

**SHANNON LAKE ESTATES HOMEOWNERS ASSOCIATION**  
**ARCHITECTURAL MODIFICATION**  
**GUIDELINES**

Right-Click(PC) or  
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The following items are **required** when submitting architectural modification forms.  
Requests are considered complete and will be reviewed once all information is submitted.

Each request must be on separate form with all necessary information attached.  
**Example: If applying for roof replacement and painting of your home, you would need to submit two (2) separate requests with all required information attached to each request.**

**Screen/Fence installation**

- Copy of survey/plot plan required showing exact location and measurements for screen enclosure or fence (must have height of fence).
- Form must specify type of material, color and dimensions.
- Contractor CURRENT AND UP-TO-DATE license and insurance information.
- Landscape material to be installed around/along fence or screening.

**Hurricane Shutters**

- Copy of survey/plot plan showing where shutter will be installed.
- Type of shutter (accordion /panel)
- Color of shutters-color photo or brochure must be included. Shutter color must match house.
- Copy of executed contract including license and insurance for contractor.

**Pool Installation**

- Copy of survey/plot plan showing where the pool will be installed and the shape/design of the pool. All dimensions must be specified on drawing.
- Material to be used for deck. Color photo or brochure must be included.
- Must show any baby fence/baby gate on drawing. Material and measurements must be included.
- Fencing or screen enclosure being installed around pool must be on separate request.
- Copy of license and insurance for contractor must be included.

**Generators**

- Survey/plot plan showing location of generator.
- Brochure or photo of generator.
- All measurements/dimensions/size of generator.
- Must show hedge material being installed as shield. Generators not permitted in plain view.
- Copy of license and insurance of contractor doing installation.

### Play Equipment/Swing Set

- Survey/plot plan showing location of equipment.
- Color photo or brochure of equipment.
- All measurements of equipment.
- Copy of license and insurance of installer.

### Landscape Replacement/Design

- Survey/plot plan showing where replacement/design will be.
- Must specify material as well as quantity of each tree, etc.
- Include any/all border material or mulching material.
- Specify any material being removed or relocated.

### Roof replacement

- Survey/plot plan of lot
- Color photo, brochure or tile sample showing what the roof will look like after completion.
- Type of roof must be specified.
- Painting of home must be submitted on separate request.
- Copy of license and insurance for contractor.

### Painting of home

- Color scheme from Association's approved color palette.
- If using faux finish on doors you must specify- must be Association approved option (mahogany or walnut only- must use approved colors)
- Garage doors **MUST** match body color, be faux finish OR white *only*. Cannot match trim or band.
- **Homeowner MUST attach color photo of their roof and driveway to their painting request.** Requests without this information will be returned to the homeowner dis-approved.
- Copy of license and insurance for contractor.

### Carriage Lights

- Survey/plot plan showing where lights will be installed.
- Color photo or brochure of fixture required.
- Copy of license and insurance for contractor/electrician.

### Driveway Modification

- Survey/Plot plan.
- If re-paving or adding pavers, survey must show where pavers will be installed. All pavers must match. If changing the shape or style of your driveway and have existing pavers, **ALL** pavers must be replaced to match.
- Color photo or brochure must be included for paving.
- If walkway is included, this must be specified on survey.
- Copy of license and insurance for contractor.

### Fountains & Waterfalls

- Statues, statuettes and similar structures shall NOT be permitted within any front yard area, visible from the street, on any lot. This excludes birdbaths.

### Basketball Hoops

- The installation of permanent basketball poles is prohibited within the community. The use of portable basketball systems are permitted, with the following guidelines:
  - 1) Portable basketball systems, when not in use, must be stored next to garage doors, on the opposite side of entranceways.
  - 2) Portable basketball systems may not be used in the streets or swale areas and players utilizing portable basketball systems are not permitted to play in the street or swale areas.
  - 3) Basketball may be played between the hours of 9:00 AM- 9:00 PM ONLY.
  - 4) Portable basketball systems must be maintained in their entirety. This includes post, net and backboard.

### Hedges

- All hedges must be maintained and/or trimmed and are not to infringe on a neighbor's property or Association property at anytime.
- In accordance with the City of Sunrise Code, all hedges will be a maximum of six (6) feet in height. For life/safety purposes, and hedge or portion of a hedge must be set back at least three (3) feet in height coming off of the sidewalk for a depth of three (3) feet.
- With the exception of patio/courtyard style homes; there will be NON front hedges parallel the sidewalk.
- Patio/courtyard style homes may have hedges that parallel sidewalk in front, and must be a maximum of three (3) feet from the structure and a maximum of six (6) feet in height.
- Other than the exception for the patio/courtyard style homes, all other hedges that parallel the front of the home must be a maximum of three (3) feet in height and a maximum of three (3) feet from the structure.
- Hedges that line the rear of homes along 8<sup>th</sup> Street will be kept the equivalent of two (2) feet above the highest wall elevation at all times (once grown).

### Signs

- Only one (1) sign not to exceed 2 x 2 in size advertising homes for sale or lease may be displayed. Signs must be professionally made and rider signs are prohibited. No owner or resident shall display any sign, advertisement or notice on any portion of Association property or a neighboring property.
- "Open House" and "Garage Sale" signs must be approved by the Association **prior** to being displayed. Owner wishing to display these signs must attach a photo of the sign and confirm the dimensions of the sign.

**\*\*\*\*ALL REQUESTS WHICH REQUIRE PERMITS FROM THE CITY OF SUNRISE WILL BE CONDITIONALLY APPROVED. ONCE PERMITS ARE PROVIDED TO THE ASSOCIATION, THE REQUEST WILL BE REVIEWED AND APPROVED.**

**SHOULD ANY MODIFICATION REQUIRE PERMITS AND PERMITS ARE NOT OBTAINED BY THE OWNER, THE CITY WILL BE NOTIFIED AND THE REQUEST WILL BE CONSIDERED DIS-APPROVED BY THE ASSOCIATION.**

**OWNER WILL BE RESPONSIBLE FOR ANY/ALL COSTS RELATED TO THE REMOVAL, REPAIR OR REPLACEMENT OF ANY DIS-APPROVED MODIFICATION DONE WITHOUT PERMITS OR APPROVAL FROM THE ASSOCIATION. NO EXCEPTIONS.**

These guidelines do not encompass all situations and are not meant to do so. Additionally, these guidelines are subject to change at any time.

**\*\*\*Please be advised that ALL EXTERIOR MODIFICATIONS MUST BE APPROVED PRIOR TO THE WORK BEING INITIATED.** If it is not included on this guide it is the homeowner's responsibility to contact the management company for requirements prior to purchase of material, executing of a contract or work commencing. The Association and Management are not responsible for work completed without approval. This guide is to assist in expediting requests\*\*\*

**COMPLETED** forms may be returned to management.

**All questions may be directed to your property manager Danielle Unger at 954.846.7545 ext 309 or via email [dlorello@miamimanagement.com](mailto:dlorello@miamimanagement.com)**