

**OAK HAMMOCK PRESERVE
COMMUNITY OWNERS'
ASSOCIATION, INC.**

**ARCHITECTURAL REVIEW
COMMITTEE STANDARDS AND
GUIDELINES**

HANDBOOK FOR HOMEOWNERS

REVISION HISTORY

VERSION	SUMMARY OF CHANGES	EFFECTIVE DATE
Original	Approved by the Board of Directors on April 23, 2008	April 23, 2008
A	Rewrite the ARC Guidelines incorporating the Community Comments and legal recommendations from Bush Ross. The comments period ended on September 1, 2002	September 15, 2022
B	Reviewed by Bush Ross on the Enforcement Procedures. Removed Friendly Notice. Revised curing of violation to 14 days from the date of mailing of the letter. Change noted by <i>italic</i> font.	May 25, 2023
C	Remove Jedi Management. Adding generic management company. Reference Oak Hammock HOA website. Add approval signature. Voting not required due to editorial change only. No change made to content.	Nov 13, 2023

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DESIGN GUIDELINE INFORMATION AND PROCEDURE

PURPOSE OF THE HANDBOOK

The primary purpose of this document is to establish design guidelines for the entire community. This handbook is to familiarize homeowners with the objectives, scope, and application of design standards and guidelines, which will be used to maintain the community's aesthetic appearance and environmental quality. The standards and guidelines apply to any **changes, permanent or temporary, to the exterior appearance of a building or Lot and are subject to review and approval by the Architectural Review Committee.**

The handbook provides specific design standards and guidelines adopted by the Homeowners Association's Board of Directors. It also explains the application and review process that must be followed by homeowners seeking approval for any exterior modifications or changes to their homes or Lots that are subject to approval by the Association. Homeowners are reminded that acceptance by the Architectural Review Committee for a proposed change does not remove the need for the appropriate building permits or other documentation. This handbook will serve as a valuable reference source and assist homeowners in preparing acceptable applications for review by the Association's Architectural Review Committee. All homeowners are encouraged to familiarize themselves with the contents of this handbook and to retain the handbook for future use.

This handbook was first written and approved in 2008 and has been amended periodically to stay consistent with the living styles of this community.

This revision is to consolidate all amendments from all Association documents and to update these guidelines to reflect the current situation in the community.

REFERENCE ASSOCIATION DOCUMENTS

1. Declaration of Covenants, Conditions, and Restrictions for Oak Hammock Preserve, dated July 15, 2003
2. First Amendment to Declaration of Covenants, Conditions and Restrictions for Oak Hammock Preserve, dated July 22, 2004
3. Supplement to Declaration of Covenants, Conditions and Restrictions for Oak Hammock Preserve, dated September 24, 2004
4. Articles of Incorporation of Oak Hammock Preserve Community Owners Association, Inc., dated March 3, 2003
5. Bylaws of Oak Hammock Preserve Community Owners Association, Inc., dated July 15, 2003
6. Oak Hammock Preserve Community Owners Association Inc., Architectural Review Committee Standards and Guidelines, dated April 23, 2008
7. Oak Hammock Preserve Community Owners Association, Inc., Supplement to Architectural Review Committee Standards and Guidelines, dated December 25, 2016 (Tree Removal)
8. Oak Hammock Preserve Community Owners Association, Inc., Supplement to Architectural Review Committee Standards and Guidelines, dated February 27, 2019 (Commercial Vehicles)
9. Oak Hammock Preserve Community Owners Association, Inc., Supplement to Architectural Review Committee Standards and Guidelines, dated December 2, 2019 (Lawns, Landscaping, Trees, and Commercial Vehicles)
10. Oak Hammock Preserve Community Owners Association, Inc., Tree Pruning and Trimming Standards (ANSI A300, Part 1-2001)

11. Oak Hammock Preserve Community Owners Association, Inc., Approved Paint Colors, dated April 23, 2008
12. Oak Hammock Preserve Community Owners Association, Inc., Exterior Home Color Palette, dated 2018

DEFINITIONS

Street View: Direct line of sight from the streets to the front of the property OR from a common area to a property.

Note 1: Front of the property include driveway, lawn, landscape, front porch, front door, and garage door

Note 2: Other than landscaped areas or property belonging to the HOA, sidewalks and walkways including those at the stormwater facilities are considered common area.

Heavy Pruning: Removal of branches and cut-backs greater than 25% of the tree canopy.

BASIS FOR DESIGN GUIDELINES

The legal documents for the Homeowners Association include the Declaration of Covenants, Conditions and Restrictions. The Covenants impose use restrictions and specify the process for obtaining approval for changes, improvements, or alterations to an owner's Lot. Legally, these covenants are a part of the deed for each home and are binding upon all initial homeowners and their successors in ownership, irrespective of whether these owners are familiar with such covenants.

The promulgation and enforcement of design guidelines are intended to achieve the following objectives:

- **Protect the community's natural resources, including the environment and wildlife,**
- **Maintain consistency with the overall design concept for the community,**
- **Promote harmonious architectural and environmental design qualities and features,**
- **Promote and enhance the visual and aesthetic appearance of the community,**
- **Maintain a clean, neat, orderly appearance,**
- **Promote a good neighbor policy, and**
- **Maintain an approval process based on documented guidelines rather than personal preferences.**

Note 1: The County Permitting Office website lists when a permit is required for installation. If listed, all applications for improvement or repair shall include such permit before construction or repair, or it shall be provided as "approval with the condition." Failure to provide the appropriate permit may result in enforcement fines or installation removal.

Note 2: These guidelines will not cover every situation. If an owner wishes to make a permanent or significant visual modification to the property that is NOT explicitly covered in these Design Guidelines, it is not permitted; however, an application to the Architectural Review Committee may be made to request a change to these Guidelines. Please follow the application procedures and note on the application that the request is a special circumstance.

The enforcement of design standards not only enhances the physical appearance of a community but also protects and preserves property values. Homeowners who reside in association communities that enforce design covenants are protected from actions of neighbors that can detract from the physical appearance of the community and, in some cases, diminish property values. Surveys of homeowners living in association communities consistently

reveal that this was an essential consideration in their decision to purchase a home.

VIOLATIONS & COMPLAINTS & SUGGESTIONS

All owners can file a violation if it is observed. Send an email to the management company for handling. The HOA management will confirm the violation and will issue the citation. A citation may include a friendly reminder letter and/or a notice of violation.

All owners can file a complaint or provide a suggestion. Send an email to the management company for handling. The board will review the complaint and suggestions, and where appropriate, will investigate the matter. The result of the investigation will be communicated to the owner.

ROLE OF THE ARCHITECTURAL REVIEW COMMITTEE

All homeowners are automatically members of the Homeowners Association. The Association is a not-for-profit corporation that owns and is responsible for the upkeep and maintenance of the common properties within the community.

The Association is also responsible for administering and enforcing the covenants and restrictions. The Declaration of Covenants, Conditions and Restrictions for the Association provides the scope and authority of the Architectural Review Committee (ARC). The Homeowners Association's Board of Directors (BOD) appoints the ARC's members.

The Architectural Review Committee comprises up to 5 members, including a chairperson. The function of the chairperson is to manage the activities of the committee. As part of its responsibilities, the Architectural Review Committee will make recommendations to the BOD concerning modifying the Design Guidelines initially approved by the BOD. The BOD will also be responsible for reviewing possible violations of the Association's Design Guidelines.

The ARC review and approve (or disapprove) applications submitted by Lot owners for new home construction and exterior additions, alterations, or modifications to a home or Lot using Design Guidelines approved by the Association's Board of Directors. The ARC and the Board are responsible for enforcing the Association's Design Guidelines for new home construction, exterior modifications to homes, and improvements to Lots as proposed by Lot owners.

Two or more signatures of the ARC committee are required to approve an ARC Application.

The ARC approval is for aesthetics only. The Owner is responsible for all requirements and impacts, including, but not limited to permitting, ensuring proper construction, ensuring sound engineering and design, drainage impacts, easements, permits, governmental approvals, parking on county streets, compliance with local governmental requirements, and codes, and building codes.

ALTERATIONS REQUIRING REVIEW AND APPROVAL BY THE ARCHITECTURAL REVIEW COMMITTEE

Any changes, permanent or temporary, to the exterior appearance of a building or Lot are subject to review and approval by the Architectural Review Committee. The review process is not limited to significant additions or alterations, such as adding a room, deck, or patio. It includes such minor items as changes in color and materials. Approval is also required when an existing item is to be removed.

APPLICATION AND REVIEW PROCEDURES

The application and review procedures that the Architectural Review Committee will use are detailed below.

Applications: Owners must submit applications for proposed improvements in writing using the application forms authorized by the Architectural Review Committee. Applications must be complete to commence the review process. Incomplete applications will be returned to the applicant with a statement of deficiencies. The owner must remedy the deficiencies noted and resubmit the application for review.

Supporting Documentation: The application must include a complete and accurate description of the proposed improvement(s). Supporting exhibits will frequently be required to permit evaluation by the Architectural Review Committee. Examples include a site plan showing the location and dimensions of the proposed improvement; architectural drawings or plans, as applicable; landscape plan; material and/or color samples, permit, etc.

Time Frame for Completion of the Review: The Architectural Review Committee must approve or disapprove any proposed improvement within 30 days after receiving a properly completed application. However, the 30-day review period will only commence upon receiving a complete application form, including any required exhibits. Therefore, homeowners contemplating substantial improvements must know all required supporting documentation before submitting a design review application.

Notice of Approval/Disapproval: Homeowners who have submitted design review applications will be given written notice of the decision of the Architectural Review Committee. The application shall be deemed denied if no response is received within 30 days of the submitted complete application.

ENFORCEMENT PROCEDURES

The Declaration of Covenants for the Association provides the authority for the Board of Directors to establish and enforce these Standards and Guidelines. The following enforcement procedures generally will be used to ensure compliance:

A violation may be observed and reported to the Board of Directors through the managing agent, a member of the Architectural Review, or a homeowner. In the case of homeowners wishing to report a potential violation, a written notification should be transmitted to the managing agent to determine if a violation occurred.

The alleged violation may be confirmed by a site visit by a member of the Board of Directors, the Architectural Review Committee, or the managing agent.

Through the managing agent, the Board will contact the resident in violation by letter advising them of the violation and requesting appropriate action to remedy it. *This letter will provide notice that the violation must be remedied within 14 days from the date of mailing of the letter or that the resident in violation must submit to the Board of Directors a written plan, including timing, for curing the violation within a reasonable time, where such violation cannot be fixed within the 14 days.*

If the violation is not cured within 14 days of the date of mailing of the letter described above (or if progress is not being made to remedy such violation by a plan agreed to by the resident in violation and the Board of Directors) the Board, through the managing agent, will institute a fine to the owner by the Fine Policy. A hearing may be requested per the Policy. Additionally, the Board of Directors may refer the matter to legal counsel for appropriate action to secure compliance with the Association's governing documents.

The above procedures do not preclude the Board of Directors from taking accelerated measures in the case of a violation that constitutes an emergency. The Association may also use shorter notification periods or not provide multiple warnings for the correction of violations of the Standards and Guidelines where circumstances dictate. In addition, there may be other enforcement remedies, like the right of abatement or fines.

FINES FOR VIOLATION

- A. Fines may also be assessed against the property owner per Florida Statutes if the violation of these guidelines, once issued, is not resolved promptly.
- B. A maximum of \$1000 may be assessed per notice and opportunity for a hearing.
- C. Fines shall be subject to Notice and hearing Requirements before they are imposed.
- D. The fine may become a lien on the property.

DESIGN GUIDELINES

ADDRESS NUMBERS

- Address numbers are required to be displayed prominently on a wall surface visible from the street
- An application is required for numbers or address plaques that are not four-inch (4”) black numbers of a standard typestyle.
- Numbers may not be displayed on garage doors.

AIR CONDITIONERS/HEAT PUMPS

Window air-conditioning units are prohibited. There is no requirement for an approved architectural application for replacing central air conditioning units as long as they are the same size, appearance and are placed in the same location. All air conditioning and heat pump units should be screened from view.

ANTENNAS and SATELLITE DISHES

Exterior antennas are prohibited unless they cannot be seen from the street or the common area. If a signal cannot be obtained in said location as confirmed by professional, alternative locations that are as unobtrusive and concealed as possible may be considered. Any homeowners may install satellite dishes to receive audio and/or video programming and media reception. A satellite dish not exceeding one (1) meter in diameter (i.e., Direct Broadcast Satellite) is permitted as allowed by the 1996 Telecommunication Act. It only requires notification to the association that it is being installed. The satellite dish must be mounted to the outside of the house in the location that best minimizes its visibility from the street and other homes. The dish should be mounted on the back of the house or placed to hide it from street view and should not extend above the roof's crown. If reception cannot be obtained from these locations, the satellite dish should be located as unobtrusively as possible on the property. Masts higher than six (6) feet will not be permitted. Screening, such as shrubs, is required where possible.

AWNINGS

Only canvas fabric awnings for shading interior rooms may be installed. All other materials, including but not limited to metal, plastic, vinyl, or other materials, are prohibited. Only rear or side installations are permitted. The awning fabric color must match the home's trim or body color scheme. The structure and installation of any awning must comply with county regulations and codes and, where applicable, be supported by a permit granted by the county.

CLOTHESLINES

Semi-permanent clotheslines or similar apparatus for the exterior drying of clothes are permitted. Removable clotheslines erected during daylight hours and only in the rear yard or those screened from view behind a fence are acceptable.

DECKS, ARBORS, GAZEBOS, and SCREENED ENCLOSURES

The Architectural Review Committee must approve all decks, arbors, gazebos, and/or screened enclosures. Homeowners are advised to consider the following factors:

1. Location. Items must be in the rear yard.
2. Scale and Style. The scale shall be compatible with the scale of the house as sited on the Lot. Decks, particularly elevated, should be of a scale and style consistent with the home to which they are attached, adjacent homes, and the environmental surroundings. Solid trim board(s) must cover any open side of the deck to conceal the joists and cut ends of the deck.
3. Materials. Construction materials for decks and gazebos must be smooth, high-quality pressure-treated lumber or comparable composite material. Screened enclosures must be constructed using aluminum.
4. Color. Materials for decks and gazebos should be left in a natural condition or treated with a neutral or wood color stain or sealer. Aluminum for screened enclosures must be white or bronze.
5. Under Deck Storage. Elevated decks may not utilize the under-deck area for storage space. The Architectural Review Committee, particularly in the case of high decks, may require decorative screening, either wood or plant material, to minimize adverse visual impacts.

Any lattice, sun shields, privacy screening, benches, flower boxes, or other decorative items should be outlined in the application and will be reviewed on a case-by-case basis and must be fabricated of like material.

DOG HOUSES AND RUNS

Doghouses, dog cages, and dog runs are prohibited. All outdoor animal cages, play structures and houses are also prohibited.

FRONT DOORS

Front doors must be painted the body color or trim color of the house, or such other color permitted in the color pallet. Front doors shall be uniform in appearance to all other front doors in the community. Screen doors on the front-facing door are not permitted. Screening in the front door area or the front of the house is not allowed. Also, see Exterior Painting for custom color consideration.

DRIVEWAYS AND WALKWAYS

Architectural Review Committee approval will be required for all driveway construction, extensions, modifications, and additions to driveways. This includes walkways. The primary considerations will be no adverse aesthetic or drainage impact on adjoining Lots or common areas.

Additions or modifications must be of the same materials and colors as the existing driveway and shall not exceed the width of the garage. Driveways cannot be painted. However, driveways may be stained with a neutral concrete color approved by the board. Natural pavers are permitted. Walkways and driveways must have the same material, color, and style.

No storage of construction, landscape, or sizable materials can be left on the driveway exceeding 30 days without commencing construction or use.

EASEMENTS

Easements for installation and maintenance of utilities and drainage facilities are reserved for the Association and the County, as shown on the Plat of the Property. It is not prohibitive, although not recommended, that structures such as fences, plantings, or other materials be placed within the easements. However, provided such items do not impact any easement holders' use of the easement and are otherwise allowed, they may be approved. It is not the ARC committee's role to determine the impact, if any, on an easement holder. Any items installed in these areas may be removed by the Association or other easement holders and will not be replaced. An article in an easement may be allowed today but must be removed in the future. Any installation in an easement area is done at the risk of the owner of the lot with full knowledge that it may be removed or be required to be removed at any time.

No structure, planting, or grading in these areas is allowed if their presence could damage or interfere with water drainage or access by the easement holder.

EXTERIOR LIGHTING

The Architectural Review Committee shall determine whether exterior lighting is an annoyance or unreasonably illuminates other owners' property. Flood and security lighting shall be concealed as much as possible to prevent direct visibility of the light source and light impacts and to limit glare. Proposed replacement or additional fixtures must be approved and compatible in style and scale with the applicant's house. No exterior lighting will be directed outside of the applicant's property. Proposed additional lighting will not be approved if it will result in an adverse visual impact to adjoining neighbors due to location, wattage, or other features. Lighting shall generally not be conspicuous and shall not shine onto another Lot.

Low-voltage or solar-powered landscape lighting, including low voltage floodlighting, is permitted along walkways, planting beds, or other landscaped areas, so long as all wiring is concealed from view and light fixtures do not stand more than 18" above the ground. No more than 20 lights per Lot are permitted without prior approval from the Board, based on the unique features of the Lot. No lights are allowed in lawns except along the driveway within 3" of the said driveway or along flowerbeds.

EXTERIOR PAINTING

All exterior painting, including walls, trims, garage doors, and exterior doors, is subject to ARC Review. The Association has a color palette that must be utilized. Using this color palette will expedite the approval process because the ARC has vetted these colors to be aesthetically appealing. However, it is permitted to have an additional coloring scheme only if the color scheme meets the visual and aesthetic appearance of the community. Custom colors must be reviewed with professional color consulting services at the owner's expense. The owner, at his expense, may provide a testament from a color consultant that the color scheme fits the community's general appearance.

Note: Garage doors and gutters may be painted to match the color of the walls, the front door, and trims.

Exception: Building exteriors may be repainted or re-stained if there is no color change from the original. The entire item must be repainted or re-stained to ensure uniformity. Similarly, exterior-building components may be repaired or replaced so long as there is no change in the type of material and color.

FENCES & GUTTERS

General guidelines for the construction and Architectural Review Committee approval of fences are provided below.

1. All fences must be constructed of PVC (vinyl), metal, or natural board on board wood. No chain link, mesh, barbed wire, hog wire, or similar fences will be allowed. Fencing that is finished on one side only

must be constructed with the finished side facing out. All fence pickets must be installed on the outside of the posts. Gates must be built of the same height as the fence and be of the same material as the fence. Gate hardware shall be unobtrusive and rust resistant. Wood fences shall be plumb and coated with a clear weather-resistant sealant. Staining or painting fences are not allowed.

2. Fence Limitations. The height of the fence shall not exceed six (6) feet above ground level. Fences must be in the rear yard of the Lot and shall not extend beyond the front of the home. All fencing within a Lot must be the same material, color, and size.
3. Fencing along retention areas or lakes must not be solid and shall be a picket-style fence that allows visibility. The height shall not exceed four (4) feet for fencing installed directly adjacent to the lake or pond. Fences must taper when different sizes are required, but the style, material, and color shall remain the same.
4. Fence shall be installed within the boundaries of the Lot or property and cannot encroach into the Association's common ground that prevents it from performing landscaping or maintenance duties. Also, see Easements.
5. Rain Gutters are of a continuous type or sectional of aluminum material or PVC. Alternatively, a Rain Dispersal System may be used. Rain gutters may be the color of property-approved house trim for the house's color scheme.

FLAGS AND FLAGPOLES

Permanent, freestanding flagpoles are prohibited.

One temporary and portable flag pole staff, which does not exceed six (6) feet in length and extends higher than the roof, can be attached at an incline to the wall or pillar of the home to display one (1) 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 four and a half (4 ½) feet by six (6) feet, which represents the United States Army, Navy, Air Force, Marine Corps, or Coast Guard, or a POW-MIA flag. Other decorative and/or seasonal flags may be displayed as long as they are hung respectably as determined expressly by the Board. These flags may be flown without ARC approval. The Association may request the removal of any flag at any time unless prohibited by law.

A freestanding flagpole no more than twenty (20) feet high may be erected on any portion of the homeowner's real property if the flagpole does not obstruct sightlines at intersections and is not erected within or upon an easement. The owner may further display in a respectful manner from that flagpole one official United States flag, not larger than four and a half (4 ½) feet by six (6) feet and may additionally display one official flag of the State of Florida or the United States Army, Navy, Air Force, Marines, or Coast Guard, or a POW-MIA flag. Such an additional flag must be equal to or smaller than the United States flag. 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 and any locational criteria contained in the governing documents.

HOLIDAY DECORATIONS AND LIGHTING

Homeowners may display a reasonable number of holiday decorations and lighting, beginning no more than 30 days before a publicly observed holiday or religious observance and remaining no more than 20 days after that. No ARC application shall be required. However, an owner may be required to remove some or all holiday decorations in the event the ARC determines the decorations and/or lighting are:

1. Excessive in number, size, or brightness.
2. Draw excessive traffic.
3. Unreasonably interfering with the use and enjoyment of the Common Area and/or adjacent Lots.
4. Causes a dangerous condition to exist. The Homeowner must remove the decorations or light within 48 hours after receiving written notice from the Association.

Homeowners are encouraged to use safe practices in connecting outdoor electrical lighting and to prevent trip hazards caused by decorations and/or electrical cords.

GARAGES

Screening of garage door openings is prohibited. Garages shall not be used as living spaces. Garage doors must be the same design and style as initially constructed. The garage door shall be painted either the body or trim color of the unit.

HOT TUBS/SPA

Exterior hot tubs or spas must be in the rear yard adjacent to the dwelling unit.

The exterior finish of an elevated hot tub should blend with the exterior finish of the home, deck, or patio to which attached or most closely related. All hot tubs and spas must have a hardcover when not in use and incorporate safety measures to keep children out of the hot tub or spa when not in use. Installation of exterior hot tubs or spas requires approval of the Architectural Review Committee. Hot tubs or spas shall not be placed directly on the ground. •

Hot tubs and spas shall be screened from view, so they are not visible from the street or by adjacent property owners. The application shall include proposed screening, if necessary. No more than one hot tub/spa will be permitted per lot. Hot tubs and spas shall be of a material and color that will blend with surrounding structures. Special soundproofing may be required because of the proximity of Dwelling Units to each other.

IRRIGATION SYSTEMS

Irrigation systems must be kept in good working order to prevent dead or unsightly landscaping.

LANDSCAPING

- The Architectural Review Committee must approve all landscape installations or changes.

Exception: Minor landscape improvements do not require Architectural Review Committee approval. This is limited to annual flower plantings, single specimen plants, replacement of dead plants, or small-scale enhancements that do not materially alter the appearance or topography of the Lot.

- No tree, hedge, or landscape feature can be placed in a location where it will obstruct sightlines for traffic on community streets, neither at the time of planting nor as the plants grow.
- No planting or structure may interfere with any easement or the flow of any drainage channel.
- Large landscape beds are not permitted and shall generally be located against the house or around trees. Front lots shall be at least 60% sod. All sod must be a St. Augustine variety or Zoysia. No Artificial Turf is permitted.
- Retaining walls are discouraged but permitted when needed to prevent erosion. Retaining walls may not interfere with drainage patterns. Retaining walls shall be no higher than three (3) feet and only approved as necessary to prevent erosion.

LAWN ORNAMENTS/POTTED PLANTS/WALL HANGINGS

- Pots must be earth tone in color, in good shape, and shall be of a consistent style. An excessive number of pots shall not be used.

- Four (4) statues or ornaments, each no larger than 30 inches in height, shall be allowed upon approval by the ARC in a landscape bed in the front yard of the home; two (2) at the front entrance and two (2) in the planting beds next to the home. The color must be consistent with the house color and trim. Plastic ornaments are not permitted. Two (2) hanging and potted plants are allowed at the front entry areas and shall be counted as a lawn ornament. No artificial flowers, plants, or trees may be displayed on a home's exterior except that artificial flowers and plants may be used in indoor wreaths.
- Single family birdhouses and small feeders (bird and squirrel) are not restricted if concealed from street view. One birdbath and up to three (3) bird feeders are permitted. A birdbath shall count as a lawn ornament.

LANDSCAPE BORDERS/EDGERS

- An application is required to install all landscape borders, edging, or similar structures in front yards or areas visible to others in the community. The use of railroad ties is prohibited. Also, see the exception in Landscaping
- In most cases, the Board or ARC will only approve landscape borders constructed up to two courses high or a maximum of 8", whichever is less. The border/edgers must follow the established landscape pattern and be of natural color. Popcorn or poured cement landscape borders are prohibited.

MAILBOXES

Mailboxes must be identical to the uniform style, design, size, and color for mailboxes in the community. Mailboxes shall be maintained to be in good working condition and kept in good appearance. Paint chipping, peeling, or discoloration shall be repaired.

MULCH

Plant beds and trees visible from the street will be mulched with pine bark, cypress mulch, or colored stone chips. Stone chips are only permitted when used in conjunction with a rigid permanent landscape edging. Material shall be of a single-color scheme and type throughout the landscaping for the Lot.

PATIOS AND WALKWAYS

All patio construction requires Architectural Review Committee approval. Patios must be in the rear yard behind the house. Durable construction materials such as stone, brick, pavers, flagstone, concrete, or similar material are recommended. Any adverse drainage requirements that might result from the construction of a patio should be considered and remedied. Patios shall not affect the drainage on any Lot or in the community. Using a partially porous patio surface or installing mulch beds adjacent to the patio will assist in eliminating drainage concerns. Patios on corner Lots and visible from the street must be screened.

Walkways require Architectural Review Committee approval. They should be installed flush to the ground. Only stone, brick, concrete, or durable construction materials should be used. The scale, location, design, and color should be compatible with the Lot, home, and surroundings and must be of the same material, style, and color as the driveway when in the front of the house or visible from the street.

Note: The community sidewalks on the side of the street are the County properties. No alteration or modification to these sidewalks is allowed, except for pressure washing to keep the surface clean.

RECREATION – COMMUNITY PLAYGROUND

- a) Supervision is always required for children in the playground
- b) Only children can play on the playground equipment.

- c) Observe and follow safety signage in the area to avoid mishaps
- d) No food or drink, except for essential hydration purposes.

RECREATION AND PLAY EQUIPMENT

All recreation, play, or sports equipment must be in the rear yard. Examples include sandboxes, playhouses, swing sets, trampolines, etc.

Basketball Backboards. The ARC must approve basketball backboards. Backboards may not be affixed to the home. Clear Plexiglas backboards are encouraged. At all times, the backboard, hoop, and net must be maintained appropriately. Poles are painted in a solid earth tone or black. No court markings shall be painted, drawn, or otherwise affixed to the driveway playing surface. Basketball backboards/goals shall not be permanent and be stored in the garage or on the side of the house when not used.

ROOFING, and ROOFING REPAIR

New roof or roof repair requires ARC approval. The roofing company or contractor shall pull the county permit for the installation of the roof. Homeowners may pull the permit only if the homeowner does the work. Roofing materials shall be removed from the property as soon as the work is completed. Homeowners are responsible for debris left behind, such as roofing nails, that may cause property damage or injury to other residents.

Waterproofing tarps may be used as temporary means until the roof is repaired. Tarps may be used for up to 3 weeks. If the repair is longer than 3 weeks, the owner must update the HOA of the expected completion time of the repair. The ARC committee may require proof of work in progress by paper trail.

Roofing materials can be asphalt shingles, clay, concrete, slate, or metal. No wood shakes or shingles are allowed due to poor fire protection rating. The color of materials shall be natural and match the home exterior color as determined by the ARC.

ROOM ADDITIONS

No room additions are permitted.

SIGNS, COMMERCIAL, POLITICAL, & ADVERTISING

- a) Not allowed unless ongoing construction. To be removed immediately after construction.
- b) No political signs or statements of any kind are permitted.
- c) No religious display of any kind is permitted.
- d) No advertising, except for an ongoing garage sale on the day of the sale, is permitted.
- e) Home alarm warning sign is acceptable as long as they are no larger than 64 square inches.

Signs that are not removed after a friendly notice has been sent may be removed by the HOA management company. The cost of removal of the sign may be invoiced to the owner. Failure to pay for the cost will result in a lien to the property.

REAL ESTATE SIGNS

Only one post or step-in sign advertising a property for sale or rent may be displayed on a Lot. Such signs must not exceed one (1) discreet, professionally prepared "For Sale" sign of not more than three (3) square feet. The sign may only be placed in the front yard of the home. Real estate sale signs are not allowed on HOA common ground.

STORAGE SHEDS

The County requires a permit for sheds. Installation of a shed also requires HOA approval.

One shed is permitted for each property and must not be *Street View*. It shall be installed on a level surface. It shall have the following specifications:

- a) Maximum size: 100 square feet and no taller than 6 feet.
- b) Be securely strapped to a solid structure or to the ground.
- c) Shall be made of a suitable material such as plastic, wood, or aluminum
- d) Well-constructed of commercial quality.
- e) Shall be coordinated with the color scheme of the home
- f) Must have a working smoke detector
- g) No permanent power facility is permitted. An extension cord connected to the shed, left overnight, is considered a permanent power facility.
- h) No storage of materials around the shed is permitted.

SOLAR PANELS

Solar panels and collectors are permitted and require Architectural Review Committee approval and shall be placed on the back of the roof, so they are not visible whenever possible.

TEMPORARY SHELTER – CARPORTS

A pop-up shelter is permitted for use during an event or during daylight hours but not erected overnight. In exceptional cases, request ARC approval for temporary use.

Carports are not allowed.

STORM SHUTTERS

No hurricane shutters or protective covering for a residence's windows and glass doors on a Lot may be installed without ARC approval. If approved, mounting brackets and removable storm shutters are permitted. Mounting brackets must be discrete and may be permanently installed on the home. They shall be painted or colored to blend in with the home. Shutters may only be affixed to the house when Emergency Services officially notifies of an arriving storm, no sooner than 120 hours before the predicted approach of the storm. Shutters must be removed and stored within 72 hours after the winds have subsided. Hurricane shutters may not be used for security or any other purpose.

SWIMMING POOLS, and WADING POOLS

Temporary or aboveground pools are not allowed. Only in-ground swimming pools are permitted. Pools must be in the rear of the property and enclosed. The Architectural Review Committee must approve them.

All permanent swimming pools shall have security fencing or screen enclosures installed per existing jurisdictional codes. Screen enclosures must have ARC approval and meet governing agency codes.

Pool construction shall be per applicable governing agency codes.

TRASH CONTAINERS & LITTER

All trash, garbage, and other waste shall be kept in permanent plastic sanitary containers and, unless required to be placed at the curb for scheduled pick-ups, all containers shall be held at the rear of the property or in the garage, out of sight from the street. Such permanent plastic containers shall be retrieved from the curb and stored out of sight as soon as possible after the scheduled pickup, but in no circumstances are they to remain at the curb overnight.

Trash containers may be stored on the side of the property, provided they are not visible from the street, or they are covered by a suitable enclosure. A suitable enclosure is defined as an enclosure of appropriate dimensions (width,

height, and depth) to cover 2 trash containers, and it is made of rot-resistant materials having a matching color scheme with the property. The ARC committee will review and approve such enclosure and the location where it is placed.

All clippings, branches, limbs, leaves, plant material, plant debris, and waste resulting from any lawn, landscaping, or tree maintenance performed shall be removed and properly disposed of at or around the time the lawn, landscaping, or tree maintenance is performed.

If the collector does not pick up trash left in front of the property, the owner is responsible for removing it as soon as possible. Trash and/or garbage cans shall not be left out in the front for longer than 48 hours past the collection day.

Bulk items more than 3 cubic feet (cf³) will not be picked up by the waste management company. The owner is to contact the waste management company for the removal of these materials. If arrangement is not made by the owner within 2 trash pickup cycles, the HOA management company may remove these items and may invoice the cost of removal to the owner. Failure to pay will result in a lien to the property.

Call Osceola Waste Management at (407) 742-7750, to arrange for removal of bulk materials from the property.

TREE REMOVAL

There are a few locations where trees are found in this community.

1. Trees located on the side of the street are the Osceola county's responsibility. The owner is to contact the county, Roads and Bridges, to request a service ticket to remove these trees.
2. Trees located in the HOA common areas is the responsibility of the HOA. Any concern should be sent to the board for consideration.
3. Trees located on the owner's property, follow the guidelines below.

Trees removal shall be subject to ARC review, especially oak and cypress trees. No tree having a diameter of six inches (6") or more measured four feet (4 ') from the ground may be removed from any part of the Property, including Lots, without the prior written approval of the ARC.

An ARC Application for the removal of a tree shall include the following:

- i. Documentation from a licensed or certified arborist or arbor culturist specifying, identifying, and supporting the removal of the tree under one of the Tree Removal Exceptions; and
- ii. Documentation that the applicant is permitted or authorized to remove the tree per local government regulations or documentation indicating that the local government is not required to approve or authorize the removal of the tree.

Tree removal will be considered under the following conditions:

1. The tree or its limbs present a safety hazard to people and property
2. The tree roots are damaging the foundation of the property or the driveway
3. The tree is dying, and there is no recourse but to remove it. An ISA Certified is required to determine the state of the tree's health to consider that the tree is dying.
4. A removal of the tree must also include the removal of the tree trunk, limbs, branches, leaves, saw dust, and stump. The area where the tree was shall be leveled and restored to an orderly manner.

TREE TRIMMING

There are a few locations where trees are found in this community. Also see definition of *Heavy Pruning*.

1. Trees located on the side of the street are the Osceola county's responsibility. The owner is to contact the

- county, Roads and Bridges, to request a service ticket to remove these trees.
2. Trees located in the HOA common areas is the responsibility of the HOA. Any concern should be sent to the board for consideration.
 3. Trees located on the owner's property, follow the guidelines below.

As trees gain appropriate maturity, to avoid interference with pedestrian or vehicular travel and to maintain visibility, trees with branches or limbs over or above any sidewalk, street, or other pedestrian or vehicular right-of-way shall be maintained in the following manner:

- i. Branches and limbs over or above any sidewalk or pedestrian right-of-way shall be pruned or trimmed to a minimum of seven (7) feet from the ground; and
- ii. Branches and limbs over or above any street or vehicular right-of-way shall be pruned or trimmed to a minimum of fourteen (14) feet from the ground.
- iii. Branches that encroach on another owner's property is the responsibility of the owner where that tree is located.

Excessive pruning or trimming of branches or limbs of trees, which substantially limits or reduces the shade provided by such trees, is prohibited unless one of the following exceptions applies:

- i) The branch or limb to be removed dying/dead or is in poor health,
- ii) The branch or limb to be removed has a disease that can be expected to be transmitted to other trees and endanger their health, or
- iii) The branch or limb to be removed would present a hazard to life or property, which cannot reasonably be mitigated without removing the branch or limb.

If someone prunes, trims, cuts, damages, or otherwise mutilates a tree, it leaves the tree dying/dead or in poor health so that its revival or restoration to a sound condition is not practical; it shall be deemed a tree removal. The Board will institute the Fine Policy in this case.

VEGETABLE GARDENS AND FRUIT TREES

Vegetables, herb gardens, and fruit trees are permitted. It is recommended that they are located at the rear of the home. Vegetable gardens and fruit trees must be maintained to avoid attracting animals or having rotten fruit drops visible from the street or common areas.

WATER SOFTENERS/PROPANE TANKS

Waste drainage of water softeners must be tied into existing waste line systems. No in-ground drainage shall be permitted. Exterior water softeners must be placed under the ground surface or in walled-in or screened-in areas to avoid being visible from the street or any neighboring Lot. Propane gas tanks must be placed under the ground surface or in walled-in or screened-in areas to avoid being visible from the street or any adjacent Lot. Appropriate shrubbery screening may also be required.

WINDOWS

Replacement windows must be identical in style, size, and color to those currently installed. Decorative or stained-glass fixed windows are not permitted. Window film or tint is prohibited unless the window film or paint has no visual impact on the glass. Window flower boxes are not allowed.

OTHER REQUESTS

Homeowners shall only be permitted to use the design features, architectural styles, exterior colors and material, details of construction, location and size of any structure, landscaping, and other items requiring approval from the Architectural Committee that are already in use within the community for comparable lot types as of the date above

on which these Architectural Control Guidelines were passed, or which are expressly permitted herein.

GRANDFATHER CLAUSE

Any change made to a homeowner's property, which has been approved by the Association, and is appropriately documented before the adoption of the above guidelines, need not be modified following the guidelines specified herein. Also, any improvements made by the original builder, if installed under a valid building permit, are automatically grandfathered. These modifications will be considered acceptable under this clause.

Note: Proof of documentation (approval record) is required for consideration of grandfathering requirement.

GENERAL MAINTENANCE REQUIREMENTS

Owners are responsible for maintaining the exterior appearance of their house, landscape, and other improvements on their Lots in good order and repair. While it is difficult to provide precise criteria for what the Association deems as unacceptable conditions, the following cases represent some of the conditions that would be considered a violation:

- Peeling paint on houses
- Damaged or dented mailboxes, garage doors
- Cracked stucco, walls, or exterior surfaces
- Fences and gates with leaning, broken, deteriorating, or missing parts
- Recreation equipment or playhouses with broken doors or in need of painting or other repairs
- Decks with missing or broken railing or parts
- Unkempt lawn and landscaping need mowing, pruning, edging, weeding, insect control, diseased, dying, or dead plants.
- Missing shutters, shingles, windowpanes or storm window parts, house numbers, bricks, siding, etc.
- Storage of play items, yard equipment, and other clutter in front or rear yards
- Mold/mildew and dirt on exterior walls, fascia, sidewalks, driveways, and garage doors.

The exteriors of all structures, including, without limitation, walls, doors, windows, roofs, and entrances, shall be kept in good maintenance and repair. No structure shall be permitted to stand with its exterior in an unfinished condition for longer than three months after the commencement of construction. In the event of a fire, windstorm, extreme weather, or other damage, the exterior of a structure shall not be permitted to remain in a damaged condition for longer than three (3) months unless expressly accepted by the Board in writing. If not properly maintained and/or deemed a safety hazard, the ARC or Board of Directors may make necessary repairs and bill the homeowner.

LANDSCAPE MAINTENANCE REQUIREMENTS

Owners are responsible for the lawn and landscaping on their Lots:

- Mowing, edging, trimming, weeding, and performing all other forms of lawn maintenance regularly, so the lawn on the Lot persists in a well-maintained, green, healthy, and living condition,
- Pruning, trimming, clipping, and performing all other forms of landscaping maintenance regularly so that the landscaping on the Lot persists in a well-maintained, green, healthy living condition,
- Maintaining the lawn on the Lot in such a manner as to avoid the appearance, accumulation, and/or existence of any plain, dead or bare areas of the lawn,
- Maintaining the landscaping on the Lot in such a manner as to avoid the appearance, accumulation, and/or existence of any dead landscaping,
- Sodding or re-sodding any dead or dying portions of the lawn to correct the appearance, accumulation, and/or existence of any plain, dead or bare areas of the lawn,
- Maintaining the lawn and other portions of the Lot in such a manner as to avoid the appearance, accumulation, and/or existence of noxious, uncultivated, or rank weeds, grasses, or undergrowth and remove the same as needed,

- Maintain the landscaping beds on the Lot in such a manner as to avoid the appearance, accumulation, and/or existence of any leaves, sticks, seeds, acorns, plant debris, and noxious, uncultivated, or rank weeds, grasses, or undergrowth and remove the same as needed,
- Treating the lawn and landscaping with fertilizer, pesticides, and any other chemicals or similar treatments regularly so that the lawn persists in a uniform, healthy, green, and living condition, free of weeds and insects, and
- Watering the lawn and landscaping thereon as necessary, but in compliance with any prevailing codes, ordinances, or water restrictions imposed by any governmental agency or body, to keep such lawn and landscaping in a green, healthy, and living condition.

COMMUNITY SWIMMING POOL RULES

- a) There is no lifeguard on duty. SWIM AT YOUR OWN RISK.
- b) Operating Hours are between dawn and dusk daily. Lock will be activated outside of the operating hours.
- c) No smoking, vaping, or marijuana use anywhere on the pool deck or in the pool.
- d) Key Access – Every homeowner is provided with a key that cannot be reduplicated. Do not allow entry to other residents that do not have their keys. The pool is for the use of residents and their guests only.
- e) Oversized floats are not permitted.
- f) Diving is not permitted.
- g) Pets are not permitted in the pool or pool deck.
- h) Food and Drinks – No food or drink is allowed in the pool area
- i) Running on the pool deck is not permitted.
- j) Noise, such as audio equipment and/or voice levels, must be maintained at a minimum volume. Earbuds or headphones should be used when possible.
- k) Infants and toddlers must utilize swim diapers.
- l) Proper attire must be worn
- m) Safety equipment must remain where they are installed. Report to the Board or the ARC if a piece of equipment was damaged.
- n) Do not move pool furniture
- o) Please help maintain a clean environment and dispose of all litter in the trash containers.
- p) All posted rules at the pool or on the pool deck must be complied with.

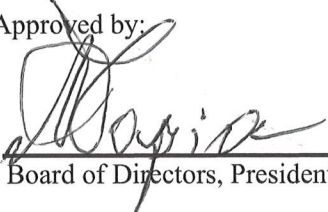
EXHIBIT A - ARCHITECTURAL REVIEW APPLICATION

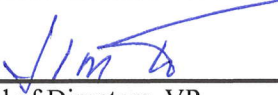
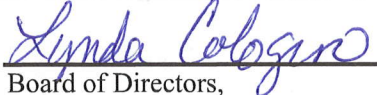
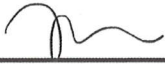
Refer to Oak Hammock Website for the form. www.oakhammockhoa.com

EXHIBIT B - APPROVED EXTERIOR PAINT COLORS

Refer to the Oak Hammock Website for the Color Palette. www.oakhammockhoa.com

Approved by:

	Arturo A. Tapia	11/14/2023
Board of Directors, President	Name	Date

	Jim To	11/14/2023
Board of Directors, VP	Name	Date
	Lynda Cologero	11/14/2023
Board of Directors, Secretary/Treasurer	Name	Date
	Valerie Barkley	11/13/2023
ARC Committee Chair	Name	Date