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# KEY LIME COVE – VILLAGE “C”

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Village “C” ARCHITECTURAL REVIEW COMMITTEE GUIDANCE BOOKLET



*Village “C” aka Key Lime Cove Architectural  
Guidelines (ARC)*

*Booklet approved by Village HOA Board of  
Directors Meeting of February 27, 2018*

JANUARY 31, 2018

## **Revision History**

Revision I May 25, 2017

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Guidelines were originally developed by Citrus Springs Master HOA.

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# KEY LIME COVE – VILLAGE “C”

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## ARCHITECTURAL REVIEW COMMITTEE GUIDANCE BOOKLET

AND

## MASTER ARCHITECTURAL REVIEW COMMITTEE RESTRICTIONS

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In accordance with Article 10 of the Declarations of Covenants, Conditions, and Restrictions of Citrus Springs and Key Lime Cove – Village “C”. This Architectural and Landscape document, in conjunction with Article 10 of the Declarations, outlines the objectives, and the standards that the ARC will use to apply architectural controls within Citrus Springs. In addition, Article 10 “Architectural Controls” of the CC&R’s gives power to the Master Association to enforce these restrictions.

"The main objective of the ARC is to make Key Lime Cove, Village “C” a pleasant, comfortable place to live, promoting a sense of community while maintaining a pleasing and marketable curb appeal, which includes the consistency in architectural style, scale, materials, and details. The primary duty shall be to supervise and control the external design, appearance, location, and maintenance of all improvements on the property and all landscaping additions. When making any decision, the ARC will consider such things as the location of the home, the effect on neighboring homes and the overall impact on the aesthetics of the community."

Each individual Village will have its own Restrictions and Guidelines which may or may not be included on the Master List.

ARC Review process: There is a combined [Key Lime Cove, Village “C” / Citrus Springs Master Homeowners Association Architectural Review Committee’s Application](#) on the Citrus Springs Master Web Site. [www.Citrus-Springs-vero.com](http://www.Citrus-Springs-vero.com). This application can be used for both Village and Master ARC submissions. Not all applications require Master ARC approval. (See the [Master Architectural Review Committee Restrictions](#) booklet on the website for items requiring Master ARC approval) All Master ARC requests must be previously approved by the by the applicant’s Village ARC. Your Village ARC’s Chairman will submit your application to the Master ARC if their approval is required.

The following pages are a list of items which **require Master ARC approval only** after the individual village has reviewed and approved the application.

Improvements Needing Key Lime Cove - Village – “C” and Citrus Springs Master ARC Approval

<u>Type of Improvement</u>	<u>Master ARC Approval Required</u>	<u>Requirements and Documentation Needed</u> <b>Note: Village ARC approval is required before the Master ARC will consider a Homeowner's application for review.</b>
<b>AWNINGS</b>	Yes	<p>Awnings of any kind shall not be installed outside the house structure and <b>may only</b> be installed within the interior of the Patio/Screen Enclosures.</p> <p>A submission for an awning should contain the proposed materials, colors and location of the awnings. Awning type shall be a roll down and must be rolled up when not in use. (Sunsetter or another similar type)</p> <p>Awning will fall under the same length restrictions as the poly roof criteria.</p> <p>See notes on page 6</p>
<b>DRIVEWAY EXTENSIONS</b>	Yes	<p>Driveway extensions shall not extend beyond the front outside width of the garage structure.</p> <p>Materials used for driveway, sidewalk or pathway additions must be pavers that match the driveway in color and design.</p> <p>Concrete driveway extensions may be concrete or pavers.</p> <p>In cases where driveways are concrete, pavers must be installed on all walkway additions. Paver style and size should match types in that community.</p> <p>See notes on page 6</p>
<b>EXTERIOR STRUCTURAL MODIFICATIONS</b>	Yes	<p>All exterior changes or structural modifications such as additions to the structure, modifications, additions or removal of windows, doors or any structural elements will require Village and Master approval. Approval is based on aesthetic appearance only. The Owner is responsible for all required county permits.</p>
<b>FENCES</b>	Yes	<p>Requires Village Board Approval Requires Master Board Approval See Master Association Fence Criteria on page 7 See notes on page 6</p>
<b>GARAGE DOORS</b>	Yes	<p>Replacement of the garage door shall be similar to the removed door. No glass window inserts are allowed.</p> <p>See notes on page 6</p>

<p><b>GENERATORS</b></p>	<p>Yes</p>	<p><b>Note: For immediate Master ARC approval an Indian River County permit must accompany your application.</b></p> <p>Whole house generators are permitted, but specifications should be submitted to the ARC, including decibel level, the size of the unit, fuel type and the amount of recharging required and the location of the generator.</p> <p>All generators must be installed on a permanent slab.</p> <p>Landscape shrubbery shall be installed to hide or lessen the view of the equipment.</p> <p>A <b>conditional approval</b> will be issued pending the owner obtaining and submitting a county permit to the Master ARC. No work may commence until the permit is issued.</p> <p>See notes on page 6</p>
<p><b>GLASS REAR PORCH/LANAI ENCLOSURES</b></p>	<p>Yes</p>	<p>The enclosure of an existing covered porch/lanai which is part of the original block construction is allowed.</p> <p>Design and specifications of materials used must be submitted, contractor’s license, and insurance verification.</p> <p>See notes on page 6</p>
<p><b>HEDGES (USED AS A FENCE)</b></p>	<p>Yes</p>	<p>All plantings being used as a fence line must follow the Master Association Fence Criteria. (page 7) Plantings must not exceed 5 feet in height. Plantings must not be planted in swale areas or in the rear common area.</p> <p>Requires Village Board Approval</p> <p>Requires Master Board Approval</p> <p>Plants on the Florida Invasive Species list are not allowed to be used in Citrus Springs. A Florida Invasive Species list can be downloaded from the Citrus Springs Master Web Site. (Citrus-Springs.com)</p> <p>See notes on page 6</p> <p><b><u>To avoid hitting a utility call 811 before digging. It’s the law</u></b></p>

<p><b>HURRICANE SHUTTERS</b></p>	<p>Yes</p>	<p>Removable galvanized steel, or aluminum panels, roll down, side sliding, or accordion hurricane shutters are permitted.</p> <p>Accordion, roll down, and side sliding shutters must be white or the color of the house, or its trim color.</p> <p>See notes on page 6</p>
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<p><b>REAR LANDSCAPING</b></p>	<p>Yes</p>	<p>Requires Master Board Approval</p> <p>Plants on the Florida Invasive Species list are not allowed to be used in Citrus Springs. A Florida Invasive Species list can be downloaded from the Citrus Springs Master Web Site <a href="http://www.Citrus-Springs-vero.com">www.Citrus-Springs-vero.com</a></p> <p>See notes on page 6</p> <p><b><u>To avoid hitting a utility call 811 before digging. It's the law</u></b></p>
<p><b>PATIO/SCREEN ENCLOSURES</b></p>	<p>Yes</p>	<p>If the screen is being installed under the roof line, only village approval is required. This includes front entrance screens enclosures.</p> <p>See notes on page 6</p> <p>See Page 8 for Patio/Screen Enclosures</p>
<p><b>POLY ROOFS</b></p>	<p>Yes</p>	<p>See notes on page 6</p> <p>See Page 10 for Poly Roof Criteria</p>
<p><b>PLAYSETS</b></p>	<p>Yes</p>	<p>See notes on page 6</p> <p>See Page 9 for Playset Criteria</p>
<p><b>POOLS AND SPAS/HOT TUBS</b></p>	<p>Yes</p>	<p>Plans and specifications for a pool or spa, as prepared by the pool contractor, should be submitted to the ARC and should include any proposed permanent fencing, which must comply with the Master ARC guidelines. Indian River County has specific rules governing swimming pool fence enclosures.</p> <p>Hot tubs/spas should be located in a manner to be the least obtrusive and the least viewable from neighboring lots, preferably within the porch/lanai area.</p> <p>NO above ground pools will be allowed.</p> <p>See notes on page 6</p>

<b>ROOFS</b>	Yes	All roofs must be shingled or tiled and must match or be similar to existing colors. No metal roofing allowed (Moratorium 3/2013) See notes on page 6
<b>SKYLIGHTS &amp; SOLAR TUBES</b>	Yes	Must meet all Indian River County permit requirements See notes on page 6
<b>SOLAR DEVICES</b>	Yes	Solar panels should look like an integrated part of the roof design and mounted directly to the roof plane. Shall not be installed on the ground or in common areas Meet all Indian River County permit requirements See notes on page 6
<b>VENTS - ROOF OR GABLE</b>	Yes	Meet all Indian River County permit requirements See notes on page 6
<b>WALKWAYS AND PATHWAYS</b>	Yes	Walkways/ pathways may not exceed 36 inches (3 feet) in width. Variances may be made for necessary accommodations. See notes on page 6
<b>WINDOW REPLACEMENT (IMPACT)</b>	Yes	Meet all Indian River County permit requirements See notes on page 6
<b>PENDING VILLAGE "C"</b>		<b>Example: Deck Boxes, Hose boxes, Small Containers – Criteria to be determined.</b>
<b>NEW</b>		
<b>NEW</b>		



<b>NEW</b>		
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**Key Lime Cove HOA (Village C) needing Village Architectural Reviews include:**

- ❖ House painting
- ❖ Landscaping exceeding \$500.00 in total cost
- ❖ Tree removal
- ❖ Alterations to front entrance or garage
- ❖ Dog or cat temporary fences
- ❖ Notification of construction or removal of any exterior alterations prior to any actions

**CRITERIA / NOTES**

**The following must be included with all ARC requests:**

Copies of the contract, contractor’s license number, and contractor’s insurance certificate A copy of, including, if applicable:

- a. Site plan for the lot, showing the proposed improvement in its proposed location along with all other existing improvements on the lot (home, driveway, pool, etc.). Dimensions from the proposed improvement to the nearest existing improvement also should be shown.
- b. Plans and specifications for all above-ground construction specifying materials, height, width and paint color(s). Elevation drawings should be included for any vertical construction.

Your application will be delayed if any of these documents are missing from your application.

**The owner and or the contractor is responsible for obtaining an Indian River County permit where applicable. The owner must submit the permit to the Master ARC prior to work commencing.**

The number to call for general permitting questions is (772) 226-1260. There's also a contact form that can be used to send an email.

<http://www.ircgov.com/forms/contact/contact.php?staff=cd>

## **FENCES**

1. All fence requests must have written approval of the Subdivision (Village) Board of Directors prior to approval by the Master Board of Directors.
2. All fences must have the written approval of the Board of Directors of Citrus Springs Master Association, Inc. Prior to installation, which may be withheld for any reason.
3. The height of the fence can be no greater than four (4) feet.
4. The fence material must be dark bronze aluminum.
5. The fence can only be placed in the rear of the house, not extending past the side exterior walls of the house. No fence is allowed in or on the Surface Water or Storm Water Management System easement.
6. Any portion of a fence that is facing street side must be concealed with bushes.
7. The fence must be installed by a licensed and insured contractor with a county permit.
8. Fences four (4) feet high will be allowed around pool decks.
9. The area (grass) inside the fence and 10" outside of the fence will be the responsibility of the homeowner to cut and maintain.
10. A Survey of the property will be submitted to the Board. The Survey will include; lot size; the position of the house on lot, size, and position of the fence to be constructed, along with any easement at the rear of the property.
11. Work must be completed within six months of the approval letter.

## **PATIO/SCREEN ENCLOSURES**

1. Screen Enclosures – defined as an enclosure extending outward from the perimeter of the home surrounding a pool or an extended patio.
2. The location and the size of the enclosure will be determined based on a review of the lot survey and shall be considerate of setback lines, easements, and location of neighboring structures.
3. Screening material will be charcoal or black in color.
4. A proposed patio/lanai cover should complement the materials and colors of the home.

5. Plans and specifications including a site plan showing the location of the patio cover and distances to Lot boundary lines, easements, and other structures on the Lot, materials, colors, and elevations should be submitted to the ARC.
6. A landscape plan to soften the appearance of the enclosure must be submitted at time of application

**Enclosing of side walls under poly roofs or any screen enclosure is strictly prohibited. Temporary, semi-permanent or permanent walls are not allowed.**

## **PLAY STRUCTURES**

1. Play structures that are permitted to be permanently installed (anchored in cement) on Lots are limited to swing sets and basketball hoops. Swing sets are to be at the rear of the house. Prohibited structures include but are not limited to swing sets with platforms, decks, or the like; platforms; raised forts; decks; and trampolines.
2. Temporary "bounce house" structures are permitted; however, they are to be removed after use, and under no circumstances are to be installed permanently or remain on a lot for more than 72 hours. The location of the temporary installation is restricted, and the bounce house may only be in the backyard of the home.
3. No swing sets or other permanently installed play structure may be installed on any Lot without the prior written consent of the Village Architectural Committee and the Master Association Architectural Committee, the approval of which may be withheld for any reason.
4. The grass area inside the swing set and one (1) foot around the swing set area will be maintained by the homeowner. That means the homeowner is responsible for cutting and weeding the grass.
5. A survey of the property shall be submitted to the ARC for review. The survey must include the size of the Lot, position of the home on the Lot, size and position of the swing set to be installed, along with any easements on the property.

## **POLY ROOFS**

There are options for adding a solid roof when a screen enclosure exists or is planned to be built. **Multiwall Aluminum Polycarbonate Roofing Panels\*** can be used to create a partial roof. The Guidelines are as follows:

1. When adding a screen enclosure addition to the home, a poly-roof can be installed between the existing home and the top of the screen enclosure. The depth of the poly roof cannot be greater than 33% of the depth of the entire addition with a maximum depth of 10'. (For example, if you are adding a 24' addition, the poly-roof maximum is 8'. If you are adding a 33' addition, the poly-roof maximum is 10').
2. If there is an existing screen enclosure already attached to the house, a poly-roof can be installed under the screen enclosure. It must attach to the existing home and cannot extend deeper than 50% of the existing screen enclosure. It can be made as wide as the existing screen enclosure.
3. Poly-roof panels must be white, bronze or translucent.

\* For information regarding Multi-Wall Polycarbonate Roof Panels, contact the Master Architectural Committee (ARC).

\*\* Variances may be approved if the applicant can show just cause.

ARC Applications that include poly-roofing are subject to the same ARC guidelines as other exterior changes; i.e., they must meet the county permit guidelines and be approved by the sub-association ARC and the Master Association ARC. (NOTE: The sub-association ARC may have more restrictive rules regarding poly-roofs).

**Enclosing of side walls under poly roofs or any screen enclosure is strictly prohibited. Temporary, semi-permanent or permanent walls are not allowed. Creating additional living space by enclosing the Poly Roof area is not allowed by Indian River County and Citrus Springs CC&R's.**



# CITRUS SPRINGS MASTER & VILLAGE "C" HOMEOWNERS ASSOCIATION ARCHITECTURAL REVIEW COMMITTEE'S APPLICATION

Both sides of this form are to be completed by the Homeowner(s) and submitted to your Village Architectural Review Committee (ARC) for approval **PRIOR TO ANY CHANGES, ADDITIONS OR IMPROVEMENTS TO THE EXTERIOR OF YOUR RESIDENCE. APPLICATIONS MUST BE SUBMITTED TO YOUR VILLAGE ARC. ONCE YOUR APPLICATION IS APPROVED BY YOUR VILLAGE ARC, IT WILL BE FORWARDED TO THE MASTER ARC.**

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Property Address: \_\_\_\_\_ Phone No. \_\_\_\_\_

Neighborhood: \_\_\_\_\_ E-mail \_\_\_\_\_

Proposed improvements:

\_\_\_\_\_ Pool \_\_\_\_\_ Patio \_\_\_\_\_ Outdoor Lighting \_\_\_\_\_ Lanai Enclosure \_\_\_\_\_ Fence \_\_\_\_\_ Other

Description of Request


New Construction Only Documentation Required:

Contractor and License Number: \_\_\_\_\_

Attachments:

Certificate of Insurance: \_\_\_\_\_ Contract: \_\_\_\_\_ Site Plan: \_\_\_\_\_ Photo: \_\_\_\_\_ Approved Plans: \_\_\_\_\_

**PROJECT COMPLETION ACKNOWLEDGEMENT (initial) \_\_\_\_\_ I will notify the Village ARC upon completion of the project.**

It is the responsibility of the homeowner(s) to ensure requested alterations conform to all local building codes and regulations. You are required to obtain all permits if the Master/Village ARC approves your application. If your application is denied, you may appeal directly to the Master/Village Master Board of Directors at the next regularly scheduled meeting.

**No modification may begin prior to receiving written approval (all approvals subject to the requirements of any and all applicable governmental authorities). Applications must be submitted 30 days prior to the start of work. Work cannot commence without Master/Village ARC's approval. All work shall be completed within 180 days of approval.**

Signature of Homeowner: \_\_\_\_\_ Date: \_\_\_\_\_

Signature of Homeowner: \_\_\_\_\_ Date: \_\_\_\_\_

**This application must be signed both here and on page ii to be considered.**

**Note:** All applications **MUST** be approved by KLC Village “C” ARC Committee before it will be considered for review by the Master Architectural Review Committee.

**APPLICATION AND REVIEW FORM FOR ARCHITECTURAL IMPROVEMENT OR EXTERIOR  
CHANGE HOLD HARMLESS ACKNOWLEDGEMENT**

There shall be no liability on the Master/Village Board of Directors, the Master/Village Architectural Review Committee (hereinafter referred to as the ARC), or any authorized committee representative of the Association for any loss, damage or injury arising out of, or in any way connected with, the performance of the duties of the ARC.

I agree to hold harmless the Master/Village Board of Directors and/or Master/Village Architectural Review Committee on their review of any matter submitted to such Committee.

Neither the ARC’S nor the Master/Village Board of Directors is responsible for passing on safety, whether structural or otherwise, on conformance with building codes or other governmental laws and regulations, nor shall any such Committee's approval of an improvement of property be deemed approval of such matters.

**OTHER CONDITIONS**

I will pay for and secure any/all necessary licenses and permits as may be required by law and will not start on the improvement until I have obtained all required approvals and permits, Approval of the improvement or change by the Master/Village Association **DOES NOT** constitute approval by local governmental entities, including but not limited to local building or zoning departments, drainage design, or structural soundness.

I will be responsible for future maintenance and repairs of the improvement or change. The Master/Village Association will NOT maintain the improvement or change, nor will the Master/Village Association be responsible for repairing any damage to the improvement or change, nor any damage caused as a result of the improvement or change. In the event the construction of the requested improvement or change causes damage to any other property within the community, I will bear the full responsibility for that damage.

I will be responsible for immediate, proper disposal of any/all trash, debris, material, etc. generated as a result of the work. Use of Master/Village Association trash receptacles is prohibited.

All applications, denied or approved, are further subject to the Master/Village Association governing documents: Declaration of Covenants, Conditions and Restrictions, By-Laws and Articles of Incorporation. Any improvement which, although mistakenly approved by the Master/Village Board of Directors and/or ARC, is in contravention of a provision of the Declaration, Rules, and Regulations or any governmental code, regulation, statute or ordinance is deemed denied regardless of the consent previously given and such consent shall not be a waiver of the Master/Village Association's right to enforce said covenant, rule or regulation as if the request for the improvement had been denied.

The Master/Village Association will notify me of any need for a final ARC inspection when the improvement or change is complete, and I authorize entry onto my property for exterior inspection. Failure to notify the ARC of project completion or refusal to allow an inspection shall result in the withdrawal of the ARCs approval of my request.

I will be responsible for the Master/Village Association's reasonable attorney fees and costs related to my failure to obtain approval or to correctly complete the improvement regardless of whether my request or application is later approved.

The Master/Village Association may request additional information relating to my improvement prior to accepting this application and/or prior to the completion of the improvement, and I will immediately comply with any such request(s). Failure to comply shall result in the withdrawal of the ARC approval if previously granted, and waiver of any time limits imposed upon the Association.



If the improvements as built or completed do not conform to the improvements as approved by the Master/Village ARC, upon written request of the Master/Village HOA I will at my own expense and cost, promptly restore the property to substantially the same condition as existed prior to the commencement of the improvement.

\_\_\_\_\_  
Signature of Homeowner(s)  
Submitted

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Homeowner(s)

\_\_\_\_\_  
Date Submitted

**This application must be signed both here and on page i to be considered.**

**This page reserved for the Master/Village Architectural Review Committee's**

**KEY LIME COVE - Village "C" Architectural Review Committee**

RECEIVED BY VILLAGE ARCHITECTURAL REVIEW COMMITTEE ON: \_\_\_\_/\_\_\_\_/20\_\_\_\_

ACTION TAKEN BY VILLAGE ARCHITECTURAL REVIEW COMMITTEE ON: \_\_\_\_/\_\_\_\_/20\_\_\_\_

\_\_\_\_\_ ARC APPROVAL \_\_\_\_\_ ARC DISAPPROVAL

VILLAGE ARC Comments:


VILLAGE ARC REPRESENTATIVE:

\_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/20\_\_\_\_

**NOTE:** All forms **MUST** be approved by the Village ARC before it will be considered for review by the Master Architectural Review Committee.

**Master Architectural Review Committee**

MASTERARC APPROVAL: \_\_\_\_\_

MASTER ARC \_\_\_\_\_ DISAPPROVAL: \_\_\_\_\_ MASTER ARC REVIEW DATE:

\_\_\_\_\_  
MASTER COMMENTS:

MASTER ARC REPRESENTATIVE:

\_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/20\_\_\_\_