

LAKES AT LAUREL HIGHLANDS

Architectural Review Committee Guidelines

Declarant can change guidelines at any time without prior approval

I. INTRODUCTION

The purpose of these Architectural Planning Criteria/Guidelines (Guidelines) are to set out the procedures for obtaining the approval of Architectural Review Committee (ARC) for various matters that are set forth within the Declaration of Covenants, Conditions and Restrictions (CC&Rs) for the Lakes at Laurel Highlands Community, and to elaborate upon and supplement the CC&Rs and other Governing Documents applicable to the Lakes at Laurel Highlands Community, and also to assist Owners in expediting an ARC Application by simply following the guidelines outlined in this document for any improvements and exterior alterations to the external structure, landscaping and grounds consistent with the requirements of the Governing Documents.

The CC&Rs and the Guidelines are tools and can be changed in accordance to the procedure stated in the Governing Documents when the community needs arise. The Guidelines are intended to provide guidance to Owners regarding matters of particular concern to the ARC in accepting and considering applications hereunder. The Guidelines are not the exclusive basis for decisions of the ARC and compliance with the Guidelines does not guarantee approval of any application. In addition to the Architectural Guidelines, any improvements constructed upon a Lot must comply with all of the covenants and restrictions contained in this CC&Rs (however, such compliance does not automatically entitle an applicant to ARC approval of its planned improvement).

Nothing contained within these Guidelines will obligate any agency or government to approve any plans submitted to them by the Owners, nor shall the approval of an ARC Application be interpreted that any local government, State and/or Federal requirements have been met and/or approved.

It will be the responsibility of the Owner to be sure that they obtain permits and/or any other legal documents required by any or all of the agencies or governmental agencies before commencing any on-site work.

If you plan to make any exterior changes to your home and/or property, (i.e. alterations, additions, landscaping, etc.) you must complete an ARC Application and submit it according to the Governing Document. If an Owner fails to comply with these requirements, he/she will be subject to remedies provided for in the Governing Documents.

The objective to the Governing Documents and these Guidelines is to maintain a superior designed landscaping and quality of homes in Lakes at Laurel Highlands. The anticipated benefit of adhering to these documents would be to increase each owner's property values, investment, and to help maintain the quality of life that accompanies a well-maintained residential community.

II. ARCHITECTURAL REVIEW COMMITTEE (ARC)

The CC&Rs provides that the Declarant or the Homeowners Association for the Community may appoint, and then oversee and/or administer the ARC. The Declarant/Board of Directors of the Association has appointed the ARC. The ARC shall have the authority to, from time to time, adopt and thereafter amend architectural guidelines which contain general and specific criteria, guidelines, and other provisions

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applicable to, and which must be satisfied in connection with, development, construction, and modification of the Property and the ARC's approval thereof and any improvements and trees/landscaping, including, but not limited to, any Residential Property; which guidelines may not conflict with any provisions of the Governing Documents. In accordance with the duties and obligations imposed upon the ARC by the Governing Documents, the ARC has adopted these Guidelines. The ARC shall make these Guidelines available to Owners who seek to engage in development or construction within the Community, and consistent with the Governing Documents all Owners are deemed to have notice of the same.

III. PURPOSE & RESPONSIBILITY OF THE ARC

It is the plan of the Declarant/Association that the Community maintains its status as a highly restricted community of superior quality homes and lots. The ARC shall evaluate applications and related plans and specifications for proposed improvement(s)/buildings on a Lot with emphasis on evaluating and approving said applications only if they are in conformity with the above stated goal. The ARC will enforce standards governing the external appearances of structures and improvements on the Lot with the surrounding Lots and the community as a whole; and, with specific emphasis on external design, location of the improvement(s) in relation to the surrounding structures, Lots and/or improvement(s), topography and conformity to the Governing Documents.

IV. RESPONSIBILITY OF THE LOT OWNER

- Abide by the Governing Documents, Guidelines and all rules, regulations, policy and procedures of the Lakes at Laurel Highlands Homeowners Association.
- Submit a completed ARC Application when planning any improvements and/or alterations to the external structure on the Lot, landscaping and grounds of the Lot.
- Do not begin any on-site work, improvements and/or alterations until an ARC Application has been submitted and the ARC, Declarant or the Association has given written approval to commence to do so.
- During the construction of improvements and/or alterations on the Lot, the Owner is responsible for keeping any obstructions of view and/or traffic right-of-way on the street clear at all times and to keep all exterior grounds of the Lot clean of debris at all times, including common areas.
- The owner of Lot is responsible for all damages that occur during construction of improvements or alterations.
- Obtain all necessary permits and documentation required by the county, state and/or federal government. **This is not the Associations or the ARC's responsibility.**

V. EMERGENCY EXTERIOR MAINTENANCE

Emergency Exterior Repairs, are those actions that are reasonably necessary to protect the existing improvements on a Lot, or its contents, and the health/safety of those residing within said improvements, and will be allowed without the necessity of first submitting an ARC Application for approval, under the following guidelines.

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When preparing to start any Emergency Exterior Repairs, or as soon thereafter as is practicable, the Owner must submit an email statement to the ARC stating the emergency and required repairs. The email should include an explanation of damages and pictures of the areas if possible. The owner will be allowed to repair any physical or structural Emergency Exterior Repairs, as long as there are no structural alterations, or improvements.

Examples of Emergency Exterior Repairs would be water intrusion of any kind (windows, exterior walls) an object that fell or hit the house – tree or vehicle, loss of roof covering due to wind or storm damage, broken windows and doors.

After the Emergency Exterior Repairs have been completed, the Owner must submit a completed ARC Application (pursuant to these Guidelines) detailing the repairs completed and provide pre-and post-repair pictures of the emergency repair. This ARC Application must be submitted to the ARC for ARC review within 48 hours upon completion of the Emergency Exterior Repairs.

Emergency Exterior Repairs do not allow the Owner to make any alterations to the normal state of the improvements on the Lot as existed prior to the damages that necessitated the Emergency Exterior Repairs.

A common Community emergency declaration by the Association will allow all Lot Owners the same privileges.

VI. ARC APPLICATION PROCEDURE AND STANDARDS

➤ **Complete ARC Application**

- Two (2) ARC Applications (the Original and One Copy) must be submitted for each project/improvement that must have ARC approval as contemplated in the Governing Documents or in these Guidelines.
- **Example:** Installation of a swimming pool and spa with a screen enclosure and/or fence. There should be two (2) applications for the swimming pool and spa and two (2) applications for the screen enclosure and two (2) applications for the fence.
 - One (1) original ARC Application with all required attachments will be retained by the Association. The original will be filed in the file for the subject Lot and the copy will be returned to the Owner with an approval or disapproval letter.
 - One (1) copy of the ARC Application including all attachments shall be returned to the deeded property owner after action has been taken with an approval or disapproval letter.
- An ARC Application can be retrieved from the community's web site – WWW.ARTEMISLIFESTYLES.COM

➤ **Attachments that are required with all ARC Applications**

- Site Plat that shows the approximate location and dimensions of all improvements, additions, alterations, etc. including driveway, irrigation, swimming pool, spa, play sets (swings, slides) etc.

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- Site Plat for new or improving Landscape – placement of fences, trees, bushes, shrubs, curbing, garden walls, retention walls, etc.
- Any and all documents to support and clarify the Owner’s request.

Submit the ARC Applications to the HOA Management Company to be date stamped and logged in for ARC.

➤ **Approval Requirement**

- The following are examples of improvements that will not be permitted to commence, be erected, or maintained without submitting an ARC Application for ARC’s written approval. All improvements, alterations and additions shall also comply with all applicable Laws, Ordinances, Rules, Regulations, Orders and Decrees of the local government and the State of Florida.

Landscaping	Sidewalk
Utility installation or extensions	Decoration
Drainage improvement	Lighting
Driveway	Fence or Railing
Swimming Pool	Equipment
Pool Enclosure or Screen Enclosure	Any exterior alteration or addition
Any other physical or structural improvement in/on the property	

➤ **Approval & Disapproval**

- ARC approval will not be provided unless the ARC Application shows that the improvement, exterior alteration or addition conform to the Governing Documents, including but not limited to these Guidelines. An owner shall not make application (directly or through any other person) to any governmental agency for any building or other permit for the proposed improvement, alteration and addition prior to approval of the corresponding ARC Application (s). (**Note:** If there are multiple improvements, exterior alteration or additions to be performed at the residence, each improvement, exterior alteration or addition must be submitted on a separate ARC Application).
- The ARC can withhold approval not only for noncompliance with the Governing Documents, but also for and not limited to the following:

Location of the Improvement/Vegetation	Alteration/Addition on the Lot & Materials Used
Shape & Design	Proportions & Materials
Size, Height & Elevation	Drainage Plan (if Applicable)
Color Scheme & Finish	Style & Appropriateness of the Proposed Improvement

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➤ **Submissions and Resubmissions of Plans**

- All plans for New Construction of new units being built and additions/alterations of existing structure shall be prepared by an architect or engineer employed by, and at the expense of the submitting owner attached to the ARC Application ARC will approve or disapprove all plans within thirty (30) days from receipt of the ARC Application.
- All plans submitted should show the existing residence location on the lot; what land type is adjacent to all Lot boundaries, (including any frontage for water, conservation, and street (s), and, if applicable, view from community amenities/parks and, shall also depict the location of all improvement(s) or change(s) contemplated, including but not limited to such items as plant types, and sizes, sprinkler systems, artwork / yard art, driveway(s), walkway(s), path(s), wall(s), fence(s) and types of materials to be used. A comprehensive plan shall be submitted to the ARC prior to the commencement of any clearing, landscaping, installation or construction. (NOTE: If any modifications made to the original application for any reason, the application must be resubmitted to the ARC for approval).

➤ **Final Inspection**

- A representative of the ARC will inspect the property/upgrade/renovation/alteration, etc. upon completion for compliance. Any damage(s) resulting from the project construction, including, but not limited to, to common areas, landscaping, sidewalks, drainage, streets, curbs, community and street signs, walls, irrigation, sprinkler heads, fences, gates, etc. will be the responsibility of the Owner and the Owner shall repair same, failing which the damage may be repaired by the Association and such costs will be charged to the Owner as an individual assessment.

VII. SUPPLEMENT TO CC&Rs; ADDITIONAL DEVELOPMENT

The following planning criteria are in addition to, and not in replacement of, the restrictive covenants set forth in the CC&R's.

Lakes at Laurel Highlands Architectural Standards

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- 1) **Air Conditioners.** Window air-conditioning units are not permitted for use on any homes at Lakes at Laurel Highlands.

- 2) **Satellite Dishes.** In accordance with FCC rules and Florida Statutes, ARC approval will not be required for equipment measuring one meter in diameter (39.97 inches/ 3 feet, 3.37 inches) or less. Any satellite dish over one meter in diameter is prohibited. **The location of any approved satellite dish must be approved by the ARC**, which may require appropriate screening.; provided, however, that the satellite dish shall be allowed in the least obstructive location where the satellite signal may be received.

- 3) **Basketball Hoops.** Basketball hoops are not permitted for use on any lots/homes at Lakes at Laurel Highlands.

- 4) **Boats.** The only place a boat, canoe, kayak or other watercraft may be kept within the community is within the garage of the unit owner. The garage door must be able to close completely so that the boat, canoe or kayak is not visible from the street. Boats, canoes or kayaks parked at the clubhouse, pool parking lot, vacant lot, or any other unauthorized area will be towed at the owner’s expense.

- 5) **Driveways & Sidewalks.** Surfaces must be consistent with original materials and colors. Driveways should remain free from oil, gas and other stains. Periodic cleaning may be required at the discretion of the Board of Directors.

- 6) **Exterior House Lights.** All additional light fixtures require architectural approval. Along with you ARC Application, submit a picture of the fixture and a copy of your survey, showing the location to the ARC for approval prior to installation.

- 7) **Fences.** You must submit an architectural application with a survey showing the fence location for approval prior to installation. Municipal permits are the responsibility of the homeowner. All fences shall be constructed of non-wooden fencing of a style approved by the ARC with a set-back minimum of ten feet (10ft) from the front corner of the house. In the cases of alley load lots, homeowners will be allowed to install a fence to the rear set back line. Exceptions may be granted by the ARC for those houses on irregularly shaped lots. Homeowners should give consideration to the consistency and design within the community, and to the existing Unit color scheme, as well as any previous exterior improvements.

If an ARC-approved fence is currently in place on the adjacent property, homeowners should consider aligning the front portion of the fences on adjacent properties. Applications should indicate existing fences on adjacent properties.

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Fences erected on lots adjacent to sidewalks (corner lots), may extend no more than five (5) feet from the sidewalk (unless local ordinance states otherwise). The side yard fence of a corner lot will be limited by the location of the front wall on the adjacent, interior lot home. If the fence abuts the conservation/wetland/waterfront/tract area, the requirement is four feet (4ft) picket style (black or white) fence along the rear property line. If the fence abuts another home, the requirement is six feet (6ft) tongue & groove privacy fence along the rear property line. The side property lines are mandatory six feet (6ft) tongue & groove privacy fence with either of the options previously mentioned. Landscaping approved by the ARC shall be placed in front of all fences facing street view.

- 8) **Flag Poles/Flags.** No flags or banners other than a Flag permitted by Chapter 720.304, Florida Statutes, or other local, state or federal law which must be displayed in a respectful manner and which is subject to reasonable standards for size, placement and safety. Only permissible installation is by brackets mounted to the front exterior of house. Flag poles are allowed to a maximum of 20 feet in height. Flags are not permitted to be affixed to trees or other landscaping.
- 9) **Garages.** Garage conversions are not permitted on any home at Lakes at Laurel Highlands. Garage doors should be kept closed when garage is not in use. Garage doors should be periodically cleaned, painted and maintained. Damaged or unsightly doors may be required to be cleaned, repaired, painted, or replaced at the discretion of the Board of Directors.
- 10) **House Colors/Paint.** Owners shall clean, repaint or re-stain, as appropriate, the exterior portions of the building improvements (with the same colors as initially approved or with other colors first approved by the ARC), including exterior surfaces of garage doors, as often as necessary to comply with the foregoing standards. All painting of homes must be approved by the ARC, with the exception of homes being repainted the same colors scheme for maintenance purposes. Applications must consist of approved color schemes. Homes with adjacent frontages will not be permitted to be the same color scheme and applications should indicate that adjacent residences would not match the intended paint scheme. Anodized or painted finishes are required on all metal finishes, including, but not limited to, windows, window screens, roof flashings, garage doors and screened pool enclosures. Partial repainting of less than an entire area of any wall of the structure with the existing (matching) color due to maintenance or repair does require ARC Approval.
- 11) **Landscaping.** Any change to the size, location, or design of landscaping installed with the originally approved Parcel Landscape Plan requires the advance approval of the ARC. Similarly, the addition of new trees and/or shrubs/bushes not contemplated in the original Parcel Landscape Plan requires approval from the ARC. When preparing a Parcel Landscape Plan, or plans for fencing on a lot, the Owner should take into account the following:
 - a. The replacement of plantings in existing beds with items of the same nature and size is considered normal maintenance and does not require advance approval of the ARC.
 - b. Replacing or refreshing mulch in landscape beds may be done without ARC approval.
- 12) **Parking on Common Areas.** Parking in areas that are marked 'No Parking', parking on lawns, vacant lots and common areas is not permitted.

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13) **Patio Decks.** You must submit an Architectural Application, with a survey showing the location and sample of materials to be used, to the ARC for approval prior to installation.

- a. Patios shall be constructed of pavers or concrete.
- b. Materials shall be consistent in color and type with those used in the construction of the home.
- c. Patios shall not extend beyond the side plane of the house.
- d. Patios shall not encroach on any drainage or utility easements.
- e. Homeowner is responsible for having all public and private utilities located prior to commencing.

14) **Play Equipment/Swing Sets.** The following are examples of Children's Play Structures the placement of which on any Lot shall require approval of the ARC. The below list is illustrative only, and is not intended to be exhaustive of all structures that would be considered Children's Play Structures for purposes of the CC&R's.

Play Sets and Structures Examples	
Slides	Playhouse/Tree House/Forts
Trampolines	Swing Sets

15) **Pools & Pool Equipment.** Any swimming pool or spa to be constructed on any Lots that was not approved as part of the original Parcel Plan for the Lot shall be subject to the approval of the ARC. A survey showing a scaled drawing of the pool/spa and pool equipment must be attached to your architectural application. Homeowner is responsible for having all public and private utilities located prior to commencing construction. Homeowners that proceed with construction without having utilities located will be responsible for costs associated with damage to any utility line.

All Pools, Spas or Jacuzzis shall be of the in-ground type. No swimming pools or spas can be drained onto open space or any other property.

Swimming Pools and spas may not be located in the front or side yard of any lot or unit, nor nearer than the residence to any side street lot line. Any resultant alterations to systems for landscaping and irrigation are the responsibility of the homeowner. Gutters and downspouts which become part of the pool installation may be required to be tied into an underground drainage system and drained to a lake, swale, or other storm water drainage system. Pool/spa heating systems, their placement and attachments, must also be approved by the ARC.

- a. **Pool Equipment & Gas Tanks (Heaters, Pumps).** Landscaping a minimum of 36" high, shall be used to obscure pool equipment from view. Type of landscaping that will be used must be identified in architectural application submitted for pool installation. Propane gas tanks must be underground or significantly shielded.

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- 16) **Roofs.** All roofs of principal structures shall be composed of dimensional shingles or tile, unless some other material is approved in advance by the ARC. Roofs of ARC-Approved add-on structures, such as home or patio enclosures, docks or boathouses, pool enclosures with elite roofs, shall match the existing roof materials or shall be composed of matching screening material as used for the entire enclosure(s).
- 17) **Screen Enclosures.** You must submit an Architectural Application with a survey showing the proposed location for approval prior to installation. Screen enclosures are permitted on the rear portion of the house but shall not extend beyond the plane of the house nor encroach on any easement.
- 18) **Seasonal Lights/Yard Decorations.** May be installed without ARC approval, but are subject to such rules and regulations as may be implemented from time to time by the ARC. Any such Holiday lights and decorations must be removed no later than 30 days following the date of the occurrence of a subject Holiday.

The following described items are also illustrative, but not an exhaustive list, of improvements that, if not included within the original Parcel Landscape Plan for the Lot, shall require approval of the ARC before installation on any Lot. Additionally, with respect to certain improvements described below, there are height restrictions that may not be exceeded, even though such an improvement may receive approval of the ARC.

Decorations (Ornaments) (Examples Below)	Decorations Height Restrictions
Bird Bath	Not to exceed four (4') feet
Bird Feeders	Not to exceed four (4') feet
Wall Art – Fountains, Metal	At discretion of ARC
Sculptures & Fountains	Not to exceed six (6') feet
Landscape Lighting	Per Approved Lighting Plan
Motion Lighting	Per Approved Lighting Plan
Landscaping Pavers	Consistent with Submitted Sample
Retention Walls	Per Approved Plan
Seasonal Decorations	Per Section 7 Below

- 19) **Signs.** No Signs of any kind are permitted in or on the home at Lakes at Laurel Highlands with the exception of a sign (of reasonable size) provided by a contractor for Security Services within ten feet (10ft) of any entrance to the Homeowner's Residence.
- 20) **Storage Sheds.** Storage sheds or tents of any kind are permitted on the home sites at Lakes at Laurel Highlands.
- 21) **Storm Shutters.** Permanent hurricane shutters are not permitted on any homes at Lakeside Landing. You must submit an architectural application with samples of the proposed temporary hurricane shutter to the ARC for approval. Panels that are approved must be in place no earlier than 48 hours prior to storm or warning and must be removed within 7 – 14 days after a storm or 48 hours after a warning issued by the National Hurricane Center.

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- 22) **Trash Containers.** All trash must be placed in containers. Bags and loose trash are not permitted. No trash containers shall be put out earlier than 6:00 p.m. on the evening prior to the day of scheduled pick-up. Containers must be brought in no later than 12 hours after collection. Trash containers must be stored out of view. Trash containers may not be stored at the side or rear of the house unless obscured from view by approved landscaping or fencing. Disposal of large items may require coordination with the local waste hauler prior to setting at the curb for pick-up.
- 23) **Wetland & Nature Preserves.** All preserves on the property are protected under conservation easements. No persons, pets or vehicles are permitted within any preserve on the property at any time. No homeowner, guest, or any other person may remove a tree, vegetation, animal or any other item from any preserve, nor shall any tree, vegetation, waste, debris or any other item be placed in any preserve.