

## CTR ARC Guidelines

These guidelines are provided to aid residents in facilitating the submission of ARC Request plans. Please consult the Covenants and Restrictions for further details and requirements. These documents can be downloaded from <https://www.crosstieranch.com/documents> web address. If a CTR Variance request is needed the request must be submitted in writing and with supporting documentation. Each CTR Variance Request will be evaluated on an individual basis.

**Architectural Control:** It is the intent of the CTR Association to create upon the deeded Property, a Lake County RESIDENTIAL zoned, a community of high quality and harmonious improvements in keeping with the CTR neighborhood. Accordingly, no building, landscaping, fence, wall, or other structure shall be commenced, erected or maintained upon the Property, nor shall any exterior addition to or change or alteration therein be made until two (2) sets of plans and specifications showing the nature, kind, shape, height, materials, color, landscaping and location of the same shall have been submitted to, and approved by, the Architectural Review Committee which shall be appointed by the Board of Directors of the Association.

Submitted plans shall be in compliance with all specifications detailed in Article VII hereafter and meet with the Architectural Review Committee's criteria for harmony of exterior design, location in relation to the surrounding structures and topography, and consistency with the over-all scheme of the development. All plans must be in compliance with all zoning, building, and land use law, ordinance or regulations of Lake County and the State of Florida.

In addition, Assessments must be current and remain current. Existing CTR Violations precludes the Property owner from approval of any ARC Request.

This ARC Request can only be fully completed by the Property Owner and/or of the Owner's CTR Registered Agent.

Since CTR is a deeded community and is Lake County Zoned as Residential, subsection AR, it is advisable that the homeowner visits Lake County Zoning for the county's input prior to submitting an ARC Request.

**Submittal Requirements:** Prior to commencement of any construction, Owner shall submit to the Architectural Review Committee, for review and approval, the following:

- (a) A site plan showing adjacent streets, property lines, lot size, street name(s) and number(s), drainage and other easements, building locations with dimensions, square footage (living area, garage area, pool, deck, screen closure, etc.) **set backs**, ancillary structures with square footage and setbacks, driveway(s), utility services, mechanical equipment, wells and septic systems, existing trees and proposed fences, walls, exterior lighting, lamp posts (including type), and screening for any of the above. Most homeowners will markup their property survey map for this or use the map they will be providing to the Lake County Zoning Dept for the zoning permit.
- b) A landscape plan showing building(s), property lines, existing trees and methods

of preservation and protection during construction, existing trees to be removed, existing and proposed topography, spot elevation, drainage plans, run-off flow arrows, overall planting plan (including proposed trees, palms, shrubs, ground cover, and grass to be used), paving plan (concrete cement driveways only), irrigation system and equipment, and proposed walls and fencing.

(c) Architectural plans showing (i) the building(s), foundation and floor plan(s), with dimensions to a scale of  $\frac{1}{4}''=1'0''$ ; (ii) roof framing detail and typical wall section(s) and proposed insulation, at an appropriate scale; and (iii) exterior elevation plan showing all four elevations, overall building height, roof pitch, windows, doors, materials and colors to be used on walls, trim, and roof, and all proposed walls and fences, drawn to scale of  $\frac{1}{4}''=1'0''$ .

(d) Samples (or full descriptions, color codes, photographs, printed materials) of all exterior materials and colors shall be submitted with plans.

(e) Please note, if this is building, what the use will be. We need to know if the building will be used for any of the following, garage, storage, human use, and /or animal use. List all uses.

**Review Procedure:** The Architectural Review Committee must approve all plans prior to application for a Lake County Building permit. The Architectural Review Committee shall review all submitted materials and return one set with appropriate comments within a reasonable amount of time of receipt of all required information. If revision is necessary, the plans must be returned to the Architectural Review Committee for supplemental review.

The Architectural Review Committee shall review the supplemental plans to ensure that required changes have been incorporated into the plans. Within a reasonable amount of time of receipt of the completed and correct supplemental plans, the Architectural Review Committee shall notify applicant in writing whether or not the plans are approved. One set of the plans shall become the property of the Association, and the other set shall be returned to the owner with appropriate signatures if approved. Approval shall not be unreasonably withheld; however, the determination of the Architectural Review Committee shall be final and binding upon the applicant, his heirs, successors and assigns.

Any specific variances or modifications to these Covenants, Conditions and Restrictions, upon recommendation of the Architectural Review Committee, must be approved by the CTR Board of Directors.

**Disapproval:** In the event of disapproval of the plan and specifications as submitted, no work or construction shall be commenced on the property. If any improvements shall be constructed or altered without prior approval of the Architectural Review Committee, the Owner thereof shall, upon demand of the Association, cause such improvements to be removed or restored to its previous condition. In the event the Owner shall fail to comply within thirty (30) days, the association shall have the right, through its agents and employees, to enter upon Owner's Lot to

remove or replace such unauthorized improvement or modification at the property owner's expense. Such entry shall not constitute a trespass, and the associated cost shall become a part of the assessment to which the Lot is subject and shall be due and payable immediately.

**Revisions and Inspection:** Owner shall notify the Architectural Review Committee of any changes to approved plans and must receive written approval of same prior to implementation. Architectural Review Committee shall have the right and authority to inspect construction in progress to verify compliance with approved plans. Such entry shall not constitute a trespass.

**Limitation of Liability:** Neither the Architectural Review Committee, the Board of Directors, the Association, nor any person acting on behalf of any of them, shall be responsible or liable for any costs, loss or damages incurred by any Owner or any other party due to mistakes or errors in judgment or any action of the Architectural Review Committee in connection with the approval or the disapproval of any plans or designs, nor any loss or damages arising from defects in any plans or specifications, structural inadequacies, lack of safety features, unstable soil condition or erosion, construction errors or non-compliance with any zoning, building or land use law, ordinance or regulation.