

Winterlakes Property Owners Association, Inc.

MODIFICATIONS COMMITTEE

ARCHITECTURAL GUIDELINES AND COMMUNITY-WIDE STANDARDS

In accordance with the Declaration of Protective Covenants for Winterlakes including Article VII, Section 10., and applicable Florida Statutes these guidelines and standards have been adopted and shall apply to all Lots / Units governed by Winterlakes Property Owners Association, Inc.

A Modification Application is incorporated with these guidelines and standards. Owners must comply with the Modification Application including any conditions, instructions, and requested information. These guidelines and standards are to assist Owners in preparing a Modification Application. A Modification Application may be obtained from the management of Winterlakes Property Owners Association, Inc.

All architectural changes must be approved prior to work commencing.

The Board reserves the right to amend these regulations from time to time as they deem appropriate. These guidelines are not the exclusive basis for the Reviewer's decision, and compliance with these guidelines does not guarantee an application's approval.

A Modification Application must include the following:

- 1: Completed / Signed Application
- 2: Proposed Plans & Specifications
- 3: Property Survey that shows the locations and dimensions of the proposed change, alteration, renovation or addition marked on the survey.
- 4: Other required information necessary for approval. This information may be at the discretion of the Modifications Committee, the Board of Directors, and/or as specified in the governing documents, these guidelines and standards, and/or the Modification Application.

Note Important Requirement: Applications should include copies of the survey, drawings/plans & specifications, color sample (paint chips with MFG name and number), and any additional required information to be considered complete.

Processing will be delayed for incomplete applications. An application is considered received when a fully completed application has been properly submitted to the Association.

A. Fences

No fence of any type, including invisible fencing, is permitted to be erected on a Lot without the prior written approval of the Modifications Committee

1. All fences will be white poly-vinyl chloride (PVC)
2. Fences must be no taller than 6' in height
3. The Modifications Committee, Board of Directors, and the Association reserve the right to make additional requirements for all fence applications as determined on an individual basis.

B. Decorations

All decorations, excluding Holiday/Seasonal, and potted plants must conform to this section. A Modification Application shall be submitted for all decorations (other than Holiday/Seasonal) and potted plants. The application shall be descriptive as to size, color and material of the desired items. The decoration(s) shall not be obscene or vulgar in nature; shall be designed to blend in aesthetically as practicable; and shall be reasonably sized to fit the Lot/home site. The Modifications Committee may make reasonable requests of the Owner or resident to modify the decoration and/or its placement to achieve architectural consistency with surrounding structures.

1. Front of Unit/Home:

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- a. A maximum of ten (10) total decorations or potted plants are allowed in to be placed in the front of the Unit/Home within the plant beds, walkways, and patio/porch. Driveways are excluded from acceptable areas for placement of decorations/potted plants. Walkway pots or decorations must not block access to emergency personnel. Decorations or potted plants must not interfere with the landscape contractor. The Owner will take precautions not to cause damage by installing any such approved decoration, the Owner assumes the risk and agrees to hold harmless the Association.
 - b. No decoration(s) shall exceed a height of thirty-six (36") inches; except for a Shepherds hook, which shall be no more than ninety-six (96) inches high; or a Trellis, which shall be no more than ninety-six (96) inches high and (48) inches wide and all appurtenances thereto shall be maintained by the Owner.
 - c. Decoration(s) must be firmly attached to the ground and be able to withstand winds up to 55 miles per hour or be removable as necessary. If the decoration(s) is/are attached to the ground it must be within an approved plant bed.
2. Front Entry Wall Decorations:
- a. Decoration area shall be no higher than (60) inches tall nor (60) inches wide and extend no more than 1 foot from house wall.
 - b. Decoration(s) must be firmly attached and be able to withstand winds up to 55 miles per hour or be removable as necessary. If the decoration(s) is/are attached to the ground, it must be within an approved plant bed.
 - c. Decoration(s) shall not interfere with landscape contractor. The Owner will take precautions not to cause damage by installing any such approved decoration the Owner assumes the risk and agrees to hold harmless the Association.
 - d. Maximum of one decoration on any front entry door, no larger than 18 inches tall or wide.
3. Rear Yard Decorations:
- a. A maximum of ten (10) decorations or potted plants are allowed in plant beds.
 - b. Decoration(s) in the rear yard shall be no higher than thirty-six (36) inches, with the exception of a shepherd's hook, which shall be no more than ninety-six (96) inches high; or a Trellis, which shall be no more than ninety-six (96) inches high and (48) inches wide and all appurtenances thereto shall be maintained by the Owner.
 - c. Decoration(s) must be firmly attached to the ground, rear wall or tree and be able to withstand winds up to 55 miles per hour or be removable as necessary. If the decoration(s) is/are attached to the ground it must be within an approved plant bed.
 - d. Decoration(s) shall not interfere with landscape contractor. The Owner will take precautions not to cause damage by installing any such approved declaration the Owner assumes the risk and agrees to hold harmless the Association.

C. Rear Porch Enclosure, Screen Enclosures, Pool Additions, Patio, Lanai

1. Screening is to be charcoal in color. Framing shall be bronze or white in color. Color is to be noted on the application.
2. No flat roofs are allowed, enclosure must have Mansard, Sloped, Dome or Hip style roof.
3. The pool equipment (pump, filter, etc.) shall be screened with a 4' white (PVC) fence or viburnum type hedge dense enough to block the view of the equipment from anyone not standing on the Lot.
4. Pool/spas may use electric, solar heating, or gas heating. For information on *solar heating* see Section R. of these guidelines. Storage of gas/fuels (including natural gas and propane) within the community is restricted; see Section V. 1. of these guidelines.
5. Proper permits from the County/City are required and must be obtained by the applicant.

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6. Access to construct any enclosure or pool should be limited to the Lot/home site upon which the enclosure or pool is to be built only. Any location where any new or altered patio abuts the foundation of the Unit/Home must be termite treated to keep the termite bond in full force and effect.
7. The grade of the Lot/home site may need to be adjusted to accommodate the installation and to ensure the drainage pattern of the Lot/home site is maintained. Applicant is responsible for re-sodding and relocation and reinstallation of all landscape material. Sod/landscape material installation should be completed within one week of approved patio installation.
8. Vinyl window tinting must not have mirror finishes, tinting must be removed if cracking or bubbling occurs. Color must be noted on the application.
9. No window unit type air conditioner units are allowed on Unit/Home.
10. Owner shall be responsible for all damages to other lots and / or common area, which may result from performance work.

D. Screen/Storm doors, Glass Doors/Inserts, Garage Doors

1. Screen/Storm doors may be permitted; the frame color shall coordinate with the color of the Unit/residence stucco or be white. Color sample of the door and a picture of the Unit/residence must be supplied with the application and approved by the Modifications Committee prior to installation.
2. No decorative grills or designs will be permitted on screen/storm doors.
3. A color sample showing full design of Glass Doors/Glass Door Inserts must be provided with application.
4. Door and door frame color changes must be approved; color sample and a color picture of the Owner's Unit/residence and neighboring Unit/residence on each side must be supplied with the application.
5. Sliding and Roll-up style garage screens will be allowed on garage openings. Equipment mount must be within the garage frame. Garage screen color shall be charcoal or may be white if it coordinates with the house trim or garage door. Frame shall be white or match the color of the Unit/residence stucco or trim. Color samples and a color picture of the Unit/residence must be supplied with the application.
6. Garage doors shall remain closed always, except when vehicle or pedestrian access is required or when an approved garage screen is in use.
7. A garage door shall not be closed at the same time an attached garage screen has been drawn into use.

E. Hurricane Shutters

1. Shutters require to be submitted for the Modifications Committee review.
2. Only Accordion, Roll Down, or Clear Lucite/Lexan/Acrylic style shutters are permitted.
3. If permitted, Bahama Shutters shall match the color of Unit/residence front entry door or trim of house.
4. "Hurricane Shutter Time Period": Approved hurricane shutters shall not be installed or closed, as applicable, before the issuance of a hurricane watch by the National Hurricane Center encompassing Winterlakes location, and shall be removed no later than ten (10) days after the cessation of a hurricane watch or warning for same ("Hurricane Shutter Time Period"). However, if the hurricane shutters are clear in color they shall be allowed to remain installed or closed, as applicable, if the Owners are absent during hurricane season. Notwithstanding this standard, all Owners must comply with any City/County regulations regarding Hurricane Shutters.
5. Permanently attached, clear Lucite/Lexan/Acrylic coverings may be installed on windows above the front entry door or on upper windows or dormers (e.g., those above 6'8" in height above the ground). This covering shall be removed or replaced by the Owner if signs of discoloration, "crazing" or cracking are noted.

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F. Roofs/Gutters/Driveways

1. Roof vents, solar collectors, solar tubes and sky lights are permitted with prior approval. Vents and tubes are not to exceed (twelve 12") inches in height above the roof. Fire place chimneys must meet current federal, state and local codes.
2. Any roof that is repaired or replaced will incorporate materials that are the same in color and makeup as that of the original.
3. Gutter color shall match the color of the Unit/residence stucco, trim, soffit, or be white in color.
4. Driveways and sidewalks shall remain free of grease, oil or other stains always.

G. Satellite Dish/Antennas

1. No exterior antenna/radio masts, etc. allowed except as expressly permitted by law.
2. All Satellite Dish antennas must receive approval prior to installation. Any variances to these standards must be requested in writing with your application along with evidence furnished by your satellite service provider specifying the basis for such request.
3. Satellite Dish antennas may be mounted on the exterior wall or roof of the Unit/residence. When attached to the exterior wall of the Unit/Home, the dish shall be mounted no lower than 7 feet from the ground. When mounted on the roof of the Unit/Home, the dish shall be mounted no further than 5 feet from the perimeter edge of the roof.
4. No ground or pole mounting will be allowed except as may be necessary to receive an acceptable signal, in accordance with law. Evidence of exception must be furnished with the application, See Item 2. of this section.

H. Flags (Must conform to the FL Statute 720 and all local, state and federal laws)

1. In-ground flagpoles may be no taller than 20 feet.
2. Any FL Statute 720 approved flags shall have a maximum size of 4 1/2 feet by 6 feet.
3. Flagpoles may not be located any closer than 5 feet to the sidewalk.
4. The flagpole will not interfere with any utility easement, drainage area, or the ability to mow the lawn of the Unit/residence. It must be located within a mulch/plant bed to prevent damage from landscape contractors.
5. The flagpole shall be a minimum of two (2") inches in diameter but not greater than four (4") inches in diameter and shall be sufficiently anchored to the ground to remain perpendicular to the ground to protect all Units/Homes in light of wind and weather events.

I. Signs / Banners / Displays

1. Sign(s), display, poster(s), advertisement(s), notice or other lettering of any kind whatsoever on the Common Areas, other portions of Winterlakes, in or upon a Lot/Unit, or in or upon a vehicle(s) that is visible from the Common Areas, or any public way are prohibited without prior express written approval by the Association and the Modifications Committee; the Association and Modifications Committee are not required or obligated to approve such requests and approval is at their sole and absolute discretion.
2. The Modifications Committee is prohibited from approving any sign, display, poster, advertisement, notice or other lettering which is a "For Sale", "For Rent", "For Lease", "By Owner" or any other similar sign for the sale or leasing of a Lot/Unit.
3. Building Permit Signs/Displays: If a building permit is required to be displayed at the Lot/Unit, the permit shall be displayed or kept in a uniform, store bought permit box; the box size shall not exceed 27"x21"x5"; the color of the box must be white with black lettering; the box shall be mounted on an in-

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ground post.

4. No more than one seasonal or holiday banner, which is no larger than 24" x 36," shall be displayed or permitted. Also see *Decorations*, and *Holiday and Decorative Lighting* in these guidelines.

J. Window Treatments

1. No tinting with mirror finishes on windows is permitted.
2. Tint should be charcoal in color. A color sample should be attached with the application and the tint darkness percentage (VLT%) should also be indicated on the application.
3. Tinting must be removed if cracking or bubbling occurs over time.
4. Only appropriate window treatments on windows (blinds, shades, curtains, etc.) No sheets or foil.

K. Mail Box

1. Mailboxes if damaged must be replaced with similar mailbox with similar numbers as the original mailbox installed by the builder. All mailboxes must conform in similarity regarding the size, shape, placement, and color as the rest of the community.

L. Landscaping (Article VI, Section 2)

All landscaping modifications or installations require a Modification Application to be submitted and approved prior to changes occurring on a lot except for planting annuals (see L.2.).

1. "Landscape Replacement": Trees and shrubs that have died must be replaced. An application is not necessary if dead or dying landscaping is being replaced the same species and size plant, except for trees over ten (10) feet in height. Modification or replacement of trees over ten (10) feet in height requires an application and must have prior approval.
2. Annuals / Flowers may be planted in existing landscape beds and must be installed and maintained in an attractive manner; the Association reserves the right to require a Owner to make changes to this item as it deems necessary.
3. "Landscape Modification": Any modifications to landscaping must be approved prior to work being performed. Additional or changing of existing landscaping, landscape beds, plantings, landscape curbing, plant bed filler / ground cover (mulch, rock, etc.) must be approved prior to work being performed.
4. No invasive or non-native (e.g. melaleuca, Brazilian pepper) plants are permitted.
5. All landscape beds and tree rings shall have fresh mulch applied at least once per year and replenished when bare spots are visible. If rocks are used as ground cover in landscape beds, they must be maintained in a clean appearance that is free of weeds and augmented if bare ground can be seen.

M. Irrigation Hoses

1. Owners' irrigation hoses must be stored (rolled) on an appropriate hose reel which shall either be attached to the side of the Unit/Home or out of view in a planting bed.
2. The landscape contractor will take precautions not to cause damage; however, the Owner assumes the risk and by placing any such hoses outside of a Unit/Home, agrees to hold harmless the Association.

N. Repainting Exterior Standard (Article VI, Section 1)

1. Owners of Lots within Winterlakes shall clean and repaint and/or re-stain the exterior portions of their Unit, including exterior surfaces of garage doors at least every 10 (ten) years or when any of the conditions listed below occur;

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- a. Visible and noticeable variations in color on exterior surfaces due to fading, paint failure, or any other reason affecting the uniformity of color on the painted/stained exterior surface.
 - b. Wood rot or dry rot on any exterior surface.
 - c. Paint/stain peeling, flaking, or chipping.
 - d. Any of the following conditions on any exterior surface:
 - i. Cracks in the exterior surface.
 - ii. Step cracks in walls.
 - iii. Stucco cracked or missing.
 - iv. Stucco in a damaged state, or sagging away from substrate.
 - e. Chalky appearance of exterior painting finishes on any exterior surface.
 - f. Chalky appearance of the exterior painting finishes which is confirmed by the presence of a powdery residue that comes off when touched by hand or cloth.
2. Exterior Painting Requirements
- a. All Units must be repainted/restained, as appropriate, using the same colors as initially used on the Unit (Per the Declaration Article VI, Section 1).
 - b. Each Owner must submit along with their Modification Application a color plan that includes samples/chips of the actual colors to be utilized which must be the same as initially used on the unit. Color samples/chips must include the paint manufacturer name, color number and color name. (Owners repainting by matching their current faded paint color will find that the faded color is not approved and will have to repaint.)
 - c. A color picture of the exterior of the requesting Unit and of the neighboring Units next to / adjacent to the requesting Unit must be submitted with the application.

O. Permanently Installed Emergency Generators

1. The Owner will obtain any required permits.
2. The generator must be installed by factory authorized personnel.
3. The generator will be installed on a level cement slab foundation.
4. Routine generator “test runs” are to be performed during a time, which will not create a nuisance to neighboring properties.
5. A planter area will be established around the generator. The plantings are to be close enough to one another that they will form a visual barrier to completely screen the generator from view of anyone not standing on the Lot. The plantings are to be maintained at a height of no greater than six (6) inches above and no lower than the top of the installation.
6. Generators shall be placed on the rear side of the Unit/Home.

P. Retractable Awnings / Sunshades

1. Only awnings/shades that are retractable are permitted.
2. Awnings / Sunshades may be installed only on the rear of the Unit/Home.
3. Awning / Sunshades color must be compatible with the color of the Unit/Home. All colors need to have prior approval.
4. A sample or picture of the awning / sunshade material and color must be submitted with the Modification application.
5. Awning / Sunshade must be sufficiently securable to withstand winds up to 55 miles per hour, or be removable as necessary.
6. Owner must maintain the awning / sunshade in good repair so as not to detract from the appearance of the Unit/Home or the Community.
7. Awnings / Sunshades must be retracted when not in use.

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Q. Handicap ramps (State Statute 720.304)

An Owner may construct an access ramp if a resident or occupant of the Unit/Home has a medical necessity or disability that requires a ramp for egress and ingress under the following conditions:

1. The Owner must submit to the Modifications Committee an affidavit from a physician attesting to the medical necessity or disability of the resident or occupant of the parcel requiring the ADA compliant ramp. Certification used for State Statute 320.0848 shall be sufficient to meet the affidavit requirement.
2. The ramp must be as unobtrusive as possible, be designed to blend in aesthetically as practicable, be reasonably sized to fit the intended use, and be firmly attached to the ground or sidewalk. The handicap ramp must be removed when the medical necessity or disability no longer exists.
3. Plans for the ramp must be submitted in advance to the Modifications Committee. The Modifications Committee may make reasonable requests to modify the design to achieve architectural consistency with surrounding structures and surfaces.

R. Energy devices based on renewable resources (Article VII, Section 18. & State Statute 163.04)

1. An Owner may install energy devices based on renewable resources.
2. Plans for the energy device(s) must be submitted in advance to the Modifications Committee. The Modifications Committee may make reasonable requests to modify the design to achieve architectural consistency with surrounding structures and surfaces.
3. Solar collectors /panels shall be installed on the roof within an orientation to the south or within 45 degrees east or west of due south if such determination does not impair the effective operation of the solar collectors. Such devices must be as far to the rear of the Unit/residence as possible. When used on roofs, solar energy equipment such as solar panels, solar modules or piping should be well integrated into the roof design in terms of placement and color. Solar collectors / panels must meet local, state and federal laws.
4. Roof vents, solar collectors, solar tubes and sky lights are permitted. Vents and tubes are not to exceed (twelve 12”) inches in height above the roof.” Fire place chimneys must meet current Federal, State and local codes.

S. Garbage and Recycle Containers

1. Trash collection and disposal procedures established by contractor and the Association shall be observed. No outside burning of trash or garbage is permitted. No containers, supplies or other similar article shall be maintained on any Unit/Home to be visible from outside the Unit/Home or Lot. Each Owner shall be responsible for properly depositing his or her garbage and trash in containers sufficient for pick-up by the appropriate collection agency - rubber or plastic containers only.
2. No garbage shall be left at the curb in plastic bags except on the day of pick up
3. Containers shall not be placed outside the Unit/Home for pick-up earlier than **6:00 p.m.** on the day preceding the pick-up. Empty containers should be removed no later than **8:00 p.m.** on the day of pick-up.

T. Holiday and Decorative Lighting

1. Holiday lighting and decorations shall be permitted commencing on Thanksgiving and shall be removed by January 15th of the following year.
2. An Owner shall be permitted to place holiday lighting and decorations on and within the shrubs located in the front yard of the lot. The Modifications Committee may require the removal of any lighting that creates a nuisance (e.g., unacceptable spillover to adjacent Unit/Home).
3. Except for seasonal holiday lights, all exterior lighting shall require the approval of the Modifications

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Committee as set forth in this Standard.

4. Specialty Holidays (ex: Easter, July 4th, Halloween, etc.) Lights and decorations will be allowed for no more than 10 days during the holiday.

U. Garage Sales

1. No yard sales or neighborhood sales shall be permitted on any Lot or any other area in Winterlakes unless approved in writing by the Board. Proper permit must also be submitted to the Board.

V. On-Site Gas/Fuel Storage (Article VII, Section 5.)

1. No gas tank, gas container or gas cylinder shall be permitted to be placed on or about the outside of any Unit except for gas tanks which are used for swimming pool heaters, one (1) gas cylinder connected to a barbecue grill and for such other tank as is designed and used for household purposes.
2. On-site storage of gas for household purposes such as for the operation of small household tools/equipment must be stored in a container approved to be used for the storage of gasoline, shall not be stored or placed outside of any Unit, and shall not exceed five (5) gallons total.
3. Fuel tanks for household emergency generators and swimming pool heaters must be buried on the rear of the Unit/Lot and must have the filling port screened from view within a flower bed and must not interfere with landscape services.
4. One (1) gas cylinder connected to a barbecue grill is permitted.

W. Temporary Structures and Accessory / Play Equipment

All Accessory and Play Structures including Portable Basketball Backboards, Trampolines, and Play Equipment require a Modification Application to be submitted and approved prior to the installation or storage of such item on a lot.

1. Temporary Structures (Article VII, Section 5.)
 - a. No structure of a temporary character, or trailer, mobile home or recreational vehicle, shall be permitted on any Lots within Winterlakes at any time or used at any time as a residence, either temporarily or permanently.
 - i. Storage Sheds are not permitted within Winterlakes.
2. Basketball Backboards / Hoops
 - a. No garage, roof mounted, or in-ground mounted basketball backboards are permitted.
 - b. Portable Basketball Hoops shall be kept next to the Unit/residence's garage on outer side of driveway and shall never be placed by the road; Members who using this type of equipment do so at their own risk and shall hold harmless the Association.
3. Trampolines
 - a. Trampolines shall only be permitted within a portion of a Unit/residence's lot which is fenced-in; Lots without solid fencing shall install landscaping to reduce the visibility of the trampoline from neighboring lots. The height of required landscaping shall be at least five (5) foot. Trampolines are not permitted on lake view or lake front lots in which the rear yard may be seen by neighboring lots adjacent to or across from the Unit/residence's rear lot line. Lake front / lake view lots may be required to meet additional requirements as determined by the Modifications Committee and/or Board of Directors.
 - b. Modification Applications shall include a photo of the proposed trampoline, proof of approved fencing that has been installed or separate application for fencing, and landscape plans as may be required (see W.2.a.).
 - c. Trampolines must be kept in good repair always. Any needed maintenance shall be taken care of by the Owner immediately or the Owner shall remove the trampoline immediately until the

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trampoline is in good repair. Owners shall submit a new Modification Application for each subsequent replacement / new trampoline.

4. Play Equipment

- a. Play Equipment shall only be permitted within a portion of lot which is fenced-in, lots without solid fencing shall be required to install landscaping to reduce the visibility of the structure / equipment from neighboring lots. The height of required landscaping shall be at least five (5) foot. Lake front / lake view lots may be required to meet additional requirements as determined by the Modifications Committee and/or Board of Directors.
- b. Modification Applications shall include a photo of the proposed item, proof of approved fencing that has been installed or separate application for fencing, and landscape plans as may be required (see W.3.a.).

X. Barbeque Grills (Article VII, Section 5.)

1. Barbeque grills shall be located on the rear of the Unit/Home on a patio.
2. One (1) gas cylinder connected to the barbecue grill is permitted.

Y. Water Softening Devices (Article VII, Section 5.)

1. Water Softening Devices/equipment shall be screened with a four (4') foot high white (PVC) fence or viburnum type hedge dense enough to block the view of the device/equipment from anyone not standing on the Lot.
2. Water Softening Devices/equipment shall be placed on the rear one-half of the Lot and must abut/be directly adjacent to the Unit/Home.