

DEVONS GLEN HOMEOWNER’S ASSOCIATION, INC.

Guidance for Architectural Changes

Properties within Devons Glen are governed by the Architectural Committees of both Devons Glen Homeowners Association (“Devons Glen HOA”) and Suntree Master Homeowners Association (“SMHA”). As a result, the approval process will involve working with representatives from both Devons Glen HOA and SMHA. It is encouraged for all Devons Glen HOA members to review the SMHA Architectural Review Committee (“ARC”) Criteria dated 03 May 2021.

Please be aware that any approval by Devons Glen HOA and SMHA ARC is superseded by any and all applicable Brevard County building and zoning ordinances. **Devons Glen HOA members are responsible for obtaining any required Brevard County permits and ensuring that plans do not violate any applicable Brevard County building codes.**

Do I Need Approval?

In short, if you are adding a new structure (either stand-alone or part of an existing structure) or demolishing an existing structure, you will need to submit an ARC form for approval. Similarly, you will need to submit an ARC form for the installation of a pool.

What about Modifications to an existing structure? SMHA ARC Criteria dated 03 May 2021 Exhibit A states that any item of basic maintenance that does not change the appearance of the property does not require an ARC request be submitted.

According to Paragraph 1.5 of the SMHA ARC Criteria: Maintenance shall be considered as any upkeep of existing property: house, lawn, driveway for example. Maintenance tasks shall not require ARC approval, but may require ARC notification per section 1.5.1 and 1.5.2. To qualify as a maintenance task, no change to configuration or color is allowed – for example – if a solid door is replaced and a like solid door painted the same color this would be classified as a maintenance task. If a homeowner wishes to replace a solid door with one that has a window installed and/or painted a different color – this is a configuration change and ARC approval shall be required before this change can be made. Please see Exhibit A for additional tasks not requiring ARC approval. Maintenance includes, but is not limited to, the following:

1. Painting same color. Painting same color must be submitted to SMHA for record purposes. A paint chip must be attached to the application. No fee required.
2. Roof replacement of existing materials must be submitted, no fee required. Any change in materials, color or configuration must be submitted for approval. A fee is required.

Additionally, the following changes do not require ARC request/approval.

1. Gutters / down spouts
2. Flowers
3. Foliage / bushes (hedges must be submitted)
4. Planting of new trees
5. Exterior lighting (carriage, security or landscaping lights)
6. Lawn furniture / lawn ornaments
7. Basketball goals (non-permanent) do not require ARC approval but must comply with paragraph 4 of SMHA ARC Criteria Exhibit B.
8. Curbing (bordering materials generally used in landscaping)
9. Tiling existing screened porch, patio or covered entranceways
10. Direct replacement or repair of damaged items with same materials.
11. Non reflective solar film on the interior of windows

For all other changes, you should refer to the SMHA ARC Criteria for additional guidance.

How Do I Request a Start the ARC Process?

1. Complete the appropriate SMHA ARC form, available via SMHA's website and the "Forms" page of www.devonsglenhoa.org.
 - New Construction/Demolition: NEWARC Form
 - Modification: MOD-ARC Form
 - Pool: ARC Pool Request Form
2. Attach any required corresponding documentation.
 - New Construction/Demolition: Examples: Construction drawings, plans, SMHA Builder's Checklist, or Demolition Drawing Plan
 - Modification: Examples: Construction drawing, plot plan, color samples, material samples
 - Pool: Examples: Survey plan, pool plan, plans for propane tank, solar panels, landscaping and drainage changes.
3. SMHA ARC forms shall be signed by the applicant, the Devons Glen HOA President and ARC Chair.
4. Submit the application fee, if any, described on the SMHA ARC form.
5. Turn in the completed form, accompanying documentation and application fee to the SMHA at 7550 Spyglass Hill Road, Melbourne, Florida 32940.