

**BURNT STORE LAKES
PROPERTY OWNER'S ASSOCIATION, INC.
POLICY/PROCEDURE STATEMENT**

ARCHITECTURAL REVIEW

The Deed restrictions state in Section 4, that the property owner(s) is required to submit specified documents for approval of proposed constructions. This Policy and Procedure shall establish and define the approval process.

1. The President shall appoint, in accordance with the by-laws for each fiscal year, a group of association members numbering not less than three to serve as members of an Architectural Review Committee (ARC).
2. One of the Directors shall be appointed and assigned by the President to serve as the Board liaison to the Architectural Review Committee. This director shall establish and maintain a file or database showing the status of the submitted packages and their documents for reasons of tracking, historical documentation and to enable the Committee to present a monthly report if requested by the President. This director shall keep the Board of Directors informed about the status of this committee and the approval process.
3. All submissions of documents as specified in the BSLPOA Construction Application shall be sent or delivered to the Association's office and date stamped upon receipt.
4. The Association's secretary shall review the application package for completeness. If any documentation is missing, the director shall inform the property owner and their contractor, in writing, what items are missing and that the review process will be delayed until all required documents are submitted. The ARC will meet at least twice each month to review completed application packages.
5. At each regularly scheduled Board meeting (except for the Annual Meeting), the assigned director will present the ARC's recommendations for condition/full approval. Sufficient documentation will have been made available to the Board members to enable them to review and approve/disapprove the submissions.
6. The ARC will review the documents based on the required specifications listed on the BSL Construction Application Form. It is the ARC's responsibility to ensure the BSL Deed Restrictions are followed as they apply to homes being built or additions to current residences. Where the Deed Restrictions allow the Board to consider "aesthetic grounds", the committee should follow these guidelines:
 - a) The overall look of the project shall conform to the general design prevalent in the community – namely "Florida style". This would exclude extreme building styles.
 - b) House and roof colors shall be compatible with neighboring homes and should not be bright or intense. Flat paint only is acceptable for houses. Two adjoining single family residences or multi family projects shall not have identical color or landscaping schemes.
 - c) House elevations shall vary; no two adjoining projects shall be identical. Rooflines, entries, window placement, trim, etc. shall present views consistent with a high-grade residential development.
 - d) Landscaping guidelines – plantings are required on all four sides, also around the pool cage and equipment if a pool is installed. See Attachment A for required plantings. The irrigation system must be installed underground.
 - e) Electric service must be run underground from the street/light pole to the house.
 - f) Fiberglass and asphalt shingle roofs will not be approved.

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**POLICY #7 – ARCHITECTURAL REVIEW
SCHEDULE A**

LANDSCAPING REQUIREMENTS

1. Ground cover – Full sod on all four sides of the home and garage which shall extend to the pavement line.
2. Underground irrigation system.
3. Foundation plants: Three-gallon minimum plant size – if smaller sizes are used, more plants must be installed to compensate - sufficient when mature to screen the foundation.
4. Accent Plants include accent plants such as crepe myrtle, pygmy date palms; small shrubs such as Aztec grass, Indian hawthorn, lantana; large shrubs such as oleander fire bush, wax myrtle. The plant sizes should be as large as is consistent with the size of the plant when mature, i.e. accent plants may be smaller than large shrubs at planting because their mature sizes will differ/contrast.
5. Trees – County tree requirements will be enforced with palm tree additions encouraged.
6. **All plants must be clearly shown and identified on the submitted landscape plans.**