



Design Control Board Addition Application

The following documents need to be provided with all addition applications:

- Complete set of plans of construction plans
- Copy of the property survey denoting the location of the structure in the back yard away from all the setbacks
- Complete application signed by the property owner.
- Confirmation of approval from any other governing HOA
- Fees

DCB Criteria Requirements

12.1 Any addition to an existing building, any exterior alteration, modification or change to an existing building, or any new detached structure must have the approval of before any work is undertaken

12.2 Any addition, exterior alteration, modification or change to any existing building shall not be portable or temporary and shall be compatible with the design character of the Parent Structure.



Design Control Board Basketball Hoops Application

The following documents need to be provided with all basketball hoops applications:

- Picture.
- Copy of the property survey that clearly marks the location with a visible color, preferably highlighted.
- Complete application signed by the property owner.
- Confirmation of approval from any other governing HOA.

12.10.3 Basketball hoops are allowed only in one of three locations: 1) attached to the house above the garage door; 2) to the rear of the house or; 3) a temporary or permanent basketball hoop adjacent to the driveway located between the side of the driveway and the side-lot line of the property closest to the driveway. All basketball hoops must have DCB approval. Only one basketball hoop per Lot will be approved. Basketball hoops must not encroach upon any county easement.

Design Control Board Outdoor Clothes Dryer Application

The following documents need to be provided with all outdoor clothes dryer applications:

- Picture.
- Copy of the property survey that clearly marks the location with a visible color, preferably highlighted.
- Complete application signed by the property owner.
- Confirmation of approval from any other governing HOA.

12.10.1 Outdoor clothes dryers of the carousel/umbrella or T-type. Outdoor drying lines should be screened with shrubbery and placed to the rear of the Lot.



Design Control Board Deck Application

The following documents need to be provided with all deck applications:

- Picture.
- Material.
- Anchoring system.
- Dimensions (Height, Length, Width).
- Copy of the property survey that clearly marks the location with a visible color, preferably highlighted.
- Complete application signed by the property owner.
- Confirmation of approval from any other governing HOA.

7.11 Pools. In-ground swimming pools are permitted. Above-ground pools are allowed; however, the property must be fully enclosed on the sides and rear with a 6' solid privacy fence (PVC, concrete block or brick) sufficiently opaque and of such height so as to prevent the pool from being seen from the public side of the fence, APV Greenways and/or roadway: not to exceed current fence requirements. County requirements for fencing or screening pools must be complied with. Any decking around pools must not be visible outside the fence and must be approved by the DCB.

Design Control Board Garage Screen Door Application

The following documents need to be provided with all garage screen door applications:

- Color.
- Material
- Picture.
- Complete application signed by the property owner.
- Specify that the screen will be on a tracking system.
- Confirmation of approval from any other governing HOA.

7.5 Screen Doors in Front of Garages. Screen doors are permitted in front of existing garage door based on the following conditions: **7.5.1** Screening must be framed in complimentary color and be placed on a tracking system. **7.5.2** Garage area must be used for a garage only and not converted into an extra room of any style. This applies to both attached and detached garages. **7.5.3** With the exception of screen doors, no other enclosure of garages is permitted.



Design Control Board Detached Garage Application

The following documents need to be provided with all detached garage applications:

- Complete set of construction plans.
- Copy of the property survey denoting the location of the structure in the back yard away from all the setbacks
- Complete application signed by the property owner.
- Confirmation of approval from any other governing HOA.

7.4.1 Detached Garages. Detached garages must be built on a cement slab and must match the materials and roofing of the main structure. Driveways to the detached garage must be compatible with the existing driveway/walkway. A detached garage may not be built on an otherwise vacant Lot unless the Lot is combined with a neighboring Lot containing a house. A detached garage may only be single story and utilized as a garage only. Detached garages may not exceed 350 square feet.

13.4 Garages. There shall not be erected or maintained on the property of that part of the Poinciana Subdivision which is designated herein exclusively for single family residential purposes, any structure of any kind other than a one-family dwelling and suitable accessory building, such as garage or carport. No garage or accessory buildings shall be used as living quarters. All garages must be built on rear half of Lot unless attached to the house.

7.5.2 Garage area must be used for a garage only and not converted into an extra room of any style. This applies to both attached and detached garages.



Design Control Board Dog Pen Application

The following documents need to be provided with all dog pen applications:

- Specify that it will be a dog pen.
- Material.
- Picture.
- Anchoring information.
- Dimensions (Height, Length, Width).
- Complete application signed by the property owner.
- Copy of the property survey denoting the location of the structure in the back yard away from all the setbacks
- Confirmation of approval from any other governing HOA.

12.2 No Temporary or Portable Structure. Any addition, exterior alteration, modification or change to any existing building shall not be portable or temporary and shall be compatible with the design character of the Parent Structure. Pole canopies are prohibited, party tents may be in place for not more than 72 hours. Any new detached structure shall be compatible with the Parent Structure. ***Dog kennels and dog runs are not allowed***; however, dog pens are allowed. Dog pens shall only be constructed of chain link fencing material and must be accompanied by a dog house for protection from the elements. A chain link dog pen cannot have a roof and must have top rails. It must not exceed the 200 square feet dimension, cannot be taller than six (6) feet and must be placed in the rear of the property. Only one dog pen is allowed per Lot. No more than two (2) pets are allowed per household. All structures must stay away from the established Setback.



**Design Control Board Driveway,
Walkway, and Patio Application**

The following documents need to be provided with all driveway, walkway and patio applications:

- Existing driveway material and dimensions.
- New proposed expansion material and dimensions.
- Picture of the existing driveway.
- Copy of the property survey that clearly marks the location with a visible color, preferably highlighted.
- Complete application signed by the property owner.
- Confirmation of approval from any other governing HOA

If adding pavers to the driveway, a paver walkway, or a patio you will also need the following:

- Specify that it will be pavers.
- Picture of the pavers.
- Patio, walkway, or driveway dimensions (height, Width, Length).
- Complete application signed by the property owner.
- Copy of the property survey that clearly marks the location with a visible color, preferably highlighted.
- Confirmation of approval from any other governing HOA

If pouring a concrete slab/patio or a concrete walkway you will also need the following:

- Specify that it will be concrete.
- Slab/patio, walkway, or driveway dimensions (height, Width, Length).
- Complete application signed by the property owner.
- Copy of the property survey that clearly marks the location with a visible color, preferably highlighted.
- Confirmation of approval from any other governing HOA

9.1.1 Driveways and Walkways. Driveways must be constructed of either concrete, asphalt, or brick pavers. Walkways on a Lot shall be of the same materials as the driveway on the Lot unless otherwise approved by the DCB. Any walkway adjacent to the residence dwelling must not exceed two (2) feet in width. Driveways may not exceed a total of 24' combined width. Driveways may be painted with an APV approved driveway color with DCB approval. Homes with three car garages may have a driveway not to exceed 27' in width. Circular or semicircular driveways are prohibited. Additions and modifications to existing driveways require DCB approval. Walkways NOT adjacent to the resident dwelling may not exceed three (3) feet in width. Duplex driveways may not exceed a maximum total of sixteen (16) feet in width. Driveways must be constructed of uniform material. Combining of materials (e.g., concrete, pavers and/or rock) is prohibited



Design Control Board Dumpster or Pod Application

The following documents need to be provided with all dumpster or pod applications:

12.10.9 A maximum of one construction dumpster may be used during home repairs or renovation. It must be placed on the driveway and may remain on the lot for a maximum of 7 days. DCB must preapprove any dumpster that will remain more than 7 days.

12.10.8 PODs are permitted for a maximum of 30 days and must be placed on the driveway. Only one POD per Lot is allowed.

- A complete DCB Application signed by the property owner must specify the location of on the driveway and date of installation and the removal of a Pod or the dumpster driveway.

Design Control Board Storage Tank and Generator Application

The following documents need to be provided with all storage tank and generator applications:

Tank capacity.

How it will be screened from view.

If it will be underground or above ground and how it will be screened from view if above ground.

Copy of the property survey that clearly marks the location with a visible color, preferably highlighted.

Complete application signed by the property owner.

7.6 Storage Tanks. Storage tanks of any description must be placed below ground or screened from view. Any storage tank in excess of fifty (50) gallons must be placed below ground and must be placed no less than fifteen (15) feet from any adjacent property. Only one tank is allowed on each Lot. Multiple storage tanks are prohibited. The tank must be outside all the established easements.

12.10.5 Generators. Permanently installed generators must be screened from view by shrubbery or with a structure approved by the DCB.

A copy of the approval letter from any other HOA that may control the property must accompany the DCB application



Design Control Board Paint Application

The following documents need to be provided with all paint applications:

- APV-approved exterior house color.
- Complete application signed by the property owner.
- Specify which color will be the Body, Trim, and Door/Accent, Driveway
- Confirmation of approval from any other governing HOA.

12.5 Exterior Colors. Exterior color changes (repainting) must have written DCB approval prior to repaint application, whether or not the original house color is changed. DCB color scheme approvals will solely be represented in the Poinciana Residential Color Selection Book for review at the APV Community Service Office. Colors in the Poinciana Residential Paint Color Selection Book are interchangeable in combination as long as they do not conflict and as long as a wall color stays a wall color. Murals and similar images are prohibited on roofs, walls, fences and other exterior surfaces. Two-tone walls on the exterior of homes are not allowed. Notwithstanding anything herein these Criteria to the contrary, all requests for relief from the provisions of this section, whether denominated a request for a variance, or appeal, shall be limited to the DCB. Further review by the APV Board shall not be available.

9.1.1 Driveways and Walkways. Driveways must be constructed of either concrete, asphalt, or brick pavers. Walkways on a Lot shall be of the same materials as the driveway on the Lot unless otherwise approved by the DCB. Any walkway adjacent to the residence dwelling must not exceed two (2) feet in width. Driveways may not exceed a total of 24' combined width. *Driveways may be painted with an APV approved driveway color with DCB approval.* Homes with three car garages may have a driveway not to exceed 27' in width. Circular or semicircular driveways are prohibited. Additions and modifications to existing driveways require DCB approval.

APV-approved exterior color selection can be found in the APV Community Service office located at 2190 Marigold Avenue Poinciana, FL 34759 (Monday-Friday from 8:00 a.m. to 5:00 p.m.) and the APV HOA website APVCommunity.com



Design Control Board Fence Application

The following documents need to be provided with all fence applications:

- Color.
- Height.
- Material.
- Picture.
- Copy of the property survey that clearly marks the location with a visible color, preferably highlighted.
- Indicate the color and material of the existing fence if any.
- Complete application signed by the property owner
- Confirmation of approval from any other governing HOA

12.7.4 Types of Fencing. Only wrought iron, block, brick, vinyl PVC, vinyl coated chain type with top rail or chain link fencing with top rail and aluminum slotted picket will be approved if the design is in general conformity with the architectural design of the Poinciana Villages. Solid metal panel/privacy fence material, horizontal fence panels and rail-type fences are prohibited. "Lattice" can be only used as a decorative feature along the top of a solid privacy fence sufficiently opaque, built in and framed from a manufacturing company. Any lattice shall be included in and not exceed the total allowable height of the fence. The use of mesh, wire, or plastic as fencing materials is prohibited. The use of mesh as screening material is prohibited. No wall or fence shall be erected or placed within the front setback lines of any Lot. Block walls shall be stuccoed, painted and regularly maintained. Fence panels and posts must be of the same material. Chain link fences are not permitted in Cypress Woods or Stepping Stone

12.7.5 Fence colors. PVC fences may be white, beige or natural-wood color. Wrought-iron/aluminum or standard/vinyl coated chain link fence may be black or bronze. Uncoated chain link fence may be bare metal. Plastic weaves on chain-link fences may only be white, cream or brown and require DCB approval prior to installation of the weave. Fences must be kept clean and in good repair.

12.7.1 Residential Fencing Generally. Any residential fence or screen must have the approval of the DCB before installation is undertaken. No fencing is permitted in the front of a home. Low ornamental landscaping such as border stones in front of the home is permitted. The maximum height of any fence for a house is six feet (6') and cannot be placed beyond the front elevation, excluding fences for tennis courts and including swimming pool enclosures. Rear Flag Lots fencing will be reviewed on a case by case basis by the DCB. Empty lots may not be fenced unless fenced in conjunction with a neighboring Lot containing a house. Garden fences require DCB approval.

Broadmoor Village 9 only allows 4' high chain link fences.



Design Control Board Greenhouse Application

The following documents need to be provided with all greenhouse applications:

- Picture.
- Material.
- Color.
- Foundation and Anchoring plans.
- Greenhouse dimensions (Height, Length, Width).
- Copy of the property survey that clearly marks the location with a visible color, preferably highlighted.
- Complete application signed by the property owner.
- Confirmation of approval from any other governing HOA.

12.3.2 Greenhouses: Greenhouses shall be of the commercially manufactured type, only of aluminum or galvanized steel frame, with flat polycarbonate panels, one (1) greenhouse not to exceed two hundred (200) square feet, a maximum height of ten (10) feet from floor to exterior roof peak with gabled or Dutch barn gabled polycarbonate roof. The greenhouse must be located in the rear of the property and out of all easements with written approval of the DCB. The greenhouse must also be anchored in concrete or strapped down, and may not be used for commercial enterprise or for storage purposes. The Greenhouse wall sections must remain clear with opaque paneling only allowed on the roof.



Design Control Board Addition Application

The following documents need to be provided with all addition applications:

- Complete set of plans.
- Copy of the property survey that clearly marks the location with a visible color, preferably highlighted.
- Complete application signed by the property owner.
- Confirmation of approval from any other governing HOA
- Fees

DCB Criteria Requirements

12.1 Any addition to an existing building, any exterior alteration, modification or change to an existing building, or any new detached structure must have the approval of before any work is undertaken

12.2 Any addition, exterior alteration, modification or change to any existing building shall not be portable or temporary and shall be compatible with the design character of the Parent Structure.



Design Control Board Landscape & Sprinklers Application

The following documents need to be provided with all landscape applications:

- Picture.
- Drawings of proposed landscape design.
- Complete application signed by the property owner.
- Specs for underground sprinkler system
- Copy of the property survey that clearly marks the location with a visible color, preferably highlighted.
- Confirmation of approval from any other governing HOA.

Refer to the Section 9.1 of the Design Control Board Criteria

Design Control Board Statues, Fountain, and Benches Application

The following documents need to be provided with all statues, fountain, and benches applications:

- Picture.
- Dimensions (Height, Width, Length).
- Copy of the property survey that clearly marks the location with a visible color, preferably highlighted.
- Confirmation of approval from any other governing HOA.

12.10.7 Any ornamental structure in front of the house such as a fountain, wishing well or benches must not be taller than 4 feet.



Design Control Board Pergola and Gazebo Application

The following documents need to be provided with all pergola or gazebo applications:

- Materials
- Picture
- Complete construction plans including dimensions, foundation and anchoring details.
- Complete application signed by the property owner.
- Copy of the property survey that clearly marks the location of the structure in the backyard away from all the setbacks.
- Confirmation of approval from any other governing HOA.

12.3.3 Pergola is a supporting structure, vertical posts with rafters across the top. These are open and flat, running at regular intervals horizontal across. They are supported by side rafters. Their sides being square or rectangular in shape, they have straight lines as the basis of their structure. Pergolas must be permanently installed in the rear of the property. All posts must be cemented in the ground or if set on a slab they must be mounted. Only one (1) per dwelling and not to exceed 200 square feet and must be maintained in perpetuity.

12.3.1 Gazebo. Wood Gazebos with tiled roof and decorative skirting are allowed; additionally, wrought iron and aluminum framed canvas topped gazebos are permitted, one gazebo per household and not to exceed a maximum dimension of two hundred (200) square feet per structure and a maximum height of ten (10) feet. All gazebos must be permanently installed on a poured 4" concrete foundation, placed in the rear of the property outside of the easements/setbacks upon obtaining written approval from the DCB. An owner of a Poinciana residential lot will be allowed maximum of 3 detached ancillary structures on their property. Ancillary structures are not allowed on otherwise vacant Lots. Wood gazebos must have tile or shingle roof. Wrought iron and aluminum framed gazebos may be topped with canvas or some metals. Corrugated, rolled metal and polycarbonate roofing is prohibited.

8.1 Ancillary Structures. All ancillary structures must be ten feet (10') away from the rear property line and seven and a half feet (7.5') from the side property line. Any attached roofed vertical structure must have a minimum of twenty feet (20') rear setbacks, seven and a half feet (7.5') side setback and twenty five feet (25') front setback, with the exception of pie shape corner lots, which have a ten feet (10') rear setback, seven and a half feet (7.5') side and twenty five feet (25') front setback. **Free standing ancillary structures of any type are prohibited in Cypress Woods.**



Design Control Board Pergola and Gazebo Application

The following documents need to be provided with all pergola or gazebo applications:

- Material.
- Picture.
- Gazebo roof material (pergolas must not have a roof).
- Anchoring information.
- Dimensions (height, length, width).
- Complete application signed by the property owner.
- Concrete foundation dimensions (height, length, width).
- Copy of the property survey that clearly marks the location with a visible color, preferably highlighted.
- Confirmation of approval from any other governing HOA.

12.3.3 Pergola is a supporting structure, vertical posts with rafters across the top. These are open and flat, running at regular intervals horizontal across. They are supported by side rafters. Their sides being square or rectangular in shape, they have straight lines as the basis of their structure. Pergolas must be permanently installed in the rear of the property. All posts must be cemented in the ground or if set on a slab they must be mounted. Only one (1) per dwelling and not to exceed 200 square feet and must be maintained in perpetuity.

12.3.1 Gazebo. Wood Gazebos with tiled roof and decorative skirting are allowed; additionally, wrought iron and aluminum framed canvas topped gazebos are permitted, one gazebo per household and not to exceed a maximum dimension of two hundred (200) square feet per structure and a maximum height of ten (10) feet. All gazebos must be permanently installed on a poured 4" concrete foundation, placed in the rear of the property outside of the easements/setbacks upon obtaining written approval from the DCB. An owner of a Poinciana residential lot will be allowed maximum of 3 detached ancillary structures on their property. Ancillary structures are not allowed on otherwise vacant Lots. Wood gazebos must have tile or shingle roof. Wrought iron and aluminum framed gazebos may be topped with canvas or some metals. Corrugated, rolled metal and polycarbonate roofing is prohibited.

CYPRESS WOODS - ARTICLE V. Section 1. No detached structures, including temporary or permanent utility or storage sheds, buildings or tents shall be constructed, erected or maintained upon any Lot.



Design Control Board Pool Application

The following documents need to be provided with all in-ground pool applications:

- Picture
- Complete plans for the in-ground pool and screen enclosure with anchoring and strapping details
- Complete application signed by the property owner.
- Copy of the property survey that clearly marks the location in the rear of the property away from all the setbacks with a visible color, preferably highlighted.
- Confirmation of approval from any other governing HOA.

If installing an above-ground pool provide the following:

- Picture of the proposed pool and the existing 6' high solid privacy fence.
- Complete application signed by the property owner.
- Copy of the property survey that clearly marks the location with a visible color, preferably highlighted.
- Confirmation of approval from any other governing HOA.

7.11 Pools. In-ground swimming pools are permitted. Above-ground pools are allowed; however, the property must be fully enclosed on the sides and rear with a 6' solid privacy fence (PVC, concrete block or brick) sufficiently opaque and of such height so as to prevent the pool from being seen from the public side of the fence, APV Greenways and/or roadway: not to exceed current fence requirements. County requirements for fencing or screening pools must be complied with. Any decking around pools must not be visible outside the fence and must be approved by the DCB.



Design Control Board Roof Application

The following documents need to be provided with all roof and gutters applications:

- Complete application signed by the property owner with information on the new roofing material and color.
- Picture of the proposed roof
- Copy of the property survey indicating the proposed location of the gutters around the roof of the house.
- Gutters material and color and a picture of the proposed gutters.
- Confirmation of approval from any other governing HOA.

7.3.5 Roofing. Asphalt or fiberglass shingles, wood shake, slate, tile, shake, standing seam metal, cement and other materials may be considered by the DCB. The final color of roofing is subject to DCB approval. Ancillary structures attached to the house cannot have corrugated roofing panels. Roll/corrugated roofing material is not allowed on any residential or ancillary structure.

Design Control Board Solar Panels Application

The following documents need to be provided with all solar panel's applications:

- Plans showing the location and design of the solar panels.
- If ground-mounted provide pictures of the existing privacy fence.
- Complete application signed by the property owner.

12.10.6 Solar panels are permitted. The preferred location is roof mount, however ground mounted solar arrays are permitted. Ground mounted solar arrays must be located at the rear of the house and enclosed by a six (6) foot privacy fence.



Design Control Board Screened/Open Porch and Sunroom Application

The following documents need to be provided with all screen room, open porch and sunroom applications:

- Complete construction plans including complete dimensions, APV approved materials, support, foundation and anchoring details.
- Picture of all materials

- Complete application signed by the property owner.
- Copy of the property survey denoting the location of the structure attached to the rear of the house away from all the setbacks
- Confirmation of approval from any other governing HOA.

7.3.5 Roofing. Asphalt or fiberglass shingles, wood shake, slate, tile, shake, standing seam metal, cement and other materials may be considered by the DCB. The final color of roofing is subject to DCB approval. Ancillary structures attached to the house cannot have corrugated roofing panels. Roll/corrugated roofing material is not allowed on any residential or ancillary structure.

The following documents need to be provided to enclose existing covered porch and lanai

- Sketched plans with all materials and anchoring details.
- Complete application signed by the property owner with the work description.
- Copy of the property survey that clearly marks the location of the existing covered porch and lanai
- Confirmation of approval from any other governing HOA.



Design Control Board Shed Application

The following documents need to be provided with all applications:

- Materials
- Color.
- Picture.
- Anchoring system.
- Complete application signed by the property owner.
- Foundation material and dimensions (Height, Length, Width).
- Shed dimensions (Height, Length, Width).
- Copy of the property survey that clearly marks the location of the shed in the back yard away from all the setbacks.
- Confirmation of approval from any other governing HOA.
- Shed construction applications need to be accompanied by construction plans

- 7.7 Storage Sheds. Storage sheds are allowed, however, only one (1) shed with a maximum dimension of two-hundred (200) square feet per unit and must be placed in the back yard of the property. Storage sheds may not encroach on any established setback including those in paragraph 8.1. Storage sheds shall be maintained to prevent them from becoming unsightly or deteriorated. Sheds must not be taller than ten (10) feet from floor to exterior peak of the roof and must not be attached to the house. Sheds must be installed on a concrete pad and/or secured as required by applicable building code or County ordinance. The color of a shed must complement the exterior color of the primary residence. The Cypress Woods Covenants prohibit sheds in Cypress Woods. In Stepping Stone sheds must be placed in the back yard within the envelope of the residential structure and must match the color of the residential structure.

Broadmoor Only:

18.2.8 Sheds. A maximum of two sheds totaling 200 square feet are allowed on each Lot. The height of the shed(s) cannot exceed the lowest portion of the roof. Sheds may not be converted into a living space.



Design Control Board Ornamental /Hurricane Shutters & Awning Application

The following documents need to be provided with all awning applications:

- Picture.
- Color.
- Material.
- Anchoring information.
- Complete application signed by the property owner.
- Copy of the property survey that clearly marks the location with a visible color, preferably highlighted.
- Confirmation of approval from any other governing HOA

12.3 Awnings and Shutters. Awnings and shutters which are compatible with the Parent Structure may be considered on a case by case basis by the DCB. Awnings must be permanently attached to the main structure (i.e. sun setter awnings) and retractable awnings are preferred. Stripe-pattern awnings are not allowed. Hurricane shutters may be added to a structure upon approval by the DCB, but may only be closed during a hurricane watch or hurricane warning as issued by the National Hurricane Center and must be opened within 72 hours after the hurricane watch or warning has been lifted. Hurricane shutters may not remain closed, nor openings in the building covered with boards or other material, when there is no hurricane watch or warning in effect. Post-mounted sunshades of shaped fabric are prohibited.