

ARB FAQs

What is the Architectural Review Board (ARB) and what is its purpose?

The Architectural Review Board (ARB) is an elected body of homeowners that acts to assure that the residences, structures, fences and improvements remain in a “similar manner” as when the Developer/Builder built the subdivision.

In summary:

- The ARB is responsible to assure that the residences remain in good taste, good condition and be harmonious with the surrounding residences in order to assure that Bonaparte Landing maintains a reputation as a great place to live and raise a family.
- The ARB acts to prevent residences from disrepair which will have a depreciating effect on the neighbors and neighborhood.
- The ARB acts to eliminate offending colors, dangerous conditions, deteriorating structures, deteriorating fences, etc., which by reason of their looks or condition would degrade property values and/or be a safety issue to the community.

What are the Responsibilities of the ARB?

The ARB is assigned the task of ensuring the aesthetic quality of the residences and surroundings by overseeing compliance with the Restrictive Covenants and Bylaws, which govern the individual lots and the common areas.

Additionally, the ARB must approve any exterior changes to the individual dwellings, improvements and/or additions of structures, in accordance with the guidelines established by the Bonaparte Landing Board of Directors. These guidelines include, but are not limited to, exterior painting, trim, doors, windows, fences, and landscaping.

How do I obtain ARB approval?

Each homeowner must submit a written request for approval prior to initiation of work in accordance with the following guidelines. The ARB will be required to respond within two (2) weeks from receipt of the request. Failure of the ARB to respond within the allotted time will constitute approval, providing the homeowner can prove receipt of the request by either the current management company for Bonaparte Homeowners Association or the Architectural Review Board.

You may complete your form and upload any plans and documents via the Bonaparte Landing Website: www.bonapartelanding.com Click on the “Request Improvements button” and complete the form.

NOTE: Please check with the City of Jacksonville for any required permits. Approval by the ARB DOES NOT constitute compliance with the City of Jacksonville building permits, setbacks and ordinances.

If I do not obtain pre-approval, what Enforcement will the ARB impose?

Compliance with the Bonaparte Landing Homeowners Association Rules and Regulations and the Architectural Standards is the responsibility of each homeowner. When violations are noted, either by complaint or inspection, the homeowner is notified and requested to take corrective action within a reasonable amount of time. If compliance is not met, the ARB and Board of Directors will determine the proper enforcement action to be taken.

Some actions may be as follows:

- Written notice of the violation and demand for the removal of the alteration.
- Written notice of the violation and demand that the property be restored to its original condition.
- Written notice of the violation and requirement that the exterior be repainted to an “approved color”.
- The violation may be turned over to the City of Jacksonville if it involves a violation of a City of Jacksonville code.
- The violation may be turned over to legal counsel to institute the appropriate proceedings.

What improvements/modifications require Architectural Review Board (ARB) approval?

The following is a guideline for homeowners to use. It is listed alphabetically. The absence of an improvement or modification from the list does not imply that ARB approval is not needed. When in doubt, send an e-mail and ask: board@bonapartelanding.com

Click on the “Contact Us” button and send an e-mail. All improvement or modification applications, including changing the paint color, must include a site plan, picture/picture with dimensions, color paint chips and specification details for the proposed modifications along with a start and completion date.

Air Conditioners And Heat Pumps

ARB Approval is not required for:

- Replacing an existing and comparable unit in the same location.

Decks

ARB Approval is not required for:

- Repair and replacement of decking on existing deck.
- A small deck, built at ground level, that cannot be seen from the street, and that does not require a building permit does not require ARB approval.
- All new decks require ARB Approval.

Applications must comply with the following conditions:

- A drawing must be submitted with both a plan view and cross-section with dimensions of the structure.
- Deck and any pergola must be constructed with pressure treated lumber.

NOTE: Per Duval County Building Department, any accessory construction of 100 square feet or more, requires a building permit for construction. Request for approval must include a copy of the permit to the ARB as proof that said permit was obtained. Per Duval County Zoning Department, any accessory structure must be five (5) feet from any surveyed/platted property line.

Doors And Windows

ARB Approval is not required for:

- Replacement of doors and windows that match the color and style of the original doors and windows

The following requires ARB Approval:

- Doors or windows that differ in color or style from those originally installed.
- Windows that differs in style from those originally installed.

NOTE: Temporary emergency plastic coverings, will be permitted on the exterior of doors or windows only in emergency circumstances and then only temporarily. Send an e-mail via the website to inform of the emergency.

Exterior Lighting

ARB Approval is not required for:

- Replacement of front lighting with the same style as the builder originally installed.
- Installation of low voltage lighting that does not exceed 18 inches in height, with all wiring out of view.
- All outdoor light fixtures shall be designed, installed, and maintained to prevent light trespass beyond the boundaries of the Lot.
- Temporary seasonal holiday lighting, such as Christmas lights, but said lighting may not remain up more than 30 days prior to or 14 days after the Christmas holiday.

The following requires ARB Approval:

- Lighting that differs from that which currently exists.
- Security lighting in the front or side of the dwelling.
- Low voltage lighting that exceeds 18 inches in height.
- Any other lighting not in compliance with the above-mentioned standards.

Exterior Objects

ARB Approval is not required for:

- Flags and flagpoles 3 x 5 feet or less, attached to the house for temporary display;
- Security viewers, temporary holiday decorations.

NOTE: Temporary holiday decorations should not be installed for more than 45 days prior to the holiday and should be removed two weeks after the holiday.

Exterior Painting

ARB Approval is not required for:

- Repainting with the existing colors.

ARB Approval is required for:

- All exterior color changes.

All such changes/modifications must comply with the following conditions:

- New colors must be compatible with neighboring houses and roof colors.
- New colors must be compatible with neighboring properties and their color combinations.

Fences & Gates

All fence installations require ARB approval. The application should include a site plan and copy of survey.

The plans should identify the dimensions of the fence and must comply with the following conditions:

- Fences must be located in the rear or on the side of the property and must follow the property line.
- No fences are permitted forward of the garage door.
- No fences of any type are permitted in the front yard.
- Wood material must be pressure treated wood. Other fence types for back yard use are vinyl or wrought iron.
- Rear and side Fencing should not exceed six feet (6') in height.
- Wooden fences should remain Natural wood color.
- Rotting or leaning fences must be replaced or removed.

Landscaping

NOTE: Care should be exercised when planting garden beds, selecting trees and shrubbery which upon maturity will be of the appropriate size in height and diameter for your respective lot.

ARB Approval is not required for the following:

- Natural color stone, as a ground cover in planting beds;
- Mulch as a ground cover in planting beds;
- Landscape of natural materials of wood or rock. Wood borders that do not exceed four (4) inches in height; stone borders that are less than 12 inches in height; wood, concrete, or plastic edging that does not exceed four (4) inches in height; and black rolled top edging should not exceed the top of the rolled edge.
- Flower gardens that are less than 20 square feet.
- Landscaping in the back yard which is not visible from the road.
- Re-sodding lawns
- Laying sod in large garden beds to reduce weed control issues

Patios

ARB Approval is not required for back yard installation of:

- Patios that are located in the rear of the property, are at ground level, and not visible from the street or another neighbor's yard.
- Patios made of brick, slate, flagstone, concrete, or fieldstone.

NOTE: Patios must not create a drainage problem for the adjacent property.

Satellite Dishes

ARB Approval is not required for installation of:

- Satellite dishes, antennas with a diameter of less than one meter (39. 37").
- Items should be mounted on the rear of houses or in the rear yard if possible.
- All wiring must be tightly secured to the home in areas where it runs along the exterior of the home. Efforts should be made to run wiring along the trim, under the siding, or behind the downspout to minimize its visual impact on the home and surrounding property

Sheds

All sheds require and ARB Approval.

- Request for approval must include completed plans and building specifications. Sheds have the potential to significantly affect the surrounding property values, and will therefore be subject to special scrutiny.
- Shed dimensions should be considered in light of the size of the lot. Plans must be submitted to the ARB committee for approval.

NOTE: City of Jacksonville Zoning Code defines these types of buildings or structures as accessory structures. Certain sizes require building permits and there are set back requirements from any side or rear lot line. Check with the Building Code Department before submitting plans to the ARB for approval.

Shutters, Gutters, And Downspouts

ARB Approval is not required for:

- Replacement shutters, gutters, and downspouts that are of the same general appearance and the same color as those originally installed by the builder.

The following requires ARB Approval:

- Permanently removing the shutters.
- Introducing a size or style that differs from the existing items.
- Color changes as set forth in Exterior Painting above