

Architectural Review Committee

Rules & Regulations

*Southern Woods Property Owners Association, Inc.
P.O. Box 1720
Homosassa Springs, Florida 34447*

Directors

Adopted By Board of

March 8, 2006

ARCHITECTURAL REVIEW COMMITTEE RULES AND REGULATIONS

The authority for these Rules and Regulations is set forth in Article IV, Section 3, of the Declaration of Covenants, Restrictions and Easements (the Declaration) of the Master Association for Southern Woods, Dated December 4, 1992.

These Rules and Regulations shall be consistent with the Declaration or conflicts shall be resolved in favor of the Declaration.

In addition to being subject to the above noted Declaration and these Rules and Regulations, owners of Lots 1-34, Block A, and Lots 19-41, Block C, are subject to a Supplemental Declaration, executed on December 4, 1992, establishing The Cottages of Southern Woods Homeowners Association, Inc. This Association has governing instruments that Cottage Lot Owners are also required to comply with.

COMMITTEE

The Architectural Review Committee (ARC), a standing Committee of the Board of Directors, is charged with overseeing all construction, both of Dwellings and Landscape, in Southern Woods. The charge of the Committee is to ensure that Southern Woods is developed in an aesthetically pleasing manner consistent with both a premier community and that development which has previously occurred.

The ARC is chaired by the Vice President of the Property Owners Association and is comprised of four Members, appointed by the Board, all of whom must be residents of Southern Woods. The ARC is involved in all phases of construction, from the planning stages prior to the clearing of a Parcel to alterations to a finished Dwelling or Landscaping.

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PART I

(1) OWNER/CONTRACTOR RESPONSIBILITIES

1.1.1 Obtain a Permit from the ARC (and all governmental authorities, as required) before any work (including clearing) is done on the parcel.

1.1.1a No changes to ARC approved plans and specifications may be made without prior written consent of the ARC.

1.1.2 Work may only be performed by licensed contractors. It is the duty of all contractors to ensure that all sub-contractors are licensed, that all insurance and permits are in place, and that all applicable laws are followed.

1.1.3 An approved sign board containing Permits, County Inspection Notices, approved plans etc, must be placed on the Parcel. The sign board must be removed at the end of construction.

1.1.3a Contractor and subcontractor displays and/or advertising signs are not permitted.

1.1.4 A suitable method of proper trash/debris containment and disposal with periodic pickup must be provided during all phases of construction. Approved containment methods are a dumpster or a substantial containment device.

1.1.4a Contractors must maintain all construction sites in a neat and clean condition at all times. Debris/trash may not accumulate on the property or stray onto adjoining properties.

1.1.5 A chemical toilet shall be positioned on the construction site and serviced on regular basis so that it does not become offensive to the neighborhood.

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1.1.8 The contractor must take whatever steps are necessary to avoid spillover of sand and debris to adjacent properties, e.g., the use of black screening or straw bales.

1.1.9 Violations of the Deed Restrictions or Rules and Regulations may result in correction of violation, including demolition, by SWPOA through a contractor retained by it at the Owner's expense, Association imposed fines, liens, loss of voting rights and any other legal remedies.

(2) BUILDING REQUIREMENTS

1.2.1 Each Dwelling must have an individual identity yet harmonious with the Southern Woods neighborhood. Colors and/or designs of adjacent Dwellings may not be repeated so that any sense of sameness is created.

1.2.2 The Dwelling recommended height of 35 feet or less.

1.2.3 The minimum recommended roof pitch is 6 inch rise to 12 inch run.

1.2.4 The Dwelling must be built on a monolithic concrete slab.

1.2.5 Roof shingles must be a minimum 25-year architectural grade laminate certified to wind load requirements of the Florida standard building code. Color must be approved by the ARC and compatible with exterior Dwelling colors.

1.2.6 Exterior dwelling colors must be neutral, earth tones, or pastel. Trim colors must be harmonious and enhance the overall appearance of the Dwelling. The use of more than three colors (tones) will not be approved.

1.2.7 Driveways and walkways must be finished with cement, (including bricks or brick pavers), which may only be painted in a neutral subdued tone.

1.2.8 Refusal to approve a building plan by the ARC may be based on any ground, including only aesthetic.

(3) LANDSCAPING

1.3.1 All landscaping must be attractive and compatible with that in the surrounding neighborhood and may not be sparse, overly large or intrusive. Oak trees with trunk diameter 6 inches or greater cannot be removed unless they are in the footprint of the Dwelling. Landscaping must be completed at least 30 days before occupancy. A maximum of 30-day extension may be granted by the ARC.

1.3.2 Lawns must be sodded and must extend to the pavement line and the lot lines on all sides of the building.

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appropriate trees. No ARC building permit will be issued until at least a preliminary landscaping plan is approved.

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(4) APPLICATION FOR A CONSTRUCTION PERMIT

An Application package must contain:

1.4.1 Permit fee payable to “SWPOA”

Dwelling (with or without pool)	\$125.00
Pool (later addition)	\$ 35.00
Other construction (including alteration, wells, solar panels, etc.)	\$ 35.00

1.4.2 Acknowledgement (see attachment) signed by Owner that he has received and will comply, individually and through his contractor, with SWPOA Declaration of Covenants, Restrictions and Easements, Revised and Restated By-Laws, ARC Rules and Regulations, all applicable laws and the Permit issued by ARC.

1.4.3 Acknowledgement (see attachment) signed by Contractor that he has received the documents noted above in 1.4.2 and will comply with them and the applicable laws and do all work only as approved by the Permit issued by the ARC.

1.4.4 A certified comprehensive land survey with legal description executed by a State of Florida Registered Surveyor. The survey must clearly show the official survey seal and must state the total lot area in square feet.

1.4.5 Copy of Citrus County building permit and Contractor’s license.

1.4.6 A designation of what trees are to remain and what trees are to be removed and a statement that they have been marked. Prior to consideration of the application by the Committee, the Chairman or his designee, will visit the site to examine it and the trees that

have been designated and marked.

1.4.7 Site plan drawn to ¼ inch to 1 foot scale

1.4.7a Plan must show all wings, planters, patios, walks, garage, driveway, swimming pool, hot tub, porch, etc., including a designation of the location of the underground garbage cans and any underground gas tank

1.4.7b The minimum setbacks and maximum coverage in Conventional and Reduced Size lots:

	<u>Conventional Lot Size</u>	<u>Reduced Lot Size</u>
Maximum lot coverage (Impervious Ratio-submit Calculation)	50%	*
Minimum set backs:		
Front	25 feet	*
Each side, extending from front to rear property lines	7 1/2 feet	5 feet
Rear up to rear of swimming pool, or Dwelling if no pool	15 feet	15 feet

* Reduced size lots are:

Block A, Lots 1-34 inclusive and Block C, Lots 19-41 inclusive
(maximum lot coverage 50%, minimum front setback 25 feet)

Block F, Lots 1-30 inclusive, Block G, Lots 1- 25 inclusive,
Block H, Lots 1-11 inclusive, and Block I, Lots 1-24 inclusive.
(maximum lot coverage 60%, minimum front setback 20 feet)

1.4.7.c The ARC may also consider the prospective view of a property in its surroundings and make non-mandatory suggestions to increase set backs or adjust finish grade.

1.4.7.d Plan must indicate square footage of living area under air calculated by multiplying the outside horizontal dimensions of the Dwelling at

floor level and omitting any garages, porches and other non-air conditioned areas.

Minimum square footage on conventional lots is 2000 square feet.

Minimum square footage on reduced sized lots is 1400 square feet.

1.4.7.e Plan must show that all utilities are underground and concealed.

1.4.8 A set of blue prints which clearly show that they meet or exceed all requirements of the SWPOA Declaration and these Rules and Regulations.

1.4.9 A structural section of exterior wall showing roof pitch and materials

1.4.10 A designation of all exterior materials and colors, showing where each material and color will appear.

1.4.10a A manufacturer's exterior paint chip, roof color and material must accompany the application.

1.4.11 A designation of the location of the underground garbage cans and any underground gas tank.

1.4.12 A comprehensive landscaping plan

(5) PROCESSING OF APPLICATION

1.5.1 A completed application, including fee, must be submitted to the ARC Committee Chairman. The mailing address is Southern Woods POA, Attn. ARC, P.O. Box 1720, Homosassa Springs, Florida 34447.

1.5.2 The application will be considered by the Committee at the next regularly scheduled meeting, at least two weeks hence, or if time is of the essence, a special meeting or, if agreed upon between parties, at a later meeting.

1.5.3 The Committee, after reviewing the application and hearing any comments by attendees at the meeting and Committee members, will vote on the application. It may adjourn determination if further information or consideration is deemed necessary.

1.5.4 The Committee may grant the application, deny the application for any reason including purely aesthetic, grant the application in part, grant the application with conditions or take any other action that it deems appropriate. If the application is denied in

whole or part, the Committee will advise the applicant, and the Board of Directors, in writing of the reason for denial.

1.5.5 If the application is not granted, the applicant may appeal to the Board of Directors by notifying the Committee and Board within 15 days of the taking of the appeal.

1.5.6 If the application is granted, with or without changes or conditions, and the applicant accepts the decision, he (the Owner and the Contractor) must agree to the application as granted and agree to follow its terms and conditions. A permit will be issued and work may commence.

1.5.7 Upon the issuance of a permit, the Committee Chairman will assign it to a Committee member who will have the primary responsibility for oversight. The applicant will be given the member's name and the contact information.

Part II

(1) SPECIAL PERMITS

2.1.1 Any change to the outside of the dwelling which does not involve construction (e.g. change of color) requires a special permit. A major alteration of landscaping requires a special permit. Flagpoles, decorative yard accessories, etc. require a special permit.

2.1.2 There is no fee for an application for a special permit.

2.1.3 The application must be submitted on the form provided by the ARC. The completed application should be submitted to the ARC Committee Chairman. The mailing address is Southern Woods POA, Attn. ARC, P.O. Box 1720, Homosassa Springs, Florida 34447.

2.1.4 The application will be considered by the Committee at the next regularly scheduled meeting, at least two weeks hence.

2.1.5 If the application is granted, the Owner must obtain the necessary County permits.

(2) Variances

2.2.1 The ARC may grant a variance from the standards set forth in the Declaration and these Rules and Regulations upon a finding that the variance would enhance the aesthetics and/or well being of the Community and would not adversely affect the interest of the neighboring properties or the Community. However, since a thorough review is required on all variance requests, approval or denial will not be made at the initial ARC meeting.

2.2.2 An application for a variance must be submitted in writing and presented at an ARC meeting. The basis upon which the request is made should be clearly set forth.

2.2.3 Each application for a variance will be considered on its own merits and the prior granting of a similar application will be no precedent.

PART III

(1) ENFORCEMENT

3.1.1 The assigned ARC member will follow the entire construction process from the granting of the permit to completion. The member may obtain the assistance from any other member of the Committee and from any experts he deems necessary.

3.1.2 The assigned member will visit the site at least weekly.

3.1.3 Apparent problems will be called to the attention of the contractor as soon as possible so that remedial action can be taken at the earliest possible time.

3.1.4 If it appears that the permit issued by the ARC, its Rules and Regulations, or other deed restrictions are not being followed, the assigned member will call or cause the contractor to be called, explaining the problem. If the apparent problem is satisfactorily explained and is not in fact a problem, or if it is properly corrected, no further action is necessary.

3.1.5 If there is no satisfactory resolution, the member will cause a letter to be sent by e-mail or regular mail to the contractor with a copy to the Owner, setting forth the problem and demanding that appropriate remedial action be taken. The letter will set forth the appropriate remedial action, the time within which it must be taken, and, if appropriate, may demand that further work be halted until corrective action is taken.

3.1.6 Remedial action may be whatever the ARC deems appropriate under the circumstances and in an extraordinary circumstance, including an order to restore the land to its natural state.

3.1.6.a The SWPOA has the right to summarily remove any structure which is in violation at the expense of the owner.

3.1.7 If the remedial action is not completed in a timely fashion, the matter may be referred to the ARC for a hearing on sanctions. The contractor and owner must be given at least one-week notice of the hearing.

3.1.8 The ARC may direct that the status quo be maintained until the hearing. If that order is not followed, each day of that violation may be considered a separate violation.

3.1.9 The sanctions may include:

- 3.1.9.a suspension or revocation of the permit
- 3.1.9.b an order to stop work
- 3.1.9.c direction that if a problem is not completely corrected by a certain date, a contractor may be hired by the ARC on behalf of the owner at the Owner's expense, to correct the problem, or
- 3.1.9.d a fine

(2) HEARING ON SANCTIONS

3.2.1 If the ARC finds by a preponderance of the evidence before it that a violation was committed, it may impose any authorized sanction(s).

3.2.2 If the ARC finds by the preponderance of the evidence before it that a violation was intentional, it may impose a fine in addition to any other sanctions.

3.2.2.a If the violation was failure to secure a permit, the fine will be the amount of the fee for a permit. To continue work, the Owner will be required to pay that fine and obtain a permit, paying the appropriate fee for it.

3.2.2.b If the work being done requires a permit and the permit was secured, and the work being done was not authorized by the permit, or is not what was authorized, the fine will be the amount of the fee for that type of permit.

3.2.2.c All other fines will be \$25.00 for the first offense; \$50.00 for the second offense and \$100.00 for the third and subsequent violation.

3.2.2.d If the violation continues, each week of the violation will be deemed a new violation.

3.2.3 On a hearing on sanctions, the Committee Chairman will preside and the other Committee members will vote. A majority of those present and voting is necessary to impose any sanction. The Chairman will vote only in the event of a tie.

3.2.4 At a hearing on sanctions, the Committee will consider all relevant evidence before it. If necessary, the matter may be continued at the next ARC meeting.

3.2.5 All sanctions are ultimately the responsibility of the Owner.

PART IV

IN GENERAL

4.1.1 Meetings of the ARC will be held on the 2nd and 4th Tuesday of the month at 3:00p.m. in the Firehouse located on Route 480.

4.1.2 If the ARC deems it necessary to hire a contractor on behalf of an Owner, it must hire a contractor licensed to do business in Citrus County.

4.1.2.a The hiring of a contractor on behalf of an Owner will be considered at the next ARC meeting after three proposals and bids are received, unless time is the of essence because of a hazardous, or potentially hazardous, situation. The ARC, in its discretion, may hear any person present at the meeting, but must hear the Owner and his Contractor, if present.

4.1.2.b The Owner may not dispute the selection and the charges will become a lien against the property which the Owner will be required to pay. Any dispute as to work performed or the manner in which it was performed is between the contractor and the Owner as if the contractor had been directly hired by the Owner.

4.1.3 All applications, with the disposition noted thereon, all correspondence and all minutes of Meetings will be retained as a permanent record of the ARC for the period of ten years. To the extent practicable, those records may be maintained on a computer medium.

Southern Woods Property Owners Association, Inc.
P.O. Box 1720
Homosassa Springs, Florida 34447

APPLICATION FOR CONSTRUCTION PERMIT

Block: _____ Lot(s) _____ Street Address: _____

Owner(s) Name: _____ **Phone No:** _____

Owner(s) Address: _____ E- Mail: _____

Contractor/Builder: _____ Phone #: _____

Address: _____ E-Mail: _____

_____ License No.: _____

Application for:

New Dwelling: _____ Alteration: _____ Major Landscape _____ Other: _____

New Dwelling Dimensions:

Lot: Front _____ Depth: _____ Square Footage: _____

Set Backs: Front: _____ Rear: _____ N/E Side: _____ S/W Side: _____

Dwelling: _____ square feet living/under air _____ total

Impervious coverage: _____ %

New Dwelling Inclusions:

Pool: _____ Spa: _____ No. Garage Stalls: _____ Well: _____ Gas Tank: _____

Alterations, Major Landscape, Other:

Nature of work to be done: _____

Check List of Required Documents:

____ SWPOA Permit Fee

____ Certified Land Survey

____ Owner Acknowledgement

____ ¼ Inch Scale Floor Plan

____ Contractor Acknowledgement

____ Structural Section

- | | |
|--|--|
| ___ Site Plan | ___ Square Footage |
| ___ Landscape & Irrigation Plans | ___ Roof material sample |
| ___ Exterior Elevations with material & color specifications | ___ Driveway/Walkway location, material, color |
| ___ Copy of Contractor's License | ___ Designation of trees marked to remain |
| ___ Copy of County Permit | |

Application:

Received by: _____ Date: _____
 Complete: _____ Incomplete (missing items circled): _____

Assigned to: _____ Date: _____

Permit issued: _____ Permit denied (see below) _____

Permit issued with changes and/or conditions (see below)

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OWNER'S ACKNOWLEDGEMENT OF CONSTRUCTION REQUIREMENTS

Block: _____ Lot(s) _____ Street Address _____

Owner(s) Name: _____ **Phone No.:** _____

E-mail Address: _____

1. I am the owner (an Owner authorized to act on behalf of the owners) of the above referenced lot(s).
2. I have received and agree to be bound by the Declaration of Covenants, Restrictions and Easements, the Revised and Restated By-Laws of the Southern Woods Property Owners Association (SWPOA), and the Rules and Regulations of the Architectural Review Committee (ARC).
3. I am making an application to the ARC for a Permit to construct a single family dwelling on that property.
4. If my contractor does not abide by any of the requirements, I agree to take whatever steps may be necessary to correct the problem.
5. My Contractor is:

Name:

Address: _____

Phone No.: _____

Signed: _____

Dated: _____

Owner/Authorized Owner

**Southern Woods Property Owners Association, Inc.
P.O. Box 1720
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**CONTRACTOR'S ACKNOWLEDGEMENT OF
CONSTRUCTION REQUIREMENTS**

Block: _____ Lot(s) _____ Street Address: _____

Owner(s) Name: _____ Phone No.: _____

Contractor Name: _____ Phone No.: _____

E-Mail: _____

1. I am the Contractor authorized to act on behalf of the Owner(s) of the above referenced Lot(s).

2. I have received and agree to be bound by the Declaration of Covenants, Restrictions and Easements, the Revised and Restated By-Laws of the Southern Woods Property Owners Association (SWPOA), the Rules and Regulations of the Architectural Review Committee (ARC) and any Permit issued by ARC.

Signed: _____

Dated: _____

Contractor

Architectural Review Committee

Rules & Regulations

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Block H, Lots 1-11 inclusive, and Block I, Lots 1-24 inclusive.
(maximum lot coverage 60%, minimum front setback 20 feet)

1.4.7.c The ARC may also consider the prospective view of a property in its surroundings and make non-mandatory suggestions to increase set backs or adjust finish grade.

1.4.7.d Plan must indicate square footage of living area under air calculated by multiplying the outside horizontal dimensions of the Dwelling at

floor level and omitting any garages, porches and other non-air conditioned areas.

Minimum square footage on conventional lots is 2000 square feet.

Minimum square footage on reduced sized lots is 1400 square feet.

1.4.7.e Plan must show that all utilities are underground and concealed.

1.4.8 A set of blue prints which clearly show that they meet or exceed all requirements of the SWPOA Declaration and these Rules and Regulations.

1.4.9 A structural section of exterior wall showing roof pitch and materials

1.4.10 A designation of all exterior materials and colors, showing where each material and color will appear.

1.4.10a A manufacturer's exterior paint chip, roof color and material must accompany the application.

1.4.11 A designation of the location of the underground garbage cans and any underground gas tank.

1.4.12 A comprehensive landscaping plan

(5) PROCESSING OF APPLICATION

1.5.1 A completed application, including fee, must be submitted to the ARC Committee Chairman. The mailing address is Southern Woods POA, Attn. ARC, P.O. Box 1720, Homosassa Springs, Florida 34447.

1.5.2 The application will be considered by the Committee at the next regularly scheduled meeting, at least two weeks hence, or if time is of the essence, a special meeting or, if agreed upon between parties, at a later meeting.

1.5.3 The Committee, after reviewing the application and hearing any comments by attendees at the meeting and Committee members, will vote on the application. It may adjourn determination if further information or consideration is deemed necessary.

1.5.4 The Committee may grant the application, deny the application for any reason including purely aesthetic, grant the application in part, grant the application with conditions or take any other action that it deems appropriate. If the application is denied in

whole or part, the Committee will advise the applicant, and the Board of Directors, in writing of the reason for denial.

1.5.5 If the application is not granted, the applicant may appeal to the Board of Directors by notifying the Committee and Board within 15 days of the taking of the appeal.

1.5.6 If the application is granted, with or without changes or conditions, and the applicant accepts the decision, he (the Owner and the Contractor) must agree to the application as granted and agree to follow its terms and conditions. A permit will be issued and work may commence.

1.5.7 Upon the issuance of a permit, the Committee Chairman will assign it to a Committee member who will have the primary responsibility for oversight. The applicant will be given the member's name and the contact information.

Part II

(1) SPECIAL PERMITS

2.1.1 Any change to the outside of the dwelling which does not involve construction (e.g. change of color) requires a special permit. A major alteration of landscaping requires a special permit. Flagpoles, decorative yard accessories, etc. require a special permit.

2.1.2 There is no fee for an application for a special permit.

2.1.3 The application must be submitted on the form provided by the ARC. The completed application should be submitted to the ARC Committee Chairman. The mailing address is Southern Woods POA, Attn. ARC, P.O. Box 1720, Homosassa Springs, Florida 34447.

2.1.4 The application will be considered by the Committee at the next regularly scheduled meeting, at least two weeks hence.

2.1.5 If the application is granted, the Owner must obtain the necessary County permits.

(2) Variances

2.2.1 The ARC may grant a variance from the standards set forth in the Declaration and these Rules and Regulations upon a finding that the variance would enhance the aesthetics and/or well being of the Community and would not adversely affect the interest of the neighboring properties or the Community. However, since a thorough review is required on all variance requests, approval or denial will not be made at the initial ARC meeting.

2.2.2 An application for a variance must be submitted in writing and presented at an ARC meeting. The basis upon which the request is made should be clearly set forth.

2.2.3 Each application for a variance will be considered on its own merits and the prior granting of a similar application will be no precedent.

PART III

(1) ENFORCEMENT

3.1.1 The assigned ARC member will follow the entire construction process from the granting of the permit to completion. The member may obtain the assistance from any other member of the Committee and from any experts he deems necessary.

3.1.2 The assigned member will visit the site at least weekly.

3.1.3 Apparent problems will be called to the attention of the contractor as soon as possible so that remedial action can be taken at the earliest possible time.

3.1.4 If it appears that the permit issued by the ARC, its Rules and Regulations, or other deed restrictions are not being followed, the assigned member will call or cause the contractor to be called, explaining the problem. If the apparent problem is satisfactorily explained and is not in fact a problem, or if it is properly corrected, no further action is necessary.

3.1.5 If there is no satisfactory resolution, the member will cause a letter to be sent by e-mail or regular mail to the contractor with a copy to the Owner, setting forth the problem and demanding that appropriate remedial action be taken. The letter will set forth the appropriate remedial action, the time within which it must be taken, and, if appropriate, may demand that further work be halted until corrective action is taken.

3.1.6 Remedial action may be whatever the ARC deems appropriate under the circumstances and in an extraordinary circumstance, including an order to restore the land to its natural state.

3.1.6.a The SWPOA has the right to summarily remove any structure which is in violation at the expense of the owner.

3.1.7 If the remedial action is not completed in a timely fashion, the matter may be referred to the ARC for a hearing on sanctions. The contractor and owner must be given at least one-week notice of the hearing.

3.1.8 The ARC may direct that the status quo be maintained until the hearing. If that order is not followed, each day of that violation may be considered a separate violation.

3.1.9 The sanctions may include:

- 3.1.9.a suspension or revocation of the permit
- 3.1.9.b an order to stop work
- 3.1.9.c direction that if a problem is not completely corrected by a certain date, a contractor may be hired by the ARC on behalf of the owner at the Owner's expense, to correct the problem, or
- 3.1.9.d a fine

(2) HEARING ON SANCTIONS

3.2.1 If the ARC finds by a preponderance of the evidence before it that a violation was committed, it may impose any authorized sanction(s).

3.2.2 If the ARC finds by the preponderance of the evidence before it that a violation was intentional, it may impose a fine in addition to any other sanctions.

3.2.2.a If the violation was failure to secure a permit, the fine will be the amount of the fee for a permit. To continue work, the Owner will be required to pay that fine and obtain a permit, paying the appropriate fee for it.

3.2.2.b If the work being done requires a permit and the permit was secured, and the work being done was not authorized by the permit, or is not what was authorized, the fine will be the amount of the fee for that type of permit.

3.2.2.c All other fines will be \$25.00 for the first offense; \$50.00 for the second offense and \$100.00 for the third and subsequent violation.

3.2.2.d If the violation continues, each week of the violation will be deemed a new violation.

3.2.3 On a hearing on sanctions, the Committee Chairman will preside and the other Committee members will vote. A majority of those present and voting is necessary to impose any sanction. The Chairman will vote only in the event of a tie.

3.2.4 At a hearing on sanctions, the Committee will consider all relevant evidence before it. If necessary, the matter may be continued at the next ARC meeting.

3.2.5 All sanctions are ultimately the responsibility of the Owner.

PART IV

IN GENERAL

4.1.1 Meetings of the ARC will be held on the 2nd and 4th Tuesday of the month at 3:00p.m. in the Firehouse located on Route 480.

4.1.2 If the ARC deems it necessary to hire a contractor on behalf of an Owner, it must hire a contractor licensed to do business in Citrus County.

4.1.2.a The hiring of a contractor on behalf of an Owner will be considered at the next ARC meeting after three proposals and bids are received, unless time is the of essence because of a hazardous, or potentially hazardous, situation. The ARC, in its discretion, may hear any person present at the meeting, but must hear the Owner and his Contractor, if present.

4.1.2.b The Owner may not dispute the selection and the charges will become a lien against the property which the Owner will be required to pay. Any dispute as to work performed or the manner in which it was performed is between the contractor and the Owner as if the contractor had been directly hired by the Owner.

4.1.3 All applications, with the disposition noted thereon, all correspondence and all minutes of Meetings will be retained as a permanent record of the ARC for the period of ten years. To the extent practicable, those records may be maintained on a computer medium.

Southern Woods Property Owners Association, Inc.
P.O. Box 1720
Homosassa Springs, Florida 34447

APPLICATION FOR CONSTRUCTION PERMIT

Block: _____ Lot(s) _____ Street Address: _____

Owner(s) Name: _____ Phone No: _____

Owner(s) Address: _____ E- Mail: _____

Contractor/Builder: _____ Phone #: _____

Address: _____ E-Mail: _____

_____ License No.: _____

Application for:

New Dwelling: _____ Alteration: _____ Major Landscape _____ Other: _____

New Dwelling Dimensions:

Lot: Front _____ Depth: _____ Square Footage: _____

Set Backs: Front: _____ Rear: _____ N/E Side: _____ S/W Side: _____

Dwelling: _____ square feet living/under air _____ total

Impervious coverage: _____ %

New Dwelling Inclusions:

Pool: _____ Spa: _____ No. Garage Stalls: _____ Well: _____ Gas Tank: _____

Alterations, Major Landscape, Other:

Nature of work to be done: _____

Check List of Required Documents:

- | | |
|---------------------------------|------------------------------|
| ____ SWPOA Permit Fee | ____ Certified Land Survey |
| ____ Owner Acknowledgement | ____ ¼ Inch Scale Floor Plan |
| ____ Contractor Acknowledgement | ____ Structural Section |

- | | |
|--|--|
| ___ Site Plan | ___ Square Footage |
| ___ Landscape & Irrigation Plans | ___ Roof material sample |
| ___ Exterior Elevations with material & color specifications | ___ Driveway/Walkway location, material, color |
| ___ Copy of Contractor's License | ___ Designation of trees marked to remain |
| ___ Copy of County Permit | |

Application:

Received by: _____ Date: _____

Complete: _____ Incomplete (missing items circled): _____

Assigned to: _____ Date: _____

Permit issued: _____ Permit denied (see below) _____

Permit issued with changes and/or conditions (see below)

Southern Woods Property Owners Association, Inc.
P.O. Box 1720
 Homosassa Springs, Florida 34447

OWNER'S ACKNOWLEDGEMENT OF CONSTRUCTION REQUIREMENTS

Block: _____ Lot(s) _____ Street Address _____

Owner(s) Name: _____ **Phone No.:** _____

E-mail Address: _____

1. I am the owner (an Owner authorized to act on behalf of the owners) of the above referenced lot(s).
2. I have received and agree to be bound by the Declaration of Covenants, Restrictions and Easements, the Revised and Restated By-Laws of the Southern Woods Property Owners Association (SWPOA), and the Rules and Regulations of the Architectural Review Committee (ARC).
3. I am making an application to the ARC for a Permit to construct a single family dwelling on that property.
4. If my contractor does not abide by any of the requirements, I agree to take whatever steps may be necessary to correct the problem.
5. My Contractor is:

Name:

Address: _____

Phone No.: _____

Signed: _____

Dated: _____

Owner/Authorized Owner

**Southern Woods Property Owners Association, Inc.
P.O. Box 1720
Homosassa Springs Florida 34447**

**CONTRACTOR'S ACKNOWLEDGEMENT OF
CONSTRUCTION REQUIREMENTS**

Block: _____ Lot(s) _____ Street Address: _____

Owner(s) Name: _____ Phone No.: _____

Contractor Name: _____ Phone No.: _____

E-Mail: _____

1. I am the Contractor authorized to act on behalf of the Owner(s) of the above referenced Lot(s).
2. I have received and agree to be bound by the Declaration of Covenants, Restrictions and Easements, the Revised and Restated By-Laws of the Southern Woods Property Owners Association (SWPOA), the Rules and Regulations of the Architectural Review Committee (ARC) and any Permit issued by ARC.

Signed: _____

Contractor

Dated: _____