# Guidelines

## Architectural Modification Forms

## Grounds Modification Forms

This is to clarify when the forms should be be submitted.

## Architectural

## Submit a from for

1. any work that requires state or county permitting, or is addressed by code - for instance:
• Water heater installation – new or replacement
• Plumbing – (A faucet replacement in an upstairs unit done incorrectly
can create a ceiling stain in the unit below.)
• Doors and windows
• Air conditioning – new or replacement
• Electrical work
2. Flooring with the exception of carpet replacement.
3. Any interior carpentry – especially if bearing walls or room configuration is involved. Even cabinet replacement should be submitted. If the work to be done penetrates the paint on a wall there is an architectural concern. Among other things we have to be sure that any work that exposes studding is closed up properly to keep invasive insects out.

The rule of thumb should be, if in doubt, submit the form. If it is something routine, the Maintenance Director (Tom Foley) will send it on to the Board Of Directors with a recommendation to formally accept at the next Pine Run board meeting. More significant modifications may require discussion at a board meeting.

## Grounds

A form should be submitted for any planting or cultivation or removal of plants or shrubs. If we are to maintain the quality of our grounds in Pine Run it is crucial that we stick to the flora of Florida and avoid all invasive and inappropriate species. For example, planting a strain of grass that will not grow in our environment results in the waste of very significant amounts of water, some irrigation and some county. Any Architectural or Grounds Modification form that involves grounds will be immediately turned over to the grounds committee.

Finally, forms should be submitted well ahead of a Pine Run Board of Directors meeting. Retroactive approval should not be assumed.

Board meetings are generally the last Thursday of the month.

Maintenance Director: Tom Foley <tompinerun@gmail.com>