

Villages of Fireside

Architectural Guidelines

Sheds, Fences, Pools, Landscape, Trees, Swales

The purpose of this document is to provide the property owner with advisement when deciding to make changes to the exterior of their property, which requires review by the Architectural Control Committee; and to provide guidance to The Committee in their approval process.

Revised: 06/09/2023

Overview - Covenants page 12, #9

The Association shall establish and maintain a standing committee selected by the Board to be known as the "Architectural Control Committee" (the "Committee") to exercise the powers and to undertake the duties and responsibilities specified in the subparagraphs.

The Committee may be composed of not less than 3 nor more than 5 persons. The Committee shall have the responsibility and power to approve or disapprove all building plans and specifications (which shall also include landscaping plans) for residential structures and appurtenances to be constructed upon the lots including any outbuildings and additions or alterations to the exterior thereof and including all landscaping prior to such construction, erection or location to determine whether such plans and specifications are structurally sound and of suitable materials and workmanship as well as consistent with the natural surroundings, the neighborhood as well as the other structures and designs within Villages of Fireside.

The Committee may also consider other factors, **including aesthetic considerations**, which in the sole opinion of The Committee will affect the desirability of the exterior construction and landscaping. Each such structure and any additions or alterations thereto shall be constructed only in accordance with the plans and specifications or design so approved by the Committee; a copy of which shall be kept on file with the Property Manager.

In the event plans and specifications or design have been submitted for approval by the Committee as provided herein, and in the further event that the committee fails to act upon the request for approval within thirty days after receipt of the same, then approval shall be deemed granted.

The Committee is further authorized to review and to give its approval of all exterior colors prior to the painting, staining or any other change of color to the exterior of Residences and the committee is further authorized to review and give its approval of the design, height and location of all other exterior improvements of every kind and nature located on each lot prior to the installation, modification or alteration thereof. It is understood that all changes to the exterior including subsequent changes to any color must be approved by The Committee.

The Committee is bound by the **Covenant Revitalization Letter** dated January 15, 2018. This letter is available for review here: <https://villagesoffireside.com/covenant/> .

The letter states that "The Board is aware that some rules have not been enforced consistently in the past. This letter serves to inform all members of the community that all rules and covenants shall be enforced uniformly moving forward."

Architectural Review Process

The process begins when a homeowner completes and submits an *Architectural Review Committee Approval* form (request) to the CAM Team. The Cam Team then forwards the request to the committee. The thirty-day timeline begins once the committee has access to all required information.

The form can be located here: <https://villagesoffireside.com/covenant/> .

The request can be submitted by emailing it to: arc@thecamteam.com

ARC requests must be submitted by the Lot Owner or a written signed letter giving their authorization for specific changes must be attached to the form.

All required information for the request must be received in a timely manner, or The Committee may choose to decline solely on the lack thereof. The lot owner may resubmit the application when all necessary information is compiled.

Please see the list of information required on the following pages for each type of request. It is the responsibility of the property owner to obtain all required permits and follow all county rules and regulations.

The Committee may request an inspection of the property and more visual review of the project. In this case, the property owner will be contacted by a committee member and an appointment arranged. If an appointment cannot be arranged, The Committee may choose to decline the application. Subsequently, the lot owner may resubmit the application when they are available.

Once a request has been approved by The Committee, any subsequent changes shall be resubmitted to The Committee for review and approval. The Committee reserves the right to periodic inspections during construction and/or inspection of completed construction to determine plan compliance.

Goals

1. Establish uniform Architectural Guidelines throughout the Villages of Fireside making it easier for Home Owners to change and/or improve their lots.
2. Review requests for improvements, discuss with resident if necessary, and approve or reject the request in a timely manner.
3. Define the ACC process and establish performance factors regarding response time to resident.
4. Create an on-line synopsis of the Covenants & Restrictions as they apply to the typical requests received. This includes sheds, fences, pools, yards, etc.
5. Provide on-line access to the OFFICIAL Covenants & Restrictions and all documents that affect them. This includes amendments, exhibits, and other documents. Currently, documents can be read and/or downloaded from <https://villagesoffireside.com/covenant/> .
6. Recommend amendments to the current Covenants & Restrictions as needed to clarify documents and maintain curb appeal of the community.

Reference:

Villages of Fireside Website: <https://villagesoffireside.com/>

Permits: <https://www.claycountygov.com/government/building/permit-applications>

Villages of Fireside Documents: <https://villagesoffireside.com/covenant>

General guidelines for a **SHED**:

1. Shed floors are to be no more than 200 sq. ft. in size.
2. Walls are to be no more than 8 ft. tall.
3. Roof peak is to be no more than 11 ft. from the ground.
4. Exterior walls will be kept in good repair and be painted earth tone colors or white.
5. All sheds will be behind a fence or other approved device in order to screen viewing it from the street in front of the property.
6. Lot owners are responsible for obtaining all required permits and following all county rules and regulations including but not limited to all setbacks, easements and hurricane tie downs. Lot owners should check with the Clay County building department if they have any doubts about what is required for the type of shed they are going to install.
7. Sheds cannot be inside a Building Restriction Line (BRL).
8. Sheds cannot be inside a swale. Placing a shed inside an easement is not recommended, it cannot deter the flow of yard drainage. In addition, the utility company that has the right of way to the easement may have it moved at your cost if they need access to the easement.
9. Sheds must be at least 5 feet from any other building structure.
10. No more than one shed (or outbuilding) per property.

Sheds that are constructed of wood:

1. Shingles should match the house as close as possible.
2. Shed may be constructed on cement slab or skids.

Sheds that are constructed of metal/vinyl material:

1. There will be no shiny, unpainted metal roofs or walls.

When you are ready and before you start construction, submit a copy of:

1. Completed [Application for Architectural Review Committee Approval](#) form.
2. Your plot map showing shed location, setbacks/easements.
3. Shed plan showing sq. footage, height, width, length and building material.
4. Brief description of what completed building will look like. Include color selection of exterior walls, trim, etc.
5. Submit the above information to the CAM Team by emailing it to arc@thecamteam.com and a meeting will be set up to inspect and discuss your request prior to approval.

NOTE: If application is incomplete (missing information or documents), current application will be declined and you will be asked to resubmit a new application.

General guidelines for **FENCES**: Covenants page 11, #8

1. Fences may be of wood or vinyl construction and is to be no more than 6 feet tall.
2. The front lot line fence will be a solid privacy type fence 6 ft. tall
3. When fence **borders a retention pond**, fence cannot go past top of pond bank, must be a wrought iron or metal balcony rail fence and no more than 4 feet in height.
4. Fence may be left in natural state, painted or stained with an earth tone color.
5. When facing a street, front-side of fence must be toward the street to lend to the curb appeal.
6. Fences, hedges or walls may not be built or maintained on any portion of any lot except on the rear or interior side Lot line, and no closer to the front of the Lot than the front line of the main residence; nor closer than 25 feet to a side street when the residence is situated on a corner lot.
7. Fences are not allowed in front of a garage.
8. Lot owners are responsible for determining Lot lines to achieve proper placement of fence or they will be responsible for removing fence.
9. Placing a fence inside an easement is not recommended. It must not deter the flow of yard drainage. In addition, the utility company that has the right of way to the easement may have it moved at your cost if they need access to the easement.
10. When building a fence bordering a drainage easement and/or swale, you may want to consider access to the easement, since lot owner is required to keep swale free of growth, trees, or debris.
11. No fence may be located on Lots 49, 50, 51 and 56 of Villages of Fireside.

Lot owners are responsible for obtaining all required permits and following all county rules and regulations including but not limited to all setbacks and easements. Lot owners should check with the Clay County building department if they have any doubts about what is required for the type of fence they are going to build.

When you are ready and before you start construction, submit a copy of:

1. Completed [Application for Architectural Review Committee Approval](#) form.
2. Your plot map showing fence height, location, setbacks/easements.
3. Brief description of what completed fence will look like. Include color selection, type of fence (board on board, shadow box, etc.), include a picture when possible.
4. Submit the above information to the CAM Team by emailing it to [**arc@thecamteam.com**](mailto:arc@thecamteam.com) and a meeting will be set up to inspect and discuss your request prior to approval.

NOTE: If application is incomplete (missing information or documents), current application will be declined and you will be asked to resubmit a new application.

General guidelines for a **POOL**:

Pool regulations are ever evolving.

A professional pool company usually builds pools due to the type of construction, permits and license required for pool installation.

The lot owner is responsible to ensure the company they hire complies with the following guidelines. Otherwise, the lot owner will be held responsible for any costs incurred to correct the following items:

1. Excavated dirt is removed from the site or dispersed in such a way as to not change the grade of the lot.
2. Any drainage water during the construction of the pool causes no damage to adjoining lots or to common areas.
3. Common areas and adjoining lot damage are to be returned to their original condition, streets and sidewalks cleaned and pressure washed, if required.
4. Grading to surrounding areas must not change.
5. Decks are not allowed around an above ground pool unless they are at ground level.
6. Pools cannot be built inside a Building Restriction Line (BRL) or an easement of any kind, please refer to your property survey. Lot owners are responsible for determining lot lines to achieve proper placement of pool or they will be responsible for any corrections required to comply.

Lot owners are responsible for obtaining all required permits and following all state/county rules and regulations including but not limited to all setbacks and easements. Lot owners should check with the Clay County building department if they have any questions about the pool they are going to build.

When you are ready and before you start construction, submit a copy of:

1. Completed [Application for Architectural Review Committee Approval](#) form.
2. Your plot map showing pool location of landscaping, setbacks and easements.
3. Brief description of landscaping.
4. Submit the above information to the CAM Team by emailing it to arc@thecamteam.com and a meeting will be set up to inspect and discuss your request prior to approval.

NOTE: If application is incomplete (missing information or documents), current application will be declined and you will be asked to resubmit a new application.

General guidelines for **LANDSCAPING**: Covenants page 13, #16

Just as there is no specific architectural theme for house design in Villages of Fireside, there is no rigid prescription for the treatment of grounds of each home. Each Owner shall keep his lot free of tall grass, dead trees, weeds, rubbish, and shall keep his lot at all times in a neat and attractive condition and shall maintain all lawn and landscape in sightly manner and condition. If an Owner fails to maintain the exterior of his residence and his yard as above provided in this paragraph, the Association shall have the right to enter upon such Lot to correct, repair, restore, paint, mow, trim, and maintain any such residence and lots. All costs related to such correction, repair, work or restoration shall become a special assessment against such lot.

Decorative additions to front yards, such as large water fountains, flagpoles, statues or other sizeable lawn ornaments should have ACC approval.

When you are ready and before you start construction, submit a copy of:

1. Completed [Application for Architectural Review Committee Approval](#) form.
2. Your plot map showing location, setbacks and easements.
3. Submit the above information to the CAM Team by emailing it to arc@thecamteam.com and a meeting will be set up to inspect and discuss your request prior to approval.

NOTE: If application is incomplete (missing information or documents), current application will be declined and you will be asked to resubmit a new application.

General guidelines for **Trees**: Covenants page 13, #11

All trees, other than pine trees, which are greater than 20 feet in height and have an 8" or greater *DBH may not be cut or removed without the approval of the Architectural Control Committee. The Committee shall be requested in writing by the Owner of the Lot for permission to remove any tree greater than 20 feet in height and which has an 8" or greater DBH. The Committee shall respond within seven days after receipt of request.

Palm trees can be removed without an approval from The Architectural Control Committee.

*DBH = Diameter at Breast height – this measurement is taken at 4.5 feet above the ground.

General guidelines for a **Swale**: Fifth Amendment, page 2, #3.

While changes are not usually made to swales, it is included in this document due to the fact that it affects many requests, mostly regarding fencing.

It shall be the responsibility of the Association to maintain the operation and repair of the surface water or stormwater management systems. However, on lots that have swales, the individual homeowners shall maintain a grass cover to prevent erosion of said swale and shall not alter the slope of any swale or obstruct the drainage through the swale system. Maintenance, operation and repair shall mean the exercise of practices, such as mowing and erosion repair, which allow the swales to provide drainage, water storage, conveyance or other stormwater management capabilities as permitted by the St. Johns River Water Management District. Filling, excavating, or otherwise obstructing the surface water flow in the swales is prohibited.

Changes in Grade: Covenants page 11, #4.

No change in the grade or level of the land of any Committed Property shall be made which results in any permanent change in the direction of the flow and drainage of surface water which the Developer or Board is determined to be detrimental to the drainage of Villages of Fireside or to property values or safety of any real property or improvements in Villages of Fireside.

General guidelines for **Recreational Vehicles**: Sixth Amendment page 2, #4c

“No travel trailers or motorized homes shall be permitted unless specifically approved by the Architectural Review Committee.”

Travel trailers or motorized homes must be parked in rear yard of a lot facing the street and behind a fence.

If a lot is a corner lot, where the rear yard of lot may also face a side street, The Committee may allow exceptions in order for the homeowner to park a travel trailer or motorized home in the rear yard of lot with minimal view from the side street.

Only one recreational vehicle per lot is allowed.

Carports or garages for travel trailers or motorized homes are prohibited.

Residing in a travel trailer or motorized home parked on a lot is prohibited.

A copy of the Florida registration bearing property owner’s name for the travel trailer or motorized home must be on file with The Committee.

Travel trailers and motorized homes may be parked in the driveway for a period not to exceed forty-eight (48) hours for the purpose of loading or unloading. Please notify CAM team to avoid violations.