

LAKESHORE AT NARCOOSSEE HOMEOWNERS' ASSOCIATION

ARCHITECTURAL CONTROL POLICIES AND PROCEDURES

To promote the aesthetic harmony and continuing attractiveness of Lakeshore at Narcoossee and to facilitate the beneficial operation of the residential areas thereof, the Lakeshore at Narcoossee Homeowners' Association ("Association") Board of Directors ("Board") has adopted the following Architectural Control Policies and Procedures. These policies provide for community appearance standards and coordinated administration of those items related to community appearance throughout the community. All capitalized words in this document (including, but not limited to "Declarant") shall have the same meaning as defined in the Declaration for Lakeshore at Narcoossee ("Declaration").

The Architectural Review Committee "the Committee" is responsible for the approval of alterations and modifications to all property governed by your Declaration. The Community Documents contain the general requirements. They are:

Article XIX, Section 7. No improvements shall be constructed on a Lot, no exterior of a Home shall be repainted, no landscaping, sign, or improvements erected, removed, planted, or installed upon on a Lot, nor shall any material addition to or any change, replacement, or alteration for the improvements as originally constructed by Declarant (visible for the exterior of the Home) be made until the plans and specifications showing the nature, kind, shape, height, materials, floor plans, color scheme, and the location of same shall have been submitted to and approved in writing by the ARC.

General

1. The Board has appointed representatives to an Architectural Review Committee to enforce these policies and review applications for alterations and modifications.
2. Alteration and modification requests will be considered only if submitted in accordance with procedures established by the Lakeshore at Narcoossee Homeowners' Association.
3. These requests shall be acted on in writing, within 45 days of receipt.
4. The initial approval granted by the Architectural Review Committee shall constitute only as authority to construct. Any construction so approved shall be in accordance with the approved request, the municipality building code and shall be subject to necessary permits and inspections.

5. The Board reserves the right to use any authorities granted to it under the Declaration as well as any other rights available to enforce these policies and related procedures.
6. Once approved, alterations/modifications made by an Owner and/or contractor shall be done without expense or liability to the Association. Owners shall be responsible for the following but not limited to:
 - Damage to sod, landscaping, final building grades, fences, irrigation system, and utilities during construction;
 - Damage to neighboring lots as a result of construction;
 - Injury to themselves, members of the public and workmen;
 - Damage to their lot or neighboring lots caused during or after construction as a result of improper construction or a change in drainage;
 - Maintenance of decks, patios, improvements or landscaping installed in accordance with the Declaration and the Committee approval;
 - Removal and/or relocation of any existing structures, landscaping, etc., in connection with said installations;
 - The subsequent removal of decks, patios, improvements or landscaping, as required to allow access to the association, municipality, or utility companies for the purpose of carrying on necessary repairs or maintenance; and
 - Removal of construction debris/trash shall be within two days of alterations/modification completion.
7. Alterations/modifications once started shall be completed in a timely manner, without delay.
8. The Association property management company shall act as receiving agent for all alteration and modification problems, concerns, applications, correspondence and refunds of deposit.
9. Association reserves the right to periodically inspect alterations/modification for adequate maintenance and if in the Association's opinion adequate maintenance has not been performed, request the same of Owner. Should Owner fail to comply, the Association reserves the right to arrange for needed maintenance and charge Owner for same plus a 10% service charge for arrangements.
10. Any violations of the Architectural Policies or the Declaration relating to the Association shall be reduced to writing and presented to the Board of Directors.

11. These Architectural Policies may be amended at any time by a majority vote of the Association's Board of Directors.
12. Approved alterations shall be constructed only within the pertinent Owner's Lot and as depicted in the Committee approval.
13. Approved alterations shall not impair the view, privacy and/or enjoyment of neighboring Owners. It will be generally required that:
 - a. Existing grade shall not be changed in a way that impacts water drainage of the Lot or neighboring Lots;
 - b. Access shall be provided to enable outside utility meters to be read;
 - c. The property management company shall be contacted when it is necessary to move existing irrigation lines or sprinkler heads on common areas and Association Property. The Owner is solely responsible for labor and costs of moving that irrigation;
 - d. The installation of approved alterations shall not prevent the Association from performing normal maintenance and repair work;
 - e. Approved alterations shall be in conformance with the architectural standards of the Association; and
 - f. The walkways shall not be obstructed nor used for any purpose other than for ingress and egress to and from the Lot to Association Property.
14. The exterior of a Home, and all other areas appurtenant to a Home, shall not be painted, decorated or modified by any Home Owner in any manner without the prior written consent of the Committee.
15. A Home Owner shall not be allowed to have any employee or agent of the Association perform any private business of a Home Owner, except as shall have been approved in writing by the Association.
16. The agents and employees of the Association and any contractor or workman authorized by the Association may enter any Home at any reasonable hour of the day for the purpose permitted under the Declaration. Entry must be prearranged with the Home Owner, except when such prearrangement cannot be achieved or is impractical, or under circumstances deemed an emergency by the Association, or its management agent, if any, in which case, access is deemed permitted without agreement on set time.

17. Each Home Owner shall keep such Home in a good state of preservation and cleanliness and shall not sweep or throw or permit to be swept or thrown from the doors or windows any dirt or substance.
18. All required permits must be obtained and displayed by owner prior to work beginning.
19. Applicant or Applicant's agents or contractors shall not use any portion of the Association Property, other than Roads, or any portion of the Zero Line Easement on the Applicant's Lot, for the purpose of obtaining access to the Applicant's Lot and Home to construct any improvements approved by the Committee.

Specifics

1. **Advertising.** No sign (specifically including, but not limited to, for sale signs, display, posters, or other advertising device of any kind) may be displayed in public view of any portion of any Building or other Improvement in Lakeshore at Narcoossee or in or about an automobile. Signs, regardless of size, used by the Declarant, its successors or assigns, for advertising during the construction and sale period of Lakeshore at Narcoossee or other communities developed and/or marketed by Declarant or its affiliates and other signs authorized by Declarant shall be exempt from this Section. Such sign or signs as Declarant may be required to erect under the terms of an Institutional Mortgage shall be exempt from this Section. No sign shall be nailed or otherwise attached to trees.
2. **Air Conditioning Equipment.** Committee approval is required for the installation of air conditioning equipment or evaporative coolers. No window or wall unit air conditioning units shall be allowed without Committee approval. Replacements units in original location are acceptable.
3. **Antennae.** No outside antennas, antenna poles, antenna masts, satellite television reception devices, electronic devices, antenna towers or citizen band (CB) or amateur band (ham) antennas shall be permitted except as approved in writing by the Committee. See "Satellite Dishes and Antennae" in Section 12.33 for guidelines for satellite dish antennae.
4. **Awnings and Overhangs.** Retractable type awnings made of canvas with aluminum frame may be permitted on the rear of the home only. They must be secured to the home and capable of withstanding storm events according to Building Code standards. See the definition of "storm event" under "Hurricane Shutters". The Frame shall match the fascia, and no more than two colors on the canvas which complement the home. Awnings of any type are not permitted on the front of a home or over side windows. Canvas color must match approved color scheme at the time of application. No Awnings or overhangs are allowed on townhome units
5. **Basketball Hoops/Trampolines** are not permitted.

6. **Birdbaths, Birdhouses, and Bird-feeders.** Committee approval on single family dwellings is required for the installation of any birdbath that is three feet tall or less, including any pedestal. Birdbaths/bird feeders are permitted so long as they are placed in a location in Lot is unobtrusive and not readily visible from the street or common areas and shall be adequately screened by landscaping, if necessary, or by other visual barriers as may be approved in writing by the Committee. Birdbaths can be no taller than three (3') feet and must be neutral in color. No bright or fluorescent colors are permitted. Any birdbaths/bird feeders must be maintained by the Owners in a clean condition and must also be maintained in appearance consistent with the standards of the community. The total number of all Objects of Art, birdbaths or other such items in a yard is limited to six (6).
7. **Dog Houses, Kennels and Runs.** Dog Houses and Kennels are not permitted. Dog Runs are not permitted without Committee approval.
8. **Driveways.** Driveway extensions are allowed. Driveway stains or surface coatings are not permitted, unless such stains are clear. Owners may not change the actual driveway surface from what the builder installed and must replace it with the same materials and style as was originally installed by builder.
9. **Exterior Colors.** Owners must submit for approval color samples of all exterior surfaces to the Committee for review and approval prior to changing colors, including specifications and samples for window and metal finishes, roof material, trim, and exterior surfaces and accents. Townhome Owners shall not change color of exterior walls or roof.
10. **Exterior Lighting.** Committee approval is required for exterior lighting unless such lighting is for seasonal or other holiday decorative lights and is in compliance with holiday decoration regulations. Exterior lighting shall be conservative in design and as small in size as is reasonably practical. Committee approval is not required for exterior lighting if lighting is installed in accordance with the following guidelines: Exterior lighting shall be directed toward the house and be of low wattage (limited to 2,000 lumens or 3 watts) to minimize glare sources to neighbors and other Owners. Lighting for walkways within a Lot requires Committee approval. Lighting fixtures shall be dark colored. Low voltage (12 volts) lighting is required because of its safety advantages. Any deviation from the aforementioned guidelines or use of high-wattage spotlights, flood lights, or ballasted fixtures (sodium, mercury, multi-vapor, fluorescent, metal halide, etc.) requires Committee approval. Colored lights are prohibited. Outside lights at garage should be clear 75 watt bulbs.

11 Fences

All fencing requires ARC approval. Prior to fence installation, the property must be surveyed by a licensed surveyor; the survey stakes must stay in place until the Association has completed its final inspection. No walls or fences may be installed on any townhome lot, other than walls or fences installed by Declarant, or another builder, as part of the original construction of the townhome on the townhome lot and any replacement thereof.

- A. Lakefront Lots: Fencing will connect to the rear corner of the main portion of the home, extend out to the side property line and run toward the rear lot line. The fencing may not be installed closer than ten (10) feet to the rear property line.
- B. Corner Lots: Fencing may extend ten (10) feet from the rear corner of the main portion of the Home towards the side and then the rear of the lot. On opposite side of the Home, fencing will connect to the rear corner of the main portion of the Home, extend out to the side, and then toward the rear lot line.

Careful consideration should be given to the placement of fences along property lines. Fences could interfere with both the Member's and their neighbors' operation and maintenance of irrigation systems. It will be the fence owner's responsibility to make any necessary modifications to irrigation systems. Fencing may not interfere or modify the flow pattern in a drainage swale.

All Lots are permitted to install black aluminum open picket fences and of a fifty four inch (54") height maximum with one five foot (5') gate (example shown below). On the street side of a corner lot, the fence may not exceed a distance more than ten feet (10') from the side of the house. Corner lots, lake-front lots, and lots which are visible from common areas and streets may be subject to additional height and location requirements, all of which are subject to the ARC approval. A picture of the proposed fence must be submitted to the ARC before the fence can be reviewed.

All fencing shall be installed in a quality fashion – neat, clean, good lines and plumb. Fencing shall be maintained in good condition. In certain circumstances, the ARC at its sole discretion may require landscaping around the fence. All fences must be within County Code Restrictions at the time of installation.

The fence presents an added responsibility of keeping the grass trimmed and edged underneath and around the fence. It will be the fence owner's responsibility to maintain the grass underneath and around the fence.

In the context of these Design Guidelines, a barrier installed to screen ground-mounted mechanical equipment is not considered a fence.



Figure 1 Approved Fence Style

11.2 Fences – Invisible Pet Containment System

- Members do not need ARC approval to install an invisible pet containment system. An invisible pet containment system typically necessitates the use of system training flags; these training flags may not be visible for more than thirty (30) calendar days.
12. **Flagpoles.** Each owner may erect one (1) freestanding flag pole that is no more than twenty feet (20') high on any portion of such Owner's Lot if the flag pole does not obstruct sightlines at intersections and is not erected within or upon any easement. The flag pole may not be installed any closer than ten feet (10') from the back of curb, or within ten feet (10') of any Lot boundary line. Owner may display in a respectful manner one (1) portable removable United States flag or official flag of the State of Florida. White flag pole brackets/holders capable of holding a ¾ inch dowel have been approved. However, a Home Owner may in addition, display one portable, removable Armed Forces Day, Memorial Day, Flag Day, Independence Day, and Veterans Day flag, which may be display in a respectful way, not larger than 4 ½ feet by 6 feet, that represent the United States Army, Navy, Air Force, Marine Corps, or Coast Guard, or a POW-MIA flag. Sport flags may be displayed on event day only. No other decorative flags are permitted.
13. **Flowers.** Container plantings are allowed on porches, patios and/or lanais. Extra flowers may be planted in flower beds but Owner must maintain them at all times and remove before leaving for the season. Ground-mounted hangers may be used in landscape beds.
14. **Front Entry Screening.** Front entry or front door screening may be approved on a case-by-case basis. Front entry screening shall be installed on bronze aluminum frames, and screen material shall be charcoal in color.
15. **Furniture.** No unsightly condition shall be maintained on any patio, porch or lanai, and only furniture and equipment consistent with the normal and reasonable use of such area shall be permitted to remain there during seasons when the same are reasonably in use and no furniture or equipment of any kind shall be stored on decks, patios or porches during seasons when the same are not reasonably in use. Furniture located outside of a dwelling shall be of high quality and consist of typical lanai, porch and/or patio furniture. Furniture may be wood,

metal or plastic. The use of couches, car seats or other non-traditional outdoor furniture or equipment shall be prohibited.

16. **Garages.** No owner shall enclose any portion of his or her garage to convert his or her garage into living space. No garage shall be altered in such a manner that reduces the number of automobiles that could have reasonably been parked in the garage as originally constructed. When not in use, Owners shall keep their garage doors closed. Each Owner shall keep his or her garage free from clutter so that at all times his or her car can easily be parked in his or her garage.
17. **Garbage/Recycling:** All garbage and recycling receptacles must be stored in the garage.
18. **Gazebos and Greenhouses** require Committee approval.
19. **Generators.** Permanently installed auxiliary power generators must be approved by the Committee. Auxiliary power generators must be installed in the rear yard so as to not be visible from the road. Generators shall also be appropriately screened from view by means of landscaping. They shall be located so as to cause minimal disturbance to residents of adjacent Homes. The location should provide maximum ventilation and not interfere with ventilation of adjacent Homes. Only natural piped in gas or propane is allowed in tanks buried underground, subject to local ordinances. Generators are to be operated only during utility power outages. Generator cannot run after 10:00 pm or before 8:00 am. Portable generators may be stored in garage but operation and storage must follow all local ordinances. For portable generators, fuel may not be stored in the residence except under emergency conditions. Fuel must be removed from property within 5 days after emergency conditions have subsided. Both types of generators must comply with all fire and building codes.
20. **Grills.** Propane, electric or charcoal grills are allowed on rear patio/lanai or on walkway on side of house subject to the limitations of all applicable ordinances. Grills must be stored in the garage or on walkway on side of house or on patio/lanai when not in use. Grill use must comply with all fire and building codes.
21. **Holiday Decorations.** Holiday Decorations are allowed and may consist of lights and other decorations appropriate to the holiday being celebrated. Holiday decorations may be installed the week before Thanksgiving and shall be removed not later than January 15 of the following year. Inflatable holiday lawn decorations are not permitted. Owners may not place holiday decorations outside of their Lot unless directed by the Board to do so. Association and/or its contractors are not responsible for any damage to decorations. Owner is responsible to repair or pay for any repairs to any Association Property that is damaged by any decoration.
21. **Hot Tubs/Spas/Jacuzzis** shall not create an unreasonable level of noise or create a nuisance for adjacent property owners. Hot tubs/spas/Jacuzzis may be installed if permitted by the local government and the Architectural Review Committee. Owners may install a spa or hot tub in lanai area only or attached to pool. Portable (above ground) hot tubs are permitted, but

must be placed within a screen enclosure or covered lanai. Any Owner intending to construct a hot tub must submit to the Committee a detailed description and proposed layout showing size, location, materials, shape, landscaping, fencing, screening, and the type of construction. The Committee shall have absolute discretion to approve or disapprove any application and may attach any conditions which it deems appropriate. Any approved hot tubs must be maintained by the Owners in a safe and clean condition and must also be maintained in appearance consistent with the standards of the community. Hot tubs, if permitted in writing by the Committee, shall be screened from any street lying entirely within the community by an evergreen hedge or other visual landscape barrier as approved in writing by the Committee and in compliance with all laws and governmental regulations and ordinances pertaining thereto.

Spa Specifications

- a. Size of portable tub cannot exceed 8' x 8' x 36" to top of lid.
 - b. All tubs must conform to local building codes and ordinances. Above ground units may require locking gate at steps.
 - c. All mechanical equipment necessary for the operation of any hot tub or sauna must be screened from the street and neighboring Homes by a fence, wall, or landscaping, such screening to be in accordance with these Design Guidelines and approved by the Committee. All pool heaters are to vent away from the Home and/or toward the lake. Mechanical equipment will not be approved if located in the Zero Line Easement (if applicable).
 - d. Owners may be required to install safety features such as locks or covers for these items when such are not in use. A screen or fence plan and a survey of the Lot and Home shall accompany applications for hot tubs, Jacuzzis, saunas and spas with the improvements indicated thereon.
 - e. A Two Thousand Dollar (\$2,000.00) debris and damage deposit for Association Property and common area damage and a copy of the contractor's certificate of insurance will be required from any party installing a pool or doing any concrete work. The deposit is refundable when Association Property, including but not limited to, all roadways and landscaping are restored to the original state.
22. **Hurricanes.** Each Home Owner who plans to be absent from his Home during the hurricane season must prepare his Home prior to his departure by:
1. Removing all furniture, potted plants and other movable objects from his porch or patio, if any, and;
 2. Designate a responsible individual or entities (other than the Association) satisfactory to the Association to care for the Home should the Home suffer hurricane damage. Such person or firm shall also contact the Association for permission to install temporary hurricane shutters, which must be removed when no longer necessary for storm protection. Other than shutters installed by Declarant, at no time shall permanent hurricane shutters be installed permanently

without the prior written approval of the Committee. Storm shutters and panels which are not permanently installed shall be put in place or closed not more than forty-eight (48) hours before and seventy-two (72) after a storm event (a "storm event", for all purposes relating to these Policies and Procedures, is defined as a meteorological event in which winds in excess of fifty (50) miles per hour and rainfall has occurred, or is expected to occur).

23. **Hurricane and Storm Shutters.** The shutters shall meet or exceed all local, county, state and federal building codes, all wind load requirements, shall be of accordion design, standard hurricane panel, or roll-up type shutter with no more than a 1 inch blade stack (1" per operating foot for the accordion type shutter); shall be of aluminum construction with stainless steel fastening hardware (preventing rusting and corrosion staining to the building) and shall be white in color to blend in with the building color. All permanently installed hardware shall be painted and maintained to match the exterior building color.

Shutters shall only be used when storm warnings are posted, and shall not be used when simply leaving the property or during times when the dwelling is occupied. Shutters shall be removed or opened within 48 hours after any particular storm event passes.

All maintenance, repair and replacement costs shall be those of the owner of the dwelling. Shutters shall be installed to cover only window or door areas and shall not exceed installation standards to cover an oversized area. The Architectural Review Committee must approve Hurricane Shutters. See Hurricane Shutter Alteration/Modification form in Helpful Forms section for details.

Committee approval is required for exterior shutters. No hurricane or storm shutters other than those provided with the Home shall be installed unless the Committee has approved them. Approved hurricane shutters and/or temporary protective covering shall be allowed only during a storm event or when a storm event is imminent.

- a. For any hurricane shutter system which requires a center bar, the center bar may not be permanently installed and must be removed along with the storm shutters after the storm event.
 - b. Permanently installed brackets for hurricane shutters are to be painted white or the color of the Home.
24. **Landscaping.** Any landscaping or exterior sculpture on any Lot must be approved in writing by the Committee prior to installation. The Owner assumes complete responsibility to maintain the landscaping planted by the Owner.

The Association shall maintain and care for the landscaping and grassed areas encompassed within each Townhome Lot (with the exception of landscaping located in the rear or side of the Townhome Lot within any enclosed courtyard, patio, fenced or other area not readily accessible from outside the dwelling) and the Association Property. "Maintenance and care" within the meaning of this Subsection C shall include irrigating, fertilizing, spraying and trimming of landscaping and grassed areas but shall not include the replacement of landscaping within each Lot, provided, however, the Board may decide in its sole discretion

to replace landscaping on a Lot without creating an obligation on the Association to replace landscaping on any other Lot; provided, however, the Association shall be entitled to conduct selective thinning to maintain a harmonious environment. If an Owner plants trees and/or landscaping on his/her Lot (with the prior written consent of the Association), such Owner shall be responsible for the maintenance, repair and replacement of same.

- a. Notwithstanding that an Owner has obtained the approval of the Committee to install landscape materials, as provided hereinabove, such installation shall be at the Owner's cost and sole risk. In the event any construction activity on an adjacent Lot causes damage to or destruction of such Owner's landscape materials or any part thereof, the Declarant shall have no liability for any such damage or destruction. In the event any maintenance activity by the Association on the Lot or an adjacent Lot causes damage to or destruction of such Owner's landscape materials or any part thereof, the Association shall have no liability for any such damage or destruction. For purposes of this section, the term "landscape materials" shall include landscape materials, including, by way of example and not of limitation, hedges, ground cover, shrubs, and trees.
- b. In addition, the installation of any landscaping placed upon any Lot is subject to easements which run with the land. In the event the grantee of any such easement which runs with the land (i.e., Orlando Utilities Commission), its successors and/or assigns, requires the removal of any landscaping upon the Lot, then the Owner of said Lot shall, at the Owner's sole cost and expense, immediately remove the landscaping. If the grantee of any such easement fails to restore the removed landscaping, it shall be the Owner's responsibility to restore any removed landscaping on the Lot to at least such condition as originally established by Declarant. The Owner of a Lot in installing any landscaping upon the Lot shall comply with all valid laws, zoning ordinances and regulations of the city and County governmental bodies, as applicable, in addition to Association approval.
- c. No modifications (additions, deletions, and revisions) shall be made to the landscaping, including the entry area without prior approval of the Committee.
- d. The stockpiling and storage of building and landscape materials and/or equipment shall not be permitted on any Lot, except such materials and/or equipment as may be used within a reasonable length of time. In no event shall the storage of landscape materials extend for a period of more than thirty (30) days.
- e. Wetlands. No wetlands shall be modified in any manner by any person or entity other than Declarant or its authorized representatives.
- f. Prohibited Species, Plant Diseases or Noxious Insects. No plants, seeds or other things or conditions harboring or breeding infectious plant diseases or noxious insects shall be introduced or maintained upon any part of a Lot. Prohibited species include: Norfolk Island pine; Maleleuca; Australian pine; Fichus; Mango; and all species prohibited by the City of St. Cloud as amended from time to time. Additional species may be prohibited based on size, appearance or maintenance requirements.

- g. Soil Removal. Soil removal from Lots shall not be permitted, except as required for construction purposes and as permitted by the Committee. In addition, all construction shall be subject to the requirements of the applicable statutes, ordinances, rules and regulations of all governmental agencies having jurisdiction over such activities.
- h. Slopes and Trees. No Owner may engage in any activity which will change the slope or drainage of a Lot. No additional trees or other landscaping are permitted to be planted on Lakeshore at Narcoossee without the prior written consent of the Committee.
- i. Tree Removal. No trees shall be removed, except for diseased or dead trees and trees needing to be removed to promote the growth of other trees or for safety reasons, unless approved by the Committee. Tree removal must comply with all County ordinances and permit requirements, if any.
- j. Views from the roadways and walkways toward a landscaped area should complement the appearance of the existing natural vegetation. All front, side, and rear building setback areas must be sodden and/or landscaped.
- k. The Owner and his agents or contractors shall protect existing trees and vegetation, which are not approved for removal from damage during grading and construction on the Lot.
- l. Only live plants are permissible on the exterior of the homes.
- m. Trellises and arbors are not permitted without the approval of the Committee.
- n. Large scale and extensive stone or marble chip ground cover is not permitted in yards. Border edging cannot consist of gravel, rock or other “loose” material.
- o. Irrigation: Landscaped portions of residences/buildings shall be 100% irrigated with underground irrigation water. Wells or pumps from lakes and ponds are prohibited. Irrigation is prohibited in existing native areas. In connection with any irrigation system modification, Owners, after receiving Lakeshore at Narcoossee committee approval, shall connect all irrigation lines to the reclaim water lines serving Lakeshore at Narcoossee. Installation of individual water supply or irrigation supply is prohibited. Wells are prohibited.
- p. Drainage: Drainage must conform to the master drainage system for forty-eight (48) and all City of St. Cloud and County requirements. All drainage and grading must be indicated on the application to the Committee. There shall be no interference with the established drainage pattern over any Lot or Association Property except as approved in writing by the Committee. Landscape plans shall conform to the established drainage pattern and shall cause water to drain away from the foundation of structures. To avoid standing water, water should flow freely over walkways, sidewalks, or driveways into the street.

- q. Lakeshore at Narcoossee Homeowner Association Landscape Replacement Policy: In an effort to maintain homeowner property values and homeowner satisfaction, the Board of Directors has allocated a portion of the Association budget for landscape material replacement on individual Townhome Lots as well as common areas. In order to maximize the value of those dollars, replacements will occur on a quarterly basis and in accordance with the budget. Larger plant items will be prioritized with older replacement requests. Removal of dead landscaping materials will be done at the time of the request.
25. **Mailboxes.** Declarant will install a centralized mailbox center servicing residents and users within Lakeshore at Narcoossee. The Declarant will distribute keys. Owners that lose their key or damage lock will be charged to replace the lock. An Owner shall not install or maintain a separate receptacle for newspapers, magazines or other similar materials. If an Owner or the Owner's tenant, guest or invitee, or the guest or invitee of the Owner's tenant, damages any mailbox, such Owner shall be responsible for repairing or replacing the damaged mailbox. If the Owner fails to repair or replace the damaged mailbox, the Association shall repair or replace the damaged mailbox and the Owner shall reimburse the Association for the cost of repairing or replacing the mailbox within ten (10) days after the Association makes written demand for the reimbursement.
26. **Outdoor Equipment.** All swimming pool equipment pumps and other such outdoor equipment located on a Lot and approved by the Committee must be walled-in or placed in sight-screened or fenced-in areas so that they shall not be readily visible from any adjacent streets or properties. Otherwise, adequate landscaping shall be installed and maintained around these facilities. All pool heaters are to vent away from the home and/or toward the lake.
27. **Patios/Lanais** shall be located in the rear of the Home, shall not extend into the rear or side yard setbacks of the Lot and shall not extend beyond the Lot Perimeter Walls or Party Fences. Patios may be paved with brick pavers, concrete or other suitable material.

Two-thousand dollar (\$2,000.00) debris and damage deposit for Association Property or common area damage and a copy of the contractor's certificate of insurance will be required from any Owner installing a pool, patio or doing any concrete work. The deposit is refundable when Association Property, including but not limited to, all roadways and landscaping are restored to the original state, in satisfactory condition in the reasonable judgment of the Association.

Open patios must be an integral part of the landscape plan and must be located so as not to create an unreasonable level of noise for adjacent property owners. The patio color must be similar to or generally accepted as a color complementary to the design and color of the residence, or existing patio, if applicable.

28. **Playhouses/Playground equipment and Recreational Equipment** require Committee approval on Lots throughout Lakeshore at Narcoossee. They must be located in the center of the rear yard and will be reviewed on an individual basis. Playground equipment must be enclosed in a mulched area and must be constructed of natural colors with no primary or fluorescent colors allowed.

29. **Propane Tanks.** Propane tanks must be installed underground within setbacks and in accordance to local codes, must be fully permitted and have prior approval from Committee.
30. **Roof Accessories and Equipment.** Committee approval is required for all rooftop equipment and accessories, including solar panels. See paragraph 34 below regarding solar panels. All rooftop equipment must match roofing colors or be of a color that complements the Home and must be placed as inconspicuously as possible. Exposed flashing, vents, gutters and downspouts must be painted to match the surface they are located on. Attachment straps must be painted to match the structure.
31. **Satellite Dishes.** Satellite dish antennae must not exceed one meter in diameter (FCC regulation). Satellite dishes may not be mounted within the Zero Line Easement side of a Home. They must be installed at ground level, within three (3') feet of the residence and properly concealed from view and landscaped. Ground mounted satellite dishes should not exceed 36 inches above ground as measured to the highest point of the ground mounted dish. Exceptions will be made on a case by case basis in the event Owner cannot obtain adequate signal reception with a ground mounted satellite dish.
32. **Screen Enclosures/Entrances/Sunrooms.** Committee approval is required for the construction of patio covers, open patios, and enclosed patios.

The construction of screened enclosures on the Visible Lots is prohibited, provided, black or bronze screen enclosed lanais shall be permitted under the existing house roofline as long as they are generally consistent with the depiction Article 12.31 of the Declaration.

- a. Enclosed patios shall be constructed of materials that are similar to or generally accepted as complementary to those of the residence. Screen framework should be black or bronze aluminum and screen must be charcoal color. The Architectural Review Committee must approve plans prior to construction.
- b. Screen enclosures may include kick plates. Screen must continue to deck surface perimeter limits.
- c. No screens are permitted at garage openings.
- d. Enclosing the lanai as a sun room is prohibited.
- e. Frosted glass and insulated non-screen roofs are prohibited.

33. **Sheds** and outdoor storage units are not permitted.
34. **Solar Panels.** Committee approval is required for the installation of solar energy equipment. Any solar panels and related appurtenances and equipment shall be designed and constructed to appear as an integrated part of the Home. Solar panels shall be located on the roof of a Home with an orientation to the south or within 45 degrees east or west of south.
- a. All Frame work for the panels must match color of the roof tiles and the piping must be painted to match the surface to which it is attached, namely, the roof, the soffit or wall.
 - b. Any Owner who installs a solar panel is advised that his roof warranty may be voided or adversely affected as a result of the installation of solar panels on the roof.
35. **Statues.** Committee approval is required for any installation of any statue. No statues, sculptures, objects of art or any other similar objects ("Objects of Art"). Statues can be no taller than three (3') feet and must be neutral in color. No bright or fluorescent colored statues are permitted. The total number of all Objects of Art, birdbaths or other such items in a yard is limited to six (6).
36. **Swimming Pools** are permitted with Committee approval. Pools shall be located in the rear yard within rear and side yard setbacks and must be an integral part of the residence. Landscaping shall be provided around the pool cage and must be an integral part of the overall landscape plan. All mechanical equipment necessary for the operation of any pool must be located in the rear or side yard and shall be screened from the street and neighboring residences/buildings by a fence, wall, or landscaping, such screening to be in accordance with these Design Guidelines and approved by the Committee. Above-ground pools are prohibited. Owner is responsible for moving and replacing any existing irrigation pipes and existing landscape materials. Owner must comply with access requirements and gain appropriate written approval if access is needed by means other than Owner's property. Plans must be submitted for review of any pool to be constructed. Owner must contract with a licensed and insured contractor. All damaged landscape shall be restored by Owner. Pool equipment will not be approved if located in the Zero Line Easement.

Pool Specifications

- a. All pools must conform to local building codes and ordinances. Pool enclosures may require locking gates.
- b. All mechanical equipment necessary for the operation of any pool that is located outside of a screened enclosure must be screened from the street and neighboring Homes by a fence, wall, or landscaping, such screening to be in accordance with these Policies and Procedures and approved by the Committee. All pool heaters are to vent away from the home and/or toward the lake (if applicable).
- c. Owners may be required to install safety features such as locks or covers for these items when such are not in use. A screen or fence plan and a survey of the property shall accompany applications for pools with the improvements indicated thereon.

- d. A Two Thousand Dollar (\$2,000.00) debris and damage deposit for Association Property or common area damage will be required from any party installing a pool or doing any concrete work. The deposit is refundable when all Association Property, including but not limited to, roadways and landscaping are restored to the original state in the reasonable judgment of the Association.
37. **Windows, Doors, and Trim.** All draperies, curtains, shades, or other window coverings installed in a Home, and which are visible from the exterior of the Home, shall have a white or beige backing, unless approved by the Committee. Window and door screens shall be the same color as originally installed on the Homes. Newspapers, sheets, or any temporary covering is not permitted as coverings for windows.
- a. Window tinting with solar guard SS-175, SS-165 OSW, SS-165 Llumar N-1020 and 3M NV-25 have been approved. In addition, other tinting with a maximum of 66% of solar energy rejected and minimum of 24% visible light transmittance has been approved. Highly reflective, dark or mirror-like tinting will not be approved. Tinting must be consistently applied on any one side of a Home.