



COMMUNITY DESIGN
GUIDELINES

OVERVIEW

Naples Reserve Design Review Procedure Overview

The focus on quality, attention to detail, environmental concern, and pride that went into the development of Naples Reserve will be evident as you develop plans for your home. Perhaps the most important component of the success of Naples Reserve is the commitment to the Design Review Procedure. As detailed in these Design Review Guidelines, the purpose of the Design Review Procedure is to establish high development and architectural standards that are consistent throughout each community within Naples Reserve. This in turn supports the long term quality and lasting values of the community.

In order to accommodate the unique opportunities in each community, the Design Review Procedure will be customized to fit those opportunities, while at the same time ensuring consistency in the established high development standards.

General Design Premise

SFI Naples Reserve, LLC, the Master Developer, is dedicated to the success and quality in the development of Naples Reserve. This dedication is reflected throughout Naples Reserve in many ways, including consistency and quality of the architectural and landscape style which will be carried throughout Naples Reserve, including the clubs, gatehouse, streetscapes and individual communities. The established architectural theme incorporates a Cottage/ Coastal style reflected in each building, home or amenity feature. The landscape theme focuses on the creation of a natural setting that complements the architecture and views.

DESIGN REVIEW PROCEDURE

I. PROCEDURE

- A. **Purpose of Guidelines:** The Design Guidelines for Naples Reserve provide an overall framework and comprehensive set of standards and procedures for the development of the community in an orderly and cohesive manner. These standards have been developed to provide direction for the planning, designing, constructing, landscaping, and modifying of all residences, buildings, and structures within Naples Reserve. The standards set forth criteria for design, style, materials, colors and location of site improvements, landscaping, signage, lighting and other structures. In addition, the Design Guidelines establish a process for review of all proposed construction and modifications to residence/buildings/structures to ensure that all sites within Naples Reserve are developed with consistency and quality.
- B. **Governmental Permits:** To the extent that Collier County ordinances or any government ordinance, building code, or regulation requires a more restrictive standard than the standards set forth in these Design Guidelines or the Declaration of Covenants, Conditions, and Restrictions for Naples Reserve, ("Declaration"), the government standards shall prevail. To the extent that any government standard is less restrictive, the Declaration and the Design Guidelines, in that order, shall prevail.
- C. **Preparer:** These initial Design Guidelines have been prepared and promulgated by the Design Review Committee ("DRC") of behalf of the Board of Directors of the Naples Reserve Homeowners Association, Inc. ("HOA") pursuant to the Declaration. The Design Guidelines may be changed and amended to serve the needs of an evolving community pursuant to the procedures set forth in Article VI of the Declaration and in these Design Guidelines.
- D. **Applicability of Architectural Review:** These Design Guidelines govern all residential and other structures construction or placement within the property which is or may be subject to the Declaration in accordance with Article VI of the Declaration. Unless otherwise specifically stated in Article VI of the Declaration or these Design Guidelines, all plans and materials for new construction or exterior modifications of improvements must be approved before any construction activity or placement of structure begins. Among other activities, construction and modifications include staking, clearing, excavating, grading, other site work, and plantings or removal of plants, trees, or shrubs.

Builders and homeowners are responsible for ensuring compliance with local, municipal, state and federal standards and procedures. Builders and Homeowners are also governed by the requirements and restrictions set forth in the Declaration, any applicable Supplemental Declaration, and any other applicable architectural and landscape guidelines which address restricted and prohibited conduct and activities within the community.

- E. **Review Structure:** Architectural control and design review for Naples Reserve is handled by the DRC.
1. **DRC.** The DRC shall have exclusive jurisdiction to review and approve all original construction on any portion of Naples Reserve. Declarant retains the right, so long as

Declarant owns any portion of Naples Reserve, as it may be expanded, to appoint all members of the DRC, which shall consist of not less than three, nor more than five, persons. Upon the expiration of such right, the Board of Directors of the HOA shall appoint the members of the DRC.

2. Professional Advisor. The DRC at its sole discretion may employ a professional advisor for the purpose of reviewing plans and submittals.

- F. Review Fees:** As provided in Article VI of the declaration, a review fee will be charged for all new construction. The review fee for applications is \$750 payable at the time of the submittal. A check should be made payable to "Naples Reserve Homeowners Association, Inc." Plans will not be reviewed prior to receiving the review fee.

II. NON-LIABILITY FOR APPROVAL OF PLANS

Article VI of the Declaration contains a disclaimer of liability or responsibility for the approval of plans and specifications contained in any request by a Homeowner. ***PRIOR TO SUBMITTING PLANS OR INFORMATION FOR REVIEW, YOU SHOULD READ AND UNDERSTAND THIS DISCLAIMER. IF YOU DO NOT UNDERSTAND IT, PLEASE ASK A REPRESENTATIVE OF THE HOA OR THE DRC TO EXPLAIN IT TO YOU.***

III. CHANGES AND AMENDMENTS TO THE DESIGN GUIDELINES

These Design Guidelines may be amended as follows:

1. The DRC may, in its sole discretion, amend these Design Guidelines. Amendments shall be prospective only and shall not require modifications to existing structures or improvements unless modification to existing structures or improvement is requested by the Owner.
2. Amendment shall be distributed and/or posted in a prominent place within the Properties.
3. All amendments shall become effective upon adoption by the DRC.
4. In no way shall any amendment to these Design Guidelines change, alter or modify any provision of the Declaration or any Supplemental Declaration.

IV. INTRODUCTION

The Design Guidelines have been prepared to help homebuyers, architects, Builders and residents of Naples Reserve understand and become active participants in the process, to assure long-term community quality. It is not the intent of the Design Guidelines to make judgements as to what is beautiful, but to coordinate Architectural diversity while creating a blend of home styles which enhance each other and the natural environment. The ultimate result will be to help you protect your investment and property values.

Neighborhood Covenants and Restrictions and the Design Guidelines are carefully prepared to provide a residential community of unmistakable appeal. A representative of Naples Reserve is

available to help you interpret the Design Guidelines, offering suggestions about your house concept and assist you in contacting qualified people for design and construction. We urge you to meet with the Design Review Staff Representative as early as possible following your decision to purchase in Naples Reserve. This is the best way to understand the design requirements and to begin including them in your own personnel residential plan.

V. FEATURED BUILDER PROGRAM

The Builder you select to build your home must be a member of the Naples Reserve's Featured Builder Program. The Featured Builder Program is designed to ensure compliance with these Design Guidelines and the Community and Neighborhood Restrictions.

Make sure you obtain a current list of Featured Builders. Such list is subject to change from time to time, therefore you must submit the name of your proposed Builder to the DRC not more than ninety (90) and not less than thirty (30) days prior to start of construction of your home. If your home is not started within ninety (90) days of submitting your Builder's name for approval, you must resubmit the name for approval. **ONLY BUILDERS WHO ARE ON THE MOST CURRENT PREFERRED BUILDERS LIST WILL BE APPROVED.** SFI Naples Reserve LLC makes no warranties or representations concerning the quality and the workmanship provided by any Builder member of the Featured Builder Program, and assumes no liability therefor. You may employ only one Builder member of the Featured Builder Program for any and all improvements to your Lot. Your failure to select a Builder member of the Featured Builder Program will be grounds for rejection of the construction plans.

VI. DESIGN REVIEW PROCEDURES

The Builder or Homeowner is responsible for the submittal of all site plans, architectural and landscape plans for new construction. The DRC is responsible for the review and approval of all plans submitted for construction and design approval. The Staff meets on a regular basis and requires that all plans be submitted at least three business days prior to the meeting. Meetings are attended by DRC members only. Each custom single family home must be approved through the "New Construction" process.

- A. Review of New Construction:** Plans for new construction for any single family custom home, models, buildings, or structures must be reviewed and approved by the DRC. Architectural Plans, Site Plans, Landscape Plans, Exterior Colors and Materials for each residence must be reviewed and approved. Obtaining approval is a two-step process.

Step 1 - Initial Approval: Each Applicant shall submit a dimensional site layout, floor and roof plans, elevations, and schematic landscape plans along with an initial review form for single family custom homes (See Appendix "A"). Exterior finishes and color schemes, if available, may be discussed. Requirements for plans are further explained in Section VI-C below. Applicants may request a pre-submittal meeting with a representative of the DRC to address any questions about Naples Reserve and the Design Guidelines.

Step 2 - Final Approval: Review of final construction drawings is required before construction may begin. The same information listed above is required, however, with greater detail. All information regarding materials, exterior finishes, color schemes, lighting, site grading, and landscaping shall be provided and shall be submitted with a final

review form (See Appendix "B"). If major revisions have been made from the Initial Approval stage, step one may have to be repeated. One set of plans must be submitted for custom single-family homes and two sets are needed for models. When approved, the plans are stamped and retained by the DRC. The one additional set of plans submitted for models/buildings are transmitted to our Sales and Marketing Team to develop marketing collateral. A letter from the DRC will be sent to the Applicant after each submittal stating the plans are approved, approved with conditions, or disapproved.

- B. Review of Modifications:** The review of modifications to existing dwellings (occupied after issuance of a certificate of occupancy or certificate of completion) shall require the submission of a Design Review Application to the DRC. Depending on the scope of the modification, the DRC may require the submission of all or some of the plans and specifications listed below in Section VI-C. In the alternative, the DRC may require a less detailed description of the proposed modification. The review and approval of modifications shall take place within the same time periods as required for new construction. Modifications must be scheduled and completed in a time agreed upon by the Declarant.
- C. Plans to be Reviewed:** The DRC requires one set (or two if a model) of any of the following plans for new construction, pre-approval, or a modification, in conjunction with a Review Application.

Plans may be submitted to:
Valerie Gutierrez, Property Manager
14891 Naples Reserve Circle
Naples, FL 34114

or electronically to vgutierrez@castlegroup.com.

- a. Site Plan:** Include the required setbacks, easements and horizontal dimensions that locate the residence/building on the lot/parcel. Also required on the site plan is a tree overlay and existing and proposed grades. Prior to commencing construction, the lot must be staked out and a clearing walk scheduled with the Design Review Staff.
- b. Floor Plan:** Include all rooms, dimensioned to scale, along with the square footage of the total enclosed living area. Additionally, pool plans, decks, patios, stoops, retaining walls related to the dwelling, trash enclosures, HVAC equipment, pool equipment and utilities, and the screening for same, interior spacing of rooms, and connections to driveways and walkways must be shown.
- c. Foundation Plan:** Includes existing and finished floor elevations and grades. Stem walls will be required in order to preserve existing vegetation and help insure grading and drainage of individual lots. Any deviation must be approved by the DRC in writing.
- d. Drainage:** All drainage and run-off must be controlled on site during construction using swales for internal drainage between adjacent property lines where appropriate.
- e. Architectural Elevations:** Front, rear, sides, and pool enclosure exterior elevations showing building materials and finishes, and indicating the maximum height of the dwelling. The finished grades must be shown. A rendered elevation depicting material and colors of the primary facade may be requested by the DRC for more complicated elevation schemes.

- f. **Wall Sections:** Show foundation condition i.e. stems wall, roof overhang, fascia, decorative details and materials. Custom single family homes must have a minimum of 15" overhangs and 8" fascia's. Fascia's of a smaller dimension may be approved if additional detailing is provided at the soffit and wall interface. Stem wall details must include the number of courses and finished grades for each elevation. Stem walls are required unless a deviation is approved in writing. Additional planters may be used around stem walls greater than 24".
 - g. **Roof Plan:** Showing slopes, pitches, hips and gables. A minimum roof pitch of 6 in 12 slope is required.
 - h. **Exterior Finishes:** Showing the exterior color scheme and texture (including samples and color chips), shutters, medallions, chimneys, doors, lighting scheme, and other details affecting the exterior appearance of the proposed improvements.
 - i. **Landscaping Plan:** Showing location, size, species, quantity, spacing, percentage of native plant material, and quality of all plant material, protection of existing vegetation and other landscaping details. Also, include location of planters, paving materials, light poles, and utility boxes. Minimum scale: 1/10"=1'0".
 - j. **Other:** Such other information, data, and drawings as may be reasonably requested, including, without limitation, drainage, lighting, satellite dish placement, storm shutters, screening, fences, lawn ornaments and other features.
- D. **Review Criteria:** While the Design Guidelines are intended to provide a frame-work for construction and modifications, the Design Guidelines are not all- inclusive. In its review process, the DRC may consider the quality of workmanship and design, harmony of external design with existing structures, and location in relation to surrounding structures, topography, and finish grade elevation, among other things. DRC decisions may be based on purely aesthetic considerations.
- E. **Review Period:** A written response shall be made to each Construction Application and plan within 30 days of a complete submission (as long as submission is made by the 1st of each month) of all materials required by the DRC. The other plans shall be retained for the DRC's records. The decision shall be rendered in one of the following forms:
- 1. **"Approved"** - The entire Construction Application as submitted is stamped approved.
 - 2. **"Approved With Conditions"** -The Construction Application is approved as submitted, with the DRC's suggestions for curing objectionable features or segments are noted. The Applicant must correct the plan's objectionable features or segments, and the Applicant may be required to resubmit in order to receive approval prior to commencing the construction or alteration.
 - 3. **"Disapproved"** - The Application as submitted is rejected. The DRC may provide comments but is not required to do so.
- F. **Variances:** Variances may be granted in some circumstances including, but not limited to, odd shaped lots of parcels, topography, natural obstructions, hardship, environment, and other considerations. All variance requests must be submitted on the Variance Request Application (see Appendix E"). The Applicant must complete the request form, and propose mitigation of the variance. The DRC shall have the power to grant a variance from strict compliance in such circumstances, so long as the variance does not result in a material violation of the Declaration or governmental regulations. No variance shall be effective unless in writing and signed by a representative of the DRC.

The approval of a variance by the DRC shall not constitute a waiver of said requirement in the future. The DRC shall have the sole authority to approve a variance in its sole and absolute discretion.

- G. **Governmental Approval:** The review and approval of plans and specifications shall not be a substitute for compliance with the permitting and approval requirements of Collier County or other governmental authorities. It is the responsibility of Builder to obtain all necessary permits and approvals.
- H. **Construction Application and Deposit:** Prior to the beginning of construction, the Builder must submit a Construction Application and deposit to Naples Reserve Development LLC (See attached form - Appendix "D".) The construction deposit may be used to correct any inconsistencies with plans or damages to adjacent properties or streets. A pre-construction meeting with a Design Review Representative is required to review plan approval status, and to field check the clearing limits.
- I. **Implementation of Approved Plans:** All work must conform to approved plans. If it is determined by the DRC that work completed or in progress on any lot/parcel is not in compliance with these Design Guidelines or any approval issued by the DRC, the DRC shall notify the Homeowner and Builder in writing of such noncompliance, if any, specifying in reasonable detail the particulars of noncompliance and shall require the Homeowner and/or Builder to remedy the same. If the Homeowner and/or Builder fails to remedy such noncompliance or fails to commence and continue diligently toward achieving compliance within the time period stated in the notice, then such noncompliance shall be deemed to be in violation of the Declaration and these Design Guidelines.
- J. **Time to Complete:** If no maximum time period is specified in the approval or any other agreement, construction shall be completed within one year of its commencement. The Applicant may request an extension of such maximum time period not less than three days prior to the expiration of the maximum time period, which the DRC may approve or disapprove, in its sole discretion. This does not include phased parcel development.

If construction is not completed on a project within the period set forth in the approval, within one year, or within any extension approved by the DRC, the approval shall be deemed withdrawn, and the incomplete construction shall be deemed to be in violation of the Declaration and these Design Guidelines

- K. **Changes After Approval:** All proposed changes to structures, including changes that affect the exterior of any building, colors, windows, doors, grading, paving, utilities, landscaping, or signage, made after the final approval of plans must be submitted to and approved in writing by the DRC prior to implementation. Close cooperation and coordination between the Applicant and the DRC will ensure that changes are approved in a timely manner. If Collier County or any other authority having jurisdiction requires that changes be made to final construction plans previously approved by the DRC, the Applicant must notify the DRC of such changes and receive approval from the DRC prior to implementing such changes.
- L. **Enforcement:** A representative of the DRC will conduct periodic field reviews to ensure compliance with approved plans, Design Guidelines, Declarations and general construction site etiquette requirements. In the event of any violation of these Design Guidelines, the Board of the HOA may take any action set forth in the Declaration and By-

Laws of Naples Reserve, including the levy of a specific assessment. The Board may remove or remedy the violation and/or seek injunctive relief requiring the removal or the remedying of the violation. In addition, a Notice of Violation may be recorded in the Collier County records. The Board shall be entitled to recover all costs incurred in enforcing compliance and/or impose a fine against the residence upon which such violation exists.

VII. ARCHITECTURAL AND IMPROVEMENT DESIGN STANDARDS

The following specific site criteria shall apply to all proposed or existing residential Single Family Custom Home construction within Naples Reserve unless a variance is granted by the DRC.

- A. Architectural Standards:** The exteriors of all buildings must be designed to be compatible with the natural site features and landscaping of the residence/building and to be in harmony with their surroundings. The land forms, the natural contours, local climate, vegetation, and views should dictate the building location, the building form, and the architectural style. The DRC may disapprove plans if in its sole and dissolute judgment the massing, architectural style, roof line, exterior materials, colors or other features of the building do not meet these standards. No factory-built modular or mobile home type construction shall be permitted within the Properties without DRC approval.

Naples Reserve architectural theme incorporates a Cottage/Coastal style, which will incorporate naturalistic and earth tone colors that fit in with the landscape pallet. The colors that will be approved for Naples Reserve's Cottage/Coastal style will be less intense than traditionally associated with this style of architecture.

The following architectural elements should be considered in the design of a residence or building:

- Varying roof heights
- Mix of hips and gable roofs
- Banded windows w/ muntins
- Bahama shutters
- Shutters that are proportional to window openings
- Vertical and horizontal siding
- Aluminum or wood railings
- Verandas, porches, and courtyards
- Decorative chimneys
- Exposed rafter tails and brackets
- Trellis over garage doors
- Flat tile and metal roofs
- Carriage style garage doors
- Gingerbread trim
- Ledge stone accents
- Main roof, min. 6/12 roof slope
- Dormers

Equal attention to detail and architectural definition must be given to all sides of the structure, including, but not limited to, the foundations, banding, accent materials, roof character, and window treatment. Retaining walls, planter walls, and privacy walls should be used to break up the elevation of a building and help relate the structure to the ground.

All exposed concrete block or poured concrete foundations and site retaining walls must be covered with an appropriate wall-facing material, which must be approved by the DRC.

Set back requirements from property lines are established in the Neighborhood Covenants & Restrictions and by the approved PUD Zoning and are subject to public utility easements, drainage easements, landscape easements and rights-of-way.

1. Exterior Wall Treatments: The following are acceptable exterior wall treatments for vertical and horizontal surfaces:

- Painted stucco, stone, or brick in natural earth tones.
- Anodized or paint finish are required on all metal surfaces including windows, flashing, drips, and caps, in colors matching the approved trim colors.
- Fascia's must be a minimum of 8" wide cedar, Hard board or equivalent painted to match the approved trim color. Other fascia materials may be approved by the DRC on a case by case basis.
- Soffits must be of wood, stucco or premium vinyl.
- Wood or cementitious siding.

2. Exterior Colors: Color selections for all exterior material shall be in warm, light earth tones. No pure whites or primary colors may be used except as approved by the DRC. Homeowners must submit color samples of all exterior surfaces to the DRC for review and approval no later than at time of final approval, including specifications and samples for window and metal finishes, roof material, trim, shutters, chimney caps, medallions and any other exterior surfaces and accents.

3. Roofing: Roof pitches and overhangs shall be designed for compatibility with adjacent roof profiles in front, side, and rear elevation, and may vary as dictated by architectural design. A minimum roof pitch of 6 in 12 slope is required. A minimum overhang of 15 inches is required, 12" may be allowed with cornice or stucco band under the eave. Asphalt or fiberglass roof shingles are prohibited. Roof materials which are acceptable are clay or concrete flat tiles and metal panels. Roof colors shall be in warm earth or natural tones: pure white, orange, red, blue or any bright colors are prohibited. DRC approval is required for a roof-material change.

4. Roof Accessories and Equipment: DRC approval is required for all rooftop equipment and accessories, unless specifically accepted in this Section. All rooftop equipment must match roofing colors or be of a color that complements the house and must be placed as inconspicuously as possible. Exposed flashing gutters and downspouts must be painted to match the fascia and trim of the structure. No exposed attachment straps will be allowed.

5. Solar Panels: DRC 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 residence and not visible from the street. Additional landscape buffering may be required in order to soften the appearance of solar panels. Solar panels shall be located on the rear or side roof of a home whenever possible.

6. Windows, Doors, and Trim: Windows should be clear glass or a tinted glass of bronze, gray, green, or smoke colors. No reflective glass, film, or tinting may be used. Aluminum window frames or screen enclosures shall be bronze or white. Windows shall be banded on the front and at rear elevations outside the lanai. Side elevation shall have either banding around the windows or banding/molding detail under the eaves. Window and lanai

screen fabric must be bronze or charcoal color. The DRC must approve security treatments for doors and windows; however, no "burglar bars," steel or wrought iron bars, or similar fixtures shall be installed on the exterior of any windows or doors of any dwelling.

7. **Shutters:** DRC approval is required for exterior shutters. The shutters must be of a material similar to and of a color and design generally accepted as complementary to the exterior of the house. No hurricane or storm shutters shall be installed unless they have been approved by the DRC. Approved hurricane shutters and/or temporary protective covering shall not be allowed to cover openings until a storm warning has been issued by an Official Weather Service. Approved permanent hurricane shutters must be opened and protective coverings removed after the storm warning has ended.

For all neighborhoods with a separate homeowner's association, those associations must first approve the standard storm shutters, and have consistent details and colors for all units within the project to achieve architectural consistency.

If storm shutters are not part of the original approvals then any storm shutter must be approved by the DRC. They must blend into the window details or into the window covering requirements such that a patchwork or "checker board" look does not occur. They should be of consistent color, detail and style. Typically, shutters should be the same color as the required interior window treatment and the colors of the storm shutters must be compatible and consistent with the architecture of the building, for example, a white shutter is inappropriate where the required window coverings for the building are in a beige or gray range. No mill finish aluminum will be allowed.

8. **Screen Doors:** Screen Doors on the front of the home are not permitted in Naples Reserve.

- B. **Accessory Buildings (within setbacks):** Homeowners shall secure DRC approval prior to construction of any accessory building or permanently installed playhouses, doghouses, etc.

Accessory buildings shall meet the following criteria:

- An accessory building must be of the same color, material, and architectural style as the main residence or of color, material, and style that is generally recognized as complementary to that of the main residence. An accessory building's roofing materials shall match those of the main residence.
- Any utilities servicing accessory buildings shall be installed underground.
- Accessory buildings generally shall be located in the rear one third of the yard as long as it does not front onto a street, shall not unreasonably obstruct any adjacent neighbor's views of the open areas, and must be screened by a fence or vegetation.
- Free standing metal utility sheds or storage sheds are not permitted.

- C. **Additions and Expansions:** DRC approval is required for any addition to or expansion of a residence. Materials shall match the existing residence.

- D. **Air Conditioning Equipment:** DRC approval is required for the installation of air conditioning equipment or evaporative coolers. No window air conditioning units shall be allowed. Wall units may be installed with DRC approval. All air conditioning equipment must be screened by using a partial block wall and/or landscaping.

- E. **Satellite Dishes:** Satellite dish antennas, installed upon or adjacent to any residence, and are not visible from adjacent properties or the street, and is integrated with the residential

structure and surrounding landscape, does not require DRC approval. Such equipment shall be located only in side or rear yards that are not adjacent to a street and shall be placed as inconspicuous as possible. All other satellite dishes, and all other microwave dish antennae, satellite dish antennae, exterior radio antennae, or other electronic signal-receiving or transmitting equipment to be located on the exterior of the home must be reviewed and approved by the DRC.

Notwithstanding the above, all residences are required to be pre-wired for cable television and telecommunications in accordance with the standards established by the Declarant.

- F. **Awnings and Overhangs:** The installation of awnings or overhangs requires DRC approval. The awning or overhang color must be the same as the exterior or in the approved color palette and be complementary to the exterior of the residence. Metal awnings are prohibited.
- G. **Decks and Balconies:** Homeowners shall secure DRC's approval before installing decks or balconies. Decks and balconies must be constructed of material similar to that of the residence and must be a color similar to or generally acceptable as complementary to the residence in accordance with Section IV.A.2 above. Decks and balconies must be installed as an integral part of the residence or patio area. Any such decks or balconies must be located so as not to obstruct or diminish the view of or create an unreasonable level of noise for adjacent property homeowners. Construction shall not occur over easements unless specifically approved by the utility company having jurisdiction, and must comply with the applicable governmental requirements.
- H. **Birdbaths, Birdhouses, and Bird-feeders:** DRC approval is not required for the rear yard installation of a birdhouse, or a bird-feeder that is less than one foot wide by one and a half feet tall, or a birdbath that is three feet tall or less, including any pedestal. Placement in any front or side yard requires DRC approval.
- I. **Dog Houses and Runs:** Dog houses and runs must be approved by the DRC and shall not be not visible from the street or adjacent properties. DRC approval may require screening, or landscaping.
- J. **Fountains:** DRC approval is required for all fountains. Fountains may be located behind a privacy wall in the rear yard or at the front entry. Fountains are not permitted as a focal point of the driveway.
- K. **Lawn Ornaments:** These elements are discouraged within the front and side yards. They may be located in the rear yard if screened from view from adjacent properties and open spaces.
- L. **Clotheslines:** Outside clotheslines shall be prohibited for all purposes.
- M. **Exterior Lighting:** DRC approval is required for exterior lighting. Lighting must be installed in accordance with the following guidelines: Exterior lights shall be conservative in design and as small in size as is reasonably practical. Exterior lighting shall be directed toward the house and be of low wattage (limited to 2,000 lumens) to minimize glare sources to neighbors and other homeowners. Lighting for walkways generally must be directed toward the ground. Lighting fixtures shall be dark colored so as to be less obtrusive. Low voltage (12 volts) and LED lighting is preferable to conventional house-voltage systems 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 DRC approval. The DRC may take into consideration the visibility and style of the fixture and its location on the home. Colored lights are prohibited, except as temporary holiday decorations.

- N. **Flagpoles:** Yard-mounted flagpoles are not permitted on any portion of the Properties, except as permitted by the State of Florida. The Declarant may erect such flagpoles on a temporary basis at any model homes maintained on the Properties by such Developer. Homeowners may periodically attach American flags for special occasions, not to exceed 4'x6', to their house or garage without the approval of the DRC. No other flags are allowed.
- O. **Garages and Carports:** Garages are required. Garages and carports must be approved at the time of architectural review for the main residence/building. Such garages and carports shall be compatible with and complementary to the main residence in architectural style, material, color, and location, including but not limited to the same roof tile and stucco walls/posts. The garage and specifically the garage door(s) should not be the focus of the main front facade.
- P. **Driveways/Walkways:** Homeowners shall secure DRC's approval prior to paving. Driveways shall be constructed with brick, or concrete pavers. Asphalt, gravel, shell or poured concrete driveways are prohibited. Brick, flagstone, stepping stones, and pre-cast patterned or exposed aggregate concrete pavers may be approved for walks or patio areas. Homeowners shall secure DRC approval before extending or expanding any driveway.
- Q. **Gazebos and Greenhouses:** DRC approval is required prior to the construction of any gazebo or greenhouse. Any gazebo or greenhouse must be an integral part of the landscape plan and must not obstruct any adjacent property homeowner's view.
- R. **Hot Tubs and Saunas:** DRC approval is required for the installation of any hot tub, Jacuzzi, sauna, or spa. Any hot tub, Jacuzzi, or spa shall be an integral part of the deck or patio area and/or the rear yard landscaping. A hot tub, Jacuzzi, or spa shall be located in the rear or side yard, shall be installed in such a way that it is not immediately visible to adjacent property homeowners, and shall not create an unreasonable level of noise for adjacent property homeowners. All mechanical equipment necessary for the operation of any hot tub or sauna must be located in the rear or side yard and shall be screened from the street and neighboring Units by a fence, wall, or landscaping, such screening to be in accordance with these Design Guidelines and approved by the DRC.

Homeowners may be required to install safety features such as locks or covers for these items when such are not in use.

Applications for hot tubs, Jacuzzis, saunas and spas shall be accompanied by a screen or fence plan and a plat of the property with the improvements indicated thereon.

- S. **Mailboxes:** Mailboxes will be dictated by the local Postmaster.
- T. **Paint:** Homeowners may repaint in accordance with the originally approved color scheme of any dwelling or improvement. DRC approval is required for all changes in exterior painting. Review criteria may include, but shall not be limited to, the sheen of paint, the home's architecture, any existing stone or brick accents, roof color, and neighboring properties' colors.

The main colors for all exterior building surfaces must complement the architectural theme of the house.

- U. **Screen Enclosures and Patios:** DRC approval is required for the construction of patio covers, open patios, and enclosed patios. 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 homeowners. The patio color must be similar to or generally accepted as a color complementary to the design and color of the residence.

Enclosed patios shall be constructed of materials that are similar to or generally accepted as complementary to those of the residence. Framing shall be bronze and screens shall be either bronze or charcoal. All screen enclosures must be designed to complement the roof line of the principle structure. Screen Enclosures on the primary street(s) facade must be approved by DRC (approval will be done on a case by case basis).

- V. **Playhouses:** A playhouse shall be reviewed and approved by the DRC if it measures more than 24 square feet, is more than 6 feet high from peak to ground, or is constructed on a concrete slab or footing. All playhouses must be located in the rear yard and screened from view from adjacent properties and the street. Tree houses are not permitted.

- W. **Pools:** DRC approval is required for the construction or installation of pools. Pools must be located in the rear yard and must be an integral part of the residence unless associated with a courtyard home in which case the pool is to be located in the courtyard and screened by walls. Landscaping shall be provided around the foundation of the pool or wall 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 DRC. Above-ground pools are prohibited.

- X. **Propane Tanks:** Propane tanks must be installed underground.

- Y. **Recreational Equipment:** Recreational equipment shall not be installed in the front yard of residences/buildings or attached to houses or garages. Recreational equipment in side or rear yards must be reviewed and approved by the DRC. Said review shall be based upon, but not limited to, the following considerations: proximity of equipment to property lines and proximity of equipment to neighbors' living areas, and common areas. A landscape buffer may be required.

- Z. **Signs:** All signage must be in accordance with the Naples Reserve Signage Guidelines, including the size, materials, and location.

One standard security sign (12"x12" maximum) may be permitted in the front yard located either adjacent to the driveway or in close proximity to the front entrance of the main dwelling.

One Builder sign and permit board shall be allowed however, no subcontractor or trade signs shall be permitted. A Builder sign shall be erected on the lot/parcel prior to the commencement of any work, including clearing or grading. Builder signs shall be securely erected and no signs or permits shall be placed in trees. The Builder sign shall be removed immediately upon the issuance of a certificate of occupancy unless a longer period is granted in advance by the DRC.

For Sale and Lease signs are prohibited.

AA. Statues: DRC approval is required for any installation of any statue. Statues must be located in the rear yard or behind a privacy wall.

BB. Technology: All Builders must pre-wire dwelling units with category 5 wire (or other defined community standards) for telecommunication purposes.

CC. Trash Containers: Trash containers shall be stored in side yards behind the front building line or shall be screened from the street by a fence, wall, or landscaping.

DD. Zero Edge Pools: Zero edge pools are required to adhere to the following criteria to receive approval:

- A rear yard grading plan is to be included in the pool plans
- The elevation of the basin must be shown on the plans
- No removal of littoral plants at the lake bank is allowed
- Lake Bank grades must remain as constructed in order to comply with water management permits. No alteration of the lake bank grade is allowed

EE. Glass Block: Glass block on the exterior of a dwelling shall be subject to design review. The DRC may disapprove glass block if, in the opinion of the DRC it is overpowering on an elevation or does not fit within the aesthetic nature of the community. The following are general guidelines for glass block:

- Glass block shall not be a dominant feature for the dwelling or elevation
- All glass block located on the dwelling shall be treated similar to windows with banding and/or architectural trim
- Glass block located at the front and/or rear of the dwelling shall provide a privacy wall and/or sufficient landscaping that simulates a wall to eliminate visibility from the street.

VIII. LANDSCAPING & SITE STANDARDS

Landscaping is an essential element of design at Naples Reserve. The landscape theme for Naples Reserve is a natural/formal design focusing on the use of native plant materials. Preservation of existing vegetation in addition to the introduction of plants native to the Collier County area must be considered in establishing the landscape design. The advice of a Landscape Architect is strongly recommended when preparing the landscape plan. The actual level of landscaping and cost depends on the amount of existing plants saved. The landscaping must be commensurate with the value of the home and consistent with DRC approval requirements. Each lot is evaluated individually during design review to guarantee adequate plantings have been shown on the drawings to meet DRC approval requirements. We encourage you to contact the DRC regarding the appropriate design and budget considerations for your particular lot. Use of Xeriscape planting and design is encouraged. Xeriscape guidelines are available from the South Florida Water Management District at (800) 432-2045 or P.O. Box 24680, West Palm Beach, Florida 33416-4680.

A. Landscaping: The Builder/Homeowner must submit landscaping plans to the DRC for each lot or parcel. Landscape plans shall be submitted prior to any clearing or construction commencing on a lot or parcel, or prior to an alteration of existing landscaping plans. Landscaping, including sod and irrigation, shall be completely installed upon completion of the structure and issuance of a certificate of occupancy; or within any extended period as may be

provided in writing by the DRC. Homeowners or their assigns shall maintain all landscaping. All areas not covered by structures, paving, walkways, or areas approved by the DRC to be left in their natural state shall be maintained as lawns or landscaped areas with underground sprinkler systems to the edge of any pavement, water's edge or Conservation Area.

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 landscaped or sodded and should include primarily native plants. When lot backs onto a lake the property homeowner is responsible for sodding to the edge of water. Ornamental plantings may be used close to the house. A minimum of 3 shade trees (14' minimum in height) or the equivalent with other tree types are required to be planted on each lot. All front yards must include a minimum of 1 street tree and 1 shade trees per each side property line. A minimum of 50% native plants must be used in the landscape design. Existing material will be credited for these requirements.

All exotic invasive vegetation, as determined by Collier County and listed in Appendix "G" must be removed from the lot/parcel.

The Builder shall protect existing trees and vegetation which are not approved for removal from damage during grading and construction on the lot. All vegetation to be saved shall be barricaded with woven fabric or silt barrier material during construction.

- 1. Minimum Landscaping:** Landscaping should be commensurate with the cost of the building.
- 2. Lake Front Homes:** Sod must be extended to the waters edge on lake front homes.
- 3. Approved and Prohibited Landscape Materials:** A list of approved and prohibited landscape materials that may be used within the development is attached as Appendix "G", which may be updated and revised from time to time. Applicants intending to use a material not included on such list must receive DRC approval before using such material. Lawns must be St. Augustine, Zoyzia, or Paspalum. No stone, gravel, or paving materials shall be used as, or substituted for, lawns or mulch, or used as borders unless approved by the DRC. Citrus trees may be planted only in rear or side yard areas and can not substitute for the shade tree requirement.
- 4. Plant Quality Standards:** Acceptable plant quality standards shall apply to landscape plants used in conformance with this Section. All trees and shrubs shall be Florida No. 2 or better as defined in "Grades and Standards for Nursery Plants," Part I and Part II, State of Florida, Department of Agriculture, in the most current edition. Sod shall be free of weeds, diseases, fungus, and vermin.
- 5. Irrigation Design:** Please see attached irrigation guidelines.
- 6. Drainage:** Drainage must conform to the master drainage system for Naples Reserve and all Collier County requirements. All drainage and grading must be indicated on the Site Plan. There shall be no interference with the established drainage pattern over any property except as approved in writing by the DRC.

Landscape plans shall conform to the established drainage pattern shall cause water to drain away from the foundation of structures. Water may flow over walkways, sidewalks, or driveways into the street.

7. **Fences:** Fences are prohibited, unless in conjunction with applicable building codes for pools. Any fence used with a pool must be approved by the DRC. Materials must aluminum or wrought iron and max height to be 5 feet. Colors must be charcoal or bronze. Other materials/colors may be approved by the DRC, if they are deemed appropriate for the architectural style.
8. **Berms:** Homeowners may create berms, slopes, and swales for the purpose of defining space and screening undesirable views, garages, noise, and equipment. Berms must be approved by the DRC. Berms are suggested not to exceed two feet in height in order to permit greater ease of mowing and general maintenance.
9. **Retaining Walls:** All retaining walls require approval by the DRC. Such walls shall be properly designed to meet building code requirements. Stone walls shall be made thicker at the bottom than at the top to achieve stability. All retaining walls shall incorporate weep holes into the wall design to permit water trapped behind them to be released. Timbers for walls or other landscape use should be treated to resist decay. Walls shall not be located so as to alter the existing drainage patterns.

CONSTRUCTION GUIDELINES:

- A. Inspections:** Two site inspections are required, one prior to site clearing and preparation and a final inspection prior to occupancy of the residence/building. The applicant shall schedule and coordinate a review of all construction activities with the DRC to verify compliance with the approved plans and specifications. The DRC may also perform additional periodic informal inspections to ensure that work is being performed in conformance with approved plans.

All inspections are observations only and will not relieve the obligation to obtain inspection approvals from Collier County and other organizations having jurisdiction.

- B. Site Maintenance:** All sites must be maintained in a clean and orderly manner at all times. If the construction site is not maintained as required, the Declarant may request a vendor to complete the work and will charge the Builder.

A single dumpster or containment area is required for each site under construction and must be placed in the most inconspicuous setting, while remaining functional. Dumpsters must be of an earth tone color.

Dumpsters must be emptied regularly or as soon as they are full. Dumpsters that are overflowing or filled and left for any length of time will be emptied by the Declarant and charged to the Builder

Builders are responsible for ensuring that construction material and debris does not blow off of the job site and shall be responsible for picking up trash on a daily basis. Care should be taken when loading trucks and hauling trash to prevent spillage while in transit. Builders will be held responsible for debris falling from construction vehicles.

If a Builder desires to place a dumpster somewhere other than the construction site for which it is being used, the Builder must have documented permission from the Homeowner and the DRC.

The use of adjoining properties for access or storage of materials without written permission of the adjacent homeowner is prohibited.

Construction materials shall be stored within the lot boundaries and must be in an inconspicuous location to provide for a neat and orderly streetscape. Temporary storage structures, approved by the DRC may be used to store materials. Storage structures may not be used as living or office quarters.

Small construction trailers may be permitted if properly screened and utilized for a maximum of three months. Written permission from the DRC is required.

Burning is not permitted on construction sites under any circumstances. Each construction site shall have a job toilet located inside the lot.

Streets must be swept on an as needed basis but, at a minimum, every other day so as to ensure cleanliness for residence, guests and prospective customers.

Job sites not in compliance with the Declaration, these design guidelines, or approved plans, will be issued a Notice of Violation and a punch list of items needed to bring the construction site into compliance. Further construction is prohibited until such punch list items have been corrected.

C. Vegetation Protection and Barricading: Prior to any construction or clearing activities, the Builder shall protect existing vegetation by barricading those areas with woven fabric or silt barricades. In addition the following activities are prohibited:

- dumping backfill into an area containing protected vegetation area
- excavating soil from a protected area
- falling trees into a protected area
- parking in or driving through protected areas
- stacking or storing supplies or equipment in protected areas
- changing site grading to cause drainage into a protected area
- locating temporary construction buildings in a protected area
- disposing of toxic materials into a protected area

A silt barricade is required at all lots that back onto a preserve or lake area.

Silt barricades must be located along all of the property lines, but must be located outside of any natural areas.

All preserve areas must be clearly marked and barricaded to avoid any damage either by clearing, fill/dirt or by construction vehicles.

Existing vegetation to be saved on a lot (for instance, a cluster of shrubs and trees) must have a barricade encompassing the cluster out to the drip edge of the tree.

Silt fence type barricades are required around saved vegetation and natural areas.

D. Construction Damages: Any damage to vegetation, Common Area facilities, or the neighboring property caused by the Builder, its contractors, sub- contractors, agents or employees must be corrected immediately to the satisfaction of the DRC, the Declarant or the Association, which may repair such damage and assess the costs of repair to the Builder.

E. Conduct: The Builder must ensure that all contractors and subcontractors control the conduct of their employees while working in Naples Reserve. Loud music, profanity and other behavior which is a nuisance will not be tolerated. Employees, agents and suppliers shall comply with all traffic and parking rules within the community. Employees, agents or others violating these policies may be removed from the premises and may be denied access at the construction entrance.

F. Work Hours: Normal work hours for construction related work and maintenance are Monday-Friday from 7 a.m. - 6 p.m. and Saturdays from 7a.m. - 4p.m. Construction related work may be conducted on Sundays if they are interior to the building and may be permitted on a case by case basis. All after hours work must be approved by the DRC. Maintenance and cleaning work may be extended beyond those times permitted for construction related work, and shall be approved on a case by case basis.

All work performed outside of normal working hours, must comply with the following.

Work that is acceptable for after hours and work on Sunday is as follows:

- Entry shall be at the location determined by the Declarant.
- Work performed on Sunday and after normal work hours shall be of a type that does not produce excessive noise. Excessive noise for this purpose shall be noise that is above the existing noise levels when work is not present.
- All vehicles must be parked on the construction site and not in the street.
- Radios are not permitted after hours and on Sundays.

Please note that upon any legitimate complaint from the residents, the proposed work request will be terminated for that day and the contractors will be requested to leave.

Sub-contractors are not to schedule requests through DRC, but need to schedule via the Builder.

All requests for after hours and weekend work need to be requested before 4:00 p.m. Monday-Friday.

Working beyond normal work days and hours needs to be the exception and not the rule. Excessive use of this privilege may result in more restrictive procedures.

G. Construction Parking: Parking of vehicles on the street requires cones or barricades to warn oncoming traffic. Parking may only occur on one side of a given street so as not to block off a street. Workers shall not park on property owned by a resident whether the lot is vacant or not.

H. Signage: All signage including individual Builder signs and model signs must be in accordance with the approved Naples Reserve Signage Guidelines. A standard sign and permit board must be provided by the Builder. No sub- contractors of any type will be permitted to have a sign on the home site.

At no time shall a sign or permit be nailed to a tree.

- I. Post Construction:** When construction of a residence is completed and the landscaping has been installed, the Builder must request a final field review by the DRC to ensure conformance with the approved final plans. A copy of the county Certificate of Occupancy must be provided.

All debris must be removed from the site and surrounding areas and the temporary power pole (if applicable) must also be removed. Any stains or damage to the adjacent road must be cleaned/repared by the Builder.