet), five (5) foot Black Vinyl Chain Link and five (5) foot Bronze Metal Rail Fence.

Vertical Wood Shadow Box:

- All materials shall be pressure treated
- Fence construction method must be “post incorporated”. Fence structure must have a good finish on both sides.
- All fence materials must remain natural and may not be painted or stained
- All vertical slats must have dog-eared tops and spacing should be a maximum of four (4) inches.

Black Vinyl Chain Link:

- The fence must be a complete black vinyl system including the posts, rails, caps, etc. Painting is not acceptable.

Metal Rail Fence:

- The fence must be bronze in color.
- The fence must be no higher than 5 feet
- The spacing between the vertical rails must be a maximum of 4 inches.

NOTE: Wood fences are prohibited in the rear of properties that have lake or canal access.

Gate Approval Criteria:

The gate is permitted to be located in the following two locations:

- At the back corner of the house adjacent to the adjoining home’s privacy wall.
- No closer to the front of the home than 10 feet.

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FENCES AND GATES

(As it applies to Standard Rectangular Interior Lots)

If a homeowner chooses to install the gate at the ten (10) foot mark, the Homeowner must adhere to the Palm Beach County Code regarding Overhang Easements. In the past, Palm Beach County only required a Homeowner Association letter to permit the gate to be placed within the easement. However, the new code has been revised to require the following:

1. The homeowner proposing to install the fence/gate must obtain an easement release form to be signed and notarized by the homeowner and their adjoining neighbor. This form can be obtained from the Management Company.
2. The homeowner proposing to install the fence/gate must obtain a signed and notarized Letter of Authorization from the adjoining neighbor clearly stating that they authorize said homeowner to install the gate within the neighbor's overhang easement.

Your adjoining neighbor *must* have unlimited access to their property at all times.

Verona Lakes Homeowners Association and the Verona Lakes Architectural Review Committee will not be liable for any damages to any property as a result of the placement of the fence and/or gate at any time for any reason.

In a situation where a gate/fence that is proposed to be installed encroaches on a window of the adjoining neighbor's home, the placement of said gate/fence will be reviewed on a case-by-case basis by the ARC.

NOTE: The ARC requires copies of the signed and notarized Homeowner release agreement and the Letter of Authorization in addition to the other required paperwork in order to review an application for a proposed fence and gate.

Approval will remain in effect as long as the fence/gate is maintained and in good condition and appearance.

Landscaping is no longer required to be placed in front of the gate/fence.

If an adjacent home is sold, written consent must be obtained from the new homeowner.

**VERONA LAKES ARCHITECTURAL REVIEW COMMITTEE
DESIGN AND DEVELOPMENT GUIDELINES
FENCES/GATES
(As it applies to Corner Lots)**

Fence Approval Criteria:

Three types of fencing are permitted within the Verona Lakes Community. They are Wood Shadow Box (maximum height six (6) feet), five (5) foot Black Vinyl Chain Link and five (5) foot Bronze Metal Rail Fence.

- The fence must be placed a minimum of three (3) feet from the sidewalk on typical corner lots with easement approval letters from all utility companies.
- A parallel hedge of suitable material shall be placed in front of the fence which is perpendicular to the house and is visible from the street. The hedge shall camouflage the presence of such fence.

Vertical Wood Shadow Box:

- All materials shall be pressure treated
- Fence construction method must be “post incorporated”. Fence structure must have a good finish on both sides.
- All fence materials must remain natural and may not be painted or stained
- All vertical slats must have dog-eared tops and spacing should be a maximum of four (4) inches.

Black Vinyl Chain Link:

- The fence must be a complete black vinyl system including the posts, rails, caps, etc. Painting is not acceptable.

Metal Rail Fence:

- The fence must be bronze in color.
- The fence must be no higher than 5 feet
- The spacing between the vertical rails must be a maximum of 4 inches.

NOTE: Wood fences are prohibited in the rear of properties that have lake or canal access.

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FENCES/GATES
(As it applies to Corner Lots)

Gate Approval Criteria:

The gate is permitted to be located in the following two locations:

- At the back corner of the house adjacent to the adjoining home's privacy wall.
- No closer to the front of the home than 10 feet.

If a homeowner chooses to install the gate at the ten (10) foot mark from the back corner of the house, the Homeowner must adhere to the Palm Beach County Code regarding Overhang Easements. In the past, Palm Beach County only required a Homeowner Association letter to permit the gate to be placed within the easement. However, the new code has been revised to require the following:

1. The homeowner proposing to install the fence/gate must obtain an easement release form to be signed and notarized by the homeowner and their adjoining neighbor. This form can be obtained from the Management Company.

2. The homeowner proposing to install the fence/gate must obtain a signed and notarized Letter of Authorization from the adjoining neighbor clearly stating that they authorize said homeowner to install the gate within the neighbor's overhang easement.

Your adjoining neighbor *must* have unlimited access to their property at all times.

Verona Lakes Homeowners Association and the Verona Lakes Architectural Review Committee will not be liable for any damages to any property as a result of the placement of the fence and/or gate at any time for any reason.

In a situation where a gate/fence that is proposed to be installed encroaches on a window of the adjoining neighbor's home, the placement of said gate/fence will be reviewed on a case-by-case basis by the ARC.

NOTE: The ARC requires copies of the signed and notarized Homeowner release agreement and the Letter of Authorization in addition to the other required paperwork in order to review an application for a proposed fence and gate.

Approval will remain in effect as long as the fence/gate is maintained and in good condition and appearance.

If an adjacent home is sold, written consent must be obtained from the new homeowner.

**VERONA LAKES ARCHITECTURAL REVIEW COMMITTEE
DESIGN AND DEVELOPMENT GUIDELINES**

GUTTERS AND DOWNSPOUTS

Approval Criteria:

The gutters must be six (6) inches in size, white in color and made of flexible aluminum material.

The downspouts must be six (6) inches in size, white in color and made of flexible aluminum material.

VERONA LAKES ARCHITECTURAL REVIEW COMMITTEE
DESIGN AND DEVELOPMENT GUIDELINES

LANDSCAPING

Approval Criteria:

1. All landscape material (trees, shrubs, plants and flowers) must be placed within a planting bed.
2. Landscape material must be consistent with others in the neighborhood and be of the type suitable for South Florida.
3. If existing trees are to be removed, they must be replaced with the same quality, quantity and size as the tree that is removed. This requirement is not only enforced by Verona Lakes Homeowners Association but is in adherence with the codes enforced by Palm Beach County.
4. If existing shrubs are to be removed, they must be replaced with shrubs sufficient enough to complete a planting bed of the same square footage.
5. All newly planted trees, shrubs, plants and flowers must be placed on the lot in such a manner that the foliage will not shed onto the neighbors property. They must be trimmed and maintained without requiring access to the neighbor's property. All tree, shrub, plant and flower roots must be properly pruned to prevent intrusion and damage to any and all adjoining lots.
6. No hedge (as hereinafter defined) on any lot shall exceed six (6) feet in height. Any hedge on a lot adjacent to the lake or canal shall not exceed three (3) feet in height. Adjacent means the portion of a hedge that is between the lake and a point on a side lot line that is perpendicular to the closet point on the rear wall of a dwelling unit. Any hedge on a lot adjacent to the lake or canal shall not exceed three (3) feet in height that runs parallel to the rear property line. If the written consent of both adjacent lot owners is obtained, the portion of the hedge on such side lot line and rear property line may be maintained at six (6) feet, until one lot owner withdraws their consent. If an adjacent home is sold, written consent must be obtained from the new owner. A hedge is defined as any three (3) or more plants having woody stems which are planted closely together and form a barrier.
7. No change in the condition of the soil or level of the land (berming and planting) on any portion of the property, shall be made which results in any permanent change in the flow or drainage of surface or subsurface water within Verona Lakes or which detrimentally affects any adjoining residence.

**VERONA LAKES ARCHITECTURAL REVIEW COMMITTEE
DESIGN AND DEVELOPMENT GUIDELINES**

MISCELLANEOUS PROVISIONS

Common Property

Lot owners are not permitted to erect, construct or locate any type of structure or plant any type of vegetation that encroaches upon the common property of the Association. Any structure or vegetation that encroaches upon common property may be removed by the Association at any time without warning and any cost of removal will be the responsibility of the lot owner that caused the encroachment. Common property is defined as property that is not deeded to a lot owner.

Wells:

Homeowners are permitted to install a well on their property provided that:

- The well depth is tested to be beyond the rust water level
- Proof of depth testing, along with contractor information, is provided to the ARC with the application
- If the well water stains the home, the homeowner must paint the discolored area of the home within thirty (30) days of the occurrence.

**VERONA LAKES ARCHITECTURAL REVIEW COMMITTEE
DESIGN AND DEVELOPMENT GUIDELINES**

PATIO, FRONT and REAR SCREEN ENCLOSURES

Approval Criteria:

Patios:

Concrete, interlocking pavers, stamped concrete and Chattahoochee patios are permitted provided that:

- The color of the stamped concrete or interlocking pavers must be consistent with existing house colors.
- No change in the condition of the soil or level of the land on any portion of the property shall be made which results in any permanent change in the flow of drainage of surface or subsurface water within Verona Lakes or which detrimentally affects adjoining residence.

Rear Screen Enclosures:

The screen enclosure frame must be the same color as existing house window frames (white). The screen fabric material should be the same color as the existing house window screens (charcoal). The screen enclosure, whether flush with the existing patio or extended beyond the patio, must compliment the existing architectural lines of the home in addition to adhering to any and all Palm Beach County regulations.

Front Screen Enclosures:

Front screen enclosures must be framed white. The screen fabric material should be the same color as the existing house window screens (charcoal). The front screen enclosure designs will be reviewed on a case by case basis. The screen style must adhere to the overall architectural design of the home.

**VERONA LAKES ARCHITECTURAL REVIEW COMMITTEE
DESIGN AND DEVELOPMENT GUIDELINES**

PATIO/PORCH ADDITIONS

Approval Criteria:

1. Patio/porch roofs must be the “Built-Up” type (wood frame) or conventional roof truss and tile. Metal roofs (such as aluminum, etc.) are not permitted within the Verona Lakes community.
2. Patio/porch materials must be of the same type and appearance as the main structure of the home (i.e. – stucco, fascia and roof tile).
3. The patio/porch paint colors must match the existing house paint colors.
4. The patio/porch fascia must be painted the same color as the house fascia.
5. The patio/porch stucco must be painted the same color as the house stucco.

**VERONA LAKES ARCHITECTURAL REVIEW COMMITTEE
DESIGN AND DEVELOPMENT GUIDELINES**

POOLS AND SPAS

Approval Criteria:

1. All pool/spa equipment (pump, filter and heater) must be placed on the lot in a location so as not to be a disturbance to the adjoining neighbor.
2. There shall be no storage of material or debris during construction that is visible from the front of the home.
3. No change in the condition of the soil or level of the land on any portion of the property shall be made which results in any permanent change in the flow or drainage of surface or subsurface water within Verona Lakes or which detrimentally affects any adjoining residence.
4. Pools must be installed below grade. No above ground pools are permitted. Above ground portable spas are permitted.
5. Access for construction shall be within the boundaries of the lot under construction. No access for any reason shall be via a common association area or a vacant developer lot.
6. All pools and spas require an enclosure whether it is a fence or screen. Application for this enclosure must accompany the pool application.

Note: A \$2,000.00 security deposit check must be included with the ARC application. The check will be deposited in a non-interest bearing account and the money will be refunded following the installation of the pool and the restoration of all common property. To receive the refund following completion contact management to schedule an inspection.

**VERONA LAKES ARCHITECTURAL REVIEW COMMITTEE
DESIGN AND DEVELOPMENT GUIDELINES**

STORM SHUTTERS (REMOVABLE)

Approval Criteria:

- Removable panels as provided by the builder, may be used on all openings on all sides of the house.
- The panels must be stored inside of the home or garage.

STORM SHUTTERS (PERMANENT)

Approval Criteria:

Accordion (folding) Shutters and Roll Up Shutters

Accordion shutters are permitted provided that:

- The header sills and tracks must be compatible to the color of the exterior of the home.
- The folding slats must be of the type that are fully stacked on each side of the opening when in the stored position.

Roll Up Shutters are permitted provided that:

- Housings must be installed as high and close to the soffit where possible.
- Housing and tracks, if needed, must be painted to match the existing stucco.

Additionally, if the shutters are equipped with electric motors, there shall be no exposed wires or conduit on the outside of the home.