

**RIVERBROOK HOMEOWNERS ASSOCIATION**

**Architectural Control Committee Request for Property Improvement**

Please email completed form to **mtorres@horizonfl.com** and include all required documentations for your request.

Date Submitted \_\_\_\_\_ (Please allow seven (7) workdays for the review process)  
 Name \_\_\_\_\_  
 Address \_\_\_\_\_  
 Phone \_\_\_\_\_ E-Mail \_\_\_\_\_  
 Owner's Mailing Address (if different from above) \_\_\_\_\_  
 What type of project/improvement are you requesting?  
 \_\_\_ Fence \_\_\_ Siding \_\_\_ Pool/Hot Tub \_\_\_ Exterior Painting \_\_\_ Deck/Patio/Enclosure \_\_\_ Outbuilding  
 \_\_\_ Roof \_\_\_ Other **Project Description** (Provide details)  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

For your application to be complete, please **provide us with the following information:**

- 1) Please provide a complete description of your project/improvement, being as detailed as possible.
- 2) Copy of the most recent certified lot survey showing location of proposed improvement/project.
- 3) Type of materials to be used and sample colors if applicable.
- 4) Drawing, brochures, photos, etc.
- 5) If repainting or changing your roof, you must supply old trim and exterior wall colors, sample of new colors, color of roof and any masonry colors.
- 6) If installing vinyl siding, submit sample of siding type, color sample of siding and trim colors, colors of roof and any masonry on your home.
- 7) If having a pool installed, you must indicate what type of access you plan to use for trucks, equipment, etc., to reach your backyard.
- 8) Any damage to sidewalks, curbs, roads, grasses and common grounds of Riverbrook must be restored to its current condition and will be the responsibility of the homeowner making this request.

**NOTE:** *It is the responsibility of the Homeowner/Contractor to secure all necessary permits from the City of Jacksonville and to ensure compliance with the Local Building Codes for setbacks from property lines, retention ponds, existing structures, easements, and safety requirements. For your protection, please ensure that your contractors are insured.*

Owner's Signature \_\_\_\_\_ Printed Name \_\_\_\_\_

*Only the homeowner of record may request architectural approval. Approved projects must be substantially completed within 6 MONTHS or you must resubmit once commenced. The approved construction must proceed diligently and is subject to ACC inspection upon completion.*

Prior to construction, requests for approval of additional structures should be submitted to the ACC on a copy of the final survey outlining the exact location, structure, style, materials and daytime phone number. It is the responsibility of the lot owner to obtain and comply with any necessary permits required by Federal, State or Local governing agencies for the desired construction. Please refer to the Covenants for guidelines and restrictions located on the Riverbrook Website at <https://www.riverbrookatglenkernan.org/> (create login to review documents) **NOTE:** The Architectural Control Committee reserves the right to deviate from these guidelines for any lot.

**ARCHITECTURAL CONTROL COMMITTEE USE ONLY**

Date Received \_\_\_\_\_ ACC Decision: \_\_\_ Approved \_\_\_ Denied \_\_\_ Returned for Info  
 ACC Signature \_\_\_\_\_ Date \_\_\_\_\_

Notes: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

## **Architectural Control Committee Request for Property Improvement**

### **RIVERBROOK AT GLEN KERNAN ARCHITECTURAL CONTROL COMMITTEE GUIDELINES**

The following are general guidelines for Architectural Control Committee requests and are NOT inclusive. All fences, outbuildings, pools, screened enclosures and additional structures must be approved by the Architectural Control Committee **prior** to construction.

#### ***FENCES***

1. Fences should be constructed on property lines.
2. Fences should be constructed of durable materials. Chain-link Fencing is NOT permitted.
3. Fences should be 6 feet in height, with the exception of retentions/detention area fencing, which should then comply with the fence guidelines or state pool codes.
4. Any requests for fencing into any conservation easements, wetlands or vegetative natural buffer easements require separate approval from the ST. Johns River Water Management District.
5. Fencing should not exceed below the top of lake bank and should be a form of balcony rail.
6. Acceptable fence colors are natural wood grain colors or neutrals such as beige, ivory, taupe, black, gray, and shades of white.

#### ***OUTBUILDINGS***

1. Yard should be completely fenced.
2. Outbuilding should be constructed of same materials as used on existing home. Paint color and shingles should also match that of existing home.
3. Outbuilding walls should not exceed 6 feet in height. Pitch of roof can extend an additional 2 feet (total of 8 feet at its highest point).
4. Outbuilding size should not exceed 150 square feet.
5. Aluminum or metal outbuildings should not be used.

#### ***POOLS***

1. Yard should be completely fenced or pool should be enclosed by a screened enclosure.
2. Above ground pools should not be used unless they cannot be seen from other lots, the street or common areas.

#### ***SCREENED ENCLOSURES/ROOM ADDITIONS***

1. Plans and materials used must be approved by the ACC prior to the beginning of construction to insure aesthetic appeal.

**It is the responsibility of the lot owner to obtain and comply with any necessary permits required by Federal, State or Local governing agencies for the desired construction. NOTE: The Architectural Control Committee reserves the right to deviate from these guidelines for any lot.**