



# ***General Remodeling Guidelines for University Park***

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## *Introduction*

A significant number of Architecture and Landscape Committee submissions relate to homes being remodeled or upgraded. Some of these are the result of resales, others due to the length of time since the community was established.

Residents can benefit from this general guide when dealing with changes to their home's exterior. These guidelines are designed to help protect the homeowner's interest in their property and to continue harmony within the neighborhoods that make up University Park.

These guidelines reflect an overall design philosophy for University Park contained in the document "Close to Perfect".

*These guidelines are not exhaustive but provide a starting point to answer many questions likely to be posed in a remodeling/upgrading project. A list of A-Z Criteria is available for guidance on specific topics of popular interest. Always feel free to contact the ALC with any specific requests, or more information on the A-Z Criteria.*

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Close to Perfect – <b>see attached</b>	

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## **General Architectural Criteria**

The Architecture and Landscape Committee (ALC) has prepared a series of Architectural Criteria designed to assist homeowners in understanding the requirements and recommendations of the ALC to changes proposed that affect the external appearance of the home. These documents are a guideline. Homeowners should not rely on any statement made but submit an application to the Architecture and Landscape Committee for the review of any/all works proposed. The Architecture and Landscape Criteria can be found on the website at [www.upcai-fl.com](http://www.upcai-fl.com) by clicking on the *Architectural Control* tab. These documents, including the *A-Z Criteria*, should be read in conjunction with these guidelines.

All homeowners are advised to read Article 12.1 of the Declarations of Covenants, Conditions and Restrictions for University Park (extract below).

**12.1 Approval by Architectural Committee.** No Construction Work shall be commenced unless and until the plans and specifications for such Construction Work (the “Plans”) have been submitted to the Architectural Committee in accordance with Article 12.5 and approved by the Architectural Committee in writing. In keeping with Declarant’s intent to establish and maintain a community of quality homes and building of aesthetically pleasing design, the Architectural Committee shall evaluate the Plans with respect to the harmony of external design, appearance, and location of all Improvements to which the proposed Construction Work relates in relation to surrounding structures and topography, the proposed materials and construction standards, the conformance of the proposed Construction Work with any applicable Architectural Criteria, the conformance of the proposed Construction Work with restrictions set forth in this Declaration or any applicable Supplemental Declaration and the general aesthetic impact of the proposed Construction Work. In reviewing Plans for proposed Construction Work, the Architectural Committee shall consider that due to the size of the Community, the division of the Community into separate neighborhoods, and the diversity of residential, recreational, and commercial uses which will be made of the Community, a particular architecture appropriate for one portion of the Community may not be appropriate for some other portion. The purpose of the Architectural Committee shall not be to impose a uniform appearance in the Community, but rather to promote and assure architectural and aesthetic quality and discrimination for the benefit of all Owners.

All proposed works that change or affect the external appearance of the home must receive Architecture and Landscape Committee approval before any works are carried out.

Failure to follow this requirement may result in fines or other remedies, including the possible need to remove construction works that have not been approved.

When making your submission to the ALC, please include as much information as possible to enable the review process to proceed quickly. Delay occurs if it is necessary to seek clarification over materials to be used or design details. All submittals must also be accompanied by the relevant review fee.

The following items all assist in achieving a timely response:

- Paint chips of proposed colors with manufacturer’s name, paint number and type of finish (*flat or satin, etc.*).
- Physical samples of paver bricks or roof tiles to show color and style.

- Digital photos of the area of work in question or materials to be used.
- Hand drawn sketches or detailed plans, depending on the complexity of the work planned.
- Contractor proposals where they confirm the scope of works or include design information.

Please allow sufficient time for a review of your application. The ALC can respond as quickly as just a few days but will respond within a maximum of 30 days. While the ALC schedule works fast, there are times when numerous applications are under review. Please don't apply at the last minute (or when the painter/landscaper/contractor is standing in the driveway ready to commence work!).

**If in doubt, please ask. The ALC will be happy to assist you with your application. You may contact the ALC or submit an application as follows:**

Email: [alc@upcai-fl.com](mailto:alc@upcai-fl.com)

Fax: 941.355.6002

Hand delivery: Drop off at the Property Management Office

Please note that there may be specific application forms for certain works aside from the general-purpose application. These forms may be obtained by:

- Pick-up at the Property Management Office;
- Emailing the ALC at [alc@upcai-fl.com](mailto:alc@upcai-fl.com); or
- Printing the form from the website, <https://www.upcai-fl.com/architectural-forms>.

As soon as your submittal is received, it is date stamped and added to the rolling agenda of submissions and circulated to the committee.

The submittal receives a preliminary review to see if more information is needed that will help speed up the review process. An initial site inspection may be carried out to determine field conditions. You may receive a request for clarification of details.

The submittal is scanned, and a copy sent to the neighborhood chairperson for information. This enables each neighborhood committee to be aware of submissions being made in their neighborhood and allows input to be given to the Architecture and Landscape Committee, if needed.

Once the review process is completed, you will receive a written response to your request. Your neighborhood chairperson will also be copied on this correspondence.

## **Additions and/or Extensions**

The addition some homeowners have added is a second story to their home, or a bonus room over a garage. Early discussion with the ALC on projects like these is paramount as the impact on adjoining properties can be considerable. Only a few of University Park's neighborhoods would be able to accommodate second story additions.

One of the more common requests made to the ALC is to add a pool or enlarge the lanai and pool/deck area. Most requests can be approved if setbacks and impact on adjoining property meet ALC and county criteria. A dimensioned site plan or survey will help you and the ALC determine what may be possible.

## **Driveways & Walkways**

Most driveways and walkways at University Park are either unpainted/unstained poured concrete, Stampcrete or paver brick. Some concrete driveways have paver brick bands and borders. Some neighborhoods have a consistent material throughout; others have a mix of these materials. In many instances, homeowners are replacing poured concrete or Stampcrete with paver bricks and this practice is encouraged. The advantage of paver bricks is that they are more resilient to movement over time when, for example, tree roots may be pressuring them upwards.

The pattern for paver brick selections is varied – cobblestone or old world style are popular choices, as is herring bone. Contemporary patterns are unlikely to be in keeping with the style of the neighborhood and would not be approved. High contrast paver colors and patterns (including banding) are discouraged as it draws the eye away from the home.

Walkways from driveway to home are preferred to be in the same material as the driveway. For a cohesive look, this is always the recommended approach. Some homes, however, have incorporated paver bricks into the walkway while retaining a concrete driveway.

Paver brick color selections (and Stampcrete) should relate to the color of the roof tile in order to present a cohesive look. Paver brick samples are needed when submitting to the Architecture and Landscape Committee, and applications will be considered on a case-by-case basis.

Stampcrete



Stampcrete Cobblestone Finish



Paver Brick Driveways



Paver Brick Driveways with Borders



Paver Brick Driveway with Banding



## **Entrance Doors**

Entry doors in either single or double format with sidelights and transom over are visually important to the home. When making door selections, please consider the relationship of the style of door (solid or with glass inserts) relative to the side lights and to the transom above. The design and shape of each section should be complimentary so that the entry reads as one architectural element.

Entries Showing Transom with Architectural Relationship to Windows and Door



Entries Showing Glazed Sidelights



Entries Showing Glass Inserts to Doors



## **Exterior Lights**

Coach lights or other exterior lights are to be consistent in style with other homes in the neighborhood in order to present a cohesive look. Individual styles will be reviewed on a case-by-case basis.



*Example of original fixture for Ascot in verde finish  
(other finishes include white and bronze)*

## **Fences/Dog Runs**

All fences need ALC approval. Please submit a picture or brochure of the type of fence you would like to install, a site plan showing the location of the fence, a survey showing that the fence will be within the setbacks and not in the drainage easement (county requirement) and a landscape plan showing how the fence will be screened. Specific details are contained in the ALC A-Z Criteria Sheets.



## **Generators, Pool Equipment, A/C Equipment (Screening)**

All equipment must be screened by #10-gallon hedge form style landscape material (*planted on 24" centers*) that have the capacity to quickly screen the equipment (*e.g. Viburnum, Podocarpus, etc.*).

Some neighborhoods require walls to screen equipment, and, in those instances, similar landscape screening is required to the exterior of the walls.

Generators will normally only be permitted to the side or rear of a home, and not in front of a home.



## **Landscaping**

Any external work that changes the existing landscape design and material will require a landscape plan to be submitted showing the restoration/renovation of landscaping. Plans should include material quantities and sizes.

Trees and plants grow fast in Florida and re-landscaping over time is often needed. Plants outgrow their original placement and overgrowth is often evident.

The ALC looks carefully at plans for massing and color. Please note that many plants are not considered cold-hardy and, in the event of a hard frost or freeze, may die. If this was to occur, then those plants would need to be replaced. Proper selection of zone-appropriate material will help and the University Park website, at [www.upcai-fl.com](http://www.upcai-fl.com), has a detailed summary of plants that are considered cold-hardy. Log in to the association's website to select the *Architectural Control* tab and browse the documents available.

Cypress mulch (grade A or grade B or brown cocoa), melaleuca and pine bark nuggets are the only approved mulching materials. River rock, gravel or stone is generally not approved for use in place of, or in addition to, mulch.

University Park follows Florida-friendly landscaping guidelines, where possible, in order to reduce water consumption for irrigation, including drip line systems and directional irrigation heads.

## **Mailbox**

Each neighborhood has a consistent mailbox. Style varies between the neighborhoods but the most used is the Country Style mailbox in verde, black or white finish.

For repairs or maintenance of the Country Style, contact the supplier: Nostalgic Lampposts, Inc., phone: 941.223.1677.

Country Style



Victorian Style  
*In white and verde*



Barcelona Style  
*In white, verde and black (not shown)*



Barcelona Style  
*With Country Style post*



## **Major Remodeling or Rebuilding of a Home**

You are recommended to submit a preliminary proposal in the early planning stages of your design. The ALC will be able to help with information on setback requirements for a particular neighborhood and reduce time and effort as a consequence.

Please include your builder/contractor plans, site plan showing setbacks and elevations to assist the review process.

When you are ready for a full submittal, you should submit the appropriate review fee (check fee schedule for correct amount), as well as two full-sized sets of plans, including site plan.

## **Native Vegetation Pruning Form**

Residents wishing to trim or prune native vegetation around their home or backing up to the golf course or common area, must get approval. A special form for this work is available.

A feature of University Park is its abundance of natural vegetation. Maintaining this “look” is an important element in the overall enjoyment of the community.

Residents wishing to prune native vegetation at their cost must first submit a request for approval to the ALC. A sketch denoting the areas wished to be pruned must be attached to the form. Types of existing plant materials, their current height and the proposed height after pruning is required. General guidelines for height of palmettos, after pruning, are 3½ feet near the greens and tees; however, palmetto stems should not be removed or cut back. Be advised, if you remove vegetation without approval, you may be required to replace it at your own expense.

Native Vegetation Pruning Forms are available from the Property Management Office or online, at <https://www.upcai-fl.com/architectural-forms>, select the “Application to Trim Buffer Areas & Native Vegetation” form.

## **Pool Deck Area & Pool Cage**

The installation of a pool, or additions to pool decks, requires ALC approval. Any partial area of raised deck is not to be greater than 18” above finished floor level and, preferably, limited to corner areas of the deck or the pool/spa area, as opposed to larger areas. Any raised areas will require additional landscaping outside of the pool cage in order to screen exposed stem wall above ground.

The pool cage is to be white or bronze, no exceptions. The design is to be mansard to match the pitch of the main roof, whenever possible. The spring line is to be at fascia-level, in each case. Some homes have existing A-Frame style pool cages, which style would be considered on adjoining homes with no pool, where a pool is contemplated.

Preliminary discussion with the ALC is recommended. The best, and most practical, initial approach is to submit a dimensioned survey of the home showing the desired pool/deck area requested so that setbacks can be reviewed early on. Subsequently, a dimensioned site plan showing proposed pool/deck changes or additions, together with side and rear setbacks clearly indicated, will be required to be submitted.



## **Repainting**

When reviewing exterior body color changes, trim colors, and accent colors for doors and shutters, the ALC will consider the existing look of the neighborhood and the general tone of color throughout the neighborhood, as well as neighboring homes. This is not to say that variations would not be approved, but the ALC would discourage extremes of variation. Please keep this thought in mind when you are choosing a new paint color for your home. Some neighborhoods had established color palettes at the time of original construction and many of those palettes are still relevant today. Each submittal will be reviewed on a case-by-case basis. Your paint selection will require a site review to ensure that your chosen color will be compatible with the neighboring homes.

You can check with the ALC whether your neighborhood has an established color palette or a range of colors pre-approved for consideration. The word “consideration” is important because identical colors would not be permitted on adjoining homes for example.

Most neighborhoods had a color matrix palette at the time of original construction which may be a useful reference point for you to start. Check with the Architecture and Landscape Committee to see if one exists for your neighborhood.

There is also a general book of colors available to view in the Property Management Office. This may help to provide direction as you select a color, particularly if your neighborhood does not have a color book. However, it is not required that you select a color from these suggestions, only to use them as a guideline for color range, hue, intensity, and palette.

### **Trim and Band Colors**

The decorative trim and band color on a home is an important part of the overall impression of the facade. Generally, the ALC favors a trim and band color lighter than the body color; however, that is not an exclusive position. The ALC looks to avoid high contrast in these colors as well as any accent colors.

Occasionally a cut version of the house body color may be used, provided the color is cut a minimum of 50% and preferred 75% so as to provide the right balance of contrast.

Stone trim additions are increasingly popular for windows and other openings. Medallions are also featured on the facade of a home. A balance of look is always the goal.

### **Accent Colors**

Shutters and entry doors provide opportunity for accenting. The accent should be reflective of the architectural style of the home (e.g. Bahamian-style shutters in white, Colonial-style shutters in dark greens, black, white or other traditional color, depending on style).

### **Painting Garage Doors**

If the garage door is banded to all three sides, then the door should be painted in the trim/band color.

*Banding on 3 sides – painted trim color*



If the garage door is not banded, or is only banded along the top, then the door may be painted in the house body color.



*No banding – painted house body color*



*Top banding only – painted house body color*

The ALC philosophy is that a solid-panel door will not draw attention away from the home. You can see this in the photos above.

If windows are requested, then the only approved style would be “Stockton” as shown below.



*Example of Stockton style door*

## **Retention Material to Lake Banks**

Homeowners who wish to install lake bank retaining walls or use other means of lake bank retention on their lots must adhere to the following criteria and submit their plans to the ALC for approval.

The only approved materials are either:

- The use of wood retaining walls.

In the event of a wood retaining wall being employed, the owners/installers must ensure that the installation does not negatively impact the drainage from the adjoining home-site, particularly at the lot line. The banks immediately adjacent to the ends of the retaining wall must be stabilized to assure the proper drainage from both their home-site and that of their neighbors. Each

submission to the ALC must include details of how this is to be achieved. The homeowner must submit a detailed plan and section of the proposed installation for the ALC to review.

- Rip-rap covered with fill and sodded to maintain a consistent look with other grassed lake banks.
- Geotube® or Enkamat® with Bacopa planted on top to stabilize the material.
- Docks, decks or any other structure will not be permitted to be attached to the retaining wall.
- Rip-rap may not be used in isolation and left as an exposed element.

## **Roof Tiles**

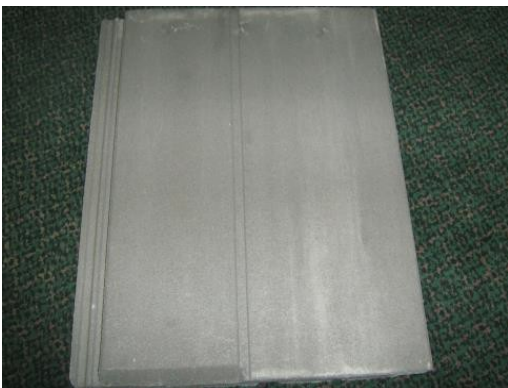
Any proposal to color, stain or otherwise refinish roof tiles requires ALC approval. In order to maintain the integrity of the roof styles in the neighborhood, the ALC would not approve any significant color variation.

Replacement roofs require ALC approval even if in the same color as the existing roof. Submissions to the ALC should include a roof tile sample (or samples if a blend) and confirmation whether the exterior body color is proposed to be changed.

Only concrete-clad roof tile is permitted (no metal or shingle or other material).

Roof tiles come in different styles and the version selected will depend on the style of the home. Examples of some of the most common roof tile selections can be found below.

Flat Tile



Flat Tile with Split Shake Texture



Flat Tile with Full Shake Texture



S-Shaped Tile with Antiquing



## **Setbacks**

Your home was originally constructed with minimum front, side and rear setbacks mandated by Manatee County. The Architecture and Landscape Committee (ALC) established specific setback requirements in some neighborhoods.

Homeowners considering extensions or additions to a home that would change the existing home envelope are encouraged to make early contact with the ALC to determine if setback encroachment is occurring.

Additionally, easements are located along most side and rear setbacks for drainage and other purposes. Construction that would encroach into these easements would not be permitted. Rear setbacks vary from a minimum of 15' for most home-sites to 30' from the water line on lake fronting home-sites. Extensions of lanais or the construction of pools and lanais warrant early discussion with the ALC to clarify setback limitations.

## **Solar Panel Installation**

Submittal to the ALC is required before any installation takes place. The applicable fee, as set forth in the Architectural Fee Schedule, must accompany the submittal. A detailed plan showing the proposed location must accompany the submittal. Initial site inspections will be carried out to ascertain the detail of the proposed installation.

The installation shall receive a final inspection by the Architecture and Landscape Committee to ascertain compliance with the submitted plans.

Florida Statutes, Section 163.04, allows for solar panels on a dwelling to be orientated due south or within 45 degrees east or west of due south.

The installation of the solar panels on the roof of the dwelling will be reviewed as follows:

1. Wherever possible, every effort should be made to ensure that no panels are installed on any roof or surface area facing the street.
2. Every effort should be made to consolidate panels into one element on any given roof section.
3. Screening (*tree form landscape material*) may be required to minimize the visual impact of the installation to neighbors and the neighborhood. Such screening is not intended to impair the efficiency of the system.
4. The panels shall not overhang, protrude or be set at a higher or lower angle than the contour lines and slope of the roof on which they are installed.
5. All supports, frames, substrates, stringers, brackets and similar ancillary devices must be painted to match the roof color.
6. All piping to and from the solar panels must be painted the same color as the background roof, walls or other parts of the building to which they are attached.

Solar panels are likely to collect debris from surrounding trees. The owner of the home is obligated to keep the roof and panels free of unsightly debris to maintain the best possible appearances.

## **Solar Film for Windows**

The criterion for solar film application to windows to reduce solar gain is as follows:

- Must be in the gray or bronze color range only.
- Visible light reflectivity must be below 25% to avoid a “mirror” effect.
- \*Madico® NG-50 XSR & LCL-800-XSR are pre-approved film colors available for use.

## **Two-Story Homes**

When a two-story home was built at University Park, the setback requirements were modified to reflect the increased massing of the home on the lot relative to its neighbor. Each two-story home was reviewed on a case-by-case basis.

Early discussion and the submission of preliminary designs are required in the event of a two-story extension being considered for any home.

## **Windows**

Muntins are required in windows on front and side elevations visible from the street and rear elevation windows outside of the pool cage, where appropriate to the architectural style of the house. Single or double hung windows without appropriately styled muntins would not be approved. Casement windows without muntins may be approved.

## **Yard Light**

The front yard light is a gas light with twin mantles permanently alight. The light is made by Gaslite America and the style is known as GL 1200 Bavarian in verde, black or white. Replacements and maintenance or service can be purchased through the community supplier, Gas Light Services at 941.232.8668.