

Certificate prepared by and After Recordation
Return to:
Grigsby Law, P.A.
9240 Bonita Beach Road, Suite 1117
Bonita Springs, FL 34135
239/948-9740

CERTIFICATE OF RECORDING
[Design Review Guidelines for Heritage Greens Community Association, Inc.]

THE UNDERSIGNED, being the Vice President of Heritage Greens Community Association, Inc., a Florida corporation not-for-profit, ("Association") hereby certifies as follows: On August 29, 2019, a meeting of the Association Board of Directors was held where a quorum was present after due notice, where at least a majority of the whole Board of Directors adopted the Design Review Guidelines for Heritage Greens Community Association, Inc., as attached hereto.

WITNESSES:

Chanille L. Grigsby
Signature
Chanille L. Grigsby
Print Name

Rene R. Anway
Signature
Rene R. Anway
Print Name

HERITAGE GREENS COMMUNITY
ASSOCIATION, INC., a Florida not-for-profit
corporation

By: *Jan Neubauer*

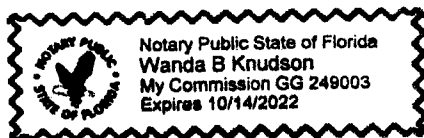
Title: Vice President

Date: 9-4-19

STATE OF FLORIDA
COUNTY OF LEE

The foregoing instrument was acknowledged before me this 4th day of September, 2019 by Jan Neubauer, Vice President of HERITAGE GREENS COMMUNITY ASSOCIATION INC., on behalf of the corporation. She is () personally known to me or () has produced _____ as identification.

Wanda B. Knudson
Signature of Notary Public



HERITAGE GREENS COMMUNITY ASSOCIATION, INC.
c/o Guardian Property Management
Attn: Rob Ritchie, LCAM
6704 Lone Oak Boulevard
Naples, Florida 34109

DESIGN REVIEW GUIDELINES

The following Design Review Guidelines (aka DRGs) supplements Section 6 (pages 17 to 18) of the Declaration of Covenants Conditions and Restrictions for Heritage Greens and Section 6 (page 13) of the Bylaws of Heritage Greens Community Association, Inc.

Introduction

The Declaration of Covenants, Conditions, and Restrictions for Heritage Greens (the “Declaration”) and the Bylaws of Heritage Greens Community Association, Inc. (the “Bylaws”) run with the land and are binding upon all homeowners, their renters, and/or their tenants; and should be fully understood. In addition, please retain these Heritage Greens Design Review Guidelines/Standards (the “DRGs” as part of your permanent papers) since these Design Review Guidelines, upon recording, will be made a part of the governing documents.

The fact that each homeowner is subject to the governing documents should assure all homeowners that the standards of design, colors, and quality will continue to be maintained, enhancing the community's overall environment and protecting property values.

The rules, responsibilities and procedures outlined in these guidelines/standards have been established by the Architectural Review Board (aka the “ARB”) and the Board of Directors (“BOD”) in compliance with the covenants.

The intent of these guidelines/standards is to:

- Insure quiet enjoyment for the residents
- Minimize problems and expenses for the HOA
- Provide for the architectural integrity of the neighborhood
- Protect and enhance property values
- Create a congruous and homogeneous appearance to the community and establish certain guidelines for homeowners to follow.

The cooperation of each homeowner will be beneficial to all.

OVERVIEW

Ideally, the ARB approval process was set up to shorten the cycle to a 21-day system (coming down from at least a 30-day process). The 21-day cycle covers all steps described herein. Expediting the process takes place by certain actions:

- Community Association property management firm first handles all AR applications to ensure its completeness and check against Community Association standards. If approved and recorded Neighborhood Association standards do not exist, the Community Association standards prevail.
- Two expedited levels of approval required for all AR applications submitted by homeowners:
 - Neighborhood ARB or Board receives AR application from Community Association property management firm with all attachments for approval, denial, approval with conditions.

- Neighborhood Association forwards the fully complete and approved AR applications to Community Association ARB for final disposition.
- Neighborhood Association Board initiated projects (since already sponsored and approved by that Board) are forwarded to the Community Association property manager for completeness and recording purposes, and the ARB is then forwarded directly to the Community Association ARB Secretary for approval at next scheduled meeting.
- As a secondary authority to Neighborhood Associations for enforcement of their updated standards, the Community Association Board holds each Neighborhood Association accountable for infractions within their own Neighborhood Association.
- When deemed necessary, any Director of the Community Association Board may sit in on a noticed and scheduled Community Association ARB meeting to observe and/or participate at the meeting.

Formation of the Community Association ARB

Eligibility, Term, Termination or Replacement

The Community Association ARB shall comprise no less than 3, or more, representatives ideally composed of a cross section of Neighborhood Associations, wherever possible, to rule on Architectural applications. No member of the Community Association ARB may be a Director or Officer of the Community Association Board. Members are eligible for the Community Association ARB if in good standing within the Community. Appointments to Community Association ARB will be annually reviewed in December by the Community Association Board. There is no limit on the number of terms a person may be appointed to serve on the Community Association ARB, if annually approved by the Community Association Board.

The Community Association ARB members, as a component of the Board, serve at the pleasure of the Community Association Board. Once appointed, however, members of the ARB may be removed only by a vote of a majority of the voting interests.

After initial formation of the Community Association ARB, attrition may allow for replacement arising from illness, death, resignation, or any other circumstances for which the member may no longer serve as a member of the Community Association ARB. Resignation from any member of the ARB is informed to the Community Association Board in writing and immediately in effect by date of the written notice or effective date requested by that ARB member and is not revocable once tendered. A mid-term vacancy on the ARB, for any reason, requires the Community Association Board to promptly appoint a successor to fill the unexpired term by majority vote of the Community Association Board.

A Chairperson from Community Association ARB shall be appointed by the Community Association Board of Directors annually in December by majority vote of Community Association Board. Mid-term Chairperson vacancy for any reason requires the Community Association Board to promptly appoint a Chairperson successor by majority vote of the Community Association Board. This same Chairperson may also preside over all matters pertaining to compliance issues.

Roles and Responsibilities of Community Association Architectural Review Board (ARB)

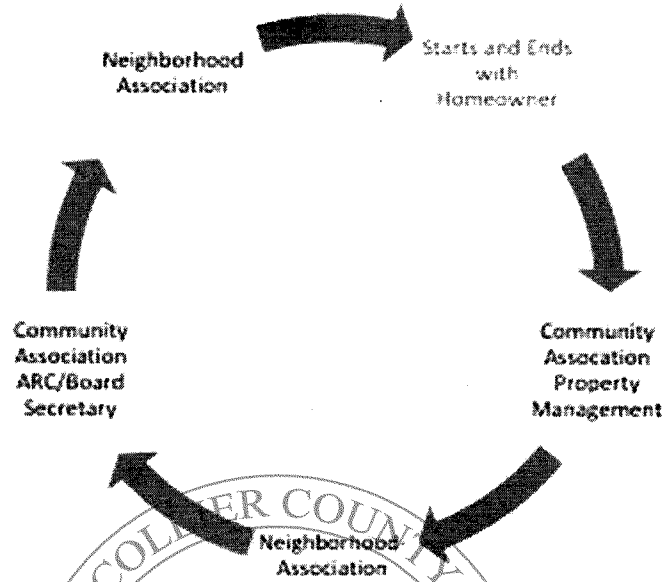
- The Community Association ARB is a committee and component of the Community Association Board of Directors, and reports into the Board. As such, members of this ARB Committee must operate under the same Code of Conduct expected for the Community Association Board of Directors.
- The Community Association ARB is charged with conducting the final review and decision for all applications approved by the respective Neighborhood Associations.

- The Community Association ARB Chair has authority over all Neighborhood Association ARB submissions.
- The Community Association ARB will respond in writing to Neighborhood Associations with either an approval, approval with conditions, disapproval, or a request for more information about the project within the 21-day cycle.
- As a fail-safe measure, the Community Association property management firm is tracking all approvals. In rare cases, when any AR application remains open at 21-days, the property management firm will alert the Community Association Board with the reason for delay to enlist their involvement, and expedite conclusion. The homeowner shall also be advised of the delay.
- The Community Association ARB may from time to time recommend architectural standard modifications, which shall be fair, reasonable and uniformly applied. Any new or modified standards shall not be effective until adopted by at least a majority of the Community Association Board at a meeting duly called and noticed. Notice of any adoption or modification to the DRGs, including a verbatim copy of the proposed modification or changes thereof, shall be mailed/emailed to each Neighborhood Association Board. In turn, each Neighborhood Association Board is responsible to distribute copies of changes via mail or email to their respective homeowners to advise of any such modifications to the DRG at least 30 days prior to the Community Association BOD meeting at which such action will be officially voted on, and majority Board vote then permits adoption to immediately go into effect.
- The Community Association ARB shall be responsive to technological advances or general changes in architectural designs and materials and related conditions in future years and use its best efforts to balance the equities between matters of taste and design and the use of private property. Such bulletins shall supplement the covenants and are incorporated herein by reference.

The Architectural Review Board (ARB) Process

NOTE: The Heritage Greens covenants require prior written approval for any improvements, modifications, additions, or changes to a property. Therefore, do not commit labor or materials until you have received written approval. The processing of AR applications may be periodically changed to suit Community conditions or desires of the Community Association Board or Community Association ARB.

ARB Process Module: Set Up As A 21-day processing system



1. Step #1: Homeowner action.

- a. The homeowner or Association shall submit the AR application (obtained through the Community Association website or via their own Neighborhood Association Board) directly to the Community Association property management firm by using the Community Association’s website, private email or direct mail to Community Association property management firm. Please note incomplete ARs will be returned to homeowner for completeness.
- b. Components of a proper AR application are:
 - i. AR application form (found on Community Association website)
 - ii. Contractor license and insurance papers
 - iii. City/County permits and drawings (if appropriate)
 - iv. To verify exterior painting projects, color palette form and examples of color chosen have been properly selected
 - v. For roof replacement, to verify roof style and type and color are closely matched to the Board approved choices
- c. Homeowner or Association should contact Community Association property management firm to verify receipt of their paperwork.
- d. If the current AR application is amending work previously completed, homeowner (or Association) must also attach a copy of the previously approved AR to clarify what the purpose of the new AR is intended to accomplish.
- e. In certain instances, and at determination of the Property Management firm, homeowner or Association could expect a call from Community Association property management for onsite inspection to evaluate certain AR applications and clarification of the request. This is a common practice and part of the AR process to clarify points of an AR application.
- f. No work may commence on any project without approval from Community Association ARB.

- g. In emergency situations (e.g. tree roots breaking sewer or water lines) requests causing financial hardship may be made directly to the Community Association property manager to report the situation necessitating immediate guidance and approval outside of the ARB system. Determination will be made by the Community Association property manager on a case-by-case basis.

2. Step #2: Community Association Property Management firm action.

- a. AR applications are on a rolling basis coming in from homeowners. The Community Association property management firm is entrusted to be the first organization to review all AR applications for completeness. Below is the action by the property management firm:
 - i. AR applications are date stamped when received for tracking purposes. A cursory review of the Owner's application for accuracy and completeness is undertaken to ensure it is whole. The Community Association property management firm may interact with the homeowner or Association at this level of processing to obtain missing paperwork.
 - ii. The Community Association property management firm may check that all supporting paperwork has been attached to the AR application. AR applications will be checked against the Master Association standards on file to ensure the homeowner or Association request meets the Community Association's standards. Homeowner initiated AR applications are only transmitted to the appropriate Neighborhood Association for approval when it is deemed by the Property Manager to meet the current Master association standards. If the AR application does not meet the standards of the Master Association, the PM will communicate to the homeowner or Neighborhood Association the reasons why the application can go no further.
 - iii. Property Management firm scans documents into PDF. Each AR must be turned around by the Community Association Property Management firm within 3 business days of its receipt and moved to Step #3.
 - iv. The AR Application with its AR Application Signature page from Property Management firm is then:
 - 1. transmitted to the respective Neighborhood Association AR approver/s and Neighborhood Association Board for their review and signature (if homeowner initiated).
 - 2. transmitted directly to the Community Association ARB Committee Secretary to be scheduled for review at the next ARB Committee meeting (if Board initiated)
 - v. AR applications are online stored by property management firm for 7 years.
 - vi. The Community Association property manager has the authority to approve emergency situations outside of the ARB system when the homeowner's situation warrants an immediate response to cure the problem. The property manager will distribute an email to advise the Neighborhood Association Board of said decision as a matter of record.
- b. AR applications (whether using the online form or PDF form) that are generated by any Neighborhood Association Board for board-sponsored projects will go directly to Community Association property manager, checked for completeness, and will be assumed to meet the Neighborhood Association standards since generated by the Board. These AR applications are passed along to Community Association ARC Secretary for

review/approval at their next scheduled meeting.

3. **Step #3: Neighborhood Association action.**

- a. The Neighborhood Association receives homeowner-initiated AR applications from Community Association property management firm and has 3 days in which to review, approve, and enter disposition on all AR applications and forward along to Community Association ARB Committee. Transmittal will occur via an email to Community Association ARB Secretary to continue in the process for Step #4. Below is the Neighborhood Association action:
- i. ensure AR Application Signature page is attached to the packet forwarded by Master Association PM.
 - ii. ensure the AR application is complete with all required documentation and is in accordance with the Neighborhood Association Standards.
 - iii. authority to question its homeowners regarding details of the AR contents, and/or ask for additional information in order to render a decision on the AR application.
 - iv. deny any AR if believed to be inconsistent with the Community plan or its ARB standards and informs the homeowner to amend their AR to conform to standards, and resubmit to Neighborhood Association.
 - v. Approves and sends only approved ARs to Community Association ARB Committee which must occur 5 days in advance of their next meeting date, to fit into their next scheduled Community Association ARB meeting for review

4. **Step #4: The Community Association ARB and Community Association Board Secretary action.**

- a. The Community Association ARB Secretary collects all received and approved AR applications from each Neighborhood Association, and schedules them for review at the next ARB meeting. The Community Association ARB holds its meetings twice monthly. Below is the Community Association ARB's action:
- i. Render decisions by majority vote of the Community Association ARB at a duly noticed meeting, 48 hours in advance of the meeting date. The Community Association ARB has 10 days to turn around AR applications received from various Neighborhood Associations and move the AR along to Step #5, or interrupt this process as stated below.
 - ii. Renders a decision and notes it on each AR application. The application will show one of the following four decisions:
 1. **APPROVAL:** The application is approved as submitted.
 2. **APPROVAL WITH CONDITIONS:** The overall proposal is accepted, but with certain specified changes, limitations or requirements that must be followed.
 3. **DISAPPROVAL:** The application is denied. The owner can appeal to the AR application disapproval within 30 business days of the decision rendered.
 4. **ADDITIONAL INFORMATION REQUIRED:** The Community Association ARB has determined that additional information is needed for appropriate review of the application. In this case, the entire process begins again once the management receives the requested information. The owner

should follow the same submission procedure as before. The Community Association ARB will act swiftly on all re-submissions.

- iii. ARB Chairperson may elect to withhold any AR application and request the Community Association Board involvement to assist with ruling on any AR application. In such cases, the ARB Secretary will promptly transmit the AR application to the Community Association Board Secretary and Community Association property management firm to arrange for a Community Association Board review of the application before final decision.
 - iv. The Community Association Secretary shall schedule a special meeting of the Community Association Board to rule on these special case ARs. These are rare cases in determining the validity of work being requested by the homeowner. A ruling on such cases will occur within 5 business days by calling a Board special meeting, and the decision rendered by the Community Association Board shall be controlling.
- b. The Community Association ARB, or at their direction the Community Association property management firm, reserves the right to visit the homeowner's lot and inspect the requested work indicated on the AR application. This will be done for two reasons:
 - i. To ensure that the application details were followed.
 - ii. To note any problems that were encountered and to learn any pointers that may help other residents to more easily complete similar projects.
 - c. Any AR application found to be debatable may be overruled on decision at the Community Association Board's discretion, and shall be controlling. The Community Association Board has the option for direct involvement and decisions in all Community Association ARBs, when deemed necessary. In these cases, the Community Association Board Secretary will alert Community Association Board and Community Association ARB Chair of a noticed meeting 48 hours in advance of the meeting, to rule on any AR application in question.
 - d. Following each scheduled Community Association ARB meeting (**within 48 hours**), Community Association ARB Secretary shall email forward the meeting minutes, in writing, with the vote count for each AR application, to the Master ARB Committee members, the Neighborhood Association Property Manager, and the Community Association Board Secretary.
 - e. The Community Association ARB Secretary, or designee, shall transmit an email notification with one of the four (4) dispositions stated above to the respective homeowner/s, the Neighborhood Association Property Manager and Neighborhood Association President.
 - f. The Community Association ARB Secretary will deliver fully approved applications with supporting documentation to the Master Property Manager within 5 business days (either scan and email or arrange for PM to pick them up) for 7-year retention.
5. **Step #5 Neighborhood Association action:**
- a. The AR applications will go to the Neighborhood Association Board Secretary (or its ARB) and action taken, dependent on disposition from the Community Association ARB Committee.
 - b. The Neighborhood Association or Neighborhood Association Property Manager holds responsibility for follow up regarding any homeowner action designated on the application or by the Neighborhood Association approver/s.

- c. Disposition should be given to homeowners by Neighborhood Association ARB/Board within 2 days of receipt of application from Community Association ARB.
6. Once work has begun on an approved application, it must be completed within 90 days unless the Community Association ARB is informed by the homeowner of subcontractor delays and reason for the delay. AR applications are valid for one (1) year from the date of approval.

NOTE TO HOMEOWNERS: Many design changes and improvements require a permit, and the local City and/or County may not issue a permit without the written approval of the Neighborhood ARB and/or Community Association ARB. It is strongly suggested that the City and/or County be contacted to determine what permits or approvals are required according to those entities' ordinances. The Community Association ARB's approval is not a substitute for approval by the City and/or County. It is the homeowner's responsibility to acquire appropriate County/City approvals, permits, etc. as part of the AR application process.

Please plan your scheduling with contractors to fit within the 21-day AR approval cycle.

Review Criteria

The Community Association ARB evaluates each application on the individual merits of the application and the standards listed below.

- **Validity of Concept** - The basic idea of the exterior change must be sound and appropriate to its surroundings and without exception conform to standards and the approved color palette.
- **Landscape and Environment** - The exterior change must not unnecessarily destroy the natural landscape or the achieved man-made environment.
- **Relationship of Structures and Adjoining Property** - The proposed change should relate harmoniously to its surroundings and to existing buildings and terrain that have a visual relationship to the change.
- **Protection of Neighbors** - The interest of neighboring owners and renters should be protected by making provisions for such matters as surface water drainage, sound and sight buffers, preservation of views, light and air, and other aspects of design, which may have substantial effects on neighboring property. For example, fences may obstruct views, breezes or access to neighboring property. The Community Association ARB should consider the various appropriate criteria and exercise discretion in determining which of the criteria govern in each specific application.
 - a. **Design Compatibility** - The proposed change must be compatible with the design characteristics of the applicant's home and the general neighborhood setting. Compatibility is defined as harmony in style, scale, materials and color with surrounding properties and approved standards. Style: The overall look and feel of the improvement should match that of surrounding properties and of the neighborhood.
 - b. **Scale:** The three-dimensional size of the proposed change must relate satisfactorily to adjacent structures and their surroundings.
 - c. **Materials:** Continuity must be established by using the same materials as those used in the existing home. Siding materials and roof tiles/shingles must match the existing structure. If the original materials are no longer available, compatible materials may be substituted by using the roof style and color standards conforming to the Community.
 - d. **Color:** Community Association Board approved colors for exterior home, trim, roof must comply with the approved color standards and may be viewed at the Community Center office, or posted on the Community Association Heritage Greens website.
- **Workmanship** - The quality of the work must be equal to or exceed that of any existing structure. Poor practices may cause the owner problems and may be visually objectionable to others. For example, a wooden fence not properly treated and maintained may start to decay and become unsightly to the owner and neighboring property owners.

Appeal Procedure

If the applicant disagrees with the decision of the Community Association ARB in its review or inspection, an appeal may be submitted as noted below.

1. Within 30 business days after the receipt of a notice of disapproval, the homeowner must file a written appeal with the Community Association BOD at the address of contact for the Community Association's property management firm. In turn, the Community Association property management firm will notify the appropriate Neighborhood Association Board of Directors of the requested homeowner appeal.
2. Upon receipt of the appeal, the Community Association BOD may contact the homeowner and schedule a review of any further information relating to the request and appeal.
3. The Community Association BOD shall then establish the date and the time the appeal will be heard. Normally, this will be made at the next scheduled Board meeting. A majority vote by the Community Association BOD is required to reverse a Community Association ARB decision. The Community Association BOD is controlling in situations of the appeal procedure.

NOTE: No work may progress during the appeal process.

Explanation of Community Association Standards

The standards outlined below are the procedures and guidelines applied by the Community Association ARB to assist the Community Association Board and Community owners during the design review process. It is hoped that these standards will serve as a positive tool to assist in the full and free use of each homeowner's property in a manner that is consistent with the aesthetic and harmonious development of the community. In cases where language of a standard varies between the Community Association and the Neighborhood Association, **the more stringent standard language prevails.**

Common Improvements/Appearance Standards (Requires ARB approval)

An AR application must be submitted along with all required documentation in order to be considered complete. Every standard listed below requires an ARB for approval. Generally speaking, an ARB is needed when a material change will be made to alter the exterior aesthetics or appearance of any property within Heritage Greens. There are certain exceptions when an ARB is not necessary. Check your Neighborhood Association documents to understand when these exceptions in your community may apply.

- **Landscaping**
- All significant landscape changes, modifications or additions changing the appearance of the property require Community Association ARB approval. Included with approval for landscape re-design is the understanding that homeowners/Neighborhood Associations will maintain any and all landscape additions (including irrigation, trimming, mulching and weeding of beds).
- Stone, gravel, or paving may not be used as a substitute for grass in a lawn (Section 5.5 Lawns)
- **Tree Considerations:**
 - Tree removal shall be in accordance with County guidelines and require an AR application before removal. County guidelines state that there must be 1 hardwood/native tree per every 3,000 square feet. If a tree planted by the homeowner/Neighborhood Association, whether it be an original planting by the builder or subsequent ARB approved planting, is diseased, the homeowner/Neighborhood Association will remove it at their expense. The Community Association ARB will determine if replacement is needed according to county guidelines; this includes any palm trees and native hardwood trees that were part of original plantings by the builder. Refer to Collier County guidelines for an approved list of replacement Florida native canopy hardwood trees.
 - If the homeowner wants a hardwood tree removed, it is the homeowner's responsibility to pay for the removal and planting of a new tree, unless otherwise stated in Neighborhood

Association guidelines. Certain hardwood trees fall within the easement for the CDD (Community Development District) and will require CDD approval in writing to remove in addition to Community Association ARB approval. In such instances, the CDD written approval must be attached to the AR application.

- The Community Association approved list of replacement Florida native canopy hardwood trees must be in accordance with the Collier County recommended list (check their website).
- Refer to Collier County Landscape Development Plan Guide for tree related ARB applications.

➤ ***Irrigation Considerations:***

- Degradation to the irrigation on any property can negatively impact surrounding properties; this includes broken heads and irrigation lines that cause pressure issues along the system. Any changes to current irrigation systems must have AR approval (additional heads and lines) as these additions or increases may negatively impact neighboring water pressure.
- Where needed to effect better drainage to a property, mulch or optional small pebble stone is allowed to extend from foundation out, not to exceed 6 inches from the drip edge to provide proper water drainage around the perimeter of the foundation for the residence.

➤ **Grading**

- Major changes to the topography of a lot require approval by the Community Association ARB prior to being started and may require City and/or County approval as well. Therefore, an AR application must be made.
- Drainage and water flow patterns must be taken into consideration prior to the start of any grading.
- The Community Association, its Community Association Board, nor the Community Association ARB accept any liability for any damage caused by homeowner initiated work such grading, whether the committee approved the request or not.

➤ **Exterior Color, House Trim, Front Door, and Garage Door Colors (Changes)**

A. For Single Family Residences:

- Any exterior painting (including exterior trim) for Single Family residences requires a homeowner AR application, even if painting the building exterior the same color. Painting must conform to Community Association Board approved color palette on file as approved standards for exterior painting of residences. The color palette was decided using Brand color chips together with reference to the color number. Other paint Brands may be used, provided the selected color is a close match to one of the example Brand palette colors approved and on file. The color palette is displayed at the Community Center and also posted to the Community Association's website. The color palette may periodically be reviewed and updated at the discretion of the Community Association ARB's recommendation submitted for majority vote by Community Association Board to adopt or substitute color choices.
- Color palette choices have a form below the color choice boards on display at the Community Center for the homeowner to complete and submit together with their AR application. Colors for Front Entry Door or Garage Door are referenced on these same forms. Choose a color from one of the choices for Entry or Garage Door. This sheet must be attached to the AR application.
 - Acceptable style of garage door must be raised or flat panel with a reasonable number (one or two rows) of glass inserts are permitted and should be within a style and type consistent with other doors in the community.

- Decorative hardware for garage doors, if approved by Community Association ARC, will only be approved if found to be conforming to community and an enhancement.

B. For Neighborhood Residences:

- Certain Neighborhood Associations (villas and condos) have standard exterior colors used for their buildings (no homeowner choice). For these communities the Neighborhood Association Board determines the color palette and submits the AR referencing the standard building colors when exterior painting is deemed needed.
- **Roof Materials and colors:**
 - Installation or change to roof materials require an AR application.
 - Accepted materials for roofs include asphalt shingles and tile (flat or scalloped) and base backing designed to look like scalloped tile. All roof surfaces shall be consistent (i.e. of the same material and style throughout); no mix/match of materials, colors or styles is permitted.
 - Approved roof materials and colors are as follows:
 - Roof tiles may be solid color or multi-colored or scalloped metal roof and must be within the overall color palette on display at the Community Center and approved by Community Association Board.
 - The only acceptable roof color choices for single family residences are a family of brown, grey, and terra cotta, 3 shades of each color – light, medium, and dark-- and have been approved by Community Association Board. Only these roof color choices may be used.
 - Roof shingles must fit within the overall color palette for the residence.
 - No mix match of materials, colors or styles is permitted.
 - Roof color choices and type of roof for Neighborhood Associations such as villas or condos (other than for single family community) are standardized by the Neighborhood Association Board of Directors, through their approval process at time of replacement.

Garage Doors. Garage doors require AR application.

- Acceptable style of garage door must be raised or flat panel with a reasonable number (one or two rows) of glass inserts are permitted and should be within a style and type consistent with other doors in the community.
- Garage door color will be harmonious and congruent with the exterior house color palette on display with the exterior color palette at the Clubhouse.
- Decorative hardware for garage doors, if approved by Community Association ARC, will only be approved if found to be conforming to community and an enhancement.
- **Antennas/Satellite Dishes.** TV antennas/satellite dishes require an AR application and must be attached to the house structure, soffits, or secured on the ground. If the antenna is located on the ground, it cannot be visible from the road. An AR application must state the intended location of the exterior antenna/dish.
- **Security Camera/Devices.** Security camera and wiring require an AR application and shall be attached to the external structure of the dwelling and must be discrete to the residence and visibility from the street. Security cameras may be installed in accordance with Community Association ARB Guidelines and only after the prior approval of the Community Association ARB by submitting an AR application.

- **Awnings.** Exterior awnings may only be installed on the rear of the house windows or lanai. They must be retractable and made of fabric that is harmonious and congruent to the exterior house color. Awnings require an AR application.
- **Solar panels are considered part of the roof and therefore require an AR application**
 - Solar panels may be installed on rooftops only and in locations approved by Community Association ARB with minimal visibility from street.
 - Solar panels must be installed by a licensed and insured contractor.
- **Gutters:**
- Newly installed gutters, considered a material change to the property, require an AR application. Whether newly installed, or current gutters being replaced, gutter colors can only be:
 - White, or
 - A color that is closely matched to the roof color palette approved by the Community Association Board (see Roof Materials and Colors section above)
 - The color of gutters installed must be uniform to the entire house (no mixing of gutter colors)
- **Hurricane shutters**
 - An AR application is required before installation of new or replacement hurricane shutters.
 - Accepted materials for hurricane/window protection include metal, plastic, accordion, electric or manual roll-down or fabric material.
 - The accepted colors are: white, beige or clear in color; no metal/aluminum color allowed. Can be single removable panels, accordion, or electric rolldown. Window/door protection can be fabric coverings in either white or beige.
 - Hurricane/window or door protection must be installed by licensed insured contractors.
 - Other than during hurricane season, closure of hurricane shutters for short absences for security purposes is allowed if approved by the Neighborhood Association for that residence.
 - Any installation of hurricane glass must meet current Florida building construction code
- **Driveway Modifications or Improvements**
 - An AR application is required before changes or modifications to a driveway. This includes description of materials to be used, and color chosen.
 - Driveways require a licensed and insured contractor to perform the work.
 - The footprint of the driveway must conform to its original size and not be extended to take away from any grass lawn surface.
 - Accepted materials and look for driveways shall include cement, pavers or stamped concrete. The color palette for driveways and walkways is as follows:
 - Painted or stamped concrete driveways and sidewalks shall be light dove grey or light beige and must be harmonious with the exterior house color. Color choices for painting driveways are regulated and on display in the color palette at the Community Center. Only these colors may be used if painting the driveway. This painting is the responsibility of the homeowner to maintain, although no driveway is required to be painted.
 - Paver driveways should be harmonious with the exterior color palette used for the residence.
 - Gravel driveways or parking areas are not permitted.
- **Propane Tanks**
 - Propane gas tanks that are to be permanent fixtures for the residence requested by homeowners need to be buried underground and are required to fit in a location not interfering with other underground utilities. This installation requires skills of a properly licensed and insured contractor, and County permit. This work requires an AR application.

➤ **Pool/Screen Cages**

- Changing of Pool/Screen cages requires an AR application. Accepted colors include white metal structure with black or grey screens.
- If a structure is in disrepair or damaged/torn down by casualty it must be replaced to its original condition and type by the homeowner within 6 months of damage. Notification must be given to Neighborhood Association in event of a contractor/material delay

Compliance, Violations, and Penalties

Compliance and Enforcement protocol is governed by the Compliance and Enforcement section contained within the Community Association Rules and Regulations and role of the Appeals Committee document and shall be controlling to all Neighborhood Associations.

In addition to a rule violation, an exterior, material change made without the required approval of the Community Association ARB constitutes a violation of the covenants. A violation may require removal or modification back to its original state and cured in a time determined by the Community Association Board of Directors. The work to restore is performed at the expense of the property owner.

When a violation is determined to have occurred, the following steps shall be taken.

1. The Community Association property management firm will investigate any reported violation and attempt to reach agreement with homeowner to bring the property into compliance. Homeowners will be notified in writing of the violation and are expected to bring the violation into compliance within a fair and reasonable time determined by the Community Association ARB to allow the homeowner to satisfy a cure for the violation. The amount of time given to the homeowner varies and will be based on the violation, as determined by the Community Association ARB.
2. Should the owner fail to act upon the recommendations for corrections, the Community Association ARB shall submit the matter to the Community Association Board, who in turn involve the Appeals Committee, for a controlling decision.
3. In certain instances, the scope of a violation may require conditions on home sale to be imposed to resolve a compliance infraction. This will be done via an Estoppel demand to cure property.