Staffordshire Estates ARB Guidelines

HOMEOWNER GUIDE AND APPLICATION

The Architectural Review Board is intended to act as an aesthetic authority for the community that helps owners make improvements that fit the community, protect neighboring properties, and avoid costly rework. The ARB will consider the characteristics of each property and phase and communicate with applicants when additional information or adjustment is needed. Decisions regarding proposed modifications will be based on these purposes and the authority granted to the ARB by the governing documents.

Failure to receive ARB approval before making a changes may be costly, as the homeowner may be required to modify or remove the unapproved improvement or restore the affected area to its prior condition. The Association may also pursue enforcement remedies authorized by the governing documents, and thus, approval should be requested prior to enacting any changes on the part of the homeowner.

The ARB will provide written approval, conditional approval, or disapproval after receiving a complete application and the plans and specifications necessary to evaluate the request.

APPROVAL BEFORE ORDERING MATERIALS

WHEN UNCERTAIN ASK MANAGEMENT

1 BEFORE ORDERING MATERIALS

Approval should be obtained before signing a non-cancelable contract, ordering custom materials, or beginning work. Government permits do not replace ARB approval, and ARB approval does not replace permits.

Below is a list of common improvements that are submitted for ARB approval, items that are generally not approved, and items that generally do not require ARB approval. This list is not comprehensive. Any proposed exterior work not expressly identified as exempt should be submitted to the ARB for review.

2 Work that generally does not require approval

The following routine maintenance generally does not require ARB approval when the replacement matches the existing approved appearance and does not alter drainage or structure:

Repainting with the same existing color and finish.

Repairing or replacing damaged components with substantially matching materials, dimensions, and color.

Replacing sod, adding sod in a backyard, maintaining existing planting beds, and replacing plants with similar appropriate live plants.

Adding seasonal live flowers to an existing bed and replenishing natural-colored pine straw, bark, cedar mulch, or previously approved ground cover.

Routine pruning, removal of dead or hazardous limbs, and removal of a dead tree when prompt action is necessary, followed by notice to management when replacement may be appropriate.

Installing or repairing an underground irrigation system when drainage and neighboring property are not affected.

When uncertain. A quick written inquiry to management is encouraged. Asking does not commit the owner to submit a full application unless approval is required.

3 Application requirements

A complete application allows the ARB to respond efficiently. Submit the following items that apply to the project:

Owner name, property address, email, and telephone number.

A clear description of the proposed work and its intended use.

A current survey or site plan (if relevant) showing property lines, easements, setbacks, the home, and the exact improvement location and dimensions.

Photographs, material samples, and color samples sufficient to show the finished appearance.

Anticipated start and completion dates, if known.

Completeness matters. The covenant review period begins when the ARB receives the complete written plans and specifications needed for a decision. The governing documents provide up to 60 days for written action. The ARB will aim to respond sooner whenever practical.

A COMPLETE APPLICATION HELPS

UP TO 60 DAYS FOR WRITTEN ACTION

4 Review standards and decisions

The ARB considers compatibility with the home and surrounding properties, location, scale, materials, color, visibility, drainage, setbacks, safety, maintenance, and the community's established character.

Approval may include reasonable conditions such as screening, revised placement, compatible colors, drainage protection, or a completion deadline.

Similar projects may receive different decisions because lots, phases, visibility, drainage, neighboring conditions, and governing provisions differ.

5 Community specific standards

ITEMS COMMONLY SUBMITTED FOR REQUIRED APPROVAL:

WRITTEN APPROVAL REQUIRED

LOT AND PHASE DETAILS MATTER

MATCH THE HOME AND COMMUNITY

Fences

Fence standards are property- and phase-sensitive and all fences require written approval. The community has historically considered six-foot fencing in wood using shadow-box or side-by-side construction with a natural finish or solid white vinyl fencing. Along waterways or lagoons, a four-foot rear section may be considered when transitioned gradually from the side fencing. Fence placement should remain behind the midpoint or rear corners of the home as approved. For Phase 2 lots, the supplemental declaration excludes the original master fence specifications; however, general ARB approval authority and all other applicable restrictions remain in effect. The ARB will confirm the standard applicable to the specific lot, easements, and existing conditions.

Sheds

Only one shed is generally permitted per lot.

A shed should be located in the backyard behind the rear corners of the home and should not create a walk-through opening in a perimeter fence.

The customary maximum is 12 feet wide by 16 feet deep and 12 feet high at the ridge, unless a smaller size is appropriate for the lot or a variance is approved.

Wood, vinyl, or metal may be considered when the color and appearance are compatible with the home. Roofing should be shingles or finished metal; exposed unfinished wood roofing is not acceptable.

Detached garages and workshops

One detached garage or workshop may be considered in addition to a shed, subject to lot conditions and approval.

The customary maximum is 25 feet by 30 feet and 16 feet high. Exterior walls, roof, trim, doors, and windows should coordinate with the home.

The structure should be behind the rear corners of the home and. A privacy fence may be required based on visibility and lot configuration.

Roll-up doors may be considered up to 12 feet by 12 feet when compatible with the structure and neighboring views.

For Phase 2 lots, the supplemental declaration excludes the master provision governing the original garage configuration. The project remains subject to general ARB review and other applicable restrictions.

Garage screens

Garage screens require prior written ARB approval. When not in use, garage screens must be rolled up and neatly stowed.

Driveways and parking pads

Extensions should match the existing driveway material and appearance and comply with setbacks, easements, drainage requirements, and permits.

Pools and spas

In-ground and above-ground pools may be approved in backyards when permitted by the governing documents applicable to the lot and behind an approved fence.

Pools and spas must comply with governmental safety, setback, barrier, electrical, drainage, and permitting requirements.

Equipment should be located or screened to limit visibility and noise impacts.

Patios porches decks and covers

Submit dimensions, location, elevations, materials, roof design, colors, and screening details.

Visible materials and colors should coordinate with the home. Roofs and enclosed knee walls should generally match or complement the existing structure.

Landscaping trees and drainage

Routine care and like-for-like replacement generally do not require approval. New beds, major redesign, extensive hardscape, or significant tree removal require review.

Artificial flowers and visually prominent synthetic landscaping materials are generally not permitted.

No project may block drainage, alter a swale, increase runoff onto neighboring property, or interfere with an easement. Submit drainage details for grading, patios, pools, structures, and substantial hardscape.

Maintain clear visibility of house numbers and reasonable clearance around doors, windows, sidewalks, and driveways.

Exterior finishes roofs doors windows and lighting

Color changes require samples.

Replacement roofing should match the existing approved roof unless a different compatible color and style are approved. Roof vents must comply with the recorded restrictions, including color and street-side placement requirements where applicable.

Replacement windows, shutters, storm doors, security doors, visible screens, and exterior trim changes require approval when they change the original exterior appearance.

Exterior lighting should be downward-directed or controlled so it does not create unreasonable glare on neighboring properties or roads.

For Phase 2 lots, the supplemental declaration excludes the master provisions governing the original exterior-finish standards. Exterior changes remain subject to general ARB review and other applicable restrictions.

Signs and flagpoles

Permanent flagpoles require prior approval. Temporary political, sale, and lease, signs must comply with applicable law and any reasonable size, number, placement, and time limits adopted by the Board.

Recreational equipment and exterior furnishings

Permanent play structures, trampolines, sport equipment, and similar items require approval and should generally be behind the home. Height, visibility, screening, safety, and neighboring impacts will be considered.

Portable basketball equipment may be used in a driveway but should be stored beside or behind the home, in a garage, or otherwise out of prominent view when not in regular use.

Ordinary, well-maintained porch furniture and a reasonable number of decorative planters do not require approval when proportionate to the space. Permanent or unusually large decorative installations may require review.

6 After approval

Obtain required permits and follow the approved plans, materials, colors, location, and conditions.

Complete work within the approval period stated in the decision. If no period is stated, contact management if work will not begin within six months or be completed within twelve months.

Unapproved work. An owner who proceeds without approval may be asked to submit an after-the-fact application and may be required to modify or remove the work.

7 Legal applicability

Nothing in these guidelines authorizes work within an easement, setback, common area, wetland, drainage facility, or right-of-way without all required approvals.

PLEASE NOTE that the ARB guidelines may be adjusted or revised from time to time as desired by the ARB board. Because the guidelines may change it is imperative that you obtain approval for each and every item you desire to ensure that you will never be asked to remove or make changes to an improvement because the guidelines have changed.

Updated 10.6.2026

Architectural Review Application

Complete this application and attach the plans, photographs, samples, and site information needed to show the proposed exterior work.

	OWNER AND PROPERTY INFORMATION
Submittal date	**Lot number**
Homeowner nam	**Property address**
Telephone numbe	**Email address**

	PROJECT INFORMATION

Type of improvement or item requested:

Describe the location, dimensions, materials, colors, design, and intended use. Attach photographs and product information. For fences, pools, sheds, garages, patios, play equipment, parking areas, additions, or other structures, attach a current survey or site plan showing the proposed location.

Project description and relevant information

Anticipated start dat	**Anticipated completion date**

	REQUIRED ATTACHMENTS — WHEN APPLICABLE
☐ **Photographs of the existing area**	☐ **Product photographs or specifications**
☐ **Color or material samples**	☐ **Survey or site plan**
☐ **Drawings with dimensions and elevations**	

If the decision should be sent to an address other than the property address, provide it below:

I understand that ARB approval does not replace governmental permits and that work must follow the plans and materials approved in writing.

	ADDITIONAL PROJECT INFORMATION