

Design Standards Manual

Introduction

Definitions

This **Design Standards Manual** is adopted as provided by Article XV of the Master Declaration of Covenants, Conditions, Restrictions, Easements and Reservations for Kissimmee Bay. Any reference to **the Covenants** or **Master Dec** in this document includes the Covenants in their entirety and not just the sections referenced.

This document was created by the Design Review Committee (the **DRC**), a committee formed by the Kissimmee Bay Community Association (the **KBCA**) Board of Directors. All boards are governed by the KBCA Covenants, Florida Statutes and Federal Law. These aforementioned documents and the Design Standards Manual will be referred to in the aggregate as the **Governing Documents**.

The term **Living Unit** shall apply to the single-family home structure. The term **Lot** shall refer to the entire property upon which the Living Unit rests, including sidewalks, driveway and all lawn and landscaping. The term **Community** shall refer to the entire Kissimmee Bay community as a whole.

References to sections of other documents will always include the document that contains the section referenced. References to sections of this Manual (the document that you are currently reading) will generally include only the heading number. For example, a reference to **Section 8.1 of the Covenants** will always include the text *of the Covenants* to indicate that Section 8.1 is in a document other than this document.

Except where specific contact information is provided, the use of brand names or other trademarked names is purely for illustrative purposes and does not constitute an endorsement of any product, brand or method.

Design Standards Manual

Questions and Answers

Changes to your Property

The following section should help answer some questions about making changes to your property, the application process required to get approval for such changes and the consequences for failing to get approval for a project. Should you have other questions not answered here, please contact the Management Company for additional information.

What do I need to get approved?

As stipulated in a Section of the Covenants:

“ . . . no building, structure or other improvement shall be erected or altered, nor shall an grading, excavation, landscaping, change o exterior color, or other work which in any way materially alter the exterior appearance of any Structure, Lot or Living Unit be performed without the prior written approval of the DRB. ”

Any alteration to the exterior of your home or lot requires written approval from the DRC. This includes repainting your home, even if you are using the same color scheme. Except where explicitly indicated in this document, you should submit a DRC Exterior Alteration Application for all changes you intend to make to the exterior of your home or lot.

Failure to obtain written approval from the DRC prior to commencing any changes may result in legal action against the homeowner, including requirements to alter or remove the offending changes, at the owner's expense.

Why do I need approval? It's my property and I can do what I want, can't I?

Kissimmee Bay is a deed-restricted community. Every homeowner, upon taking title to their home, is subject to these governing documents, regardless of whether they were explicitly given copies of these documents. ***The homeowner's signature(s) on the deed constitutes agreement to these governing documents, as per Florida law.***

These governing documents were created to ensure that the community maintains a consistent appearance, which enhances property values. Cluttered landscaping, uncut lawns, strange color schemes, boats, commercial vehicles, sports equipment and even abandoned vehicles can have a negative impact on property values and the general enjoyment of the community by other homeowners.

The Kissimmee Bay Community Association (the KBCA) has broad authority, under the Covenants, this Manual and Florida Statute, to enforce restrictions and standards as stipulated in the documents. The KBCA is subject to, and will always adhere to, due process and any applicable Local, State or Federal Statutes in the enforcement of these governing documents.

Failure to adhere to the governing documents can expose a homeowner to legal action, including fines, court costs and even foreclosure by the KBCA in the event that dues or fines go unpaid. It is the homeowner's responsibility, under the deed restrictions, to adhere to these governing documents. It is the KBCA's responsibility to enforce the governing documents.

Design Standards Manual

How do I get approval?

You will need to submit an Exterior Alteration Application to the Management Company or to a member of the DRC, who will then review it and either approve or disapprove it. **You cannot begin work without written approval from the DRC.** Along with the application, please submit as many of the following as is applicable:

- a) Plat Map or similar scale drawing showing the locations and dimensions of the modification(s) in relationship to the Lot line and easements.
- b) Color schemes and material samples
- c) Vendors you plan to use, planned start date for work and time for completion
- d) Landscape plans (if application involves modification to the current landscaping)
- e) Any other information, data and drawings as may be reasonably requested

For large projects, please submit multiple applications for each distinct project component. For example, if you are installing a fence, painting your house and changing your landscaping, this would need to be submitted as three (3) separate applications.

Within reason, please provide as much information as possible to ensure the DRC has everything it needs to make a quick decision. Failure to provide sufficient information can result in delays (as the DRC requests more information) or complete denial of the application.

How soon should I expect to get an approval?

According to Section 15.9 of the Covenants, the DRC has ten (10) days from the date the application is received to review or deny the application. Under normal conditions, the DRC meets every other Monday at KBCC at 8:30 AM, provided it has applications to review.

If the DRC fails to respond to the homeowner within the ten (10) day period, ***the request for approval shall be deemed denied.***

In the event the application is denied, a homeowner has the right to make a written appeal to the KBCA Board of Directors within thirty (30) days after notification of the decision. The decision of the Board of Directors shall be final. Any approval of plans shall be effective for a period of one (1) year from the effective date of approval.

What if I proceed with my project without approval?

As noted above, the approval process can only take ten (10) days. If you feel the process has taken too long, contact the Management Company to check on the status of your application. **If you decide to proceed without approval, you do so at your own risk.** If the request is ultimately denied, and you have already begun (or even completed) your project, the KBCA is required to start an enforcement action against you using all the power granted by the governing documents and Florida law.

Typically, fines may be levied and legal action will be taken against the homeowner to correct the unapproved work. Since the homeowner can also be subject to all the legal fees incurred by the KBCA in bringing these actions, the cost for proceeding with unapproved projects can become very expensive.

What else do I need to know about my project once it is approved?

Owners are responsible for obtaining any other approvals or permits required by agencies and laws of Osceola County or the State of Florida. If in the process of obtaining these governmental approvals your original plans change, you must resubmit your revised plans for DRB review and approval.

Design Standards Manual

Homeowners must repair any damage incurred due to the project including, but not limited to, streets, curbs, drainage inlets, sidewalks, street signs, walls, community signs, landscaping, sod, irrigation, etc., both community property and neighbor's property, or the damage will be repaired and such costs will be charged to the owner.

All homeowners shall be responsible for the acts of their employees, subcontractors and any other persons or parties involved in the project. The responsibilities include, but are not limited to:

- a) Making sure the project site, neighbors' property, community properties and roadways are kept clean and free of all debris and waste materials.
- b) Ensuring that any stockpiles of unused materials are kept in a neat and orderly fashion and do not in any way impede or obstruct community property, neighbors' property or roadways.
- c) Ensuring that work does not begin before 7:00 am and is finished by 6:00 pm.
- d) Making sure any construction equipment is properly and safely secured to prevent injury.

How long to I have to complete the project?

Due to the complexity of some type of projects, there is no fixed timeframe that applies to all projects. However, with the exception of pool installation, most projects should take no more than 7 days from the date the project was started.

What do I need to do once the project is complete?

As long as you have completed your project as stipulated in your application and as approved by the DRC, please notify the Management Company of its completion. You need to keep copies of all approvals for your own records for as long as you own the house. You must also take all necessary steps to maintain the completed project in a manner that adheres to the Covenants and this Manual. [A compliance steward may monitor your project and advise you during the process. Remember he/she is there to assist you in your process.](#)

Why was my neighbor allowed to do their project, but mine was denied?

There are many reasons this can happen. In some cases, a homeowner completed a project without ever submitting an application and therefore does not have approval for the changes. This homeowner could potentially be subject to hundreds or even thousands of dollars of fines, legal fees and other costs.

In some cases, the project was approved many years ago by a different DRC and/or Board of Directors as a variance. Since the authority to issue variances is provided in the Covenants, such variances are essentially "grandfathered" and the current DRC and/or Board of Directors cannot take any enforcement action on homeowners duly granted one of these approvals by variance. The granting of such a variance does not obligate the DRC or Board to issue such a variance to other homeowners.

In other cases, the project was approved because the Covenants were too vague to allow the DRC to deny the request. The purpose of this document (Design Standards Manual) is to provide additional guidance for the DRC and the community to provide more consistent enforcement of the Covenants.

Design Standards Manual

Violations and Enforcement

From time to time homeowners may receive letters from the Management Company on behalf of the KBCA Board of Directors or committees created by the Board of Directors. Such letters may be informational (e.g. announce a meeting or event) or they may be of a legal nature (e.g. violations, legal actions, etc.).

When a homeowner is found to be in violation of a requirement or provision of any of the Governing Documents, the Management Company will send out notice letters informing the homeowner of the violation, with instructions for correcting the issue and information about the consequences of failing to do so. The homeowner always has the right to appeal violations to the KBCA Board of Directors and to ask for variances, extensions on the time to correct the violations, or other extenuating circumstances.

The Management Company, currently Blue Water Community Management
4735 Old Canoe Creek Road
St. Cloud, FL 34769

will follow the procedure listed in Article 7.20 of the Documents.

1. A pleasantly worded letter notifying the homeowner of the violation.
2. If no compliance in 30 days, a sterner worded letter, notifying the homeowner of the possible consequences of not correcting the violation.
3. If still no compliance, a letter from our lawyer suggesting legal action may occur.
4. If still no compliance, legal action.

Design Standards Manual

1 General Guidelines and Standards

As provided for in Section 15.6 of the Covenants, the DRC has the responsibility to create the Design Standards Manual to provide detailed requirements, which must be approved by a majority of the KBCA Board of Directors.

1.1 Statement of Prior and Current Applicability

Any item expressly denied in this Manual will not be approved on future applications regardless of whether the item was previously approved.

For example, a home previously painted with a color scheme that was approved at the time, but is no longer an approved color scheme, is not required to change the current color scheme of their home to comply with the new color scheme options. However, once the homeowner chooses to repaint the home, they must get approval for the project and must select from the currently approved color schemes.

Any item approved prior to the adoption of this Manual will not be affected, except where standards of general upkeep and maintenance apply.

For example, a homeowner received approval for, and completed, a project to widen their driveway based on that approval. The new guidelines prohibit (or alter the requirements for) the previously approved driveway widening project. Since the homeowner received approval for the widening project, they are not required to alter their design after the fact to conform to these guidelines.

1.2 General Procedures and Requirements for Projects

The following general requirements define items that apply to the application process, the responsibilities of the homeowner during project implementation and any other items of a general nature.

1.2.1 Completion Timeframe for Approved Project

The size of a project will dictate the amount of time required to complete it (e.g. replanting a flowerbed will require 1-2 days to complete, while a pool and enclosure might take at least 3-4 weeks to complete). Most projects should be completed within 30 days of initiating the project work.

1.2.2 Deadline for Expiration of DRC Approval

A DRC Approval is only valid for one (1) year from the date of approval. Projects must be **completed** within one (1) year of the approval date or the approval lapses and the project must be resubmitted as a new application. Projects started, but not completed by the one (1) year deadline may be subject to enforcement action if a new application is not submitted in a timely fashion.

If the project is completed **before** the one (1) year deadline, the DRC approval is considered fulfilled and kept on file as a record of the project and its approval. After one (1) year, the DRC approval is no longer valid for any new work related to the project and such changes must be submitted to the DRC as a new application.

DRC approvals cannot be transferred to a new owner. A new owner wishing to complete the project will need to submit an application under their (the new owner's) name.

1.2.3 Restriction of Project Work Hours and Days

All approved project work must take place between the hours of 7:00AM and 6:00PM, Monday through Saturday. The DRC reserves the right, on a case-by-case basis, to make exceptions to these time restrictions, both less restrictive and more restrictive, as the needs of the project may indicate. For example, projects which may generate significant dust, noise or other nuisances may be restricted to a narrower time range and/or to specific days.

Design Standards Manual

The DRC, at its discretion, may prohibit project work on specific days for recognized State or Federal holidays, or for special observances mandated by State or Federal agencies, but at no time should any such restrictions exceed two (2) days (consecutive or non-consecutive) in any one (1) week period.

1.2.4 Restrictions and Requirements for Work Site

The homeowner is responsible for the actions of employees, subcontractors and any other persons or parties involved in the project. This includes, but not limited to:

- (a) Ensuring that all roadways, sidewalks, community property and adjacent neighbors' property are kept clear and free of all debris and waste materials.
- (b) Ensuring that any stockpiles of unused materials needed during the project are kept in a neat, orderly and safe fashion and do not in any way impede or obstruct community property, neighbors' property, sidewalks or roadways.
- (c) Ensuring that any construction equipment or any other equipment used for the project is secured safely when not in use.
- (d) Ensuring that any obstructions to roadways or sidewalks are of temporary nature and are required for the project's completion. Obstruction is defined as the complete blockage of a roadway or sidewalk that prevents normal use by community members. When obstruction is necessary for project work, the following restrictions apply:
 - [1] Obstructions to a sidewalk cannot exceed four (4) hours on any single day and must be kept to a minimum whenever possible.
 - [2] Obstructions to roadways are prohibited except for a period not to exceed ten (10) minutes for vehicles loading or unloading construction equipment
 - [3] Any obstruction as defined in [1] and [2] above must be clearly marked or indicated with signs or yellow warning tape or a flag person directing pedestrians and/or traffic around the obstruction.
- (e) Ensuring that any unused materials are removed from public view within 24 hours of project completion. Unused materials may not be left curbside for more than 24 hours prior to regular trash pickup.

The DRC reserves the right, on a case-by-case basis, to impose any other reasonable restrictions to ensure the safety and quality of life of community members. The DRC may not impose restrictions that would make the completion of the approved project impractical or impossible.

1.2.5 General Maintenance and Upkeep of Property

The homeowner is responsible for the upkeep of their property and the ongoing maintenance of any improvements made to their property. The homeowner will take all necessary and reasonable steps to insure their property is kept clean, free of debris and is well maintained.

The KBCA and the Management Company will enforce standards of upkeep and maintenance within The Kissimmee Bay community by using all legal means provided under the governing documents.

Design Standards Manual

1.3 Use and Function of Living Unit

1.3.1 Family Definition

For the purpose of this Manual, a single-family shall be defined as persons in the Living Unit meeting one of the following criteria:

- (a) Relation by blood, adoption or marriage, such as parents, siblings, spouse, son, daughter, son-in-law, daughter-in-law, grandparents or grandchildren.
- (b) Unrelated persons with legal title to the property (i.e. a signatory of the deed) and any persons related by blood, adoption or marriage to such a signatory.
- (c) No more than two (2) persons unrelated by blood, adoption, marriage or legal obligation.

The determination of what is and isn't a single-family, within the perimeters listed above, are at the discretion of the DRC and the KBCA Board of Directors, and subject to State and Federal Law on the subject.

1.3.2 Residential Use

As stated in Section 1.25 of the Covenants:

"Residential Unit shall mean each separately described portion or parcel of the Subject Property which is intended to be occupied as a single family residence or household . . ."

For the purpose of this Manual, **family** is defined in Section 1.3.1 above.

1.3.3 Leasing of a Living Unit

As stated in Section 7.2 and 2nd Amendment of the Covenants:

"Residential Property may be rented or leased. No 'Time Sharing' as defined in Section 721.05 Florida Statutes, or any similar plan of fragmented or interval ownership shall be permitted."

"2nd Amendment states the owner of a Residential Unit shall be entitled to rent or lease such Unit only if:

- (a) There is a written rental or lease agreement specifying that (i) the tenant shall be subject to all provisions of this Declaration, and (ii) a failure to comply with any provision of this Declaration shall constitute default under the rental or lease agreement;*
- (b) The period of the rental or lease is not less than seven (7) months; and*
- (c) The owner gives notice of the tenancy to the Association and is otherwise in compliance with the terms of this Declaration.*

Rental of Living Units is subject to the following:

- (a) Lease terms may not be for less than twelve (12) months and no sublets are permitted.
- (b) Only one (1) family may occupy a home and all adult family members must be listed on the lease.
- (c) Owner is responsible for any damages to KBCA property by tenants and for any fines levied against tenants for violations of this Manual or the Covenants.
- (d) Access to the Community Recreation facilities is a privilege reserved for homeowners. Any such access by tenants must be with the Owner's permission and the Owner accepts full responsibility, (by way of Owner's gate key).
- (e) Owner is responsible for paying any Florida Occupancy Tax if rental is less than seven (7) months.

For the purposes of this Manual, **family** is defined in Section 1.3.1 above.

It is expressly not the intention of this Manual to impose these restrictions on leasing and occupancy of Living Units to discriminate against any persons in any manner based on race, color, national origin, sex, handicap, familial status or religion.

Design Standards Manual

1.3.4 Parking

Except for commercial and other prohibited vehicles listed in Section 1.3.6, motor vehicles may be parked in the Living Units driveway or garage. Commercial vehicles (e.g. vans or small trucks with commercial lettering or advertising) may be kept in the garage provided the garage door can be closed to conceal such vehicles when not in use.

The following restrictions apply to all motor vehicles including motorcycles, commercial or otherwise. Motor vehicles in violation of any of these restrictions may be ticketed and/or towed at the owner's expense:

- (a) No motor vehicle shall be parked in any position that blocks the public sidewalks or blocks movement on a public street.
- (b) No motor vehicle shall be parked anywhere other than on paved areas designated for parking. Parking on lawns, sidewalks, walkways or landscaped areas is prohibited.
- (c) No motor vehicle of any kind shall be parked within thirty (30) feet of any stop sign (see Florida Statute 316.1945(1)(b)4).
- (d) No motor vehicle of any kind shall be parked within fifteen (15) feet of any fire Hydrant (see Florida Statute 316.1945(1)(b)2).
- (e) Overnight parking of any vehicle on streets is prohibited. Overnight parking shall be defined as between the hours of 10:00PM and 6:00AM.
- (f) No motor vehicle shall be used as a domicile or residence, either permanent or temporary.

1.3.5 Commercial Use

No business, commercial activity or profession may be conducted which would unreasonably disrupt the residential ambience of the Community or make it obvious that a business is being conducted, such as by regular or frequent traffic in and out, by persons making deliveries or pick-ups, by employees, business associates, customers and clients.

This restriction shall not be construed to prohibit any homeowner from maintaining a personal or professional library, from keeping their personal, business or professional records in the Living Unit, or from handling their personal, business or professional telephone calls or written correspondence in and from the Living Unit. .

1.3.6 Commercial Vehicles

As stated in Section 7.6.a-f of the Covenants, Commercial and Recreational Vehicles:

A commercial vehicle includes, but is not limited to any of the following:

- (a) Box vans, cargo vans, step vans or any vehicles longer than twenty-two (22) feet from bumper to bumper.
- (b) Vehicles with top, side or rear extensions for ladders, lifts, pipes, glass or any other items transported on the exterior of the vehicle.
- (c) Any style of limousine.
- (d) Trailers of any kind.
- (e) Any other vehicle defined by KBCA Board of Directors as commercial in nature.

Commercial vehicles stored inside the garage are permitted, provided the garage door is kept closed when the vehicle is not in use.

Design Standards Manual

1.3.7 Other Prohibited Vehicles

As stated in Section 7.6 of the Covenants, Commercial and Recreational Vehicles:

No boat, trailer, semi trailer, house trailer of any kind, camper, motorhome, mobile home, bus, truck or disabled, inoperative or unlicensed motor vehicle of any kind, may be parked, kept or stored on the Property, other than in the designated areas for boats and motorhome storage.

The following types of vehicles are prohibited from parking in the street or anywhere on the Property:

- (a) Any large motor vehicle including, but not limited to, motorhomes, buses, box trucks, semi-tractors (with or without trailers), stretch limousines or any other vehicle that is too long or too high to fully fit within the garage with the garage door closed.
- (b) Any boat, trailer, camper, motorhome or any non-motorized vehicle.
- (c) Disabled, inoperable or unlicensed vehicles.

Temporary parking of these types of vehicles for loading and unloading purposes only is allowed, but only for a maximum of 24 hours. Parking of these types of vehicles for longer periods of time must have prior written approval of the DRC.

2. Lawns, Landscaping, Fencing and Irrigation Systems

Section 7.8 of the Covenants, Maintenance sets the general requirements for lawns, landscaping and irrigation systems:

“Each parcel of the Subject Property and all Improvements, including landscaping, located thereon shall at all times be kept and maintained in a safe, clean, wholesome and attractive condition and shall not be allowed to deteriorate, fall into disrepair or become unsafe or unsightly. In particular, no weeds, underbrush or other unsightly growth and no trash, rubbish, refuse, debris or unsightly objects of any kind shall be permitted or allowed to accumulate on Residential Property. “

As provided for in Article 15 of the Covenants, Architectural and Landscape Control, which defines the responsibility of the DRC, this section of the Manual provides detailed descriptions of Lawn, Landscaping and Irrigation requirements and restrictions.

DRC applications for landscaping plans should be divided into multiple applications for large projects. This ensures that delays in getting approval for one part of the project will not delay other parts of the project. For example, a landscaping plan that includes new sod, new trees and changes to flower beds might be best handled as three separate applications.

Design Standards Manual

2.1 Florida-Friendly Landscaping (Xeriscaping)

From the Florida-Friendly Landscaping Guide to Plant Selection & Landscape Design:

A Florida-Friendly Landscape is a quality landscape that is designed, installed, and maintained according to the nine Florida-Friendly Landscaping principles. The nine principles seek to reduce environmental impact from landscaping by properly applying water, fertilizer, and pesticides, creating wildlife habitat, preventing erosion, recycling yard waste, and employing other practices based on University of Florida research.

For more information about Florida-Friendly Landscaping, please check out the following website at the University of Florida: <http://fyn.ifas.ufl.edu/>

The homeowner must submit an application to the DRC for approval of landscaping changes regardless of whether the plans use Florida-Friendly Landscaping practices.

In addition, the homeowner's use Florida-Friendly Landscaping practices in their landscaping plan does not absolve the homeowner from the maintenance and upkeep requirements of the Covenants and this Manual.

Weeds, overgrown plants and loose debris are not Florida-Friendly and the KBCA will strictly enforce the governing documents on such issues to ensure that landscaping is kept clean and well maintained.

2.2 Lawn Type and Maintenance Standards

For the purpose of this document, lawns are defined as any grass area not already occupied by an approved Structure, landscaping, sidewalk, driveway or other approved material.

2.2.1 Standard Turf Grass Types

All homes use St. Augustine Floratam grass and this is the preferred turf-grass type for all Lots and common areas. Replacement of bare, dead or discolored St. Augustine Floratam with identical St. Augustine Floratam does not need DRC approval if less than 100 square feet. Any replacements exceeding 100 square feet requires DRC approval prior to sod replacement.

2.2.2 Alternative Turf Grass Types

While St. Augustine Floratam is the preferred grass, Florida-Friendly Landscaping laws allow homeowners to choose alternative grasses that reduce water use. **However, any change in a homeowner's lawn must be approved by the DRC first**, and must include specific species and references to competent authorities proving that the alternative grass reduces water requirements for the lawn. Approval is subject to following requirements:

(a) Turf-grass type or species must be recognized for its drought tolerance. Examples include, but are not limited to: Bermuda, Seashore Paspalum and Zoysiagrass.

(b) Lawns must be installed using sod only; no seed or plugs are allowed. Alternative grasses that are not available in sod form are not allowed.

Artificial materials (e.g. Astro turf or similar artificial grasses) are not allowed.

2.2.3 Lawn Maintenance Standards

The following lawn maintenance standards apply to all homeowners:

(a) Must be kept irrigated and fertilized in a fashion sufficient to maintain a healthy green color.

(b) Must be cut on a regular schedule to a height of not less than three (3") inches and not more than five (5") as appropriate for the species of grass. No grass shall be permitted to exceed six (6") inches for a period of more than one (1) week.

Design Standards Manual

- (c) Edging of all curbs, beds, sidewalks and other lawn borders shall be performed as needed to ensure grass does not extend outside its recognized borders. Chemical edging is not permitted.
- (d) Disease, weed and insect control shall be performed on an as-needed basis.
- (e) Dirt, cuttings, mulch or any other debris resulting from lawn maintenance shall be removed and all areas left in a clean condition before the end of the day.
- (f) Areas of the lawn that become permanently discolored, are dead, or bare areas that are surrounded by healthy grass, must be replaced using healthy sod.

2.3 Landscaping Type and Maintenance Standards

While lawns are considered part of the landscaping of a home, for the purposes of this document, this subsection will deal with all landscaping requirements except lawn areas.

For lawn requirements, see Section 2.2 above.

Landscaping includes any non-lawn area not already covered by an approved Structure, sidewalk or driveway. Original landscaping provided by the builder may be altered by the homeowner subject to the requirements and restrictions provided in this Manual.

Except where specifically indicated elsewhere in this Manual, any changes to the landscaping must be approved by the DRC. Landscaping changes without DRC approval are at the homeowner's sole risk and may subject the homeowner to legal action, including fines and liens, until such unapproved changes adhere to this Manual.

2.3.1 Landscape Beds, Wood Mulch and Bedding Stones

Wood mulch and bedding stones are used to provide ground cover for areas not already covered by trees, shrubs, annuals and perennial plants, or grass. Mulch and bedding stones may only be located in designated and approved landscaping beds and may not be used as a substitute for turf-grass.

The use of mulch and/or bedding stones exclusively, covering an area greater than 36 sq. ft. without any trees, shrubs, annuals or perennials, is prohibited.

- (a) Approved wood mulch includes Cypress Mulch, Red Cypress Mulch or Pine Bark.
- (b) Approved bedding stone types are Lava Rock in Red Color, River Jack Rock, Brown River Rock and Seminole Chips (1").
- (c) Ground covers not permitted are those not explicitly listed above, including but not limited to, rubber mulch in any color.
- (d) Changes to landscape bed sizes or placement (e.g. reducing or enlarging footprint, adding new beds) requires DRB approval.
- (e) No landscape beds of any kind are allowed in the Streetscape easement between public sidewalks and the street, with the exception of the mailbox bed.
- (f) Homeowners are permitted, with prior DRC approval, to create a small bedding area around the mailbox post, provided:
 - [1] Bedding area is no larger than 24 inches in diameter (12 inch radius from pole)
 - [2] In-ground plants only (no pots), not to exceed a height of 18 inches.

Design Standards Manual

2.3.2 Trees

Trees are an integral part of the green space of the community. For the purposes of this Manual, trees shall include palms so long as such palms are recognized as trees (and not shrubs) and have a minimum height of eight (8) feet.

The following are the requirements for trees:

- (a) No citrus trees allowed.
- (b) A minimum of four (4) trees per lot (excluding trees in Streetscape Easement) with a minimum height of ten (10) feet are required. Two (2) shall be located in the front yard and two (2) in the rear yard.
- (c) A minimum of one (1) Live Oak tree per Lot (based on lot frontage of 85 feet, additional trees if more frontage) shall be planted in the Streetscape Easement, no closer than ten (10) feet from the light pole or recognized utility hardware (e.g. power transformers, telephone boxes, cable boxes, etc.). It must have a minimum height of ten (10) feet and a minimum trunk caliber of 3 1/2 " to 4".
- (d) Landscape areas of each lot, including Streetscape Easement, shall be irrigated by an automatic irrigation system, mowed and maintained by the Owner

Any addition or removal of trees must first be approved by the DRC. When adding a new tree, the DRC application must include (i) the type of tree (must be Florida-Friendly tree) including height and trunk caliber, and (ii) its location (as indicated on a plat map or scale drawing).

As noted in Section 2.3.11(c) below, all trees are to be pruned, trimmed and maintained as needed to provide a clean and appealing appearance.

2.3.3 Shrubs

Shrubs are an integral part of the communities green space. For the purpose of this Manual, shrubs shall include certain types of palms as long as such palms are primarily used in place of shrubs and have a maximum height that does not exceed eight (8) feet.

The following are requirements for shrubs:

- (a) Shrubs can only be placed within landscape beds and their base must be surrounded by approved bedding material (wood mulch or bedding stones).
- (b) Shrubs placed within twelve (12) feet of the front of a Living Unit (measured from the shrub base), must be kept neatly pruned and trimmed to a height not to exceed eight (8) feet.
- (c) Shrubs cannot block access to any doors to the Living Unit

Any addition or removal of shrubs must be approved by the DRC. When adding a new shrub the DRC application must include (i) the type of shrub (must be a Florida-Friendly shrub), and (ii) its location (as indicated on a plat map or scale drawing).

As noted in Section 2.3.11(c) below, all shrubs are to be pruned, trimmed and maintained as needed to provide a clean and appealing appearance.

Design Standards Manual

2.3.4 Annual and Perennial Bedding Plants

Annual and perennial bedding plants provide color to a landscape plan, adding reds, violets, yellows and many other colors to brighten a landscape. Color, plant type and location should be carefully considered to provide optimum visual appeal. **All perennials must be DRC approved**, but annuals need not be, provided the following requirements are met:

- (a) Plants are located only within approved landscape beds or other approved container.
- (b) For safety reasons, no annual or perennial plants shall be planted in the Streetscape Easement.

Plants must be well maintained and free of weeds to provide a clean and appealing appearance. (see Section 2.3.11 below)

2.3.5 Edging Materials and Locations

Decorative concrete, brick or stone edging is permitted, but only under the following conditions:

- (a) Only placed in areas to retain mulch or stone in beds, or as a decorative edging along brick walkways or brick driveways.
- (b) Cannot be used as edging along public sidewalks or streets.
- (c) Cannot exceed six (6") inches in height or six (6") inches in depth after installation.
- (d) Must be a single color. No patterns allowed.
- (e) Color must be complementary to the color of the home and must use a matte or non-gloss finish.
- (f) No lights of any kind may be mounted, intermingled or embedded in any edging.

All decorative concrete, brick or stone edging must be approved by the DRC prior to installation. The DRC application must include the name of the company doing the work, height, depth, color, surface finish and a plat map or scale drawing showing the location of the edging.

Metal, plastic, rubber, wood or any other material other than concrete, brick or stone are not permitted for edging, unless otherwise approved by the DRC.

2.3.6 Lighting Fixtures (Landscape Lights) Along Landscape Beds, Sidewalks, Walkways or Driveways

Ground-mounted lighting fixtures **must be approved by the DRC.**

Ground-mounted lighting fixtures are prohibited along public sidewalks or streets.

Exceptions for temporary holiday lighting are provided in Section 4.1 of the Manual, as well as requirements for flood lights and other security lighting and equipment.

Design Standards Manual

2.3.7 Decorations, Exterior Attachments and Lawn Furnishings

Any item placed on or upon any exterior portion of a Lot or Living Unit, excluding the front porch and/or screen room and lanai, must be submitted for DRC approval. Including, but not limited to, furniture, birdbaths, ponds, lawn sculpture, statues, shepherd's hooks, wrought iron or other metal decorations, artificial plants, birdhouses, fountains, bird feeders, wind chimes, hammocks, recreational equipment, rock gardens, boulders, non-bedding stones, yard art, wall art, hurricane shutters, accessories, flags or banners, or lawn furnishings are not permitted without prior written approval of the DRC. Applications must include size, color, height, a picture of the item and its location on a plat map or scale drawing.

Artificial plants/flowers are not allowed outside of the Living Unit in the yard or floral beds.

The determination of what decorative items will be allowed in a landscaping plan are solely at the discretion of the DRC and will be based on the information provided in the application and the impact of the decorative items on the community as a whole.

All decorative items must conform to the following:

- (a) Not more than six (6) individual items total.
- (b) Are not suggestive, exhibit or represent lewd, immoral or distasteful characteristics or themes, and do not detract from the harmony of the exterior design. Determination of these criteria is at the discretion of the DRC.
- (c) Are not commercial in characteristics or theme (except for signs or flags covered in other parts of this Manual).
- (d) Except where otherwise stipulated, are not more than 36 inches in height, width or depth.
- (e) Are not placed in or upon lawn areas, sidewalks, walkways, driveways, or mounted to exterior stucco, with the exception of approved wall art that may be mounted to stucco only within the porch area and furniture that must be placed only within the porch area.
- (f) Are not placed in any easements, including but not limited to, the Streetscape Easement.
- (g) Do not exhibit distracting color schemes or provide any type of bio-luminescence or other nighttime lighting.

All approved decorative items must be regularly maintained and kept clean and presentable. Plants contained within approved decorative items (e.g. pots) must also be maintained. Failure to do so may result in action being taken and removal of the offending items may be required.

2.3.8 Flower Boxes

No flower boxes or similar flower container may be mounted below a windowsill or in any other location attached to the exterior of a Living Unit except as provided below, nor may a flower box be placed on any front porch area.

Design Standards Manual

2.3.9 Outdoor Garden Planters (Pots)

Outdoor Garden Planters, typically in the form of large pots, may be used as part of your landscape design. However, there are very specific requirements for their location in any landscape, which are as follows:

- (a) Must be terracotta, ceramic or stone. High-quality fiberglass or resin materials may be allowed at the discretion of the DRC, if they are indistinguishable from the materials above when viewed from the street. Pots cannot be wood, metal, plastic, rubber or any temporary material meant to be disposable.
- (b) Plants in pots must be kept trimmed and/or pruned to a height that the plant does not:
 - [1] Obscure the view of the house number when viewed from the street in front of the house.
 - [2] Exceed the height of the roofline.
- (c) Pots and their plant contents must be maintained and kept clean, presentable and free of weeds.
- (d) Pots count toward the limit of six (6) items in Section 2.3.7(a) above.

2.3.10 Lattice Panels, Trellises

No lattice panels or trellises of any kind are permitted without DRC approval.

2.3.11 Landscaping Maintenance Standards

Except where explicitly indicated elsewhere in this Manual, the following landscape maintenance standards apply to all homeowners:

- (a) Annuals are to be replaced as necessary to maintain a clean and appealing appearance
- (b) Perennials are to be pruned and trimmed as needed to maintain a clean and appealing appearance.
- (c) Trees and shrubs are to be trimmed and pruned as needed to maintain a clean appearance and to avoid encroachment beyond owner's property boundary.
- (d) Mulch shall be turned and/or replenished as needed to maintain a clean and appealing appearance.
 - [1] Replacement of mulch with material identical in type and color to the current mulch does not require approval from the DRC.
 - [2] Replacement of mulch with a different mulch type or color requires approval from the DRC.

Design Review Manual

- (e) Approved bedding stones must be kept clean and unobscured by dirt or other debris.
 - [1] Replacement of bedding stones with material identical in type and color to the current bedding stones does not require approval from the DRC.
 - [2] Replacement of bedding stones with a different stone type or color requires approval of the DRC.
- (f) Trees, shrubs and hedges that are dead or visibly diseased must be replaced.
 - [1] Replacement with an identical plant item in the same location and of the same or similar size does not require approval of the DRC.
 - [2] Replacement of dead or diseased plant items with different plant materials requires approval of the DRC.
- (g) Annuals need no DRC approval, but perennials do require DRC approval.
- (h) Approved decorative non-plant items (included but not limited to statues, pots, fountains, benches, etc.) must be kept clean and unobscured by dirt or other debris.
- (i) Irrigation and fertilization shall be performed on a regular schedule to ensure all trees, shrubs and annuals and perennials are kept healthy.
- (j) All beds are to be weeded as required to maintain a clean and appealing appearance.
- (k) Disease, weed and insect control shall be performed on an as-needed basis.
- (l) Dirt, cuttings, mulch or any other debris resulting from landscape maintenance shall be removed and all areas left in a clean condition before the end of the day.

2.4 Fences, Hedges and Walls

The installation of all fences require approval of the DRC. It is the homeowner's responsibility to keep the fence in a clean and appealing condition, including any power-washing, scrubbing, or painting.

2.4.1 Fence Types and Installation Requirements

- (a) All fences and walls to be erected on residential or Golf Course property shall be constructed of wrought iron, brick, stucco or other masonry materials (except uncovered concrete block, painted or not).
- (b) No uncovered or exposed chain link, prefabricated wooden or vinyl fences, or any other type of wooden fence are permitted.
- (c) The height of all fences shall be 48 inches or less.

2.4.2 Fence Location

The DRC may, on a case-by-case basis, allow fences that enclose only portions of the back yard or specific sides of a house. Failure to abide by the setbacks as approved may result in action being taken by KBCA to require the homeowner to modify the fence installation, at the owner's expense, to meet the setback requirements.

Design Standards Manual

2.4.3 Hedges

Hedges are allowed with prior approval of the DRC and may be used as a substitute for fences. Hedges must adhere to the following requirements:

- (a) Must be of a dense, green plant variety that can be maintained to the height and width requirement below.
- (b) Hedges used as a substitute for fencing a yard must adhere to the same location guidelines as privacy fences (see Section 2.4.2), must be at least four (4) feet and no more than six (6) feet in height at maturity.
- (c) Hedges used to hide or screen equipment from view (e.g. pool pumps, propane tanks, air conditioners, etc.) must, when fully mature, be at least as high as the highest point of the equipment and no more than twelve (12) inches higher.
- (d) No hedge may exceed a height of six (6) feet.
- (e) Cannot exceed a width of 24 inches and must be kept trimmed to no more than this width.
- (f) Cannot be less than two (2) feet in height at the time of planting and must always be kept trimmed to provide a clean and well-trimmed appearance.

2.4.4 Walls

No freestanding walls of any kind or any material are allowed, unless otherwise approved by the DRC.

2.5 Irrigation Systems

The irrigation system provides water to all landscape beds and lawn (grass) areas as well as the Streetscape Easement (common property).

Maintenance of this entire irrigation system including the Streetscape Easement is solely the responsibility of the homeowner.

No water wells shall be dug anywhere on a Lot, nor shall an owner use or pump water from a retention pond, canal or any other body of water adjacent to the Lot.

Changes to the underground portion of the irrigation system must be approved by the DRC except in emergency situations where changes must be made to correct a leak at a specific point or other single-point breach of the irrigation system.

Design Standards Manual

3 Home Appearance and Maintenance

3.1 Exterior Paint and Stucco

3.1.1 Community Paint Color Schemes

Paint applied to any exterior portion of the Living Unit must be selected from the approved paint scheme (color books) adopted by the KBCA Board of Directors. All paint schemes use a three-part color scheme consisting of :

- (a) **base** color (for the body of the house and the garage doors),
- (b) **trim** color (for soffits, fascia, banding detail, columns, quoins and other architectural elements),
- (c) **accent** color (front door and shutters only). Front doors may also be painted black, white or stained, if wooden. It is not to be used on those items listed under trim colors.

You must pick a Color Package from either book, **in its entirety, there is no mix and match allowed.** Please see a member of the DRC or contact the Management Company for the most up-to-date list of paint color schemes.

Once you have chosen a package, you must fill out an Exterior Alteration Application, found in the Color Book or on the website www.kissbayca.com, and get it to the Management Company or a member of the DRC. It must be **approved** prior to beginning to paint.

Other painting rules:

- (i) No two homes adjacent to each other may use the same base paint.
- (ii) Base paint must be a Flat or Satin finish.
- (iii) Trim and Front Door paint may be semi-gloss, but cannot be a gloss finish.
- (iv) Garage door color must be the same as Base color, unless it is a wood stain..

DRC approval is not required for touch-up and other small area repainting using the existing colors. However, any repainting of an area greater than six (6) feet square (i.e. 36 square feet) **requires** DRC approval.

Living Units painted (or repainted) without DRC approval, or using an unapproved paint scheme may be subject to enforcement action requiring repainting to an approved color scheme at the owners expense.

3.1.2 Exterior Stucco and Paint Repairs

Stucco should be inspected once per year for cracking and appropriate caulking material applied to prevent water intrusion into the interior of the home. All caulking must be painted over within 72 hours of application, and all paint used to cover caulking must be **exactly** the same color as the surrounding paint. No DRC approval is required to carry out this routine maintenance, unless the color scheme of the home is changed during this process.

Any stucco repairs or replacement must be of a pattern and material consistent to those as originally applied when the home was built. Other paint repairs may be carried out without DRC approval provided that the colors being used for the repairs **exactly** match the current colors of the unaffected parts of the home.

Design Standards Manual

3.2 Carriage Lights

All carriage lighting must be approved by the DRC, the application must show a picture of the fixture, with its size, finish, and location on the home. No colored bulbs are permitted, with the exception of the holiday season (from Thanksgiving until January 15th).

3.3 Doors and Windows

3.3.1 Front Door Styles

Front doors may be replaced with similar door styles or glass-paneled doors, but design must be submitted to DRC prior to installation. The glass can be white, smoked, clear or etched. No covering is allowed on the outside of the door. Door bars are not permitted. The DRC may, at its discretion, require changes or deny the application based on, but not limited to, designs used by adjacent homeowners, color used for the door, or any other esthetic considerations.

3.3.2 Front Door Screens

No screens or screen doors of any kind are permitted on the front door.

3.3.3 Front Porch Enclosures

No screening or enclosing (in whole or in part) of the front porch is permitted.

3.3.4 Shutters, Awnings and Window Coverings

Does not include decorative exterior shutters located to the side of window openings. Temporary hurricane shutters are allowed subject to the guidelines in Section 4.9.

3.3.5 Storm Doors

Temporary storm doors are allowed during hurricane warnings subject Section 4.9.

3.3.6 Window Bars

Window bars are not permitted.

3.3.7 Window Glass

Clear glass window panes may only be replaced with clear glass or clear Lexan material. Stained-glass window panes are not permitted.

3.3.8 Window Screens

Window Screens must be approved by the DRC.

3.3.9 Window Tinting

All window tinting must be approved by the DRC prior to installation.

3.4 House Number Signs

Every home must display visible street numbers. They must be a minimum of three (3) inches high and visible from the street.

Design Standards Manual

3.5 Roofs and Roof-Related Items

As provided for in Section 8.17 and Amendment 1, Section 3 of the Covenants, the DRC sets the Guidelines for the roof and equipment related to or installed on the roof structure.

3.5.1 Roof Maintenance and Replacement

Homeowners are required to maintain the condition of their roofs to provide a clean and appealing appearance to the community. Peeling, faded, cracked, broken, missing or otherwise poor conditions of concrete or clay tiles, or asphalt roof shingles are not allowed and must be repaired promptly.

- (a) Repair or replacement of existing damaged roofing materials is allowed without the approval of the DRC provided the replacement shingles are identical in weight, size, color and design with the existing roof materials.
- (b) Replacement of significant numbers of shingles or tiles with a new material, or an entire new roof, requires the approval of the DRC.
 - [1] Only dimensional CertainTeed Presidential shakes, fungus resistant, 355 lbs/square roof material (or comparable are permitted) on all lots.
 - [2] Colors must compliment the house and the DRC reserves the right to disallow any color. If the color of your replacement shingles is the same as the existing roof, please note this in the application.
- (c) Non-allowed materials (e.g. rolled shingle material or tarps) may be used in an emergency (e.g. after severe storms) to stop water intrusion, but such materials must be replaced with allowed materials within thirty (30) days. In the event the entire roof must be replaced, an application must be made to replace the roof as per Section 3.5.1(b) above.

3.5.2 Roof Vents

Only two types of roof vents are allowed:

- (a) Passive (unpowered) roof vents identical in design, color, material and placement as those originally supplied by the builder are allowed.
- (b) Solar-Powered Attic Ventilation Fans are permitted with DRC approval provided the units are a low-profile design (no more than six (6) inches from roof to top of unit), are painted/colored the same as the passive roof vents, no more than twenty (20") inches in diameter with a maximum of two per roof, and permitted on the back roof only.
- (c) No wind turbines are allowed.

3.5.3 Rain Gutters

Gutters and downspouts shall be metal, must match the soffit color or house color and be approved by the DRC prior to installation. Homeowners must provide splash blocks at base of the downspouts.

Homeowners shall ensure that drainage from downspouts is directed toward the natural drainage pattern of the Lot, causing no erosion or flooding upon the Lot or any adjacent Lots.

Plastic gutter material is prohibited. Any other rain handling systems or devices must be submitted for review by the DRC.

Design Standards Manual

3.5.4 Rain Barrels

No rain barrels or other containers for collecting rainwater are permitted, unless otherwise approved by the DRC and shielded from public view.

3.5.5 Lightning Protection

Installation of all lightning protection devices must be approved by the DRC prior to installation for all above-ground and under-ground components. The lightning rods cannot be more than twelve (12) inches in height, nor ½ inch in diameter, spaced a minimum of eight (8) feet apart for each lightning rod. The DRC application must include information about the installer of the equipment (a brochure or copy of the installment estimate) and a plat map (or scale drawing) indicating the size of all components and where they will all be installed.

3.5.6 Solar Panels

Prior approval of the DRC is required for all solar panel installations. Solar panels may only be installed on roofs, and the requirements are as follows:

- (a) The panels must be black with all black exterior piping and/or hardware.
- (b) Exterior piping and/or hardware below the roof must be painted the same color as the home.
- (c) No panels should be installed on the front facing roof of any home.
- (d) No ground-mounted solar panels are allowed. Any ground-mounted equipment associated with the roof-mounted solar panels must be screened with a wing wall or appropriate landscaping.

3.6 Garages, Driveways and Sidewalks

3.6.1 Garage Use

As specified in Section 8.14 of the Covenants:

*"No carports shall be placed, erected, constructed or maintained on Residential Property. . . Each single family residential dwelling constructed and maintained on Residential Property other than areas designated as multifamily shall have a garage for at least two (2) cars as an appurtenance thereto. . . Each garage shall have a minimum width, as measured inside the walls, of ten (10) feet per car and a minimum depth for each car of twenty-two (22) feet. Garages may also contain appropriately sized storage rooms, recreational workshops and tool rooms as approved by the Design Review Committee. All garages must have garage doors that are operated by electric door openers kept in operable condition **and all garage doors shall remain closed at all times** except for the temporary opening of the same in connection with ingress and egress of vehicles and the loading or placement and unloading or removal of other items customarily kept or stored within. Each garage shall also have a service door to the outside. No garage shall be converted to another use (e.g., living space) without the substitution, on the lot involved, of another garage meeting the requirements of this Section 8.14 of the Master Declaration and the approval of the Design Review Board as otherwise provided in this Master Declaration."*

Garages may not be used as living or permanent occupancy space. Heating or air conditioning of garage space is not permitted. No window or wall unit HVAC systems are permitted and no holes may be cut into any exterior wall to accommodate a window or wall unit.

Owners may use their garage space for storage of movable items. Owners may have exercise equipment in the garage space as long as it is not permanently attached to the floor. Owners may finish the walls and ceilings in the garage provided the normal operation of the garage door is not impaired in any way.

Screens of any kind over the garage door openings is not allowed (see Section 3.10.6)

Design Standards Manual

3.6.2 Driveways and Sidewalks

As specified in Section 8.16 of the Covenants:

"All driveways, turnarounds and parking areas shall be concrete or constructed with a hard dust-free material approved by the Design Review Committee or otherwise specified in the Design Standards Manual. Each driveway shall extend the entire distance from the garage door to the paved portion of the street or roadway in front of or adjacent to the lot on which the driveway is constructed."

The driveways, turnarounds, parking areas and sidewalks shall be well maintained by each Owner and kept in clean neat and attractive condition. Each Owner shall be responsible for timely repairs, maintenance and/or replacement of driveway and sidewalks included within the Lot perimeter.

Replacement materials, including pavers and/or concrete, must be identical in design, shape, size, color and texture to existing materials as originally installed by the builder, unless alternative materials are approved by the DRC. The homeowner may, subject to review and approval of the DRC, install different brick pavers, but any paver installation must be done by a licensed contractor.

Driveways must adhere to the following requirements:

- (a) All driveways in Kissimmee Bay will use concrete or brick pavers.
- (b) Driveways with front-loading garages must not exceed the width of the total garage width (measured as the width of the entire garage from the exterior wall to exterior wall) by more than eighteen (18) inches on each side.
- (c) Driveways with side-loading garages must adhere to the width requirements in 3.6.2(b) above and the driveway edge closest to the side-loading garage must be at least four (4) feet and not than ten (10) feet away from a line parallel to the garage-door side of the garage to the street, so that the driveway forms an "L" shape.
- (d) Driveways may be widened or extended to provide additional parking space in the front or side of house with DRC approval.
- (e) The addition of walkways are permitted, provided such walkways are no wider than thirty-six (36) inches. Brick pavers must match or complement the existing pavers. No other material is permitted unless otherwise approved by the DRC.

Any alteration to the type of pavers used, the layout and/or size of the driveway or the position of brick paver sidewalks, must be approved by the DRC. Homeowners must submit a paver sample (photo or brochure) showing design, color, size and shape of paver product along with information regarding the licensed contractor that will do the installation. The application must include a plat map (or scale drawing) showing the location and boundaries for the brick pavers, even if the new pavers will cover the exact same area as the original pavers.

Design Standards Manual

3.7 Exterior Equipment

3.7.1 Equipment Installation

This guideline applies to the installation of exterior mechanical equipment including, but not limited to, HVAC, propane tanks, pool heaters, pool filters, generators and related equipment, and solid tank water conditioners.

Equipment is allowed and shall be located adjacent to existing sidewall of home (within 2 feet) and placed upon a concrete slab or similar hard surface. Maximum height of equipment above ground shall be four (4) feet, not including vent pipes, controls or disconnects.

Equipment shall be set back a minimum of three (3) feet from the rear house line and at least ten (10) feet from the front house line.

Equipment must be screened from view by shrubs or a wing wall, and all equipment installations must have prior written approval by the DRC. Applications must include location on a plat map (or scale drawing), landscape and/or wing wall specifications, color of equipment, size and capacity, and a photo or brochure with equipment dimensions.

3.7.2 Air Conditioners

Wall or window-mount air conditioners are not permitted. Central air conditioning units shall be concealed by approved shrubs, hedges or wing walls to shield them from street and golf course view. Cutting holes into walls of any home for installation of air conditioners, or for any other reason, is not permitted.

Homeowners with alternate power sources may temporarily use window-mounted air conditioning units when power outages due to severe storms or hurricanes occur. Such units must be removed from windows within two (2) days after the power has been restored.

3.7.3 LP (Propane) Gas Tanks

LP (Propane) gas tanks shall be installed according to the regulations of Osceola County and in conjunction with the local Fire Department. Any permits required by the County are the responsibility of the homeowner and are independent of any DRC approval. The installation of propane tanks must comply with the National Fire Protection Association Code 58.

Above ground tanks must be well ventilated and shall be concealed by approved shrubs, hedges or wing walls to shield them from street and golf course view and must have prior approval of the DRC.

Propane tank installation location, setback requirements and any concrete slab requirements shall be determined by the size of the propane tank and must meet all County codes. Each application will be reviewed on a case-by-case basis for approval.

Propane tanks must remain in the exact color as delivered (white or silver). Painting a tank is strictly forbidden without a written authorization letter from a certified propane gas company and written approval of the DRC. The tank may only be painted the exact color as a home when approved.

Design Standards Manual

3.8 Spas and Hot Tubs

All spas or hot tubs must be installed within a screen enclosure. All above ground spas or hot tubs must be kept under the original roof line within the original existing lanai area. In-ground spas or hot tubs may be added to the existing lanai or to a slab addition, but must be enclosed within a screen and must not exceed the width of the rear of the Living Unit.

All spa or hot tub designs must be approved by the DRC, and all applications must include information about the installer (if applicable), proposed location, size, color, type and any additional landscaping changes for the project.

3.9 Swimming Pools and Pool Enclosure Screens

No above ground pools shall be permitted. All in-ground pools, hot tubs, spas and appurtenances installed shall require approval of the DRC and shall be governed by the following requirements:

- (a) The composition of all materials must be thoroughly tested and accepted by the industry for such construction.
- (b) Screening of all pools is recommended with the following minimum requirements:
 - [1] Screen enclosure framing must be bronze or white aluminum.
 - [2] Enclosure framing must be of similar design to other pool enclosures in the Community (as determined at the discretion of the DRC).
 - [3] Screen material must be charcoal in color with a 20 x 20 mesh count.
 - [4] No opaque, "Florida glass", solid, decorative or privacy screens.
- (c) No pool or screen enclosure installed in connection with a swimming pool shall extend beyond the width of the Living Unit from the front or the rear, regardless of Lot size or Lot location, and cannot infringe on any rear easement, which is fifteen (15) feet from the property line.
- (d) Any exposed concrete walls created in constructing a pool must be screened from view by the installation of hedge-like plants similar to existing landscape design.
- (e) Pool equipment shall be installed in an area that will present the least annoyance to an adjacent neighbor, be installed on a concrete pad and be screened from view behind approved landscaping or wing wall.
- (f) Decorative features, such as (though not limited to) the back wall of a pool (with or without a water feature), separate waterfalls, rock grottos or freestanding boulders cannot exceed four (4) feet in height.

When pool is drained it must be drained directly into the rain/storm drain and the owner must take responsibility for any damage caused to the common area. No change in elevation of any Lot shall be made without protecting adjoining Lots from surface drainage caused by the change.

DRC application must include a plat map showing dimensions of the pool in relationship to the Lot line, lanai, color of lanai, screen type and dimensions, pool equipment and location, landscaping changes, decking type, slides, exterior lighting changes, and any other alterations required.

Design Standards Manual

3.10 Alterations, Additions and Other Structures

3.10.1 Awnings

No extended and/or retractable awnings (unless within a lanai) are allowed. No awnings are allowed over windows, doors or any area of a home, without DRC approval.

3.10.2 Carports

Carports are not permitted.

3.10.3 Fuel Storage

No fuel storage shall be permitted, except as may be necessary or reasonably used for pools, spas, barbeques, fireplaces, or similar device, so long as same is screened from view as approved by the DRC.

3.10.4 Garage Door Enclosures

Screens covering garage door openings and/or enclosures of any design or type are prohibited. No screen door, netting or similar material will be allowed on, or as a substitute for, garage doors.

3.10.5 Outbuildings and Other Detached Structures

No freestanding, permanent or temporary, outbuildings or structures (including, but not limited to, sheds, storage facilities, gazebos, barbeques, summer kitchens, kennels, dog houses, dog runs or similar structures) are permitted, without DRC approval.

Design Standards Manual

3.10.6 Satellite Dishes and Antennae

As specified in Section 8.18 (Antennas, Etc.):

"No antennas, aerials, TVRO (television receiver only) antennas, downlinks, dishes or other devices for the transmission or reception for radio, television or satellite delivered signals, or any other form of electro-magnetic radiation or communication shall be erected, constructed, installed, used or maintained outside of any building or structure on Residential Property. . . ."

Installation of any antenna must be approved by the DRC, and the application must include type of antenna, size of dish (or antenna) and location. No roof mounts are permitted.

No more than two (2) dish antennas are permitted, without DRC approval.

FCC permitted antennas are suggested to be mounted such that they are as low and hidden from view as possible. However, these suggestions will not prohibit installation that would affect reception, delay the installation, or increase the cost of installation.

Satellite dishes and antenna installation must adhere to guidelines issued by the FCC (FCC Rule 47 C.F.R. Section 1.4000, as amended).

3.10.7 Weather Vanes and Weather Equipment

No weather vanes or anemometers (wind-speed gauges) are permitted.

Temperature and humidity sensors may be installed on the exterior of the Living Unit, but must not be visible from the street.

3.10.8 Other Temporary Structures

No structure of a temporary character, sometimes referred to as "factory built", "modular", or "mobile", (e.g. cooking device with integrated sink and/or refrigerator, trailer, tent, shack, garage, RV, boat, barn or other building) shall be used on any property at any time for any purpose, either temporarily or permanently.

An exception for party tents and/or EZ-Up canopies are provided in Section 4.6.5 below.

3.10.9 Lanai or Back Porch

The lanai or back porch is defined as the exterior concrete area under the roof-line and in the rear of the Living Unit, and is subject to the following restrictions:

- (a) May not be enclosed with any material other than screening (see Section 3.9 above).
- (b) May be screened using the same material specified for pool enclosures (see Section 3.9.b above).
- (c) Screening and screen mounting hardware must be within existing structure of lanai and may not extend beyond the existing Living Unit perimeter or above the existing roof soffits with any type of enclosure structure, unless otherwise approved by the DRC.

Design Standards Manual

4 Other

4.1 Security Equipment and Lighting

4.1.1 Security and Alarm Service Signs and Stickers

As stated in FL Statute 720.304 (6):

“Any parcel owner may display a sign of reasonable size provided by a contractor for security services within 10 feet of any entrance to the home.”

Signs or stickers furnished by commercial providers of security and/or alarm services for the purpose of notifying persons that such security and/or alarm services exist on premise are permitted within the property.

Residents are permitted to place stickers provided by commercial providers of security and/or alarm services, or stickers provided to assist firefighters or law enforcement officers in an emergency, in the windows of their Living Unit. No other stickers or signs of any kind are permitted in windows. At no time shall any specific window contain more than two (2) stickers.

Security signs must meet the following requirements:

- (a) Only one sign for each exterior (key-locked) door in the Living Unit.
- (b) Signs must be made of aluminum or other durable material
- (c) No more than 24 inches in height (when installed).
- (d) Printed area must be no larger than 10” x 10”.
- (d) No more than ten (10) feet from any entrance.
- (e) Tattered, faded or worn signs must be replaced.

4.1.2 Floodlights

Security lights mounted on the Living Unit are permitted.

Lamp-holder must be mounted to metal soffit under eave or rake of the roof. Wall mounting is not permitted.

A maximum of two (2) lamps per holder at any one location and no more than four (4) locations per home are allowed. Maximum light output per lamp shall not exceed 150 watts incandescent equivalent.

4.1.3 Security Cameras

Security camera systems will be permitted with prior DRC approval, provided such systems meet the following requirements:

- (a) Owner must sign an indemnification contract accepting full responsibility for the proper and legal operation of all exterior cameras and absolving the KBCA from any legal liability.
- (b) Must use a dome-style camera to provide a discreet appearance. No bullet- style or other non-dome camera type is permitted.
- (c) Must mount to the soffit of the home. No wall-mount cameras are allowed.
- (d) All wiring and conduit must be hidden within soffit and interior of home. No Wiring or conduit run along exterior walls will be allowed.
- (e) Maximum of eight (8) cameras permitted.

Camera view must only view the Living Unit perimeter and not extend to any neighbor’s home and/or yard in any way that infringes on their privacy.

Design Standards Manual

4.1.4 Exterior Alarm Horns or Speakers

Exterior alarm horns or speakers are not permitted.

4.2 Flags and Flagpoles

4.2.1 Flags

Pursuant to Florida Statutes, Chapter 720.304 (2)(a):

“Any homeowner may display one portable, removable United States flag or official flag of the State of Florida in a respectful manner, and one portable, removable official flag, in a respectful manner, not larger than 4.5 feet by 6 feet, which represents the United States Army, Navy, Air Force, Marine Corps or Coast Guard, or a POW-MIA flag, regardless of any covenants, restrictions, bylaws, rules or requirements of the association.”

With the exception of certain holiday-specific flags or banners (see Section 4.8 below), no flags other than those specified in the Florida Statute above are permitted without written approval of the DRB.

Unless the flagpole is permanently mounted to the ground (see Section 4.2.2 below), the flagpole must be mounted to the Living Unit directly to the left or right of the front door, between the garage doors or any street facing exterior wall if the aforementioned locations are not conducive to secure fastening. Flags must be flown on a pole in an outward fashion from the Living Unit and the pole cannot exceed six (6) feet in length or distance from the Living Unit. No flush-mounted flags are permitted on the Living Unit.

4.2.2 Flagpoles

Pursuant to Florida Statute, Chapter 720.304 (2)(b):

“Any homeowner may erect a freestanding flagpole no more than 20 feet high on any portion of the homeowner’s real property, regardless of any covenants, restrictions, bylaws, rules, or requirements of the association, if the flagpole does not obstruct sightlines at intersections and is not erected within or upon an easement . . . The flagpole and display are subject to all building codes, zoning setbacks, and other applicable governmental regulations, including, but not limited to, noise and lighting ordinances in the county or municipality in which the flagpole is erected and all setback and locational criteria contained in the governing documents”

As specified within the Statute, the DRC and the KBCA cannot prohibit the installation of a Flagpole that meets the requirements of the Statute. However, as highlighted above, the Homeowner must submit a DRC application prior to installing the flagpole to ensure they meet any setback, obstruction or easement requirements.

With the exception of certain holiday-specific flags or banners (see Section 4.8 below), no more than two flags of this type and size listed in the Florida Statute may be flown from the flagpole at any time.

4.3 Signs

As stated in Section 7.11 of DSM:

“Design of preapproved Community “For Sale” signs is available from the current management company, along with a current vendor list. No other signage is allowed.”

No signs, stickers, banners, flags, billboards or advertisement shall be erected or displayed anywhere on the Lot or in any window visible from the street, except as provided elsewhere in this section on in this Manual.

Design Standards Manual

Where a sign is permitted as specified in Sections 4.3.1 through Section 4.3.6 below, only one (1) physical sign, of types permitted by these sections, can be posted within the Lot at any time, unless otherwise disapproved by the DRC.

4.3.1 Real Estate Signs

The KBCA has a standard sign for selling homes at Kissimmee Bay and only one sign may be placed in the front yard of the Lot. To order the sign, please contact our present management company.

4.3.2 Lost Pet Signs

Temporary signs requesting assistance locating a lost pet are allowed to be posted in common areas for no more than 48 hours in any 30 day period, and in the homeowner's front yard for no more than 72 hours in any 30 day period. The signs cannot be larger than 24" x 18". Any damage to common areas caused by such signs will be the responsibility of the homeowner posting the sign.

4.3.3 Garage Sale Signs

Since Garage Sales are not allowed, no such signs can be posted.

4.3.4 Contractor Signs

Contractors (e.g. painters, window repair, pool installation, roof repair, landscapers, etc.) working on a Living Unit or Lot may not post any signs with their name, company name or any other form of advertising. This is considered solicitation and is not permitted (see Section 4.12 below).

4.3.5 Rental Signs

No "For Rent" signs are permitted, unless otherwise approved by the DRC.

4.3.6 Lost Property Signs

No types of "Lost Property" signs (except for Lost Pet Signs, see Section 4.3.2 above) are permitted.

4.4 Mailboxes

Each resident is responsible for the good operating condition and appearance of their mailbox and post. Existing dual mailbox posts must be maintained and may not be split into separate mailboxes. No material, living or artificial, may be placed in such a way as to obstruct the mailbox or impede the delivery of mail. Mailbox repair or replacement does not require DRC approval provided that the repair or replacement exactly matches the original height, color, location, material, style and design from the approved mailbox vendor.

Design Standards Manual

4.5 Pets and Animals

As stated in Section 8.21 of the Covenants:

"No animals, livestock or poultry of any kind shall be raised, bred or kept on any Lot, except that cats, dogs and other household pets may be kept provided they are not kept, bred, or maintained for any commercial purposes or in any manner, or quantity, which creates a nuisance to the Owner(s) of any other Lot(s) within the Property."

The ability to keep pets is a privilege not a right. If in the opinion of the KBCA Board of Directors, pursuant to official findings by Osceola County Animal Services and/or Law Enforcement Agencies, the Owner allows any pet or other animal to become the source of unreasonable annoyance to others, or the owners of the pet or animal fails or refuses to comply with these restrictions, or otherwise abuses their privileges hereunder, the owner, upon written notice, may be required to remove the pet from the property.

For any animal problems residents must call Osceola County Animal Services or make a service request via the CARL (Citizen Action Request Line) at <http://mygovhelp.com/OsceolaCountyFL/>.

4.5.1 Requirements and Restrictions

Only household pets are permitted within the Community. All Owners of pets, whether homeowners or tenants are subject to the following rules and requirements:

- (a) Any pet requiring special licensing (e.g. exotic pets and/or wildlife) are prohibited.
- (b) The maximum number of pets allowed is dependent on their size. With the exception of small fish, The total number of all pets in a Living Unit cannot exceed (3) animals at any time. The following rules apply:
 - [1] No more than two (2) dogs of any weight greater than twenty (20) pounds as adults.
 - [2] No more than three (3) dogs if all weigh less than twenty (20) pounds as adults.
 - [3] No more than three (3) domestic cats or other small pets under twenty (20) pounds as adults.
 - [4] No fish tank shall be placed in any non-air-conditioned part of the Living Unit.
- (c) All pets shall be kept within the Living Unit and shall not be permitted to roam free outside the Living Unit except, when supervised, within a fenced yard (as defined in Section 2.4 above), a screened lanai or pool enclosure.
- (d) Pets shall not be left unattended or leashed in yards or garages or porches or lanais.
- (e) Owners who walk their pets anywhere in the Community must use a leash and must clean up after their pets.
- (f) Dog houses or similar detached structures are not permitted (see Section 3.11.8 above).
- (g) Commercial activities involving pets, including without limitation, boarding, breeding, grooming or training, are not allowed.

4.5.2 Livestock

No livestock or any other domesticated animal commonly used primarily for agricultural purposes are permitted. This includes, but is not limited to cattle, sheep, swine, goats, horses and poultry.

4.5.3 Exotic Pets and Wildlife

Wildlife (exotic or otherwise) or any animal specifically regulated as exotic (as specified under Florida Administrative Code 68A-6.002) are not permitted in the Community. Hybrids (wild animals bred with domesticated pets, such as wolf/dog hybrids) are not permitted.

Design Standards Manual

4.6 Recreational Equipment

4.6.1 Basketball Hoops

No permanent basketball hoops (or equipment meant to serve in such a capacity) shall be mounted to any wall and/or pole on a Lot.

Portable basketball hoops are permitted, provided the following requirements are met:

- (a) Only one (1) portable basketball hoop is allowed per home.
- (b) Must not be placed in the street or block any public sidewalk
- (c) May only be used between the hours of 9:00 am and 9:00 pm.
- (d) Must be maintained in good aesthetic condition.
- (e) Must be removed from view from the street (stored in the garage or behind a wing wall) when not in use.

4.6.2 Swing Sets and Outdoor Play Stations

Swing sets and outdoor play stations must be approved by the DRC prior to installation. The DRC will review the location of the home in relation to common areas and other properties, but the DRC has the right to disapprove an application for any reason. All swing sets or play stations must adhere to all of the following requirements:

- (a) Must be professionally designed and placed directly behind the Living Unit.
- (b) May not stick out on either side from the width of the home in the front or the rear and may not encroach into the rear 7.5' easement line.
- (c) Size cannot exceed twenty (20) feet wide, twelve (12) feet deep and twelve (12) feet high (at the highest point).
- (d) Swing set or play station must be properly anchored to prevent turnover or other movement due to high winds or other actions.
- (e) Only one swing set or play station per Living Unit is allowed.
- (f) The swing set or play station must be properly maintained to provide a clean and appealing appearance.
- (g) The area under and around the swing set or play station must be maintained, with either sod or a playground ground cover using only approved materials as listed in Section 2.3.1 above (or such other material deemed suitable by the DRC for playground ground cover).
- (h) Homeowner assumes all risks associated with the usage of the swing set or play station.

4.6.3 Temporary Camping Tents

Temporary camping tents are allowed without requiring approval of the DRC if all of the following requirements are met:

- (a) Must not exceed eight (8) feet in center height.
- (b) Must be located in the back yard and must not be visible from the street.
- (c) Must be used for purely recreational use and cannot be used as a permanent or semi-permanent living space (i.e. tents cannot contain cooking, cleaning, bathing or other types of materials that would indicate long term use.)
- (d) Tents shall not be placed outside for longer than 48 hours.

Design Standards Manual

4.6.4 Trampolines

Outdoor trampolines of any kind are not permitted, except as specified below:

- (a) Owner are permitted, without DRC approval, to set up and use a trampoline during outdoor parties in the homeowner's back yard, but no more than once every six (6) months for a maximum of 48 hours each time. No trampoline may remain set up or used for more than 48 hours.
- (b) Set up and use of a trampoline is at the sole risk of the homeowner.

4.6.5 Temporary Pools

Temporary Pools or any kind of Above-Ground Pools are not permitted, except as specified below:

- (a) Owners are permitted, without DRC approval, to set up and use a temporary above ground kiddie or toddler pool during outdoor parties in the homeowner's back yard, but no more than once every six (6) months for a maximum of 48 hours each time. No temporary pool may remain set up or used for more than 48 hours.
- (b) Set up and use of a temporary pool is at the sole risk of the homeowner.

4.7 Miscellaneous Equipment and Devices

4.7.1 Barbeques and Outdoor Cooking Devices

Temporary barbeques and other outdoor cooking devices that are under the dimensions of six (6) feet wide by five (5) feet high by four (4) feet deep and do not include a built-in sink and/or refrigerator are permitted, but must be located only on the back lanai of the home, and must remain covered when not in use. No more than two (2) cooking devices are allowed provided the second device is no more than three (3) feet wide by five (5) feet high by three (3) feet deep.

- (a) No front yard use of barbeques or other cooking devices is permitted.

4.7.2 Garbage Cans and Recycling Bins

Homeowners shall be responsible for properly depositing their garbage and trash in receptacles (garbage cans and recycling bins) and in a manner designated by the waste management company.

Tuesday – Recyclables

Wednesday – Yard clippings and yard debris

Friday – Garbage and Trash

Receptacles shall be maintained in a sanitary condition and shall be kept in the garage or behind a wing wall, so as not to be seen from the street or golf course on non-pick-up days. Receptacles shall be placed at the curb no earlier than 6:00 p.m. on the day preceding pick-up, and must be returned to the garage before sundown on the day of the pick-up.

Bulk items, including but not limited to yard clippings, tree limbs, large boxes, and furniture, can only be placed on the curb no earlier than 6:00 p.m. on the day preceding the scheduled pick-up.

Design Standards Manual

4.7.3 Laundry and Clotheslines

Consistent with Florida Statute Section 163.04, no clothes drying area may be placed in the Community except within the boundaries of a Lot. Clotheslines may be installed in the rear of a Living Unit so long as they are located in the lanai or screen room.

4.7.4 Sewage Disposal Systems

No individual sewage disposal systems shall be permitted on any Lot, including but not limited to, above-ground or in-ground pet waste disposal/composting systems.

4.7.5 Water Softeners

All water softeners or refiners are allowed, but must be installed and kept within the garage. No other installation location is allowed. Since this hardware sits in the garage, no DRC approval is necessary.

4.8 Holiday Decorations and Lighting

The decorations and lights associated with the holiday season are important to the Community and are encouraged provided certain rules and restrictions are adhered to:

4.8.1 Recognized Holiday Seasons

For the purposes of these Guidelines recognized holidays when decorations and lights are permitted are defined as a range of dates during which decorations and lights will be allowed. Holiday decorations and lights must not be placed any earlier than the approved start date, and must be removed no later than the approved end date of a specific holiday season. The date ranges have been chosen to give homeowners sufficient time to display their decorations and sufficient time to remove them for storage.

The approved holiday seasons where holiday decorations and lighting may be displayed are:

Halloween Season

Starts: October 18th

Ends: November 5th

Thanksgiving/Christmas/New Year Season

Starts: Monday prior to Thanksgiving Day

Ends: January 10th

No other holidays or holiday ranges are approved for displaying holiday decorations and/or lighting, unless otherwise approved by the DRC. Additional holiday periods may be recognized at the discretion of the KBCA Board of Directors.

4.8.2 Decorations

Reasonably sized, tasteful, holiday decorations may be displayed without approval of the DRC during the approved holiday seasons listed in Section 4.8.1 above. Inflatable items are permitted without DRC approval provided they do not create a nuisance for neighbors, and no more than two (2) such inflatable items are erected per Living Unit.

Inflatable items may be positioned on the ground, on the porch or on the roof. Homeowners placing decorations on their roof do so at their own risk and without any liability to the KBCA.

No decorations may be placed that would obstruct public sidewalks or streets, or interfere with sight lines at intersections. No open flames of any kind are permitted.

Design Standards Manual

4.8.3 Lights

Customary low-intensity holiday lighting is permitted without DRC approval, during the approved holiday seasons listed in Section 4.8.1 above. Holiday lights may be strung anywhere on the Living Unit and in trees, hedges and shrubs. Holiday lighting may also line walkways and driveways. No lighting is permitted in the streetscape area between the public sidewalks and the street, nor may any power cords be placed such that a tripping or entanglement hazard is created on any public sidewalk or other walkway or driveway.

Holiday lights with integrated music must turn off the sound between the hours of 10:00 p.m. and 10:00 a.m. and cannot be played at sound levels that constitute an annoyance to neighbors.

The homeowner is obligated to keep the seasonal lights in good working condition and appearance at all times.

4.8.4 Flags and Banners

Holiday-specific flags and banners may be included with holiday decorations, without approval of the DRC during the approved holiday seasons listed in Section 4.8.1 above. Holiday-specific flags and banners cannot be larger than 24" x 36" and must be attached to the Living Unit.

American flags may also be displayed during patriotic holidays.

4.9 Hurricane Guidelines

In the interest of safety and protecting homeowner property before and after a hurricane, certain rules and restrictions may be relaxed temporarily as stipulated in this section. However, any hurricane protection that requires altering the exterior appearance of the Living Unit to mount the protection device(s) must be approved by the DRB prior to installation.

The following restrictions apply to all sections of this Hurricane Guidelines section:

- (a) Other than security film, hurricane protection may be utilized only after the issuance of a hurricane watch and be removed three (3) days after the storm has passed.
- (b) Hurricane protection may be used for severe weather warnings as issued by the weather service.
- (c) With the exception of security film, hurricane protection shall not be used for security purposes.
- (d) All removable hurricane protection items must be stored in the garage when not in use and cannot be stored on a porch or lanai or in a pool enclosure.

4.9.1 Window Protection

There are many ways to protect your windows during a hurricane, and each has different requirements and restrictions:

- (a) Bahamas-style shutters are not permitted.
- (b) Installed shutters and mounts that alter the exterior appearance of the Living Unit, (e.g. Roll-down shutters, accordion shutters, colonial hinged shutters, removable corrugated panels) are all acceptable methods of hurricane protection, but must be submitted for approval by the DRC prior to installation as they require permanent alteration to the exterior of the Living Unit. Please provide brochure with style and type of shutters when submitting the application.
 - [1] All permanent connections to the home shall be painted to match that portion of the home to which they are attached.
 - [2] Colors for tracks and covers shall be white, tan/beige or the exterior body color of the Living Unit.

Design Standards Manual

- (c) Safety & Security film is permitted provided the film has no significant tinting. No DRC approval is required provided the film has no tinting that would alter the appearance of the Living Unit with dark and/or more reflective window tinting. If the film will have noticeable tinting, DRC approval will be required.
- (d) Temporary removable shutters (e.g. Storm Stoppers) that do not have mounting hardware that alters the exterior appearance of the Living Unit (and do not involve drilling holes in the exterior of the Living Unit) are permitted and do not require DRC approval.
- (e) Plywood is permitted for temporary emergency coverage of windows and doors, but any holes left in the stucco must be repaired and painted to the appropriate color once the plywood is removed. Such repairs must be completed within 30 days after the storm or enforcement action may be taken.
- (f) Tape on windows is not permitted and has no protective value of any kind.

4.9.2 Doors

Several options are available for protecting doors, including storm doors, temporary panels and plywood. DRC approval is required for any protection method that requires the installation of permanent mounting hardware.

Temporary panels and plywood are permitted without DRC approval.

4.9.3 Garage Door(s)

All garage doors in Kissimmee Bay, as originally installed and properly maintained are reinforced and rated to withstand 110mph wind loads. No exterior (i.e. visible from the street) modifications shall be made to the garage door or any exterior portion of the garage entrance.

The homeowner may take steps, without DRC approval, to install additional reinforcement hardware on the interior of the garage to further strengthen the garage door if they wish, so long as none of the additional equipment is visible from the exterior of the Living Unit.

4.9.4 Exterior Roof Sealants and Coatings

Exterior roof coatings, meant to seal and/or prevent the shingles from being blown off in high winds, are not permitted without DRC approval. Seals or coatings that alter the appearance of the roof shingles (i.e. creates a glossy appearance or alters the color of the shingles), will not be allowed.

4.9.5 Interior Roof Hurricane Adhesives

Hurricane adhesives are sprayed on to the inside surface of the roof decking at every joint and seam in the roof. This creates a water-tight seal that prevents water intrusion even with loss of shingles. The adhesives also substantially strengthens the connection between the rafters and the roof decking.

As this is an interior installation and does not alter the exterior appearance of the Living Unit, no DRC approval is required.

4.9.6 Generators

Homeowners and tenants may use a gas generator during a power outage, after a hurricane or severe storm, while utility power is unavailable. They may also use a window-mounted air conditioner subject to the requirements of section 3.8.2(a) above.

Design Standards Manual

4.9.8 Unsecured Equipment and Devices

Homeowners must secure any unanchored item by either storing it inside the Living Unit (e.g. the garage) or permanently anchoring the item to a porch or lanai. Such items include, but are not limited to, skateboard ramps, basketball hoops, benches (if light enough to be moved by high winds), toys, pots, statues and other decorative items, sports equipment or bikes.

4.10 Open Burning

Open burning to reduce solid waste on any lot is not permitted. No burning of trash, paper materials and/or landscape debris is permitted.

4.11 Outside Storage

Outside storage of equipment, tools, vehicles, or any other items, whether operable or inoperable, is not permitted except as provided elsewhere in these Guidelines.

4.12 Solicitation

No solicitation for commercial purposes is permitted without prior written approval of the KBCA Board of Directors.

4.13 Vegetable and Herb Gardens

Vegetable, herb gardens and citrus trees are not permitted except inside the lanai or screened area.

4.14 Correction of Health and Safety Hazards

Any conditions of a physical property which are reasonably deemed by the KBCA Board of Directors to be an immediate hazard to the public health or safety, may be corrected as an emergency matter by the Association, and the cost thereof shall be charged to the responsible land or home owner.

