



DESIGN REVIEW MANUAL

2021



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I. Introduction to the Architectural Design Review Manual

A. Purpose of Guidelines: The Architectural Design Review Guidelines provide an overall framework and comprehensive set of standards and procedures for the development of the community in an orderly and cohesive manner. These standards have been developed to assist in the planning, constructing, landscaping, and modifying of Lots within the Villages of Southport. The standards set forth criteria for design, style, materials, colors and location of site improvements, landscaping, signage, and lighting. In addition, the Architectural Design Review Guidelines establish a process for review of proposed construction and modifications to lots to ensure that all sites within the Villages of Southport are developed and maintained with the consistency and quality that attracted you to this development.

B. Governmental Permits: To the extent that the City of Orlando ordinances or any local government ordinance, building code, or regulation requires a more restrictive standard than the standards set forth in these Architectural Design Review Guidelines or the Declaration, the local government standards shall prevail. To the extent that any local government standard is less restrictive, the Declaration and the Architectural Design Review Guidelines (in that order) shall prevail.

C. Preparer: These initial Architectural Design Review Guidelines have been prepared and adopted pursuant to the Declaration. The Architectural Design Review Guidelines may be changed and amended to serve the needs of an evolving community pursuant to the procedures set forth in the Declaration.

D. Applicability of Architectural Design Review: These Architectural Design Review Guidelines shall be applicable to all property, which is subject to the Declaration as supplemented in accordance with the Declaration. The provisions shall apply to residential lots, provided that certain additional provisions set forth in the Declaration shall be applicable notwithstanding any other provision herein to the contrary. Unless otherwise specifically stated in these Architectural Design Review Guidelines, all plans and materials for new construction or exterior modifications of improvements to a lot must be approved by the Architectural Review Board (ARB) before any construction activity begins. Unless otherwise or specifically stated in these Architectural Design Review Guidelines, no structure may be erected upon any lot, and no improvements (including staking, clearing, excavation, grading and other site work, exterior alteration of existing improvements, and planting or removal of landscaping materials) should take place without receiving the prior written approval from the ARB. Where these Architectural Design Review Guidelines specifically allow an owner to proceed without advance approval, such allowance shall only be effective so long as the owner complies with the requirements of the stated guideline. Owners are responsible for ensuring compliance with all standards and procedures within these Architectural Design Review Guidelines. Owners are also governed by the requirements and restrictions set forth in the Declaration, any applicable Supplemental Declaration, and any other applicable architectural and landscape guidelines. Owners should review and become familiar with the Use Restrictions applicable to the Villages of Southport enacted in the Declaration.

E. Review Structure: Architectural control and design review for the Villages of Southport is handled by the Architectural Design Review Board (ARB). The term “Reviewer” as used in these Architectural Design Review Guidelines, refers to the actual reviewing committee.

1. The ARB is the conclusive interpreter of these Architectural Design Review Guidelines, will monitor the effectiveness of these guidelines, and may, but is not obligated to promulgate additional design standards and review procedures as it deems appropriate.

2. The ARB is hereby-delegated jurisdiction over modifications to and landscaping on all lots, and such additional responsibilities delegated to it by the Board. Members of the ARB are appointed by the Board.

F. Review Fees: If an applicant submits an application prior to the commencement of the work described in the application, the reviewer will not charge a fee for review of such application. If an application is filed after the commencement of the work described in the application, the applicant will be subject to a late filing fee of \$100.00, payable to the Villages of Southport Homeowners Association, Inc. The payment of a late fee will not be deemed approval to proceed or continue with proposed improvement.

II. Architectural Design Review Procedures

A. Review of New Construction: Plans for initial new construction upon any lot must be reviewed and approved by the ARB, requiring the submission of an application. Each applicant should submit a conceptual or preliminary site layout and floor plan.

Also, exterior finishes and color schemes, information concerning irrigation systems, drainage, lighting, landscaping, and other features should be provided. Requirements for plans are further explained in Section II. C. below. Applicants may request an initial meeting with a representative of the Reviewer to address any questions about the Villages of Southport and the Architectural Design Review Guidelines.

B. Review of Modifications: The review of modifications should require the submission of an application for the ARB. Depending on the scope of the modification, the ARB may require the submission of all or some of the plans and specifications listed below in Section II. C. In the alternative, the ARB may require a less detailed description of the proposed modification. The review and approval of modifications should take place within the same time periods as required for new construction.

C. Plans to be Reviewed: A Reviewer may require two copies of any of the following plans (drawn to scale, such as 1” =20”) for new construction of a modification, in addition to the submission of an application:

1. Site Plan. Showing a clear and grading scheme with proposed and existing land contours; grades and flow of the site drainage system; location of existing trees, including identification of every tree with a diameter of four inches or more measured

the at a height of three feet above grade and location and size of trees proposed for removal; location or “footprint” of the proposed improvement, including setback lines, fences, retaining walls, driveways, curb cuts, walkways, fences, pools, patios, landscaping, buildings, and other improvements. Minimum scale of 1” =20”.

2. Trees. An ARB is not required for the removal of a tree. It is the homeowner’s responsibility to contact the City of Orlando to request the necessary Permits for the removal and/or replacement of the tree and any other additional information.

3. Floor Plan. Showing decks, patios, stoops, retaining walls related to the dwelling, trash enclosures, HVAC equipment and utilities, and the screening for same, interior spacing of rooms, and connections to driveways and walkways.

4. Elevations. Front, rear, and side exterior elevations showing building materials and finishes and indicating the maximum height of the dwelling.

5. Roof Plan. Showing slopes, pitches, roofing materials, colors, and gables, unless reflected in the other plans.

6. Exterior Finishes. Showing the exterior color scheme and texture (including samples and color chips), lighting scheme and other details affecting the exterior appearance of the proposed improvements.

7. Landscaping Plan. Showing location size, species, quantity, and quality of all plant material, paving materials, light poles, protection of existing vegetation, use of plants, and other landscaping details. Xeriscape is permitted.

8. Other. Such other information, data, and drawings as may be reasonably requested, including without limitation, irrigation systems, drainage, lighting, landscaping, screening, fences, and other features.

D. Review Criteria, Recommendations, & Variances: While the Architectural Design Review Guidelines are intended to provide a framework for construction and modifications, the Guidelines are not all-inclusive. In its review process, the ARB may consider the quality of workmanship and design, harmony of external design with existing structures, neighborhood, and location in relation to surrounding structures, topography, and finished grade elevation, among other things. The ARB will not grant approval for proposed construction that is inconsistent with the Architectural Design Review Guidelines.

The ARB will have the authority from time to time to adopt and revise lists of recommended landscape materials and hardscape materials such as the ones explained in Section IV. The authorized entity which establishes the purpose of the lists, is merely to provide guidance and that the installation of recommended materials does not relieve the applicant from any obligations set forth in these Architectural Design Review Guidelines to acquire approval prior to installation.

Variances may be granted in some circumstances (including, but not limited to, topography, natural obstructions, hardship, or environmental considerations) when deviations may be required. The ARB has the power to grant a variance from strict

compliance in such circumstances, so long as the variance does not result in a material violation of the declaration of these guidelines. No variance will be effective unless in writing and signed by the ARB chairperson with the support of the ARB members.

E. **Review Period:** A written response will be made to each application and plan submittal within **(30)** thirty calendar days of submission of all materials required by the ARB. If two sets are provided, one set of plans will be returned to the applicant, accompanied by the ARB's decision. The other set of plans will be retained for the ARB's records. The ARB's decision will be rendered in one of the following forms:

1. "Approved" – The entire application is approved as submitted.
2. "Approved" with Conditions" – The application is approved with conditions established by the ARB, not as submitted. The ARB suggestions for curing objectionable features or segments are noted. The applicant may be required to resubmit the application and receive approval prior to commencing the construction or alteration.
3. "Disapproved" – The entire application as submitted is rejected in total. The ARB may provide suggestions for curing objectionable features or segments but is not required to do so. Following a notice of disapproval, the applicant may request, upon (10) ten days, written notice submitted to the ARB, a meeting with the ARB members to review the disapproved application and to discuss potential changes to said application that the ARB members would recommend gaining approval.

F. **Appeal:** Any applicant will have the right to appeal a decision of the ARB by resubmitting the information, documents, and fees set forth above within (15) fifteen days of receiving a response; however, such appeal will be considered only if the applicant has modified the proposed construction or modification or has new information which would warrant a reconsideration. If the applicant fails to appeal a decision of the ARB, the ARB's decision is final. In the case of a disapproval and resubmittal, the ARB will have (15) fifteen days from the date of each resubmittal to approve or disapprove any resubmittal. The Board of Directors will be notified of failed appeals. The filing of an appeal does not extend any maximum time for the completion of any new construction or modification.

G. **City of Orlando Approval:** The review and approval of plans and specifications will **NOT** be a substitute for compliance with the permitting and approval requirements of the City of Orlando or other governmental authorities. It is the responsibility of the applicant to obtain all necessary permits and approvals required by the City of Orlando.

H. **Implementation of Approved Plans:** All work must conform to approved plans. If it is determined by the ARB that work completed or in progress on any lot is not in compliance with these Architectural Design Review Guidelines or any approval issued by the ARB, the ARB will, directly or through the Board, notify the Owner, in writing of such noncompliance specifying in reasonable detail the particulars of noncompliance and will require the Owner to remedy the same. If the Owner fails to remedy such noncompliance or fails to commence and continue diligently toward achieving compliance within the time stated in the notice, then such noncompliance shall be deemed to be in violation of the declaration and these Architectural Design Review Guidelines.

1. Time to Commence. If construction does not commence on a modification for which plans have been approved within ninety (90) days of such approval, such approval will be deemed withdrawn, and it will be necessary for the applicant to resubmit the plans to the ARB for reconsideration.

2. Time to Complete. Once construction is commenced, it should be diligently pursued to completion. Completion of all modifications should take place within (90) days after commencement unless otherwise stated on the approved plans. The applicant may request an extension of such maximum time not less than fourteen (14) days prior to the expiration of the maximum time, which the ARB may approve or disapprove, in its sole discretion. If construction is not completed on a project within the period set forth above, or within any extension approved by the ARB, the approval will be deemed withdrawn, and the incomplete construction will be deemed to be in violation of the declaration and these Architectural Design Review Guidelines.

I. Changes After Approval: All proposed changes to plans, including changes that affect the exterior of any building, colors, windows, grading, paving, utilities, landscaping, or signage, made after the approval of plans must be submitted to and approved in writing by the ARB prior to implementation. Close cooperation and coordination between the applicant and the ARB will ensure that changes are approved in a timely manner.

If the City of Orlando or any other authority having jurisdiction requires that changes be made to final construction plans previously approved by the ARB, the applicant must notify the ARB of such changes and receive approval from the ARB prior to implementing such changes.

J. Enforcement: In the event of any violation of these Architectural Design Review Guidelines, the Board may take any action set forth in the Bylaws of the Villages of Southport Homeowners' Association, Inc., or the Declaration, including the levy of an individual assessment pursuant to the Declaration. The Board may remove or remedy the violation and/or seek injunctive relief requiring the removal or the remedying of the violation. In addition, the Board will be entitled to recover all costs incurred in enforcing compliance and/or impose a fine against the lot upon which such violation exists. Enforcement will be levied equally to all violators.

III. Architectural and Improvement Design Standards

The following specific criteria will apply to all proposed or existing residential lots within The Villages of Southport unless ARB grants a variance.

A. Additions and Expansions: ARB approval is required for any addition to or expansion of a residence. Materials, color, and style must match the existing residence.

1. Any addition or expansion of a residence must be of the same color, material, architectural style as the main residence or of color, material, and style that is generally recognized as complementary to the main residence. Roofing materials may be required, and color of shingles must match those of the main residence. Roofs may be peaked provided shingles are used. Second story additions will not be permitted. The roof

on any addition or expansion must tie into the existing roof in a complementary manner. Aluminum roofs for air conditioned “Florida Rooms” should be slightly sloped and insulated and are not required to tie-into the existing roof. Signed and sealed architectural drawings must be provided for all additions and expansions. The exception will be the screening in of any existing unscreened rear patio or adding plastic or glass sliding panels to an existing screened in rear patio. Manufacturer’s specification sheets may be required for these improvements. All metal framing for such improvements shall be white or brown. The size, shape, design, and number of sliding panels shall be shown on the plans. The location and design of one exterior door shall be shown on the plans.

2. Additions or expansions may not extend beyond the side of the house. The “party wall” privacy wall is the property line on adjoining residences. The (5) ft. structural setback established by the City of Orlando, or otherwise appearing on the lot survey will be enforced. The (5) ft. setback applies to the footprint of any addition or expansion. However, some leeway is permitted by the ARB and the city for the installation of aluminum overhangs. We will allow the roof to extend to the edge of the garage roof for an even uniform appearance; this will bring the aluminum roof to within (3) ft. of the privacy wall. This will still allow for drainage and privacy in this area and still meet City Code.

3. Additions or expansions must be attached and must not unreasonably obstruct any adjacent neighbor’s views of any amenities or open areas.

4. Detached structures such as sheds, gazebos and canopies are permitted within the guidelines.

5. All improvements, additions, and expansions of any type to any existing structure must meet the requirements of the current State of Florida building code.

6. All improvements, additions, and expansions of any type to any existing structure should be performed by a licensed contractor. Improvements deemed to be minor at the sole discretion of the ARB may be performed by the homeowner.

B. Air Conditioning Equipment: Window mounted units are not permitted.

C. Architectural Standards: The exteriors of all buildings must be designed to be compatible with the natural site features of the lot and to be in harmony with their surroundings. The landforms, the natural contours, local climate, vegetation, and the views should dictate the building location, the building form, and the architectural style. The ARB may disapprove plans if in its judgement the massing, architectural style, roofline, exterior materials, color, or other features roofline; exterior materials, color or other features of the building do not meet these standards.

1. Acceptable Wall Treatments: The following are acceptable exterior wall treatments for vertical surfaces and require ARB approval:

- Painted Concrete Block
- Knockdown Painted Stucco Finish- Must adhere to HOA Painting Standards (Paint, Primer, Caulking)
- White Horizontal Vinyl Siding

- Anodized or painted finish is required on all metal surfaces. Including windows, flashings, drips, and caps in compatible colors to surrounding surfaces.
- Stone Veneer Siding

2. Exterior colors: Color selections for all homes have been predetermined and no changes will be allowed. At an undetermined date in the future, all homes will be repainted by the HOA. Changes in color schemes shall only be considered at that time. Front door and shutters, if applicable, must be the same color. All trims and garage door must be white. **ALL COLORS MUST BE APPROVED BY THE HOA. HOMEOWNERS ARE REQUIRED TO MAINTAIN EXTERIOR OF THE HOME CLEAN AND ARE RESPONSIBLE FOR REMOVING ALL MOLD, MILDEW, AND STAINS.**

D. Awnings and Overhangs: The installation of awnings or overhangs require ARB approval.

1. Permanent overhangs and awnings must be constructed of aluminum or cloth material, must be retractable, and located/installed in the rear of the property.

E. Birdbaths, Birdhouses, and Birdfeeders: ARB approval is not required for the rear yard installation of any birdbath that is three feet tall (3 ft.) or less, including any pedestal.

F. Clotheslines: Outside clotheslines will be permitted when used on a portion of an owner's property that is screened from view from the street and adjacent properties to the extent possible. Outside clotheslines must be an "umbrella" type anchored in concrete and located as near to the residence and party wall (if applicable) as possible. Privacy fence is required.

G. Compost: ARB approval is required for the installation of compost containers. Compost containers must not be immediately visible to adjacent properties, and owner must control odors, insects, and other pests.

H. Decks: ARB approval is required before installing decks. Decks must be constructed of wood (painted or stained), recycled plastic, or composite decking materials. If painted, it must be a color like or generally acceptable as complementary to the residence in accordance with Section III. Stain colors must be of natural earth tones. Plastic decking materials should resemble natural wood. Decks must be installed as an integral part of the residence or patio area (not elevated and/or free-standing in the yard). Any such decks must be located so as not to obstruct or diminish the view of or create an unreasonable level of noise for adjacent property owners. Construction must not occur over easements and must comply with the applicable City of Orlando requirements.

I. Dog Houses and Kennels: Doghouses are permitted without review if the doghouse is not visible from the street or adjacent property. If the doghouse is visible, ARB approval of the design will be required and screening, fencing, or landscaping may be required. Must install a "Beware of Dog Sign". (CCRS 15.17, page 52). Animal kennels are prohibited. No animal structure (i.e., doghouse) shall provide shelter for more than three (3) dogs over six (6) months of age.

J. Driveways: Driveways must be maintained and stain free. Pressure washing is recommended. ARB approval is required to paint driveways and an approved color board is available at the HOA Office.

1. Owner must request ARB approval prior to paving with any paving material, including concrete, asphalt, brick, flagstone, steppingstones, rocks, and prelist patterned or exposed aggregate concrete pavers, and for any purpose, including walkways, porches, and driveways. Pavers on the side of the driveways **ARE NOT** for the purpose to park or double park. Ceramic tile is too fragile and **Not** allowed for driveway use; if installed, it must be removed at owner's expense. Ceramic tile will be restricted to walkways and porches. Stamp, color concrete, and driveway pavers require ARB approval.

2. Concrete driveway extension or expansion is not permitted.

K. Exterior Lighting: No lighting fixture that may be or become an annoyance or a nuisance to the residents of adjacent property should be installed. Outside lighting should not interfere with landscaper duties to mow front and side lawns. Solar spotlights are permitted.

L. Fences: A fence around a homeowner's property should follow section 14.18 (CC&R's) for the Villages of Southport and the generally accepted standards of fencing as recognized by the Villages of Southport Homeowners Association (HOA) and the Architectural Review Board (ARB). The following guidelines shall apply:

1. All requests to install a fence must be submitted with an ARB application (available in the HOA Office or online). Application must include a plot diagram or property survey, photo of the new fence and/or gate being installed on the property, location of any existing fence, location of the proposed fence and gate. Any variation of these guidelines will require review and approval from the ARB for each request. Any fence that deviates from ARB approved plans will be removed at the homeowner's expense.

2. There should be a walk thru gate in the fence at the side of the house to provide access to the enclosed area from the street side of the property. All properties have easements for utilities and cable access. Fences may be moved from any easement at the homeowner's expense if the service company requires access.

3. The fence must follow the individual property line, leaving no significant portion of the homeowner's property outside the fence, and thus out of the perceived area of the homeowner's lawn maintenance responsibilities.

4. All fences must be six (6) feet above the ground.

5. Existing chain link fence should **Not** be removed for the purpose of constructing a new fence or any other reason (City Property). A new fence can be installed against an existing chain link fence.

6. All posts, columns, stringers and facing boards must be made of treated wood, composite wood, or vinyl. Vinyl fencing material must be white or beige (light tan or sand color). Wood fencing must be constructed using rust resistant nails. The smoother surface of the fence must face outward, away from the homeowner's property. Stapled fencing, chain link or metal fencing is **Not** permitted.

7. Wood fencing materials should be stained or sealed to prevent deterioration and discoloration from mold and mildew. Fences may only be painted or stained natural wood color or white.

8. A substandard fence is defined as one with broken vertical pickets or dislodged, complete sections leaning or falling over, or any fence with visible mold or mildew. The homeowner must adequately maintain all fences, and not allow them to deteriorate. Any substandard or poorly maintained fence must be repaired or removed at the homeowner's expense. Fence requiring maintenance or repairs shall be brought up to a uniform appearance by pressure washing and resealing, within 30 days.

9. Fence enclosure for garbage containers is permitted only on the side of the home. Must be of vinyl, treated wood, or composite wood material and colors permitted are white or beige (light tan or sand color). Height should cover trash container.

M. Flags, Banners, Flagpoles: Yard-mounted flagpoles must not be erected. No more than two (2) flags, on separate poles, may be attached to a house and no flags are allowed on the side of a house. Owners may attach flags of reasonable size, not exceeding 3' x 5', with mountings not to exceed eight (8) feet, attached to the house. Flags must be in good condition and shall not be torn or faded.

N. Latticework and Trellises: Latticework or a garden trellis, which is part of the landscaping and compatible with the exterior of a structure, require ARB approval. Homeowners will be responsible for removing lattice work when HOA painting is in process.

O. Patios: All plans and designs for concrete patios and enclosures must be submitted to the ARB for review and approval prior to construction.

P. Playhouses: All playhouses and play equipment must be in the rear yard. Maximum height of playhouse may be six (6) ft. Tree houses are prohibited.

Q. Pools: ARB approval is required for the construction or installation of swimming pools. The pool and all mechanical equipment necessary for the operation of a pool must be in the rear yard and must be fenced in, in accordance with these architectural guidelines and all applicable City of Orlando regulations.

1. Pools may utilize a screened enclosure, which should have an aluminum frame no taller than the residence. The pool, pool deck, screened enclosure; mechanical equipment and fence should be shown on a plan of the property. Construction access to the rear yard must be obtained by using the property of the owner installing the pool. If access is needed across another lot or common area, the applicant must obtain the written permission of the owner of the other lot and submit same with the pool application or the written permission of the Board of Directors for access across a common area. Applicants will be required to assure that any plan regarding their lot, either major or minor relating to the pool installation will not adversely affect the flow of runoff water.

2. Above ground swimming pools are allowed and must be fenced in. Materials, design, and construction must meet standards generally accepted by the industry and must comply with applicable Government Regulations.

R. Recreational Equipment: Recreational equipment, including fixed basketball poles, must not be installed in the front and side yards of lots, or attached to houses or garages. Recreational equipment is allowed in rear yards and shall not exceed ten (10) ft in height, except basketball backboards and certain commercially available play structures. Basketball hoops are allowed on a temporary basis on the driveways and must be removed after use; NOT left overnight.

S. Roof Accessories and Gutters: ARB approval is required for all rooftop equipment and accessories. Exposed flashing and soffits must be white or match the existing fascia and siding of the structure.

Gutters do not need ARB approval. Gutters must be white on the top trim of the home. Gutter downspouts should be painted to match the fascia and siding of the structure and body color of the home.

T. Sheds, Gazebos, Canopies, Fire Pits: Sheds of a permanent or semi-permanent nature must conform to the current covenant ARB specifications and require ARB Approval. The footprint of the shed must not exceed 8'(L) x 15'(W) x 8'(H). The height of the shed must not exceed **eight (8) ft**. The shed must be comprised of non-rusting material. The shed must be in the rear yard and the lot must be enclosed by a fence. Only one (1) shed is permitted per lot. See example Shed photo attached. Gazebos, Canopies, and Fire Pits do not require ARB approval and must be in the rear yard of the home.

U. Siding: Owners must request ARB approval before installing or replacing siding, due to the differences in texture.

V. Signs: All signs are subject to review and require ARB approval, which may establish specific criteria throughout the community. Permanent business, trade, or commercial signs are prohibited.

One security sign is permitted in the front yard located either adjacent to the driveway or near the front entrance of the main dwelling. Security company signs are also permitted on the inside of the window. Identification signs (numbers) for lots are required. Numbers should be at least 3" high, visible and legible from the street of which the front of the home faces.

One temporary sign per lot that advertises property for sale or lease, not to exceed five (5) ft. in height and two (2) square feet in area, may be installed on a lot without the ARB approval. Signs must not be located between the sidewalk and the curb and must not be placed on any Common Area. One, "Beware of Dog", 8" x 10" sign is permitted on a fence or gate.

W. Solar Equipment: ARB approval is required to install solar equipment. Any solar panels and related equipment should be designed and constructed to appear as an integrated part of the building architecture. This generally means that the panels must be mounted on the roof of the home.

X. Statues: ARB approval is required for all statues in the front or side yards. ARB approval is not required for the rear-yard installation.

Y. Water Softeners: Water softeners may be installed without ARB approval and must be located on the side or rear of the home.

Z. Windows, Doors and Garage Doors: All require ARB approval. Windows should be clear glass or tinted glass of bronze, grey, or smoke colors. Window film must be non-reflective. If an owner would like to paint or purchase a new door for the front of the home, they are required to choose from the approved color board available in the HOA Office. Garage doors must be of white color and of steel or aluminum material. Windows on garage doors must be located on the top panel or either side of the garage door only.

AA. Seasonal Decorations: Christmas lights and decorations may be installed commencing November 1st and must be removed by January 25 (one month after Christmas). All other seasonal decorations/lights (example: Valentines, 4th of July, Halloween, Thanksgiving, etc.) may be installed 30 days before and are to be removed within two (2) weeks of the respective holiday. Solar spotlights and security lights are permitted.

BB. Hurricane Shutters: Must have ARB approval prior to installment. These must only be set up when there is a hurricane warning advisory, otherwise must be removed.

CC. Storage PODS and Dumpsters: Do not require ARB approval but require HOA Management approval. They are allowed for a maximum of 30 days and must be located on the driveway. Owners are responsible to contact the City of Orlando for permits.

IMPORTANT NOTICE:

IT IS THE OWNER'S RESPONSIBILITY TO CONTACT THE CITY OF ORLANDO FOR PERMITS THAT MAY BE REQUIRED FOR HOME PROJECTS. ALL PERMITS REQUIRE A HOMEOWNERS ASSOCIATION ARCHITECTURAL REVIEW BOARD APPROVAL LETTER.

IV. Lawns

1. Lawns/turf in the front and side yards must be maintained by the homeowner. It is the responsibility of each homeowner to water, apply fertilizer and weed/pest control to properly maintain their lawn in a healthy condition. Resodding and/or Xeriscape is recommended. See attached Xeriscape example photos. ARB approval is required.

2. Front and side yards (where accessible) must be mowed and edged by the landscape maintenance company contracted by the Homeowners Association. Individual owners may at their own discretion choose to maintain their own front and side yards. Owner maintained yards should be mowed at the same schedule as the rest of the community to ensure the aesthetic quality of the neighborhood and identified with either a Red Flag or Blue Flag to advise the landscaping company the job requested on their lawn. Flags may be requested at the HOA Office.

3. Failure to abide by the design standards set within and obtaining written approval from the Architectural Review Board for landscape improvements can result in the individual homeowner becoming responsible for maintaining their own front and side yards.

4. Backyards and inaccessible side yards (areas enclosed by a fence) must be owner maintained and must not exceed a height of greater than eight (4) inches between mowing.

V. Planting Beds

1. All painting/flower beds must be maintained in a viable and weed free condition. All planting beds must be edged and mulched to reduce weed growth.

2. Ornamental shrubs, groundcovers, flowers, or trees, as acknowledged by the American Horticultural Society, may be planted in planting beds. Vegetable plants, herbal plants and agricultural plants may not be planted in the front or side yards.

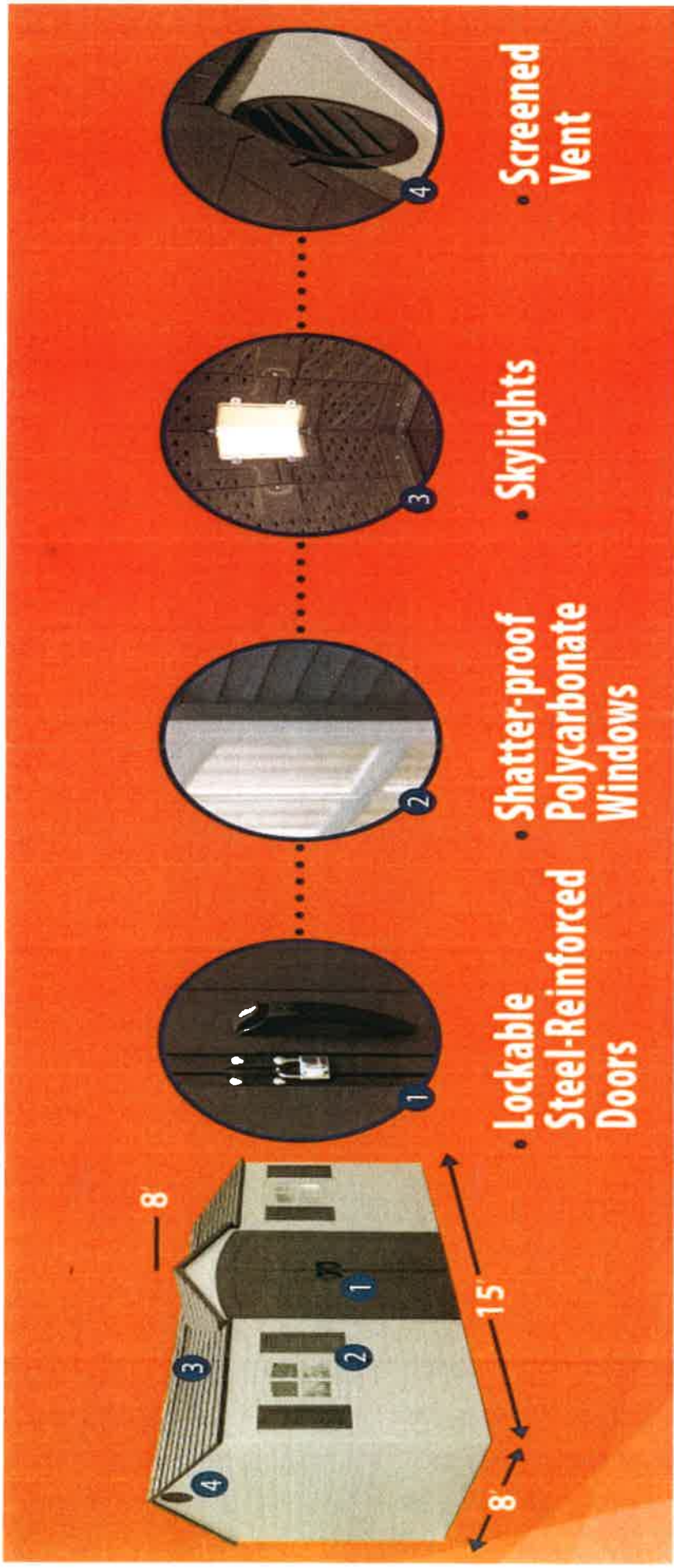
3. Shrubs and palm trees must be maintained in a trimmed and aesthetically pleasing condition. Dead shrubs and/or palm trees are not permitted and must be removed and replaced.

4. Shrubs and groundcovers must not be planted closer than two (2) feet to the exterior of any home, to ensure accessibility for maintenance and painting by the Homeowners Association. Any shrubs or groundcovers planted closer than two (2) feet to any exterior wall are likely to become damaged and should be removed during routine HOA maintenance. This is not HOA responsibility.

5. Raised garden beds must be of red brick, red plastic brick or composite wood, or of concrete material. ARB approval is required.

XERISCAPE





Example Photo

Length 8' Width 15' Height 8'

Shed must be of non-rusting material and must be in the back yard, enclosed by a privacy fence. One shed per lot is permitted.