

## **Woodlyn Meadows Covenants, ARC Handbook (as of May 19, 2022)**

Woodlyn Meadows is a planned community managed by Liberty Community Management (LCM). The Woodlyn Homeowners Association Articles of Incorporation, bylaws, and Declaration of Covenants, conditions, restrictions, and easements were filed with the State of Florida. These legal documents govern what homeowners can and cannot do as a member of the planned community.

Each homeowner is obligated to read and follow the rules stated in the documents. Failure to comply with the covenants will result in a violation letter to the Homeowner from LCM. If an infraction is not resolved within 30 days the Board will assess a fee to the homeowner. Fines will be assessed per Florida statute per violation. Fines per Florida statute are \$100 per day up to \$1,000 per violation. In addition to fines, the homeowner may be turned over to the HOA attorney for further action. The homeowner will be responsible for all legal fees in addition to the fines. Remember the purpose of this oversight process is to help maintain our community as a safe, appealing place to live and that the value of our homes is not negatively impacted by individual decisions.

Any construction, improvement, remodeling, or modification to the exterior of the homes located within the Woodlyn Meadows development must be approved by the Architectural Review Committee (ARC) prior to beginning the project.

### **Architectural Review Committee**

#### **ARC composition/process:**

The Architectural Review Committee (ARC) will consist of one to three members selected by the homeowners within the community during a public meeting. If a member steps down, the board has 30 days to nominate a replacement member at a public meeting of the community.

The ARC may employ a professional advisor on matters of architect or land planning. Any cost to using these advisors will be approved prior by the homeowners. The expense will be shared by all homeowners.

The ARC will have no more than 60 calendar days to respond to a homeowner's request to make modifications, construction, or improvements to their homes. For this to apply, a complete packet must be submitted. A partial or incorrect packet will be automatically denied for insufficient information.

Residents will submit a completed request (see ARC form on the LCM webpage) for construction, modification, or improvement to LCM who in-turn will provide the completed packet to the ARC. The request will contain the ARC form, a copy of the plot plan for the residence showing location and detailed descriptions of the proposed work. The type of items to include are the dimensions of a structure being built, along with the type of material being

used. The measurements of setbacks and the drainage plan for the construction. The type of tree being planted and the measurements from the street and the property lines.

### **ARC submission process:**

Homeowner pulls form from Liberty web site

Homeowner emails completed form and all required documents to the ARC @ Liberty email address ([ARC@LCMFL.com](mailto:ARC@LCMFL.com))

Liberty will audit request packet for any missing documents/details, if any missing details Liberty will email homeowner of the deficiencies within the packet.) Emailed pictures and applications from a phone will be rejected unless they are clear and concise. All submissions need to be in one email, in a PDF format.

Liberty will send completed ARC request packet to Woodlyn Meadows ARC members. The ARC panel will review the documents and determine the appropriate action.

Woodlyn Meadows ARC will host a review meeting each month that is open to the community. The panel will rule on previously submitted complete packets and will NOT consider new requests that have not been cleared by Liberty ARC's staff person.

Within 48 hours of this meeting, the decisions/rulings will be sent to Liberty who has 72 hr to notify homeowner and keep secure document retention. All timelines are based on a Monday – Friday work week.

Once approved by the ARC you may proceed with the requested project. If you modify any part of the approved project, then an updated request must be submitted to the ARC for review and approval. It is recommended that you not place deposits, unless 100% refundable, on any project prior to receiving approval from the ARC.

### **General guidelines for modifications, construction, or improvements:**

#### **General:**

The following must be submitted to the ARC. (Not all inclusive.)

- Installation of gutters, Florida Rooms, and screened patio additions.
- Pools, Gazebos, storage buildings
- Adding to your existing driveway
- Installation of antennas, satellite dishes or receivers, solar panels, or other devices such as generators or additional A/C units.
- Exterior painting of the doors, windows, trim or the entire house, if changing the original color
- Adding awning, flower boxes, shelves, flagpoles, fountains, or other non-seasonal outdoor ornamentations

Each lot must be maintained in an attractive landscaped manner, weeded, managed grass height, and without debris.

**Emergency Repairs:**

Any damage caused by acts of nature or other emergency should be repaired immediately to prevent further damage or destruction to your property without the approval of the ARC. Once time permits submit the required packet to the ARC for notation in the official file. Examples would be damage from a storm or a fire. In making these repairs, the homeowner should use similar building material that matches the structure prior to the damage. This should include similar colors, dimensions, and design.

**A/C units:**

No requirement to screen your original exterior unit. If you are adding an A/C unit to your house, approval by the ARC is required. No window or through the wall A/C units will be approved. If you add an A/C unit, locating it behind the fence is optimal. The unit should be located at least as far from the front of the house as the main A/C. Minimize the length of cooling lines on the exterior of the house. It is preferred that coolant lines exit the house within 18 inches of the ground, but they should be as close to ground level as possible and covered with a metal material that matches the trim color of the house. The outside unit should be no more than 10 inches off the ground on a wall bracket or placed at ground level.

**Birdhouses and Feeders:**

If Birdhouses or Feeders are visible from the street, their design and location must be reviewed by the Architectural Review Committee prior to their purchase and installation.

**Decks:**

Decks and porches will require submittal under "additions and renovations" and requires an ARC approval if visible from the front of the street.

**Driveways/walkways:**

All request for expansion or modification of your existing driveway/walkway must be approved by the board. No expansion can impede the builders designed drainage plan. If expanding your driveway/walkway extends into any drainage easement, then additional measures of mitigation but be installed. An example is the installation of a French drain to move water around or under the expanded driveway/walkway.

Painting or coating of driveways or walkways are not allowed. You may paint, coat or stain concrete surfaces that are under a roof. Examples are your front porch, garage, or back porch.

**Fences:**

The only types of approved fences are the shadow box and the picket fence. Stockade fences are not allowed. The fence will be 6' in height, and pressure treated wood. The fence material can be stained using a clear stain or a color that is naturally occurring in wood. Note: for those who will add a pool to your property there is a more restrictive code for the board spacing on your fence.

Fences will be a minimum of 20' from the front face of your house. This excludes the garage.

**Florida Rooms:**

Florida Rooms may have a metal roof, if the exterior color of the roof matches the trim color of the house. The roof panels must be at least 4 inch thick or more and insulated. The Florida room must be air-conditioned space and permitted as so. Florida Room can use a Split A/C unit to meet the guidelines.

**French drains/drain fields:**

If a resident chooses to install a French drain to resolve a drainage issue on their property, the process does not require an ARC approval with the following stipulations. The drain lines must be within the property line of the homeowner and be completely below ground level. If the curb is cut to allow the drain line to move the water to the roadway, then the curb must be return to its original configuration and strength once the line is installed.

No drain line is allowed to cross the property line without prior approval of the ARC and no drain field can move water into a neighbor's property.

**Gazebos:**

Gazebos can be constructed of wood or synthetic material. The structure must be located so not visible from the front of the house. The color(s) should match those of the main house. No metal roof is allowed on this structure.

**Hot Tubs:**

Hot Tubs must be in the back yard and not visible from the street.

**Maintenance and upkeep:**

In general, we are all expected to maintain our homes. If you are replacing flowers that are like the ones in the existing flowerbeds, refreshing the mulch or even replacing mulch with straw or rocks of similar color there is no ARC requirement. If you are constructing additional flowerbeds, installing trees, or adding hedges all must be approved by the ARC. Remember that any hedge closer than 20' from the road must be maintained less than 3' in height to ensure optimal visibility for traffic.

All homes will maintain hedges or flowers beds in the front of their residents that creates at least an 18-inch separation from the front facing wall of the house to the grass in the front yard. Basically, all homes will have a flower bed or hedge along the front wall of the residents.

Additionally, if you are painting the trim, doors, Hardee board, or columns using the same color paint there is no ARC requirement.

**Outside recreational equipment (trampolines/swing sets/children’s jungle-gyms/playground equipment/etc):**

All outside recreational equipment must be in the backyard of the residents. Any item that exceeds 6 feet in height must be approved by the ARC. Homeowners who have trampolines or other large playground equipment are encouraged to use hurricane anchors to secure these items. The larger equipment is prone to become flying debris during storms.

Exceptions to this requirement are those items such as waterslides and bounce houses that are located temporarily in front yards for children’s parties. Locating these items in the back yard is optimal given how narrow our streets are in this development.

**Pools:**

ARC packet plus drainage plan mitigation is required before construction.

**Pool Enclosures:**

Pool enclosures and small, childproof fencing around pools is allowed however the homeowner must provide a description of the enclosure or fence as well as the specifications and color of the structure along with their ARC request. The enclosure must not be able to be seen from the front of the house. In addition, whenever possible, the homeowner should provide a photo of the enclosure or pool fence to help speed the review process. Lastly, without exception, the enclosure or fence must meet all building codes and be installed by a builder or a qualified enclosure installer and approved by the ARC.

**Screen/Storm Doors:**

A request for adding storm door during construction or as an addition or renovation will require a complete description of the door materials, a photograph of the door as well as a color sample of the screen/storm door itself as well as a color sample of the entry door it will cover. Without exception, all screen/storm doors must be reviewed by the Architectural Review Committee before they are installed.

**Screened porches:**

If you are screening you existing back porch no ARC request is required. If you are adding a concrete pad, extending the roof of your house to cover the additional porch all require ARC approval. All material used will match the color scheme and architectural design of the main house.

No front porches are allowed to be screened.

**Screening of garbage/recycling cans, solar/generators/ pool pumps, satellite:**

The goal is to maintain our homes as aesthetically pleasing as possible. With that said it is encouraged to place any items possible in the back yard or behind the approved location of your privacy fence. When that is not possible the following guidance applies.

**Garbage/recycling cans:**

Storage of your garbage and recycle cans should be out of sight as viewing your residents from the front. You may choose to store your cans within your garage, in the back yard or behind a wooden/brick screen that matches the wood of your fence, or the bricks used in the construction of your house. These screens will not be more than 6" higher than the garbage/recycle cans.

**Solar/generators/pool pumps/satellite:**

The goal is to consider the location of the supporting components of these systems. In general, items being added to the exterior wall of your house supporting the systems should be mounted no closer to the front of the structure than the original power box or gas meter. If metal covers or conduit is used for these added components the homeowner should make every effort to match the trim color of the house.

Pool pumps should be located behind a fence/screen.

In general satellite dishes should not be installed where they can be seen from the front of the house. ARC approval will be required. Waivers will only be granted if the FCC provides documentation to support the placement of the dishes on the front of the house.

**Sidewalks to the back yard:**

Must submit an ARC packet that includes your drainage plan.

**Signs:**

Temporary signage in your yard cannot exceed 720 sq inches (24x30), should not impede visibility for drivers and will not displayed more than 30 continuous days. Exceptions to this are realtor signage while the home is listed for sale. You may have 1 realtor sign on the property.

**Storage Buildings:**

All storage buildings will be constructed using brick or Hardee board that matches the construction of the residence. The structure will have a fiberglass shingled roof that also matches the main residence. The structure will be a minimum of 5' off the property line, not exceed 170 sq ft. The pitch of the roof must be a minimum of 4" vertical rise for every 12" of horizontal run. Sheds must also be anchored with hurricane anchors and strapping in accordance with the county code.

No plastic building materials or metal roofed structures are permitted.

You may use a plastic storage cabinet in your backyard. The cabinet must be less than 50 cubic feet.

**Street Numbering:**

During the home's initial construction, home builders may decide to place the street number in a discrete location on the front of the home (usually on the trim). If the prospective homeowner wishes to have street numbers of their own choosing installed in a specific location during construction, then a request to do so must be submitted and reviewed by the ARC.

Any additional numbering on the house or elsewhere must be submitted to and reviewed by the ARC.

**Tree Houses:**

Tree Houses shall be treated as "Accessory Structures" and their plans must be reviewed by the Architectural Review Committee prior to construction or purchase. Tree houses must not be visible from the street.