



CITRUS SPRINGS MARC GUIDELINES

MASTER ARCHITECTURAL REVIEW COMMITTEE GUIDELINES



MAY 16, 2024
CITRUS SPRINGS MASTER ARC

Revision History

Revision I May 25, 2017

Revision II November 9, 2017

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Revision IV March 9, 2023 – Metal Shingle update

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MASTER ARCHITECTURAL REVIEW COMMITTEE RESTRICTIONS

As per Article 10 in the Citrus Springs Declarations, this document outlines the goals and standards of the Architectural and Landscape Review Committee (ARC) in applying architectural controls. Article 10 of the CC&Rs grants authority to the Master Association to enforce these restrictions.

The ARC's main goal is to create a pleasant living environment in Citrus Springs, fostering community spirit and maintaining an appealing curb appeal. This involves ensuring the consistency of architectural style, scale, materials, and details. The primary responsibility is overseeing the external design, appearance, location, and maintenance of property improvements and landscaping additions. Decisions by the ARC consider factors such as the home's location, impact on neighboring homes, and overall community aesthetics.

Note: The Citrus Springs Master Homeowners Guidelines outline approved improvements permitted by the Master Association. Certain enhancements may be restricted within your village; therefore, referring to your village guidelines for clarification is advisable. If uncertain, seek guidance from your ARC Chairperson.

The Citrus Springs Master Homeowners Restrictions & Guidelines detail approved improvements permitted by the Master Association. Refer to village guidelines for any restrictions on enhancements specific to your village. If uncertain, seek guidance from the ARC Chairperson.

The ARC Review process uses a combined application on the Citrus Springs Master website for both Village and Master ARC submissions. Not all applications require Master ARC approval; refer to the website's Architectural Review Committee Restrictions & Guidelines booklet for items needing Master ARC approval. Applications requiring Master ARC approval must first be submitted to your Village ARC. Upon Village ARC approval, the Village ARC's Chairman will forward it to the Master ARC if necessary.

Refer to the following pages for items requiring Master or Village ARC approval.

Note: All exterior alterations require ARC approval. If your modification isn't listed below, please consult with your Village ARC Chair.

The following items necessitate approval from the Master Architectural Review Committee (ARC) or Village Architectural Review Committee (Village ARC) prior to commencing any project for exterior modifications to your home and property. Please be aware that Village ARC approval is mandatory before the Master ARC assesses your application.

The following must be included with all ARC requests:

- a. Plans must be not less than 1/8" – 1" scale. Plans must show the elevation of the ground on all sides of the proposed structure as it will exist after the modification.
- b. Plans should include a list of proposed materials and samples of exterior materials and finishes which cannot be described on request.

The owner and/or the contractor are responsible for obtaining an Indian River County permit where applicable. Permits must be posted outside of the home during the project construction and installation.

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>

Improvements Needing Master/Village ARC Approval

Type of Improvement	Type Of Approval Required	Description
AWNINGS	Village ARC	<ul style="list-style-type: none"> • Awnings MUST be installed inside the Patio/Screen Enclosure • When submitting an awning request, include materials, colors, and location details. Choose a roll-down type (like Sunsetter) that rolls up when not in use. Only rear installations are allowed.
DRIVEWAY EXTENSIONS	Village ARC Master ARC	<ul style="list-style-type: none"> • Driveway extensions cannot go beyond the garage's outer width. Use matching pavers for driveway, sidewalk, or pathway additions. • Materials used for driveway extensions can be either concrete or pavers but must match the village's style and size. • If the driveway is concrete, use pavers for all walkways, matching the community's style and size.
DESCRIPTIVE ELEMENTS	Village ARC	<ul style="list-style-type: none"> • Decorative additions, like architectural medallions or moldings
EXTERIOR APPLIANCE REPLACEMENT	None	<ul style="list-style-type: none"> • Emergency replacement of air handlers well pumps, water softeners, can proceed without ARC approval if the new devices are of similar shape and size to the original ones.
EXTERIOR STRUCTURAL MODIFICATIONS	Village ARC Master ARC	<ul style="list-style-type: none"> • Any modification that affects the load-bearing elements of a building, such as the foundation, walls, or roof. Examples of structural changes include adding or removing walls, installing new windows or doors, or altering the roofline. • Owners are responsible to ensure that their contractor get all applicable permits required by Indian River County Building Department and that the permits are properly displayed as required by law.

Improvements Needing Master/Village ARC Approval

Type of Improvement	Type Of Approval Required	Description
<p align="center">FENCES (INCLUDING HEDGES USED AS A FENCE)</p>	<p align="center"> Village ARC Village Board Master ARC Master Board </p>	<ul style="list-style-type: none"> • All fence requests must have written approval of the Subdivision (Village) Board of Directors before approval by the Master Board of Directors. • All fences must have the written approval of the Board of Directors of Citrus Springs Master Association, Inc. Before installation, which may be withheld for any reason. • The fence height can be four (4) feet. • The fence material must be dark bronze or black aluminum. • The fence can only be placed in the rear of the house, not extending past the side exterior walls of the house. No fence in or on the Surface Water or Storm Water Management System easement is allowed. • Any portion of a fence facing the street side must be concealed with bushes. • The fence must be installed by a licensed and insured contractor with a county permit. • Fences four (4) feet high will be allowed around pool decks. • The area (grass) inside the fence and 10" outside of the fence will be the homeowner's responsibility to cut and maintain. • A survey of the property will be submitted to the Board. The Survey will include lot size, the position of the house on the lot, the size, and the position of the fence to be constructed, and any easement at the rear of the property. <div style="border: 1px solid black; padding: 5px; margin-top: 10px;"> <ul style="list-style-type: none"> • Work must be completed within six months of the approval letter. </div> <p align="center">When using plants as a fence, observe the following guidelines when utilizing plants as a fence.</p> <div style="border: 1px solid black; padding: 5px; margin-top: 10px;"> <ul style="list-style-type: none"> • Plantings must not exceed 5 feet in height. • Plantings must not be planted in swale areas or in the rear common area. • Plants on the Florida Invasive Species list cannot be used in Citrus Springs. A Florida Invasive Species list can be downloaded from the Citrus Springs Master Web Site. • To avoid hitting a utility, call 811 before digging. It's the law </div>

Improvements Needing Master/Village ARC Approval

Type of Improvement	Type Of Approval Required	Description
FIREPITS	Village ARC	<ul style="list-style-type: none"> • Per Master CC&R; Section 10.4.14, No burning of wood, leaves, trash, or garbage is permitted. • Natural Gas and Propane firepits are allowed. • According to your Village’s guidelines
FLAGS	Village ARC	<ul style="list-style-type: none"> • According to your Village’s guidelines
GARAGE DOORS	Village ARC	<ul style="list-style-type: none"> • Adding square, diamond, or rectangular glass window inserts in the top row is allowed but must meet Miami/Dade hurricane requirements. • According to your Village’s guidelines
GARAGE DOOR SCREEN	Village ARC	<ul style="list-style-type: none"> • According to your Village’s guidelines
GENERATORS	Village ARC	<ul style="list-style-type: none"> • According to your Village’s guidelines
GUTTERS & DOWNSPOUTS	Village ARC	<ul style="list-style-type: none"> • According to your Village’s guidelines
HEDGES (USED AS A FENCE)	SEE FENCES	
HOT TUBS (LOCATED IN BACKYARD - FENCED IN AREA OR SCREEN ENCLOSURE)	Village ARC Master ARC	<ul style="list-style-type: none"> • When the hot tub is in a backyard fenced in area or an outside screen enclosure, plans and specifications for a hot tub as prepared by the contractor, should be submitted to both ARCS, including any proposed permanent fencing, which must comply with the Master ARC fence guidelines. Indian River County has specific rules governing pool fence enclosures. • Fencing surrounding the Hot Tub is required ONLY if installed outside of the screen enclosure and must have a cover lock. • Village and Master ARC approval and the approval of both your Village and Master Board and Indian River County if fencing is needed. • Hot tubs require a locking top. • Plant shrubs to hide the equipment if outside of screen enclosure.

Improvements Needing Master/Village ARC Approval

Type of Improvement	Type Of Approval Required	Description
HOT TUBS (LOCATED WITHIN PORCH/LANAI)	Village ARC	<ul style="list-style-type: none"> • Hot tubs must locate in a manner that is the least obtrusive and viewable from neighboring lots. • Hot tubs require a locking top. • According to your Village’s guidelines
HOUSE PAINTING	Village ARC	<ul style="list-style-type: none"> • According to your Village’s guidelines
HURRICANE SHUTTERS	Village ARC	<ul style="list-style-type: none"> • According to your Village’s guidelines
INTERIOR WINDOW COVERINGS	Village ARC	<ul style="list-style-type: none"> • According to your Village’s guidelines
LANDSCAPE FRONT/BACK YARD	Village ARC	<ul style="list-style-type: none"> • Following your village's guidelines, you can plant trees, shrubs, annuals, and perennials. • You can remove trees affected by disease at any time and replace them without requiring approval from ARC. • Adhere to the St John's Water District and Citrus Springs Homeowners Association (HOA) regulations, ensuring that landscaping is positioned at a minimum distance of five feet from adjacent properties and common areas. • When designing landscaping near a lake, exercise caution by refraining from placing plants within fifteen feet of the lake edge, considering the common property setbacks and easements in place. • Plants on the Florida Invasive Species list cannot be used in Citrus Springs. A Florida Invasive Species list can be downloaded from the Citrus Springs Master Website: www.Citrus-Springs-Vero.com <p><u>To avoid hitting a utility call 811 before digging. It's the law</u></p>
LANDSCAPE GRADING	Village ARC	<ul style="list-style-type: none"> • According to your Village’s guidelines
LANDSCAPE STRUCTURES AND ORNAMENTATION	Village ARC	<ul style="list-style-type: none"> • According to your Village’s guidelines
LIGHTNING ARRESTORS	Village ARC	<ul style="list-style-type: none"> • According to your Village’s guidelines

Improvements Needing Master/Village ARC Approval

Type of Improvement	Type Of Approval Required	Description
MULCH	Village ARC	<ul style="list-style-type: none"> • According to your Village’s guidelines
PATIO PAVERS	Village ARC	<ul style="list-style-type: none"> • According to your Village’s guidelines • If pavers are added around the side of the house for weed control, they can extend from the side of the house ONE paver length only or eight inches

Improvements Needing Master/Village ARC Approval

Type of Improvement	Type Of Approval Required	Description
PLAY STRUCTURES	Village ARC Master ARC	<ul style="list-style-type: none"> • Play structures 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. • 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 home's backyard. • No swing sets or other permanently installed play structures 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. • 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. • A property survey shall be submitted to the ARC for review. The survey must include the size of the Lot, the position of the home on the Lot, the size and position of the swing set to be installed, and any easements on the property.

Improvements Needing Master/Village ARC Approval		
Type of Improvement	Type Of Approval Required	Description
POOLS & SPAS	Village ARC Master ARC	<ul style="list-style-type: none"> The pool/spa plans made by the contractor must be given to the ARC. They should include any planned permanent fencing that follows the Master ARC fence guidelines. Indian River County has specific rules about pool fence enclosures. NO above-ground pools will be allowed. Owners are responsible to ensure that their contractor get all applicable permits required by Indian River County Building Department and that the permits are properly displayed as required by law.
ROOFS	Village ARC Master ARC	<ul style="list-style-type: none"> The types of roofing allowed are asphalt shingles, terra cotta tiles and some metal roofs. The types of allowed metal roofs are stamped, extruded, tile, shingle, shake and slate. Metal roofs with exposed metal fasteners and corrugated metal roofs are not allowed Seam metal roofing is allowed when installed over a solid substrate that absorbs and dissipates sound. No exposed fasteners are allowed. All roofs must be kept clean, with no visible stains or streaking, and ARCs can require that a roof be cleaned. Metal roof shingles will adhere to the standards set by the Village ARC, mirroring the color guidelines established for asphalt shingles. Homeowners must provide a color sample with their application to the Master/Village. Metal roofing products and colors are subject to Village ARC review. Images of approved metal roofing styles are available on page 11 of this document.
SATELLITE DISH & ANTENNAS	Village ARC	<ul style="list-style-type: none"> According to your Village’s guidelines

Improvements Needing Master/Village ARC Approval

Type of Improvement	Type Of Approval Required	Description
SCREEN ENCLOSURES -FRONT & REAR PORCH/LANAI (UNDER EXISTING ROOF LINE)	Village ARC	<ul style="list-style-type: none"> • Front & Rear Lanai/Porch Enclosures is a screened-in enclosure of a front entrance or rear porch/lanai located under the home's existing roof line and foundation. • According to your Village's guidelines.
SCREEN ENCLOSURES – REAR LANAI WITH GLASS (UNDER EXISTING ROOF LINE)	Village ARC	<ul style="list-style-type: none"> • Lanai/Porch Enclosures with glass is a screened-in enclosure of a rear porch/lanai located under the home's existing roof line and foundation with glass panels or windows. • According to your Village's guidelines
SCREEN ENCLOSURES	Village ARC Master ARC	<ul style="list-style-type: none"> • Screen Enclosures – an enclosure extending outward from the home's perimeter surrounding a pool or an extended patio. • Enclosing side walls on any screen enclosure is strictly prohibited. Temporary, semi-permanent, or permanent walls or windows are not allowed. Creating additional living space by enclosing the screen enclosure is not allowed by Indian River County and Citrus Springs CC&R. • The enclosure's location and size will be determined based on a review of the lot survey and shall be considerate of setback lines, easements, and the location of neighboring structures. • The screening material will be charcoal or black in color. • A proposed patio/lanai cover should complement the materials and colors of the home. • Plans and specifications should be submitted to the ARC, 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. • A landscape plan to soften the appearance of the enclosure must be submitted at the time of application.

Improvements Needing Master/Village ARC Approval




Type of Improvement	Type Of Approval Required	Description
<p align="center">SCREEN ENCLOSURE CEILING</p>	<p align="center">Village ARC Master ARC</p>	<ul style="list-style-type: none"> • There are options for adding a solid ceiling when a screen enclosure exists or is planned to be built. Materials currently approved for use are Insulated Structural panels and Multiwalled Polycarbonate Ceiling panels. New materials will be considered. • Panels come in various colors, with white being preferred of the current materials commonly used. They come in clear, white, translucent, and light bronze, which are acceptable colors. • NO CORREGATED PLASTIC panels may be used as ceiling panels. • When adding a screen enclosure to the home, a Screen Enclosure Ceiling can only be installed under the cage/structure. A Screen Enclosure Ceiling may not be installed without an aluminum and screened structure. • If an existing screen enclosure structure is already attached to the home, a Screen Enclosure Ceiling may be installed under the screen enclosure. It must attach to the existing home and the structure. • The Screen Enclosure Ceiling may be at 100% of the structure. • If no structure is present, an architectural structure must be installed to support the Screen Enclosure Ceiling. Indian River County Building Department Code prevails in structure specifications to support the Screen Enclosure Ceiling. • Due to the various material types and installation methods, contractors must submit ceiling specification and obtain pre-approval from the Master ARC Committee for the building specifications of screen enclosure ceilings. • This must be attached to the supporting house roof line per the current codes.
<p align="center">SECURITY DEVICES</p>	<p align="center">Village ARC</p>	<ul style="list-style-type: none"> • According to your Village’s guidelines
<p align="center">SIGNS</p>	<p align="center">Village ARC</p>	<ul style="list-style-type: none"> • According to your Village’s guidelines

Improvements Needing Master/Village ARC Approval		
Type of Improvement	Type Of Approval Required	Description
SKYLIGHTS & SOLAR TUBES	Village ARC	<ul style="list-style-type: none"> According to your Village's guidelines
SOLAR DEVICES	Village ARC	<ul style="list-style-type: none"> Shall not be installed on the ground or in common areas. According to your Village's guidelines.
STORAGE SHEDS	---	Not Allowed
VENTS - ROOF OR GABLE	Village ARC	<ul style="list-style-type: none"> Meet all Indian River County permit requirements. According to your Village's guidelines
WALKWAYS AND PATHWAYS	Village ARC Master ARC	<ul style="list-style-type: none"> Walkways/pathways may not exceed 36 inches (3 feet) in width. Match existing driveway. Variations may be made for necessary accommodations. If pavers are added around the side of the house for weed control, they can extend from the side of the house ONE paver length only or eight inches
WATER SOFTENERS	Village ARC	<ul style="list-style-type: none"> According to your Village's guidelines
WELLS	Village ARC	<ul style="list-style-type: none"> According to your Village's guidelines
WINDOWS - REPLACEMENT	Village ARC Master ARC	<ul style="list-style-type: none"> Owners are responsible to ensure that their contractor get all applicable permits required by Indian River County Building Department and that the permits are properly displayed as required by law.

APPROVED METAL ROOFING STYLES

 <p>STAMPED METAL ROOF</p>	 <p>EXTRUDED METAL SEAM ROOF</p>	 <p>SHINGLE STYLE METAL ROOF</p>
 <p>SHAKE METAL ROOF</p>	 <p>SLATE METAL ROOF</p>	

ROOFING STYLES NOT APPROVED

 <p>EXTRUDED METAL ROOF WITH EXPOSED HARDWARE</p>	 <p>TILE METAL ROOF</p>	 <p>CORRIGATED METAL ROOFING</p>
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CITRUS SPRINGS MASTER/VILLAGE ARCHITECTURAL REVIEW COMMITTEE 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

Documentation Required for new construction only:

Contractor and License Number: _____

Attachments:

Certificate of Insurance: _____ Contract: _____ Site Plan: _____ Photo: _____ Approved Plans: _____

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 are subject to the requirements of 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. All work for generators and hurricane shutters must be completed within (1) one year from 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 your Village ARC 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 the 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 allow an inspection of the completed project 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)

Date Submitted

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

Village 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____