

## What is the Design Review Board?

The Design Review Board is made up of community volunteers. The guidelines for this Board are set forth in Ballantrae Homeowner Association Declarations and Covenants. Due to an increase in DRB applications the DRB would like to let residents know what alterations require DRB approval, how to submit an application and the process.

A Homeowner wishing to make an exterior change or modification to his dwelling, unit or Lot must apply for and receive written approval for such change or modification prior to the start of any construction, painting or landscaping project.

Modifications and changes subject to such approval specifically include, but are not limited to the following:

1. Painting of a Residential Unit, including doors and faux shutters.
2. Alterations to a Residential Unit or additions of rooms or porches.
3. Alterations, replacement or modifications of windows and roof, with the exception of repairs.
4. Construction or installation of swimming pools, spas, whirlpools, fountains, or other pools.
5. Installation of solar panels or other energy generating devices.
6. Installation of skylights, roof exhaust devices, or rain gutters.
7. Installation of screen doors.
8. Installation of privacy fences or walls.
9. Additions of awnings, shutters, (including hurricane shutters), gates, flower boxes, shelves, statues or other outdoor ornamentation.
10. Installation of patios, railings or porch enclosures.
11. Installation of patterned or brightly colored internal window treatment.
12. Installation or erection of lattice work, air conditioning or garbage can enclosures or trellises.
13. Installation of satellite dishes or television antennas.
14. Installation of propane tanks.
15. Installation of "soft water" equipment.
16. Invisible dog fences.
17. Installation or modifications of sprinkler systems, excluding repairs.
18. Any alteration of the landscaping, topography of the Lot or home site including, without limitation, the cutting or removal of trees in excess of three inches in diameter at chest height.
19. Planting or removal of plants.
20. The creation of any pond or swale or similar features of the landscape.
21. Resurfacing or painting of driveways or privacy walls.

In addition policy determinations were adopted by the Design Review Board April 17, 2007, they are as follows:

1. Statues and figurines are not permitted in front yards. Items of that nature may be kept in rear yards.
2. The DRB has authorized all homeowners to place as many as three pots or potted plants in the front of their home (including the entry, as well as the landscaped area). Additional pots would require a DRB Application for review and decision.
3. Installation of concrete curbing around plant beds is deemed to be pre-approved as long as:
  - a.) the original layout of the plant beds is not altered.
  - b.) the homeowner submits a signed copy of certificate of compliance.If the original plant bed is to be altered or if a tree is to be removed a full application must be submitted to the DRB for review and decision.
4. Gutters and downspouts may be added to any home as long as:
  - a.) the items are painted to match the house and fascia
  - b.) the homeowner submits a signed copy of certificate of compliance.
5. Wood or metal playsets/swingsets may be installed as long as:
  - a.) the item is placed directly behind the home.
  - b.) The item is anchored as directed by the manufacturer.
  - c.) The homeowner accepts any responsibility for any damage done by wind-borne debris from the playset.
  - d.) The homeowner agrees to maintain the appearance of the item.
  - e.) the homeowner submits a signed copy of certificate of compliance.
6. Plastic houses, slides and comparable playthings must be dismantled and stored in the garage or home when gales or tropical storms are forecast.
7. Trampolines may be kept on any lot as long as they are placed squarely behind the footprint of the house.
8. Any natural colored mulch, rocks or stones may be placed in plant beds without prior approval.
9. A hose, hose reel, or hose container may be kept at the side of the house as long as it is hidden by a bank of shrubs or other foliage.

10. Trash cans may be stored at the side of a house as long as they are hidden by a bank of shrubs or other foliage.
11. In-ground flagpoles are prohibited. Flagpoles attached to homes may be used to display flags in the accepted and approved manner.

The process to submit your application is as follows:

1. Submit three copies of the application. Ballantrae DRB applications can be downloaded from [www.ballantraehoa.com](http://www.ballantraehoa.com) or you may contact JC Eckstein @ 813-968-8008.
2. Submit three reproducible copies of construction and site plans and specifications, including all proposed landscaping, if pertinent to your alteration.
3. An elevation or rendering of all proposed improvements.
4. a survey of the following:
  - a.) the locations of all trees in excess of three inches in diameter at chest height.
  - b.) Such other information and samples as the DRB may require i.e. paint colors, paver samples.

One copy of the plans shall be retained in the records of the DRB and one shall be returned to the Owner marked "approved" or "disapproved". The third copy shall be used by the DRB.

If any alteration requiring approval pursuant to Article IX of Ballantrae Homeowner Association Declarations and Covenants is changed, modified or altered without prior approval of the DRB, the Owner shall upon demand cause the alteration to be restored to its original condition, in addition if an alteration is made that does not abide by the application that was approved, the Owner shall upon demand restore the alteration to comply with the approved application. The owner shall bear all expenses incurred for this process. All alterations which have been given DRB approval are expected to be completed within a reasonable time frame, unless the DRB approves otherwise.

We encourage all homeowners to attend an HOA meeting if you have any questions or if you would like to become a member of the Design Review Board, in addition you can contact JC Eckstein @ 813-968-8008 or [jc.eckstein@ameritech.com](mailto:jc.eckstein@ameritech.com).