

Cambridge Village Architectural Standards Manual

Guidelines

General Information

1. The following is to be used as a simple guideline when making exterior changes to your home. More information is available in your copy of the *Declaration of Covenants, Conditions and Restrictions*.
2. It is the homeowner's responsibility to fill out a Submittal Form for each request correctly. This will allow the ARB to respond to your request in a timely manner. If required information is not included with your Submittal Form it will be returned to you to be re-submitted.
3. **All exterior alterations, including but not limited to, landscaping, building, paving, fencing, painting, etc. require approval from the Architectural Review Board (ARB).** If you are still not sure after reading these Guidelines, or the *Declaration of Covenants, Conditions and Restrictions*, contact the ARB or the Board in writing at our address.

Not knowing is not an excuse for neglecting to fill out a Submittal Form for an exterior alteration. Any homeowner who makes an exterior alteration without approval will be in violation of the Declaration of Covenants, Conditions and Restrictions, and may be asked to remove or change any alteration(s) at the expense of the homeowner.

Compiled by the
**Cambridge Village
Architectural Review Board**
August 2005

GENERAL – GETTING STARTED

Request ARB Review Form

1. Contact the HOA Board – Cambridge Village HOA Inc. via e-mail at board@cambridgevillagehoa.com. Please include your Name, Address & Phone Number in the email body. Mention what type of exterior alteration you are making and request that an ARC Review form be mailed or emailed to you.
2. For your convenience, copies of the submittal form and a listing of important numbers is attached after the last page of these guidelines.

Sending in Submittal Forms

1. Planning ahead is essential. The ARB may take up to 30 days from the date of receipt of your request to respond. However, if requests are filled out properly, and all required information is included, you should receive a response within a few days after the next regularly scheduled ARB Meeting. If you have questions, call the Property Manager and someone will call or contact you within 24 hours.

2. **Mail or Email Submittal Forms or Inquiries to:**

Email: board@cambridgevillagehoa.com

**Cambridge Village Homeowners Association
PO Box 577
Ocoee, FL 34761**

Receiving Approval

1. Receiving approval from the Architectural Review Board of the Cambridge Village does not verify compliance with building, zoning, or other County/City Codes. You must apply for all necessary permits from Ocoee Building and Zoning Department prior to beginning any exterior alteration. Do not apply for your permit without approval from the ARB.

(See Important Numbers on back page.)

2. You must be able to show proof of permitting from the City of Ocoee and/or Orange County before you begin construction. Any work performed by the homeowner is subject to inspection. If you do not receive the proper permitting, you will be asked to stop construction and obtain proper permitting immediately.

NOTE: Due to changes in times, trends, and community needs, the ARB will update the "Architectural Standards Manual" and the "Architectural Standards Manual – Guidelines" from time to time. All residents and owners will receive updates via Cambridge Village Newsletter, or separate mailing, which are to be added to this set of Guidelines. Periodically, this set of Guidelines will be reissued with all the updates included. This new "**Architectural Standards Manual – Guidelines**" will be dated, and will supercede the prior set of Guidelines. You may discard any prior set when this set is received. (As of February 2005, this is the second set of guidelines issued.)

CONSTRUCTION, EQUIPMENT INSTALLATION & IMPROVEMENTS

Any exterior construction or equipment installation must receive approval from the ARB, unless indicated otherwise in the guidelines below.

The following must be included with each and every Construction, Equipment and Improvement submittal:

(It is recommended that you include your contractor's professional estimate form when available.)

1. Plat survey/plan (copy) with drawing of placement/location and details of construction including heights, lengths, widths and depths. Include setback from front of house.
2. Include building materials, surface texture, color, size, shape, height, and grade, etc.
3. Include visual in the form of a picture or brochure, or detailed drawing.
4. A separate submittal should be filled out for each individual request. (Example: Do not request a fence and a paint color on the same submittal form.)

A. PAINTING/REPAINTING THE SAME COLOR:

1. Must be approved by the ARB.

2. Even if you are only painting the body/stucco or only the trim or only the door, and even if you are painting any portion of those areas the same as the existing color, you must still obtain approval from the ARB.
3. Every submittal must include individual color chips of each color for reference and accuracy. Brochures, pictures of other homes and color scheme swatches are not acceptable.
4. If all colors used are from the Cambridge Village Color Books, it is sufficient to list the colors by name and number. No color chips are required. (Call the Property Manager to check out the Cambridge Village Color Books.)
5. It is recommended that you request the color books to make your color selection or to use as a guide.
6. If you are approved to paint your house a color that is not in the color books, you agree to paint an 8 ½ " X 11" color card (provided by the ARB with your approval form) and return it to the ARB. This approved color will then be added to the color books.
7. Indicate if you are using a special paint such as one with an additive. Please include detailed samples of anything other than standard flat or eggshell finish.
8. Body/Stucco colors darker than the darkest Body/Stucco colors in the color books will not be permitted at this time.
9. All trim and garage doors have to remain white.
10. If you would like to paint your front door, you must note the color of the body of your home and submit the exact color chip that you wish to paint your front door.

B. FENCING:

1. Must be approved by the ARB.

2. Must be 6' tall.
3. No fence of any kind shall be constructed or maintained in front of the rear line of the dwelling on any lot.
4. Wood or Vinyl fencing, only.
5. Wood is board on board or privacy, only.
6. No picket fencing will be allowed.
7. Posts set in concrete or professionally installed using an alternate technique designed to keep posts upright and level.
8. Gates shall be made of the same material as the fence. No metal fencing shall be permitted.
9. Wood fencing and Gates shall be sealed with a permanent weatherproof sealer within 30 days of installation. Weatherproofing must be maintained.
10. Fencing may be painted or stained with written approval from the ARB.
11. The structural integrity and the visual esthetic appearance shall be maintained.

C. LANDSCAPING:

1. **All major landscaping plans, require approval from the ARB.** This includes removal of trees larger than 4" diameter and 6' tall.
2. Replacing annuals in an existing landscaping bed or around trees and mailboxes does not require approval from the ARB.
3. Replacing dead bushes or trees with vegetation of similar height and size and similar quantity will not require ARB approval.
4. No artificial vegetation is permitted.
5. No pots or planters allowed on the driveway or the sidewalk. Pots or planters in excess of six (6) must be approved by the ARB.
6. Vegetable gardens may not be planted in the front yard or side yards and must be hidden from view of the street and/or neighboring properties, by fencing or sufficient hedges.
7. Lawn Maintenance:
 - a. Lawn / grass shall be maintained no higher than 6 inches.
 - b. Lawn must be St. Augustine grass.
 - c. Lawn shall be maintained in a green and healthy appearance. No bare or brown spots larger than one foot in diameter to go unattended.
 - d. Grass shall be blown off sidewalk, driveways and street.
 - e. Grass clippings shall not be blown into, or left to clog the storm drain(s).
 - f. Grass clippings shall not be blown into neighbor's yard.
 - g. All lawns must be edged neatly.
 - h. All plantings shall be trimmed, weeded and fed to maintain a clean, neat, crisp, green and aesthetic appearance.
8. All lots shall be landscaped and in keeping with the general conformity and harmony of the Cambridge Village community.
9. All lots shall have, at minimum, three (3) trees per lot. Said trees shall be at least two (2) inches in DBH (Diameter at Breast Height) and at least ten (10) feet in height.

D. PATIOS, POOLS, ENCLOSURES, ADDITIONS & STRUCTURAL CHANGES:

1. **Must be approved by the ARB.**
2. Style & shape must fit the architectural design of the house and must not be higher than the house, or stand out from the sides of the house.
3. To soften visual impact, it is suggested minimal landscaping be included in the plan.
4. No pools shall be permitted in the front or side yard.
5. No above ground pool shall be permitted.
6. The ARB must approve any changes or additions to trim molding design, size or quantity.

E. GARAGES:

1. No automobile garage shall be enclosed, screened over or converted to another use.

F. CONCRETE SLABS: Must be approved by the ARB.

G. DECKS & ROOFING: Must be approved by the ARB.

H. SECURITY BARS:

1. No security bar system may be visible from the exterior of any window or door of any dwelling on the property.
2. Security cameras must be discreet and installed in a professional manner with no exposed wires.

I. DRIVEWAYS & SIDEWALKS:

1. **ARB must approve the sealing or resurfacing** of driveways and the portion of sidewalk leading to house.
2. Color or surface changes of sidewalk leading to house must be compatible with architectural style of house.
3. Driveway may be sealed with clear sealer or painted with approved colors only.
4. Public sidewalks and driveway aprons (concrete between street and sidewalk) may not be painted or sealed. If there is a sidewalk repair issue, please notify the Cambridge Village Board of Directors.

J. EXTERIOR LIGHTING:

1. **Landscape, Decorative, Security and Coach lighting require approval from the ARB.**
2. Landscape, Decorative and Security lighting should be integrated into the landscaping in a manner, which will enhance the beauty of the property.
3. If any exterior lighting is deemed by the ARB to be too plentiful, too obvious or too bright, or is installed in a manner that is distracting or causes a disturbance to neighbors, the ARB has the right to request the homeowner make appropriate alterations to the lighting.
4. Hardware and fixtures should be placed to appear as discrete as possible.
5. Coach lighting shall be consistent with the architectural design of the house.
6. Light bulbs/lenses in all fixtures shall be clear or white year-round, excluding U.S. recognized holidays.

K. DOORS – EXTERIOR:

1. Must be approved by the ARB.
2. Exterior doors, screen doors and storm doors, with windows and special details may be approved with proper descriptions, colors noted, and photo or picture from brochure.
3. The ARB must approve any changes or replacement of garage doors.

L. MAILBOXES:

1. Only mailbox style that may be used is the type installed at the time of construction.
2. Mailbox must be maintained in good repair and with working flag, door and house numbers.
3. House numbers must fit within the indented space provided.
4. Mailbox must be free of bumper stickers, signs and advertising.

M. WINDOW / WALL AIR CONDITIONERS:

1. No AC equip other than compressor units which must be installed on the side or back of the house only, may be visible on the exterior.
2. No wall or window units may be installed.

N. SOLAR COLLECTORS:

1. **Must be approved by the ARB.**
2. Size and position must be indicated.

O. BASKETBALL HOOP WITH STANCHION:

1. May be temporary/portable style only.
2. Hoop and/or stanchion may not be mounted to house or permanently installed in ground.
3. May not be in any common area. Must be on the owner's property.
4. Must be set back no less than 6 feet from sidewalk for pedestrian and automobile safety.
5. Must be stored inside during any imminent hurricane and or during hurricane warnings.

P. RECREATIONAL EQUIPMENT:

1. **Must be approved by the ARB.**
2. Location and placement must be indicated.
3. Must be installed or stored in the back yard only, including playhouses, toys, tents, etc.
4. May not be taller than 8' maximum.
5. Grass and or vegetation around and under any and all equipment must be maintained (mowed, trimmed, weeded, etc.,) in order to prevent pests and to diminish visual impact.
6. No skateboard or bicycle ramp or similar structure shall be permanently installed or maintained overnight on any portion of any lot.
7. All recreational equipment must be maintained in attractive and safe condition.

Q. YARD DECOR:

1. Decorative Yard items such as furniture, birdbaths, statues, landscape brick and edging, shall be integrated into the landscaping so that it is tasteful and discrete.
2. No beach, pool, cabana, or picnic style furniture should be visible from the street.
3. If any decorative yard items are deemed by the ARB to be too plentiful, too obvious, too bright, does not harmonize with the architectural style of your home, or are placed in a

manner, which causes disturbance to neighbors, the ARB has the right to request the homeowner make appropriate alterations to, or remove the item(s).

R. SATELLITE DISHES/ ANTENNAS

1. Should be limited to installation on the back of the house whenever possible.
2. No satellite dish may be installed closer than 15 feet from the front of the house.
3. No satellite dish larger than 20 inches in diameter will be permitted.
4. No television antennas allowed.

S. HOLIDAY DECORATIONS:

1. All exterior holiday decorations (i.e., signs, lights, yard decorations, and interior decorations that are visible from the street such as window stickers, decorations in the windows, garlands, etc.) shall be displayed no earlier than thirty (30) days prior to the holiday and shall be removed within seven (7) days after that holiday " with the exception of holidays beginning in December. December holiday decorations shall not be displayed before Thanksgiving, and shall be removed within twenty (20) days following December 25th.
2. Special Occasion decorations such as birthdays, retirements, births, graduations, etc. may be displayed a maximum of one week (seven days).

T. SIGNAGE:

1. Real Estate Signs:

- a. One professionally printed real estate sign per property, no larger than six (6) square feet, may be displayed in the yard as long as is needed to sell the property.
- b. Signs must be maintained in good repair.
- c. Signs may not be placed in front of the main entrance gates except during (the same day of) an open house, after which time the sign must be immediately removed.

2. Other Signs:

- a. Signs may be displayed by the Board of Directors or their committees for the Cambridge Village Homeowner's functions.
- b. No other signs may be displayed in the Cambridge Village unless they fall under the conditions listed in the paragraph for Holiday Decorations.
- c. The Board of Directors may from time to time use portable signs to advertise Association events.

U. FLAGS:

1. Official United States of America flag is permitted to be displayed according to State Statutes, and must be replaced or removed if tattered or torn.
2. Permanent ground mounted flag poles are not permitted, unless in a removable sleeve.
3. Other flags:
 - a. May be displayed under the conditions of Holiday Decorations (see above),
 - b. May be submitted to the ARB with a detailed letter of explanation.

VIOLATION PROCEDURES:

A. Homeowner is cited with a violation for making an exterior change without approval:

1. Homeowner must submit a request to the ARB immediately.
2. If the ARB approves the request, the matter is resolved.
3. If the ARB denies the request, the Homeowner will be required to correct the violation immediately.
4. If the Homeowner corrects the violation, the matter is resolved.
5. If the Homeowner does not correct the violation, the Homeowner will be referred to the Board of Directors for review, whom may proceed with legal action as deemed appropriate.

B. Homeowner makes an exterior change with approval, but does not make the change as requested or approved:

1. Homeowner will be cited with a violation and will be required to respond with a new request indicating the changes that were not approved, or will be required to correct the violation immediately.
2. If the new request is approved, or if the Homeowner corrects the violation, the matter is resolved.
3. If the Homeowner does not correct the violation, the Homeowner will be referred to the Board of Directors for review, whom may proceed with legal action as deemed appropriate.

Important Contact Information

Mailing Address:

**Cambridge Village Homeowners Association
PO Box 577
Ocoee FL, 34761**

CambridgeVillageHOA.com:

Email: board@cambridgevillagehoa.com

City of Ocoee

407 905-3100

- Press:**
- 9 – If you know your party’s extension.**
 - 1 – Directory**
 - 2 – Police or Fire**
 - 3 – Building, Code Enforcement, Inspections, Occupational License & Zoning**
 - 4 – Mayor or Commissioners**
 - 5 – Recreation**
 - 6 – Public Works & Sanitation**
 - 7 – Water Billing, Utilities & Engineering**
 - 8 – Planning**

**CAMBRIDGE VILLAGE HOMEOWNERS ASSOCIATION
A.K.A. NEUMANN VILLAGE
Request for Architectural Change**

This request form is to be completed by the homeowner and submitted for approval **prior to any work commencing**.^{*} Any samples attached will NOT be returned. Mail or hand deliver the completed form to:

Cambridge Village Homeowners Association
PO Box 577
Ocoee, FL 34761

If you have any questions concerning this application, please refer to your Declarations of Covenants and Restrictions, or contact the Board via email at board@cambridgevillagehoa.com.

****NOTE:** All requests must conform to the local zoning and building regulations, and you must obtain all necessary permits if your request is approved by the ARB. This request is valid for 90 days from point of acceptance.*

TO BE COMPLETED BY HOMEOWNER	
Name:	
Address:	Lot No:
Phone:	EMAIL:
Describe the change (i.e. porch, enclosure, etc.):	
Location - Attach a copy of lot survey or plan showing location of addition.	
Specifications - Attach a copy of plans, and describe the following:	
Dimensions:	
Materials:	
Color: (Attach color samples)	
Liability: <i>I take full responsibility and am personally liable for any damage that may occur to Cambridge Village Homeowners Association property during the completion of this project.</i>	
Signature:	Date:
TO BE COMPLETED BY ARCHITECTURAL REVIEW BOARD	
Date Received:	Date Forwarded to ARB:
Architectural Review Board Decision: <input type="checkbox"/> Request Approved <input type="checkbox"/> Request Pending <input type="checkbox"/> Request Denied	
<u>ARB Members' Signatures</u>	<u>Date</u>
1.	
2.	
3.	
Comments:	
Date Decision Communicated to Owner:	