**DANBURY MILL ARCHITECTUAL REVIEW BOARD GUIDELINES**

**TO:** Homeowners of Danbury Mill Homeowners Association

**DATE:** November, 2018

**RE:** Approved ARB Guidelines for Replacements, Alterations, Modifications

Danbury Mill is a beautiful, planned community with many amenities and common areas. The Declaration of Covenants, Conditions and Restrictions for Danbury Mill is filed in the public records for Seminole County. The Covenants are permanent deed restrictions that limit our rights as individual property owners. The Covenants place certain enforceable obligations on each property owner for the benefit of the entire community. A copy of the Covenants was provided to each original property owner at the time of purchase. It is also posted on our website (www.danburymillhoa.com) to assist each property owner in understanding the guidelines that have been adopted for Danbury Mill. Full documents are also available on your Owner’s Portal at www.empirehoa.com

The architectural character of the community was established by the architects who originally designed it, and the Danbury Mill Architectural Review Board (ARB) has been established to set standards to achieve this goal. These standards are intended to maintain and preserve the appearance and architectural integrity of the overall design of the community and thereby enhancing the value of all our properties. The Danbury Mill Board of Directors is charged with the responsibility for enforcing the Covenants and maintaining the common areas. To assist the Board in enforcement, the Covenants specifically created the Architectural Review Board (ARB) to maintain the architectural integrity of our community.

Actions taken by the ARB are intended to be neighborly reminders that we each have specific performance obligations as property owners. The Covenants are to protect all of us. However, when property owners or their tenants refuse to meet these common obligations, the Covenants provide the Board with specific enforcement powers, including, but not limited to, the authority to correct the problem and secure legal intervention when deemed necessary.

In an effort to eliminate confusion when submitting an ARB application for a replacement, alteration, and/or modification to your property, we have updated the following guidelines to include the most common requests we receive that have been approved by the Board and ARB. Any and all replacements, alterations, and/or modifications still require an approved ARB application and often a permit from the City of Longwood before work commences.

Below are some general guidelines most often requested for ARB review. Please read them carefully and refer to them when planning any replacements, alterations, and/or modifications to your property.

**Fences**

**Basic Requirements:** Maximum of six (6) feet high; wood (pressure treated pine, teak, cypress, cedar); maintenance-free white PVC/vinyl; or black wrought iron. Approved fence types are board-on-board and stockade.

**Wood Fences:** Stringers side of fence must face owner’s real property (finished side out). Posts to be 4 in. x 4 in. x 8 ft. pressure treated pine or the equivalent. Stringers (back rails) to be pressure treated pine or the equivalent. Vertical boards are to be ½ in. x 4 or 6 in, x 6 ft. pressure treated pine or the equivalent. Hardware is to be heavy duty, rust resistant. Posts are to be set in hard packed soil and tamped to prevent settling. Gates are to be constructed of same material with “X” type framework (2 in. x 4 in.). Wood fences are no longer required to be painted to the body color of your home, provided it is not part of an existing painted fence (i.e. a repair to several boards of an existing fence). The fence can be allowed to weather naturally.

**PVC/Vinyl:** Same guidelines as above for wood fences with the exception of material. Color to be white or light beige.

**Wrought Iron:** Construction will be based on installation specifications. Color is to be black with style needing ARB approval.

**Gates:** Similar materials as allowed for fences.

**Vinyl Siding or Hardi-Plank:**  Vinyl siding is to be the Double Dutch Lap style only. Hardi-Plank with the existing look is an alternative. An agreement is to be signed by the homeowners of the two attached units that they will use the same material and color when they reside their home. If both homeowners are not residing at the same time, no color change will be approved. If one homeowner has already replaced their siding, the attached homeowner must replace their siding with the same material and color. If the material and/or color are no longer available, the ARB will decide on an approved alternative to match as close as possible.

**Residing**

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**Window Replacement**

Window replacements may be single or double hung with grids that match the existing window grid pattern. No exceptions! Windows should be replaced with double paned, Energy Star Certified glass. Vinyl construction has been found to be the best replacement for Florida weather. White is the approved color for the frames. While sliding windows are an option in some locations in your home, they will not meet specifications for all rooms due to fire and building code requirements.

**Body of House Exterior:** Pastel colors approved include, but not limited to, are beige, gray, blue, pale yellow, green, and white for the body of the house. If you wish to change the exterior color an agreement signed by both homeowners of the two attached units must be submitted with your ARB application along with a paint sample. If residing, a vinyl sample is required. The time limit for completion of color changes of both houses is 60 days. If the attached homeowner does not agree to change the color, you must use the current color.

**Exterior House Trim:** Secondary trim colors are allowed in a contrasting color or a darker shade of the house body color. Attached units must agree to the same color. Attached homes painted with a third drip edge color must maintain the color scheme unless both homeowners agree in writing to change to a single trim color.

**Front Entrance Doors:** Approved colors are red, black, forest green, chocolate brown, navy blue, and white.

**Exterior Colors**

**Window Replacement**

Window replacements may be single or double hung with grids that match the existing window grid pattern. No exceptions! Windows should be replaced with double paned, Energy Star Certified glass. Vinyl construction has been found to be the best replacement for Florida weather. White is the approved color for the frames. While sliding windows are an option in some locations in your home, they will not meet specifications for all rooms due to fire and building code requirements.

Side-by-side garage doors of attached units must match in style/design and constructed of metal. Both must be either solid or have window panes with wagon wheel inserts. The style cannot be changed, unless both attached homeowners are replacing their doors at the same time. If your garage doors are not side-by-side you may use either style. ALL GARAGE DOORS MUST BE PAINTED TO MATCH THE BODY OF THE HOUSE.

**Garage Doors**

Roof replacement shingles must be architectural in design. A color change may be requested, if both attached owners are replacing their roofs at the same time. If only one side is reroofing, the replacement shingle must be architectural and match as close as possible to the attached owner in color. An agreement signed by both homeowners of the two attached units must be submitted with your ARB, along with a shingle sample, stating that both sides agree to use the same shingle manufacturer and color when the attached unit replaces their roof.

**Roofs**

**Driveways**

Driveways can be replaced with concrete or pavers. Pavers are to be in the beige/tan/light brown color family. Paver sample and picture of design must accompany your application. Both options require ARB approval, but the City of Longwood does not require a permit.

**APPLICATION PROCEDURE**

1. Download the ARB application form located on our website at [www.danburymillhoa.com](http://www.danburymillhoa.com) and

email to [arc@empirehoa.com](mailto:arc@empirehoa.com) **OR** fill out a digital ARB at www.empirehoa.com. It will be reviewed

by the ARB and you will be notified of the results by email and on your Owner’s Portal.

2. Complete the form in full. Provide a drawing of the alteration you are requesting including height,

width, length, size, shape, color and location on your property. For paint color requests, provide a

paint sample or chip. For siding and roof requests, state materials to be used and include

samples of colors and materials. Window replacement and new garage door requests require a

picture of the replacement. Paver requests require a sample and picture of design.

3. If you are requesting a fence, include a copy of your plat plan and survey of your property with the

fence boundaries drawn in.

4. The ARB will review your completed application and notify you within 30 days of the receipt of your

request with their decision indicating approval, or reason for disapproval. No work can commence

until your application is approved and proper permits are pulled, if required.