

**ARCHITECTURAL COVENANTS COMMITTEE
PROCEDURES AND ARCHITECTURAL GUIDELINES**

A GUIDEBOOK FOR HOMEOWNERS

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SECTION I

PURPOSE OF THE GUIDEBOOK

The primary purpose of this Guidebook is to familiarize homeowners with the objectives, scope and application of architectural environmental and design standards and guidelines which are applicable to the lots and parcels within the subdivision (collectively called the “guidelines”), and which are intended and will be employed to maintain the aesthetic appearance and environmental quality of the subdivision.

This Guidebook enumerates specific guidelines which have been adopted by the Homeowners Association (the “Association”). It also explains the application and review process which must be adhered to by homeowners who wish to make any exterior changes (including additions, deletions and other changes) to their homes or lots, which are subject to approval by the Association or its Architectural Covenants Committee (the “ACC”).

This Guidebook will serve as a valuable reference source and will assist homeowners in preparing applications for review by the ACC. All homeowners are encouraged to familiarize themselves with its contents and to retain this Guidebook for future use.

SECTION II

BASIS FOR AND OBJECTIVES OF RESTRICTIVE COVENANTS

All properties within the subdivision are subject to Declaration of Covenants, Conditions and Restrictions (Declaration). Declaration is binding upon all homeowners and their successors in ownership, regardless of whether they are aware of or familiar with its provisions.

The Declaration contains specific restrictions (“Restrictive Covenants”) on what changes may be made, and how they may be made. It requires homeowners to obtain approval from the ACC before performing most exterior changes. The promulgation and enforcement of environmental and design standard and guidelines is intended to achieve the following objectives:

- Maintain consistency with the overall design concept for the community.
- Promote harmonious architectural and environmental design qualities and features.
- Promote and protect the owners’ and occupants’ use and enjoyment of the lots.
- Promote and enhance the visual and aesthetic appearance of the community.

The guidelines will provide guidance to homeowners in preparing applications for submission to the ACC. They will also provide guidance to the ACC in exercising its discretion to approve or disapprove a particular application. However, the ACC, in its discretion, may approve applications which conflict with the guidelines, and may disapprove applications which conform to the guidelines, in those instances where the ACC deems such decision to be consistent with the overall intent of the guidelines and the Declaration.

If there should be a conflict between a provision of the guidelines and provision of the Declaration, the provision of the Declaration shall control.

SECTION III

NATURE OF THE ARCHITECTURAL COVENANTS COMMITTEE

The ACC consists of three or more individuals appointed initially by the developer, and later by the Association's Board of Directors. The ACC will review and approve (or disapprove) applications submitted by lot owners for exterior changes to homes or lots. As part of its responsibilities, the ACC may make recommendations to the Board of Directors with respect to modifications of the guidelines initially approved by the Board. The ACC will also be responsible for reviewing possible violations of the guidelines.

SECTION IV

CHANGES REQUIRING REVIEW AND APPROVAL

Essentially, all changes, permanent or temporary, to the exterior of a building or lot are subject to review and approval by the ACC. The review process is not limited to major changes, such as adding or removing a room, deck, or patio.

There are some exceptions to this otherwise-inclusive review requirement, as follows:

1. Building exteriors may be re-painted or re-stained provided that there is no color change from the existing, approved color and finish.
2. Similarly, exterior building components may be repaired or replaced so long as there is no change in the type of material, color, finish, design, dimensions, location, or appearance.
3. Minor landscape improvements, such as customary foundation plantings, do not require approval by the ACC. In general, landscape improvements of a small scale, which do not materially alter the appearance of the lot or involve a change in topography or grade, will be exempt from the review process.

If there is any doubt as to whether a proposed change is exempt from the review and approval requirements, the homeowner should seek clarification from the ACC before proceeding.

SECTION V

APPLICATION AND REVIEW PROCEDURES

The following application and review procedures will be used by the ACC:

1. Applications.
All applications for proposed changes must be submitted in writing. The ACC may require that specific form of application be used. An application must be complete before the ACC will commence the review process. An incomplete application will be returned to the applicant with a statement of deficiencies which must be remedied in order for the review process to commence.
2. Supporting Documentation.
The application must include a complete and accurate description of the proposed change, the plans and specifications, the design, dimensions, elevations, materials, shapes, heights, colors and finishes, and a site plan showing the proposed location, with grading modifications (if any). Examples include architectural drawings for plans, as applicable; landscape plans; material and/or color samples, etc.
3. Time Period for Completion of the Review.
The ACC is required to approve or disapprove proposed changes within forty-five (45) days after the receipt of a complete application, including any required or requested exhibits. It is therefore advisable for a homeowner contemplating a change to first ensure that he or she is aware of all required supporting documentation, prior to submitting an application.
4. Notice of Approval/Disapproval.
A homeowner who has submitted a complete application will be given written notice of the decision of the ACC by mail, sent to the address of the subject property.
5. Appeal.
Any Association member may appeal a decision of the ACC by submitting a written request to the Board of Directors within ten (10) days after notice of the decision is mailed by the ACC to the applicant. This request should include any new or additional information which might clarify the requested change or demonstrate its acceptability. The Board of Directors may, in its sole discretion, conduct an informal hearing related to the appeal. The Board of Directors will respond in writing to an appeal within forty-five (45) days from the date of its receipt of the appeal.
6. Duration of Approval.
Approval by the ACC is good for a period of one (1) year from the date given. Should the homeowner fail to begin the work contemplated by the approved application prior to the

expiration of six (6) months from the date of approval or fail to complete the work within one (1) year from the date of approval, the ACC's approval shall automatically expire, and the homeowner shall be obligated to submit a new and complete application to the ACC, and to obtain its approval before proceeding.

SECTION VI

GOVERNMENTAL REQUIREMENTS

THE APPLICANT IS RESPONSIBLE FOR IDENTIFYING AND COMPLYING WITH ALL APPLICABLE GOVERNMENTAL REQUIREMENTS AND FOR OBTAINING ALL REQUIRED GOVERNMENTAL PERMITS. APPROVAL BY THE ACC IS CONDITIONED UPON THE HOMEOWNER OBTAINING SUCH PERMITS PRIOR TO COMMENCING ANY WORK, AND ON THE HOMEOWNER'S CONTINUED COMPLIANCE WITH SUCH REQUIREMENTS AND PERMITS. APPLICATIONS FOR PERMITS AND ALL FEES ASSOCIATED THEREWITH ARE THE SOLE RESPONSIBILITY OF THE HOMEOWNER. PERMITS SHALL BE POSED AS REQUIRED BY GOVERNMENTAL AUTHORITIES. NOTE THAT "SUNSHINE 811" SHOULD BE CONTACTED FOR LOCATION OF CABLES AND/OR PIPE WORK PRIOR TO ANY DIGGING WHEN CONSTRUCTING DECKS, FENCES, ETC.

SECTION VII

ENFORCEMENT PROCEDURES

The Association, acting through the Board of Directors, has the power and authority to enforce compliance with the architectural guidelines. The following enforcement procedures may be used:

1. The violation may be observed and reported in writing to the Board of Directors by a member of the ACC, the managing agent, or a homeowner.
2. The alleged violation will be confirmed by a site visit by a member of the ACC and/or the managing agent, who shall have the right to enter upon the subject lot for this purpose. Photographs of the violation may be taken and kept in the Association's records, along with a written statement by the person making the site visit.
3. The ACC will contact the owner in violation by letter, advising him or her of the violation and indicating the actions which must be taken to remedy the violation. Notice may be sent by mail or may be hand-delivered. In the event the violation is deemed to create an emergency, or where the violation, if not remedied, will increase or worsen with the passage of time, the Board of Directors shall have the right to take immediate action to correct the violation, and the costs of correction shall be reimbursed by the owner to the Association on demand.

4. If the violation persists 30 days after notification is sent to the owner in violation (or, where cure of the violation cannot be accomplished within 30 days, if the violating owner fails to commence the cure or within such 30 day period, or fails to diligently pursue such cure to its completion), then the Board may send an additional notice to the violating owner, by mail or hand-delivery, requiring that he or she appear before the ACC at a designated place and time (at least 15 days after the date the additional notice is sent) and present a written plan and schedule of action to cure the violation. If either the plan or the schedule is not acceptable to the ACC, or if the violating owner fails to comply with the plan or with the schedule, then the Board of Directors, after 5 days written notice to the violating owner, sent by mail or hand-delivered, shall have the right to take action to correct the violation, and shall have the right to enter upon the violating owner's lot in order to do so. The Board of Directors may also take other appropriate enforcement action, including pursuit of legal and equitable remedies. All costs and fees incurred by the Association in connection with the violation or the correction thereof shall be reimbursed by the violating owner to the Association on demand.
5. The above procedures do not preclude the Board from taking accelerated measures in the case of a violation which constitutes an emergency. Likewise, the Board may establish shorter notification periods for the correction of violations in those instances where a shorter notification period is necessary or would be more appropriate.

SECTION VIII

ARCHITECTURAL GUIDELINES

NOTE: THESE ITEMS ARE STILL SUBJECT TO THE APPROVAL OF THE ACC

1. **ANTENNAS.**
 - Interior installation will be required if reasonably feasible and effective.
 - Size, shape color, finish, location and appearance must be such as to keep to a reasonable minimum (consistent with effectiveness of operation) the visual impact, from streets and other lots.
 - Screening may be required.
2. **DECKS/GAZEBOS.**
 - Modifications to existing decks at closing will not be permitted on the premises.
3. **DECORATIVE OBJECTS AND LAWN ORNAMENTS.**
 - Must not create an adverse visual impact, from a street or another lot.

- Must be compatible in design, scale, location, color and finish, with the applicant's lot and neighboring lots.

4. EXTERIOR AIR CONDITIONERS AND HEAT PUMPS.

- Individual window and wall units are prohibited.
- An exterior central air conditioning or heat pump unit may not be relocated, unless it is demonstrated that relocation would not create an adverse visual or sound impact, from a street or another lot.

5. EXTERIOR LIGHTING.

- Must be compatible in design, scale, color, finish and location with the home and neighboring lots.
- Shall not be focused on a boundary of the applicant's lot.
- Color and intensity of emitted light must be appropriate to the location and surroundings.
- Must not create an adverse visual impact, from a street or another lot.

6. EXTERIOR PAINTING.

- Approval is not required for repainting or restaining which matches the existing, approved color.
- Must be compatible in color and texture with the home and the surroundings, including neighboring lots.

7. FENCES.

- Fencing can be used to separate property, provide security, visual privacy, or to architecturally define space. In achieving any one of these goals, a barrier is created which has both a visual and a physical impact on the boundaries of common land and the properties of adjacent homeowners.
- No front yard fence will be allowed, other than those previously installed by the builder as part of the overall community landscaping. Side yard fencing may be permitted on single-family homes on a case-by-case basis, based on physical, architectural and other defining constraints. Fencing should be compatible with the applicant's house, but it should also be appropriate for its intended purpose.

- Fences must be the same style that the builder or homeowner has initiated on adjacent properties. Fences of differing materials are not allowed when abutting one another. Differing circumstances may be reviewed on a case-by-case basis. Wood, Chain-linked, mesh and barbed-wire fencing is prohibited. Ornamental or decorative fencing will be reviewed on a case-by-case basis.
- A hedge fence will be considered, provided it is composed of only one type of plant, appropriate for the purpose, and is compatible in scale and appearance with its surroundings and is maintained to provide an effective and visually appealing hedge.
- A fence being installed or replaced may be required to be connected to existing fencing in similar locations and made of similar materials on abutting properties. Special circumstances will be reviewed on a case-by-case basis.
- Single Family Detached Fencing: Fences must follow the line of the property and are subject to compliance with all local building codes, zoning codes and existing easements located on the property. Generally, all side yard fencing must terminate within five feet (5') of the rear wall of the home. Any variation of this requirement will be reviewed on a case-by-case basis based on physical, architectural and other defining constraints. Aluminum picket fences must not be taller than 60" or (5'-0"). Wood split rail (stockade style) fences must not be taller than 48" or (4'-0"). See attached example photos showing allowable fence types. Supporting posts may extend +/- 6" above the top of the fence. Privacy fences such as board-on-board, solid or 100% opaque fences are not allowed on single family detached homes. Requests to place animal screening on the interior of the fence will be reviewed on a case-by-case basis. Fence materials shall match any abutting existing fences that are already installed on adjacent or surrounding properties. Special circumstances will be reviewed on a case-by-case basis.
- Applications must include a site plan showing location, a description of type and height of fence, and the details of the material, color, etc. as required to clearly describe the proposal.

8. FLAGPOLES

- § 55-513.1. Display of the flag of the United States, necessary supporting structures.
 - A. In accordance with the federal Freedom to Display the American Flag Act of 2005, the association shall prohibit any lot owner from displaying upon property to which the lot owner has a separate ownership interest or a right to exclusive possession or use the flag of the United States whenever such display is in compliance with Chapter 1 of Title 4 of the United States Code, or any rule or custom pertaining to the proper display of the flag. The association may, however, establish reasonable restrictions as to the size, place, duration, and manner of placement or display of the flag on such property provided such restrictions are necessary to protect a substantial interest of the association.

- Permanent Flagpoles: must be of a height, color and location which is appropriate for the size of the property and background. Permanent free-standing flagpoles must be installed and maintained in a vertical position.
- Flag size should also be proportional to the property and flagpole.
- Applications must include a site plan showing location and description of type of flag being displayed (i.e “American Flag”), size of flag, details of the material, color, etc. and height of pole.
- Homeowners wishing temporary flagpole staffs that do not exceed 6’ in length and are attached at an incline to the front wall or pillar of the house or dwelling unit need not have an application.

9. GRILLS.

- A grill of a permanent nature may be placed in the rear yard, as far as practicable from the lot lines.
- The scale, design, materials, color and appearance must be compatible with the home and nearby lots and structures.
- Must not create an adverse visual impact, from a street or another lot.
- Screening may be required.

10. HOT TUBS/SPAS.

- Must be in the rear of and adjacent to the home.
- In general, should be designed as an architectural feature of a deck or patio.
- Must be compatible with the home, and the deck or patio to which attached or most closely related, with respect to scale, design, materials, color and finish.
- Screening may be required.

11. LANDSCAPING.

- Care must be exercised in the planting and maintenance of trees and shrubs on your lot to prevent obstruction of sight lines required for vehicular traffic. It is the responsibility of the homeowner to ensure that their lot is mowed, and gardens maintained throughout the growing season; this includes removal of all unused stakes, trellises and dead growth.

- Consideration must also be given to the type of trees to be planted, specifically with regard to size of mature trees and how the roots will affect water lines and underground cables, etc. If such plantings result in complaints by neighbors, the Architectural Covenants Committee will consider appropriate measures to resolve the problem.
- Applications, when required, must include a description of the types and sizes of shrubs to be planted and a site plan showing the relationship of plantings to the house and adjacent properties.
- A vegetable garden may be permitted if located to the rear of the home, if appropriate in scale, and if not visible from a street.
- Compost piles are prohibited.
- *If such plantings result in complaints by neighbors, the Architectural Covenants Committee will consider appropriate measures.*

An application IS NOT REQUIRED FOR LANDSCAPING which meets all of the following conditions:

- a. Located at the rear of the unit.
- b. Size does not exceed 10' x 10'. Areas larger than this must be enclosed within a properly fenced yard.
- c. It does not damage property through the flow of water onto adjacent property.
- d. Foundation landscaping (within 4' of the base of the unit) which meets all of the following conditions: Restricted to natural landscaping (i.e. plants, shrubs and trees) and railroad ties, garden timbers or other materials used to construct a border or retaining wall which does not exceed 18" in height and remain within 4' of the foundation.

An Application IS REQUIRED for:

- a. Hedges which will grow to more than 2' in height or 8' in length, or other structural features, fences or screens and a part of other applications where required.
- b. Rock gardens or rocks or collections of rocks exceeding 24" in any direction. All rocks shall be left their natural color.
- c. Railroad ties or garden timbers which form a wall over 18" high or 10' long. Walls over 24" may require governmental approvals. Include a site plan with the location of ties or timber drawn in, and information on landscaping plans and any grading changes.

- d. Removal or planting of trees of a diameter of more than four (4") inches measured two (2) feet above ground level.
- e. Any landscaping or gardens that are not covered in the paragraphs above.

12. PATIOS

- Should be located to the rear of the home, although side yard locations will be considered.
- Must not adversely impact drainage.
- Must be compatible in scale, design, materials, color and finish with the home and nearby lots and structures.
- All ground level patios need Architectural Covenants Committee approval.

13. RECREATION AND PLAY EQUIPMENT.

- Creatively designed equipment is encouraged. The guidelines listed below are provided to reconcile the need for play equipment with the goal of minimizing its visual impact.
- In general, all exterior play equipment must be placed in a rear yard location that will minimize the negative visual and physical impact to the community. The equipment must be well maintained. No peeling, rusting, crumbling or extreme fading will be permitted. Consideration must be given to lot size, equipment design and size, amount of visual screening, etc. No metal play equipment will be allowed.
- Play equipment for a single-family home must be located within the rear plane of the house.
- All play equipment not within a fenced yard or extending above the height of the fence must be approved by the Architectural Covenants Committee.

14. STORAGE SHEDS.

- Storage sheds affect both an individual property and the neighborhood. As a result, all storage sheds must be compatible with both the architecture and landscape surrounding the house. Consideration must be given to lot size, shed size and the impact on views from neighboring properties.

- The shed should be designed to appear as part of the house/landscaping/fence theme and may be part of a deck. Building materials must correspond to design theme, including color.
- The shed must be designed to respect the “visual rights” and aesthetic interests of neighboring properties, must not be higher than six (6) feet within a properly fenced yard.
- Applicants must review fence and shed design criteria with respect to visibility, privacy and materials prior to design.

15. STORM/SCREEN DOORS AND WINDOWS.

- Must be compatible in design and appearance with the home.
- Storm or screen doors must be painted the same color as the entry door behind them or the same color as the surrounding wood trim.
- Storm/screen doors must be full-view.
- Storm and screen window frames must match the trim of the house or be white.

16. SWIMMING POOLS.

- Must be built in-ground and located to the rear of the home.
- Must be compatible with the home and the surroundings in design, scale and location.
- The pool and its filtration and other equipment must be screened from view, from the streets and other lots.
- Must be adequately and appropriately covered during extended periods of non-use (i.e., more than twenty-five consecutive days).
- Must be consented to in writing by all adjacent lot owners.

17. TRASH/RECYCLABLE CONTAINERS.

- Must be stored in an area not visible from a street or another lot.
- May be set out for trash or recyclable pickup only during the evening preceding and the day of the scheduled pickup.
- Must be designed, maintained and located so as not to attract rodents or insects.

- Must be conventional and unobtrusive in design, scale, color and finish.

SECTION IX

GENERAL MAINTENANCE GUIDELINES

Maintenance affects the visual character and economic values of the property and neighborhood, and in some cases, safety. Property ownership includes the responsibility for maintenance of all structures and grounds that are a part of the property. This includes items such as mowing grass, removal of trash, and structural maintenance.

EXTERIOR APPEARANCE

Homeowners are responsible for maintaining the exterior of their homes and any other structures on their property, such as decks, fences, sheds and play equipment.

MOWING

Turf areas need to be mowed at regular intervals, maintaining a maximum height of 6" and a minimum height of 2". Changes to this requirement may be made according to specified plans.

Planted beds must be kept in a neat and orderly manner.

LAWN & GARDEN FERTILIZATION

All soil should be tested before fertilizer is added - especially in areas where drainage will flow into ponds. Special care should be taken not to over-fertilize lawns and gardens where there is the chance of runoff into storm water management areas.

TRASH REMOVAL

Each homeowner is responsible for picking up litter on his property as well as preventing windblown debris from originating on their land.

Association Open Space should not be used as a dumping ground for debris. All debris must be disposed of in appropriate methods.

EROSION CONTROL

Each homeowner is responsible for ensuring that their lot area is protected from erosion and that storm drain structures are not blocked to create additional erosion problems.

SECTION X

PET CONTROL

Household pets such as dogs and cats may be kept, provided that they are not bred or maintained for commercial purposes and do not create a nuisance or annoyance to surrounding lots or the neighborhood. Pets must be in compliance with applicable County ordinances.

Specific Rules and Regulations governing pets have been adopted by the Architectural Covenants Committee. They are as follows:

1. The Architectural Covenants Committee has extended permission to the County Animal Warden to enforce all applicable portions of the County Ordinance in regard to all animals and pets within the common areas.
2. Owners and all other persons who are owners and/or custodians of pets shall not allow such pet to run at large in the community. A dog or cat shall be deemed to run at large while roaming, running or self-hunting or when not restrained by a dependable leash and controlled by a responsible person as defined by County Ordinance.
3. All pets must have appropriate shots, licenses and tags, as required by County Ordinance.
4. Pet owners shall be responsible for immediate clean-up and proper disposal of pet wastes. Pet waste may not be disposed in common areas.
5. Homeowners or guests who own pets shall ensure that their pets do not become a nuisance to other homeowners in the Association. Actions which may constitute a nuisance include, but are not limited to: barking, crying, scratching or being hygienically offensive.
6. Pets shall not be chained or leashed on any common area.
7. Pet owners shall incur any and all costs for repairing damage to common areas caused by their pet(s).
8. **Homeowners should report any violations of the above items to the County Animal Control and violation of item 4 to the Health Department.**
9. **Any other violations should be reported, in writing, to the Association's management company, with specific information as to the name and address of the violator, the time and date, and the description of the pet.**

SECTION XI

VEHICLE CONTROL

Specific rules and regulations regarding vehicles have been adopted by the Architectural Covenants Committee. They are as follows:

GENERAL

- No unlicensed vehicles, including but not limited to motorized bicycles, motorcycles, mini-bikes, go-karts, etc., shall be operated on or parked upon any common area in the community.
- Minor vehicle repairs must be completed within 48 hours from the starting time of the repair. Major repairs (including but not limited to engine transmission, rear end overhaul) are prohibited.
- Dumping, disposal of leaks of oil, grease, or any other chemical, residual substances, or any substance of particles from holding tanks of vehicles of any type (as a result of the repair, maintenance, or carelessness) is not permitted on any areas. Disposal must also conform to environmental regulations.
- The dumping of motor oil and other petroleum products into the storm sewers is a direct violation of the State Water Control Law and may lead to civil penalties and clean-up costs for the responsible person(s).
- All motor vehicles shall not exceed the posted speed limit while operated in common areas.
- Owners of vehicles will be held liable for all costs to repair damages to common areas caused by negligence, repair operations on the vehicle or storage of any combustible, dangerous or otherwise hazardous material on common areas (regardless of the type of container).
- Parking of motor vehicles with commercial lettering, including but not limited to vans, trucks, taxicabs, buses, or cars are prohibited in the community including areas that have been designated as guest parking. Trucks greater than 3/4 ton in size are prohibited in the Association.
- Overflow or guest parking or driveways may not be used for storage of motorcycles, boats, trailers, campers, etc.
- Any unlicensed person is prohibited from operating any motor vehicle on common areas.
- All persons operating motor vehicles upon common areas shall conform to all traffic control signs posted on the premises and in accordance with the provisions of the traffic ordinances of the appropriate governmental authorities.

- Operation of any motor vehicle in violation of the Code of Florida, as amended, is prohibited. Consent is hereby given by the Architectural Covenants Committee to all appropriate law enforcement officers who are hereby empowered to enforce all motor vehicle laws in the streets and common areas of the community.
- Vehicles parked on property must be in compliance appropriate governmental regulations. Violations of this rule shall result in the posting of Notice on the vehicle directing removal of the vehicle or correction of the violation within 5 days. All actions shall be coordinated with the appropriate governmental authorities.
- The Architectural Covenants Committee shall be empowered to have vehicles which are in violation of governmental regulations, removed from the common areas, at the owner's risk and expense, upon forty-eight (48) hours' notice posted on the vehicle.

RECREATIONAL VEHICLES

Recreational vehicles to include, but not limited to, motor homes, boats, travel or camping trailers shall not be kept on any lot or in the common areas or parking areas.

SECTION XII

CONTRACT DISCLOSURE PACKET

A Resale Certificate is required by the Architectural Covenants Committee. Lots are subject to the Property Owners Association Act (POA Act). The seller is required to obtain from the Association an Association Disclosure Packet and present it to the Purchaser. Information provided in the Packet is outlined in 55-509.5 of the POA Act and includes information on the current status of assessment payments and on the existence of any architectural violations.

EXAMPLES OF ALLOWABLE FENCE TYPES
White or Tan PVC Fencing

