

Date: October 26th, 2017

To: Colony Preserve Residents

Re: Architectural Guidelines - Awnings, Gutters, Windows, Doors, Shutters, Wires, and Gardens

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**7.28.3 Architectural Guidelines and Criteria.** The APPROVING PARTY may adopt and modify from time to time, in its discretion, guidelines, criteria and/or standards which will be used by it in connection with the exercise of architectural control, provided however that same shall not apply to any IMPROVEMENT which has been constructed in accordance with the provisions of this DECLARATION and which was properly approved when constructed.

## **AWNINGS**

Pending receipt and approval of complete architectural change request forms and all required additional documentation, awnings are allowed under the following guidelines:

1. They may be retractable or non-retractable, although retractable is preferred. If non-retractable is selected, fabric must be removed within 5 days of the expected arrival of a hurricane and replaced within 5 days of the storm's passing unless cutting the fabric is required for removal. In this instance, the fabric should be replaced within 30 days of the storm's passing.
2. The awning frame must be hurricane rated and its size must align with the windows or doorways it is covering
3. The frame must not be visible from the exterior, and must be covered with fabric
4. The fabric must be Sunbrella® or compatible quality, and the color must complement the house paint scheme. The fabric can be solid or striped.
5. Awnings are allowed on the rear of the home only, and on the first floor only
6. Only one awning is allowed per home
7. Maximum size 14 feet wide by 12 feet deep by 4 feet high
8. Awning must not protrude over any property lines

## **GUTTERS**

Pending receipt and approval of complete architectural change request forms and all required additional documentation, gutter additions are allowed under the following guidelines:

1. They must be white or painted to match the fascia board of the home
2. They must be installed with downspouts going to ground level at which point a splash block is placed. As needed, redirection tubes must be added to ensure water is flowing away from any home's foundation.

## WINDOWS/BACK DOORS

Pending receipt and approval of complete architectural change request forms and all required additional documentation, window replacements are allowed under the following guidelines:

1. Windows/back doors may be replaced with windows that are the same size and are visually identical to the windows they are replacing. Up and down windows must be replaced with up and down windows, and must feature "grids". The grids can be either part of the window itself, or as a decorative addition.
2. Sliders may be replaced with either sliders, or French doors. The opening must remain the same size in either case.
3. Frames for windows, sliders, and French doors must be white aluminum.
4. Glass must be clear or medium tint.
5. If home does not have storm shutters, impact glass is required.

## FRONT DOORS

Pending receipt and approval of complete architectural change request forms and all required additional documentation, window replacements are allowed under the following guidelines:

1. Doors may be replaced with either doors that are visually identical to the doors they are replacing in both style and color, or they may be replaced with decorative doors.
2. Doors must meet all required hurricane, fire, and other applicable codes
3. Doors must be compatible with exterior design and color and shall be finished to match the garage.
4. Excess ornamentation not consistent with other ornamentation on the house may not be approved.
5. The application must contain: all existing exterior colors on the house and a color picture or brochure of the door.

## HURRICANE SHUTTERS

Pending receipt and approval of complete architectural change request forms and all required additional documentation, shutter installations are allowed under the following guidelines:

The following shutter styles are allowed:

- Storm Panel Shutters: These steel, aluminum, or clear panel shutters attach to the walls around windows and doors on bolts or tracks. Storm panels are corrugated, and each piece overlaps the next for maximum strength. These are the least expensive of the permanent shutter systems, but time consuming to install. These are pre-existing on many homes in the community. In some cases, during the recession the panels may have been sold, or taken from the home mistakenly by prior residents. Check what you have before storm season.
- Accordion Shutters: These one or two-piece hurricane shutters are housed beside the windows or doors when not in use. They unfold accordion-style to cover and protect during a storm. Accordions are very easy to close in the event of a storm, but much more expensive than

panel shutters. If you upgrade to accordions, please consider saving panel shutters for a neighbor in need per the above. Make sure to routinely lubricate and test the shutters and hardware.

- Roll-down Shutters: These shutters attach above the window. They roll up and store in an enclosed box when not in use. They are lowered either manually by a hand crank or automatically by push button, and lock in place for storm protection. Roll-downs offer some of the best protection and can easily be made storm ready by one person, but are the most expensive shutter system. If you upgrade to accordions, please consider saving panel shutters for a neighbor in need per the above.
- Plywood panels do not meet building codes and are not allowed except in case of absolute emergency since all homes in the community have panels or accordions preinstalled. Have the plywood on hand - minimum thickness of 5/8" is recommended. Buy three-inch or four-inch barrel bolts, enough for one bolt for a minimum of every 12 inches of plywood. Fasten plywood panels with screws or lag bolts long enough to penetrate the wall studs around the window, not just the siding or wall covering. Ensure a safe exit route in the event of a fire during or after the storm or other situation requiring safe exit.
- Colonial Shutters and Bahama Shutters are not allowed.
- Shutters selected may be white, ivory, or beige.

## **PIPES, WIRES AND CABLES**

Any pipes, wires and cables on the exterior of the home should be painted to match the body color of the home. This includes but is not limited to items relating to satellite dishes, solar panels, security cameras, water fountains, landscape lights. Rain sensors, dryer vents and exhaust pipes are excluded.

## **LANDSCAPING**

To enhance home values and the look for the overall community, your home's landscaping should always be maintained in an attractive, manicured state. Please follow these guidelines for proper maintenance of your landscape.

### **Palm Trees**

- Palm trees that are not self-pruning should be pruned regularly to remove dead fronds and seed-pods.
- Coconuts should also be trimmed regularly, especially prior to hurricane season.
- Palm trees require regular fertilization to maintain their healthy green look.

### **Lawn**

- Lawns should be maintained regularly and not be cut below a height of 3 to inches.
- Lawns should be treated regularly with fertilizer and weed control (during cooler months).
- It is important to check the coverage and frequency of your lawn irrigation system. If the lawn is not irrigated properly, the lawn is weakened and weeds and insects invade and kill/replace the healthy St. Augustine grass.

## Plant beds

- All homes must have a landscaping bed on the front of the home the windows. At a minimum, the bed must include some sort of shrub or hedge plant and run the length of the windows.
- Plant beds should be kept free of weeds and contain healthy plant material that covers at least one-half of the plant bed.
- Plants and shrubs should be trimmed and pruned regularly. Plants are considered unsightly and overgrown when they block the front of the house and the front windows, crowd out other plants and exceed 4 ft. in height on average.
- Old and/or unhealthy plants and shrubs that may have minimal remaining foliage should be replaced.
- Plants should be spaced properly and include a variety of plant species. There should not be any gaps larger than 12" between shrubs, and the shrubs should be a minimum of 28" high.

## Mulch or Decorative Rock

- All plant beds should contain at least 2-inches of mulch or decorative rock.
- Mulch should be refreshed regularly to help keep moisture in the plant beds and to slow weed growth.
- Neither decorative rock nor mulch alone is sufficient in a plant bed.

## Reminder on all approvals:

7.28.4 Inspections. Upon completion of any IMPROVEMENT, the OWNER shall give written notice of the completion of same to the APPROVING PARTY. Within 60 days thereafter, the APPROVING PARTY shall inspect the IMPROVEMENT, and if the APPROVING PARTY finds that the IMPROVEMENT was not completed in conformance with the approved plans and specifications, it shall notify the OWNER in writing of such non-compliance within said 60-day period, specifying the particulars of such non-compliance, and within 30 days thereafter the OWNER shall correct the deficiencies set forth in the notice, and upon completion of the work required to correct the deficiencies, the OWNER shall again give the APPROVING PARTY notice of the completion of the work, and the provisions of this paragraph shall again become operative. If for any reason the APPROVING PARTY fails to notify the OWNER of any deficiencies within 90 days after receipt of a notice of completion from the OWNER, the IMPROVEMENT shall be deemed to have been completed in accordance with the approved plans and specifications.