

When is a Homeowners Property Change Request (also referred to as an ARC Request) required? When required, the following apply to every request:

- All Manatee County Codes and Rosedale CC&Rs must be followed
- Proper Permitting is required. For more information see the Rosedale Master Homeowners Association website, Overview, Manatee County Guidelines, What Does Need a Building Permit
- 811 should be contacted whenever digging is part of a project
- Licensed Contractor where required. For more information see the Rosedale Master Homeowners Association website, Overview, Manatee County Guidelines, Handyman or Licenses Contractor
- Any and all damage to common property must be repaired
- If access is needed to neighbor[s] property, a written approval from the neighbor is required along with the ARC request
- No supplies are to be stored in common areas, on the front lawn or on the street.
- Must comply with local HOA requirements (where applicable) and have local ARC authorization to submit to the Master ARC
- Each type of request requires a unique submission. For instance, if you are painting and landscaping you need to submit two separate forms.
- Submissions must be complete with all items attached (see below) or may result in delays
- Submissions received by the Friday before an ARC meeting should be reviewed at the following ARC meeting (usually every other Wednesday, see the Rosedale Master HOA site for more details). Holidays and volunteer shortages may affect this timing.
- If at all in doubt, ASK!

1. AWNINGS, SHUTTERS OR SUN / PRIVACY SCREENS

- a. ARC required for awnings, shutters, or sun / privacy screens. (Note: not required if under the roof part of the lanai)
- b. When required, include:
  - Color/pattern samples or color photo
  - Photo of the location where the item will be installed
  - Photo of house and roof (to ensure an appropriate match)

2. CAGE and LANAI, Construction

- a. ARC required for any new or replacement cage construction or modification to lanai. (Note: Cage must be bronze or white, as dictated by the local community's choice)

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- b. Include:
  - “As-built” survey showing cage and door locations (Note: doors may not open onto neighbor’s property or common property)
  - Cage plan and example (picture or drawing) of structure to be built and color
  - Landscape plan (Note: Hedge-type plantings must be added to border the cage to give it a finished look)
  - Picture of home including roof tiles to make sure colors coordinate
  - License information for contractor
  - Deposit (see deposit schedule)
  
- 3. CAGE and LANAI, Rescreening or repainting
  - a. ARC required for any changes to the existing cage and screen design. (Note: rescreening with the same design or repainting with the same color does not require an ARC)
  - b. Include:
    - Cage plan and example (picture or drawing) of structure to be built/changed
    - License information for contractor
  
- 4. CARRIAGE and LAMPPOST LIGHTING
  - a. ARC required to replace or repaint a different color. (Note – not required if repainting the same color)
  - b. When required, include:
    - Photo of new lights (Local HOA ARC may have their own list of approved lights), or
    - Example of color to be used (i.e., paint chip)
    - Note: Carriage lights, entry lighting and lamppost must match in color. Acceptable colors are bronze, white or black (and may further depend on local HOA requirements)
  
- 5. DRIVEWAYS and WALKWAYS, Painting or Staining
  - a. ARC required to paint or stain an existing driveway
  - b. Include:
    - Color/pattern samples or color photo
    - Photo of house and roof (to ensure an appropriate match)
    - License information for contractor

- Note: Sidewalks cannot be painted, these are common grounds

6. DRIVEWAYS and WALKWAYS, replacing or reconfiguring

a. ARC required to replace, reconfigure or add walkways to an existing driveway

b. Include:

- Survey indicating location of the driveway/walkway
- Type of material to be used with color sample
- Photo of house and roof (to ensure an appropriate match)
- License information for contractor
- Deposit (see deposit schedule)

7. ENTRYWAY SCREENING, full frame and door

a. ARC required to add or replace an entryway screening

b. Include:

- Picture of the door and framing, in color.
  1. Metal frame must match EITHER the required lanai cage color, “choice” of HOA community, or the color of the carriage lights and lampposts.
  2. Must be a plain, unobtrusive design (security ribs, scrolls, or small design are acceptable)
- Plan (i.e., photo) showing exact location relative to front of house
- License information for contractor

8. ENTRYWAY SCREENING, retractable screens or doors

a. ARC required to add or replace a retractable screen door

b. Include:

- Picture of the retractable screen door framing, in color. (Note: the entire frame must be the same color as door trim (manufactured as such or painted)
- Plan (i.e., photo) showing exact location relative to front of house
- License information for contractor

9. EQUIPMENT, A/C Units, pool equipment, water treatment equipment, generators, etc.

a. ARC required to add new equipment. (Note: No ARC required for repairs or replacing existing equipment)

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b. Include:

- Survey and picture of house indicating location for the equipment
- Landscape plan (plantings or a solid enclosure such as PVC Fence or painted stucco wall, to match the house, are required to screen item from public view)
- License information for contractor
- On backflows, when screened the front is to be open for access

10. EXTERIOR PAINTING, house, trim, windows, gutters and downspouts, doors, etc.

a. ARC required when any colors are changing. (Note: Repainting in the same color is considered a “repair” and no ARC required)

b. Include:

- Paint chips/samples (note: Colors must fit into the neighborhood and surrounding homes. Also, check with local HOA ARC (if any) as they may have approved colors)
- Paint manufacturer name and paint number and/or name
- Picture of home including roof tiles, pavers, etc. to make sure colors coordinate
- License information for contractor

11. FENCE, standard

a. ARC required for any new fencing. (Note: No fences allowed on properties abutting ponds or golf course or backing up to neighbor’s yard. No front yard fences allowed, cannot interfere with “platted” swale. Must be black, flat topped with 4’ maximum height starting at the back of the house. Requires at least one 5’ wide utility gate to enable maintenance of property.)

b. Include:

- “As-built” survey - Show location on plat/survey and indicate gate locations (Note: Requires at least one 5’ wide utility gate to enable maintenance of property. Gates may not open onto neighbor’s property or common property)
- Picture of the fence style and color choice (Note: Unless local HOA has rules to the contrary it must be black, flat topped with 4’ maximum height. If the local HOA permits PVC or Vinyl fences the color [White or Beige] and style must match the color and style of the other PVC fences in the HOA community)
- License information for contractor

12. FENCE, invisible fences/electronic pet enclosures

- a. ARC required for any new or reconfigured invisible fencing. Additional requirements and indemnifications are on the Application form
- b. Include:
  - Survey showing proposed location

13. FLAGPOLE, not attached to the house

- a. ARC required for any new flagpole not physically attached to the house
- b. Include:
  - Survey showing proposed location
  - Picture of proposed flagpole
  - License information for contractor

14. FRONT DOOR, replacement

- a. ARC required when any front door is being replaced (Note: must be hurricane proof)
- b. Include:
  - Paint chips/samples (note: Colors must fit into the neighborhood and surrounding homes. Also, check with local HOA ARC (if any) as they may have approved colors)
  - Paint manufacturer name and paint number and/or name
  - Picture of home including roof tiles, pavers, etc. to make sure colors coordinate
  - License information for contractor

15. GARAGE DOORS, replacement

- a. ARC required when any garage door is being replaced (Note: must be hurricane proof)
- b. Include:
  - Paint chips/samples (note: Colors must fit into the neighborhood and surrounding homes. Also, check with local HOA ARC (if any) as they may have approved colors)
  - Paint manufacturer name and paint number and/or name
  - Picture of home including roof tiles, pavers, etc. to make sure colors coordinate
  - License information for contractor

#### 16. GUTTERS & DOWNSPOUTS

- a. ARC required for any new or replacement gutters/downspouts. (Note: gutters must be bronze, white or the color of the house soffits; downspouts must be bronze, white or the color of the house or gutters)
- b. Include:
  - Color samples
  - Picture of home including roof tiles to make sure colors coordinate
  - License information for contractor

#### 17. HURRICANE SHUTTERS

- a. ARC required for any new or replacement Hurricane Protection Devices. (Note: plywood and similar wooden materials are not acceptable.)
- b. Include:
  - Example (picture) of unit(s) to be installed
  - Picture of home including roof tiles to make sure colors coordinate
  - License information for contractor

#### 18. LANDSCAPE LIGHTING

- a. ARC required for any new landscape lighting. (Note: only clear lights may be used)
- b. Include:
  - "As-built" survey showing lighting locations
  - License information for contractor

#### 19. LANDSCAPING and TREES

- a. ARC required for any new trees, tree removal or any enlargement of existing beds. Also required to plant or replant hedges on corner lots (Note: replacing or changing small plants in existing beds does not require an ARC. Resodding or mulching does not require an ARC)
- b. Include:
  - Picture of existing area(s) to be changed
  - Landscape plan and survey showing locations of work
  - For tree removal in a front yard, need a copy of the Manatee County or certified arborist approval (Note: stumps and roots must be ground unless in a dangerous location such as over a gas line). For more

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information see the Rosedale Master Homeowners Association website, Overview, Manatee County Guidelines, Residential Tree Removal

1. If certified arborist attests that a tree is diseased, damaged beyond help or is a danger it can be removed
  2. Otherwise need Manatee County approval
    - a. Contact Jackie Hartley, Senior Planning and Zoning Tech, Jackie.hartley@mymanatee.org
- License information for contractor
  - Must ensure plantings do not obstruct traffic

## 20. OUTDOOR KITCHEN

- a. ARC required for any new outdoor kitchen only if gas or electric being installed or is being built outside the lanai
- b. Include:
  - License information for contractor

## 21. PAVERS, replacements, or expansions

- a. ARC required for any new paver work. (Note: not required if only replacing certain worn or broken pavers)
- b. Include:
  - Color samples (note: Colors must fit into the neighborhood and surrounding homes. Also, check with local HOA ARC (if any) as they may have approved colors)
  - Picture of home including roof tiles, pavers, etc. to make sure colors coordinate
  - License information for contractor
  - Survey required if changing footprint or adding walkways
  - Deposit may be required (see deposit schedule)

## 22. POOLS / CONSTRUCTION AND INSTALLATION

- a. ARC required for most pool work. (Note: not required if only resurfacing the pool and/or replacing existing but worn, broken or out of date tiles. Pool cannot be built over any drainage easements. Silt fences required before digging)
- b. Include:
  - Contractor/Builder Name
  - Plan for Pool, cage, deck and location of equipment

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- Survey of property with Pool, deck, equipment pad, landscaping, etc. superimposed
- Picture of deck materials
- Landscape plan
- Access Permission Letter if utilizing a neighbor's or common property
- License information for contractor
- Deposit (see deposit schedule)

### 23. ROOF REPLACEMENT

- a. ARC required
- b. Include:
  - Color samples of tiles (note: Colors must fit into the neighborhood and surrounding homes. Also, check with local HOA ARC (if any) as they may have approved colors)
  - Picture of home including current roof tiles, pavers, etc. to make sure colors coordinate
  - License information for contractor
  - Deposit (see deposit schedule)

### 24. SHUTTERS

- a. ARC required to add or replace shutters
- b. Include:
  - Color samples (note: Colors must fit into the neighborhood and surrounding homes. Also, check with local HOA ARC (if any) as they may have approved colors)
  - Picture of home including roof tiles, pavers, etc. to make sure colors coordinate
  - License information for contractor

### 25. SOLAR PANELS

- a. ARC required to add or replace solar panels
- b. Include:
  - Picture of home including roof tiles, pavers, etc. to make sure colors coordinate
  - License information for contractor
- c. Must comply with all applicable laws.



26. WINDOW REPLACEMENT

- a. ARC required (Note: if only replacing some windows they must match existing windows)
- b. Include:
  - Picture of home including roof tiles, pavers, etc. to make sure frame colors coordinate
  - Picture of new and existing windows
  - License information for contractor