

ARCHITECTURAL CRITERIA AND STANDARDS
of the
Lakewood at Windsor Parke Association, Inc.

A. Introduction

The Lakewood at Windsor Parke Association, Inc. Board of Directors (hereinafter referred to as the Board) adopted these Architectural Criteria and Standards (hereinafter referred to as the Criteria) in accordance with the provisions of the Revised, Amended and Restated Declaration of Covenants and Restrictions (hereinafter referred to as the Declaration), on this ___ day of _____, 2011. These Criteria formulated by the Architectural Review Committee (hereinafter referred to as the ARC) may be revised, or modified from time to time to adapt to new conditions or products under the provisions of Article 5.2 of the Amended and Restated Declaration of Covenants and Restrictions for Lakewood Parke Association, Inc. (hereinafter referred to as the Declaration). The ARC may recommend revisions to the adopted Criteria by a two-thirds vote of all ARC members and present the recommendations to the Board. The Board may adopt, modify or reject such ARC revisions recommended only by a two-thirds vote of all Board members. Written notification of any to such amendment must be made all residents within ten (10) days of such vote, specifying the exact wording of such amendment and providing its justification and explanation.

B. Purpose of the Architectural Criteria and Standards

Lakewood residents expect to enjoy the full use and value of their property. There is also a common expectation the overall appearance and beauty of the neighborhood adds significantly to the enjoyable environment of each residence and maintains the value of all properties. The Declaration requires a reasonably uniform and high standard of the appearance of individual residences and gives complete authority to the ARC to review and approve all residential changes, modifications new construction, landscaping and exterior maintenance to all dwellings and lots. The ARC is also charged to formulate Architectural Criteria and Standards. The ARC members are composed of at least three but not more than seven members, all of which are residents and members of the Lakewood at Windsor Parke Association, appointed by the Board, but not more than seven. The ARC elects a person as Chairperson from its membership for a period of one year and who may succeed themselves. A superior neighborhood environment can only be achieved with the active cooperation of all residents to collectively support the ARC and the Board, and reinforce acceptable Architectural Criteria and Standards.

C. Uses and Actions

In order to clarify the understanding on how various owner actions are treated under the Declaration, types of actions have been divided into three classifications: **Allowable Actions, Actions Requiring ARC Approval, and Prohibited Actions.** There are **Allowable Actions**, changes and uses, which can readily be done by the Owner with only the understanding of the individual for the need to maintain the wonderful appearance of the Lakewood neighborhood. There are other actions, changes and uses which are **Actions Requiring ARC Approval**, which can be done only with ARC written approval (Declaration Article 5.3). The Declaration also defines other actions which are deemed so detrimental to the appearance, safety and residential values of the neighborhood they are **Prohibited.**

These actions are defined and enumerated below. The Declaration also defines maintenance actions or lack of deemed detrimental to the appearance and residential values of the neighborhood and the Criteria specify the **Dwelling and Lot Maintenance Standards.**

Lakewood Architectural Criteria and Standards

D. Disclaimer and Variances

These Criteria shall be enforceable to the extent that same does not violate applicable Federal, Florida or local laws or administrative regulations. If there is any conflict between these Criteria and such laws or regulations, the more restrictive interpretation shall apply. If there is any conflict between these Criteria and the provisions of the Declaration, the more restrictive interpretation shall apply.

With regard to the proposed improvement, the ARC, Board or Association does not assume responsibility, guarantee or endorse the structural adequacy, capacity or safety features, the possibility of soil erosion, incompatible or soil conditions or improper drainage, compliance with applicable building codes, zoning codes, safety requirements, governmental laws, regulations or ordinances or the performance or quality of work by any contractor.

Any variances or deviations from these criteria may be granted in individual situations but will not set any precedent for future decisions.

E. Approval process

The Declaration provides for a procedure in obtaining review and approval of Actions Requiring ARC Approval. Changes to the existing condition of the dwelling or lot can be made only with the prior written approval of a majority of the ARC members (Declaration Article 5.3) after a written and fully documented Request for Change ("the Request") is provided to any ARC member and a written receipt is provided to the applicant. Upon receipt of the Request, the ARC has two weeks to either: (a) approve, with or without stipulations; or (b) ask for additional information or revisions to the request (in which case the two week timeline restarts upon receipt of all requested documentation); or (c) disapprove/deny the Request. If the ARC has not acted within the two weeks, the owner shall refer the request to the Board for action as stipulated in the Declaration Article 5.4. Owner may appeal ARC disapproval/denial/stipulations to the Board. The Board's responsibilities and actions are governed by the same ARC requirements as stipulated in Declaration Article 5.4. The ARC may enter property to inspect for violations, during the approval process and after completion of the project to ensure compliance to the Declaration and the Criteria. Approved projects must be completed within six (6) months of commencement. Approved Requests for Change are valid not to exceed one (1) year as stipulated in the Declaration Article 5.4.

F. Allowable Actions

Allowable actions are those, which can be completed by the owner without approval of the ARC or Board, and include the following:

1. Modifications which have no impact on the dwelling's exterior appearance.
2. One garage sale for not more than two (2) days and not more than every six (6) months.
3. Any reseeding or re-sodding of existing grassed areas of the lot.
4. Any change, addition or substitution of landscaping not exceeding a single project cost of five hundred (\$500.00) dollars.
5. Repainting or resurfacing in the same color and material as existing on the exterior walls of the dwelling.
6. Trimming of trees or shrubbery, but not complete removal.

Lakewood Architectural Criteria and Standards

7. For Sale signs not greater than four (4) square feet are permitted, but must be removed within five (5) days after closing.

G. Actions Requiring ARC Approval

Actions Requiring ARC Approval includes uses, actions and changes to the exterior of all residential dwellings and the landscaping of the lots. Listed below are some specific items requiring ARC approval. This list is by no means all inclusive and can be amended or added to by the Board at any time. The owner should check with the ARC Chairperson, if there are any doubts concerning the proposed action.

1. General

"An owner may not cause or permit any alteration, modification, renovation or reconstruction to be made to the structural components, roof, or exterior of his unit, including driveways and parking areas, nor make any additions to the exterior, including the installation of window air conditioners without the prior written approval of the ARC, ... " (Declaration Article 7.21).

2. Landscaping

- a. Removal of any tree greater than eight (8) inches in diameter measured two (2) feet above the finished grade.
- b. Removal and/or replacement of major areas of shrubbery, which would significantly alter the exterior appearance of the lot.
- c. Any landscaping project greater than five hundred (\$500.00) dollars in cost.
- d. Hedges or group planting greater than four (4) feet above the finished grade. Hedges or shrubs are the preferred screening or privacy materials.
- e. Moving or removal of trees or plants except palmetto plants, in the last twenty (20) feet of the rear yard of golf course lots.
- f. New irrigation wells and systems must be approved for location unless drilled in the same location as the current well and system.

3. Views and Sight Distances

- a. Except for the original dwelling and landscaping, no structure, fence, wall, hedge, or shrub planting shall obstruct the view of golf course, lake, ponds or natural areas from the view of any other dwelling or lot.
- b. No fence, wall, sign, hedge, or shrub planting shall obstruct sight lines areas between two (2) and six (6) feet above the roadways on any corner Lot within the triangular area formed by the street property lines and a line connecting them at points thirty-five (35) feet from the intersection of the street lines, along the street which would obstruct a clear view of any dwelling driveway or adjacent walkway. No trees shall be permitted to remain within such areas unless the foliage line is maintained at six feet (6) above the surface of the adjoining street pavement.

4. Fences

- a. No fence, wall, hedge, plant or group planting shall block or partially screen views of the lakes or golf course from owner's lot or the view from any lot.
- b. All fences shall be iron, decorative metal or other approved material and color and shall not to exceed four (4) feet above the finished grade.

Lakewood Architectural Criteria and Standards

- c. Fences made on easement areas shall be approved only if a written statement by the owner states they will remove such fence at their own expense if required for maintenance, reconstruction or other activities are needed on the easement.

5. Swimming Pools, Screened Enclosures and Solar Panels

- a. Swimming pools are permitted in the dwelling rear yard, but must be located not closer than four (4) feet and between lines extended from the side of the dwelling and may not be closer than ten (10) feet from the rear lot line. The location, size and specifications of all swimming pools shall conform to all applicable codes.
- b. Swimming pools must by law be either enclosed by a four (4) foot fence or screened enclosure, both with a secure locked gate.
- c. Screened enclosures must be within lines extended from and parallel to the sides of the dwelling, and the highest point of the enclosure must not be taller than the peak of the dwelling roof.
- d. Exterior lighting of pool and/or enclosure shall be installed or buffered to prevent exposure to surrounding dwellings or public areas.
- e. Type, size and location of mechanical equipment shall be approved by the ARC to reduce disturbance to surrounding dwellings or public areas.
- f. Separate hot tubs shall be subject to the same stipulations as swimming pools, except they must be covered with a locked lid or cover, if not already contained within a screen enclosure or fenced instead of fenced when not in use.
- g. The location, type and size of solar panels, regardless of the purpose used, shall be approved by the ARC and located so as to reduce their sight appearance from the street or other dwellings.

6. Electric Generators

- a. The use of portable electric generators is permitted during periods of power outages. The portables electric generators must of the type that are approved and operated by the appropriate federal, state and/or local regulations. The portable electric generators must be stored out of sight when not being used.
- b. The installation of permanent electric generators is allowed with prior written consent of the ARC. Generator installation must conform to current federal, state, and local regulations. Permanent electric generators will not exceed a sound level of 85 dBA at 1 meter from the source. Proper submittal for ARC approval for the installation of permanent electric generators shall include the following:
 - i. Dimensioned site plan noting location of house, generator, and fuel supply storage location and indicate related piping and equipment.
 - ii. Generator specifications including, switch gear interface, fuel type, and venting.

7. Roofs

- a. The construction methods of all new and replacement roofs shall meet state and local codes. All materials must be approved by the ARC for color and type, if any change is contemplated from the current material or color. Only asphalt shingles are acceptable as roof coverings.
- b. All soffits, fascia, exterior trim paint, surface materials and color changes must be approved by the ARC.

Lakewood Architectural Criteria and Standards

8. Structure Exterior

- a. Repainting or resurfacing of the exterior walls of the dwelling in a color or material different in any way from the existing paint or surface on the exterior walls of the dwelling requires ARC approval.
- b. Unsightly plants, weeds or uncut trellis plants will not be allowed to extend up the walls of the dwelling, trees or trellis, arbors or similar vertical structures.

9. Recreational Equipment

With ARC approval, recreational or children's play equipment may be installed only in the rear yard. Items in this section include but are not limited to the following:

- a. Swing-Play Sets and Similar Structures - Approval is required by the ARC prior to the placement of a swing-play set. Such approval shall be valid for five (5) years. Homeowner's must reapply for ARC approval for existing swing-play sets every five (5) years. If the home is sold within that five (5) year time span, the swing-play set shall be removed from the property unless the new owner re-applies to the ARC for approval. Swing-Play sets shall be defined as an apparatus used or intended for children's play that contain one or more of the following components: slide(s), ramp(s), pole(s), platform(s), seat(s), swing(s), or tent(s). A swing-play set for children's play shall be of a neutral color and shall be constructed of wood, with at least a ten-year warranty covering materials. The approved colors for slides are blue or green. Application to the ARC for approval must include a manufacturer's brochure highlighting the set or plans of the swing-play set that are designed and/or built by the homeowner. Approval is required by the ARC prior to the placement of a swing-play set only in the homeowner's rear yard. Such approval shall be valid for five (5) years. Homeowner's must reapply for ARC approval for existing swing-play sets every five (5) years. When the home is sold, the swing-play set shall be removed from the property unless the new owner re-applies to the ARC for approval. Swing-play sets shall be properly maintained and not allowed to deteriorate and detract from the dwelling or the community. Failure by a homeowner to remove a swing-play within 15 days of written request to do so will subject the homeowner to sanctions.
- b. Playhouse - Playhouse is defined as a small separate structure for children's play that may be constructed with four walls, a floor, roof, windows and doors. Dimensions of playhouses shall not exceed 4'x 8'x 5' high. The design, materials and colors shall be complimentary to the home. Playhouses will be suitably landscaped to soften the view from the street, the golf course, and adjacent lots or the lake. The location of the playhouse must be within the setback lines of the rear yards. Homeowner's must reapply for ARC approval for existing swing-play sets every five (5) years. When the home is sold, the playhouse shall be removed from the property unless the new owner re-applies to the ARC for approval. The playhouse shall be properly maintained and not allowed to deteriorate and detract from the dwelling or the community. Failure by a homeowner to remove a playhouse within 15 days of request to do so will subject the homeowner to sanctions.
- c. Temporary Recreational Equipment - Temporary and portable recreational equipment, including, but not limited to, portable swimming pools, sliding boards, skate board ramps, plastic castles, ball games, horseshoes, badminton nets, toys and other play

Lakewood Architectural Criteria and Standards

and/or recreational equipment are to be stored indoors when not in use for forty-eight (48) hours.

- d. Basketball Goals - Only portable basketball backboards will be allowed and must be located only in the driveway. Care must be taken so they are not visibly obtrusive from street and adjacent lots. Backboards shall be located on a free-standing pole painted a flat black or brown color and backboard shall be a white or clear color. Basketball goals are not permitted to be attached to the exterior of the house. Lights are not permitted on basketball backboards or poles to which the backboard is attached. Homeowners must reapply for ARC approval for basketball goals every five (5) years. When the home is sold, the basketball goal shall be removed from the property unless the new owner re-applies to the ARC for approval.

10. Other Structures

- a. Other Structures - No tents, sheds, trailers, storage buildings, clotheslines, arbors, gazebos, outbuildings, swimming pools, children's play structures whether similar or dissimilar, temporary or permanent may be erected in front or side yards, and without prior written approval of the ARC. The location, color, materials and design must be approved by the ARC. Structures listed above may not be used permanently for human occupancy and may only be used for temporary human occupancy not to exceed three (3) days.
- b. Outdoor grills - A standalone outdoor grill may be placed in the rear of the house or in driveway, but shall be stored indoors or within a porch or covered patio when not in use. A permanently built outdoor grill shall only be located in the rear of the house. The permanent outdoor grill shall only be built only in the rear yard out of brick, stone or stucco to reflect the exterior appearance of the dwelling and less than four (4) feet in height. The location of the permanent grill shall be by prior written approval of the ARC before construction begins.
- c. Fountains - Only one fountain is permitted on any lot. The location, colors, size, materials and visual content must be approved by the ARC. The fountain must be made of earth tone concrete, fiberglass, bronze or other inorganic non-reflective materials. The fountain must be less than six feet (6') in height.
- d. Docks and Waterfront Structures - Docks, waterfront decks, and similar structures are not permitted under any circumstances.

11. Driveways, Parking and Garages

- a. Driveways may be finished in natural, stamped, painted and colored concrete, or concrete pavers, brick or similar materials approved by the ARC. The replacement driveway materials and style must extend continuously from the exterior edge of the garage to the interior edge of the existing rolled curb and gutter. Where there is an existing sidewalk, it must be removed and replaced with the same material as the driveway at the exact same elevation as exists.
- b. Space for two vehicles must be provided in the driveway.
- c. Additional parking spaces must be paved in similar materials as the adjacent driveway and approved by the ARC.
- d. Garages must have a predominantly solid door with an electrical opener. Residents should keep garage doors closed except during use.

Lakewood Architectural Criteria and Standards

12. Signs, Mailboxes, Flags, Yard Objects and Trash Receptacles

- a. The dwelling address signs of approved materials not greater than one (1) square foot should be prominently displayed on the dwelling facing the street.
- b. Not more than two (2) political signs not greater than four (4) square feet may be erected on any lot. The signs may not be placed sooner than one month before the election date and must be removed two (2) days after the election.
- c. The Association has installed standard mailboxes and supports, so any replacement must conform to this standard and approved by the ARC.
- d. Flags not greater than fifteen (15) square feet may be displayed on poles or attached to the dwelling.
- e. Yard art and accent objects are permitted, but the location, size and materials must be approved by the ARC prior to installation.
- f. Outdoor laundry drying is permitted but only if completely screened from golf course, lake and adjacent lots.
- g. All trash receptacles, recycling boxes and yard waste must be stored in garages or outdoors shielded from street view by screening or sufficient hedges. All trash receptacles and recycling boxes shall be placed at the street only after 5:00pm the day before collection day and shall be restored after emptied.

13. Antennas and Satellite Dishes

- a. Television and dish antennas are permitted but only if installed in such a location that lessens the visual impact, which shall be approved by the ARC in advance of installation.
- b. Radio antennas and short aerials are permitted only if installed in such a location that lessens the visual impact, which shall be approved by the ARC in advance of installation.

H. Penalties and Remediation

The principal aim of the ARC and Board is to maintain the existing high standard of neighborhood environment. Various types and degrees of penalties are specified in the Declaration in sections “Actions Requiring ARC Approval” and “Prohibited Actions”. Such penalties can only be levied by the Lakewood Board of Directors and are listed and defined in the Declaration (Declaration 8.5). The ARC, at its own discretion, will decide the remedial action(s) required to correct the home owner’s violation of a covenant. A copy of the remedial action(s) imposed will be given to the Board of Directors. Such remediation shall either be listed on the Request for Change or in its absence in a letter by the Board to the owner.

J. Dwelling and Lot Maintenance Standards

The Association reserves the right to insist the owner maintain the exterior appearance of the dwelling and lot (Declaration Article 7.13). The following general standards apply to all dwellings and lots. Any significant deviation from these standards can only be granted through the ARC approval process.

1. Landscaping

Grass should be frequently mowed and hedges trimmed so as to avoid a neglected appearance. Grass should be cut when six (6) inches or higher. Sod replacement is necessary to avoid dead spots or weed infestation in the lawn. Hedges or group planting shall be maintained at a height less than four (4) feet above the finished grade. Weeds and undesirable or invasive plants shall be removed. Dead plants and hedge branches shall be removed. Trees shall be trimmed to avoid restricting views from any lot and provide an attractive appearance. Mulch should be spread at least two (2) inches in depth over all bare planting areas. Irrigation systems should be periodically checked to be certain they adequately water all plant material. Irrigation shall only be done in accordance with state and local laws and the Declaration.

2. Structures and Roofs

The eaves of the roof and house trim should be periodically cleaned to maintain a clean and attractive condition. Roof shingles should be free of stains and algae build-up to avoid streaking. Exterior window screens and large screened enclosures shall be clean, free of pine needles or plant material and maintained in good repair. Doors, windows and trim shall be kept in good repair and periodically painted, if appropriate, to maintain a clean and attractive condition.

3. Driveways, Walls and Walking Surfaces

Driveways, sidewalks and all horizontal walking surfaces must be maintained in a clean and attractive condition, and free of rust and stains. Landscaping walls or barriers shall be clean, free of stains and rust and well maintained. The lower parts of the dwelling walls shall be clean, free of stains and rust and well maintained.

Lakewood Architectural Criteria and Standards

K. Prohibited Actions

There are uses, actions and changes that are prohibited by the Declaration and cannot be changed without the affirmative vote of two-thirds vote of all residents. The items listed below are specifically outlined in the Declaration and are enumerated here for information to the owner or any interested person.

1. No lot or dwelling may be used for commercial, institutional or non-residential purpose (Declaration Article 7.1).
2. Rezoning of existing residential zoning classification of any lot (Declaration Article 7.2).
3. The use of any residence is restricted to single-family residences, which includes the immediate family of the owner, relations or temporary guests. No rooms or partial area of the residence can be rented to other persons. The residence can be rented as a whole by lease for a period not less than seven (7) months, but the Board must be notified of the lease within ten (10) days and before the renter moves into the dwelling (Declaration Article 7.3). The Board may at its sole discretion, review the lease before the renter moves into the dwelling.
4. No animals, livestock, or poultry shall be raised, bred, or kept within the Property. The exceptions are caged birds and common household pets kept entirely within the dwelling and subject to the regulations of these Criteria. Pets at all times must be leashed or kept within a closed area. No pets or animals can be kept which are dangerous or a nuisance to other owners within the Property (Declaration Article 7.4).
5. No pets are allowed on the Golf Club Property at any time (Declaration Article 7.4).
6. No trash, leaves, clippings or debris burning fires at any time (Declaration Article 7.5).
7. Aluminum foil, tinted or reflective glass or reflective materials on any wall or window surface are prohibited (Declaration Article 7.7).
8. No pumping or removal of water from the lakes or wetlands (Declaration Article 7.8(a)).
9. No boating, swimming, or bathing or similar activity is permitted on any lake or wetland (Declaration Article 7.8(b)).
10. No construction, filling or dredging is permitted within any lake, pond or wetland (Declaration Article 7.8(c)).
11. In the sole opinion of the ARC or Board, all activities, noise, objects, or substances are prohibited which constitutes a nuisance to any other owner of any lot within the Property or which are against the law, and no object or substance shall be kept,

Lakewood Architectural Criteria and Standards

stored or emitted or which constitutes a nuisance to any other owner of any lot within the Property (Declaration Article 7.9).

12. No structural addition or renovation higher than thirty-five (35) feet above finished grade (Declaration Article 7.11).

13. No plants or trees shall be removed within twenty (20) feet of the adjacent golf course property, except palmetto plants. (Declaration Article 7.14).

14. No setback lines shall be altered and structural encroachment is prohibited.

15. No boats, recreational vehicles, trailers or trucks greater than three quarter (3/4) ton capacity shall be parked adjacent to or in the street in front or in the driveway of the dwelling at any time, except for unloading or emergency repair for greater than forty-eight (48) hours.

16. No commercial or professional business or advertising signs or billboards.