

**CAMBRIDGE GREENS OF CITRUS HILLS 1ST ADDITION
ARCHITECTURAL CONTROL BOARD
REQUEST PROCESSING GUIDELINES**

The ACB Meets as Required to Review the Following

- a. Requests for new homes and sheds
 - New home or shed construction applications should include complete plans specifications sufficient to secure a building permit in Citrus County, Florida, and all information on the Plan Approval Checklist provided for this purpose.

- b. Fencing requests
 - Fence and/or hedgerow plans should include a drawing which shows proximity to existing building(s) and lot lines.

- c. Deed restriction violations and complaints
 - Animal, landscape, garbage rubbish, parking or other complaints must be submitted in writing.

ACB Guidelines for Handling the Above

1. Request is received by the ACB Chairman.

2. ACB Chairman will notify board members and set up meetings as required to address submitted requests. A minimum of two (2) board members must be present to constitute a quorum.

3. Absent board members are to be advised of disposition results as all board members must keep their ACB information books up to date.

4. Once acted upon, the request is returned to the agent/representative who then notifies the builder and/or the homeowner of the decision.

5. Retiring board members will turn over their up-to-date ACB information books to the chairman or new board member.

6. The ACB Chairman will update the POA Board of Directors on all pertinent activity during POA Board meetings. The ACB will provide recommendations to the Board if the POA Board decides to amend, add or qualify Article VI or Article VII in the Incorporation Bylaws and Declarations of Covenants, Conditions, Restrictions, and Easements. The ACB Chairman will submit the addition or amendment to the Cambridge Greens of Citrus Hills, First Addition, POA Board members for further action.