

ARCHITECTURAL GUIDELINES

FINAL DRAFT 04/17/17

The purpose of these guidelines is to maintain the beauty and uniformity of appearance throughout the Shores of Long Bayou, thereby protecting the value of the property and investment of all unit owners. The overarching architectural aim for the Shores of Long Bayou, which includes mid-rises, townhouses and villas, is that of general conformity and consistency of exterior appearance of the 22 associations. The Architectural Review Committee (ARC), together with the Board of Directors has established and will enforce these guidelines in accordance with the Resolution approved and dated April 17, 2017.

General Process:

1. Anything that is visible from outside of buildings, apart from normal and emergency repairs, requires a written application submitted to the Architectural Review Committee (ARC) at least 15 days in advance of planned action. This is done by using the form “Request for Architectural Changes” available in the HOA office and online. Always get approval from ARC before work is done! If approval is not obtained, the unapproved item can be removed at the instruction of the Board and the cost charged back to the owner as an assessment without any liability to the Board or the ARC. Normally, exact replacement of materials, awnings, decks, doors, stairs, etc. do not require formal approval. Materials must conform to code and where work requires permits, permits must be obtained. It is wise to run this work by the ARC for the owners protection.
2. In some instances, an owner has modified a unit’s exterior predating these guidelines. The violation may be reviewed by the ARC to determine its significance. If significant, the ARC has the right to require that the modification be removed and the previous condition restored at the owners expense, prior to the sale of the unit. The sale will not be approved without confirmation of the corrective action to the satisfaction of the ARC.
3. Determination of compliance is within the sole discretion of the ARC unless a request is made in writing to the Board for review within (10) business days of receipt of the ARC decision.
4. Any requirement for approval requires written approval from the ARC. Approval by the ARC does not wave any required approval from any governmental agency or guarantee compliance with applicable governmental codes.

Specifics:

1. Uniformity and consistency of external appearance throughout the Shores remains paramount. The Homeowners’ Association (HOA) board and ARC have oversight control when the principles of uniformity and consistency are breached. Therefore, no extraneous décor such as, but not limited to statues, decorative flags, sports flags are allowed. Exceptions: U.S. flags and winter holiday decorations.
2. Replacement of paving and brick/stones may be installed in villa courtyards with ARC approval, and agreement by both upstairs and downstairs units. Removal and re-installation for utility repair or other maintenance will be at the owner’s expense along with any other maintenance or repair deemed necessary at the discretion of the ARC.

3. Villa Fences and trellises: Decorative fences and dog gates in courtyards are prohibited. No vines, plants or flower pots are permitted to restrict or encroach on passageways. Steps and walkways must be kept open for emergency purposes.
4. Flower beds may be mulched with mulch that matches the previously existing type of mulch.
5. Footlights, in some cases along sidewalks, are permitted for safety. No changes should be made in existing lights from that approved by ARC.
6. Trees and shrubs approved by the ARC are permitted in villa courtyard areas. Trees and shrubs that will ultimately become large with roots threatening the utility lines or foundation, or limbs damaging the building structure, are prohibited. Please refer to the HOA handbook regarding HOA tree policies.
7. Lighting is association maintained and must be uniform in appearance and style. These are typically compact fluorescent or incandescent bulbs. Bulbs of differing color are not permitted. HOWEVER, it is recommended that individual condo associations consider Light Emitting Diodes (LEDs) in the future. These bulbs offer long term financial savings for an equal output of light, due increased longevity and decreased power demand, therefore offering a lessened carbon foot-print.
8. American Flags: One portable, removable flag per unit may be displayed on the front of garages at the Mid-rises, Villas and townhouses, or off the front of mid-rises. The Flag must be installed in accordance with F.S. 718.113 (4).
9. Security Cameras: Exterior security cameras must be approved by the ARC. Approval is granted at the discretion of the ARC only on the basis of what is considered to be a legitimate need.
10. Winter Season Decorations: Exterior Christmas, Hanukkah, etc. decorations are permitted and may be installed from Thanksgiving onwards. They should be removed by the first Saturday after New Year's Day. No decorations can be placed on mid-rise, villa, townhouse, or garage roofs. Decorations requiring tall ladders are not encouraged. For insurance reasons, association personnel will not be permitted to install such decorations. Decorations for other holidays are not permitted.
11. Sidewalks, Walkways & Driveways throughout the property: A natural concrete color pigment may be applied. Painting is prohibited. Any sealer requires approval by the ARC. Furthermore if a different walkway than concrete is installed without approval, the owner may be asked to remove the walkway and previous concrete walkway must be restored at owners' expense. If the owner fails to take corrective action, the Board can do so and charge back the cost to the owner as a part of the assessment and without liability to the ARC.
12. Window Film. Reflective film is prohibited. Light tints are acceptable. Dark tints are not. All other types must be approved by the ARC.
13. Window coverings: Any draperies, curtains blinds, shades or other coverings of any type must have a neutral, white or off-white appearance to the outside.
14. Awnings: Color must be uniform throughout the properties.
15. Hurricane/ Storm shutters: **Please note the specifics of APPENDIX J** of the Homeowners Association Handbook. General Summary: Shutters shall be of the rolling, accordion or panel type. Shutters must

meet Pinellas County Building Codes and be approved by at the ARC, and be installed by contractors who hold the occupational license as required by the requisite government agencies. The contractor must obtain the necessary building permits and must provide a proof of liability insurance prior to the work to be done. This includes Public Liability Insurance, Worker's Compensation Insurance and Automobile Insurance. Where inspection is required by government agencies, unit owners shall deliver a copy of the final inspection to the HOA Office. Units owners are responsible for any damage associated with installation and maintenance, as well as all costs associated with maintenance, repair or replacement. Color for shutters shall be white, cream or ivory. Removable panel shutters may be clear or unpainted aluminum. Shutters must be in the open position from December 1st to May 1st if owner is in residence.

16. Replacement exterior doors, windows, screen doors, and lanai doors: New windows and lanai doors should be impact resistant and the same style and color as the original and code compliant so that the exterior building appearance is uniform. The frame may be aluminum or vinyl. Half screens allowed on bottom only. Double pane windows with mullions on the inside are allowed. As with hurricane shutters, contractors must be licensed, possess the minimum Liability and Workers Compensation Insurance and meet Pinellas County Building Codes. Proof on Insurance and the style of the windows, exterior doors and lanai doors must be submitted to the ARC along with the Request for Architectural Changes form. A building permit must be obtained after receipt of ARC approval and a copy given to HOA office before work can begin. **There must be approval from the ARC before installation!**

All exterior doors and screen doors must be white and plain: They should match building originals as much as possible, with no grids, windows or window decorations nor stained glass. Exception: the existing doors in the townhouses (building 21).

17. Rear decks and lanais are the financial responsibility of the owner. (See individual Association Documents for specific procedures.) A villa deck may be replaced or repaired but cannot be changed in size, design or adapted to accommodate a BBQ Grill. Nothing should be glued or attached to the walls of villas, townhouses or mid-rises. No rugs are allowed to be glued to the villa decks. **All changes must be approved by the ARC!**
18. Building exterior paint colors: All painting must be approved by the ARC, including inside lanais. Electrical boxes and fire hydrants need to be clear of any plantings, as per directed by the County, Fire Department and Utility companies and landscape maintenance for ease of access.
19. Garage doors must be maintained in original condition (no dents or rust) and painted white. Side garage doors on villa garages are white, flat panel.
20. Gutters are to be free from any hanging décor, plants, planters, etc.
21. Replacement roof shingles at the villas must conform to the original style and color, since they are visible. Mid-rise roofs are the per view of the individual condo association.
22. Hot tubs are not allowed anywhere in the HOA apart from the pool, nor grills of any kind at the mid-rises. A grill is available for public use at the clubhouse. See the HOA Handbook for further details.
23. Except as otherwise provided herein, no Unit Owner shall do anything with his unit or in the common element which would adversely affect the safety or soundness of the common elements, or impair any easement. No Unit Owner shall do any of the following without prior written consent of the Board:

paint, block-up, or otherwise change any exterior wall, door window, screen, patio, screened terrace, balcony, lanai, or any exterior surface or improvement, tint, color or otherwise treat or apply anything to any window which would adversely affect the uniform exterior appearance of the building; erect any exterior lights or signs; or place any signs or symbols in windows or on any balcony, lanai or exterior surface (see HOA Handbook).

Procedure of Enforcement of Architectural Guidelines

Violations will be brought to the attention of Management who will issue a “first notice” letter requesting compliance within a specified number of business days.

After said business days, issue a certified “Second Notice” letter insisting on compliance within the next 15 business days or referral to HOA Board for further action.