



ARCHITECTURAL CONTROL COMMITTEE
STANDARDS AND GUIDELINES
FOR SINGLE FAMILY HOMES & VILLAS
WITHIN THE SANDPIPER COMMUNITY

HANDBOOK FOR PROPERTY OWNERS

APPROVED BY THE BOARD OF DIRECTORS

DATE: December 3, 2012

All other Architectural Control Committee Guidelines are hereby voided

Version 1.0

TABLE OF CONTENTS

PURPOSE OF THE HANDBOOK	4
BASIS FOR AND OBJECTIVES OF PROTECTIVE COVENANTS	4
ROLE OF THE ARCHITECTURAL CONTROL COMMITTEE	5
ALTERATIONS REQUIRING REVIEW AND APPROVAL BY THE ARCHITECTURAL CONTROL COMMITTEE	6
ALTERATIONS THAT WILL NOT REQUIRE REVIEW AND APPROVAL BY THE ARCHITECTURAL CONTROL COMMITTEE	7
DESIGN STANDARDS	8
ADDITIONS OR ALTERATIONS	8
AWNINGS	8
DRIVEWAY EXPANSIONS	8
EXTERIOR PAINTING	8
FENCES	8
LANAIS	9
MAJOR LANDSCAPING CHANGES	9
PATIOS	9
RAIN BARRELS	9
RELOCATION OF HEAT PUMPS/ AIR CONDITIONERS	10
SATELLITE DISH ANTENNAS	10
SCREEN ROOMS	10
SWIMMING POOLS AND HOT TUBS	10
WINDOW PROTECTION	10

USE RESTRICTIONS	11
FLAGPOLES	11
GUESTS	11
HOLIDAY DECORATIONS AND LIGHTING	11
MAINTENANCE OF HOME	11
MAINTENANCE OF PROPERTY	11
PARKING	12
PETS	13
SIGNS	13
APPLICATION AND REVIEW PROCESS	14
ENFORCEMENT PROCEDURES	16
FINES REGARDING ARCHITECTURAL VIOLATIONS OR USE RESTRICTION VIOLATIONS	17

PURPOSE OF THE HANDBOOK

The purpose of this handbook is to familiarize homeowners with the objectives, scope and application of the architectural standards and guidelines, which will be used to maintain the aesthetic appearance and environmental quality of our community.

The handbook provides specific standards and guidelines that have been adopted by the Board of Directors of the Sandpiper Property Owners Association. It also explains the application and review process that must be followed by homeowners seeking approval for any exterior modifications or changes to their homes or lots that are subject to approval by the Architectural Control Committee. **Homeowners are reminded that approval by the Committee for a proposed change does not remove the need to obtain the appropriate permits from the City of Lakeland.**

This handbook will serve as a valuable guide to assist homeowners in preparing acceptable applications for review by the Architectural Control Committee. All homeowners are encouraged to familiarize themselves with its contents and to retain the handbook for future use.

BASIS FOR AND OBJECTIVES OF PROTECTIVE COVENANTS

The legal documents for the Property Owners Association include the Declarations of Covenants, Conditions and Restrictions and the By-Laws. They impose restrictions and specify the process for obtaining approval for changes, improvements or alterations to a homeowner's property. Legally these covenants and by-laws are part of the deed for each home and are binding upon all homeowners and their successors in ownership, irrespective of whether or not the homeowners are familiar with them. The primary purpose of this handbook is to establish design guidelines for the entire community in order to achieve the following objectives:

- Maintain consistency with the overall design concept of the community.
- Promote harmonious architectural and environmental design qualities and features.
- Promote and enhance the visual and esthetic appearance of the community.
- Maintain a clean, neat, orderly appearance.

The enforcement of design standards not only enhances the physical appearance of the community, but also protects and preserves property values. Our intent is to develop fair and reasonable standards that are enforceable to keep Sandpiper Golf and Country Club the wonderful community that it is.

ROLE OF THE ARCHITECTURAL CONTROL COMMITTEE

All homeowners are automatically members of the Sandpiper Golf and Country Club Property Owners Association. The Association is a not-for-profit corporation that owns and is responsible for the upkeep and maintenance of all common properties within the community.

The Association is also responsible for the administration and enforcement of all covenants and restrictions. The Covenants allow the Board of Directors to appoint an Architectural Control Committee, whose responsibility it is to enforce the architectural standards and guidelines approved by the Board of Directors.

The Architectural Control Committee will review and approve or disapprove applications submitted to it by homeowners for any exterior additions and /or alterations to a home or property using Design Standards and Guidelines approved by the Board of Directors.

The Committee will also investigate any appearance complaints relative to property or homes not maintained in compliance with the guidelines and if necessary refer the complaint to the Board of Directors for enforcement.

ALTERATIONS REQUIRING REVIEW AND APPROVAL BY THE ARCHITECTURAL CONTROL COMMITTEE

Any changes, permanent or temporary, to the exterior appearance of a home or lot, except those specifically exempt by these guidelines will require review and approval by the Architectural Control Committee. The review process is not limited to major additions or alterations, such as adding a room, lanai, deck or patio. It also includes minor items such as changes in color or materials.

Homeowners requesting approval of an alteration must submit an Architectural Change Request Form to the Architectural Control Committee and receive approval before making the change. Architectural Change Request Forms are available at the Sandpiper Administration Office.

Alterations requiring approval include:

- Additions or Alterations to the exterior of the home
- Awnings (Cloth or Canvas)
- Driveway Expansions
- Exterior Painting-house or driveway, if existing color changes or color is not in the Sandpiper color scheme guide
- Lanai
- Major Landscape Changes
- Patios
- Rain Barrels
- Relocation of Heat Pumps/Air Conditioners
- Replacement of fascia and/or soffit
- Satellite Dish Antennas
- Screen Rooms
- Swimming Pools and Hot Tubs
- Windows Protection, if existing size will change

**ALTERATIONS THAT WILL NOT REQUIRE REVIEW AND APPROVAL BY
THE ARCHITECTURAL CONTROL COMMITTEE**

There are changes to the exterior appearance of a home or property that do not constitute a modification that will require approval by the Architectural Control Committee.

Alterations which will not require approval are:

- Driveway replacements
- Gutters and Downspouts if they do not exceed 6 inches in width and are color compatible with the house and trim
- Landscaping that supports “Florida Friendly” concepts except major landscaping changes will require prior approval of the committee.
- New garage doors
- New house or driveway paint, if the existing color is in the approved Sandpiper color scheme guide and the new paint is a match to the existing color
- New windows and doors, if the size remains the same as existing
- Propane Tanks, if underground
- Repair of Fascia and/or Soffit
- Roof replacement, if the new roof will consist of asphalt shingles
- Screen for Garage, if color compatible with the house
- Solar Tubes, Solar Panels, Skylights, Exhaust Fans and Roof Vents
- Trellis, if used for flowers and vines and not for fence
- Water Softeners if located in the garage or underground

Note: If any change is being contemplated and is not specifically referred to in these guidelines, then an approval must be obtained from the Architectural Control Committee.

DESIGN STANDARDS

The following design standards will be used by the Architectural Control Committee during their approval review:

- **Additions or Alterations**
 1. No alterations to, or changes in the exterior appearance of the home of any property owner, including but not limited to, the addition of rooms, porches, window air conditioning units, or enclosures, shall be permitted except with the prior approval of the Committee. Exterior appearance should match the appearance of the existing structure.
- **Awnings (Cloth or Canvas)**
 1. The color of the Awning must be a solid color and must be compatible with the colors of the house. Striped awnings will not be approved.
 2. A color sample of the awning must be included with the approval request.
 3. Replacement of existing awnings does not need approval if the color remains the same.
- **Driveway Expansions**
 1. Driveway expansions must maintain a 5 foot separation between landscape borders, trees or structures to allow access by lawn maintenance equipment.
 2. A sketch of the expansion including distances from property lines and structures is required to be submitted with the approval request.
- **Exterior Painting**
 1. An approval is not required to re-paint or touch up an object to match the original color. However, all exterior color changes must be approved. This requirement applies to exterior walls, doors, shutters, driveways, trim and other appurtenant structures. Refer to the Sandpiper Paint Guide Book.
 2. Whites, creams, grays, and beiges are universally accepted exterior paint colors. Contrasting colors must come from the Sandpiper Paint Guide Book.
- **Fences**
 1. No perimeter fences are allowed.

- **Lanais**

1. Lanais, if possible, should be located in the rear yards. Lanais may be located in side yards if a location in the rear yard is not practicable.
2. Lanais must have a sloped roof that meets the requirements of the City of Lakeland.
3. Lanais with a permanent roof in Sandpiper West must be at least 15 feet from the rear property line and 5 feet from the side property line.
4. Lanais with a permanent roof in Sandpiper East must be at least 20 feet from the rear property line and 7 feet from the side property line.

- **Major Landscaping Changes**

1. A sketch plan with dimensions showing the locations of the proposed changes must be submitted for review. The plan must indicate the type of landscaping proposed including all elements of the design.
2. Please allow a 5 foot clearance adjacent to flower beds for the lawn mowers.

- **Patios**

1. Patios in Sandpiper West must be at least 5 feet from the rear property line and 5 feet from the side property line.
2. Patios in Sandpiper East must be at least 5 feet from the rear property line and 7 feet from the side property line.

- **Rain Barrels**

1. Rain barrels may be located in the front or back of the home as long as the design and appearance of the barrel complements the appearance of the home. The final decision as to whether a rain barrel complements the appearance of the home will rest solely with the Architectural Committee.
2. A 50 gallon sealed barrel is the maximum size allowed and must be fitted with an overflow outlet and spigot.
3. A maximum of two barrels may be connected to increase capacity.
4. All system components must be suitable for their intended use.
5. Rain barrels, tanks or cisterns larger than 50 gallons must be underground.

- **Relocation of Heat Pumps/Air Conditioners**
 1. Heat Pumps/Air Conditioners may not be relocated to an area when they will interfere with the peaceful enjoyment of a neighbor's property.

- **Satellite Dish Antennas**
 1. Satellite Dish Antennas, if possible, must be located on the rear portion of the roof.
 2. Satellite Dish Antennas may not exceed 24 inches in diameter.

- **Screen Rooms**
 1. Screen rooms in Sandpiper West must be at least 5 feet from the rear property line and 5 feet from the side property line.
 2. Screen rooms in Sandpiper East must be at least 5 feet from the rear property line and 7 feet from the side property line.

- **Swimming Pools and Hot Tubs**
 1. Swimming Pools and Hot Tubs must meet the setbacks requirements and comply with the building codes of the City of Lakeland.

- **Window Protection**
 1. Window protection for homes adjacent to the golf course is allowed. The design of the protection material must be included with the approval request.
 2. Hurricane window protection systems are allowed. The specifications for the proposed system must be included with the approval request. Hurricane protection systems, with the exception of hurricane screens, may only be in place during the hurricane alert.

USE RESTRICTIONS

- **Flagpoles**
 1. One (1) flagpole per house is allowed, with a maximum height of 25 feet.
- **Guests**
 1. Guests must park in the homeowner's driveway, or in designated areas with prior approval.
 2. Homeowners are responsible for their guests conduct.
 3. Children under age 16 using any facilities must be accompanied by an adult.
- **Holiday Decorations and Lighting**
 1. Homeowners may display a reasonable number of holiday decorations and lighting, beginning no more than 30 days prior to a publicly observed holiday or religious observance and remaining up for no more than 20 days thereafter. This includes holiday signs.
- **Maintenance of Home**
 1. Homes must be kept clean and in good repair. Exterior antennas are prohibited. Collapsible/umbrella laundry hangers are permitted at the rear of the home, but must be kept down when not in use.
- **Maintenance of Property**
 1. Each property owner must maintain their property in good condition and comply with health and safety codes. Trees must be kept pruned so as not to obscure street lights and not interfere with lawn mowing.
 2. In the event an owner fails to maintain their property, the Association shall have the right, but not the obligation, after ten(10) days notice to the owner specifying the default, to enter upon the property for the purposes of cleaning and / or removing trash and otherwise maintaining the property and restoring it to good condition. The Association shall be entitled to bill and charge the owner a reasonable charge for such services and put a lien on the property until charges are paid.

- **Parking**

1. Any vehicle parked in Sandpiper must be properly licensed and registered.
2. Parking is not permitted on city streets between midnight and 6 am, with the following exception:
 - a. Recreational vehicles that cannot fit in the driveway may be left on the street for 24 hours before and after a trip.
3. A permit may be requested from the Board of Directors for approval to park a vehicle on the street for a limited time during special circumstances.
4. Travel trailers, recreation vehicles, boats and large trucks may not be parked on the lawn or driveway with the following exceptions:
 - a. Recreational vehicles may be parked in the driveway for a maximum of 48 hours to charge batteries, clean, load or unload the vehicle.
 - b. A guest may park a recreational vehicle in a resident's driveway for a maximum of 48 hours.
 - c. Recreation vehicles parked in driveways may not extend out into the street.
5. Overnight parking in common areas is forbidden without prior approval from the Board of Directors. Security will be informed when approval is granted. All other vehicles will be ticketed.
6. No one may sleep in a vehicle parked on a resident's property or in any common areas. These are violations of City ordinances and the Lakeland Police Department will be notified.
7. Sandpiper residents may park their recreation vehicles, trailers and boats in a secured area owned and operated by the Sandpiper Board of Directors for a fee determined by the Board of Directors.
8. Guests may park their recreation vehicles, trailers & boats in the secured area for a fee determined by the Board of Directors.
9. Golf carts may be parked on slabs adjacent to or behind the homeowner's house.
10. Repairs or major maintenance of motor vehicles, travel trailers, boats, etc. on a residents property is prohibited.
11. Parking on lawns is prohibited.

- **Pets**
 1. Pets must not be allowed to run free.
 2. Pets may not be placed in a pen and left outside.
 3. Pets (except service animals) are not permitted in any facility or recreation venue.
 4. Owners are responsible for the pick-up and proper disposal of pet waste.
 5. Permission to keep a pet may be revoked if the pet becomes a nuisance due to odor, unacceptable behavior or excessive barking.

- **Signs**
 1. No more than two for sale or for rent signs not larger than 18 inches by 24 inches may be displayed from the interior of windows.
 2. A small (12 inches x 12 inches max) sign that states the property is protected by a security alarm system may be displayed in the front yard.
 3. A contractor may display a sign advertising their business during the hours that workers are on site and working, but must remove the sign at the end of the working day.
 4. Political signs are prohibited.
 5. There shall be no signs or advertising indicating that a business is being operated on a homeowner's property.

APPLICATION AND REVIEW PROCESS

According to the Covenant, Article V, the Property Owners Association Board of Directors will annually appoint an Architectural Control Committee. The committee will elect a chairperson, vice-chair and secretary. One member of the Board of Directors will also be present as a liaison. Minutes will be taken at every meeting. If a property owner requests a recording of the meeting, a copy can be provided with all expenses paid by the property owner.

Any exterior changes that require review and approval by the Architectural Control Committee are to be made in writing on Architectural Form AR-1/2004, and submitted to the Sandpiper office. Any surveys, contractor drawings, examples of materials, etc, that will clarify the change for the Architectural Control Committee will be appreciated. All requests should state when the job is expected to be completed. If the submitted request is unclear, the matter may be held over until clarification is received.

Any exterior paint changes that also need review must be submitted in writing on Paint Form (AR-3/2005) and submitted to the Sandpiper office. The Sandpiper paint color guide should be used if at all possible when choosing paint colors. Whites, creams, beiges, and grays are universally accepted neutrals for outside paint colors, but a contrasting color should come from the selection in the color guide. Paint swatches should be submitted for the Architectural Control Committee's clarification. Previous or existing colors do not guarantee automatic approval.

The Architectural Control Committee will meet the second and fourth Tuesday of every month in the conference room of the Sandpiper office at 1:00 pm. Sometimes, the meetings will fall to one a month during the summer (June, July and August), based on vacation plans of the volunteers. All requests will be reviewed during the Architectural Control Committee meetings. If any resident would like to attend, or present their change, they are welcome to attend the meeting. If a request is denied, the Architectural Control Committee chair or vice-chair will notify the resident and explain the reason for the denial. The Architectural Control Committee is bound by the Covenants and By-Laws and by the guidelines approved by the Board of Directors. The goal of the Architectural Control Committee is to maintain appearance standards in Sandpiper and try to achieve fairness and consistency when approving upgrades to a property.

After the meeting, residents will receive a signed copy of the approved or disapproved request for their records. Any disapproved requests will be followed by a letter stating the reasons. Property owners making a request should allow at least two weeks for the review process to take place. If a request is denied, and the resident chooses to make the change anyway, the enforcement procedures, as stated in this handbook, will commence.

The Architectural Control Committee will review all requests and appearance complaints made in writing to the office. At least three (3) members of Architectural Control Committee must sign all approved requests and compliance letters. The Board Liaison is not allowed to vote, but is considered an invaluable tool for guidance with difficult cases. The Architectural Control Committee's chair may vote if there is a shortage of committee members attending.

Appearance complaints will also be handled by the Architectural Control Committee. The complaint must be in writing and signed (although that information will not be released). In the case of abandoned or foreclosed properties the Board Liaison may authorize use of budgeted funds to hire a landscape cleanup. If possible a picture should be submitted with a complaint. Once discussed at a regular meeting, the appropriate measures will be taken as outlined in this handbook. The complainant will also be notified of the action being taken. When necessary, the Board of Directors have the authorization to issue fines to enforce the standards contained in this Handbook.

If a resident has not been notified by the Architectural Control Committee within 30 days of making their written request, automatic approval is assumed. However, once approval has been issued, work must be completed within 60 days, unless otherwise stated on the request.

ENFORCEMENT PROCEDURES

The Board of Directors has the authority as provided in the Declaration of Covenants, Articles of Incorporation, By-Laws and Florida Statutes, to establish these enforcement procedures and fines.

The following enforcement procedures will be used to ensure compliance:

- A violation of these standards and guidelines may be observed and reported to the Architectural Control Committee by a member of the Committee or a homeowner. Anyone wishing to report a potential violation must submit a written notification to the Committee on a complaint form available at the Association's administration office.
- The alleged violation will be investigated by a member of the Committee to determine if a violation does exist.
- If a violation has been confirmed, the Committee will send a First Notice of Violation to the homeowner. The notice will request that the homeowner notify the Committee in writing within 10 days of the action that will be taken by the homeowner to correct the violation.
- If no response to the First Notice is received within 10 days or the violation continues after 14 days, the Committee will send a Second Notice of Violation by certified mail to the homeowner. The Second Notice will notify the homeowner that the violation must be remedied within 14 days from the date of the Second Notice or that the homeowner must submit within 10 days of the Second Notice a plan to rectify the violation in a timely fashion.
- If no response to the Second Notice is received within 10 days or the violation continues after 14 days the Committee will turn the matter over to the Board of Directors for appropriate action.
- Multiple recurrence of the same violation shall not require first and second notices to be sent before proceeding to the Board of Directors for appropriate action.

**FINES REGARDING ARCHITECTURAL VIOLATIONS OR USE
RESTRICTION VIOLATIONS**

At a duly called meeting of the Board of Directors held on February 1, 2010, the Board of Directors approved and adopted the following rules, regulations, policies and guidelines with respect to fines:

- The Board shall have the right to levy a fine of \$100.00 per violation against any homeowner or any tenant, guest or invitee who violates any covenants, restrictions, rules, regulations or guidelines, including without limitation, with respect to any Architectural Control Committee Standards and Guidelines as adopted or promulgated by the Board of Directors.
- If the violation is not corrected within 30 days of written notice of such fine, the fine levied on the basis of each day of a continuing violation and the amount thereof shall be determined in accordance with the following schedule:

31 to 60 days	an additional \$ 50.00
61 to 90 days	an additional \$100.00
91 to 120 days	an additional \$150.00
121 to 150 days	an additional \$500.00

- In accordance with Florida Statutes, Section 720.305 (2) (a) (2009), as may be amended, a fine may not be imposed without written notice of at least 14 days to the person sought to be fined and an opportunity for a hearing before a committee appointed by the Board of Directors.
- All fines must be paid by cashier's check, certified check or money order made payable to Sandpiper Golf and Country Club.
- Fines shall not be construed to be an exclusive remedy; and shall exist in addition to all other rights and remedies to which Sandpiper Golf and Country Club may be otherwise legally entitled.