

HAYWARDS HILL

OCALA, FLORIDA

ARCHITECTURAL GUIDELINES

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Architectural Review Guidelines

I. Architectural Review Process

A. Procedures and Approvals

Prior to the commencement of any construction activity of any type (including land disturbance of any type) on any lot, an Application for Approval of such work must be submitted by the Lot Owner or such Owner's designated agent to the Architectural Review Board. The ARB must receive, review and approve the information and documentation required to be submitted under "Design Review Procedure" prior to the commencement of any work. Also, all design and construction escrow fees required under the Architectural and Design Guidelines must be paid to the ARB at the closing and prior to commencement of any such work. Submittals for review will be accepted after closing and collection of fees have occurred.

II. Site Planning

A. Site Analysis

The positioning of a house is a critical and important design decision. The design should be sensitive to the unique characteristics of the Lot as well as the unique characteristics of the surrounding lots.

The Designer shall consider each Lot independently but shall give consideration to the impact of the proposed improvements on each individual Lot on adjacent Lots and view corridors. Care must be taken so as not to infringe upon adjacent lots and common areas, and when and where possible, not to obstruct view corridors and natural amenities of the area. Consideration in this regard must be given to the following:

Houses are to be located on the site to take into consideration the following:

- Topography of the Lot and other Lots in the vicinity,
- Distant and intimate views from the Lot.
- Existing vegetation type and quality,
- Existing water and drainage patterns,
- Driveway access.
- Height of proposed structures on the subject and the height of proposed structures on adjacent Lots,
- Setback from the street to align adjacent with Lots.

The residence and all other improvements shall be located and tailored to the specific features of the Lot. All improvements shall be located so as to minimize disruption or disturbance to the existing natural setting, including mature trees, drainage ways, and views.

B. Driveways, Walkways, and Utilities

The Designer will establish a recommended driveway location for each Lot. The Designer also may establish particular areas of the Lot in which the driveways, walkways, and utility lines must be located. The driveway location will vary from Lot to Lot, depending on the Lot size, shape, tree locations, topography, vegetation, and the location of other houses and driveways in the vicinity of the Lot. Driveways and walkways should be configured and curved, where practical, to accommodate existing trees to avoid unnecessary tree removal.

C. Drainage and Erosion Control

Drainage considerations for individual Lots play an important part in the ecological balance of the community. Each lot should be graded such that all water draining from such Lot does not adversely impact any adjacent property. Water runoff for each individual Lot must be managed by adequately sloping all areas so that runoff can be directed to the natural drainage areas or storm drainage facilities. Water runoff and control is the sole responsibility of each Owner relative to such owner's Lot. The water runoff shall be managed in such a manner as to not adversely impact any neighboring Lots adjacent or remote.

Before any clearing or construction activity can proceed, all erosion control measures, including but not limited to: silt fencing, temporary silt ponds, hay bales, and straw must be in place. All requirements and standards for erosion control by government agencies having jurisdiction over the property including but not limited to Federal, State, and County agencies are the sole responsibility of Owner relative to such Owner's Lot.

D. View Corridors

Each Owner must recognize and understand that views and view corridors to and from such Owner's Lot, Common Areas and other areas within the community are in all respects subject to the rights of other Owners, the ARB, and others under the terms and conditions of these Guidelines. Views and view corridors must also be considered when developing a landscape design.

III. Architectural Standards

A. Architectural Style

It is the intent of the Design Review Guidelines to control the architectural style and to encourage design excellence of individual residences which, when viewed together, produce an outstanding total community environment.

The residential architecture should be custom designed for each Lot to maximize the natural features of the Lot. Traditional architectural styles are preferred as the basis or foundation of the design, and examples of preferred traditional design are Farmhouse, English Country, Arts and Craft, Transitional, Modern Farmhouse, and French Country.

The ARB opinions and requirements regarding the exterior design are subjective. The reviewer's opinion shall be based on the reviewer's interpretation of the intent of the Design Guidelines. The decisions rendered by the reviewer and the ARB are final and are not subject to appeal or variance.

B. General Requirements

In the development and construction of these homes, there are general requirements that are crucial to the outcome of each home. These requirements will develop the continuity and unified appearance of the community:

- The area of the main dwelling structure shall be at least 2,000 square feet, unless otherwise approved by the ARB.
- The ARB recommends that larger volume massing be broken down by secondary, simple, traditional forms. While variety is encouraged, a strong emphasis should be placed on following local style in building massing and detailing.
- The main entry on the front elevation must clearly be defined. Foremost wall of front elevations must be planned in accordance with the existing structures on the street to present a balanced streetscape. Special attention need to be placed on correct proportions. See the Character Book for examples.
- Stone, brick, stucco, Portland cement stucco, wood siding or fiber cement board are permitted for exterior finishes. Vinyl is not permitted for exterior finishes. Other materials, such as synthetic stone shall be subject for review by the ARB. Reflective glass is prohibited. Exterior materials shall be used consistently on the front, side, and rear elevations of the home.
- Address markers must be on mailboxes only and are subject to ARB approval and must be submitted to the ARB, either independently or as part of the Final Plan Review for the associated Lot. The ARB reserves the right to approve or deny the use of any home address markers or numbering that detracts from the appearance of the Lot or adjacent Lots.
- All exterior lighting fixtures must be approved by the ARB. Owners shall install lighting that complies with the lighting plan for the community, if applicable. The ARB may require the installation of lawn lamps. The location of lawn lamps shall be set forth in the landscape plan.
- All structures of the residences shall match in character and level of design. All out-buildings must be submitted to the ARB for approval of design and location.

- Homes may be required to have an enclosed service area, which area shall contain and screen from view from the street and neighboring properties, all utility connection, HVAC units, trash bins, meters, and irrigation control boxes. The location of the service area shall be on the architectural and site drawings. Any service area shall be screened with a wall that is architecturally compatible with the home. A service area screen wall must be at least 4 inches higher than the service units contained therein.
- All driveways shall be constructed of concrete, stone, brick, or concrete pavers with a uniform pattern of scoring joints. Plans for colored or stamped concrete must be submitted and approved by the ARB prior to installation. Driveways shall have a minimum width of 12 feet with adequate space for turn around and/or guest parking. Driveways shall be connected to the street using approved paving materials from the front property line to the concrete street ribbon curb. Entry statements must (i) be discrete, (ii) reflect the architectural details and materials of other site elements and the home, and (iii) be set back off the street behind the right-of-way line. The ARB has the right to reject any entry statement structure on the basis of aesthetics alone. Second driveways are discouraged but may be reviewed by the ARB on a case by case basis.
- Walkways shall be (i) constructed using materials consistent with the driveway or prominent architectural features of the home as approved by the ARB; (ii) a maximum of four feet in width; and (iii) placed in a location approved by the ARB. Approved materials for walkways are concrete/ stamped concrete and brick/stone/concrete pavers.
- Landscaping, outdoor lighting, arbors and trellises are Improvements within the meaning of these Design Guidelines and are subject to review by the ARB. Location, elevations and finishes must be submitted to the ARB for approval prior to beginning construction. Structural elements must be treated wood or other durable material approved by the ARB.
- All fencing must be approved in writing before installation. Backyard fences should generally start within the rear third of the houses unless otherwise approved by the ARB. On corner lots, fencing into the side yard adjacent to the roadway may be subject to additional restrictions, as determined in the sole discretion of the ARB. The ARB requires a fence or wall to be comprised of stone, brick, split rail wood or metal aluminum/ wrought iron. Fence color must be approved in writing by the ARB. Chain link fencing is not permitted. The finished side of the fence should face the neighboring streets and properties on all sides. Fenced dog runs or pens are not permitted. The ARB reserves the right to review submittals on a case by case basis. Approval of a fence in one location does not necessarily indicate its approval in another location in the community.

- Fully-enclosed fencing is mandatory at the perimeter of swimming pools and hot tubs with a locking gate mechanism. In addition, all fencing shall comply with all applicable local laws, rules and regulations.
- The United States flag, as well as seasonal and decorative flags, may be displayed by a bracket attached to the home. Flags may be up to a size of 3'X4' and on a removable pole no longer than 5'. Proper flag etiquette must be observed, and flags may not be torn, tattered, faded, or controversial in nature. Other types of decorative signs or banners require the prior written approval of the ARB and may not be permitted. No in-ground flagpoles will be allowed, except with the approval of the ARB.
- There shall be no clothesline on any lot.
- Swing sets and play structures reasonable in size are allowed if the structures are made of wood or similar material with a natural finish or earth tone (no primary colors). Basketball goals are permitted if the goal is a permanent structure. Basketball goals should be mounted on black poles with standard white, gray, or clear backboards. Basketball goals should generally be located in the side or rear of the house. If located adjacent to the driveway, goals must be installed within fifteen (15) feet of the garage. Temporary goals must be stored in the Owner's garage at night. Plans showing the location, overall height and finish of all play structures and/or basketball goals shall be submitted to the ARB and approved prior to construction. The application for Final Plan Review shall include a site plan showing the proposed location and distances from adjacent Lots. Play equipment must be located in the backyard or to the rear of the house. The ARB may require relocation if it deems the impact on adjacent Lots to be unreasonable.
- Satellite dishes used to receive wireless transmissions must be less than one meter (approximately 39 inches) in diameter. Roof mounted exterior television antennas may not exceed 12 feet above the roofline. The satellite dish and antennae must be placed in the least visible location having clear reception. The ARB shall have the right to require proof of necessity for the placement of a satellite dish or television antenna in a location deemed objectionable by the ARB. Landscaping, painting, or screening may be required by the ARB to minimize visual impact.
- Holiday lighting and decorations, such as nativity scenes, Santa Clause characters, menorahs, jack-o-lanterns and other outdoor decorations commonly seen in residential neighborhoods may be displayed on a Lot for up to 30 calendar days prior to a publicly observed holiday or religious observance and up to 15 calendar days thereafter without prior ARB approval. The ARB may issue rules regarding holiday displays to promote consistency throughout the community. Temporary ornamental sculptures or structures and all other exterior holiday lights are permitted only with the approval of the ARB in accordance with exterior lighting standards set by the Board.

- Contractors may install government-mandated signs and contractor signs, as described in the Rules and Regulations, on the Lot during construction. Subcontractor and other vendor signs are prohibited on the Lot. "For Sale" signs are also not permitted. Any additional signage or display found on a Lot may be removed at any time without warning. Once construction of a home is complete, no sign of any kind shall be erected by an Owner or occupant without the prior written consent of the ARB, except (i) such signs as may be required by legal proceedings; (ii) not more than one (1) professional security sign of such size and location deemed reasonable by the ARB in its sole discretion; and (iii) as provided in the Declaration. Unless in compliance with this Section, no signs shall be posted or erected by any Owner or occupant within any portion of the Properties, including the Common Area, any Lot, any structure or dwelling located on the Common Area or any Lot (if such sign would be visible from the exterior of such structure or dwelling as determined in the reviewing body's sole discretion). The Declarant and the ARB reserve the right to prohibit signs and to restrict the size, content, color, lettering, design and placement of any approved signs. All signs must be professionally prepared. This provision shall not apply to entry, directional, or other signs installed by the Declarant or its duly authorized agent as may be necessary or convenient for the marketing and development of the Properties.
- Dog/pet houses must be approved prior to installation. Exterior colors and materials of dog/pet houses should relate to the exterior of the house. Dog/pet houses must be screened from surrounding streets neighboring lots, as required by the ARB.
- Trellises may be permitted provided the style, size, location and quantity agree with the character of the house and community wide standards established by the ARB. The ARB reserves the right to impose restrictions.

C. Architectural Quality Design Features

The homes should adhere to the principles of fine architecture. The following considerations are among those to be addressed when developing the architectural design for Improvements to be constructed on a lot:

- Sensitive and consistent interpretation of the architectural style is required.
- Specific features of the architectural style shall be well developed and carefully detailed. The features should be researched to ensure the degree of historic authenticity in scale, proportion, and material selection.
- Porches and decks shall be designed with substantial, well-proportioned railing, flooring and support posts. Entry porticos shall be detailed in accordance with the architectural style of the design. All elements of the portico shall be properly scaled and proportioned to the span and height of the support members.

- A consistent scale shall be used throughout the design of the residence and other Improvements, with each element designed in proportion to the other design elements.
- The exterior building materials shall be appropriate for the architectural style of the design. Changes in materials shall be acceptable as deemed appropriate for the design. Material changes shall only occur at an inside corner of architectural offsets that are appropriate for the design.
- Appropriate colors shall be used, and colors shall be used with restraint. Where colors are established or approved on adjacent lots, they may not be reused without altering aspects of the overall color selections.
- Exterior entry door shall be appropriate to the architectural theme of the dwelling. Storm doors and screen doors are not permitted on the front façade.
- All windows shall be true divided lite or simulated divided lite unless approved in advanced by the ARB. Snap-in grilles and grilles between glazing are not permitted. Windows shall generally be the same type and style for all building elevations. When shutters are used, operable wood shutters are required, and shall fit the proportion and shape of the window. Shutters shall be attached with appropriate holdbacks.
- Roof forms must be well organized and must demonstrate the same character on all sides of the residence. The roof design shall incorporate slopes that are appropriate for the architectural style of the design. The roof design shall be appropriate for the architectural style of the house. Roof forms shall be simple and uncluttered. The footprint of the design must consider the resulting roof design in the preparation of the overall design. All roof structures such as cupolas and dormers shall be detailed consistent with the design. Preferred roof materials are architectural asphalt shingle, metal, wood shingle or slate, however other materials may be approved based on architectural style and roof massing.
- All exposed concrete block or poured concrete foundations and site retaining walls should be covered with stone, brick, or stucco which complements the individual house materials.
- Chimney finishes shall be brick, stone, stucco, or a combination of these materials. No exterior metal fireboxes are allowed unless encased in masonry that is surrounded by one of the materials listed in Section 4.8. Chimneys framed to receive pre-fabricated fireplaces and flues must not be cantilevered on the front side of the house. Cantilevered fireplaces are not permitted.
- All roof structures, such as attic vents, plumbing vents, etc., shall be located on the rear plane of the roof, and shall be treated or painted to blend with the roof shingles. All exposed flashing shall be copper or factory finished aluminum. Painted flashing is not permitted. "Turbine" attic vents are not permitted.

- The ARB will consider the location and orientation of garages on a case by case basis with consideration of such issues as Lot orientation and site conditions, relationship between the garage and residential elements of the dwelling, relationship to adjacent dwellings or Lots, traffic and access issues. The ARB recommends that side loaded or courtyard garages face away from the predominant flow of traffic on the abutting street; that the street side elevation of a side loaded or courtyard garage incorporate windows, louvers, or shutters as necessary to provide variety; that garages on corner Lots not face a main collector road. Garage doors shall be wood or metal and detailed as traditional out-swinging doors, or single panel doors, and shall not be wider than 10 feet. Garage doors must be operational. Trellises and arbors are encouraged where appropriate to soften the appearance of the garage entrances, but must be compatible with the architectural style of the residence, and are subject to ARB approval.
- Gutters and downspouts shall be used at all eave lines, unless deemed inappropriate (i.e. dormers and cupolas) or approved by the ARB. All exterior gutters and down pipes shall be copper or factory aluminum. Copper gutters and downspouts shall be a minimum of 16 oz. Aluminum gutters and down pipes shall be a minimum of 0.026" thickness. Gutters and down pipes shall be detailed consistent with the design. Down pipes shall be round. Corrugated down pipes are not permitted. Down pipes shall be located discretely and in keeping with the design. Conductor heads are encouraged when appropriate for the design.
- Any and all proposed swimming pools, hot tubs, fountains, etc. must comply with applicable laws in addition to these Design Guidelines. Above-ground swimming pools and bubble covers for in-ground swimming pools are not prohibited. Pools and hot tubs may not be installed in the front or side yard of any Lot. All plans for swimming pools and outdoor hot tubs must be submitted to the ARB for approval. Location of the pool and/or hot tub shall be shown on the site plan. Pools, decks, and related equipments will not be allowed outside the rear building envelope area. Retaining walls to support pools and pool decks shall not exceed 5'0" in height above natural grade. Pool equipment enclosures must be architecturally consistent and harmonious with the residence and the other structures on the Lot in terms of their placement, mass and detail. Pools, decks and related equipments and pool and pool equipment enclosures shall be screened or treated so as to avoid distracting noise and views.
- All exterior utility service connections must be provided in unobtrusive and inconspicuous locations. All electric/gas meters, mains, disconnect boxes and a/c equipment must be positioned as to be screened from public view.
- Exposed electrical equipment, stub outs, conduit, drain lines, pipes and vents must be painted to match the color of the home. Exterior disconnects for air conditioning equipment, etc. shall be mounted at the lowest point allowed by applicable building codes.

- Gas, electrical meters, and A/C condensing units must be screened with Landscape Improvements to conceal equipment from view in accordance with the landscape guidelines.

D. Landscape Quality Design Features

The homes should adhere to the principles of fine architecture. The following considerations are among those to be addressed when developing the architectural design for Improvements to be constructed on a lot:

- The residence shall be located on the lot with minimum disruption to the natural topography, vegetation, and unique site features.
- There shall be a consistency in the site planning, architecture, and Landscape Improvements. Pavers and stone are encouraged for driveway materials, stained concrete being the minimum material permitted. Fencing from the middle of the house footprint toward the rear yard shall be wood rail to match the perimeter fencing of the development. Native plant materials are strongly encouraged when landscaping.
- It is essential that the tree trunks, canopies, and root systems be protected from heavy equipment and other harmful construction practices. Soil located from the “drip-line” of the tree trunk of the tree must remain undisturbed.
- Lawn sod must be installed on all yards. In certain circumstances, shaded rear yards may require fescue sod. Front yard sod shall extend ten (10) feet beyond the front elevation of the house toward the back of the house when fescue sod is used in the rear.
- Automatic irrigation systems are required. Besides the advantage of convenience, automatic irrigation systems, when designed, installed, and operated properly, should provides plant and lawn sod with the consistent watering they require.
- All lawn ornaments constitute Landscape Improvements and therefore are subject to review and approval of the ARB. Without limiting the generality of the foregoing, no such landscape elements will be permitted in the front yard of any Lot without the prior written approval of the ARB.
- Landscape lighting systems may be designed, installed and operated only to enhance the architecture of the house and the Landscape on the Lot in a tasteful and subtle manner. Up lighting of trees and houses is encouraged and will be implemented in the common area of the community.
- The landscape design for each Lot should enhance the architectural style of the residence on Such Lot. Different architectural styles call for different landscape styles. Lot Owners are urged to hire an experienced, registered Landscape Architect or a qualified Landscape Gardner.

- Fishponds and fountains are restricted to rear yards only and must be inside the building envelope. Professional design and installation services are highly recommended for these facilities. Ponds shall be restricted to a maximum area of 100 square feet including all pond, stream and waterfall areas. Fountains shall not exceed 5'0" in height and may require screening.
- Any area of a Lot that is visible from a roadway or Common Areas takes on a "semi-public" character in that the visual quality of that portion of the Lot contributes to the overall quality and character of the community at large. It is incumbent upon all Lot Owners to landscape and maintain all such "semi-public" areas of their Lots with utmost Care and consideration.
- Careful attention must be given to the location of the garage, it shall not face the street unless it is approved by the ARB.

IV. Design Approval Process

A. Design Review Procedure

The successful completion of the design review procedure under the Design Review Guidelines will be facilitated by reviewing and complying with the requirements outlined in the Design Review Guidelines and by reviewing and following the process described below. The review process has been structured to achieve a smooth and timely review from preliminary plan submittal to final site visit and approval.

The following represents the necessary procedures for the process of constructing any improvements on a lot:

1. Based on ARB requirements prepare preliminary plans and submit them to the ARB.
2. Based on the ARB review comments of the preliminary plans, revise the plans and prepare the final design documents and submit to the ARB.
3. Proceed with clearing and foundation layout based on the approved final design documents.
4. Prior to pouring concrete, submit a foundation survey prepared by a land surveyor registered in the State of Florida confirming compliance with all prior approvals.
5. Proceed with construction based on the approved final design documents and the foundation check review comments.
6. Submit exterior colors, landscape plans, and specifications to the ARB.
7. ARB will conduct a final visit to review the completed project. The builder will be given a memo describing any corrective or additional work required in order to comply with the intent of the previous approvals and the Design Review Guidelines.
8. Ready for Occupancy.

V. Preliminary Design Approval

A. Preliminary Design Approval Process

The ARB encourages Lot Owners and builders to participate in the preliminary Plan review process. The ARB will review each submission to confirm general compliance with the Architectural and Design Guidelines and the appropriateness of the design concept. To fully utilize the preliminary Plan review process, two copies of a completed site plan and the architectural drawings for the Improvements shall be included as part of the preliminary Plan submittal. The preliminary Plan submittal shall also include a completed Application for Review.

The ARB shall review the preliminary Plans and return them to the Owner within 7 days marked "Reviewed, No Exceptions Noted", "Reviewed, With Exceptions Noted" or "Resubmittal Required", as the case may be. As to any preliminary Plans that are marked "Reviewed, No Exceptions Noted" or "Reviewed, With Exceptions Noted" by the ARB, final Plans produced thereafter must be in substantial conformity therewith; provided, however, the ARB's approval of preliminary Plans shall in no way bind or obligate the ARB to approve the subsequent final Plans that do not comply with the intent and spirit of the Design Guidelines. As to any preliminary Plans that are marked "Resubmittal Required" by the ARB, the applicant will have one (1) additional opportunity for preliminary Plan review. Any additional marks stating, "Resubmittal Required", that should follow will be charged an additional fee based on the fee structure listed in Section VIII part C.

The ARB may refuse to approve preliminary Plans or any component(s), including, without limitation, the location, style, exterior colors or finishes or other specification of the proposed improvements for any reason or reasons, including purely aesthetic reasons, in the sole discretion of the ARB.

B. Drawing Requirements

The following drawings are the minimum required for design review submittals.

Preliminary Design Review Drawings:

- Site Plan, 1" = 20.0'
The preliminary site plan shall indicate the location of the house on the lot and all related improvements including driveways, walkways, decks, patios, pools and equipment. All property lines shall be shown including the bearings and distances. All easements and utility structures shall be shown and identified.
- Foundation/Basement Plan, 1/4" = 1'-0"
The foundation/basement plan shall indicate the overall exterior dimensions and locate all windows and exterior doors. Windows and exterior doors shall be located as governed by the preliminary site plan. Exterior porches, loggias, patios, decks, etc. shall also be indicated.

- Floor Plans, $\frac{1}{4}" = 1'-0"$
The floor plans shall indicate the overall exterior dimensions and locate all windows and exterior doors. Exterior porches, loggias, patios, decks, etc. shall also be indicated.
- Exterior Building Elevations, $\frac{1}{4}" = 1'-0"$
Every side of the house shall be shown in elevation. The elevations shall indicate the proposed grade line as determined by the preliminary site plan. The finish floor elevation indicated on the preliminary site plan shall be shown on each elevation at each floor level. All exterior building materials shall be clearly indicated.
- Roof Plan, $\frac{1}{4}" = 1'-0"$
The roof plan shall indicate roof pitches for all roof planes. All chimneys, dormers and other roof structures shall be located and noted as such. All roof materials shall be noted.

VI. Final Design Approval

A. Final Design Approval Process

The submittal of final plans shall incorporate all of the requirements stated in the Application for Final Design review from and other portions of the Architectural and Design Guidelines as well as comments from previous meetings and design reviews.

Two (2) complete sets of the final plans must be submitted to the ARB. In addition, the following items must be submitted to the ARB as a condition to the final plan review process:

At such time as the final Building Plans and Specifications are approved by the ARB, one (1) complete set of the approved final Building Plans and Specifications for custom designs shall be retained by the ARB and the other complete set of the approved final Building Plans and Specifications shall be marked "Reviewed, No Exceptions Noted" or "Reviewed, With Exceptions Noted" and returned to the Lot Owner, along with a written statement with design comments. Once the ARB has approved final Building Plans and Specifications for Improvements to be constructed on a particular lot, the construction of such Improvements must be promptly commenced and diligently pursued to completion; and if such construction is not commenced within one (1) year following the date of approval of the final Building Plans and Specifications by the ARB, the approval of such final Building Plans and Specifications by the ARB shall be deemed rescinded. In the event of any such rescission of the ARB's approval of final Building Plans and Specifications pursuant to the immediately preceding sentence, construction of Improvements on such Lot may be commenced only after resubmission of final Building Plans and Specifications and the full processing fee to the ARB for approval and approval of such final Building Plans and Specifications by the ARB.

Any modification or change to the “Approved” set of final Building Plans and Specifications must be submitted in triplicate to the ARB for its review and approval (using the same procedure as set forth herein relative to the submission and approval of the original final Building Plans and Specifications). The ARB may require the Lot Owner to pay an additional review fee in connection with any submittal of substantial modifications or changes to previously approved final Building Plans and Specifications.

B. Drawing Requirements

- Site Plan, 1" = 20.0'
The final site plan shall incorporate all notes and requirements as indicated by the preliminary review. The location of the house and all related improvements shall be clearly indicated and dimensioned. The proposed grading shall be indicated by solid lines tied into the existing grades shown as dashed lines. All drainage patterns and proposed drainage structures shall be clearly indicated, sized and noted. Tree save areas shall be indicated. The limits of clearing and silt fence location shall be indicated. All details required by NPDES and the county regarding silt fence type and construction and other erosion control measures shall be indicated.
- Foundation/Basement Plan, 1/4" = 1'-0"
The final foundation/basement plan shall incorporate all notes and requirements as indicated by the preliminary review. Completely dimensioned plans locating all aspects of the design are required. Sizes for all windows and exterior doors shall be noted. All supports for decks shall be located and identified. Exterior porches, loggias, patios, decks, etc. shall be indicated. All retaining walls connected to the foundation/basement wall(s) shall be indicated.
- Floor Plans, 1/4" = 1'-0"
The final floor plans shall incorporate all notes and requirements as indicated by the preliminary review. Completely dimensioned plans locating all aspects of the design are required. Sizes for all windows and exterior doors shall be noted. All supports for decks shall be located and identified. Exterior porches, loggias, patios, decks, etc. shall be indicated.
- Exterior Building Elevations, 1/4" = 1'-0"
The final exterior building elevations shall incorporate all notes and requirements as indicated by the preliminary review. The elevations shall be dimensioned and noted to clearly indicate all aspects of the design. Provide details as needed to indicate materials and dimensions of exterior elements. All materials shall be noted. All elevations shall indicate the proposed grade line as indicated by the approved final site plan.
- Roof Plan, 1/4" = 1'-0"
The final roof plan shall incorporate all notes and requirements as indicated by the preliminary review. The roof plan shall indicate roof pitches for all roof planes. All chimneys, dormers and other roof structures shall be located and noted as such. All roof materials shall be noted.
- Exterior Details, 3/4" or 1" = 1'-0"
Exterior Details are required to clearly establish the design requirements for cornices, porch details, dormers, cupolas and other exterior elements that the ARB requires.

All drawings shall be coordinated. Drawings that have not been coordinated will be required to be revised or resubmitted.

All drawings shall be submitted on 24" x 36" sheets. The maximum sheet size is 30" x 42".

C. Color Samples

Colors of all exterior materials including siding, trim, masonry and roofing shall be submitted on actual samples of materials proposed for use. These sample submissions are most important to both the Owner and the ARB in evaluating the final appearance of the house as color chips often vary greatly from actual applications on varying materials.

D. Landscape Plan Review

Landscape plans prepared by a Florida registered landscape architect drawn to a scale of $1/8" = 1'$ or $1" = 10'$ must convey a scale representation of all planting material identified as to size, common name, and variety. Plans shall also show the location of landscape lighting with fixture catalogue cuts, sprinkler head locations, walks, fences, pools, decks, patios and play structures. Adequate plant screening shall be provided for HVAC units, service yards, trash enclosures, and electric meters.

VII. Construction Rules

A. Applicability. All Lot Owners and their builders and subcontractors shall abide by the Construction Rules and such other rules as the Association's Board may establish for time to time.

B. Policies

- Construction Hours and Noise. All construction activities must be conducted and all deliveries must be made from 7:00 a.m. until 7:00 p.m. Monday through Saturday; provided, however, that no construction activities shall be conducted or construction deliveries shall be made on Memorial Day, July 4, Labor Day, Thanksgiving Day, Christmas Day or New Years Day. Any construction activities conducted or access to the community other than during the foregoing hours must be scheduled with the Reviewer at least twenty-four (24) hours in advance and must be approved by the Reviewer in writing. No loud radios or distracting noise (other than construction noise) will be allowed within the community during construction.
- Debris and Rubbish. In order to maintain a neat and orderly appearance at all times, the following rubbish and debris rules must be strictly followed:

- i. Domestic Refuse. At least (1) lidded trash container must be located at all times inside each residence that is under construction. All domestic refuse, such as food scraps and packaging, cups, plates, napkins and similar items, which at any time exist in the residence or on the Lot, must be placed in the trash container. The trash container shall be emptied regularly and its contents properly disposed of off the Lot.
- ii. Interior Construction Debris. All parties are required to frequently clean up and remove rubbish and construction debris located within the walls of a residence under construction.
- iii. Exterior Construction Debris. The following rules shall apply with respect to all construction debris located on a Lot outside the walls of a residence that is under construction.
 - A “roll off” dumpster is required for all Lots under construction.
 - At the end of each day on which work occurs on the Lot, all lightweight, blowable construction debris, such as roofing paper, insulation bags, foam sheathing, polyethylene, etc. must be placed in the dumpster.
 - At the end of the day on each Friday, all non-blowable construction debris, such as wood scraps, shingles, brick bands, drywall, bricks and masonry blocks, must be placed in the dumpster.
 - Within the last three (3) days of every month, all debris must be taken off the Lot and disposed of properly, leaving the pens and the Lot free of all debris.
- The HOA shall have the right, without notice, to clean up any significant dirt, gravel, cement, etc., left on any street if not immediately removed by the responsible Owner, and charge the cost of such clean up to the responsible Owner and receive reimbursement for this expense.
- Silt Fences and/or other devices for sedimentation control shall be installed where necessary.
- Material Storage. No construction materials, equipment, or debris of any kind may be stored on any street, curb, sidewalk or area between streets, on any adjacent Lots, or otherwise outside the Lot on which the construction activity with which they are associated is taking place, except such locations, if any, as may be approved by the HOA.
- No construction office trailers may be placed, erected, or allowed to remain on any Lot or in any other area except as approved in writing by the ARB or authorized representatives of the HOA.
- Practices. The following practices are prohibited in the community:
 - i. Changing the oil of any vehicle or equipment;
 - ii. Allowing concrete suppliers and contractors to clean their equipment other than at locations, if any designated for that purpose.

- iii. Carrying and/or discharging any type of firearms, except law enforcement officials and security personnel authorized in writing by the HOA.
 - iv. Careless disposition of cigarettes and other flammable material.
 - v. Operators of vehicles are required to use due care to ensure that they do not spill any damaging materials while in the Community. If spillage occurs, it is the responsibility of the operator of the vehicle to properly clean up the spill. Any spills must be immediately reported to the HOA, either orally or in writing.
- Common Areas. Except with prior written permission of the HOA, builder and contractor personnel are not allowed in the Common Areas, and no construction access will be allowed across the Common Areas.
 - Accidents. The HOA shall be notified immediately of any accidents, injuries or other emergency occurrences.
 - Portable Chemical Toilets. An enclosed and regularly serviced portable chemical toilet must be provided at each residence under construction and must be located in as inconspicuous a location as possible, being a minimum of 10'0" from all storm structures.
 - Property Damage. Any damage to streets and curbs, drainage inlets, street lights, street makers, mailboxes, walls, fences, etc. will be repaired by the HOA and the cost of such repairs will be billed to the responsible Owner. If any telephone, cable TC, electrical, water or other utility lines are cut, it is the responsible party's obligation to report such an accident within thirty (30) minutes to the HOA's personnel; and any cost incurred in connections with repairing such damage shall be borne by the responsible party.
- C. Failure to Abide. Failure of a builder, contractor or other construction personnel to abide by any of the Construction Rules may result in the loss of such builder's or contractor's privilege to enter the community on a temporary or permanent basis.

VIII. Site Inspections

A. Final Inspection

Upon completion of construction, request a Final visit to review all improvements for confirming compliance with all previous approvals at least 10 days prior to closing. ARB will conduct a final visit to review the completed improvements. The builder will be given a memo describing any corrective or additional work required in order to comply with the intent of the previous approvals and the Design Review Guidelines. The ARB will conduct a follow up visit to confirm compliance with any corrective or additional work required by the final visit.

IX. Applications

Application for Design Review

Lot: _____

Date: _____

Owner: _____

Address: _____

Phone/Fax: _____

Architect/Designer: _____

Firm: _____

Address: _____

Phone/Fax: _____

Builder: _____

Company: _____

Address: _____

Phone/Fax: _____

Landscape Architect: _____

Company: _____

Address: _____

Phone/Fax: _____

The following information must be provided in order to have plans reviewed. See the Design Guidelines for specific requirements.

Heated Square Footage _____ Sq. Feet

Covered Porches Square Footage _____ Sq. Feet

Building Height _____ ft. _____ in. Above finished floor

Finished First Floor @ Front Door _____ ft. _____ in. Above Grade

Ceiling Heights:

First Floor to Ceiling _____ ft. _____ in.

Second Floor to Ceiling _____ ft. _____ in.

Third Floor or Tower to Ceiling _____ ft. _____ in.

List any and all Exterior Materials:

Porch Depth: _____ ft. _____ in. If Front Stoop ☐

Columns: Round ☐ Height _____ ft. _____ in. _____

Square ☐ Diameter _____ in.

Application for Exterior Color Selection is an Excel document in the same folder titled
“Application for Exterior Color Selection”

Please print separately and insert in place of this page.

Variance Request Form

Variance Requested / Comments:

I hereby certify that the information provided herein is true and correct and conforms to the Design Guidelines to the best of my knowledge.

Date: _____

Architect / Designer: _____

Title

Company

X. Fee Structure

A.	Architectural Review	\$2,400.00
	1. Preliminary Plan Review	
	2. One (1) Resubmittal (if applicable)	
	3. Final Plan Review	
	4. Final Site Inspection	
B.	Site Plan and Landscape Plan Review	\$ 600.00
C.	Each Additional Plan Resubmittal	\$ 250.00