



**LAKESHORE CLUB OF POLK  
COUNTY HOA RULES AND PROCEDURES  
GOVERNING THE  
ARCHITECTURAL REVIEW BOARD (ARB) REVIEW  
AND APPROVAL OF ALTERATIONS AND  
IMPROVEMENTS**



## PURPOSE

These Rules and Procedure have been created pursuant to the authority established in Article IX, Section 1, Declaration of Covenants and Restrictions for Lakeshore Club ("Declaration") and subject to the relevant provisions of Chapter 720, Florida Statutes (The Homeowners Association Act). No building, wall, fence, or other structure or improvement of any nature shall be erected, placed, or altered on any lot until the construction plans and specifications and a plan showing the proposed location of the structure and landscaping has been submitted to and approved in writing by the Architectural Review Board (ARB) as specifically required herein. Failure to adhere to these Rules and Procedures will subject the owner and/or the vendor or contractor to enforcement action by the Association as authorized by Article XIII, Section 5, Declaration, and Section 720.3035, Florida Statutes.

### **Section 720.3035, Florida Statutes Architectural control covenants, parcel owner improvements, rights, and privileges.**

- 1) The authority of an association or any architectural, construction improvement, or other such similar committee of an association to review and approve plans and specifications for the location, size, type, or appearance of any structure or other improvement on a parcel, or to enforce standards for the external appearance of any structure or improvement located on a parcel, shall be permitted only to the extent that the authority is specifically stated or reasonably inferred as to such location size, type, or appearance in the declaration of covenants or other published guidelines and standards authorized by the declaration of covenants.
- 2) If the Declaration of Covenants or other published guidelines and standards authorized by the declaration of covenants provides options for the use of material, the size of the structure or improvement, the design of the structure or improvement, or the location of the structure or improvement on the parcel, neither the association nor any architectural, construction improvement, or other similar committee of the association shall restrict the right of a parcel owner to select from the options provided in the declaration of covenants or other published guidelines and standards authorized by the declaration of covenants.
- 3) Unless otherwise specifically stated in the declaration of covenants or other published guidelines and standards authorized by the declaration of covenants, each parcel shall be deemed to have only one front for purposes of determining the required front setback even if the parcel is bounded by a roadway or other easement on more than one side. When the declaration of covenants or other published guidelines and standards authorized by the Declaration of covenants does not provide for specific setback limitations, applicable county or municipal standard or standards.





- 4) Each parcel owner shall be entitled to the rights and privileges set forth in the declaration of covenants or other published guidelines and standards authorized by the declaration of covenants concerning the architectural use of the parcel, and the construction of permitted structures and improvements on the parcel and such rights and privileges shall not be unreasonably infringed upon impaired by the association or any architectural, construction improvement, or other such similar committee of the association. If the association or any architectural, construction improvement, or other such similar committee of the association should unreasonably, knowingly, and willfully infringe upon or impair the rights and privileges set forth in the declaration of covenants or other published guidelines and standards authorized by the declaration of covenants, the adversely affected parcel owner shall be entitled to recover damages caused by such infringement or impairment, including any costs and reasonable attorney's fees incurred in preserving or restoring the rights and privileges of the parcel owner set forth in the declaration of covenants or other published guidelines and standards authorized by the declaration of covenants.
- 5) Neither the association nor any architectural, construction improvement, or other such similar committee of the association shall enforce any policy or restriction that is inconsistent with the declaration of covenants or other published guidelines and standards authorized by the declaration of covenants, whether uniformly applied or not, in defense of any action taken in the name of or on behalf of the association against a parcel owner.

**History. -s, 11, Ch. 2007-173**

**ARTICLE IX, DECLARATION Architectural Control:** No building, wall, fence, or other structure or improvement of any nature including, without limitation, swimming pool, glass enclosure, screened enclosure, permanent barbecue pit, mailbox, front entry screen door, satellite dish, lamppost, landscaping, or landscaping device shall be erected, placed or altered on any lot until the construction plans and specifications and a plan showing the proposed location of the structure and landscaping as may be required by the Architectural Review Board (ARB) have been approved in writing by the ARB named below. Each building, wall, fence, or other structure or improvement of any nature together with the landscaping shall be erected, placed, or altered upon each LOT only in accordance with the plans and specifications so approved and shall be erected. Placed or altered (as may be applicable) only by licensed professionals, pursuant to appropriate building permits first having been obtained. If required by the ARB, copies of professional licenses and evidence that workmen's compensation insurance and liability insurance coverage have been obtained and are in full force and effect with respect to each contractor performing the construction. Modification and/or alteration which insurance certified shall name the Association as an additional insured thereunder shall be furnished to the ARB. Refusal of approval of plans specification and plot plan or any of them may be based on any ground including purely aesthetic





grounds. Any change in the exterior appearance of the landscaping shall be deemed an alteration requiring approval. The ARB, which shall consist of three (3) members who need not be members of the Association shall have the power to promulgate (to put into force) such rules and regulations as it deems necessary to carry out the provisions and intent of this paragraph. The ARB shall be appointed by the Developer as long as it holds title to a LOT and thereafter by the Association. The address of the ARB is the same as the Association.

**Architectural Review Board:** A majority of the ARB may take any action the ARB is empowered to take. ARB may designate a representative to act for it and may employ personnel and consultants to act for it. In the event of death, disability or resignation of any member of the ARB, the Board of Directors of the Association shall designate a successor. The members of the ARB shall not be entitled to any compensation for services performed.

**ARB Reports:** The ARB's approval or disapproval of plans and specifications shall be delivered in writing to the Board of Directors of the Association and to the owner submitting same within sixty (60) days from the date of a complete submission of the plans and specification to the ARB. **Powers and Duties of the ARB:** Any party aggrieved by a decision of the ARB shall have the right to make a written request to the Board of Directors of the Association, within ten (10) days of such decision for a review thereof the determination of the Board of Directors upon reviewing any such decision shall in all events be dispositive.

## RESTRICT HOURS AND DAYS OF PROJECTS

All ARB approved projects should take place between the hours of 9:00am to 6:00pm. Unless otherwise specified by the Architectural Review Board (ARB), the work can take place on any day of the week, including Saturdays and Sundays.

The ARB reserves the right to make exceptions to these time constraints, depending on the needs of the project. For example, if the work generates significant dust, noise or other nuisances, the ARB may further restrict construction times to avoid unnecessary disturbance and nuisance to neighboring owners and residents.

## ARB REPORTS

The ARB's approval or disapproval of plans and specifications shall be delivered in writing to the Board of Directors of the Association and to the owner submitting same within sixty (60) days from the date of a complete submission of the plans and specification to the ARB. Incomplete applications will not be reviewed by the ARB until all required documents and supporting documentation have been submitted by the Owner to the ARB.



## PROCEDURES FOR REQUESTING REVIEW OF CASES

Any party aggrieved by a decision of the ARB shall have the right to make a written request to the Board of Directors of the Association, within ten (10) days of such ARB decision for a review thereof. The Board of Directors shall meet to review the appeal at the next scheduled Board meeting and shall advise the owner of its decision in writing. The determination of the Board of Directors upon reviewing any such decision shall be final.

## GENERAL PROCEDURES AND REQUIREMENTS FOR PROJECT

The following elements define the general requirements that apply to the application process, the responsibilities of the Homeowner during the execution of the project, and any other items of a general nature. Time for completion of approved project.

The project must generally be completed within no more than thirty (30) days of starting the work. Project size and scope determines the amount of time needed to complete. Expiration Deadline for ARB Approval. An ARB approval is only valid for one period, the ARB approval of one hundred and eighty (180) days from the date of approval. Projects must be completed within one hundred eighty (180) days from the date of approval. If the approval expires before the project is completed, the owner must submit a new application, and this application shall be kept on file as a record of the approved project. After one hundred eighty (180) day period, the ARB approval is no longer valid for any new work related to the project and these changes must be resubmitted to the ARB as new application, prior to the commencement of the work.

**ARB approvals cannot be transferred to a new owner. If the owner wants to complete the project, they must submit an application to the ARB.**

Any owner improvement or alteration which exceeds the scope of the ARB approved project as originally submitted by the owner shall be subject to enforcement by the Association in accordance with **Art. XIII, Section, Declaration and Section 720.305, Florida Statutes.**





## RESTRICTIONS AND REQUIREMENTS FOR MAINTAINING WORKSITE

The homeowner is primarily and solely responsible for the actions of employees, subcontractors, and other persons or parties involved in the project. This includes but is not limited to:

- A. Ensure that all roads, sidewalks, common areas and adjacent properties are kept clean and free of all debris, equipment, and waste materials.
- B. Ensure that all stocks of unused material that are not needed during the project are stored in a clean, orderly, and safe manner, and do not in any way impede or obstruct the community property, sidewalks or driveways and neighboring property.
- C. Ensure that any construction equipment or any other equipment used for the project to be located safely when not in use.
- D. Ensure that obstructions to roads or sidewalks to be temporary and only as reasonably required for project completion. Obstruction is defined as partial or complete blockage that prevents normal use and safe vehicular or pedestrian traffic by community members.
- E. When the obstruction to the work of the project is necessary, the following restrictions apply:
  - 1) Obstruction to sidewalks may not exceed four (4) hours in a day and always be kept to a minimum.
  - 2) Obstructions to roads are prohibited except for a period not exceeding ten (10) minutes for vehicles loading or unloading construction materials.
  - 3) Any obstruction as defined in (1) and (2) above must be clearly marked or indicated by signs or warning tape (yellow) or a person with a flag to direct pedestrians and/or around the traffic obstruction.
  - 4) To ensure that all materials used are removed from public view in the next 24 hours to completion. Materials used cannot be left on the sidewalk for more than 24 hours before the regular garbage collection.

The Association is not responsible in any way for any injury to person or property resulting from owner or vendor obstructions in the common area sidewalk or roads.



## PROCEDURES FOR ARB REVIEW AND APPROVAL OF ARB APPLICATIONS

In all cases that the Architectural Review Board (ARB) receives a request of an owner for the construction of a project or implementation of any changes to the property, the ARB committee or designated personnel shall proceed with the following:

- 1) Check all documents required by the ARB are included in the file. If a document is missed, the application shall be kept on hold for a period of 30 days until all documents are presented and the record completed.
- 2) If the application is approved, the owner shall inform the ARB as soon as the project begins.
- 3) The owner must be responsible for proper disposal of grass, debris, trash and waste generated as a result of the project and cannot use the boxes or tanks for regular trash located in our community.

COMMUNICATION BETWEEN ARB STAFF AND OWNER MUST BE CORDIAL AT ALL TIMES.

## APPLICATION PROCESS FOR MINOR PROJECTS

Procedures for applying for HOA approval for minor projects will be equal to that of larger projects. In most cases a permit approval by Polk County will be required prior to commencement of the project. The ARB review process will be the same for all cases.

## AUTHORIZATION AND POWERS OF ARCHITECTUAL REVIEW BOARD (ARB)

The ARB reserves the right to impose other restrictions reasonable in any event to ensure the safety and quality of life for members of the community. ARB cannot impose restrictions that would make the approved project impractical or impossible.

ARB staff members will be governed by this regulation in all its parts. Any omission in the instructions contained in the regulations will be sufficient cause to be relieved of his/her duties and/or replaced by the Board of Directors of the Association.





LAKESHORE HOMEOWNERS' ASSOCIATION ARCHITECTURAL REVIEW BOARD (ARB)  
RELEASE

Upon approval by the ARB for the application of the alteration, improvement or modification, the LOT owner(s) assumes full responsibility and liability for all personal injury and property damages incurred during and after the installation of the same, together with any expenditures of additional maintenance and repair. Lot Owner(s) commits to obtaining all permits required by Polk County, if and as required, prior to the commencement of the installation or replacement of any improvement or modification. If any impediment arises by the design of the project which does not allow free access to the maintenance personnel to perform its functions as required by the Declaration, henceforth Lot owner(s) will be responsible to perform such maintenance tasks. Any damage to the Association property or improvements caused by the Lot owner, family members, tenants, guests, or invites shall be promptly repaired or replaced at the expense of such Lot owner.

.....

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

Signature: \_\_\_\_\_





**LAKESHORE HOA ARB REGULATIONS – ADOPTED 11/16/2022 All exterior projects, and those interior projects involving structural changes, must complete the ARB application form and receive a copy of the approved application from the ARB before any work can start. “ALL PROJECTS REQUIRING A POLK COUNTY PERMIT MUST HAVE THE OWNER OR CONTRACTOR SUBMIT A COPY OF THE PERMIT TO LAKESHORE OFFICE BEFORE ANY WORK CAN START.” AIR CONDITIONING (HEAT EXCHANGER) UNITS – REPLACEMENT**

- A Polk County permit is required, a copy of which is to be supplied to ARB before installation.
- Polk County requires installation by a licensed and insured heating and cooling contractor, with copies of licenses and insurance to be furnished to the ARB before installation.
- Window units are only allowed on the side or rear of buildings, without changing sizes.

**ATTICS**

- Attics are to be used for storage only.
- No nails, holes, or any intrusions into firewalls are permitted by Polk County and State fire codes.
- No trusses are to be cut or altered in any way according to Polk County and/or State codes and our insurance.
- No vents, windows, or any alterations to the roof structure are permitted by Polk County and/or State and our insurance.

**CONCRETE SLABS**

- ARB Approval and Polk County permit are required.
- No encroachment on to common ground or on to neighbor’s lot.
- Must be built according to all County regulations for intended use.
- Copies of permit and any applicable licenses and insurance must be furnished to the ARB before work begins.
- No permanent slab may be placed over utility right of ways; homeowner to call “811” for clearance before starting project.
- The owner is responsible for appearance and maintenance of slab.

**DOCKS**

- ARB approval required before any dock installation.
- Approval from the Department of Environmental Protection is required.
- Polk County requires engineering plans and permits.
- Copies of permit, licenses, and insurance to be furnished to the ARB before work begins.



### **ELECTRICAL**

- All interior, exterior, or relocation of electrical connections, wire or facilities require ARB approval and a Polk County permit before installation.
- All interior, exterior, or relocation of electrical requires a licensed and ensure electrical contractor to install (this includes any exterior light fixtures).
- Copies of permit, license, and insurance to be furnished to the ARB before project begins.
- Must be installed according to all County Regulations.
- Nothing can be attached or protrude from the exterior of the building or the roofing structure, except for approved outdoor receptacles.

### **ENTRY DOORS**

- ARB approval and Polk County permit are required.
- Copies of permit, licenses, and insurance to be furnished to the AM before work begins.
- Must be installed according to all County Regulations.
- All exterior doors must open out for safety.
- All exterior doors must be white in color.
- All doors must have a doorknob for ingress and egress, not just a deadbolt.
- Any existing doors as of April 24, 2013, that opens inward will be allowed unless Polk County directs us or the homeowner to change, (financial obligation is strictly the homeowner's), or until the door is voluntarily changed.

### **ENTRY LIGHTS**

- Entry lights were installed by Lakeshore. They are not to be removed or changed. Exceptions allowed for replacing lights with the same fixtures that have electrical outlets included.
- Homeowners are responsible to change light bulbs when needed.
- Homeowners may install emergency bulbs that have emergency flashing capabilities.

### **FENCES**

- An approval required for installation of any fence, screen, wall, or other structure of this nature
- Some may require County approval and/or permitting also.

### **FRONT GARDENS**

- Front gardens are normally allowed to extend to the exact length of the homeowner's persona lot line, which is identified by the "pin" located in the entryway. Homeowners wishing to extend the garden area to sidewalk must obtain BOD approval to do so.





### **INTERIOR STRUCTURAL CHANGES**

- Any removal or any adjustment of any interior wall must be approved by the ARB.
- Any removal and some adjustments will require a Polk County permit and/or engineering drawings.
- Some removals and adjustments may require a licensed and insured contractor, and some may allow a handyman to do the work. This must be determined by ARB and Polk County.
- Must be constructed according to all County Regulations.
- Copies of any permits, licenses, and insurance to be furnished to the ARB before the project begins.

### **PAINTING EXTERIOR AND FRONT ENTRYWAYS**

- All exterior painting will be done by Lakeshore
- All buildings, exterior screen porch walls, and entries will confirm what has been done by Lakeshore.
- Only inside corner units are permitted to install a front enclosure with screening.
- Any screen porch back wall shall be painted to same color as the building.
- Any entrance tile approved must be nonskid and match existing entrance floor colors.

### **PLANTING**

- Any trees, bushes, or flowers to be planted must be approved by the ARB before they are planted, due to potential problems, size consideration, and roof protection.
- Multiple plantings to be maintained by homeowner, including grass areas surrounding plants. Failure to do so will result in maintenance charges being assessed to the homeowner. Owners shall not plant any tree, bushes, planters, decorative items, or any other landscaping in the Association Common Area without Association approval.

### **PLUMBING**

- All interior, exterior, or relocation of plumbing requires ARB approval and a Polk County permit before installation begins.
- Any new interior, exterior, or relocation of plumbing requires a licensed and insured plumbing contractor to install.
- Copies of permit license and insurance to be furnished to the ARB before work begins.
- Must be installed according to all County Regulations.
- Nothing can be attached or protrude through the roof structure.
- Nothing can be attached or protrude from the exterior of the building.



### **ROOFS**

- Any loose shingles or roofing concerns are to be reported to the Lakeshore business office immediately.
- Only licensed contractors, as directed by Lakeshore, are to be on the roof at any time.
- NO vents, windows, skylights, or ANY alterations to the roof structure are permitted.

### **SMOKE ALARMS**

- A smoke alarm was supplied by Lakeshore in each unit according to state fire codes, this is not to be removed.
- Homeowners are responsible for replacing batteries when needed.

### **STORM SHUTTERS**

- Storm shutters can only be attached during hurricane watch and hurricane warning situations.

### **TV DISHES**

- Location and size must be approved by the ARB before installation.
- No poles or wires to encroach on common ground or on your neighbor's lot or unit.
- All exterior antennas and all satellite dishes more than one meter in diameter are prohibited. For satellite dishes less than one meter, prior to installation homeowners shall submit detailed plans for review and approval. Plans for all proposed installations shall be properly scaled and dimensioned. The ARB approval shall be consistent with FCC rules implementing Section 207 of the Telecommunications Act.

### **UNIT NUMBERS**

- Unit numbers on the front and rear of buildings are installed by Lakeshore, they are not removed or changed.

### **WASHERS AND DRYERS**

- ARB approval is required.
- Polk County plumbing must be hooked into the sewer system. It is illegal to use a dry well or to drain gray water onto the ground.
- Washer installation requires a licensed and insured plumber.
- A licensed and insured electrician must install dryers requiring 220 wiring
- A copy of all permits, licenses, and insurance is to be furnished to the ARB before installation begins.
- Nothing can be attached or protrude from the exterior of the building, except for dryer venting, subject to the ARB approval before installation begins.





### WINDOWS

- ARB approval and Polk County permit are required.
- Only replacement windows may be installed. No opening may be cut into any wall to install any different size window. No existing window may be enclosed. No window may be replaced by a door without an ARB approval FIRST, before continuing with County guidelines.
- Must be installed according to all County Regulations.
- Copies of permit, licenses, and insurance to be furnished to the ARB before work begins.

### FLOWERPOTS

- No more than six (6) pots are allowed in the rear of the unit, and not more than three (3) are allowed at the front.

### CLOTHESLINES

- Can only be used if portable in the back of the unit. After clothes are dried, it must be removed.

### GOLF CARTS

- When driving in the community, golf cart drivers must always yield the right of way to pedestrians lining up safely on the green area.
- Parking on the sidewalk and non-designated parking areas is always prohibited. Additionally, golf carts should not be parked or placed near or on the work areas when maintenance personnel are performing his/her work.

### SEASONAL DECORATIONS

- Placement of Halloween decorations, lights, garlands, figures, and inflatable decorations will be permitted from October 1<sup>st</sup> through November of each year.
- Placement of Christmas decorations, lights, garlands, figures, and inflatable decorations will be permitted from November 2<sup>nd</sup> through January 10<sup>th</sup> of each year.
- Should be noted that each ornament is placed and then removed following the signs for every celebration, only those lights or decorations will remain in common use provided they are securely placed.
- Any other decorations remain only on your holidays then they are to be removed

### GRILL

- Only one (1) grill shall be allowed for each unit and must be used in the outdoor areas specified for such purposes.
- Objects like this should be secured inside the unit in hurricane season.
- Allowed in the yard are only the tables and chairs in use. It is not allowed that you store any tables and chairs in the yard if not in use. **\*\*\*ANY TRASH DUE TO CONSTRUCTION IS TO BE TAKEN AWAY BY THE OWNER OR CONTRACTOR AT THEIR EXPENSE, NOT OUT IN OR AROUND LAKESHORE DUMPSTERS. \*\*\***

