

Heritage Springs Community Association, Inc.

Architectural Review and Control Manual

Approved by the HSCA Board of Directors on April 23, 2025

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SECTION I. INTRODUCTION

1. ARC MANUAL OVERVIEW

The purpose of this Heritage Springs Community Association, Inc. (HSCA or Association) Architectural Review and Control Manual (ARC Manual) is to establish architectural standards and their enforcement for Member properties.

The standards set out in this ARC Manual are designed to assist the ARC and the Members in the ongoing process of community design and are intended to yield substantial benefits to all residents by creating and preserving an attractive community and property values and minimize misunderstandings and controversy regarding architectural requirements.

Members wishing to make changes to their property must adhere to and follow the standards, rules, and processes contained within this manual.

This Manual is reviewed on a periodic basis by the Architectural Review and Control Committee (“ARC”) with recommendations for changes presented to the Association Board of Directors (“Board”) for approval.

The ARC is a standing committee approved by the Board as required by FL Statute 720, the Association Declarations and Bylaws, to oversee and enforce this Architectural Review and Control Manual.

This manual outlines the following:

- The authority of the Association to regulate architectural changes
- The role of the Architecture Control Committee (“ARC”)
- The Scope of Inspections
- Architectural Change Request Process
- Acceptable changes and modifications that can be made to a Member’s property
- Limitations and restrictions
- Additional documents and materials required to support requested changes and modifications
- Ongoing property maintenance requirements

2. REFERENCES

- Committee Charter
- Sections 720.3035 and 720.3045 of the Florida Statutes
- HSCA Declarations
- HSCA Bylaws
- HSCA Rules and Regulations
- Pasco County Land Development Code
- Florida Yards and Neighborhoods (FYN) program, a partnership of the University of Florida/Institute of Food and Agricultural Science
- The 'Florida Friendly' website:
<https://www.floridaisa.org/pdf/mastertreelists.pdf>

3. AUTHORITY TO REGULATE ARCHITECTURAL MODIFICATIONS

The HSCA Master Declarations of Covenants, Conditions and Restrictions (the Declarations) require that the Association maintain architectural control within the community to:

- Assure harmony and continuity of external design, materials, and location in relation to surrounding buildings, and topography within the community.
- Protect and conserve the value and desirability of the properties.
- Be consistent with the provisions of the Declarations; and,
- Conform to or enhance the aesthetic appearance of the properties.

The Declarations also require that no exterior change, modification or other improvement shall be made to any residential dwelling until the plans and specifications of such change are submitted to and approved in writing by the Board or its designated architectural committee.

The HSCA Bylaws also require that the Association appoint an Architectural Control Committee, as provided for in the Declarations. Therefore, the HSCA Board created the HSCA Architectural Review and Control Committee pursuant to a Charter which sets out the authority, role and purpose of the Committee.

The Declarations further provide that the Board has the "right and power to adopt, amend, and promulgate regulations in order to effectuate the purpose of the Article." Accordingly, the Board approved this ARC Manual, which is hereby incorporated into the HSCA Rules and Regulations (Rules) of the Association by reference in the *Architectural Rule*. All violation enforcement and penalty procedures provided for in the Rules apply to violations referenced in this ARC Manual.

The Authority of the Association and the ARC are further governed by *Sections 720.3035 and*

4. VIOLATIONS

Violations of this Manual will be addressed according to the Violations and Penalties section of the Association Rules and Regulations booklet.

5. ARCHITECTURAL REVIEW AND CONTROL COMMITTEE (ARC)

The ARC has the following roles and responsibilities:

- To support the Association, as needed, in conducting inspections of community properties to ensure compliance with this ARC Manual.
- To review and evaluate all Exterior Change Request (ERC) forms in accordance with this Manual.
- Monitor approved changes to ensure that they conform to the approved proposal and meet any specified conditions.
- To refer matters to the Board and the General Manager which impact architectural control of the common grounds, such as the style of lamps for additional lighting, landscaping, monuments and/or modifications on common grounds, or other matters of concern to the Association.
- To advise or make recommendations to the Board to address current architectural-related styles and trends.
- Educate Members about the benefits of the Architectural Review process.

6. DEFINITIONS not otherwise addressed within this Manual.

A. Birdcage/Lanai

A screened enclosure usually over a pool or patio. The enclosure must be attached to the house. It may have a screen or hard roof. This space is considered home interior space.

B. ECR -Exterior Change Request form

The form to be used by a resident to request ARC approval for an external change that is governed by this document to their property. The form is located under Governance>Legal Document>Forms on the Heritage Springs website or available at the concierge desk.

The applicable Exterior Change Request form must be submitted by the Member to the ARC to request permission to make an exterior change to the home, Lot, Parcel, or property.

C. Florida Friendly Landscaping

A term used by the Florida Yards and Neighborhoods (FYN) program, a partnership of the University of Florida/Institute of Food and Agricultural Sciences.

D. Landscape Bed

A bed around the perimeter of the house and/or an island within the yard. Landscape beds typically contain shrubs, trees, and flowers. All landscape beds must observe the setback requirements set forth in the manual.

E. Maintained Village

A Village, whose Bylaws and Declaration (“Village Governing Documents”) require that it be maintained by the Village Association, and not by individual Members. The Village Association Board may retain a property manager for that purpose. Each Village may have varying levels of Member responsibility for exterior maintenance based on individual Village Governing Documents.

F. Lot or Parcel

A platted or un-platted tract, unit, or other subdivision of real property within the community. Refer to HSCA Master Declaration and By-Laws.

G. Patio

A concrete or paver slab that may or may not be attached to the house that has no screen or construction sidewalls. It may or may not have a roof. This is considered part of the yard space.

H. Self-Maintained Village

A Village where each Member is responsible for their home and lawn maintenance. The Self-Maintained Villages are not maintained by an independent property manager.

I. Single Family Home

Any home with at least 4 sides not attached to another home.

J. Tree Diameter

The diameter of a tree is measured at a height of 5 feet from the ground.

K. Villa

A home attached on 1 or 2 sides to another home.

L. Village

A sub-community of the Association.

SECTION II. ARCHITECTURAL INSPECTIONS

1. SCOPE OF ARCHITECTURAL INSPECTIONS

In order to maintain the visual continuity and value of Heritage Springs properties, periodic home inspections will occur. The inspections are not meant to be punitive. The intent is to help Members keep their property looking *neat, fresh, well maintained*, and compliant with this ARC Manual. Items reviewed during inspections include, but are not limited to:

- Lawn condition
- Lamppost and sign appearance, style and content
- Lamppost lights working
- Mailbox appearance
- Mailbox number appearance
- Mailbox flag correct color
- House number appearance
- Sidewalk and driveway cleanliness
- Excessive and/or non-compliant lawn ornaments and decorations
- Landscaping, including any artificial items
- Fencing maintenance and cleanliness
- Roof appearance
- Visual condition of house paint
- Other

Following inspections, should any violation be noted to a Member's home, the Member will be provided with notice to correct the violation. Corrective action must be initiated by the Member within the time allotted by the Association or ARC.

SECTION III. REQUESTS FOR ARCHITECTURAL CHANGES AND MODIFICATIONS

1. SCOPE OF ARCHITECTURAL CHANGES

No exterior change or modification will be made to any residential dwelling or on any Lot or Parcel until the plans and/or specifications showing the nature, kind, shape, height, materials and color(s) to be used on the exterior, and location of same, have been submitted to and approved in writing by the Association or ARC.

Exterior changes include, but are not limited to:

- Fences or walls
- Structures

- Extensions, additions and/or enclosures of rooms or porches
- Installation of patios or railings
- Installation of swimming pools or hot tubs
- Installation, modification or painting of Birdcages
- Installation of skylights, roof exhaust devices, rain gutters and/or downspouts, photo voltaic panels, or window panels affixed to the exterior of the house
- Repainting or changing the exterior colors, surfaces, or materials of any part of the dwelling
- Resurfacing or painting of driveways, walls, or walkways
- Installation of screen doors, exterior doors and windows or storm doors
- Installation of flag poles, propane tanks, koi ponds, etc.
- Installation of window and door shutters
- Installation of, or modification to, sprinkler system
- Erection of lattice work, air conditioning enclosures or trellises
- Planting or removing of trees or shrubs, including Palms
- Addition of landscaping rocks, mulch, lawn and/or garden ornaments
- Installation of a satellite dish - (Satellite Dish installation does not require approval, however, a prioritized list of placement exists.)
- Installation of invisible dog fences
- Installation of any exterior lighting (includes lampposts, garage lights)
- Installation of additional, or change of location of, outside water softener or outside air conditioning units

2. APPLICATION FOR EXTERIOR CHANGE OR MODIFICATION

1. Exterior Change Request form (ECR)

Before beginning work on any exterior change, modification addition or alteration to a dwelling or lot, the Member must submit an Exterior Change Request (ECR) form as follows:

- Members in *Maintained Villages* must first submit their ECR form to the village ARC representative or their designee, for review and approval. Once approved, the Village ARC representative or designee will then submit the request to the Heritage Springs Association or ARC.
- Members in *Self-Maintained Villages* will submit their request directly to the Heritage Springs Association or ARC.

ECR forms are available on the Association website or at the Concierge Desk at the club house.

The ECR, completed by the Member, together with all applicable information such as sample materials, plot plans, photos, drawings and brochures, is to be submitted to the Association by email or in person at the Concierge Desk, where it will be logged, and provided to the ARC prior to their meetings.

An ECR is not considered complete until accompanied by all of the information and support documentation necessary for the ARC to make an informed decision.

Incomplete applications will be “Denied” and returned to the Member. They may be resubmitted to the ARC for reconsideration, once the missing information is included.

All Members must comply with all provisions and requirements of this ARC Manual. Therefore, before submitting an ECR form, the Member should review and familiarize themselves with the change limitations and restrictions listed in this Manual to assure that their submission meets the standards set forth in this Manual.

NOTE: Members are urged to refer to this Manual, the HSCA Declarations and any applicable Village Declarations before committing to, contracting or paying for any exterior changes, alterations, or additions.

2. Supporting documents/materials

Exterior Change Requests *must* include the supporting documents listed:

a. Additions, Extensions, Enclosures, And Exterior House Modifications require the following:

- Home site survey clearly depicting the location, size and measurements of home site boundary line.
- Contractor drawings of improvements in relation to boundary lines together with a list of materials being used, including a sample of roof shingles, if applicable. If no contractor is involved, a detailed sketch by the Member is required.
- Paint palette number and chip from the approved Association color selections.

3. Exterior Dwelling Surfaces (including painting, driveway or walkway resurfacing, or other surface changes) require the following:

- A detailed sketch or site survey of the area to be modified such as entry, walkway, driveway and sidewalk.
- Selection of driveway/walkway concrete paint numbers must be selected from the approved Association Driveway Color Palettes. Members may not pave, paint or otherwise modify the community sidewalk between the driveway and the street.

4. Landscaping Changes to Trees, Shrubs and Bushes (including Palms), require the following: (Also refer to Landscaping Section in Limitations and Restrictions Section, below).

- A detailed sketch or diagram of proposed changes prepared on a site plan depicting:
 - The location, type and size of all existing trees, shrubs, bushes and landscape beds
 - Which trees, shrubs, bushes and/or landscape beds are to be removed and the reason for their removal
 - The location of the replacement landscape beds, trees, shrubs, bushes and/or other plantings
 - Quantity, size, species and types of plants must be identified

Most landscaping contractors will prepare this diagram upon request.

- All landscaping must be at least five (5) feet from the lot line.
- Removal of any tree is subject to Pasco County Ordinances:
 - A Pasco County Tree permit will be required to remove a tree that has a diameter of 5" or larger measured from a height of 5 feet from the ground, unless it is exempt under Pasco County Ordinances, such as:
 - Any tree of the palm family or pine family (other than long-leaf pine).
 - It is the Members responsibility to obtain any required permit from Pasco County and file a copy of the permit with the Member's ECR.
 - See Pasco County Land Development Code Section 802 for more details on Tree Removal and replacement.

Note: New perennial and annual plantings do not require ARC permission when planted in existing landscape beds.

Note: Fruit trees and citrus trees are not permitted, to prevent the invasion of fruit rats and other wildlife.

3. THE ECR REVIEW PROCESS

The ARC usually meets twice a month to act on all ECRs. The ARC will make every effort to act on an ECR in no more than 30 days from the date a ECR is received.

Some ECRs may be delayed if the ARC requires additional information and needs to make a site visit to more clearly understand the proposed change or is unable to meet on a given week.

The ARC evaluates all Exterior Change Request forms in accordance with this Manual. Decisions made by the Committee to approve or deny an ECR is not based on subjective elements, but is based on the following objective criteria:

- **Relation to the Natural Environment:** Preventing unnecessary removal, destruction or blighting of the natural landscape or existing man-made environment is critical to the community.
- **Conformance:** All ECRs are reviewed to confirm that the project is in conformance with this Manual.
- **Design Compatibility:** Compatibility is defined as similarity in architectural style, quality of workmanship, use of similar materials, colors, and construction details.
- **Location and Impact on Neighborhood:** The proposed alteration should relate favorably to the landscape, for consistency and uniformity with the existing structure and neighborhood.
- **Materials:** Continuity is established using approved color palettes and compatible materials, as defined in this Manual.
- **Workmanship:** The quality of work and materials should be equal to or better than that of the original construction.
- **Validity of Concept:** The basic concept must be appropriate to its surroundings.

Once the ARC has decided on an ECR, a copy of the ECR will be provided to the Member either at the concierge desk or by email, if requested, which will indicate whether the request has been approved or denied.

The Association ARC may deny a request that does not comply with this Manual, even if it has been previously approved by a Village ARC.

Conversely, the Association ARC may approve a request previously **denied** by a Village ARC.

ARC approval does not constitute approval by local authorities, and any proposed improvements will have to comply with all applicable building codes and local ordinances.

If the project request was denied, the Member will be provided with written notice of the denial, from either the Association or Village ARC stating with specificity the rule the committee relied upon when denying the request, the specific aspect of the proposal that does not conform to such rule and what changes are necessary to correct, if any, for resubmission.

Once an approved project is complete, the Member must sign the approved ECR form and returned it to the Association or ARC by email or in person at the Concierge desk.

The ARC or Management may, as it deems necessary, inspect the completed work to confirm that work was performed in accordance with the approved request and/or conditions.

The ARC will endeavor to make a fair ruling on any matters not clearly or completely covered in this Manual.

4. DENIALS – RIGHT TO APPEAL

If an ECR has been denied, the Member may request an Appeal hearing in writing to the GM's office within fourteen (14) days of the denial. The hearing will be held before the Association Ad hoc Architectural Appeal Committee (ARC Appeals Committee) consisting of:

- Two Members of the Association Board – Voting Members
- General Manager or designee- Voting Member
- A recording secretary appointed for the appeal – Non-Voting Member
- ARC Chairperson or designee – Non-Voting Member

The decision of the ARC Appeals Committee will be final. A letter will be sent to the Member with the details regarding the appeal decision. If the denial is upheld, the Member will be provided with specificity the rule the committee relied upon when denying the request, the specific aspect of the proposal that does not conform to such rule and what changes are necessary to correct, if any, for resubmission.

5. CHANGES OR MODIFICATIONS MADE WITHOUT APPROVAL

If changes or modifications are made without an approval being issued, said changes will be inspected by the Association General Manager or designated staff. If such changes or modifications

do not conform to the ARC Manual, Members will be required to either modify or remove them to bring the modifications into compliance. Members will be responsible for all rework that must be done.

All such situations will be documented through the ECR form process after the fact.

SECTION IV. LIMITATIONS & RESTRICTIONS

In order to ensure continuity of external design, preserve an aesthetic quality to the community and maintain architectural uniformity, the following limitations and restrictions will be in effect. Note: per Florida statutes, neither the Association nor ARC will limit or restrict interior changes to a dwelling if the changes are not visible from the frontage of the parcel, an adjacent parcel, an adjacent parcel common area, or the community golf course.

1. Accessory Structures

No tent, shack, barn, utility shed or other structure of any sort, other than the dwelling will be erected on any Lot or Parcel.

2. Fences

No fences, walls or hedges will be permitted except as approved in writing by the ARC.

Fencing for the purpose of concealing water softeners, generators, propane tanks, pool filters, pool pumps and associated piping will be considered on a case-by- case basis. If the cited items are not screened from view from the street with shrubbery/bushes they must be concealed by fencing that has been approved via a completed ECR request. The fencing must be PVC lattice or solid panels. Overall height of enclosure including PVC posts must conceal the unit and not exceed 6 feet in height. Overall length must be kept to the minimum to accomplish the desired result. The width must not exceed 6” beyond the unit. The enclosure must be cleaned regularly.

Invisible fences may only be installed in the rear of Single-Family Home properties. ARC approval is required prior to fence installation and a site visit is required. The fencing must observe the side and rear setbacks defined below.

- Invisible fence wiring must be buried no less than 5 feet from the property line.
- No alterations of the yard grade will be permitted with the installation of such systems.
- Due to space restrictions Villas cannot install invisible fences.

3. Clothes Hanging Devices

- Clotheslines are permissible only in a lanai or in another location not visible from the parcel's frontage or an adjacent parcel, an adjacent common area, or a community golf course.
- Clothes must be removed from a clothesline no later than sundown, except in the lanai.

4. Antennae/Satellite Dish

No television, radio or other electronic towers, aerials, antennae, satellite dishes larger than one meter in size or device of any type for the reception or transmission of radio or television broadcast or other means of communication will be erected, constructed, placed or permitted to remain on any Lot or Parcel, except satellite dishes less than one meter in size per the Federal Communication Commission.

The installation of a satellite dish *less than one meter in size* is not subject to architectural application, however, the Association has adopted the following prioritized list of placement preferences:

- Side wall of residence toward back yard under the roof eave or at ground level.
- Back wall of residence toward side yard under roof eave or at ground level.

The intent of preferred satellite dish placement is to make the dish less visible from the street and unobtrusive to neighboring properties. It should be integrated with the dwelling and surrounding landscape to the extent reception of an acceptable signal will not be impaired.

A Member who is unable to install the dish in the above preferred location should contact the Association GM or their designee to arrange for the placement of the dish.

5. Outside Lights

Any outside light affixed to the exterior of a house must be directed so the light shines only on the Member's property.

6. Cameras and Doorbell Cameras

Doorbell cameras do not require ARC approval. A maximum of two doorbells are permitted: one on the front entry door and the second on another exterior doorway that allows entry to the residence.

Exterior Security Cameras *other than doorbell cameras* will be considered on a case-by-case basis but must be inspected by the Association General Manager or their designee and the ARC prior to

installation. Cameras must be directed solely on Member's property.

7. Sidewalks, Driveway Expansion and Coatings

Common sidewalks passing through driveways in front of the house *cannot* be coated, stained, painted or replaced by pavers.

No driveway expansion will be permitted beyond the external side lines of the garage.

Driveways and walkways to the home must be of poured concrete or pavers, both to be approved by the ARC.

Driveway colors must be from the Association approved color palette:

Approved colors for driveway coating are Sherwin-Williams Hint of Gray #HC156, Sherwin-Williams Gray Horizons #HC140, or Clear Sealer (penetrating stain and sealer) by Sherwin-Williams. Other brands may be mixed to obtain the approved colors.

8. Front Porch

Front Porches *are not* permitted to be screened.

9. Car Coverings

A roof, car port or similar covering for cars, boats, equipment, or such *are not permitted*. Cloth car coverings are not permitted on cars parked in the driveway.

10. Front Roof Changes

No changes, other than skylights, solar tubes, lightning rods, solar panels, or attic fans, will be permitted on any roof visible from the front of the house.

11. Roofs

All residential roofs in the community *must be* of dimensional asphalt/fiberglass shingles or metal, tile or ceramic roof that has the appearance of asphalt shingle.

All roofs must meet local building and/or roofing codes.

Any new roof, or patchwork of a roof done on an individual home or attached Villa, *must match* the existing roof shingle and *must be acceptable* in appearance from the street level. Any new roof must be an approved color from the Association Roof Sample Color Books.

Flat or minimum sloped roofs may be of SBS modified bitumen roofing membrane, granule surface, and polyester mat reinforcement, so long as it is *in a color to match existing house shingles*.

12. Wetlands and Common Grounds

Wetlands: Members *may not* cut, trim, plant, or in any way add, delete, infringe upon, or change anything in the Wetlands. Subject to penalty.

Any Wetland plantings that require attention should be brought to the attention of management.

Common Areas:

Members *may not* plant or put anything in the common areas. No extension of the landscaping of lots will be permitted onto Heritage Spring's common grounds.

13. Landscaping (Maintained and Self-Maintained Villages)

Existing and additional landscaping are subject to the following conditions:

- Additional Landscaping Installations

Additional landscaping is to be installed in a manner that does not interfere with the safe access of lawn maintenance crews.

- Landscape Groupings

Trees, bushes, plantings, lawn ornaments, planters, flowerpots, picnic tables, furniture, fences, walks, hedge enclosures and other types of groupings *are not permitted* without the prior approval of the ARC. Flowerpots are defined as any container, free standing or attached to the home, used for temporary or permanent display of flowers, plants, trees, shrubbery, herbs, vegetable plants, etc.

- Lawn Ornaments and Lawn Decorative Flags
 - Statuary, fountains, planters, ornaments depicting animals, birds, and the like are not to exceed thirty-six (36) inches in height and sixty (60) inches in width (36" x 60").
 - There may be no more than three (3) ornamental items on each of the front, back and sides of the property. Items defined as ornaments include statues, rocks, flowerpots, or similar decorative items. The "property" includes outdoor windowsills, ledges, patios, landscape beds and lawn.
 - There will be no more than three (3) decorative wall art ornaments on any exterior wall of the home.

- Decorative yard/lawn flags are considered a lawn ornaments and will not exceed 13 inches wide and 18 inches long (13" x 18").
- Flagpoles and Residential Flags on Flagpoles
- A Member may display one portable, removable US flag or official flag of the state of Florida in a respectful manner. One portable removable official flag not larger than 4.5 feet by 6 feet representing the US Army, Navy, Air Force, Marines, Coast Guard, Space Force, or a POW-MIA flag, flown in a respectful manner, is also permitted. The aforementioned flags do not count as an ornament.
- College support flags count as an ornament and cannot exceed the 4.5 feet by 6 feet requirement.
- Only the American flag must be illuminated if flown after daylight. The American flag must fly above any other flag.
- Flags must be replaced if faded, tattered or in poor condition.
- Decorative flags on flagpoles attached to the house may be displayed. Decorative Flags may not exceed 36 inches in width and length (36x36).
- A Member may erect a freestanding flagpole no more than 20 feet high on any portion of the Member's property. The flagpole cannot obstruct sightlines at intersections and may not be erected within or upon an easement. The flagpole will be constructed of PVC, aluminum, fiberglass, or stainless steel. Flagpoles subject to rust, corrosion, or insect deterioration are prohibited.
- Tree Rules and Restrictions
- Each home site must have a minimum of two trees that are at least six (6) inches in diameter and a minimum of six (6) feet in height on the property. Trees must be from the approved Florida-Friendly master tree list. Members are encouraged to refer to the 'Florida Friendly' website for a complete and current listing of acceptable trees. <https://www.floridaisa.org/pdf/mastertreelists.pdf>
- Low hanging tree branches must be trimmed so as to not interfere with the safe access of lawn crews.
- New/replacement trees must be planted at least 5 feet from the front, rear and side property lines.
- Trees must not be planted in such a way that they restrict sight lines for vehicular traffic.
- Removal of any trees (dead, diseased or alive) requires ACC approval. Residents are responsible for adhering to Pasco County Requirements, including permits. After tree removal, stumps must be ground below the sod line and the hole filled with sod, mulch, bushes or trees.

- Trees and plantings are not permitted between the sidewalk and the street. Lakestone Village is the only exception to this rule and the only plantings allowed are palm trees.
 - Fruit and citrus trees are not permitted in order to prevent the invasion of fruit rats and other wildlife.
- Bushes and Shrubs Rules and Restrictions
- Bushes and Shrubs will not be counted as trees.
 - For safety reasons bushes will not block a window and will be trimmed to 6 inches above the sill.
 - For safety reasons, ornamental bushes with a unique design or trim pattern and planted as a single bush cannot exceed eight (8) feet in height. Bushes consisting of two or more of the same type bushes planted next to each other cannot exceed a maximum height of six (6) feet. This constitutes a hedge, regardless of length. Shrubs which are typically ornamental or flowering in nature and cannot exceed a height of three (3) feet.
 - Bushes located at the end of a driveway must be trimmed to a maximum of 3 feet in height for safety reasons.

14. Irrigation Systems

Any changes to the irrigation system to accommodate additional landscaping, patio additions, etc. will be paid for by Member.

Irrigation spray patterns must be maintained to avoid spraying on any adjacent property or common area.

15. Continuous Concrete Curbing/Edging/Mulch

Continuous poured concrete curbing, continuous boarder stone, stacked stone not to exceed one foot in height, or rubber/plastic edging are encouraged around landscape beds along the perimeter of the home as well as around the perimeter of other landscape beds within the yard, or around trees. In Maintained Villages, the curbing must not interfere with lawn maintenance.

Ground coverage may be used within landscape beds. Examples include mulch, stones, rock, rubber etc.

Mulch, when used around plants, trees and in landscape, must be red, brown or black in color. Acceptable forms of mulch may include Pine Bark, Cypress Chips, Red Lava Rock, Crimson Gravel (1.5"-3"}, Brown Gravel, River Rock, and commercially sold recycled rubber mulch, red or brown in

color.

All stones or rocks installed as ground cover or placed in landscape beds require curbing/edging for the safety of the lawn crews. Examples of such stones permitted are crimson stone mixture (reddish brown color) and river rock (multi brown, gray, and white colors) or as per village requirements. Marble stone and lava rock, if used, must be maintained so that mildew or black stains are not allowed to accumulate on it. White Rock and crushed shell of any kind is not permitted.

A sample of all landscape materials to be used must accompany the ECR.

16. Lamp Post or Mailbox - Operation, Replacement and Painting

Lamp posts are an integral part of the street lighting system. For this reason, lamp posts must be lit from dusk to dawn, including periods of time when the Member may be away.

Lamp post light fixtures and posts, name signs, and mailboxes and posts must be the same size, style, material and color as originally furnished at the time the dwelling was built, except for the mail carrier signal flags which must be RED in accordance with US Postal Service Standards.

Mailbox numbers *must* be made of gold foil and be 2 inches in height.

Lamp post signs must have *gold lettering* and be the same size and color as the original style. If the original size or color is not available, an ARC approved substitute may be used. The lamp post sign must be legible from the street.

The lamp posts must be 6 feet tall to the top of the light, must be white in color and installed in the same location as the lamppost being replaced.

A photo must be submitted with the ECR for replacement to any lamp post light, sign or post, or to any mailbox or post.

17. House Numbers

To aid emergency personnel, delivery people and to conform to Pasco County ordinances, each house must have a readily visible house number.

The numbers will be located over the garage door or near the entrance to the front door, in a location clearly visible from the street in front of the house, and lit by the light of the dwelling's lamppost.

- Said numbers must be black, gold, or white in color, and contrast with the color of the material to which the numbers are attached so that they can easily be read when viewed from the street.
- The overall height of each number will not exceed six and one half (6 1/2) inches nor be less than four (4) inches in height.

18. Signs Permitted on Member Property

- Only "For Sale" or "For Rent" signs will be permitted and will be limited to one per lot, with a maximum size of 24"X36".
- Signs must be removed when a sale or rental advertisement is completed.

19. Exterior Shutters

- Exterior decorative shutters must be a louvered design, approximately 12 inches in width for most standard windows and approximately 20" wide for larger windows.
- Colors must match, or be compatible with, existing trim and siding colors.
- Shutters are to remain open at all times.

20. Storm Shutters and Removable Protective Panels

- Storm shutters must be approved prior to installation by the ARC.
- The approved hurricane window/door coverings are limited to: accordion shutters, roll up shutters, storm panels made of aluminum, steel or polycarbonate, or approved hurricane rated fabric.
- Plywood or other materials not specifically designed and rated as hurricane protection are not permitted.
- Accordion shutters and roll up shutters that are permanently mounted to the house must be compatible with the exterior color of the residence.
- Bahama shutters (exterior shutters that are hinged at the top and can be propped open or closed) are not permitted.
- Storm shutters or protective panels may not be used as a routine security measure.
- Storm shutters may be closed only upon issuance of an official storm warning by the National Weather Service. Storm shutters or storm panels must be returned to the open position by the Member or his appointed representative within 24 hours after the storm danger has passed.
- Storm panels must be removed within the same 24-hour period. Should the panels not be removed, the Association may remove them. The Member

will be responsible for any damage, cost and/or injury occurred by reason of removing said panels pursuant to the Rules and Regulations.

- Protective removable panels are defined as anything affixed to the window and door areas on the exterior of the house without regard to the material or stated purpose of the panels. They can be put in place only during a storm warning.
- The Association or ARC will not deny an application for the installation, enhancement, or replacement of hurricane protection that conforms to the specifications in this Manual and adheres to the unified building scheme of the community. "Hurricane protection" includes, but is not limited to certain roof systems, storm shutters, impact-resistant windows and doors.

21. Awnings

Members who wish to install awnings will submit a completed request adequately describing color, location and a color sample of the awning material to the ARC before installation.

- Awnings will be of one color; however, striped awnings may be approved by the ARC.
- Aluminum awnings are not permitted nor are awnings on windows facing the street.

22. Trellises and Lattice

Enclosures for heat pumps, outside utilities, well heads, etc., should be PVC. Overall height including posts may not exceed six (6) feet. Overall length should be kept to the minimum to accomplish the desired result. The width will not exceed six (6) inches outside the concrete slab at the garage side door. Standard concrete block is not permitted. Trellis for supporting plants must be placed within the roof overhang. It must be no larger than six (6) feet high and three (3) feet wide.

23. Propane Containers, DOT & ASME

Propane tanks must adhere to Pasco County Ordinances and specifications. No tank may be installed without having obtained a permit from Pasco County and approval from the Association ARC. All propane tanks must be disguised with bushes or approved fencing to maintain the aesthetic view of the community.

Installation of a propane tank must not infringe on common areas or on neighbor's property. The entire tank must be placed at least five (5) feet from the property line.

24. Air Conditioners

Air conditioners, including heat pumps, cannot be mounted through a window, door or hung on a wall unless medical documentation is provided to the ARC. New installations of air conditioners or heat pumps must be located on the side or rear of the home and not directly opposite the bedroom windows of adjacent homes. Conduits must be painted to match the home's exterior paint. All permits necessary must be obtained from the county.

Neither the Association or ARC will require the review of plans and specifications for air conditioning systems, refrigeration systems, heating or ventilation systems that are not visible from the frontage of the parcel, an adjacent parcel, adjacent common area, or golf course, if such systems are substantially similar to systems that have been approved by the ARC or the Association in the past.

25. Water Softeners

The current code in Pasco County requires a permit for installation of a water softener. The Member is responsible for obtaining such permits and the necessary inspections. Water softener discharge must be routed to an open-air sanitary waste line, or into a laundry tub or sewer line with a "P" trap. It must not drain to outside open areas. Water softeners, installed outside the residence, must be screened from view from the street with shrubbery or lattice panels.

26. Pools/Ponds/Hot tubs

Residential pools, hot tubs, and/or ponds must be contained within a lanai/birdcage. No pools or ponds are permitted on patios, yards or flower bed areas.

All discharge of water from a pool, hot tub or pond must be routed to an open-air storm water drain in the street by use of a hose. It must not drain to outside open areas, including retention ponds.

27. Bird feeders/bird baths

Bird Feeders, bird baths and any form of an outside animal feeding station are not permitted.

28. Rain Barrels

Rain Barrels and/or other containers holding standing water will not be permitted.

29. Storage

Members may not store items on their Lot or Parcel that are visible from the Parcel's frontage, an adjacent parcel, an adjacent common area, or the golf course.

SECTION V. MISCELLANEOUS

1. MEETING SIGNS AT MONUMENTS

Village associations may place signs at or near the entrance to the Village, on Village common grounds, announcing business meetings or events no more than 1 week prior to a meeting or event and removed within 24 hours following the meeting.

All signs must be official Village business only. No personal events may be advertised on the Village common area.

All signs must be a maximum size of 25 inches by 45 inches and made of plastic and in good condition and may not be made of poster Board or other products.

No other signs will be permitted.

2. HOLIDAY DECORATIONS – Homes and Monuments

- Displays will be directly related to the meaning and spirit of the holiday/special occasion.
- Installation will be no earlier than twenty (20) days prior to the holiday/special occasions and must be removed within five (5) days afterwards.
 - Christmas, Hanukkah and other religious holidays during this period of time have a special exception. Installation will be no earlier than the day after Thanksgiving and removed by January 6th.
- Decorations cannot obstruct traffic.
- Individual villages may not erect additional apparatus to hang or hold decorations.
- Decorations which can stand on the ground must be secured to the ground.
- When placing decorations on the monument, no damage should take place to the monument.

3. GARBAGE AND TRASH

- A garbage container (trash can) is defined as plastic or metal having a covered top.
 - A plastic trash bag is not considered a container.
- All garbage, cans and other recycle containers must be kept inside the garage.
- Trash cans and recyclable containers must not be put out until the day before

collection.

- All food refuse must be placed in a covered receptacle to avoid invasion from animals.
- Empty receptacles must be removed from sight by the end of the day after pick up.
- Trash must not be accumulated or stored on the outside of the home.

4. HURRICANE PREPARATION

Members who plan to be absent from their residence during hurricane season should prepare their property prior to departure and remove all furniture, potted plants and other objects from their lanai, patio, entryway, lawn, etc., and place them in a secure area such as the garage. They must also designate someone to do this, if the need arises, or care for the property should the structure suffer damage in their absence.

SECTION VI. ONGOING MAINTENANCE REQUIREMENTS

1. VILLAGE COMMON AREAS

Villages that own common areas are required to keep the grass regularly cut, fertilized, and all trash and debris removed.

2. DWELLING MAINTENANCE

Each Member must maintain in good condition and repair all grounds and improvements on their lot including, without limitation the residential dwelling.

In addition, Mildew and rust stains must be removed from roofs, gutters, downspouts, driveways, walkways, entryways, landscape curbing, mailboxes, lampposts, and exterior wall areas.

3. FAILURE TO MAINTAIN

The Association or ARC will conduct periodic inspections to review compliance with this Manual.

If a Member fails to maintain their property, the Association will, after giving the Member 30 days written notice, be authorized to undertake such maintenance at the Member's expense. Entry upon the Member's lot for such purposes will not constitute trespassing. If the Association undertakes such maintenance, the Member will be billed and if not paid, the charge will be secured by a lien on the property.