

Serenoa Homeowners Association Architectural Review Committee (ARC)

Mission Statement

The Serenoa Architectural Review Committee is committed to responsive communication, fair and consistent decisions and timely review of all requests. Our goal is to make the ARC process clear to residents planning improvements to their homes. We are committed to maintaining Serenoa's beauty, safety and protecting property values.

Serenoa ARC Information

The Serenoa Architectural Review Committee exists to uphold our community covenants **fairly, consistently and without personal preference**. The goal is to ensure a smooth, predictable process for residents.

Resident Requests and Procedure

- The ARC will meet the 4th Tuesday of each month at 7:00 PM. Meetings are open to Serenoa residents.
- The resident will receive a brief confirmation of their submitted request within 48 hours.
- Some project requests can be quickly approved by the committee chairperson. Other requests will require a discussion and a vote by the full committee.
- Requests under review will reference the appropriate covenant or pertinent governmental regulations and a timeline for a response from the committee.

Committee Roles

Chairman

- Responds to incoming emails and sends acknowledgment messages.
- Notifies ARC members of new requests and routine approvals.
- Ensures a meeting notice sign is posted at the entrance with the location, day and time of each monthly ARC meeting.
- The chairperson designates a committee member to prepare the meeting agenda and lead the discussion.

Secretary

- Records all project requests referencing them by
 - Lot number
 - Type of request
 - ARC response.
- Maintains a log for the next ARC meeting and prepares a summary for HOA Board meetings.

Routine Approvals

Many standard requests can be approved directly by the chairperson as they fall within established covenant guidelines. Routine approvals include:

- House and trim paint colors that are in the ARC approved palette.
- Pool cage paint colors... White, Bronze or Black.
- Asphalt Shingle roofs... Black, Brown, Grey or Tan or blends of the approved colors.
- Tile Roofs... Brown or Grey tones, Terracotta or White.

Committee Approvals

Requests for other projects such as pool cage changes, generators, pavers, metal or solar roofing, gutters, landscaping or home additions will be discussed and voted on by the committee.

Approvals will be based on adherence to guidelines shown in the covenants.

Legal Considerations

Florida law governs certain decisions.

- Florida residential generator installations must comply with the Florida Building Code, National Electrical Code (NEC) and local zoning regulations.
- While generator installations cannot be denied, the ARC will require copies of bids and permits for the project prior to installation. The specific details of the project request must be reviewed by the ARC for approval.
- HOA covenants Article 5, number 6h clearly states that "oil and gas storage tanks shall be underground".
- In addition, full screening of generators and air conditioners is required.
- Landscaping/shielding design must be approved by the ARC.

Annual Community Inspection

The ARC will conduct a full community inspection twice per year in early spring and fall.

Inspection Process

- Send a community-wide notice one month in advance outlining what will be inspected.
- The ARC members will be divided into teams to complete the checklist efficiently. The new ARC intends to have 4 community volunteers also participate in the inspection. We hope these volunteers will form a group of potential ARC members in the future.
- After inspections, notices will be sent to homeowners citing specific items that need to be addressed. Homeowners will have 30 days to reply stating that the problem has been corrected, is scheduled to be corrected or that an extension is requested. Requests for extensions must state a reason for the request.
- Homeowners are requested to notify the ARC when work has been completed.
- The ARC is encouraging all Serenoa Homeowners to read the Covenants regarding homeowners not meeting the requested maintenance and repair timelines and that failing to meet the timelines will result in 2nd notices. Continued non-compliance can result in subsequent actions being taken including fines and in extreme cases property liens.

Requests Outside ARC Authority

If a request cannot be approved due to covenant restrictions:

- The ARC forwards the request to the HOA Board for resolution. If it remains unresolved, the matter proceeds to the Hearing Committee for final determination.

Serenoa Architectural Committee (ARC) Request
General Information
revised 2/19/2026

All modifications, additions, and/or enhancements to a Homeowners external property, including the physical building and landscaping, require review and approval by the ARC.

Submit requests to Serenoa-ARC@sarasotaserenoa.com. Any required samples can be coordinated for drop off at the ARC Committee Chair's home. Requests that are not automatic will be reviewed the fourth Tuesday of the month at 7:00 PM at the committee chairs home. The meeting is an open meeting to any homeowner. Results of the ARC review will be emailed to the homeowner within two days of the meeting. Requests should be submitted at least a week before the meeting date.

Automatic Approval – after submittal, certain requests are granted automatic approval. These requests do not require the Committee to convene, and a response is emailed to the homeowner within two days. See the specific type of request you are submitting below for information pertaining to ARC guidelines and automatic approval.

Denied Requests - If the ARC does not approve a request, the issue can be escalated to the Board for further review.

Elements of Specific ARC Requests

Basic requirements for certain requests are listed below; however, the ARC may contact you for additional information if required. If in doubt about the required documentation, contact an ARC committee member for guidance.

House and Cage Painting – submit a request if you are painting your house, trim, cage, or front door. A sample of the paint color should be included with the request. Serenoa has a book of preapproved paint colors that are an automatic ARC approval if selected. The color book is managed by the ARC chair and can be borrowed for up to a week. Automatic approval is also given to requests to paint a cage white, bronze, or black. If a preapproved color is selected, an ARC approval is still required and will be processed for expedited approval.

Roof Replacements – submit a request to replace a roof and provide a sample of the material to an ARC member for review. Asphalt shingles in black, gray, brown, tan or shades thereof are preapproved. Concrete or terracotta tile roofs in small or large barrel or flat tiles in shades of black, brown, gray, or tan are preapproved. If a preapproved roof type and color are selected, an ARC approval is still required and will be processed for expedited approval.

Windows – submit a request to replace windows, include the materials and color. Hurricane and energy efficient windows will be preapproved. An ARC approval is still required and will be processed for expedited approval.

Generators – submit a request if installing a generator. Describe the generator location and the method of screening the above ground equipment. Tanks must be buried.

Elements of Specific ARC Requests

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Landscaping – submit a request if you are modifying your landscaping with a description of the modification, and a schematic of the design if applicable. Replacing dead or old plants with a similar look are allowed.

Tree Removal – submit a request for removal of any tree with a four-inch diameter or more, in the front, back, or side yard. Justification for the removal is required, and a replacement tree may be required as part of the approval.

Driveways – submit a request for a driveway repair, replacement, or modification. Provide a description of the finished project and samples if applicable. Painted driveways are prohibited.

Child Play Systems – submit a request for a child play system describing the size and yard placement. All play systems are to be in the back yard with consideration given to maintaining your neighbors view.

Home or Pool Changes or Additions – submit a request for any changes to your home or pool area footprint. The request must include two sets of architectural plans showing placement of existing structures and final modifications including driveways, sidewalks, patios, pools, walls, tree survey and setbacks. Each request is unique, and involving the ARC early in the process helps make the review an easier process.

Inside Pool Cage Renovations – If renovations do not change the footprint, screen color, or outside landscape and all changes are inside the cage, no ARC approval is required.

Serenoa Architectural Review Committee Request Form
Revised 02/09/2026

Homeowner Name and Lot Number _____
Address _____
Phone Number and Email _____
Date Submitted to ARC _____
Estimated Work Commencement Date _____

Detailed description of request and timeframe for execution. Include all relevant information listed in the Elements of Specific ARC Requests for the type of enhancement being completed. Include a description of submitted samples, which will be returned after ARC review.

Please submit your completed form to Frani Chichester (ARC Chairperson)

frani88@thechichesters.com

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