



## Design Review Process

The Design Review Guidelines for Verandah ("Design Guidelines") provide an overall framework and comprehensive set of standards and procedures for the development and maintenance of the community in an orderly and cohesive manner. These standards have been developed to provide direction for the planning, designing, constructing, landscaping, and modifying of all residences, buildings, and structures within Verandah. The standards set forth criteria for design, style, materials, colors and location of site improvements, landscaping, signage, lighting, and other structures. In addition, the Design Guidelines establish a process for review of all proposed construction and modifications to residences/buildings/structures, including exterior paint, landscape, and other exterior improvements, to ensure that all sites within Verandah maintain consistency and preserve the standards and aesthetic of the community. By accepting a deed in the community, each Owner has agreed that no activity/work within the scope of Article IV of the Declaration of Covenants, Conditions, and Restrictions ("DCCR") will begin unless and until prior written approval has been granted.

Guidelines for architectural control and standards, design modification, and the design review/approval process are contained in the following documents that can be located on Verandahlife. Each document listed contains a hyperlink for easy access - <https://www.vcalife.com/folder/design-review/>.

- [Declaration of Covenants, Conditions, and Restrictions](#)
- [Design Review Guidelines](#)
- [Use Restrictions](#)
- Individual Project Guideline Specifications are provided for most commonly requested projects. All exterior modifications require submission of Modification Review Form and VCA approval.

All Verandah Owners are expected to familiarize themselves with the guidelines and adhere to the requirements stated therein.

### Review Process

The review process is meant to maintain the overall framework and standards applied to the original construction and any proposed new alteration or modification to ensure that all sites within Verandah maintain consistency and preserve the standards and aesthetics of the community. The entity having jurisdiction over the Design Review Process and related matters shall be the "Reviewer" as provided in the DCCR.

### Review Requirements

- The Owner must provide a complete Modification Review Form, along with all information/documentation required in the Project Guideline Specifications. (Cell phone photos of documents are not accepted.)
- Project Guideline Specifications are available for the most common exterior modification and landscaping projects and can be accessed from <https://www.vcalife.com/folder/project-guidelines/>
- Completed applications and required additional information may be emailed to [Office@vcalife.com](mailto:Office@vcalife.com) or dropped off at the VCA offices.
- The review and approval of architectural or engineered plans shall not be a substitute for compliance with permitting and approval requirements of Lee County or other governmental authorities. It is the

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responsibility of the Owner to obtain all necessary governmental permits and approvals.

- Approval by a Sub-HOA DRC committee is not a substitute for VCA Reviewer permission. Both are required if applicant is in a Sub-HOA.

### Review Period

- Applications will be reviewed within 15 days of receipt of a completed Modification Review Form, along with all required accompanying information. The Reviewer may request additional information. If additional information is requested, the 15-day review period will begin with submission of the completed package and not from the date of original submission. (If applicant is in a Sub-HOA, the 15-day review period for the VCA begins the date it is submitted to the VCA, not the date submitted to the Sub-HOA.)
- The VCA will publish a schedule of regular and recurring application review dates. To be considered for review on a published date, a complete application must be received at the VCA office by 12:00 pm the Friday before the next scheduled DRC meeting. Applications received outside these parameters will be considered on the next published review date. For more complex and extensive projects or a request that may require a site visit, the applicant should submit the form as soon as possible as such application may require it to be deferred to a future meeting.
- No work may commence until permission is granted by the Reviewer.

### Decisions

The decision shall be rendered in one of the following forms:

- **Approved** – The entire application as submitted is “Approved” by the Reviewer. Applicant can proceed with the project as submitted. Any modifications to the project desired following the Reviewer permission will require additional review. Upon completion of the project, Owner must contact the VCA for a final inspection and final approval. – [Office@vcalife.com](mailto:Office@vcalife.com). If a deposit was required for a project, once final approval is provided, a refund will be processed.
- **Approved with Conditions** – The application is not approved as submitted; however, it is approved subject to acceptance of and compliance with the Reviewer’s plan modifications or additions. If multiple options are offered to cure the objectionable components of the application, the Reviewer may require resubmission in order to receive approval prior to commencing the project. Upon completion of the project, Owner must contact the VCA for a final inspection and final approval. – [Office@vcalife.com](mailto:Office@vcalife.com). If a deposit was required for a project, once final approval is provided, a refund will be processed.
- **Denied** – The application as submitted is rejected.

### Variances

All variance requests (projects that deviate from the design guidelines) must be submitted in writing. The Applicant must outline the unique circumstances requiring the variance including hardship, topography, environmental conditions, natural obstructions, etc. The Reviewer shall have the power to grant a variance from strict compliance in such circumstances, so long as the variance does not result in a material violation of the Declaration or governmental regulations. No variance is valid unless approved in writing by the Reviewer in accordance with Paragraph 4.5 of the DCCR. **Variances will be considered on a case-by-case basis and shall in no way imply the setting of a precedent.**

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### Implementation of Approved Plans

- All work must conform to documents and/or architectural or engineered plans approved by the Reviewer. If any changes to the approved plans are required after the initial submission, Owner must resubmit an application for review and approval.
- If it is determined that work completed or in progress does not comply with the approved application, the VCA will notify the Owner in writing of such noncompliance.
- If the Owner fails to remedy such noncompliance the Owner shall be deemed to be in violation of the Declaration and the Design Guidelines and will be subject to the provisions described in the Compliance and Enforcement paragraph of the Declaration of Covenants, Conditions, and Restrictions for Verandah Community Association, Inc.

### Time to Complete

- **All work must be completed within the Project Start/Completion dates specified and approved on the application, not to exceed 12 months, unless other dates are specified and approved on the application.**
- The Applicant may request a change or extension of such time period, which the Reviewer may approve or deny, in its sole discretion.
- If construction or modification does not commence within one year after the date of approval, approval is deemed to be withdrawn by the Reviewer and the application will need to be resubmitted for review.

### Enforcement

- A representative of the VCA or the Reviewer may conduct periodic field reviews to ensure the worksite conforms to community standards and the project is being completed in compliance with the approved project plans. In completing and submitting a Modification application, the Owner grants permission to enter the premises for purposes of determining compliance with approved plans.
- Upon completion of projects, it is the Owner's responsibility to contact the VCA for a final inspection and approval. – [Office@vcalife.com](mailto:Office@vcalife.com)
- In the event of any violation of the Design Review Guidelines or modifications of the project that differ from the Reviewer approval, the VCA Board of Directors may take any action set forth by the Declaration of Covenants, Conditions, and Restrictions for Verandah.
- The VCA Board may remove or remedy the violation and/or seek injunctive relief requiring the removal or remedying of the violation.

### Violations

In the event of any violation of these Design Guidelines, the VCA Board of Directors may take such action as authorized in the Declaration of Covenants, Conditions, and Restrictions for Verandah and Verandah Community Association Inc. Resolution for Covenant Enforcement, Violations, and Fining Policy, including but not limited to:

- Require the Owner, at its own expense, to remove any structure or improvement and to restore to its previous condition.
- If Owner does not take the required action, the VCA Board or its designee shall have the right to enter the property, remove the structure or improvement in violation and restore the property to substantially the same condition as previously existed without being deemed as a trespass. The cost of such removal and restoration may be assessed against the Owner as a specific assessment.
- Issue fines to Owner as defined in the Fining Policy.

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**Recording of Violations**

- In addition, a Notice of Violation may be recorded in the Public Record of Lee County Clerk of Circuit Courts. The VCA Board shall be entitled to recover all costs incurred in enforcing compliance, including but not limited to court costs and reasonable attorney's fees, as well as impose a fine against the residence upon which such violation exists in accordance with the guidelines stated above.

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