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ARCHITECTURAL GUIDELINES FOR INSTALLATION OF NEW HOMES IN TROPIC ISLES

The purpose of these Guidelines is to help expedite the approval and installation of your new home in Tropic Isles. Most of these guidelines are in place because they are already required by our own governing documents and/or other pertinent documents and ordinances put in place by various governmental authorities. We want to help you work as seamlessly as possible through that maze of requirements. Knowledge of the requirements and pre-planning are key to a pleasant and successful experience. The ARC (Architectural Review Committee) is in place to help you navigate through this and to assure the overall quality of the aesthetics in Tropic Isles. The ARC is your advocate in this process. Consult your Tropic Isles governing documents for more details. All of the requirements may not necessarily be listed with the basic guidelines covered here.

- ▶ ARC request for a new home must include the factory specs and drawings for the home, the elevation certificate, elevation drawing, surveyed site plan with overhead drawing and floorplan, the ground/drainage plan, the carport/garage and shed detail, the driveway detail, the deck/porch/lanai plan including the colors and materials of all siding, bricks, gutters, soffits, etc.
- ▶ Original plan must include the landscaping plan.
- ▶ If not already in place, the front yard must include one palm tree (to be approved by Management.)
- ▶ Drainage from the unit gutters shall be landscaped to not allow water to enter the adjacent lot. All units shall have roof gutter and downspouts. Direct drainage to the bay via tile lines will be allowed if approved and properly permitted by the appropriate municipal agencies. Otherwise all lots must have a positive drainage to the street. The engineered/surveyed drainage plan will accompany all New Home ARC Requests.
- ▶ Water access connections to the unit shall be placed underground and include an approved backflow valve.
- ▶ The electric meter box and disconnect switch shall be located **no further** from the unit than two feet and its location will be clearly indicated on the engineered/surveyed construction plans.

- ▶ Electrical connection/meter box must be installed as near to the new home as possible and still meet all building codes. The buyer is responsible for this expense as part of the set-up of a new home.
- ▶ The plan must show the exact location of the AC unit and the gas (container) and electrical connections, including the elevation from the ground level.
- ▶ Maximum consideration shall be given to the location of the AC unit as it may affect the adjacent neighbor's peace and tranquility. Location of existing homes bedrooms and outdoor leisure areas should be considered. ARC/Management will make every reasonable attempt to notify the owners of the two adjacent lots of the installation of the new home and the location of the AC unit and exterior elements of the new site plan. Notification will at a minimum include a telephone call, an email, USPS and a sign in the yard of the new home indicating that a new home is being installed on this lot. ALL shareholders are always invited to attend the ARC meetings.
- ▶ The front of the home generally lines up along the street side with existing homes. Some variation may be allowed for aesthetic and code requirements.
- ▶ Under no circumstances can the home be closer than 5 feet from the lot line as determined by ARC/Management
- ▶ Plans must show the distance to the lot line on all four sides and the distance to the adjacent structures, street and seawall.
- ▶ Homes must be a minimum of 10' from adjacent homes.
- ▶ If there is a canal, seawall, rip-rap, etc...the back of the home can be no closer to the seawall than 10 feet.
- ▶ Nothing may touch, cross over or affix to the seawall.
- ▶ Utilities such as water, sewer connections, (sewer clean-outs may not be underneath the home) electrical, AC or propane gas must be located near the back third of the unit as far away from the street and living spaces of the neighbors as possible. ARC/Management will have final authority.
- ▶ The horizontal siding shall not extend to the ground. Brick, decorative block or other materials as approved by the ARC shall be used on the bottom skirting of the unit. The height of the decorative skirting shall be equal to at least three rows of brick. Other reasonable alternative designs will be considered by the ARC/Management on a case-by-case basis. The walls must have hydrostatic relief vents (flow through). The vents must be at least 1"/square foot of floor space on two opposite walls. Vents must be within 12" of grade.

- ▶ Silt fence must be in place during every phase of construction and especially at the end of each day until the CO is issued and the landscaping is in place. This is the responsibility of the owner.
- ▶ Damage to any adjacent structures, streets, seawall, landscaping etc. is the responsibility of the new owner. The Co-op will seek damages from the owner. The owner may have recourse against the contractor(s).
- ▶ North/South/East/West must be shown on all pages of all site plans.
- ▶ Pre-planning with ARC/Management will help to prevent misunderstandings and delays in the construction of your new home –ask questions, take notes!
- ▶ There **MUST** be a pre-construction meeting with the builder, the site manager, the lot owner, Tropic Isles manager, and at least two ARC Committee members to go over the plans/site **BEFORE** ARC approvals and governmental permits are issued. The date and time of this meeting will be recorded in the ARC record.

We hope that the installation of your new home at Tropic Isles is one of the most pleasant and memorable events in your life as you near, or enter retirement.

The motto of our staff is ***“Try to find a way to say YES!”***

Please let us know if there is anything we can do throughout this process to make it better for you and those who come after you.



The Architectural Review Committee, Directors, Staff, and Management of Tropic Isles Co-op, Inc.