

HERITAGE OAKS GOLF AND COUNTRY CLUB

ARCHITECTURAL AND AESTHETIC CONTROL

Guidelines, Policy and Procedures

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ARCHITECTURAL AND AESTHETIC CONTROL POLICIES AND GUIDELINES

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ARCHITECTURAL AND AESTHETIC CONTROL

1. SCOPE

- 1.1. This document defines the policies, procedures and responsibilities to be used by the Heritage Oaks Golf and Country Club Architectural Review Committee and the Neighborhood Associations Boards, for maintaining the architectural and aesthetic control of the Club's neighborhoods and dwellings.
- 1.2. The order of precedence of documents establishing these policies shall be (1) Declaration of Covenants, Conditions and Restrictions for Heritage Oaks Golf and Country Club, (2) Declaration of Covenants, Conditions and Restrictions for Heritage Oaks Golf and Country Club Neighborhood Associations, (3) This Document.

2. RESPONSIBILITIES

2.1. Development of Policies for Architectural and Aesthetic Control

- 2.1.1. It shall be the responsibility of the **ARC** to develop and define policies that maintain the sameness of design present in the existing structures and grounds, including window and door sizes and types, new pools, patio and lanai construction, landscaping, exterior lighting, building colors, and shutters for storm mitigation. When changes are submitted for approval, both the immediate and long term implementation of these policies shall be considered in the approval process.

2.2. Maintaining Aesthetic Standards

- 2.2.1. All **Neighborhood Association Boards** are responsible for identifying problem areas that are not in compliance with established standards. Problem areas include, but are not limited to, cleanliness of roofs and driveways, worn or damaged dwelling exterior paint, lawn care, replacement of damaged or dead shrubs and trees in neighborhood common ground, the condition of individual homeowner shrubs and trees and dwelling exterior maintenance.
- 2.2.2. **Neighborhood Association Boards** are encouraged to create committees and procedures to facilitate the Board's actions needed to meet the responsibilities detailed in this document.
- 2.2.3. The affected **Neighborhood Association Board** shall be responsible for correcting problems in **neighborhood common grounds**, and defining the corrective action to be taken. The affected **Neighborhood Association Board** shall be responsible for notifying **homeowners** of problems specific to individual dwellings, and defining the corrective action to be taken by the individual owners.
- 2.2.4. The **Neighborhood Association Board** shall be responsible for follow through for correcting problems in a timely manner. Problems that remain uncorrected shall be reported to the **ARC**, and Club resources may be used to assist in the correction.
- 2.2.5. The **Neighborhood Association Board** shall be responsible for reviewing requests for changes to landscaping and dwelling exteriors initiated by a **homeowner**. This review shall include the aesthetic aspects of the request, conformity to guidelines and suitability of the change to the neighborhood.
- 2.2.6. The **Neighborhood Association Board** shall monitor the installation of approved changes to insure that the changes closely follow the approved request.

- 2.2.7. For actions taken by the **ARC** or the **Neighborhood Association Board** that are contested by the **homeowner**, dispute resolution procedures shall be followed.

2.3. Records

- 2.3.1. The **ARC** shall maintain a yearly Records File. Non calendar years are permitted, with the year starting April 1 and ending March 31 of the succeeding year.
- 2.3.2. The Records File shall contain; (a) The original signed Requests For Approval (RFA) together with pertinent supporting data. (b) Copies of the Conditional and Final Letter of Approval. (c) Copies of all Letters of Rejection (see 3.1.7). (d) Copies of all correspondence both received and sent. (e) Copies of the Agenda and Minutes for all monthly **ARC** meetings.
- 2.3.3. The Records requirements of letters that have been printed from a WORD or pdf (portable data files) file onto Club letterhead and mailed, correspondence, meeting agendas and meeting minutes may be met by saving the originating WORD or pdf file.
- 2.3.4. Appropriate software may be used to convert forms, correspondence and other data to WORD or pdf format.
- 2.3.5. The converted data shall be stored and retained on writeable memory. A CD disc is permanent, not subjected to viruses and is the preferred storage media. Memory sticks may be used but data can be destroyed by viruses.
- 2.3.6. Data records shall be retained for seven years. **HOGCC** shall provide storage assistance.
- 2.3.7. At the end of each year interval the **ARC** shall prepare an index of the stored records to assist future access.

3. ARC APPROVAL

3.1. Request For Approval

- 3.1.1. The Declarations for the **Neighborhood Associations** and the Heritage Oaks Community Declaration require that written approval be obtained from the **Neighborhood Association** and the **ARC** for improvement, alteration or other work that materially affects the appearance of any structure or lot. This section provides the procedures and guideline to meet the Declaration's requirements.
- 3.1.2. All Requests For Approval shall be submitted to the **ARC** on the RFA Form included in Addendum 7 of this document. The form shall also be available from the Club's web site.
- 3.1.3. Requests for **ARC** approval shall be approved by the President of the **Neighborhood Association** before being forwarded to the **ARC**.
- 3.1.4. Presidents of all **Neighborhood Associations** shall provide the **ARC** the name(s) of the **Association Board Member(s)** authorized to act on behalf of the **Association** in the President's absence. Note that the review of the merits of the request leading to the approval or rejection must be made by the Board of Directors, and cannot be delegated to an organization or individual not a member of the Board.
- 3.1.5. Information such as product brochures, colors, sketches and dimensions shall be provided with the RFA form. Requirements for this supporting data can be found in the Guidelines included in this document.

- 3.1.6. All requests for changes including new construction shall show the expected start date and completion date of the change. Projects that are not completed in a timely manner shall be referred to the HOGCC Board of Trustees for further action.
- 3.1.7. The requested change may require the use of vehicles and construction equipment that damages landscaping on the **owner's lot**, a **neighbor's lot**, **Neighborhood Association Common Ground** or **Club common ground**. The owner shall be responsible for the timely repair of damage and the restoration of the area to its original condition. The requested change may have immediate and longer range effects on ground and dwelling maintenance such as landscape maintenance, building external cleaning and painting, roof maintenance and repair, roof leaks and more. The **Neighborhood Association** shall identify and resolve all actions required by the owner for the immediate and extended effects of the requested change prior to submitting the approved request to the **ARC**.
- 3.1.8. When requests have been considered by the **ARC**, the **ARC** shall provide as appropriate; a **Letter of Final Approval**, a **Letter of Conditional Approval** stating the limitations or conditions of the Approval, or a **Letter of Rejection** with sufficient explanations and reasoning for the rejection. When the limitations of the **Conditional Approval** have been resolved the Arc shall provide a **Letter of Final Approval**.
- 3.1.9. Approved changes for which the starting date has been delayed for over 120 days shall be re-submitted to the Arc for approval.
- 3.1.10. **ARC** approval for any request for change shall not be interpreted as meeting construction codes or over-riding the need for a county building permit. These areas remain the responsibility of the owner.

3.2. Delegation Of ARC Approval

- 3.2.1. The ARC may delegate to the **Neighborhood Association** Boards the authority to approve certain requests made by the **Neighborhood Association's** homeowners. When the approval for certain tasks has been delegated, the **Neighborhood Association** Board shall be bound by the policies, guidelines and conditions of this document. In the absence of a specific statement in this document, or an addendum thereto, specifying that the authority to approve a certain type of improvement or alteration has been delegated to a **Neighborhood Association** Board, **ARC** approval is always required.
- 3.2.2. The **Neighborhood Association** shall provide the homeowner written approval for these requests, or a Letter of Rejection with sufficient explanations and reasoning for the rejection.
- 3.2.3. **A copy of the RFA form with approval signature shall be returned to the homeowner, and may be used to satisfy the written approval requirement.**
- 3.2.4. The original RFA together with all correspondence shall be forwarded to the ARC for records retention.
- 3.2.5. A listing of approvals required for frequently requested changes is provided in TABLE 1 of this document.
- 3.2.6. Requests for changes not listed in TABLE 1 or covered in the Guidelines included in the Addendum of this document shall be submitted to the ARC for approval.

3.3. Approval For Rebuilding and Repair after Damage

- 3.3.1. It is recognized that improvements or other alterations of the exterior appearance of any Structure, Lot, Living Unit or **Neighborhood Common Area**

may suffer damage in the future due to hurricane, storm, natural or man-made disaster or other Act of God. If such damage occurs, any repair, replacement or reconstruction must be submitted to the **ARC** for approval to ensure that the exterior appearance after the damage is remediated will be in conformity with both the architectural and aesthetic requirements of the community. This requirement applies regardless of whether the repair, replacement or reconstruction will result in a change to the exterior appearance as it existed prior to the damage or not.

4. GUIDELINES

4.1. Purpose

- 4.1.1. The **ARC** shall provide guidelines for the preparation of requested changes that represent the major items for review by the **ARC** in meeting the **ARC**'s mission of aesthetic control.
- 4.1.2. Guidelines shall be approved by the Heritage Oaks Board of Trustees.
- 4.1.3. Guidelines shall provide the data required to be submitted with the RFA for review.
- 4.1.4. All guidelines and policies related to architectural and aesthetic control shall be included in this document. The **ARC** shall be responsible for updating and maintaining this document.
- 4.1.5. The **ARC** shall maintain a listing of the current guidelines and provide access to the guidelines for Club members.

4.2. Organization

- 4.2.1. Guidelines shall be included as an Addendum to this document.
- 4.2.2. TABLE 2 of this document provides a listing of the approved guidelines and the last approval date. The **ARC** shall update TABLE 2 when guidelines are added or changed to maintain a listing of the currently approved guidelines.

4.3. Limitations

- 4.3.1. These guidelines are only guidelines and are subject to modification by the **ARC**, do not create any vested rights as to any owner, and shall be considered and applied or not applied in the sole discretion of the **ARC** on a case by case basis as to each RFA. No improvement or other alteration of the exterior appearance of any structure, Lot, Living Unit or **Neighborhood Common Area** may be performed or undertaken without the prior written approval of the **ARC** in compliance with all requirements of the Declaration of Covenants. For specific items for which approval has been delegated by the **ARC** to the responsible **Neighborhood Association**, written approval of the President of the **Neighborhood Association**, or the President's designee, shall be obtained. In the absence of a specific statement in this document, or an addendum thereto, specifying that the authority to approve a certain type of improvement or alteration has been delegated to a **Neighborhood Association** Board, **ARC** approval is always required.
- 4.3.2. The **ARC** may at any time require that any changes to the lot, dwelling or additional structures, that have been made without written **ARC** approval or the **ARC** designee's approval, be removed by the owner and the property restored to the original condition at the owner's expense. Changes include changes to the

exterior color of any portion of the dwelling, improvements, additions including decorative items, structural changes, landscaping and landscaping décor, or other work that has in any way materially altered the appearance of the structure or lot. This requirement shall be in effect whether or not specific guidelines or policies have been made relating to the changes.

TABLE 1 APPROVALS REQUIRED FOR COMMON REQUESTS

	VERANDAS		CLUB HOMES		GOLF VILLAS		PATIO HOMES		SINGLE FAMILY		
COMMON TASK	NEIGHBORHOOD ASSOCIATION BOARD	ARC	NEIGHBORHOOD ASSOCIATION BOARD	ARC	NEIGHBORHOOD ASSOCIATION BOARD	ARC	NEIGHBORHOOD ASSOCIATION BOARD	ARC	NEIGHBORHOOD ASSOCIATION BOARD	ARC	GUIDELINE ADDENDUM
Add or Enlarge Lanai, Pool, Screened Enclosure	N/A	N/A	Owner Initiate Board Approval	RFA Approval	Owner Initiate Board Approval	RFA Approval	Owner Initiate Board Approval	RFA Approval	Owner Initiate Board Approval	RFA Approval	A-1
Screened Entrance Enclosure	Owner Initiates Board Approval	RFA Approval	Owner Initiate Board Approval	RFA Approval	Owner Initiate Board Approval	Delegate	Owner Initiate Board Approval	Delegate	Owner Initiate Board Approval	Delegate	A-1
Add Storm Abatement Screens and Shutters	N/A	N/A	Owner Initiate Board Approval	RFA Approval	Owner Initiate Board Approval	RFA Approval	Owner Initiate Board Approval	RFA Approval	Owner Initiate Board Approval	RFA Approval	A-2
Add Solar Panels or Skylights	N/A	N/A	Owner Initiate Board Approval	RFA Approval	Owner Initiate Board Approval	RFA Approval	Owner Initiate Board Approval	RFA Approval	Owner Initiate Board Approval	RFA Approval	A-2
Change Neighborhood Common Grounds	Board Initiates RFA	RFA Approval	Board Initiates RFA	RFA Approval	Board Initiates RFA	RFA Approval	Board Initiates RFA	RFA Approval	N/A	N/A	A-3
Tree Removal and Replace, New Tree	Board Initiates RFA	RFA Approval	Board Initiates RFA	RFA Approval	Owner Initiate Board Approval	RFA Approval	Owner Initiate Board Approval	RFA Approval	Owner Initiate Board Approval	RFA Approval	A-3
Change Plantings in Existing Beds	(Common Grounds)	RFA Approval	Owner Initiate Board Approval	Delegate	Owner Initiate Board Approval	Delegate	Owner Initiate Board Approval	Delegate	Owner Initiate Board Approval	Delegate	A-3
Enlarge Existing Beds or New Shrub Beds	(Common Grounds)	RFA Approval	Owner Initiate Board Approval	RFA Approval	Owner Initiate Board Approval	RFA Approval	Owner Initiate Board Approval	RFA Approval	Owner Initiate Board Approval	RFA Approval	A-3
Add Statues, Ornaments, Landscape Lighting	N/A	N/A	Owner Initiate Board Approval	Delegate	Owner Initiate Board Approval	Delegate	Owner Initiate Board Approval	Delegate	Owner Initiate Board Approval	Delegate	A-3
Re-paint	Board Initiates RFA	RFA Approval	Board Initiates RFA	RFA Approval	Board Initiates RFA	RFA Approval	Owner Initiate Board Approval	RFA Approval	Owner Initiate Board Approval	RFA Approval	A-4
Dwelling Exterior Lighting	Board Initiates RFA	RFA Approval	Board Initiates RFA	RFA Approval	Board Initiates RFA	RFA Approval	Owner Initiate Board Approval	Delegate	Owner Initiate Board Approval	Delegate	A-4
Paint, Tile or Carpet Lanai, Entrance or Stairwell	Owner Initiate Board Approval	Delegate	Owner Initiate Board Approval	Delegate	Owner Initiate Board Approval	Delegate	Owner Initiate Board Approval	Delegate	Owner Initiate Board Approval	Delegate	A-1
Seal, Stain Driveways and Walks	N/A	RFA Approval	Owner Initiate Board Approval	RFA Approval	Owner Initiate Board Approval	RFA Approval	Owner Initiate Board Approval	RFA Approval	Owner Initiate Board Approval	RFA Approval	A-4
Stone, Block and Etched Driveways	N/A	N/A	N/A	N/A	N/A	N/A	Owner Initiate Board Approval	RFA Approval	Owner Initiate Board Approval	RFA Approval	A-4
Re-roof dwelling	Board Initiates RFA	RFA Approval	Board Initiates RFA	RFA Approval	Board Initiates RFA	RFA Approval	Owner Initiate Board Approval	RFA Approval	Owner Initiate Board Approval	RFA Approval	A-6
Replace Mailboxes	Board Initiates RFA	N/A	Board Initiates RFA	N/A	Board Initiates RFA	N/A	Owner Initiates Board Approval	N/A	Owner Initiates Board Approval	N/A	A-5

ARCHITECTURAL AND AESTHETIC CONTROL ADDENDUM

TABLE 2 GUIDELINES FOR SPECIFIC CHANGES

ADDENDUM	POLICY	APPLICABLE NEIGHBORHOOD ASSOCIATIONS	DATE
A-1	Addition of Pools, Extended Lanais, Screened Enclosures, Screened Entrances and Liquefied Petroleum Tanks	All	Updated 10/24/2016
A-2	Installation of Solar Panels, Skylights, Storm Shutters, Replacement of Windows and Doors, Garage Doors, Garage Door Vents, Window and Door Awnings, Sliding Panels on Veranda Lanais and Antennas	All	Updated 1/25/2016
A-3	Replacing and Altering Landscaping, Landscape Lighting, Ornamentation and Clothes Drying Equipment	All	2/25/2013
A-4	Dwelling Exterior Painting, Sealing, Staining or Etching Driveways and Walks, Exterior Lighting and Identification Plaques	All	9/22/2014
A-5	Mailboxes for Golf Villas, Patio Homes and Single Family Homes	All	10/24/16
A-6	Replacing Veranda and Club Home Air Conditioning Units, Relocating Refrigerant Lines Replacing or Repairing Roofs for all units	Veranda, Club Homes All	2/25/2013 10/24/2016
A-7	Request for Approval Form	All	

ARC Guidelines for Addition of Pools, Extended Lanais, Screened Enclosures, Screened Entrances and Installation of Propane Tanks.

Scope

This document provides the Heritage Oaks Golf and Country Club Architectural Review Committee (ARC) guidelines for the installation of extended lanais, pools and screened enclosures. For the purpose of this guideline a Lanai is an improved area of ground adjacent to the dwelling on one or more edges. A Pool is any permanent structure filled with water and is considered to be part of a Lanai. Screened enclosures are enclosures constructed with screening and the minimal structure needed to hold the screen. The structure is connected to the dwelling on one or more edges.

Guidelines

General

In considering the aesthetic suitability of the requested change the ARC shall consider the sameness of design with similar structures existing within the neighborhood.

Although lanais may be extended in width to the dwelling side lines, the building lines of neighboring structures will be considered for extensions in depth.

The design shall conform to all County requirements for setbacks, but a setback less than ten feet shall not be approved.

No increase of roof overhang of any dwelling shall be approved.

Lanais that extend beyond the width of the dwelling at the sidewall line shall not be approved.

Easements for lakes and preserve areas shall not be used for construction vehicle passage.

When space between dwellings is to be used for construction vehicle access, a letter shall be furnished to the Neighborhood Association signed by the owners of all affected properties agreeing to this access.

All landscaping including grass areas damaged by construction traffic shall be returned to its original state by the constructor.

Landscaping removed to accommodate the construction shall be replaced with equivalent shrubs and trees to the extent practical. The owner shall be responsible for associated costs.

The RFA shall include the expected start date, the expected completion date and the contractor's name and license number.

The addition of a lanai or other structure including drain gutters and downspouts that add to the apparent dwelling footprint may adversely affect drainage on adjacent properties, Neighborhood common grounds and HOGCC common areas including the golf course and

walkways. An analysis of the drain conditions and the abatement procedures including use of collection devices when needed, shall be provided with the RFA. The ARC shall consult with HOGCC grounds maintenance in the approval process when HOGCC common areas may be affected.

The RFA shall be submitted to the ARC after the approval of the President of the Neighborhood Association has been obtained. The President of the Neighborhood Association shall ensure that the requirements of Architectural and Aesthetic Control paragraph 3.1.7 has been completed.

The homeowner shall be responsible for all permits and full compliance with all applicable building codes and ordinances, and the installation and maintenance costs for all enclosures and landscaping where applicable.

The owner shall be informed that nothing in the ARC approval shall be interpreted as meeting applicable Build Codes and Ordinances. This remains the responsibility of the owner.

Lanai and Pool

No raised deck structures or porches shall be permitted.

Pools shall be enclosed by a Screened Enclosure for safety.

Pools shall be surrounded by a Lanai or deck surface connected to the dwelling.

All applicable County or State requirements for safety shall be incorporated.

The RFA shall include as a minimum and when applicable, a drawing showing the dimensions and location of the Lanai, the location, size and shape of the Pool, Lanai surfacing material, other structures associated with the Pool for decor and safety, location of the pool pump and filter, intended landscaping and a letter granting construction access. A drainage analysis may be required.

Resurfacing of lanai and entrance deck surfaces shall be permitted. The RFA shall describe the type, location and color of the new surface. Approval of the Neighborhood Association President is required. ARC approval is not required.

Screened Enclosures and Entrances

Free-standing enclosures shall not be permitted. With the exception of Entrance Deck Enclosures, Screened Enclosures shall be constructed on a Lanai. The ARC preferred bracing for screened enclosures is the use of diagonal guy wires. The ARC shall however consider alternate County approved bracing.

No panels of any material, opaque, translucent or clear, singly or grouped, forming a roofed or shaded section of the enclosure shall be approved. Decorative structures, coatings or other material shall not be fastened to the screened enclosures. This includes but is not limited to

simulated columns, arches, walls, decorative shapes, lighting fixtures, ribbons, pennants and flags. Flags permitted under F.S. 720.304 shall not be attached to screened enclosures but may be displayed in a respectful manner in a location approved by the ARC.

Privacy panels and screening when used shall be consistent with the type and material commonly used in neighborhood dwellings. Solid material privacy panels shall have a finished appearance on the outer surfaces. Recent clarifications of county building codes limit use of solid panels and other shapes permanently attached to screen framing. Privacy walls shared between adjacent screened enclosures shall be permitted only if requested by the owners of each of the two dwellings. Privacy walls shall meet applicable building code requirements. Use of these walls and panels shall be described in the supporting data accompanying the RFA

Unless otherwise noted in this document all screened enclosures including entrances, side lanais, front and rear lanais and stairwells shall be constructed using pre-colored white aluminum framing with black or dark gray screening.

The RFA for Screened Enclosures shall include as a minimum and when applicable, a drawing showing the rear and side elevations, length, width and height dimensions, location and type of privacy panels and the location and type of access doors.

The RFA shall be submitted to the ARC after the approval of the President of the Neighborhood Association has been obtained.

Lanais

For Single Family Homes and Patio Homes, rear lanai enclosures that extend beyond the dwelling rooflines may be constructed using pre-colored white or bronze framing with black or dark gray screening.

For Villas, rear lanai enclosures that extend beyond the dwelling rooflines may be constructed using pre-colored white or bronze framing with black or dark gray screening. Enclosures for lanais that extend beyond the roof line must be paired with dwellings sharing a common roof so that the paired extended enclosures are the same color. This requirement applies to replacement and new construction. When the neighboring lanai is not extended, screen framing under roof is white and shall remain white and the paired lanai enclosure can be white or bronze. When the neighboring lanai is not extended and has no enclosure the paired lanai enclosure may be white or bronze. When new construction includes a color change, construction on both enclosures shall be started concurrently.

Screen supports and framing used for front entrance enclosures, side entrance enclosures and screened patio enclosures under roof shall remain white.

Entrance Deck Enclosures **Single Family Homes and Patio Homes.**

Entrance Deck Enclosure and door screening are permitted but shall not extend beyond the roof lines in plan view. Front entrance enclosures shall use pre-colored white or bronze framing along with black or dark gray screening. Tile surfacing of entrance decks shall be selected to blend with the house colors. Entrance Deck Enclosures and Entrance Tiling shall be approved by the Neighborhood Association President. ARC approval is not required.

Villas

Entrance Deck Enclosure and door screening are permitted but shall not extend beyond the roof lines in plan view. Front entrance enclosures shall use pre-colored white framing along with black or dark gray screening. Tasteful white metal decorative designs may be used in front entrance screen doors. Tile surfacing of entrance decks shall be selected to blend with the house colors. Entrance Deck Enclosures and Entrance Tiling shall be approved by the Neighborhood Association President. ARC approval is not required.

Front and Side Entrances Club Homes

Front Door screening is permitted. Tasteful white metal decorative designs may be used in front entrance screen doors. The RFA shall be submitted to the ARC after the approval of the President of the Neighborhood Association has been obtained.

Tile surfacing of **Front Entrance Landings** is permitted and shall be selected to blend with the house colors. Entrance Tiling shall be approved by the Neighborhood Association President. ARC approval is not required.

Front Entrance Landings may be extended in the area beneath the kitchen window not to exceed an area measuring 8 feet wide by 11 feet long. The extended landing will be at the same grade level as the existing entry landing. The surface of the total entry landing will be the same material (e.g., cement, tile, and stone). The RFA shall be submitted to the ARC after the approval of the President of the Neighborhood Association has been obtained.

Side Entrances of end unit **Club Homes** may be enclosed. The enclosure shall follow the line of the outside wall at one side of the opening and extend to the line of the second wall of the opening, closing with an extension to the second wall. The enclosed area shall be paved. Tasteful white metal decorative designs may be used in side entrance screen doors. Side entrances of Club Homes shall be approved by the Neighborhood Association President. The RFA shall be submitted to the ARC after the approval of the President of the Neighborhood Association has been obtained.

Entrance Stairwells Verandas

Entrance Stairwells of upper **Veranda Units** may be screen enclosed. The design shall be similar to the installation of units in place, with minimal visual impact of the screen support in

landing openings. Framing and door shall be pre-colored white. A horizontal screen support shall be used on all units with an arch, located at the point where the arch transitions to straight vertical on both sides. All units shall have a horizontal screen support at railing height. No other supports shall be used.

Screened Front Doors Verandas

Front Entrance Screen Doors or screen/glass combination doors installation require the approval of the responsible Neighborhood Association. The door style must be similar to the Anderson Storm Door styles 3000 series or 2000 series. A crossbuck or solid lower panel door shall not be approved. Doors must be white with minimal adornment. When required by the Neighborhood Association, doors will be keyed to match the front door key. Maintenance and replacement conditions shall be determined by the neighborhood Association. ARC approval is not required.

Installation of Permanent Propane Storage Tanks

Permanent storage tanks and gas lines shall be placed under ground.

Installation and site location restrictions shall comply with the requirements of NFPA 58: liquefied Petroleum Gas Code, as well as other County Building Codes.

The RFA shall provide the size, intended use and site location of tank and pipes.

ARC approval is required. The RFA shall be submitted to the ARC after the approval of the Neighborhood Association has been obtained.

ARCHITECTURAL AND AESTHETIC CONTROL ADDENDUM 2 1/25/2016

ARC POLICY FOR THE ADDITION OF SOLAR PANELS, SKYLIGHTS, STORM SHUTTERS, REPLACEMENT OF EXISTING WINDOWS OR DOORS, GARAGE DOORS, GARAGE DOOR VENTS, WINDOW AND DOOR AWNINGS, SLIDING PANELS ON VERANDA LANAIS AND INSTALLATION OF ANTENNAS.

Scope

This document provides the Heritage Oaks Golf and Country Club Architectural Review Committee (ARC) policy for the installation of solar panels, skylights, hurricane shutters for storm mitigation, replacement of windows or doors, Garage doors, garage door vents, awnings, sliding panels on Veranda lanais, and installation of antennas.

For the purpose of this document solar panels include pipe structured to heat water directly through solar action, and for photo-voltaic panels used to generate electricity through solar action. Skylights are structures to admit light and include solar tubes. A hurricane shutter is any device of several designs and materials used to protect building windows and doors from damages that might occur from wind and wind borne debris in a storm.

GUIDELINES

Solar Panels

Solar panels may be installed on Club Homes, Villas, Patio Homes and Single Family Homes.

Solar panels shall not be approved for installation on Verandas.

Free standing solar panels shall not be approved.

Solar panels shall not be installed on the sides of any dwelling.

Solar panels shall be approved for installation on a roof surface within an orientation to the south, or within 45 degrees east or west of due south. If more than one roof surface meets this condition the surface selected shall have the smallest visual impact viewed from the front of the dwelling. The ARC is aware that some dwellings have no appropriate roof surface that meets the requirement of being oriented south or within 45 degrees east or west of due south. Under these conditions the ARC will, on a case by case basis, consider installation requests using roof surfaces outside the desired orientation, but all other ARC Guideline requirements must still be met.

Panels shall be installed parallel to the roof surface and shall be fastened to the roof structure. No structure raising the panel above the roof surface or altering the angular position of the panel shall be approved. Panels shall not overhang the roof edges. Water pipes or electrical conduits shall not be installed on any front facing wall.

Water pipes or electrical conduits when used shall be painted to blend with the color of the roof and siding surface to which they are mounted.

Owners shall be responsible for installation costs, maintenance and damage to property including roof leaks.

ARC approval is required. The RFA shall be submitted to the ARC after the approval of the Neighborhood Association has been obtained.

The RFA shall include as a minimum and where applicable the size, location, number, color and type of proposed panels, the location and size of water feed and return pipes, the location and size of electrical conduit and the location, type and size of supporting pumps or electrical boxes if needed.

The RFA shall include the contractor's name and the expected start and completion dates for the installation.

The owner shall be informed that nothing in the ARC approval shall be interpreted as meeting applicable Build Codes and Ordinances. This remains the responsibility of the owner.

GUIDELINES

Skylights and Solar Tubes

Skylights and Solar tubes may be installed on Club Homes, Villas, Patio Homes and Single Family Homes. Skylights and Solar tubes shall not be approved for installation on Verandas.

Skylights and solar tubes shall be located on the rear of the roof.

Owners shall be responsible for installation costs, maintenance and damage to property including roof leaks

ARC approval is required. The RFA shall be submitted to the ARC after the approval of the Neighborhood Association has been obtained.

The RFA shall contain as a minimum and when applicable the location, type, size and color of the skylight or solar tube.

The RFA shall include the contractor's name and the expected start and completion dates for the installation.

The owner shall be informed that nothing in the ARC approval shall be interpreted as meeting applicable Build Codes and Ordinances. This remains the responsibility of the owner.

GUIDELINES

Storm Shutters

All of Sarasota County is considered to be in a 130 MPH wind borne debris region, and storm mitigation products must meet Florida Building Code standards for that region.

The State of Florida maintains web-searchable databases of products approved for use as hurricane protection. This database typically include test results from certified independent testing laboratories, and may also contain "Product Approval Drawings" or "Installation Instructions" which describe in detail how a rated hurricane shutter is to be attached to a building. Both the product and installation method must be shown to be in compliance with these drawings in order for a shutter to be considered "hurricane protection" or "code-rated".

Hurricane shutter installation may be such that the entire shutter is permanently attached to the dwelling, or may allow temporary installations in which all or significant portions of the shutter are removed and stored when not in use. Accordion shutters are an example of permanent installation; panels and reinforced screening are examples of removable shutters that are attached to the dwelling in preparation for a storm.

The Sarasota County Construction Code, SC Ordinance 2000-53 Section D 104.1.1, requires that a Building Permit be obtained for the installation of all Hurricane Shutters. An Electrical Permit may also be required for power operated units.

For ARC approval, all hurricane shutters shall meet Florida Building code requirements for use in a 130 MPH wind borne debris region.

If design/installation requirements are met, the ARC will issue a conditional approval pending issuance of the building permit and other requirements. Final approval shall be given when all conditions and requirements listed in the conditional approval have been completed and final building code inspection closed. The homeowner shall be responsible for resolving any future problems regarding permitting.

The material submitted to the ARC with the RFA shall include as a minimum the description of the design, color, installation, window or door location, contractor or installer, start and completion dates and intended permit application.

The RFA shall be submitted to the ARC after the approval of the Neighborhood Association has been obtained.

The ARC encourages homeowners to take action to protect their property from storms. Homeowners have used plywood panels, aluminum panels, reinforced screens and wall mounted studs or anchors prepared by themselves or with the use of a “handyman”, and have deployed these temporary shutters when a storm is imminent. If an RFA is submitted showing that the intended temporary shutter installation meets building code requirements as to the material and installation procedures used, the ARC shall issue a Conditional Approval. Final approval requires the issuance of a building permit and a final inspection completion.

Removable shutters that have received ARC Conditional or Final Approval may be installed for use between June 1 and November 30, and must be removed beyond those dates.

Removable shutters that have not received ARC approval may be employed when a storm is imminent and shall be promptly removed when the threat has passed.

Removable shutters that have been installed on windows and doors to improve energy efficiency by reducing sun loading shall meet the requirements for hurricane shutters as defined in this document.

There is no requirement for standardized design and installation of hurricane shutters for any housing units

There is no requirement that hurricane shutters must be installed on any building.

The owner shall be informed that nothing in the ARC approval shall be interpreted as meeting applicable Build Codes and Ordinances. This remains the responsibility of the owner.

GUIDELINES

Window and Door Replacement

Replacement of windows, doors, garage doors or skylights in existing or altered wall openings require a Building Permit.

ARC approval is required. The RFA shall be submitted to the ARC after the approval of the Neighborhood Association has been obtained.

The RFA shall contain the reason for change, the size, color, type and location of the window, or door replacement, the contractor and the expected start and completion dates.

Painted surfaces affected by the installation shall be restored to the original colors.

Veranda and Club Homes

Window and sliding door replacement in Verandas and Club Homes shall use pre-colored white framing. These windows and doors shall be similar in design to the windows or doors being replaced.

Golf Villas

Windows and sliding door replacement in paired Golf Villas shall use pre-colored white or bronze framing. Both paired Villas must conform to the color selection. When new construction includes a color change, construction on both paired Villas shall be started concurrently. Bathroom windows in Golf Villas may be different in design to those being replaced including the use of glass block.

Garage Door Replacement

It is the responsibility of the ARC to develop and define policies that maintain the sameness of design present in the existing structures and grounds, including window and door sizes and types. When changes are submitted for approval, both the immediate and long term aesthetic effects of the change shall be considered in the approval process.

REQUIREMENTS

Veranda, Club Homes and Villas

Garage doors must be steel.

Doors shall have a simulated wood grain finish on the outer surface.

All doors shall have a raised panel design similar to the doors now in use. The panels are repeated across the width of the section.

All 16 foot wide doors must have 8 panels across and all 9 foot wide doors must have 4 panels across.

Windows are not permitted.

All garage doors must have four sections in height.

The approved garage door is IDEAL DOOR Model W5/6 RST This door is available from the installation companies listed below at competitive pricing;

1. Banko Overhead Door 941-756-7424. Web site www.Bankodoors.com
2. D & D Garage Doors 941-371-7242 Web site www.DandDGarageDoors.com

The IDEAL door is uninsulated. Doors may be insulated as long as the outside panel conforms to the IDEAL door.

Garage doors shall be painted at the time of the installation to match the ARC and Neighborhood Association approved color.

A building permit from Sarasota County is required with all inspections completed.

Patio and Single family Homes

Garage doors must be steel.

All garage doors must have four sections in height. Window designs shall be approved only for windows installed in the top section. Windows are not required.

No manufacturer or product has been selected for Patio and Single Family Homes.

Garage doors shall be painted at the time of the installation to match the ARC and Neighborhood Association approved color.

When a garage door is replaced in a Single Family Home having two doors, it is recommended that both doors be replaced to maintain aesthetic continuity.

A building permit from Sarasota County is required with all inspections completed.

APPROVAL

ARC approval is required. The RFA shall be submitted to the ARC after the approval of the Neighborhood Association has been obtained.

.The RFA shall contain the manufacturer and product identity, brochures, and other supporting information to show conformity to the requirements of this document.

GUIDELINES

Window and Door Awnings

The installation of rigid, retractable or removable temporary awnings over windows or doors not enclosed by a lanai screened enclosure shall not be approved.

Permanently installed retractable awnings shall be permitted over windows and doors inside a lanai enclosure.

When retracted, the awning shall meet Florida Building code requirements for use in a 130 MPH wind borne debris region.

An electrically activated retraction mechanism shall have a manual retraction backup.

The RFA shall provide the location, color, material and operational description of the proposed awning.

ARC approval is required. The RFA shall be submitted to the ARC after the approval of the Neighborhood Association has been obtained.

GUIDELINES

Sliding Panels Installed on Veranda Lanais

It is the ARC policy to maintain the sameness of the exterior appearance of all Veranda units. The ARC will not approve any design for the installation of panels that changes the existing screen framing and door openings on either the upper or lower level lanais.

Installation of acrylic or similar clear polycarbonate panels inside the existing screen and railing framing shall be permitted.

An installation that consists of four equal size sliding panels that span the entire height and twelve foot width of the opening shall be used.

The design shall have minimal visual impact from the outside. Structure added to the sides of the lanais to reduce the opening width shall not be permitted.

The structure shall meet applicable building codes.

The RFA shall contain the type and size of the panels, the size, type, color and location of support hardware, the contractor and the expected installation date.

ARC approval is required. The RFA shall be submitted to the ARC after the approval of the Neighborhood Association has been obtained.

GUIDELINES

Garage Door Vents

A garage door vent may be installed in the lower left and lower right panels of garage doors used in **Single Family, Patio, Villas and Club Homes**.

Vents must be painted to match the existing door color.

The approved product is The Screen Room Store Large Door Vent, 20" x 12" x ½' with installation kit for non-insulated doors. Web Site: thescreenroomstore.com

ARC approval is required. The RFA shall be submitted to the ARC after the approval of the Neighborhood Association has been obtained.

GUIDELINES

Antennas

Roof mounted antennas shall not be permitted.

Satellite dish antennas for television reception shall be mounted on the side or rear walls of the dwelling.

Further restrictions can be found in the Heritage Oaks – Community Declaration paragraph 5.15

The RFA shall contain the type and size of the antenna, the intended use and the expected installation date.

Approval of the President of the Neighborhood Association is required.

ARCHITECTURAL AND AESTHETIC CONTROL ADDENDUM 3 2/25/2013

ARC GUIDELINES FOR REPLACING AND ALTERING LANDSCAPING, LANDSCAPE LIGHTING, ORNAMENTATION AND CLOTHES DRYING.

SCOPE

This document provides the Heritage Oaks Golf and Country Club ARC guidelines for changes, additions or deletions to landscaping, landscape lighting and ornamentation. For the purpose of this document landscaping includes owner responsible shrubs and trees for individual dwellings and Neighborhood Association shrubs and trees in neighborhood common areas. Landscape lighting includes walkway and decorative shrub and tree lighting.

Ornamentation includes fountains and statues.

This document provides guidelines for the installation and use of outside clothes drying equipment.

GUIDELINES

Trees

As our community ages trees and shrubs have grown, in some instances to the detriment of the neighborhood's appearance. An overgrown or over planted landscape can "age" the community, and the corrective action in one area may be different from replacing a dead tree in another neighborhood. Providing a blanket guideline that covers each possibility is not possible, and each request must be considered on its own merits.

Trees are used in landscaping to decorate individual homes or structures, to improve overall appearances of the neighborhood when viewed by neighbors or passersby, and to provide isolation from the golf course to the dwellings located along the course.

When trees that form a view from the golf course are removed for any reason, replacement trees will likely be required. US Home used pine trees extensively in this instance and the replacement trees can be other species, and used in different numbers from the trees removed.

When trees that are used to provide appearance and some isolation between ponds and homes or roadways, with views generally shared by neighboring dwellings are removed, they likely will be replaced with other trees or appropriate shrubbery.

Replacement of trees that have been planted in repetitive patterns in Club Homes and Verandas will be reviewed on the merits of the request.

Removal requests for trees used to decorate individual dwellings will be reviewed on the merits of the request.

It is preferable that removal requests provide a landscaping plan for replacement trees and shrubs. When this is not practical the plan must be available within six weeks of the approval.

Dead, diseased or dying trees that may be a safety concern for people or property must be corrected. If the requestor cannot wait for full ARC approval the ARC must be notified of the intended action and replacement plans provided at an appropriate time.

Sarasota County Ordinance states that removal of live pine trees requires a permit.

Removal of trees to enhance an owner's view of the golf course, preserves or other common ground shall not be approved.

Maintaining, Replacing and Altering Landscaping – Club, Villa, Patio and Single Family Homes

Homeowner Initiated Requests

Replacing shrubs with the same or similar type or performing other maintenance on shrub beds does not require ARC approval.

Requests made by an owner to replace existing shrubs, remove existing shrubs or add shrubs that materially change the appearance of the bed shall be submitted to the Neighborhood Association Board for approval. In replacing shrubs with a different species the owner shall consider the suitability of the shrub to the local environment, the ability to withstand pests and disease, future size and maintenance. County services provide free guidance. ARC approval is not required.

Requests made to add new beds or alter the size and shape of an existing bed require ARC approval. The request shall include a drawing layout of the proposed bed with location and

type of the proposed shrubs and dimensions that show the size and location of the bed. The request shall be submitted to the ARC for approval after the approval of the Neighborhood Association has been obtained.

If the “as built” configuration of the new or modified bed does not substantially conform to the request, the Neighborhood Association or the ARC may require the owner to change the bed until conformity is obtained.

Requests made to remove, replace or add trees anywhere in the landscaping require ARC approval. The request shall give reasons for the tree removal if applicable, show the type size and location of the trees being replaced and/or added. The request shall be submitted to the ARC for approval after the approval of the Neighborhood Association has been obtained.

Requests to install permanent concrete, stone or other similar material edgings to shrub beds shall be submitted to the ARC for approval after Neighborhood Association approval has been obtained.

Neighborhood Associations receiving a request for approval when ARC approval is not required shall conform to the policies of this document.

Neighborhood Association Initiated Requests - Veranda, Club, Villa and Patio Homes

Replacing shrubs with the same or similar type or performing other maintenance on shrub beds in Neighborhood Association common grounds does not require ARC approval.

Re-designing and replacing the Neighborhood Association common grounds, with or without increasing the size or location of shrub beds or trees, requires ARC approval

In Neighborhood Association common grounds, increasing the size of shrub beds, adding new beds, replacing or adding trees require ARC approval.

The request shall include a drawing layout of the proposed bed with location and type of the proposed shrubs and trees if applicable, and dimensions that show the size and location of any bed that has been relocated or increased in size.

The request shall describe the irrigation plans for the newly installed plants and shrubs.

When the content changes of similar shrub beds are proposed in several dwellings in a Neighborhood Association, the request for approval may be initiated by the Neighborhood Association President. The request shall have sufficient detail to identify the changes that are proposed for each affected dwelling. ARC approval is required.

GUIDELINES

Walkway and Shrub Decorative Lighting – Club, Villa, Patio and Single Family Homes

No spotlights, floodlights, or other outdoor high intensity lighting shall be placed or utilized upon any lot which in any way will allow light to be reflected on any other lot or the improvements thereon.

Low intensity lighting which does not unreasonably disturb the owners or other occupants of the community shall be allowed.

Driveway lighting for individual driveways shall not be approved for Club Homes and Villas

Walkway lighting shall be uniform in design and installation and shall be of a design appropriate to the neighborhood. Walkway lighting shall not be mounted on the dwelling.

Decorative lighting shall not be mounted on the dwelling structure but shall be placed on the ground or at the base of the tree or shrub being lighted.

The owner shall be responsible for meeting all applicable safety codes, and shall be responsible for equipment maintenance.

The owner shall obtain approval of the Neighborhood Association President. ARC approval is not required.

GUIDELINES

Flower Beds, Flower Pots and Planter Boxes - Club, Villa, Patio and Single Family Homes

Planter boxes, flowerpots and trellis frames shall not be attached to the dwelling.

Flower pots shall be permitted when located at front entrances and must be limited in number.

The ARC recognizes that 1 or 2 flower pots can add color and allow some “personalization” of the dwelling’s entrance. It has never been the policy that the use of numbers of pots replace the approved in-ground landscaping plan that is in place for all dwellings. Too often this gives the appearance of beds that are the repository of unused houseplants. The ARC however, is aware that carefully planned landscaping using pots intended for outdoor use by their size and color can add tasteful appeal to a dwelling’s appearance.

The Guidelines reflect the Association’s Covenants in aesthetic control. Any changes that materially affect the appearance of a dwelling or lot must be approved by the Association’s President and the ARC. If an area of landscaping appears to violate these guidelines the owner may be asked to provide a copy of the ARC or Association approved plan. If none exists, the Association President can direct that changes made without approval be returned to the original state. This decision can be based on “purely aesthetic reasons”.

A reasonable number of seasonal or accent annual flowers shall be permitted when planted in existing planting beds as long as they are properly maintained and watered.

The owner shall obtain approval of the Neighborhood Association President. ARC approval is not required.

GUIDELINES

Statues, Fountains, Figurines and Lawn Ornaments - Club, Villa, Patio and Single Family Homes

All statues, fountains, figurines and lawn ornaments shall not exceed 36 inches in height.

Objects shall not be attached to the dwelling.

Any object installed should be of a color and design compatible with the surroundings and neighborhood.

Flags, banners, pennants, signage or written expressions shall not be approved as Lawn Ornaments or portions of Lawn Ornaments.

Aesthetics and concern for the neighborhood should prevail in selection of items that may express your individual political, cultural and religious preferences.

Objects shall be properly fastened to withstand storms, and removed if their use may cause damage in a strong storm.

A Request For Approval shall be submitted to the Neighborhood Association giving the location and description of the objects. ARC approval is not required.

GUIDELINES

Benches – Patio and Single Family Homes

Benches must be useable. They shall be located on flat ground with access from walkways or natural landscaping pathways.

A Request For Approval shall be submitted to the Neighborhood Association giving the location and description of the bench. ARC approval is not required.

GUIDELINES

Clothes Drying Area - Club, Villa, Patio and Single Family Homes

Installation of poles, lines, racks or other equipment to dry clothes require Neighborhood Association and ARC approval.

Clothes drying shall not be permitted in Neighborhood Association common grounds.

Clothes drying areas shall be limited to the rear of owner's lots.

Clothes drying shall be limited to the time between sunrise and sunset.

Poles, lines, racks and other drying equipment shall be removed when not in use, and shall be removed from the time between sunset and sunrise.

Clothes drying equipment shall be stored out of sight when not being used.

ARCHITECTURAL AND AESTHETIC CONTROL ADDENDUM 4 9/22/2014

ARC GUIDELINES FOR PAINTING THE EXTERIOR OF DWELLINGS, SEALING, STAINING OR REPLACING DRIVEWAYS AND WALKWAYS AND VERANDA STAIRWELLS, EXTERIOR LIGHTING AND IDENTIFICATION PLAQUES

SCOPE

This document provides the Heritage Oaks Golf and Country Club Architectural Review Committee (ARC) guidelines for the re-painting of dwellings, staining, etching or replacing driveways or walkways, stairs, dwelling mounted lighting and identification plaques. For the purpose of this document dwellings include living units, common areas of multi-unit buildings and detached garages.

GUIDELINES - EXTERIOR PAINT

Multi-unit Dwellings

When multi-unit dwellings are repainted the Association is urged to use colors and products recommended in this Guideline.

New products and colors will be considered but sameness of all dwellings in an Association will be the prime consideration.

For all painting, the similarity of the painted surfaces shall be demonstrated by painting patches of walls and trim. This policy is applicable to the use of the recommended products as well as requests for use of other manufacturer's paints.

The President of the Homeowner Association shall submit an RFA which shall contain as a minimum the selected products and manufacturer, color samples with their indicated use for all areas, the intended schedule and contractor. The RFA shall contain the paint brand and formulas

Manufactures and products that are currently used are as follows:

TABLE 1

CLUB HOMES	BRAND	BASE	SIDING	TRIM	YEAR
CH 5	Scott	420W	F9 CY-33 I-9 B21/1	L-4	2012
CH 7	Scott	420W	B-9 C-23 I-9	L-4	2012
PRIOR STANDARD	Porter Super Premium Satin	PP3939 Light Base	28J 11M	2Y22T	All
CH 6	Scott	420W	F-12, C-2Y12, I-12, B-28/1	Pearl L-4	2012
CH 9	Scott	420W	F-2.5, C-15.5, B-8	L-1 DOORS 435 L-1	2014

TABLE 2

VILLAS	BRAND	BASE	SIDING	TRIM	GUTTER	YEAR
ALL	Scott	420W C8F.92	C-2	C-3.75	C-42 B-8 F2.5	2012

TABLE 3

VERANDAS	BRAND	BASE	SIDING	TRIM	YEAR
1, 2, 3, 4, 5, 6	Scott	420W	C-1Y2 I-16 B-16	KX-2Y0 L-4	2012

Single Unit Dwellings

Patio Homes

US Home selected paint colors to coordinate with roof tiles in Patio Homes. No more than two adjacent dwellings use the same colors. This policy shall be retained.

The Color Palette for Patio Homes is listed. All paints are Sherwin Williams,

TABLE 4 PATIO HOMES LEGACY COURT COLOR PALETTE 2016

House	Trims	Optional Front Door
SW 6038 <i>repaint only</i>	SW6036 <i>repaint only</i>	SW6039/40/41 <i>repaint only</i>
SW6087 <i>repaint only</i>	SW6084/85 <i>repaint only</i>	SW6088/89/90 <i>repaint only</i>
SW6387 <i>repaint only</i>	SW6386/88 <i>repaint only</i>	SW6390/91 <i>repaint only</i>
SW6129 <i>repaint only</i>	SW6126/27 <i>repaint only</i>	SW6131/32 <i>repaint only</i>

SW6113 <i>repaint only</i>	SW6112/15 <i>repaint only</i>	SW6117/18 <i>repaint only</i>
SW6144	SW6142/43	SW6145/46 SW6991
SW6142	SW6140/41	SW6144/45/46
SW6150	SW6147/6148	SW6151/52/53
SW9109	SW9110/11/12	SW9113,SW7584,SW7602
SW6100	SW6099,SW9093	SW6103/04
SW0037	SW7029,SW7504	SW7032/33, SW7584
SW6002	SW6001/03/SW9167	SW6004/05,SW7584,SW7602
SW7514	SW7511/12/16	SW7513/15/SW6258
SW9089	SW9085/86/87	SW9091
SW9108	SW9109/10/11	SW9115

When repainting the exterior, the house shall be one of the first five house colors above.

The trim shall be painted with one of the coordinating trim colors above.

The garage door shall be painted either the house color or coordinating trim color.

The front door shall be painted the house color, a coordinating trim color or one of the optional front door colors.

The ARC will require that for all painting, the similarity of the painted surfaces shall be demonstrated by painting patches of walls and trim. This policy shall be applicable to the use of the recommended products as well as requests for use of other manufacturer's paints.

Requests for repainting of Patio Homes shall be completed by the owner and submitted to the Neighborhood Association for approval. The request shall be submitted to the ARC after the approval of the Neighborhood Association has been obtained. The approval cycle will likely be shortened if painted patch samples are in place when the request is submitted.

The RFA shall contain as a minimum the selected products and manufacturer, color samples with their indicated use for all areas, the intended schedule and contractor.

Single Family Homes

There are no preferred colors or products for Single Family Homes.

Siding and trim colors shall be selected to harmonize with roof tile colors.

The ARC will require that color patches be painted for siding and trim to verify the color.

Requests for repainting of Single Family Homes shall be completed by the owner and submitted to the Neighborhood Association for approval. The request shall be submitted to the ARC after the approval of the Neighborhood Association has been obtained. The approval cycle will likely be shortened if painted patch samples are in place when the request is submitted

The RFA shall contain as a minimum the selected products and manufacturer, color samples with their indicated use for all areas, the intended schedule and contractor.

GUIDELINES – WALKWAYS OR DRIVEWAY SEALING, STAINING, ETCHING AND REPLACEMENT WITH PAVERS AND PAINTING STAIRWELLS

Veranda Units

Driveway or Walkway Sealing

Sealing of Veranda driveways and walks shall be permitted for a Neighborhood Association.

The Neighborhood Association President shall submit a RFA to the ARC containing the areas to be sealed, the product to be used, the contractor and start and finish date.

Sealant shall be TUF-TOP 13-111 Silane Based Concrete Sealer, Cement Color, or an ARC approved substitute. TUF-TOP product information may be found at www.tuf-top.com/ . TUF-TOP 13-111 is sold at Porter Paint on Bee Ridge Road.

On April 11, 2017 the ARC approved an alternative sealant with a comparable color palette. Sealant shall be Behr Premium/Solid Color Concrete Stain, White Base 800, with custom color formula CLRNT=384th oz; CL=0oz, 338; EL=0oz, 077; VUL=0oz, 078.

Stairwells

Veranda stairwells may be painted or carpeted. Paint colors for stairwells in all units of a Veranda Association will be uniform.

Approved stairwell paint color for Veranda V is Sherwin-Williams TUF-TOP #6082 Cobble Brown. Also approved for all other Veranda Associations is TUF-TOP 13-111 Silane Based Concrete Sealer, Cement Color or an ARC approved substitute.

Club Homes, Villas, Patio Homes, Single Family Homes

Driveway or Entrance Walkway Sealing

Requests for driveway and walkway sealing shall be completed by the owner and submitted to the Neighborhood Association for approval. The request shall be submitted to the ARC after the approval of the Neighborhood Association has been obtained.

Sealant shall be TUF-TOP 13-111 Silane Based Concrete Sealer, Cement Color, or an ARC approved substitute. TUF-TOP product information may be found at www.tuf-top.com/ . The RFA shall include the areas to be sealed, the product to be used, the contractor if any and the expected start and completion dates.

Driveway or Entrance Walkway Etching and Embossing

Etching, pattern embossing and coloring of entry walkways shall not be approved for Club Homes, Villas and Patio Homes. Driveway and walkway etching and embossing shall be approved only for Single Family Homes.

Entrance Walkways Replacement with Pavers or Tiles

The replacement of existing concrete walkways with pavers or appropriate tiles shall be permitted

The RFA shall include the areas to be resurfaced, the size, color and pattern of the pavers or tiles to be used with sufficient detail to permit the ARC to evaluate the request, the contractor and the expected start and completion dates.

Requests for walkway replacement with pavers shall be completed by the owner and submitted to the Neighborhood Association for approval. The request shall be submitted to the ARC after the approval of the Neighborhood Association has been obtained.

Driveway Replacement with Pavers

The replacement of existing concrete walkways with pavers shall be permitted for Patio and Single Family Homes.

The RFA shall include the areas to be resurfaced, the size, color and pattern of the pavers to be used with sufficient detail to permit the ARC to evaluate the request, the contractor and the expected start and completion dates.

Requests for driveway and walkway replacement with pavers shall be completed by the owner and submitted to the Neighborhood Association for approval. The request shall be submitted to the ARC after the approval of the Neighborhood Association has been obtained.

TABLE 5 DRIVEWAY AND WALKWAY SUMMARY

	SEALING	STAIN or ETCH	PAVERS	TILES
VERANDA				
Driveway	Yes	No	No	N/A
Walkway	Yes	No	No	No
CLUB HOME				
Driveway	Yes	No	No	N/A
Walkway	Yes	No	No	No
VILLAS				
Driveway	Yes	No	No	N/A
Walkway	Yes	No	Yes	Yes
PATIO HOMES				
Driveway	Yes	No	Yes	N/A
Walkway	Yes	No	Yes	Yes
SINGLE FAMILY				
Driveway	Yes	Yes	Yes	N/A
Walkway	Yes	Yes	Yes	Yes

GUIDELINES - LIGHTING FIXTURES

Lamps used shall be the same type, wattage and equivalent color temperature for a common application. For fluorescent lamps, a color temperature equivalent of about 3900 degrees provides the look of an incandescent lamp, and is preferred.

Verandas and Club Homes

The same fixture design and color shall be used throughout the Veranda or Club Home Association grouping.

Replacement fixture design, size and style shall be appropriate for the neighborhood.

Fixture color shall be white or off-white.

When Club Homes fixtures are replaced the garage mounted fixtures (usually nine fixtures) shall be of the same design. This may require swapping front door mounted fixtures if total replacement is not accomplished.

Replacement of individual fixtures require Neighborhood Association approval.

When all or a substantial numbers of fixtures are to be replaced an RFA initiated by the President of the Neighborhood Association shall be submitted to the ARC for approval.

The RFA shall contain a picture if available, a description of the replacement fixture, the supplier, installer and expected installation date.

Villas

Replacement fixtures shall be similar in design, size and color to the original fixture.

All wall mounted fixtures shall be the same design for a unit.

The RFA shall contain a picture if available, a description of the replacement fixture, the supplier and expected installation date.

The owner shall submit an RFA to the Neighborhood Association for approval. Arc approval is not required.

Single Family and Patio Homes

Replacement fixture design, size and style shall be appropriate for the neighborhood.

Color choices of white, off-white, bronze and black shall be permitted.

The owner shall submit an RFA to the Neighborhood Association for approval. ARC approval is not required.

The RFA shall contain a picture if available, a description of the replacement fixture, the supplier and expected installation date.

GUIDELINES - STREET NUMBERS, SIGNAGE, ART DECOR ITEMS and IDENTIFICATION PLAQUES

All Units

Display of Street Numbers

Street numbering of dwellings originally installed by U S Home shall be retained.

Replacement numbers shall be black and similar in size and style to the original.

Signage

No signs, banners, billboards or signage of any kind shall be displayed in any neighborhood area.

Art Decor Items

Decorative wall mounted items that are considered art shall be permitted in entrance areas provided that the content does not contain numbers or signage.

Identification Plaques

Only the last name of the owner and the street number can be inscribed on the plaque.

No plaque shall be installed on any exterior wall parallel to the street on Single Family, Patio, Golf Villa Homes or Verandas.

The approved plaque shall be Whitehall Products Company plaque, standard Monogram, number 5006. The plaque is approximately 11 by 12 inches, aluminum with green and gold colors. Home Depot has been a distributor for this plaque.

Requests for Approval for Plaque installation shall be completed by the owner and submitted to the Neighborhood Association for approval. ARC approval is not required.

ARCHITECTURAL AND AESTHETIC CONTROL ADDENDUM 5 7/16/2011

ARC GUIDELINES FOR MAILBOXES FOR VILLAS, PATIO HOMES, SINGLE FAMILY HOMES, CLUB HOMES AND VERANDAS

Scope

This document provides the Heritage Oaks Golf and Country Club Architectural Review Committee (ARC) policy for the installation of mailboxes for Single Family Homes, Patio Homes, Villas, Club Homes and Verandas.

Background

In February 2007 the ARC submitted a recommendation for a common design mailbox for Single Family, Patio Homes and Villas neighborhoods. The ARC's recommendation was

approved by the Board of Trustees. The mail box design, construction and installation were provided by;

Creative Mailbox and Sign Design
12801 Commodity Place
Tampa, FL 33626
Contact: Keith McGinnis
813-818-7100

The approved mailbox was capable of being configured as a dual box or a single box installation.

Policy

Villas and Patio Homes

The use of a single box or twin box allocation originally determined by US Home and used in the incorporation of the new boxes in 2007 shall be maintained.

Creative Mailbox and Sign Design approved parts are;

- MP-36 Fluted Aluminum post
- SB-63 Cast Aluminum base
- DB-24 Scroll Bracket (DB-21 for singles)
- A-3 Finial
- ME-5 Cast aluminum mailbox with gold flag
- 1 inch gold vinyl house numbers (2 inch for singles)
- All components coated Ivory and clear coated.

All mailboxes shall meet U S Postal Service requirements for mailbox design and installation.

Repair and replacement of mailboxes following this policy do not require ARC approval.

Policy

Single Family Homes

Mailboxes used for Single Family Homes shall be configured and installed using the Components, Assembly and Installation listed herein;

COMPONENTS - Creative Mailbox and Sign Design

MP-36 Fluted Aluminum Post, length 78 inches.

SB-63 Cast Aluminum Base

DB-21 Scroll Bracket

A-3 Finial

ME-5 Cast Aluminum Mailbox with Black Flag

2 inch Black House Numbers, 4 digits, used each side of the Mailbox

All components shall be colored Ivory, and Clear Coated.

ASSEMBLY

All mounting hardware shall be stainless steel. The Scroll Bracket shall be attached to the Post using two 5/16"-18 x 4 inch machine bolts inserted through the Post, with the nut and lock washer on the Scroll Bracket. The top hole for Bracket mounting shall be 13.00 +/- 0.25 inches from the top of the MP-36 post without Finial. The Mailbox shall be attached to the Scroll Bracket using four 1/4" -20 x1 1/2 inch machine bolts with bolt heads located inside the Mailbox. After assembly, the Scroll mounting hardware shall be painted a matching color. A stainless steel 3/16"x1/4" set screw shall be used to secure the Finial to the top of the Post.

INSTALLATION

Installation shall meet current USPS requirements for curbside mailboxes. This requires that the mailbox be mounted with the face of the mailbox door 6" – 8" back from the face of the curb, and that the bottom inside surface of the mailbox be positioned 41" - 45" above the road surface. HOGCC HOA recommends that the bottom surface of the box be positioned 42" above the road surface. For the sake of this specification, the road surface and the curb face shall be the top edge of the formed gutter farthest from the road.

Club Homes and Verandas

At the March 14, 2016 ARC Meeting the ARC approved two CBU Mailbox designs, one for 16 doors and one for 12 doors to be used by the Club Homes Associations in replacing their current mailboxes as necessary going forward. The new design of the mailboxes have a sloped roof which will aid in deflecting the rain. On further review, the ARC noted that an 8 door design is also available and that some Club Home Associations use 3 mailboxes rather than two. When replacements are in order, the number and placement of mailboxes will remain the same within each Association.

The ARC has approved the same CBU Mailbox designs for the Verandas Associations.

Policy

Club Homes Associations and Veranda Associations will replace, when required, their mailboxes with the CBU Mailbox design with Vogue Traditional Accessories from Mailbox Works. The approved color is sandstone. When replacements are in order, the number and placement of mailboxes will remain the same within each Association. Homeowner Association approval is needed. ARC approval is not required. Any requests for variations must go through the ARC for approval.

ARCHITECTURAL AND AESTHETIC CONTROL ADDENDUM 6 2/25/2013

**ARC GUIDELINES FOR REPLACING VERANDA AND CLUB HOME AIR
CONDITIONING UNITS, RELOCATING REFRIGERANT LINES, VERANDA**

AND CLUB HOME ROOF SHINGLES AND REPLACEMENT OF SINGLE FAMILY, PATIO HOMES AND VILLAS ROOFS

SCOPE

This document provides the Heritage Oaks Golf and Country Club **ARC Guidelines** for retaining the aesthetic qualities of the neighborhood dwellings when condenser units are replaced or relocated and rerouting of refrigerant lines and wiring is required. **Policy Documents**, approved by the HOGCC Board of Trustees and the Veranda or Club Homes Neighborhood Association Presidents pertaining to a/c replacement can be obtained from the HOGCC online Document Library.

This document also provides guidelines for the repair and replacement of Veranda and Club Homes roof shingles along with the replacement of Single Families, Patio Homes and Villas roofs.

LIMITATIONS

Moving or replacing condenser units and rerouting refrigerant lines and power/control wiring requires a design to meet County building and fire codes. The action may require building permits, penetration of unit attic firewalls, permission for contractors and County inspectors to access the attics of dwellings not being repaired, access for construction vehicles and equipment on Neighborhood Association common grounds and several inspection cycles. The ARC has neither the charter nor the expertise to assume the responsibility for coordinating, monitoring or approving the restorations and repairs that may occur in this construction. These actions are the responsibility of the Homeowner, The Neighborhood Association and the current Management Company.

CLUB HOME AIR CONDITIONING CONDENSER UNITS

Existing or New Condenser Units for non end location Club Homes that require new refrigerant lines as a result of deterioration, leakage or incorrect sizing to support the new unit, shall be relocated to the rear wall underneath the glass block window of the master bathroom.

Existing or New Condenser Units for end location Club Homes that require new refrigerant lines as a result of deterioration, leakage or incorrect sizing to support the new unit, shall remain in their current location at the ends of the Club Home grouping.

The new or relocated condenser unit shall be mounted on a properly sized pre-cast concrete pad, with the pad located adjacent to the wall. Installation shall meet applicable Building Codes

When new refrigerant lines are run into the dwelling attic from the existing or relocated condenser unit, the lines shall be contained in a metal enclosure or cover capable of containing the refrigerant lines, and the power electrical wiring and control wiring for the dwelling's condenser unit if needed.

The metal enclosures or covers shall be sized and configured to meet applicable Building Codes.

Enclosures/covers shall be painted to match the building color.

Landscaping shall be added or modified to screen the compressor/condenser units and to reduce noise.

The ARC shall be notified when replacement and relocation of an air conditioning condenser unit or rerouting of refrigerant lines, power wiring and control wiring is required. ARC approval is not required.

VERANDA AIR CONDITIONING UNITS

Existing or New Condenser Units for non end location Veranda Homes that require new refrigerant lines as a result of deterioration, leakage or incorrect sizing to support the new unit, shall be located in the original location at the end of the building.

When new refrigerant lines are run into the dwelling attic the lines shall be contained in a metal enclosure or cover installed on the end wall close to the condenser unit, and extended vertically on the wall to a position allowing penetration of the refrigerant lines into the attic area.

The metal enclosure/cover shall be sized and configured to meet applicable County building codes.

The enclosures/cover shall be painted to match the building color.

The ARC shall be notified when replacement of an air conditioning condenser unit or rerouting of refrigerant lines, power wiring and control wiring is required. ARC approval is not required.

VERANDA ROOF REPLACEMENT

GAF Model E1K Timberline 30 year Dimensional Fiberglass Shingle – Color Barkwood

The above shingle is a close match to the original shingle. The original has been discontinued.

CLUB HOME ROOF REPLACEMENT

GAF HD Timberline Lifetime Dimensional Shingles color Weathered Wood. Color originally approved for Club Homes 2 re-shingle request at ARC meeting on 1/13/13.

ROOF REPLACEMENT FOR SINGLE FAMILIES HOMES, PATIO HOMES AND VILLAS.

Roof replacement for Single Families Homes, Patio Homes and Villas will be tiles only.

ARCHITECTURAL AND AESTHETIC CONTROL ADDENDUM 7 Request for Approval Form

