

ARCHITECTURAL
GUIDELINES
FOR
Capitol Park Owners Association, Inc.
Jacksonville, FL

ADOPTED: May 19, 2026

BY:
THE BOARD OF DIRECTORS
Capitol Park Owners Association, Inc.

Professionally managed by:
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Reference: Capitol Park OA Governing Documents – Article IX, Sections 1-11 for full details

The Capitol Park OA Architectural Review Committee (ARC)—The main objective of the ARC and these guidelines is to preserve and enhance property values in the community and maintain a harmonious relationship among structures, vegetation, topography, and the overall design of the community.

PURPOSE: The Captiol Park OA ARC Guidelines standardize and maintain the external integrity of all homes within the community. They are intended to inform existing and future homeowners of the requirements for maintaining their existing appearance and of the procedures for requesting any desired changes or modifications to individual properties.

INTENT: Any additions or modifications must have written approval from the ARC before any changes or painting are made, unless otherwise noted in the following guidelines. Exceptions include the changing of small plants & flowers. When in doubt, submit an ARC Form to include detailed information on your survey or plot plan with the proposed changes.

Responsibilities: No Lot Improvement of any kind, including, without limitation, any building, addition, pool, play set or play equipment, fence, wall, screen enclosure, sewer, drain, disposal system, landscape device or object, driveway or other structure or Improvement shall be commenced, erected, placed, or maintained upon any Lot without prior ARC Approval. Nor shall any addition, alteration, replacement, or removal thereof be made unless and until the plans, specifications, and location of the same have been submitted to and approved in writing by the ARC.

All plans and specifications shall be evaluated as to visual and acoustical privacy and as to the harmony of external design and location in relation to surrounding structures, topography, existing trees, and other natural vegetation and as to specific conformance with use restrictions or architectural criteria which may be imposed from time to time by the Association with respect to any particular portion of the Property.

Any Owner desiring to make any Lot Improvement shall supply one (1) set of completed plans and specifications to the ARC, and no plan or specification shall be deemed approved unless a written approval is granted by the ARC to the Owner.

The ARC shall approve or disapprove plans and specifications properly submitted within thirty (30) days of each submission. Any change or modification to an approved plan shall not be deemed approved unless the ARC grants written approval to the Owner. As fellow residents, the ARC understands the need to review and process applications time-efficiently and professionally. Homeowners are encouraged to plan for a 30-day review process upon receipt of the ARC submission. Homeowners should not commit to any contract until they have received written approval.

The ARC reviews all applications for exterior changes. Site inspections will be conducted, as necessary, to review the submission and support an ARC decision. We appreciate your cooperation and adherence to these guidelines. The ARC will communicate via email or schedule

a meeting, as needed, for a submission. Previous approval of a similar request does not guarantee future approvals on current or additional properties.

The owner is responsible for submitting a survey to ARC for approval. If a survey is not submitted when required or requested, the application will be denied as incomplete.

Application Procedures:

- A. Complete the Application form and attach all required exhibits.
 - 1) To obtain an ARC Form, contact management or download it from your owner's portal-portal.watsonassociationmanagement.com
 - 2) Include full details of the proposed change(s). Information to include, but is not limited to the type of material, size, height, color, location, etc. Please provide exterior changes marked on your survey if a survey is required for your submission.
- B. An application will not be accepted unless it is submitted with an ARC Submission completed and appropriate exhibits, if required.
- C. Send your submission by email, mail, or hand-deliver it to management. Your submission will be reviewed by management. If all information is completed, it will be forwarded to the ARC for review and a decision. If more information is required, you will be contacted.
- D. It is the applicant's responsibility to ensure that Management receives the application. If you are still waiting to receive confirmation via email, please do not assume your application has been received. When the result has been determined, you will receive an official letter via email if one is provided, or USPS if no email is provided.
- E. No construction shall begin without the Committee's written approval of the submission. Therefore, no commitment for labor and/or materials should be given to contractors before receipt of written approval.
- F. If you do an exterior change without prior permission, or you do not do the work per your ARC approval, the following will take place: (Gov Documents Section
 - 1) You will need to remove the change you made within 15 days of the notice.
 - 2) The association will hire someone to correct the outside change that was made without permission if you do not make the correction and charge your account.
 - 3) You could be fined up to \$100.00 per day for up to 10 days until the correction is made. Per FL Statutes.

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1 . Air Conditioners, Propane Tanks, & Generators: LIMITED ARC APPROVAL -SURVEY REQUIRED

Air Conditioners:

- a) Air conditioner replacement, if in the exact location, ARC APPROVAL NOT REQUIRED
- b) Air conditioner replacement, if changing location, ARC Approval Required.
- c) Window air conditioners are not allowed.

Whole House Generators: ARC APPROVAL REQUIRED- SURVEY REQUIRED

- a) Whole-house generators can only be installed in the back of your home. If you have an end unit, it can be installed on the side of your home.

Propane Gas Tanks for Whole House Generators: ARC APPROVAL REQUIRED- SURVEY REQUIRED

(The owner must follow the current Duval County Fire Marshall Code at the time of submission)

- a) The tanks must be located in the rear of the home. If you have an end unit, it can be installed on the side of your home.
- b) All tanks must be securely anchored in the event of severe weather.

2. Antenna Systems/Satellite Dishes: ARC APPROVAL REQUIRED

- a) Antennas, masts, towers, poles, and aerials are not allowed.
- b) One satellite dish, one meter or less, is permitted but must be installed on the back of the home's roof.

3. Driveways: ARC APPROVAL REQUIRED- SURVEY REQUIRED

- a) Driveways can be widened with pavers only.
The additional width must be equal on both sides, weed blocker must be installed.
It is the owner's responsibility to keep the area weed-free.
- b) Textured driveway coatings are NOT allowed
- c) Concrete sealer/staining is NOT allowed.

4. Exterior Lighting/Security Floodlights: ARC APPROVAL NOT REQUIRED

Exterior Lighting

- a) Clear or white low-voltage or solar landscape lighting and low-voltage up-lighting of trees are permitted only if inside a landscape bed, not to interfere with the lawn maintenance.
- c) Strands of lights used to decorate trees must be white and cannot impede on the landscaping service.

Security Floodlights: ARC APPROVAL NOT REQUIRED

- a) Motion security lighting cannot be set for more than five (5) minutes.
- b) Lights cannot be directed toward other homes.

5. Exterior storage buildings are not allowed.

6. Fences are not allowed

7. Fences for Trash/recycling containers are not allowed

8. Flags and Flagpoles: LIMITED ARC APPROVAL – SURVEY REQUIRED

Homeowners must comply with the Federal and State Flag Code, which is available on the Capitol Park OA portal: portal.watsonassociationmanagement.com

No flag may be displayed that is obscene, indecent, profane, controversial, or that contains a political message, gang affiliation, or advertising. In its sole discretion, the Board of Directors may deem a flag inappropriate and require its removal within 24 hrs.

House-mounted Flagpoles (ARC APPROVAL NOT REQUIRED) may not exceed five (5) feet in length and are limited to one (1) per lot. U.S. and State of FL flags, decorative flags, military affiliation flags, and sports-related flags may be displayed no larger than 3' x 5'.

Freestanding Flagpoles (ARC APPROVAL REQUIRED – SURVEY REQUIRED)

- a) All flags and flag poles must adhere to the Federal Flag Code, which is available on the Capitol Park OA Portal - portal.watsonassociationmanagement.com
- b) Flag poles must be placed in a landscape bed, not to impede the landscaping service.
- c) One freestanding flagpole not exceeding a height of 15'.
- d) One United States flag of a maximum size of 3' x 5'
- e) One official flag of the State of Florida, US Army, US Navy, US Air Force, US Marines, US Coast Guard, or POW-MIA, must be equal to or smaller than the United States flag.

Garden Flags (ARC APPROVAL NOT REQUIRED)

- a) May not exceed a maximum size of 16" x 24" nor exceed a display height of 3'
- b) Maximum of 2 garden flags per lot.
- c) The location of the garden flag is limited to landscape beds so as not to interfere with lawn maintenance.

Under no circumstances are flags with obscene or inappropriate wording, images, or political views allowed.

9. Front Doors/ Screen/Storm Doors: ARC APPROVAL REQUIRED

- a) Front doors with glass and/or decorative glass.
- b) Entry Storm/Screen doors must be white.
- c) Only full-window storm/screen doors are permitted. Decorative glass is allowed.
- d) Retractable screen doors, all hardware must be white.

10. Game and Play Structures: Includes, but is not limited to: swing sets, play structures, playhouses, sandboxes, trampolines, basketball goals, skateboard/bike ramps, etc. Are not allowed.

11. Garage Door Screens: ARC APPROVAL REQUIRED

- a) Sectioned sliding and overhead garage door screens are allowed.
- b) The framing needs to be white or the same color as the home or trim color.

12. Garden Statuary/Yard Art: LIMITED ARC APPROVAL REQUIRED

Garden statuary/yard art:

- a) It must be made from long-lasting, earth-friendly materials, such as stone, concrete, and resin composite, metals, and wood. **ARC APPROVAL NOT REQUIRED.**
- b) No plastic, rubber, or vinyl statuary or yard art is allowed.
- c) If taller than three feet (3'), **ARC APPROVAL REQUIRED.**
- d) Garden statuary/yard art is limited to two (2) pieces visible from the street.

13. Gutters and Downspouts: ARC APPROVAL REQUIRED – SURVEY REQUIRED

- a) The gutters and downspouts must be white or custom-painted/powder-coated to match the body or trim of the home.
- b) The placement of the downspouts must be submitted on your survey to ensure your neighbor will not have any washouts from the water coming out of your downspouts.

14. Hardscape Edging & Rock: ARC APPROVAL REQUIRED – SURVEY REQUIRED

- a) Rock may be placed around the side of your home (if applicable) and in the back of the home no farther than 6" – 12" from the foundation of your home.
- b) If rock is placed, hardscape edging must be used to keep the rock in place, so the rock does not become projectiles during the landscaping service.
- c) Hardscape edging must be concrete or brick.
- d) Hardscape edging can be placed in the front of your home, either concrete or brick.
- e) Plastic edging is not allowed.
- f) Owners are responsible for maintaining their hardscape edging in good condition, clean, and in place.

15. Hurricane Shutters, Permanent: LIMITED ARC APPROVAL REQUIRED

See the CPOA Rules and Regulations and the Hurricane Protection Policy when the Storm Shutters can be implemented.

- a) Automatic or Manual Roll-Down shutters are acceptable for permanent hurricane protection shutters. Approved colors are white. **ARC APPROVAL REQUIRED.**
- b) Acceptable temporary hurricane protection includes storm panels or wood. **ARC APPROVAL NOT REQUIRED.**
- c) Prohibited hurricane shutters include Bahama and Colonial.

16. Laundry & Outdoor Drying is not allowed.

17. Mulch or Rock: ARC APPROVAL NOT REQUIRED

- a) If you add mulch, it must be the same type and color as the association mulch.
- b) Rock – See “Hardscape Edging.”

18. Painting – House, Garage Door, and Exterior Doors: ARC APPROVAL REQUIRED

- a) Your home must be painted the same color. Contact management for your color palette.
- b) Garage doors and exterior doors must remain the same current color.

19. Patios: ARC APPROVAL REQUIRED – SURVEY REQUIRED

Patio Enclosures – Screen or Glass: ARC APPROVAL REQUIRED – SURVEY REQUIRED

- a) Patio extensions cannot extend farther than 6’ from the back of your home.
- b) Patio extensions can be cement or pavers.
- c) Patio enclosure beyond the width of the rear of the home will not be allowed.
- b) Detailed plans must be submitted.
- c) The structure cannot exceed the outside width of your home and should be consistent with the size of your home and yard.
- d) The access door cannot encroach onto your neighbor's property.
- e) Framing for screen or glass enclosure must be white framing.
- f) Windows for a glass enclosure must be white vinyl.
- g) All screened-in patios and enclosed patios must be maintained by the owner.
- h) The height cannot be taller than the overhang of your roof.

20. Pergolas: ARC APPROVAL REQUIRED – SURVEY REQUIRED

- a) Cedar, composite wood, or vinyl only.
- b) Lattice is not allowed.
- c) No permanently enclosed roofs.
- d) The Pergola height cannot be taller than the overhang of your roof.
- e) Posts must be cemented or securely tied down.
- f) The position of the pergola must be positioned against the home and no larger than your patio area.

21. Planting Beds & Turf- New or Expanded: LIMITED ARC APPROVAL REQUIRED – SURVEY REQUIRED

Owners are advised to contact “Locates” by calling 611 for utilities and Beach River Landscaping for Irrigation locations. If you break any utilities or irrigation, it will be the owner's responsibility to pay for the repair costs.

Planting Beds- ARC APPROVAL REQUIRED & SURVEY

- a) A detailed sketch on your survey indicating a proposed location on the lot, dimensions, plant types, and estimated heights at maturity.
- b) The plants cannot interfere with lawn maintenance.
- c) No portion of the planting area or plants within it, either above or below ground, shall

encroach on any adjacent properties.

- d) All plantings must be a minimum of one foot (1') from adjoining property at maturity.
- e) If you change your planting beds, you are responsible for maintaining all the plants, shrubs, and trees that you plant.

Perennial & Annual Flowers- ARC APPROVAL NOT REQUIRED

- a) Perennial & annual flowers are allowed; the flowers cannot grow over the edging to impede with lawn maintenance.
- b) It is the owner's responsibility to maintain the flowers and to remove them when they die.

Grass- ARC APPROVAL NOT REQUIRED

- a) Replacement of turf grass with the same type/variety of grass or grass seed.
- b) Artificial turf is not allowed.

22. Pools, Spas, & Hot Tubs are not allowed

23. Roof Replacement/Repair: ARC APPROVAL REQUIRED

- a) The roof must be the same style and color, and with asphalt shingles of equal or greater quality of the roofing being replaced.

24. Shepard Hooks/Trellises: ARC APPROVAL NOT REQUIRED

- a) No more than 2 Shepherd hooks, no taller than 8', are permitted.
- b) A trellis for vegetable and fruit gardens, being no taller than 6', is allowed.
- c) Arched trellises are not allowed.
- d) Trellises are not allowed in the front or side of the home. Trellises may not be installed to be seen from the road.

25. Signs: ARC APPROVAL NOT REQUIRED

- a) For Sale/For Rent signs are allowed.
 - b) 1 Security sign is allowed per FL Statutes.
 - c) Garage/Yard Sale signs are allowed.
- No other signage is allowed.

26. Solar Panels/Collectors: ARC APPROVAL REQUIRED

- a) Solar collectors must be installed in a way that is as inconspicuous as possible.
- b) Collectors must be attached only to the roof, not free-standing or ground-mounted.
- c) Every effort must be made to camouflage the plumbing and support the collectors.
- d) The contractor's paperwork for placement on your roof must be submitted.

27. Tree Removal: ARC APPROVAL REQUIRED – SURVEY REQUIRED

If you would like to remove a tree and plant a new/different tree:

Owners are advised to contact "Locates" by calling 811 for utilities and FL Landscaping for Irrigation locations.

Burning trash, leaves, clippings, or other debris is prohibited in Capitol Park OA.

- a) The tree, if approved, will be your responsibility for that tree's maintenance.
- b) When seeking ARC approval to remove a tree, please include a replacement tree in your submission.
- c) Trees must be a minimum of 5 feet in height after being planted.
- d) When removing a tree, the following must be completed:
 - i) The stump must be ground down below ground level, including any roots that are protruding above ground level must be removed.
 - ii) The area is to be leveled to the elevation of the rest of your yard, and have sod laid if this tree is in an area that would require sod; if in a flower bed or other type of landscaped bed, your pre-existing ground cover must cover the area.

28. Windows: ARC APPROVAL REQUIRED – SURVEY REQUIRED

- a) All visible window components from the outside must be white.
- b) Side slide windows are allowed for all windows. On the front of the home, the window must have a larger grid in the middle to give the appearance of a double-hung window.
- c) Window material must be vinyl.
- d) All window replacements must be the same color as the previous window and comply with the current building code.
- d) The contractor's scope of work must be submitted to the ARC.
- e) Homeowners should not commit to any contract until they have received written ARC approval.

29. Window Treatments: ARC APPROVAL NOT REQUIRED

- a) Blinds and/or shades must be white facing the outside.
- b) Curtains/drapes must be white facing the outside.
- c) All window treatments must be maintained; broken blinds must be replaced.

Vacationing or Part-Time Residents: When securing your homes during extended absences, especially during hurricane season, June 1 – December 1.

Please secure all exterior lawn furniture, garden statuary, shepherd's hooks, flowerpots, and anything that could become a projectile in high winds.

Ensure that these items are taken inside before departure.