

Mote Ranch Homeowners Association

Guidelines for Exterior Modifications and Alterations

Introduction:

Mote Ranch is a Deed Restricted Community. By purchasing a home here you became part of that community. You agreed, when altering or adding to the exterior of your home and/or lot, to abide by the **Mote Ranch Homeowners Association Declaration of Covenants And Restrictions** and the modification or alteration criteria established by the Modifications Committee.

Architectural control refers to the rules that regulate a homeowners' ability to alter their property and the standards by which they must maintain their property. Many communities, including Mote Ranch, have architectural control committees which are set up by provisions in the governing documents. These committees review applications submitted by homeowners that wish to modify their property. The committee decides whether the modification is acceptable or not acceptable within the parameters of the governing documents and current guidelines. Examples of modifications are: building a fence, replacing grass with another type of grass, changing the color of the home, or changing the types of roof tiles used. Any decisions of the committee must be consistent with the governing documents and with past decisions made by the committee.

The purpose of the architectural control committee is to ensure that owners are complying with the governing documents with regard to the maintenance or modification of their property. The authority of an architectural control committee to impose community guidelines with respect to any parcel within the community must be in the community's declaration of covenants. Many associations have a process where owners submit an application to the association before commencing any alteration to their property or exterior of their homes', and the committee reviews the applications and either approves or denies.

The reason for these rules are to ensure property values stay at a certain level by creating a standard aesthetic appeal that the association and its homes must maintain. The rules regulating how homeowners' properties must be maintained are especially prevalent in homeowners associations and are often the biggest points of contention between homeowners and the association. The rules can range anywhere between the specified length in inches that the grass must be cut, the height of shrubs, the color that the homes may be painted, and type of mailbox, etc.

The Modifications Committee at Mote Ranch

The Modifications Committee has responsibility for approval or denial of exterior modifications and alterations to private property within the Mote Ranch Community. The MC is comprised of volunteer members of the Association and all MC members are appointed by the Board of Directors. The intents of the Committee are to be homeowner friendly, to work with homeowners when an exterior modification request has been submitted, and to focus on the best efforts to maintain the integrity and harmony of the Mote Ranch Community. The Committee strives to make objective decisions based upon, but not limited to, the following factors: conformity to the neighborhood, color, materials, quality, style, size, location, compatibility, and visibility from any street. Other factors will be considered as necessary by the Committee and may include specifics not itemized within this document. An approved modification which has not been completed is not eligible to be transferred with any change of ownership of the property.

When is an application required?

Most exterior modifications for your home and lot require review and approval by the Modifications Committee prior to any work being done. These include, but are not limited to, landscaping and planting, exterior painting, installation of any structure or home addition, or any other work covered by these Guidelines or the Mote Ranch Declaration of Covenants. Consult these guidelines to determine if you are required to submit a Modification Request. If you are unsure, please submit any questions to the Management Company or review your HOA Document relative to the Modifications for a home in Mote Ranch

It is important to submit a completed MC request for any modification or alteration even if not sure because if a modification or alteration is made and does not conform to the criteria an owner may be fined and be required at their cost to restore their property to the original condition prior to the modification or alteration.

The Modification Request form is available for download at the Mote Ranch website and at the website of the Management Company.

The Process:

1. The homeowner submits the Request Form, fully and properly completed along with all supporting documentation no later than SEVEN (7) days prior to the Modifications Committee (MC) Meeting. Contact the Management Company or refer to the Mote Ranch website for times and dates of MC meetings.

2. Upon receipt, the Management Company logs in and then enters all Requests in the online database for access by Committee members.
3. Prior to the meeting, Committee members may contact you for clarification or to obtain more information concerning your Modification Request.
4. At the meeting, Committee members will consider the requests. Those homeowners present at the meeting will have their requests considered first. Homeowners need not be present at the meeting. No new requests will be accepted for consideration at the meetings. Any homeowner may attend the meetings.
5. Requests will be approved, denied, or in cases where more information or documentation is needed, tabled to be considered at the next meeting. Approval may entail particular stipulations required by the Modifications Committee.
6. Subsequent to the meeting, within 48 hours, homeowners whose modification requests were considered at the meeting will be notified via email of the Committee decision for their request.
7. The online database will be updated to reflect the decisions.
8. Should your Modification Request be denied, you may resubmit the request with the recommended changes from the denial for a second review. The MC will only accept one (1) re-submission for each alteration or modification requested.
9. After obtaining approval, homeowners have six (6) months to start the project. The project must be completed within six (6) months after the start.
10. When the project is completed, the homeowner must notify the Management Company to arrange for inspection and final approval.

Stipulations:

Applications may be approved conditionally by the Modifications Committee and the letter of approval may contain stipulations. The homeowner is responsible for compliance with ALL stipulation(s). Failure to comply could result in a fine or other remedial action taken at the cost to the homeowner.

Modification Guidelines and Specifications

Table of Contents	Page
Air Conditioners and Mini-Splits	6
Awnings	6
Basketball Backboards	6
Borders For Landscaping	6
Driveways and/or Walkways	7
Decks and Patios	7
Dog House and Dog Runs	7
Electronic Insect Traps	7
Exterior Lighting	8
Fences	9
Flagpole and Flagpole Mounts	9
Generators	10
Gutters and Downspouts	10
Holiday Decorations	10
House Numbers	10
Hurricane Shutters	11
Landscape Beds	11
Lawn Ornaments and/or Statues	11
Mailboxes	12
Newspaper boxes	12
Painting or Staining – Exterior Only	13
Play Ground Equipment	13
Propane Tanks	14
Roof Replacement	14
Room Additions	14
Satellite Dishes	15
Screened Lanai	15
Screen Doors and Screened Entryways	15
Screening for Pool Equipment and Trash Containers	16
Sheds, Pergolas and Gazebos	16
Solar Panels:	16
Swimming Pool and/or Pool Cage	17
Tree Removal, Replacement and/or Planting	17
Window Boxes	17

Air Conditioners and Mini-Splits

- Any permits required by the State or County governing authorities must be obtained and are solely the responsibility of the homeowner.
- Window mounted air conditioners are not permitted in Mote Ranch.
- Mini-split A/C units, for example those used for garages, with either ducted or ductless evaporators require MC approval prior to installation or any related construction.
- Outside condensing units must be a minimum of 12 feet from the front or street-facing wall of the garage or home. Tops of wall-mounted units may be no more than 60" above grade level.
- Line-set covers must be painted the same color as the wall of the home.
- Screening plantings are suggested to prevent the unit from being seen from the front of the home.

Awnings

- Door or window awnings are not permitted except inside a screened lanai or pool cage.

Basketball Backboards

- Permanently mounted basketball backboards are not allowed in Mote Ranch.
- Temporary backboards may be used, but must be stored out of sight when not in use and may not be left out overnight.

Borders For Landscaping

- Borders constructed of these materials require no approval from the MC.
 1. cast concrete forms no more than 12" tall.
 2. pave stones singly or stacked no more than 3 layers tall
 3. stones set in the ground
 4. Commercially available rubber or plastic edging.
- Any other type of construction requires review and approval by the MC prior to installation.

Decks and Patios

- New construction, or exterior alteration or enlargement of any existing deck or patio requires approval prior to the start of any construction or other work.
- Any permits required by the State or County governing authorities must be obtained and are solely the responsibility of the homeowner.
- Decks or patios in front yards are not allowed and will not be approved.

Driveways and/or Walkways

- Any change in form, color or materials requires MC approval including etching, painting, removal of existing construction or the installation of pavers.
- Replacement of existing structure without any changes as above requires no approval.

Dog Houses and Dog Runs

- Dog houses are not permitted in Mote Ranch.
- A dog run is a structure built and intended for the use of unattended containment of dog(s).
- Structures considered to be built for the purpose of acting as a dog run are not permitted in Mote Ranch. Determination of intended use will be made by the MC.

Electronic Insect Traps

- Electronic insect traps are not permitted in Mote Ranch.

Exterior lighting

- Any change to existing light fixtures or the installation of additional light fixtures requires review and prior approval by the MC. In any case where a separate neighborhood Declaration amendment applies, that Declaration holds precedence over contrary MC considerations.
- Additional lighting such as spotlights, patio or walkway lights or lampposts will be reviewed on an individual basis taking into consideration style, type, location, brightness, and any impact to neighbors. The Modification Request must include a value for luminosity in Lumens for each light.
- Luminosity limitations:
 - Garage and Entry, max of 1200 Lumens each fixture.
 - Pathway and landscaping, max of 150 Lumens for each fixture.
- No more than one free-standing gas or electric post style lamp may installed on any street front for each lot.
- Completed construction or installation will require approval by the Management Company subsequent to a night time inspection with the light(s) operable. Any lights found to be unacceptable at that time will require modification or removal by the homeowner.
- No exterior lighting emanating from a lot shall be directed outside the boundaries of the lot, whether directly or indirectly via reflection.
- Lighting characterized by intense brightness or unnatural colors will not be approved.

Fences

- Any permits required by the State or County governing authorities must be obtained and are solely the responsibility of the homeowner.
- New construction, or exterior alteration or enlargement of any existing fence requires approval prior to the start of any construction or other work.
- Fences may be approved after reviewing lot size and location. No fence between homes will be approved.
- Approved fences will have these characteristics:
 - a.** Material must be the black aluminum welded type or black vinyl-coated chain-link, no more than four (4) feet tall. No other types of fence will be approved.
 - b.** No more than one gate will be permitted. The location of any gate will be determined by the lot location and impact on the neighbors.
 - c.** Must be placed inside screening plantings. The boles of these plantings must be a minimum of three (3) feet inside the property lines unless:
 - The property line abuts a right-of-way or Mote Ranch HOA reserve or:
 - The adjoining neighbor also requests that the plantings be placed on the shared property line.
 - d.** Excepting corner lots, fences must not be visible from the front of the house and only rear fencing will be considered.
- Any subsequent addition within the fenced area requires MC approval.
- A screening hedge must be installed with the fence installation and completely cover the height and width of all sides of the fence so that the fence is not visible at the completion of the allowed installation time frame. Screening plants must remain evergreen and full all year.

Flagpoles and Flagpole Mounts

- One flag pole for a United States flag may be installed without review or approval of the MC as permitted in Florida Statute 720.307S (3): "... one portable, removable United States flag by property owners. However, the flag must be displayed in a respectful manner, consistent with Title 36 US code chapter 10".
- Any other flag installation requires MC review and approval prior to installation.

Generators

- Any permits required by the State or County governing authorities must be obtained and are solely the responsibility of the homeowner.
- Installation requires review and approval by the MC.
- Generators must be situated at least 15 feet behind the front (facing the street) wall of the home or garage and no more than five feet from the side wall of the home.
- Generators must be shielded by an approved screening method and not visible from the street.

Gutters, Collectors and Downspouts

- The installation of gutters and downspouts do not require MC approval.
- Gutters and downspouts must not be located in such a manner as to adversely affect drainage onto neighboring properties.
- Splash blocks may be black or green plastic or concrete which may be unpainted or painted the same color as the walls of the home.
- Water collectors at the eaves and above may be white or the trim color if the trim is a lighter color than the walls. Downspouts may be white or painted the same color as the exterior walls.

Holiday Decorations

- Seasonal Holiday decorative lights and ornaments may be installed and displayed only between Thanksgiving and January 7th.
- Holiday decorations or lights must be silent and must not shine directly into a neighbor's windows.

House Numbers

- House numbers must be consistent and uniform to the subdivision, a minimum of six (6) inches in height, black in color and easily visible from the street.
- Recommended placement is over the garage unless the house has a side entrance garage in which case numbers should be placed on the wall facing the street.
- Ornamental house numbers or name plates require review and approval by the MC.

Hurricane Shutters

- No MC approval is necessary for installation.
- Any permits required by the State or County governing authorities must be obtained and are solely the responsibility of the homeowner.
- Shutters must be kept in the open position (windows exposed). They may be put in the storm placement position 72 hours prior to an approaching storm and must be back in the open (windows exposed) position no later than 72 hours after the storm passes.
- The application of reflective film to windows is not permitted.
- Shutters located in the front or on the side of the home are to be white or painted the base color of the home.

Landscape Beds

- The addition or expansion of landscaping beds requires MC review and approval. Drawn plans must be submitted and include location(s) on the lot and dimensions in feet or meters.
- Plantings should be carefully selected so that when fully grown they will be appropriate height and breadth for their location in the yard.
- All plantings must be a minimum of three (3) feet inside the property line unless:
 - The property abuts a right-of-way or Mote Ranch HOA reserve or:
 - The adjoining neighbor requests that the plantings be placed on the shared property line.
- Replanting and the addition of annuals and perennials in existing beds is acceptable and does not require MC review and approval provided that they blend well with the existing landscaping.
- Replacement of exiting edging does not require MC approval provided that the new edging complies with the guidelines.

Lawn Ornaments and/or Statues

- The addition of lawn ornaments and statuary, such as fountains, statues, benches, and other decorative items require MC review and approval. Statues are limited to back and side yards and should not be visible from the street.

Mailboxes

- All mailboxes must remain consistent and uniform to the subdivision. Replacements are to be constructed of materials consistent with the design of the original mailbox and must meet all United States Postal Regulations. Pictures of a typical mailbox for each neighborhood will be available online at the Mote Ranch website.
- **Mailbox Specifics By Village:**
 - Arbor Lakes = White mailbox, no slats, white support pole(s) with house number
 - Arbor Lakes Estates = Black mailbox, brown slats, brown support pole(s)
 - Chaparral = Black mailbox, brown slats, brown support pole(s)
 - Copper Ridge = Black mailbox, brown slats, brown support pole(s)
 - Grand Point = Black mailbox, brown slats, brown support pole(s)
 - Meadow lake = White mailbox, white slats, white support pole(s)
 - Misty Lakes = Black mailbox, brown slats, brown support pole(s)
 - River Bend = White mailbox, white slats, white support pole(s)
 - River Park = White mailbox, no slats, white support pole(s)

Newspaper boxes

- Newspaper boxes are not permitted in Mote Ranch.

Painting or staining – exterior only

- All exterior walls must be painted the same color, specified as the base color.
- Repainting or staining using identical colors and paint scheme does not require an application or prior approval by the MC.
- Repainting utilizing a different paint color and/or scheme will require prior MC review and approval. Water collectors at the eaves and above may be white or the trim color if the trim is a lighter color than the walls. Downspouts may be white or painted the same color as the exterior walls.
- Submission of the modification request will require the following:
 - Paint chips from the manufacturer or reference numbers to specific paint manufacturer(s) and colors which can be easily accessed online.
 - A specification of which colors will be used for trim and base color.
- Entry doors may be painted in a color other than the base or trim colors of a home.
 - Doors must be one color except that the trim for inset windows can be white.
 - Repainting the door in a different color requires review and approval by the MC.
 - Color selection should be submitted in the same manner as other exterior colors.
- Any side doors to the home should be painted white or the base color of the exterior walls.

Play Ground Equipment and Toys

- Installation of play equipment, including swing sets, playhouses and tree houses must receive MC approval prior to any construction or installation.
- Submitted requests must include web links and/or pictures, as well as a drawing detailing the desired location on the lot.
- Each request will be reviewed on the basis of size, location, lot size and configuration and natural color. All play equipment must be located in rear yards only and not be visible from any street.
- Toys must not be left in front yards overnight.

Propane Tanks

- Installation requires burial of the tank(s). Above-ground tanks are not permitted.
- Any permits required by the State or County governing authorities must be obtained and are solely the responsibility of the homeowner.

Roof Replacement

- Any permits required by the State or County governing authorities must be obtained and are solely the responsibility of the homeowner.
- Tile roofs may only be replaced with tile. Roofs constructed of composition shingles may be replaced either with tile or with composition shingles.
- Roof replacement with the exactly the same color and pattern of materials as the original requires no review by the MC.
- Replacement with materials in a different color or pattern than original require review and approval by the MC prior to any work being done.

Room Additions

- Any permits required by the State or County governing authorities must be obtained and are solely the responsibility of the homeowner.
- Room or other additions to the home must be compatible in scale, roof pitch, character, materials and color of the original house.
- The MC will require a set of elevation drawings and plans detailing construction of the addition and impact on the rest of the lot.
- Changes in grade or drainage resulting from any addition must not adversely affect adjacent properties and must be included on the site plan. A drainage plan by a qualified engineer must be obtained.
- Any landscaping additions or alterations must be specified.

Satellite Dishes and Cable Installations

- Any permits required by the State or County governing authorities must be obtained and are solely the responsibility of the homeowner.
- Approval by the MC is not required for the installation of satellite dishes, broadband equipment or over-the-air TV antennae per FCC regulations.
- The placement of dish or antenna should be out of sight from the street to the extent possible without diminishing signal strength. In all cases owners are asked to be respectful of the street aesthetics when placing antennae.
- All cables must be concealed to the greatest extent possible. No cables may be left exposed on the ground.
- Cables on the outside of the home should be painted the same color as the underlying surface.
- Satellite dishes are not to exceed one (1) meter in diameter.

Screened Lanai

- Any permits required by the State or County governing authorities must be obtained and are solely the responsibility of the homeowner.
- Application submission and approval by the MC is required prior to installation of a new lanai or prior to any alterations made to the exterior of an existing lanai.
- Framing for screens and lanais must be aluminum in white or the dark bronze used by common aluminum extrusion manufacturers. No other colors will be approved.

Screen Doors and Screened Entryways

- Installation, removal or color change requires prior review and approval by the MC.
- The submitted request must include pictures or web links to pictures of the materials or items to be used.
- A paint chip or web link to the color to be used must be submitted.

Screening for Pool Equipment and Trash Containers

- Hedges are the preferred method to screen pool equipment and trash cans from view.
- L-shaped sections of hedge of a size to create a screen of a size for only the equipment do not require MC approval.
- Modification Request submission and approval is required for any screening fences, walls or structures around pool equipment, or intended to be used for outside storage of trash containers.
- Wood and block structures, when approved, must be painted to match the wall of the home.
- Height of structure is limited to five (5) feet.
- No enclosed sheds will be approved.

Sheds, Pergolas and Gazebos

- Sheds or other structures for outside storage are not permitted in Mote Ranch.
- The addition of Gazebos, Pergolas or other decorative structures requires submission of a Modification Request and approval by the MC prior to the commencement of construction or installation.
- When approved, structures may only be installed in back yards. Approval will be based on lot location, size, impact on neighbors, view from the street.
- A submitted request for this type of structure must include any and all pertinent information including pictures or links to pictures of the intended equipment and a plot plan and/or layout with dimensions for size of the structure and location relative to the lot line and/or home.

Solar Panels

- No MC approval is required for roof-mounted solar panels. However, the homeowner must provide the Board or Management Company with the name of the installing entity and the installation timeline.
- If there are multiple roof sections which present equally efficient locations for solar panels, a roof section other than front-facing must be used.
- Solar panels may only be installed on the roof.

Swimming Pool and/or Pool Cage

- Any permits required by the State or County governing authorities must be obtained and are solely the responsibility of the homeowner.
- Installation of a new pool and/or cage requires review and approval by the MC prior to the commencement of any work. Pool cages must be aluminum framed in either white or the common dark bronze used by the aluminum extrusion manufacturers. No other colors will be approved.
- A survey or well-drawn plan indicating pool and/or cage size and location must be included with the Modification Request. A separate drawing or plot detailing landscaping around the pool should either be included with the original Modification Request or may be submitted on a separate Modification Request before landscaping work begins.
- Repainting a pool cage or lanai framing from white to dark bronze or vice versa does not require MC approval.
- Replacing a pool cage with no change in height or footprint does not require MC approval provided that the color requirements of white or dark bronze are met.

Tree Removal, Replacement and/or Planting

- All tree planting and replacement must comply with Manatee County Land Development Code Section 714.
- Canopy trees must be planted a minimum of eight feet inside property lines.
- For front yards all trees over 6 inches in diameter at 2 feet above ground level removed shall be replaced on a one-to-one basis with trees that will be of equal size when mature excepting when replacing canopy trees with palms, in which case at least two palms must replace each canopy tree.
- Trees may not be planted within the following areas:
 1. Within the right of way or within a public or private utilities easement or setback.
 2. Within drainage or conservation easements.
- Trees planted in rear yards may be removed or replaced without MC approval.

Window Boxes

- Installation or modification of window boxes requires approval by the MC prior to any construction or work being undertaken.