

# Architectural Review Guidelines Manual

Royal Troon Village, Inc.

(June 2023, Revised April 2024, Revised April 2025, Revised August 2025)

## Statement of Purpose

### Royal Troon Village, Inc.

The purpose of this Architectural Review Guidelines Manual is to assist Royal Troon Village (RTV) homeowners with the criteria used to review and approve exterior alterations and improvement to all units and lots within Royal Troon Village (RTV). Standards have been established to maintain a measure of quality and consistency throughout RTV, and as the community matures, a standard to which the community should always meet. These standards are designed to implement a characteristic to ensure a harmonious design throughout the community.

This manual provides a means to preserve the environment of RTV. Adherence to the standards contained within this manual will contribute to the continuation of the inherent and natural attributes of the community as a highly desirable place to live and to the protection of property values.

Under the Amended and Restated Declaration of Covenants and Restrictions for Royal Troon Village, Inc. effective October 27, 2016, Article V, Section 1, Architectural Review, The Architectural Review Committee (ARC), all owners shall be bound by the decisions of the Board after consideration of the recommendations of the ARC. Furthermore, approval by the ARC is required for any improvement or structure of any kind, including, without limitation, any building, fence, wall, swimming pool, screened enclosure, water or sewer lines, drain, mailbox, solar energy device, decorative building, landscaping, landscape mulch, landscape edging, landscape device or object or other improvements planned to be commenced, erected, placed, or maintained upon any lot or unit. Any addition, change or alteration thereof or thereto may not be made unless and until the plans, specifications and location of the same shall have been submitted to, and approved in writing the ARC of RTV.

All authorized exterior changes are specified in the Amended and Restated Declaration of Covenants and Restrictions for Royal Troon Village, Inc. dated October 27, 2016. Each owner must refer to the respective Covenant and Restriction when submitting requests for exterior changes, as well as these ARC Guidelines.

### **ALL EXTERIOR CHANGES OR ADDITIONS REQUIRE RTV APPROVAL**

Some common examples of things that require RTV approval are:

- Exterior house paint color, including all exterior courtyards, entrance ways and lanais should be uniform to current community colors (base body building color only).
- Satellite dishes/antennas/solar panels must be located on the rear of the roof to be least obtrusive from the front street view and be away from the roof valleys, ridges, vents and edges.
- Lanais-courtyard (exterior and interior)-entrance way/screen enclosures including changes/alterations or new construction. Exit door location must be considered as to not impede on any neighboring unit.
- Gutters/downspouts/gutter guards including new additions.
- Exterior Lighting of any kind.
- Swimming pool/hot tub including renovations or new installations.
- Driveway or walkway replacement (earth tone/neutral driveway pavers which replace originally installed driveways only is permitted). Any alteration of originally installed driveways are not covered under HOA maintenance.

- Landscaping changes or replacement. Replacement of originally installed landscaping inclusive of trees and landscape/walkway accent lighting, mulch and edging.
- Hurricane Shutters.
- Flags/mounts (in accordance with Florida Statutes) and signage. Limited to one per home and location to be either side of garage only.
- Replacement of original installed exterior home elements i.e., windows, doors (frame color to match original existing frame color (if currently bronze then replacement must be bronze or if currently white then replacement must be white and must include any mullion details). Doors must be replaced with like kind door with raised panel details painted color to HOA color only.
- Installation or replacement of any screen door (frame color to match original existing frame color of original doors/windows) i.e., if windows/doors have bronze frames then screen doors need to match, if windows/doors have white frames then screen doors need to match. See section for further details.
- Garage doors (must include top row windows with decorative arch if all homeowners have an arch detail). If all building owners agree to remove decorative detail then the top row windows may be plain. Garage door to be painted to match current body color only.
- Security cameras/ring doorbells/solar panel locations.
- Anything visible outside of the Home.

#### **SUBMITTAL GUIDELINES**

Prior to beginning an exterior change or modification, the owner shall submit an application for the proposed addition, alteration, or improvement to the ARC which shall be the Board of Directors if no specific Architectural Control Committee exists (the "BOD") for approval. An application may be obtained from the management companies website under RTV Resident Portal.

The application must be complete for review and consideration by the BOD and shall include a detailed description of the proposed exterior change or modification, plans, drawings, specifications, building plans, samples or such other information to show in detail the proposed change or improvement. The ARC may require additional information. Incomplete applications will be returned to the owner for the required information. Oral requests will not be considered and may not be relied upon by any owner.

Owners must submit an application and receive approval prior to commencement of work. Any subsequent changes to submissions before or during construction shall follow the same submittal guidelines as a new submission and be approved prior to commencing with the change.

Neither the ARC, nor any member thereof, nor its duly authorized ARC representative, shall be liable to the RTV HOA or to any owner or any other person or entity for any loss, damage or injury arising out of or in any way connected with the performance or non-performance of the ARC's duties as described in Article V, unless such damage or injury is due to the willful misconduct or bad faith of a member.

Applicants are solely responsible for determining whether the completed improvements described in the approval comply with all applicable laws, rules, regulations, easements, codes and ordinances, including, without limitation, zoning ordinances, subdivision regulations, and building codes. RTV BODs and ARC shall have no liability or obligation to determine whether such improvements comply with any such laws, rules, regulations, codes or ordinances. Owners are responsible for obtaining all necessary permits and governmental approvals.

Applicants who receive a “denied” result may appeal in writing to the BOD of RTV within 15 days of a denial.

### **FREQUENTLY ASKED QUESTIONS (FAQ):**

Copies of the current manual and applications are located on The Eagles Community Website. Go to [www.theeaglescommunity.com](http://www.theeaglescommunity.com), select Governing Docs in top right corner, select Royal Troon or go directly to: <https://theeaglescommunity.com/royal-troon-village>. In the event you don’t have internet access, copies may be obtained from the Management Company.

*What should I do if I have approval in writing for a modification on my unit/lot which is not compliant with this Manual?*

If you have received past approval for a modification on the unit/lot that is not compliant with this Manual and you have, in hand, the approval documentation, then the modification as existing will be honored as approved for the lifetime of the modification. When it is time for replacement of the modification, then it will have to be replaced in a manner that complies with the Manual at the time of application.

*What should I do if I’ve never applied for approval and the modification on my unit/lot is not compliant with this Manual OR I received approval and no longer have the documentation and the modification on my unit/lot is not compliant with this Manual?*

If you have a modification on your unit/lot that is not compliant with the Manual and you do not have any approval documentation, then you have 90 days to obtain approval consideration from the ARC.

*What should I do if I note that there are many modifications which exist on other units/lots which are/have always been in violation of the Declarations.*

Any unit that is in violation of the Declarations is subject to, but not totally exclusive of a citation, fine and mandatory changes to return their unit/lot to compliance as stated in said Declarations. All fines and mandatory changes will be at the homeowner’s expense. Any refusal to do so, may be subject to legal action.

### **ARCHITECTURAL REVIEW GUIDELINES**

**Grade Changes.** Units may not change the grade of their lot in any way in which interfere or change drainage as originally designed.

#### **Driveways, sidewalks and entry walkways:**

All driveways and walkways (defined as sidewalks from driveways to residence) must be concrete or earth tone/neutral pavers (if pavers are approved by the ARC they become the unit owners express responsibility to maintain, repair and replace). At the location where the driveway meets the street, sidewalk or curb, the materials must be flush with each other, with no change in height/elevation. Gravel, dirt, steppingstones, mulch, grass or any other live ground cover may not be used as paving materials.

Solid neutral color driveway coating (suited for concrete surfaces) without visible additives or stamped or stained concrete are allowed, except that the concrete surfaces may be stained with ARC pre-approved Behr Solid concrete stain Reference #PFC-69 "Fresh Cement".

Driveways with existing brick paver details that are the responsibility of the HOA for maintenance/repair will be replaced with Belden City Line standard clay brick wire cut pavers 4" x 8" x 2 ¼". Color Charcoal black only.



All driveways/sidewalks and entry walkways must be maintained in a clean manner by the owner.

**Exterior Unit alterations:**

Any alteration to a unit must have the following criteria: all materials, stucco colors, fascia, soffit, trim, doors, windows, gutters, garage doors, light fixtures, and wall height must be identical to the existing residence. A visible distinction from the rest of the community should not be observable.

**Screen enclosure/lanais additions:**

This type of addition may be acceptable on those units which are not limited by drainage easements or tract setbacks provided that:

- Lanai shall not extend more than ten (10) feet to the rear of the existing exterior wall.
- There shall be no knee walls.
- There shall be no rigid roof connected to the existing wall or roof system.
- The lanai may be screened in with an enclosure consistent with other existing screened enclosures within RTV and/or neighboring units.
- Any installation of Florida Glass screening cannot exceed 4 ft from building on any lanai side panels.
- The maximum dimensions of the lanai shall be assessed on an individual basis to keep it uniform for each building type.
- Access to the air conditioning units and pool equipment shall be undisturbed.

**Other screening:**

Any portion of the front/side of a unit that is visible from the street may not be screened except for a screen front door (must match existing unit window/door frame color and style denoted in the manual).

Screening will be a mesh style in a bronze color only. Installation of Florida Glass may not impede any view of any neighbor. Decorative screening that obscures any vision is not permitted for any screened area within RTV.

**Exterior ornamentation:**

Windows/doors UV protective film is permitted to be applied on the inside of windows/doors on the condition that the existing windows/door color is not altered nor may it be reflective by its installation. Protective window/door coverings (specific to golf course units/lots for golf ball protection) is permitted but may not alter the color or reflection of the window. Exterior protective window covers must be approved by the ARC. No homemade protective shields are permitted. If window film has bubbles/warps/tears it must be replaced by the homeowner. All of the above must be maintained in pristine condition by the owner.

Window flower boxes are not permitted.

Address numbers shall match the existing color and style of the original numbers. Color is dark bronze and shall be 4" in height.

**Solar panels:** Solar panes are to be stationary and installed on the roof of a unit only and in a way to minimize view from the street and must be away from any roof valleys, ridges, vents and edges. Solar equipment, including pipes or lines, extending up the outer wall of a unit must be painted the same color as the unit wall color. HOA will not be responsible for roof leaks caused by the installation of solar panels. Any HOA maintenance repairs that require removal of solar panels or piping will be at the sole cost of the unit owner as this is considered personal property.

**Roof Utilities:** Roof vents require approval and shall be installed in a manner least obtrusive from street view. Antennas, TV and satellite dishes are permitted in strict accordance with FCC regulation only and preferred to be attached to the rear or side of the home least obtrusive from street view.

**Ground Utilities:** Air conditioner units, pool equipment, water softeners, permanently installed generators, and other similar equipment shall be screened from street view by use of approved landscaping at unit owners cost. All concrete slabs poured for any equipment requires approval.

**Exterior lighting:** Garage and front entrance coach lighting, garden accent lighting and entry walkway lighting is permitted. Fence lighting is not permitted. Garage and front entrance coach lighting that is motion activated is permitted. All light bulbs to be LED warm white (seasonal lighting excluded). The style of any replacement exterior lighting will be a Coach style light with a double frame with seeded glass. Size to be no less than medium or 16" in length. Fixture(s) will be outdoor wet rated. Bulb(s) will be Edison style LED outdoor wet rated one (1) 12 watt medium LED bulb. Color of fixture(s) will be Oil Rubbed Bronze. The glass panes are to be seeded glass unless all unit owners in a building apply for ARC approval. The style and color must match unless otherwise the ARC provides additional style selections. Changes in style require all unit owners within any single building to adopt/install the same style only and at the same time or within six (6) months. These guidelines allow for seasonal decorative lighting, as long as the lighting is removed 15 days after the holiday (except that holiday lighting may be displayed from the week before Thanksgiving through January 14<sup>th</sup>).

No lighting shall cast light directly upon the street or neighboring unit as to interfere with another person's use and enjoyment of their lot. The style example below is Hinkley Republic in Oil Rubbed Bronze. The line carries all RTV sizes including pendants, ceiling light fixture and various larger and smaller coach fixture(s). Ancillary coach wall lighting at side/rear of unit may use similar or smaller size fixtures. This is a style example only and if there are other manufacturers that carry the same style and color, they may be used with ARC approval as long as all unit owners in a building use the same manufacturer.:



**Awnings:** canvas awnings are allowed only within lanais/courtyards (exterior-interior) only, with no other material being approved, and approval is needed by the ARC. Color, proportion and size must compliment the unit. Only solid color awnings are permitted. Awnings must be maintained in a clean and pristine condition by the owner or be subject to citation and fines or removal at owner's sole expense.

**Flags:** one (1) portable/removable flag/wall mount may be displayed in a respectful manner with size not to exceed 3 ft x 5 ft. Acceptable flags are those in accordance with Chapter 720 (US flag, US Army, Navy, Air Force, Marine Corps, Coast Guard, Space Force, First Responder) or State flag or non-political or school flag. All other flags must be pre-approved by the ARC. Alternatively.

**Exterior courtyard/lanai paint colors:** Approval is required to paint any visible exterior stucco wall whether exposed or screened and visible. Colors are to be existing base building wall body color only. Approval of color to be verified by the ARC.

**Exterior entrance doors** and doors visible from the outside of the unit are to be the color of the exterior wall only unless the HOA makes future color selection changes. All exterior screen doors must be aluminum only. Color to match window frame color of bronze or white only. No wood, steel, plastic, PVC or other metals outside of aluminum will be permitted.

**Entry doors:** Fiberglass or steel doors are permitted only. Glass sidelights that are currently in place are permitted. Any door replacement requires a Hillsborough County permit. All entry doors visible from the outside of the unit are to be the color of the exterior wall only unless the HOA makes future color selection changes.

**Wall art:** Wall art, specifically, attached objects to the front façade of the dwelling, is permitted subject to the following specifications: A maximum of one (1) is permitted and no one piece shall exceed dimensions of: 36" height / 36" width / 6" in depth. All approved wall art or any other approved exterior fixture must be promptly removed and filled in the event of an Association approved repainting project.

**Exterior Screen Doors:** Any new or replacement front/side/rear/lanai screen door will be a right or left hinged door only and constructed of aluminum. No grills/bars/other decorative design work is permitted. The color of the door must match the window color which will be either bronze or white. Example:



**Roof Shingles:** *Certainteed Landmark® PRO UL 2218 Max Def Class 3 Impact Resistant shingles color: Georgetown Gray*

**Gutters and downspouts and gutter guards:** All gutter and downspout and gutter guard additions require approval. No underground downspouts will be permitted. All gutter installation shall use splash blocks at the downspout and/or downspout extensions. Roof runoff must be diverted onto drainage easement or street, not onto neighboring property. No dwelling shall allow water runoff or drainage to cause erosion to any neighbor. Gutters and downspouts shall be the same color as the base building and fascia color and installed by a professional gutter/downspout/gutter guard installer only approved by the HOA. Gutter guards, if approved, to be installed by a professional gutter/downspout/gutter guard installer only approved by the HOA. Any lanai or screened area that contains a super gutter as



part of the metal structure is considered personal property of the unit owner and therefore will be the sole responsibility of the unit owner for any maintenance or repairs to the gutter system. Only leaf/pine straw removal will occur pursuant to the standard set forth in the budget currently two (2) times per annum.

No DIY or companies outside of HOA approved will be permitted to install gutters or gutter guards. Royal Troon Village has a pre-approved professional gutter company (please contact property manager for the information) for the community gutter/downspout/gutter guard installation/maintenance/cleaning company. As outlined in the governing documents, owners currently without gutters are responsible for new installation costs and the HOA will clean the gutters of leaves/pine needles pursuant to the standard set within the annual operating budget. Owners with existing gutters will be maintained and cleaned per the annual budget standard by the HOA currently two (2) times per annum. Any additional cleanings are the responsibility of the owner. Current budget provides for two (2) times per annum gutter cleaning for leaves/pine needles.

**Garage doors:** Garage doors must be painted the approved wall/body color of the buildings. Garage doors shall have a single row of glass near the top of the door with a similar style raised panel door. Decorative panels must match current building style unless all unit owners agree to remove the decorative panels entirely.

### **Construction**

If a contractor is used, then contractor(s) must be licensed to conduct the work in which they are completing. Additionally contractors shall be insured and a copy of their COI (certificate of insurance) must be submitted at the time of application to the ARC. All permits, as required by the local building jurisdiction, shall be obtained and placed in a visible location. All construction shall meet the current building code as required. No advertising signs of the contractors are allowed during or after construction.

**Garbage & Recycle bins** must be kept in the garage at all times except for the evening prior to any pick-up. Yard waste to be placed in appropriate receptacle or curbside in neat bundles on the evenings prior to pick up by Hillsborough County.

### **Landscaping:**

**Yard Ornaments:** No more than a total of 2 yard ornaments are permitted. Yard ornaments include neutral color decorative planters and/or decorative pots, statues, trellises, decorative benches and fountains and other decorations including but limited to landscape borders/curbscaping. No yard ornament should exceed 3 ft wide / 3 ft deep / 5 ft tall. No ornament that is of questionable taste or otherwise offensive to religious, racial or other social issues is allowed. Nursery or growing pots are not permitted. All yard ornaments are to be level, secured in place, and kept in clean and pristine condition. Flags and holiday décor and holiday lighting are separately addressed. Benches (other than a decorative bench) and other outdoor chairs or tables are not permitted in landscape beds. No yard ornaments shall interfere with HOA landscape maintenance.

**Holiday Decorations.** All seasonal decorations and lighting must be removed 15 days after the holiday and may be put out no more than 6 weeks prior to the holiday (except that holiday lighting may be displayed from the week before Thanksgiving through January 14<sup>th</sup>). Hanging lights from the roof or

fascia or soffits or gutters is prohibited. Please keep any Holiday lighting to your front yard landscaping or around your front door only.

**Front Door Wreaths:** Wreaths are permitted on the front door of any unit. One wreath per door. Artificial vegetation is permitted on front door wreaths only.

**Mulch:** Shredded cypress mulch colors dark brown or black are permissible; rubber mulch colors dark brown or black are permissible and may be used without an ARC application. All other materials such as any crushed Salt and Pepper granite needs an ARC application. Mulch not permitted: pine bark mulch, other chunk style mulch; no pine straw; no stone mulch such as black, white, red, neutral, natural, lava, river or other colored rock/stone.

Approval is not required for any pre-approved shredded cypress mulch or rubberized mulch on condition that shredded cypress or rubberized mulch is only installed and maintained at a maximum height of 2" (required by the termite control company). The only stone approved within Royal Troon Village is crushed Salt and Pepper granite and requires ARC approval. The depth must be installed and maintained at a maximum height of 2".

**Hedges:** Landscape hedge plants are the responsibility of the HOA only (Podocarpus, viburnum or similar) shall be maintained at a maximum height of 4 ft. or below the lowest window or decorative detail elevation, whichever is lowest. All hedge plants must be a minimum of 18" – 24" away from the building at full maturity growth width at all times. All hedge plant height shall be consistent throughout the perimeter of the unit. No hedge plantings are permitted directly by owners.

**Retaining walls:** If a retaining wall was created with the initial development of a unit, it cannot be removed, and must be kept in good repair (HOA responsibility).

**Artificial vegetation or turf** of any type is not allowed (except in front door wreaths and within seasonal holiday décor).

**Vegetable gardens** and fruit bearing trees are not permitted in the ground or in pots.

**Florida Friendly Landscaping.** Applications for Florida Friendly Landscaping shall be submitted to the ARC for review (a special application form may apply), and such review shall utilize the following guidelines which are in accordance with the following:

<https://www.floridainvasives.org/plant-list/2023-invasive-plant-species/>

## FISC List of Invasive Plant Species

(Updated 06/2025)

This is the invasive plant species list used by FISC. The list is also available in spreadsheet form (downloads .xlsx), which includes the Watch List. \*Plants newly added to the list for 06/2025 are noted with an asterisk.

[www.floridainvasives.org](http://www.floridainvasives.org)

Florida Friendly plants consistent with the other landscaping guidelines must be used.

**Turf:** RTV standards govern turf usage; the current standards already require a turf identified as a Florida Friendly turf – Floratam St. Augustine sod.

**Irrigation supply lines on owners' lots:** Drip lines must be hidden. Watering hoses must be removed from view after use or maintained on a hose tightly secured to the side of the unit.

**Hardscaping.** No permanently poured hardscape is allowed in easement areas. NO hardscapes such as boulders, stone, edging, benches, vases and similar items are permitted within the easement area. These hardscape items pose a liability to individual owners.

**Rain Barrels** are not permitted in RTV

**Composting** is not permitted in RTV.

**Invasive and exotic plants** are not permitted in RTV.

### **Hurricane Shutters**

To accommodate easy install of hurricane protection materials, permanently installed anchoring bolts and/or tracking are permitted if painted the same color of the house surface to which they are installed. Other removable hurricane shutters or similar shutters for window protection must be approved by the ARC except that accordion style hurricane shutters are permitted to be installed permanently on units with the following conditions:

- Approval is obtained.
- The shutters are configured to the contour and size of each window they will protect.
- The color matches the building exterior base/wall color.
- The shutters are maintained in a mildew-free condition.
- The shutters must be kept in the open position, except when a storm is imminent and re-opened as quickly as possible after the storm's passing.
- Are installed by a professional contractor.

Any covering used to attach to the allowable bolts and/or tracking(s) during a storm warning must be stored out of sight by the owner after the threat of the storm. Temporary plywood protection may be used however must be removed as quickly as possible after the storm's passing but, no longer than 10 days.

Any permanent hurricane shutters are considered personal property and the responsibility of the unit owner and if any HOA maintenance needs to take place, it is the responsibility of the unit owner to remove or alter, at owner's expense, in order for the HOA maintenance work to be performed.

**Detached accessory structures** are not permitted in RTV. Examples below:

- Storage of any kind is not permitted.
- Sheds, not permitted
- Dog or other pet houses not permitted.

- Gazebos, pool cabanas not permitted.
- Window air conditioning units are not permitted.
- No new fence structures are permitted. Unless installed prior to this Manual.
- Playground equipment of any kind including trampolines, swing set, goals and basketball hoops are not permitted.
- Exterior woodburning/charcoal fireplaces, firepits, grills

**Maintenance Issues:** Any change that interferes with the Association's exterior maintenance obligation is prohibited.

**Propane Tanks:** Above ground propane tanks are prohibited. If a current propane tank exists it must be secured to a concrete pad and landscaped at owner's expense with ARC approval.

**Grills, Outdoor Fireplace:** All gas grills and gas fireplaces must be contained within an open-air structure, such as a lanai or courtyard. A grilling concrete slab adjacent to the unit is permitted with ARC approval but, grill must be moved into lanai/courtyard/garage after each use. No gas grills or gas fireplaces/firepits will be allowed in the common areas. No storage of a grill of any kind or outdoor fireplace will allowed outside of the unit or lanai or courtyard.

**Lawn and Outdoor Furniture:** All lawn and outdoor furniture must be contained within the unit structure, lanai or courtyard only.

**Current/permanent paint colors:** All current or permanent paint colors are approved and defined below:

Metal window/screen enclosures/screen doors/garage numbers:

Bronze Metal: Sherwin Williams color: SW BRZ4 or Florida Paint#1223 Acrylic Bronze (B7y24;I40;L1y;Kx36)

White Metal: Sherwin Williams color: SW 7005 Pure White

Building paint colors:

Base body Color: Florida Paint#1220 Seaside stucco satin paint Functional Grey (B-ly38; C-ly 6; T-34)

Fascia/trim Color: Florida Paint #1220 Seaside stucco/wood satin paint Crushed Ice (B12; C6; I2)

Front entrance/side entrance door Color: Florida Paint#8430 Allgrip 100% acrylic semi-gloss Smoky Blue (B3y24; E2y24; L12; Kx6y32)

Paint (quarts/gallons) may be purchased at a discount please mention Royal Troon Village account: Florida Paints Clearwater, 25889 US Hwy 19N, Clearwater, FL 33763 (if you tell Florida Paints Royal Troon Village and the color, they will know exactly what paint to mix up.)

**-List of projects that still require ARC application but do not require an ARC committee meeting:**

Mulch other than shredded cypress mulch or rubberized mulch dark brown or black in color

Replacement or installation of screen door

Painting of windows, lanai/courtyard/entrance metal framing

Replacement of screens to like kind existing  
Replacement of garage doors to like kind existing  
Replacement of front/side exterior or element exposed metal doors  
Window and sliding door replacements of like kind existing  
Window film must be non-reflective  
Exterior lighting to standard provided in ARC guideline manual  
Landscape edging/lighting/plant(s)/bushes/tree(s)  
Landscape decorative items such as pots/wall mounted/stand-alone

**Distinctive Requests:** Owners shall only be permitted to use the design features, architectural styles, exterior colors and material, details of construction, location and size of any structure, landscaping, and other items requiring approval that are already in use within the community for comparable units, and that were previously approved in writing by the ARC, as of the date on which these Architectural Review Guidelines were passed or which are expressly permitted herein. All such requests are subject to approval by the ARC prior to installation.