

# **DESIGN REVIEW MANUAL**

**Revised September 23, 2022**

The Design Review Manual provides important information about the guidelines and requirements set forth by the Design Review Board for **any** exterior changes to your property. Please refer to this Manual and submit an Alteration Application form for approval by the Design Review Board **PRIOR** to any changes you wish to make to the exterior of your home. Alteration Application forms can be found in the KVV Clubhouse or online at [mykeyvista.com](http://mykeyvista.com). Completed Applications should be put in the DRB mailbox located inside the KVV Clubhouse. Enhancing your property is encouraged, and we look forward to working with you through this process. If you have any questions, please contact one of the DRB Members below.

## **Design Review Board Members**

Pam Feinstein, Chair 615-202-5549

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# KEY VISTA VILLAS HOMEOWNERS ASSOCIATION DESIGN REVIEW MANUAL (DRM)

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## INTRODUCTION/PURPOSE

The following “Design Review Manual” supplements the Declaration of Covenants, Conditions and Restrictions (the Covenants) for Key Vista Villas (“KVV”), as recorded with the Pasco County Clerk on 1/21/2000 and amended from time to time.

This manual is meant as a supplement to the Covenants, and not as a replacement or substitute. In case of conflict, the Covenants will be the superior document. The purpose of this manual is to aid in retaining the original ambience of the community while affording residents various opportunities to enhance their property in accordance with their individual tastes.

## GENERAL INFORMATION

**All improvements subject to approval:** (Refer to Covenants section 11.3)

**ANY building and grounds change, essentially any modification or improvement that could alter the exterior appearance of a KVV home or property, needs prior approval by the Design Review Board (DRB) to preserve the integrity of the community.** Requests for exterior alteration must be accompanied by a set of detailed drawings and specifications. By utilizing the original **plot map** (if applicable) of the residence, the location of the alterations can be better defined. **If a contractor is to be utilized, a copy of the contract with the name, address, and Pasco County or Florida State contractor’s license number must be provided.** All alterations must comply with any restrictions contained in the KVV Covenants and with the codes of Pasco County as written on the date of submission. **Building permits must be obtained as appropriate** and a copy of such permit must be provided to the DRB.

DRB approval of any submitted application for change is always provided in the form of an official letter from the Association. There is no such thing as a purely verbal approval. DRB approval letters must be saved by the homeowner to support the approved change in the future and must be passed on to any subsequent owner of the property, for the same reason.

**Failure to comply:** (Refer to Covenants section 8.7)

The Key Vista Villas Homeowners Association is empowered under our Covenants to suspend a Member’s rights to use the common facilities, and/or levy fines against an Owner or tenant for any failure to comply with any part of the KVV Design Review Manual.

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## SPECIFIC REQUIREMENTS/GUIDELINES

### **Air Conditioner/Heat Pump External Apparatus Replacement:**

To comply with Pasco County's setback approvals for Key Vista Villas, replacement air conditioner or heat pump external components must be installed on an elevated rack that is permanently attached to the exterior wall of the home or on a concrete pad. A/C replacement requires the issuance of a permit from the county Building Department, and the installation must pass a mechanical inspection by the county before the application to the Design Review Board can be fully approved.

### **Antennas/Satellite Dishes/Weather Stations:** (Refer to Covenants section 10.11 - Antennas and Roof Structures)

No antenna shall be installed unless allowed by Federal Communications Commission Regulations at the time of submission and must be approved by the DRB before installation. Antennas, satellite dishes or weather stations may not be installed in front of the house or the Lot.

### **Bank Slope Protection:**

A "soil stabilizer" may be installed if there is evidence of erosion that warrants the need. The stabilizer may be constructed using pressure treated wood, concrete or pavers. A complete detail of the plan must be submitted to the DRB for approval. The stabilizer must be within the homeowner's property line and not on the common ground. The stabilizer will be maintained by the homeowner and kept in good repair. No stabilizer will be approved if the DRB feels that it would be considered a "wall" or "fence".

### **Driveways and Sidewalks:**

Driveways and public sidewalks **shall not** be widened through the use of concrete, stone, pavers, stepping stones or other such materials. Stepping stones or a walkway may be installed from the driveway edge to a side entrance. Private walkways may be stained or surfaced from the dwelling door to the driveway in a color to be pre-approved by the DRB. Driveways will not be colored in any fashion or have any surface material applied that covers the original concrete surface, which must be pressure washed periodically. Any filling of cracks in the driveway surface requires prior approval by the DRB, to ensure that the proper materials and methods will be used.

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## **Exterior Installed Units such as Generators/Propane Tanks/Water Softeners:**

All installed items must be in compliance with Pasco County codes and require a permit. Items must be screened from street and neighbors' view with landscaping. Generators (and their stored fuel supplies) must be placed completely outside the home and lanai area, on a concrete or cement pad at least 4" larger, at all sides, than the generator. Generator must be placed **no less than 10** feet from nearby resident in accordance to noise ordinance per Pasco County codes. DRB approval is required prior to installation of any exterior appliances.

## **Exterior Lighting Fixtures of Dwelling:**

Replacement light fixtures (carriage lamps) shall be white, black or bronze in color to compliment the color scheme of the dwelling, and of a similar design and size (less than 20 inches tall) to those originally installed by the builder and must be pre-approved by the DRB. Material other than those originally installed, e.g. metal instead of plastic, may be utilized.

## **Front Entrance Doors:**

Entrance doors shall be the same color as originally painted by the builder or as repainted by the contractor during the repaint project. Entrance doors may be repainted in one of the colors approved for the color scheme that was selected for your home during the repaint project. DRB approval is required for any door change or color change. Proper preparation of the door before painting is suggested, as several residents had an expensive problem during the last repair project because the door was repainted without proper preparation by someone other than HOA-contracted painters. Any front door glass insert or storm door shall be transparent or translucent in nature and without color.

## **Gutters:**

Rain gutters and downspout installations require the approval by the DRB. Rain gutters must be white in color. Rain gauges must be re-installed after the rain gutters are in place. Downspouts must be white or same color as house.

## **Hurricane Shutters/Protection:**

Installation of detachable hurricane panels and shutters require DRB approval. They may be put in place or closed only after a storm warning has been issued for the Key Vista area of the state. Detachable panels and shutters must be removed or opened within 72 hours after the threat has passed.

**Note:** Any items that could turn into missiles due to high winds should be removed. Example: small lawn ornaments, solar lights, outside wall art, etc.

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## **Lanai/Patios:**

Extensions of the lanai/patio floor will be of the same construction and type material (concrete) as the original. Wooden decks are **PROHIBITED**. Extensions must be attached to the original existing lanai/patio and requires pre-approval by the DRB. The edge of the poured concrete, and footer if applicable, must be colored the same as the dwelling. Extensions will not intrude on the established setbacks and must comply with Pasco County building codes as established at the time of submission. All contractor plans and drawings concerning the lanai/patio extension and the protection of any bank slope must be approved by the Pasco County Building Department and requires a permit.

Screen rooms that use a “kick plate” system of construction shall utilize aluminum sheeting as the portion of the “kick plate” exposed to the exterior of the screen room. A one-course (minimum) concrete block footer for stability of the screen room structure is required. The footer shall be covered with stucco and colored the same as the dwelling. Kick plates and screen room frames shall be white in color with grey (smoke) or black screening.

Lanai/patios may be only a “bird cage” type structure with grey (smoke) or black screening and white frames. **NO METAL, WOOD, VINYL OR OTHER TYPE ROOF WILL BE PERMITTED.**

The color or finish of the lanai/patio floor within a screened enclosure is the option of the homeowner and need not be submitted to the DRB for approval.

Decorations within a screen enclosure are the option of the homeowner and need not be submitted to the DRB for approval, so long as decorations that may be seen from neighboring properties or the street are not offensive or obscene.

## **Landscaping:**

Citrus, fruit, Mexican/Florida Holly, Punk trees and **peanut grass** are **PROHIBITED**. All landscaping installed by a homeowner is the responsibility of the homeowner to maintain and requires pre-approval by the DRB. This includes keeping landscape material from touching the sides of the dwelling (at least 18 inches away from dwelling and 60 inches between beds and walkways) to facilitate painting of the dwellings by the HOA and mowing and trimming by the landscape company.

Landscaping installed by the homeowner must not hinder or block irrigation of the lawn or the homeowner must modify the irrigation system at his or her expense. It is highly recommended that all landscape planting of any type be drought tolerant. Florida native plants are encouraged.

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## **Landscaping cont'd.**

Mulch must be natural in color. Exceptions are the “red mulch” and “black mulch” that are commonly utilized for landscaper mulch. “Lava Rock” is acceptable. Stone or marble shall be of natural color. Plant and shrub beds should be kept covered with mulch at all times. Sea shells are excluded from the front of the house at all times and cannot abut any grass sections without approved curbing/edging. All plant bed edging must be of any suitable material; plastic, concrete, wood, or “poured curbing” of approved color. Care should be taken to present a neat tailored appearance.

Tree removal must be in accordance with KVV Covenants Section 10.15, and with Pasco County Land Development Code, Section 802 - Tree Preservation and Replacement and requires DRB approval prior to removal. Permits related to trees must be obtained as appropriate.

No changes will be approved for planting or removal of trees or shrubs in the common areas. Such change requests must be delivered to the Key Vista Master HOA Board for action.

No planting may be placed in the strip between the sidewalk and the street. The exception is a discreet, low (less than 24 inches in height) planting around the mailbox base. No planting that will intrude upon a neighboring property will be approved. Trees must be planted so that branches cannot intrude on or overhang the common sidewalk. The planting of trees throughout the community is encouraged.

## **Florida Friendly Landscape:**

Pursuant to Section 373.0363 Florida Statutes enacted 2009, all plantings, i.e., trees, bushes and shrubs, plants and flowers, etc. must be compliant with the 9 Florida Friendly Landscaping principles stated within that legislation. Please refer to <http://fyn.ifas.ufl.edu/> for details.

## **Mail Boxes:**

Existing plastic mailboxes may be replaced as needed with white aluminum mailboxes as long as the style remains the same and requires DRB approval. Homeowners are responsible for maintenance and good appearance of the mailbox. (Information for ordering same style mailbox online is posted on the bulletin board in the clubhouse.)

## **Mail Box Post Replacement:**

You should inspect your mailbox post for rot or other damage that may require attention or replacement. Homeowners are responsible for maintenance and good appearance of the mailbox post. Replacement posts must conform to original design and color and requires DRB approval prior to installation. There are private contractors that can duplicate the design of the original posts. (The paint color is posted on the bulletin board in the clubhouse). House numbers must be black in color and conform to original shape and size, and installed to the face of the post beneath mailbox.

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## **Outside Ornaments:**

Outside ornaments are limited to a maximum of four (4) per residence. Statuary over 12 inches in height or width must be approved by the DRB prior to installation. A picture of the item must be submitted with the request. No ornament more than 36 inches in height or width will be approved. No offensive or obscene items will be approved. Plastic or other artificial flowers shall not be placed on the exterior of the property where they are visible from the street. ANY ornaments or decorations attached to the exterior walls of the property (other than within the lanai area) require DRB approval prior to installation.

**Note:** Many objects turn into missiles with high winds and should be removed before a storm. Example: potted plants, lawn ornaments, solar lights, outside wall art, etc.

## **Propane Tanks:**

Propane tanks are an acceptable item and require DRB approval. Tanks must be placed to the rear of the side wall and screened from the street with shrubbery. No fence of any design is acceptable.

## **Rain Barrels:**

Rain barrel must be secure and placed on an elevated platform. The platform must be secure and capable of holding the weight of the barrel when full. Installation must be located in the rear of the building shielded from the street (no fencing allowed; only natural shrubbery), and DRB approval is required.

## **Replacement Windows:**

Replacement window frames must be white in color. Windows with Colonial grids must be replaced with same grid appearance. A permit is required for all window replacements and must be approved by the DRB prior to installation.

## **Roofs:**

Any structure placed on or through the roof (solar panels, skylights, solar fans etc.) requires prior approval by the DRB. Replacement roof shingles will be the same color, construction and texture of the original shingles, and a sample must be supplied to DRB for approval. Also recommended is the GAF Cobra ridge venting system for improvement to air movement and dryness to attic insulation. GAF also supplies matching capping shingles for final addressing of ridge.

- **Roof Shingles must be GAF Timberline Architectural and DRIFTWOOD in color.**
- **Counter flashing shall be metal.**
- **Ridge venting recommended is the GAF Cobra.**
- **A sample of the roof shingle is on the bookshelf in the Villas Clubhouse.**
- **Building permit is required for all roof replacements.**

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## **Screen/Storm Front Door and Garage Door:**

The types and colors of storm/screen doors that will be approved for the front door (main entrance) are listed in Appendix “A” at the end of this document. Other door types will be considered if the DRB is supplied with complete documentation and photos of the proposed door. The Phantom type screen will be the only type screening allowed for garage doors. These screens can be found at Home Depot or Lowes or a local garage door company.

## **Security Cameras and Drones:**

Home surveillance systems are ever changing as technology dictates. One has to remember that your neighbor’s privacy cannot be violated. Laws have to be obeyed otherwise you’ll be asked to remove that system. DRB applications are required with total outline of camera placement or drone flights being considered. As outlined in our Covenants 10.6 paragraph B, if it becomes a nuisance, removal will be required.

## **Shutters – Exterior Decorative**

See specifications for decorative shutters in Appendix “B”. DRB approval is required for shutters.

## **Swimming Pools and Spas:**

A spa may be above ground or in ground. The spa must be within the lanai and screened room with locking doors. A pool must be installed as “in ground” construction. The pool must be within the lanai and screened room with locking doors. Filters and supplemental heating devices, e.g., propane tanks, must be installed in accordance with Pasco County building codes and must be screened from street and neighbors’ view with landscaping.

All installations, pools, and spas will be in the rear of the property. Installations must respect the established setback requirements. **Permits must be obtained as appropriate and approval by the DRB is required.**

## **Walls and Fences:** (Refer to Covenants section 10.4)

Any application for a wall or fence shall be denied without consideration.

## **Wells:**

A deep or shallow well may be permitted provided that the well water is used only for irrigation and meets the requirements of SWFWMD and the approval of the DRB. A deep well must also include a water treatment system that prevents rust and mineral stains. Though a water treatment system is not required for a shallow well, it is highly recommended for preventing mineral stains. Any stains left by the well water must be cleaned immediately at the owner’s expense. The well and iron treatment device must be screened from street and neighbors’ view with landscaping.



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### Wells cont'd

In the event that the salinity of the well water changes to a level which harms the lawns, shrubbery, trees, or any other vegetation, the owner will be required to cap the well and shall be responsible for replacing all damaged lawn and landscaping.

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## APPENDICES

### Appendix A

#### Screen/Storm Front Door and Garage Door:

The types of storm/screen doors that will be approved for the front door (main entrance) are:

- ◆ Anderson 2000 and 3000 self-storing door
- ◆ Anderson 2000 and 3000 full view door with clear glass
- ◆ Larson Signature full view door with clear glass
- ◆ Larson Tradewinds self-storing door
- ◆ Phantom type roll away screen

#### Approved colors for front door frame and screens are as follows:

*Door Frame:* White, Almond, and approved colors

*Screening:* Grey, Black

*Handle:* Color must be included with application.

#### Garage Door Screening

*Frame:* White, Almond

*Screening:* Grey, Black

**NOTE: An application to the DRB is required for ALL door screening installations even if the product being installed is included in the list above.**

### Appendix B

#### Shutters – Exterior Decorative

DRB approval is required prior to shutter installation. Decorative shutters will be allowed on the front window only. Shutters must be of composite, vinyl, or polypropylene material and louvered, raised or flat panel in style and with the following requirements:

- 12 to 15 inches in width
- Height to the size of front window
- Shutters must be painted the same trim color of home
- A photo of shutters and specifications must be attached to your application

If you prefer stucco shutters that were originally put on the KVV homes, the mason used was: Dale Hayes Masonry, 6740 Tower Dr., Hudson, FL 34667 (727) 869-7700. Please choose shutters for your model that exactly match what is already on that model in the neighborhood. A photo with specifications must be attached to your application

# GENERAL GUIDELINES/REQUIREMENTS PURSUANT TO THE DECLARATION OF COVENANTS, CONDITIONS AND RESTRICTIONS (Does NOT Require DRB Approval)

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## Auto Repairs:

Replacing a battery or tire in one's driveway is acceptable, making major repairs in the driveway isn't, and should be accomplished inside the garage or at a dealership.

## Exterior Furniture and Other Items: (Refer to Covenants section 10.12)

All lawn furniture (plastic or otherwise), grills, etc. must be kept in the rear of the home, out of sight from the street.

## Exterior Paint Colors for Touch Up Purposes:

Exterior paint for touch up purposes can be purchased from the KVV paint contractor. The current paint contractor information is posted on the bulletin board in the Clubhouse.

## Flags: (Refer to Covenants section 10.18)

**One** removable or portable United States flag of reasonable size may be displayed in a respectful manner on any KVV lot. Small decorative flags or banners **are not** permitted on the mailbox, but are allowed within the landscaping area, providing they are not offensive, political or controversial.

720.304 is very explicit of the Home Owner rights to display an American flag provided it's in a respectful manner. We suggest that the Home Owner obtain information from the library, internet, or book store on the proper procedures for displaying and disposal of an American flag.

This section also covers the display of POW, MIA, Military service flags and state flags that can be on the same pole, but lower than the American flag. Again, research the proper procedures.

**Decorative flags** must be on a separate pole and lower than the American flag. Many are 3' x 5' or smaller, and even smaller flags for flower beds are available. Remember the American flag must not hit the ground when on display.

## Holiday and Seasonal Decorations:

Decorations may be placed around a dwelling at the appropriate time of year. Such decorations shall not be in place more than 30 days. The only exception is for Christmas/Holiday decorations and mailbox covers, which may be displayed **beginning the day after Thanksgiving and taken down no later than January 10<sup>th</sup> of the New Year**. All other seasonal and holiday mailbox covers are permitted but must be removed within 30 days. Offensive or obscene items will not be tolerated. Neighbors must be considered when lights are used for decorations. Display should be portable for removal on days lawn contractor is cutting grass.

**GENERAL GUIDELINES/REQUIREMENTS PURSUANT TO THE  
DECLARATION OF COVENANTS, CONDITIONS AND RESTRICTIONS  
(Does NOT Require DRB Approval)**

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**House Numbers:**

Replacement house numbers will be of the same type and color as originally installed on the dwelling and/or mailboxes. Supplemental numbers of other design or colors are not allowed.

**Low Voltage Decorative Lighting:**

Lighting may be installed along private walkways and in plant beds of a dwelling. Lighting should not be installed in any grass areas that are maintained by the landscape company. Care should be taken to avoid illumination of a neighbor's windows. **Note:** Such lighting must be removed during high winds.

**Potted Plants:**

No more than five (5) potted plants, tastefully displayed around the residence, will be allowed. **Note:** Potted plants weighing less than fifty pounds that are not permanently anchored to the ground must be removed before any forecasted high winds (thirty-five or more miles per hour).

**Seasonal Residents:**

Prior to departing for the summer, please prepare your home for hurricane season to protect your property and your neighbors' property.

- ❖ Must have someone identified to check your house while you are gone. Be sure someone (as well as Resource Property Management and the Board of Directors) has your phone number and email address for emergency purposes.
- ❖ **You MUST leave the outside water and electricity on for the sprinkler systems to continue working.**
- ❖ Small objects turn into missiles with high winds. You must put all exterior furniture, small lawn ornaments, potted plants, solar lights, outside wall art, etc. away until your return.

**Signs:** (Refer to Covenants section 10.14)

The **only** signs that may be placed, posted or installed on any KVV property are commercially constructed "For Sale" and "For Rent" signs. Signs may not be placed on common property or in the strip between the sidewalk and street. This does not preclude the temporary use of holiday and greeting type signs on the private portion of the Lot that may be utilized as seasonal decorations.