

ARCHITECTURAL GUIDELINES  
AND  
COMMUNITY STANDARDS

*Orange Tree*  
***GOLF VILLAS***

Revised January 13, 2025

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## I. INTRODUCTION TO DESIGN REVIEW

A. Purpose of Guidelines: The Architectural Guidelines (for definitions, see Exhibit "B") provide an overall framework and comprehensive set of standards and procedures for the development of the community in an orderly and cohesive manner. These standards have been developed to assist in the planning, constructing, landscaping, and modifying of Lots within the Orange Tree Golf Villas. The standards set forth criteria for design, style, materials, colors and location of site improvements, landscaping, signage, and lighting. In addition, the Architectural Guidelines establish a process for review of proposed construction and modifications to Lots and Rental Property to ensure that all sites within the Orange Tree Golf Villas are developed and maintained with the consistency and quality that attracted you to this development.

B. Governmental Permits: To the extent that Orange County ordinances or any local government ordinance, building code, or regulation requires a more restrictive standard than the standards set forth in these Architectural Guidelines or the Declaration, the local government standards shall prevail. To the extent that any local government standard is less restrictive, the Declaration and the Architectural Guidelines (in that order) shall prevail.

C. Preparer: These initial Architectural Guidelines have been prepared by the Golf Villas Board ("the Board") and adopted by the Board pursuant to the Declaration. The Architectural Guidelines may be changed and amended to serve the needs of an evolving community pursuant to the procedures set forth in the Declaration and in Section VII of these Architectural Guidelines.

D. Applicability of Architectural Review: These Architectural Guidelines shall be applicable to all property which is subject to the Declaration as supplemented in accordance with the Declaration. The provisions shall apply to residential Lots notwithstanding any other provision herein to the contrary. Unless otherwise specifically stated in Article VI of the Declaration or these Architectural Guidelines, all plans and materials for new construction or exterior modifications of improvements on a Lot must be approved before any construction activity begins. Unless otherwise specifically stated in these Architectural Guidelines, no structure may be erected upon any Lot, and no improvements (including staking, clearing, excavation, grading and other site work, exterior alteration of existing improvements, and planting or removal of landscaping materials) shall take place without receiving the prior written approval of the appropriate Reviewer as described below. Where these Architectural Guidelines specifically allow an Owner to proceed without advance approval, such allowance shall only be effective so long as the Owner complies with the requirements of the stated guideline.

Owners are responsible for ensuring compliance with all standards and procedures within these Architectural Guidelines. Owners are also governed by the requirements and restrictions set forth in the Declaration, any applicable Supplemental Declaration, and any other applicable architectural and landscape guidelines. In particular, Owners should review and become familiar with the Use Restrictions applicable to the Orange Tree Golf Villas enacted in the Declaration.

E. Review Structure: Architectural control and design review for the Orange Tree Golf Villas is handled by either: (i) the Board or its designee; or (ii) the Architectural Review Committee (the "ARC"). The term "Reviewer," as used in these Architectural Guidelines, shall refer to the appropriate reviewing entity.

1. The Board. As set forth in Article VI of the Declaration, the Golf Villas Board has exclusive jurisdiction over all matters relating to architecture and all exterior changes to the Lots. However, the Board has reserved the right to, and does hereby, delegate a portion of its jurisdiction to the ARC, with members appointed by the Board as addressed in Section 6.10 of the Declaration. Notwithstanding such delegation, the Board shall retain ultimate jurisdiction over all reviews of changes to the Lots not delegated to the ARC, or that may be appealed to the Board from the

ARC, and shall be the conclusive interpreter of these Architectural Guidelines, shall monitor the effectiveness of these Architectural Guidelines, and may, but shall not be obligated to, promulgate additional design standards and review procedures as it deems appropriate.

In addition, the Board's delegation to the ARC shall be subject to: (i) the right of the Board to revoke such delegation at any time and reassume jurisdiction over the matters previously delegated; and (ii) the right of the Board to veto ARC approval which might require a variance to these Architectural Guidelines or set a precedent of construction, landscaping or improvement within the Orange Tree Golf Villas.

2. Architectural Review Committee. The ARC is hereby delegated jurisdiction over modifications to improved Lots and landscaping on improved Lots in the Properties, and such additional responsibilities delegated to it by the Board. The ARC shall give the Board notice and its recommendation on any Architectural Review Request which may require a variance to these Architectural Guidelines or established construction, landscaping, or improvement practices within the Orange Tree Golf Villas. The Board shall make a decision on any properly submitted Architectural Review Request within thirty (30) days of the notice from the ARC.

Members of the ARC shall be homeowners appointed by the Board and shall consist of no fewer than three (3) and no more than five (5) homeowners at any one time.

## **II. DESIGN REVIEW PROCEDURES**

A. Review of New Construction: Plans for construction upon any Lot must be reviewed and approved by the ARC, requiring the submission of an Architectural Review Request Form. Each Applicant shall submit a conceptual or preliminary site layout and floor plan, as well as any tree removal requests. Also, exterior finishes and color schemes, if available, and information concerning irrigation systems, drainage, lighting, landscaping, and other features shall be provided. Requirements for plans are further explained below in Section II. C below. Applicants may request an initial meeting with a representative of the ARC to address any questions about the Orange Tree Golf Villas and the Architectural Guidelines.

B. Review of Modifications: The review of modifications shall require the submission of an Architectural Review Request to the ARC. Depending on the scope of the modification, the ARC may require the submission of all or some of the plans and specifications listed below in Section II.C. In the alternative, the ARC may require a less detailed description of the proposed modification. The review and approval of modifications shall take place within the same time periods as required for new construction.

C. Plans to be Reviewed: The ARC may require two sets of any of the following plans (scale 1/4" = 1'-0" unless noted otherwise) for new construction or a modification, in addition to the submission of a General Application:

1. Site Plan. Showing a clearing and grading scheme with proposed and existing land contours; grades and flow of the site drainage system; location of existing trees, including identification of every tree with a diameter of four inches or more measured at a height of three (3') feet above grade and location and size of trees proposed for removal; the location or "footprint" of the proposed improvement, including setback lines, fences, retaining walls, driveways, curb cuts, walkways, fences, pools, patios, landscaping, buildings, and other improvements. Minimum scale of 1" = 20'.

2. Floor Plan. Showing decks, patios, stoops, retaining walls related to the dwelling, trash enclosures, HVAC equipment and utilities, and the screening for same, interior spacing of rooms, and connections to driveways and walkways.
3. Elevations. Front, rear and side exterior elevations showing building materials and finishes and indicating the maximum height of the dwelling.
4. Roof Plan. Showing slopes, pitches, roofing materials, colors, and gables, unless reflected in the other plans.
5. Exterior Finishes. Showing the exterior color scheme and texture (including samples and color chips,), lighting scheme, and other details affecting the exterior appearance of the proposed improvements.
6. Landscaping Plan. Showing location size, species, quantity, and quality of all plant material, paving materials, light poles, mailboxes, protection of existing vegetation, use of plants, and other landscaping details. Applicants may use the checklist attached as Exhibit "A" when compiling the landscape plan.
7. Other. Such other information, data, and drawings as may be reasonably requested, including, without limitation, irrigation systems, drainage, lighting, satellite dish placement, landscaping, screening, fences, and other features.

D. Review Criteria; Recommendations; Variances: While the Architectural Guidelines are intended to provide a framework for construction and modifications, the Architectural Guidelines are not all-inclusive. In its review process, the ARC may consider the quality of workmanship and design, harmony of external design with existing structures, the neighborhood and location in relation to surrounding structures, topography, and finished grade elevation, among other things. No ARC shall grant approval for proposed construction that is inconsistent with the Architectural Guidelines, unless the Board grants a variance.

The ARC shall have the authority from time to time to adopt and revise lists of recommended landscape materials and hardscape materials such as the ones attached as Exhibit "C". The Board, as recommended by the ARC, may, in its sole discretion, provide that the lists of recommended materials constitute "approved materials" and that the replacement of such materials requires no ARC approval. Alternatively, the Board may provide that the purpose of the list(s) is merely to provide guidance and that installation of recommended materials does not relieve the Applicant from any obligations set forth in these Architectural Guidelines to acquire approval prior to installation.

Variances may be granted in some circumstances (including, but not limited to, topography, natural obstructions, hardship, or environmental considerations) when deviations may be required. The Board shall have the power to grant a variance from strict compliance in such circumstances, so long as the variance does not result in a material violation of the Declaration. No variance shall be effective unless in writing and signed by the President of the Association with the support of a majority of the Board members.

E. Review Period: A written response shall be made to each Architectural Review Request and plan submittal within thirty (30) calendar days of submission of all materials required by the ARC. One (1) set of plans shall be returned to the Applicant, accompanied by the ARC's decision. The other set of plans shall be retained for the ARC's records. The ARC's decision shall be rendered in one of the following forms:

1. *"Approved"* - The entire application as submitted is approved; or
2. *"Approved with Conditions"* - The application is not approved as submitted, but the ARC's suggestions for curing objectionable features or segments are noted. The Applicant must correct the plan's objectionable features or segments, and the

Applicant may be required to resubmit the application and receive approval prior to commencing the construction or alteration; or

3. *"Denied"* - The entire application as submitted is rejected in total. The ARC may provide comments but is not required to do so; or
4. *"Incomplete"* – The ARC feels that the application is either lacking necessary information, or they need additional information in order to properly review it. No is no further review by the ARC until all the requested information is provided.

If the ARC fails to respond within thirty (30) days, the Applicant shall request a response by certified mail, return receipt requested, or, alternatively, by hand delivery to the Association's management office and receipt obtained. If the ARC fails to respond within this additional thirty (30) day period, approval shall be deemed granted. No construction or modification that is inconsistent with the Declaration or the Architectural Guidelines shall be deemed approved unless the Board has granted avariance.

Following a notice of denial, the Applicant or the Applicant's representative may request, upon ten (10) days written notice submitted to the ARC, a meeting with the ARC to review the disapproved Architectural Review Request and to discuss potential changes to said Architectural Review Request that the ARC would recommend in order to gain approval.

F. Appeal: Any Applicant shall have the right to appeal a decision of the ARC by resubmitting the information and documents set forth above within thirty (30) days of receiving a response from the ARC; however, such appeal shall be considered only by the Board. If Applicant fails to appeal a decision of the ARC within said thirty (30) days, the ARC's decision is final. In the case of a denial and resubmittal, the ARC shall have thirty (30) days from the date of each resubmittal to approve or deny any resubmittal. The filing of an appeal does not extend any maximum time period for the completion of any new construction or modification.

G. Orange County Approval: The review and approval of plans and specifications shall not be a substitute for compliance with the permitting and approval requirements of Orange County or other governmental authorities. It is the responsibility of Applicant to obtain all necessary permits and approvals.

H. Implementation of Approved Plans: All work must conform to approved plans. If it is determined by the ARC that work completed or in progress on any Lot is not in compliance with these Architectural Guidelines or any approval issued by the ARC or the Board, the ARC shall, directly or through the Board, notify the Owner in writing of such noncompliance specifying in reasonable detail the particulars of noncompliance and shall require the Owner to remedy the same. If the Owner fails to remedy such noncompliance or fails to commence and continue diligently toward achieving compliance within the time period stated in the notice, then such noncompliance shall be deemed to be in violation of the Declaration and these Architectural Guidelines.

1. Time to Commence. If construction does not commence on a modification for which plans have been approved within six (6) months (unless stated otherwise on application) of such approval, such approval shall be deemed withdrawn, and it shall be necessary for the Applicant to resubmit the plans to the ARC for reconsideration.
2. Time to Complete. Once construction is commenced, it shall be diligently pursued to completion. Completion of all modifications shall take place within six (6) months after commencement unless otherwise stated on the approved plans. The Applicant may request an extension of such maximum time period not less than thirty (30) days prior to the expiration of the maximum time period, which the ARC may approve or disapprove, in its sole discretion. If construction is not completed on a project within the period set forth above, or within any extension approved by



the ARC, the approval shall be deemed withdrawn, and the incomplete construction shall be deemed to be in violation of the Declaration and these Architectural Guidelines.

I. Changes After Approval: All proposed changes to plans, including changes that affect the exterior of any building, colors, windows, grading, paving, utilities, landscaping, or signage, made after the approval of plans must be submitted to and approved in writing by the ARC prior to implementation. Close cooperation and coordination between the Applicant and the ARC will ensure that changes are approved in a timely manner.

If Orange County or any other authority having jurisdiction requires that changes be made to final construction plans previously approved by the ARC, the Applicant must notify the ARC of such changes and receive approval from the ARC prior to implementing such changes.

J. Enforcement: In the event of any violation of these Architectural Guidelines, the Board may take any action set forth in the Corporate Resolution adopted by the Board of Directors of the Orange Tree Golf Villas Section One Maintenance Association, Inc. on November 14, 2007, or the Declaration, including the levy of a fine, or special assessment, pursuant to Section VIII.3 of the Declaration. The Board may remove or remedy the violation, and/or seek injunctive relief requiring the removal or the remedying of the violation, or levy a fine. In addition, the Board shall be entitled to recover all costs incurred in enforcing compliance and/or impose an assessment against the Lot upon which such violation exists.

### **III. ARCHITECTURAL AND IMPROVEMENT DESIGN STANDARDS**

The following specific site criteria shall apply to all proposed or existing residential construction within the Orange Tree Golf Villas unless a variance is granted by the Estate Board.

- A. Accessory Buildings: There shall be no accessory building or permanently installed playhouse.
- B. Additions and Expansions: ARC approval is required for any addition to or expansion of a residence. Materials, color and style shall match the existing residence.
- C. Air Conditioning Equipment: ARC approval is required for the installation of air conditioning equipment or evaporative coolers – excluding the site-specific replacement of existing air conditioner equipment. Air Conditioner wall units may be approved with the following conditions:
  - 1. Must shield wall unit 100% with shrubbery.
  - 2. Must be painted the base color of the house.

No window air conditioning units shall be allowed.

D. Antennae and Communication Dishes: All Units are to be pre-wired for cablevision in accordance with the standards established by the ARC. No erection or placement of satellite dishes and/or antennas, whether permanently or temporarily, shall take place except in strict compliance with the provisions of the Declaration and the Rules and Restrictions for Antenna Installation, Maintenance and Use as adopted by the Master Maintenance Association on August 25, 1999, incorporated herein by reference. If an Applicant should challenge the location approved by the ARC for a satellite dish, the Applicant shall pay a one-hundred (\$100.00) dollar fee to the Association so that the Association might hire a third-party expert to verify that the satellite dish will work where approved; and if not, where it should be located so as to visually shield the satellite dish from the street, yet achieve industry-acceptable levels of reception. The ARC shall review the expert's recommendations and then allow conditional approval at the recommended location. Roof top tripods are not permitted.

E. Architectural Standards: The exteriors of all buildings must be designed to be compatible with the natural site features of the Lot and to be in harmony with the surrounding units. The landforms, the natural contours, local climate, vegetation, and the views should dictate any building additions and the architectural style. The ARC may disapprove plans if in its judgment the massing, architectural style, roof line, exterior materials, colors or other features of the building do not meet these standards.

1. Exterior Wall Treatments: The following are acceptable exterior wall treatments for vertical surfaces:
  - a. Concrete block or clay brick in natural earth tones.
  - b. Vertical or horizontal siding painted, stained, or bleached.
  - c. Natural stone.
  - d. Painted stucco in approved colors.
  - e. Anodized or paint finish are required on all metal surfaces including windows, flashing, drips, and caps, preferably in earth tones or compatible colors to the surrounding surfaces; and
  - f. Vinyl materials, such as window frames, will be considered by the ARC on a case-by-case basis.

**Ivy and other climbing vegetation planted to grow directly on the exterior of the home is strictly prohibited. Requests to install ivy and/or other climbing vegetation on the wing/retaining walls surrounding the home will be approved on a case-by-case basis.**

2. Exterior Colors: Color selections for all exterior material shall be in natural or earth tones. No pastels or primary colors may be used except as approved by the ARC. Owners must submit for approval color samples of all exterior surfaces to the ARC for review and approval prior to commencing construction, including specifications and samples for window and metal or vinyl finishes, roof material, trim, and exterior surfaces and accents.
3. House Body and Trim Colors: Trim is defined as the wood soffit and fascia. Any recessed areas above or around windows is not considered trim and must be painted the same color as the body of the house. Raised trim banding around the garage door and windows is not considered trim and is to be painted the same color as the body of the house (exception noted below #4).
4. Garage Door Color: The garage door and the garage door trim band are to be painted the color of the body of the house except with the following exceptions. If the Sherwin-Williams color scheme chosen has the trim colors of Westhighland White SW 7566 or Sandbar SW 7547, the garage door and raised trim around the garage door may be painted those colors to match the rest of the trim.
5. House body color must be flat or satin finish. Trim color must be flat, satin finish or semi-gloss. Gloss Paint is limited to the front door.
6. Approved color schemes can be found at the Sherwin-Williams website for Homeowners Association Color Archives. Choose Florida, Orlando, and Orange Tree – Golf Villas”.

F. Awnings and Overhangs: The installation of awnings or overhangs requires ARC approval. The awning or overhang color must be the same as or generally recognized as complementary to the exterior of the residence. All awnings must be non-metallic, preferably canvas, with the color of the material to match the color of the house trim.

G. Birdbaths, Birdhouses, and Birdfeeders: ARC approval is not required for the rear yard

installation of any birdbath that is three (3') feet tall or less, including any pedestal. Placement in any front or side yard requires ARC approval.

No ARC approval is required for one (1) rear yard installation of any birdhouse or birdfeeder. Such birdhouse or birdfeeder shall measure no more than one (1') foot by two (2') feet, nor more than five (5') feet in height. Additional units or installation in the front or side yard requires ARC approval.

H. Clotheslines: Not Allowed.

I. Compost: Not Allowed.

J. Decks and Balconies: Owners shall secure ARC approval before installing decks or balconies. Decks and balconies must be constructed of wood or other material similar to that of the residence and, if painted, must be painted a color similar to or generally acceptable as complementary to the residence in accordance with Section III.E.2 above. Decks and balconies must be installed as an integral part of the residence or patio area. Any such decks or balconies must be located so as not to obstruct or diminish the view of or create an unreasonable level of noise for adjacent property owners. Construction shall not occur over easements and must comply with the applicable Orange County requirements.

K. Dog- Houses and Kennels: Doghouses and animal kennels are prohibited.

L. 1. Elevation: All changes and modifications are to be consistent and in keeping with the "Golf Villas" architectural style and design. Owners Making changes and modifications may be required to provide additional drawings to the ARC demonstrating the compatibility of building profiles not only in frontal elevation but also from adjacent side elevations of structures on adjacent lots. Elevation in this reference refers to a flat scale drawing of the front, rear or side of a building.

2. Elevation Height Limit: Height is limited to the original measurement from ground level to the highest point of the existing building.

M. Exterior Lighting: No lighting fixture shall be installed that may be or become an annoyance or a nuisance to the residents of adjacent property. Additionally, lights shall not be permitted along sidewalks if visible from the street. Accent (Landscaping) Lighting must be black, dark green or dark brown, so they blend in with the background. The light fixtures may not exceed eighteen (18") inches in height.

N. Flags, Banners and Flagpoles: Each owner may display one portable, removable US flag or official flag of the State of Florida in a respectable manner, and one portable, removable official flag, in a respectable manner, not larger than 4 ½ feet by 6 feet, which represents the US Army, Navy, Air Force, Marine Corps, or Coast Guard, or a POW-MIA flag.

Any homeowner may erect a freestanding flagpole no more than 20 feet high on any portion of the homeowner's real property, if the flagpole does not obstruct sightlines at intersections and is not erected within or upon an easement. The homeowner may further display in a respectable manner from that flagpole an official United States flag, not larger than 4 ½ feet by 6 feet, and may additionally display one official flag of the State of Florida or the United States Army, Navy, Air Force, Marines, or Coast Guard, or a POW-MIA flag. Such additional flags must be equal in size to or smaller than the United States flag.

Flags that do not meet these specifications are prohibited.

O. Gazebos: Gazebos, greenhouses and solariums detached from the main structure are prohibited.

P. Hot Tubs and Saunas: ARC approval is required prior to the construction of any hot tub, Jacuzzi, or spa and shall be an integral part of the deck or patio area and/or the rear yard landscaping. A hot tub, Jacuzzi, or spa shall be located in the rear yard in such a way that it is not higher than three (3') feet tall and does not interfere with neighbor's line-of-site.

Q. Latticework and Trellises: Latticework or a garden trellis which is a part of the landscaping and compatible with the exterior of a structure may be installed with ARC approval. Latticework and trellises must not obstruct any adjacent property owner's view.

R. Mailboxes: Mailboxes shall be maintained at locations as initially installed by the Developer.

No mailbox, paper box, or other receptacles for such materials shall be maintained on a residential Lot unless its size, type, location, and design meet the following criteria:

1. Mailboxes are to be of metal or vinyl/PVC construction, black in color, as approved by US Postmaster. "T2" Rural Mailbox is the preferred style.
2. Mailbox posts shall be constructed of pressure-treated lumber, to resist termites and deterioration, in the "T" or 'yardarm' style. Prefabricated posts are readily available from local lumber/home improvement stores. Posts must be painted Color Wheel *Rustic Brown*, or in a color-matched paint from an alternate manufacturer which substantially matches the Color Wheel paint color.
3. Street Address numbers are allowed on the mailboxes or routed into the woodmember of the post that runs parallel to the ground and shall be painted white to allow them to be visible at night. Those owners who are replacing posts and chooseto utilize the original routed-wood numbers, need not attempt to duplicate the routing work.

If U.S. mail service or newspaper delivery agree to make deliveries to wall receptacles attached to residences, Owners shall upon approval of a request of the ARC, replace all previously approved receptacles with wall receptacles attached to residences.

S. Massing: Equal attention to detail and architectural definition must be given to all sides of the structure, including, but not limited to, the foundations, banding, accent materials, roof character, and window treatment. Retaining walls, planter walls, and privacy walls should be used to break up the elevation of a building and help relate the structure to the ground. All exposed concrete block or poured concrete foundations and site retaining walls must be covered with an appropriate wall-facing material, which must be approved by the ARC.

T. Paint: Owners may repaint the surfaces of their house in accordance with the originally approved color scheme of those surfaces without ARC approval. ARC approval is required, however, for all changes in exterior painting. Color chips or samples are required for all paint applications. Color chips must indicate the type of paint: Base color must be flat or satin finish. Trim color must be flat, satin finish or semi-gloss. Gloss Paint is limited to the front door. Review criteria may include, but shall not be limited to, the sheen of paint, the home's architecture, any existing stone or brick accents, roof color, and neighboring properties' colors. The main colors for all exterior building surfaces must complement the architectural theme of the house. Refer to Section E. 2-7 for further color information.

U. Patios: All plans and designs for patios and enclosures must be submitted to the ARC for review prior to construction.

V. Playhouses: Playhouses/swing sets are not allowed.

W. Pools: ARC approval is required for the construction or installation of pools. Pools shall be an integral part of the deck or patio area and/or the rear yard landscaping. A pool shall be located in the rear yard. All mechanical equipment necessary for the operation of any pool must be located in the rear or side yard and shall be screened from the street and neighboring Lots by an enclosure, wall, or fencing, such screening to be in accordance with these Architectural Guidelines and all applicable county regulations and approved by the ARC.

Applications for pools shall be accompanied by a screen or fence plan and a plat of the property with the pool indicated thereon. Access to the site must be obtained by using the property of the Owner installing the pool. If access is needed across another Lot or common area, the Applicant shall obtain the written permission of the Owner prior to submitting the pool application. Applicants shall be required to assure that any planned regrading of their lot, either major or minor, relating to the pool installation will not adversely affect the flow of runoff water.

Any swimming pool and the screening or fencing surrounding it that is to be constructed on any residential Lot shall be in compliance with all State and county regulations, and subject to the approval and requirements of the ARC, which shall include, but which shall not be limited to the following:

1. Above-ground swimming pools will not be allowed; and
2. Materials, design, and construction shall meet standards generally accepted by the industry and shall comply with applicable governmental regulations; and
3. The pool size and location shall be approved by the ARC; and
4. All pool equipment, storage tanks, chemical feeders, heating equipment, and any other above-ground apparatus (except air-conditioning units) must be shielded by approved wooden fencing or dense shrubbery so that such equipment or apparatus is not visible from the street. (See Enclosure Specifications). Pool heater vent stacks may extend above the enclosure. Pool equipment must be shielded within fifteen (15) days from the date of completion of the pool; and
5. Water softeners, whether for pools or potable, shall be shielded by wooden fencing or dense shrubbery as long as the shrubbery totally shields the equipment.
6. All screened pool and/or patio enclosures must be colored 'bronze' aluminum or other appropriate construction material, and all screening must be 'charcoal' in color.

X. Recreational Equipment: Permanent or portable recreational equipment, including Basketball poles, shall not be allowed.

AA. Roofing: Roof pitches and overhangs shall be designed for compatibility with adjacent roof profiles in front, side, and rear elevation, and may vary as dictated by architectural design. Roof materials which are acceptable are Spanish "S" or barrel tile. ARC approval is required for a roof-material or roof color change. If replacement shingles do not match the existing shingles, the entire area visible from the street or adjacent from properties must be replaced or coated. Roofs shall be maintained free from mildew. Any roof which has ten (10 %) percent or more area discolored on any surface (or plane) by mildew shall be a violation and subject to enforcement.

BB. Roof Accessories and Equipment: ARC approval is required for all rooftop equipment and accessories, unless specifically accepted in this Section. All rooftop equipment must match roofing colors or be of a color that complements the house and must be placed as inconspicuously as possible. Exposed flashing gutters and downspouts must be painted to match, or be compatible with, the fascia and siding of the structure.

ARC approval is also required for all skylights and/or solar tubes.

CC. Siding: Only stucco, or cementitious coating resembling stucco shall be allowed.

DD. Signs: Signs are not allowed except as follows:

One security sign is permitted in the front yard located either adjacent to the driveway or in close proximity to the front entrance of the main dwelling. Security company signs are also permitted in the windows. Security and identification signs shall not exceed 8" x 10" and the ARC may impose shape and color restrictions on security signs. Identification signs (numbers) for Lots are required to be placed and maintained on the mailboxes (see Section III.T, above). All other numbers should be at least 3" high, visible and legible from the street on which the house fronts, with the location and layout approved by the ARC. The color must contrast with the immediate background material.

One temporary sign per Lot that advertises property for sale or lease, not to exceed 24" in height and 24" in width, may be installed on a Lot without the ARC's approval, but only if it complies with standard as outlined:

1. Any such sign advertising property for sale or for rent, will be a standard "Orange Tree Golf Villas" sign that must be purchased by the homeowner or the Real Estate agent or company.

2. The sign is two sided, and displays the "Orange Tree" logo, the term "For Sale", "For Lease", or "For Rent", the Real Estate company name, or "By Owner", and a phone number or email address, nothing more.
3. Display of the sign must be on the front lawn of the property advertised for sale or for rent. Any other sign or display location will be considered a violation of the Association Covenants and Restrictions. The Association management company will be able to provide information concerning procurement of the sign (s).

No sign shall be placed on the Common Area without ARC approval. For Sale signs and Political signs are not allowed in the windows. The installation or relocation of all other signs requires ARC approval.

Each Lot is allowed to have one Open House sign near its front door, but on Saturday and Sunday only. Signs cannot have any logos or company information on them except the small Realtor logo. It must be generic and say "Open House." No signs are allowed next to the street. No other signs are allowed on the streets within the Orange Tree Golf Villas. This prohibition includes garage sale, moving, etc., with the exception of temporary special event signs that have been expressly approved by the ARC.

With ARC Approval, Electric Barrier Fencing to keep pet animals from wandering from the individual Villa Homeowners rear property shall be allowed. Appropriate signage, approved by the ARC, shall be required.

EE. Solar Equipment: Homeowners must receive approval from the Architectural Review Committee before installing any solar equipment. The submitted Architectural Review Request form must include specific information on the proposed solar panels and roof location. For homes that do not face due south, solar panels must be installed on the back or side roofs unless the homeowner shows that such location does not allow orientation of the panels within 45 degrees east or west of due south, does not allow generation of sufficient energy, or impairs the effective operation of the panels. Any piping and equipment installed on the outside walls must match the color of the wall. For homes facing due south, solar panels may be installed on the front roof with prior ACB approval. Reference: Florida Statute 163.04

FF. Statues: ARC approval is required for all statues in the front or side yards. ARC approval is not required for the rear-yard installation of any statue, which, including any pedestal, stands no more than six (6') feet tall.

GG. Temporary Structures: Temporary structures, including without limitation, shacks, trailers, vans, tanks, or tents are prohibited.

HH. Trash Containers: Trash containers shall be stored in the garage or behind the gated wall. Trash containers with secured lids may be placed out for pick-up after sundown the evening before and must be removed by sunrise the morning after pick-up. Containers shall not be permitted to remain out between pickups regardless of holidays or other reasons.

II. Utilities: Pipes, wires, poles, utility meters, and other utility facilities shall be kept and maintained, to the extent reasonably possible, underground or within an enclosed structure. Any utilities or utility equipment not installed below ground or within an enclosed structure requires ARC approval. Utilities include water, sewer, power, telephone, cable television, and miscellaneous conduits.

JJ. Water Conditioners: Water conditioners or softeners may be installed without approval provided that such are totally screened from view of the street and adjacent property with shrubbery.

KK. Windows and Doors: Windows should be clear glass or a tinted glass of bronze, gray, or smoke colors. Window film must get ARC approval. Homeowner must submit sample of film with specifications. Window film must be twenty (20%) percent visible light reflected or less and non-reflective.

ARC approval is required for wooden exterior shutters, which should be of a material similar to and of a color and design generally accepted as complementary to the exterior of the house.

ARC approval is required for the addition of screen doors or other type doors to a home, and only if the material matches or is similar to existing doors on the house and if the color is generally accepted as complementary to that of existing doors on the house. No "burglar bars," steel or wrought iron bars, or similar fixtures shall be installed on the exterior of any windows or doors of any dwelling.

All window coverings must be maintained in a good state of repair. Window coverings must be manufactured vertical or horizontal blinds, drapes, curtains, fans or shades that fit the dimensions of the window and are properly mounted. No drawings, pictures, lettering, flags, signs, etc. may be attached or visible in any part of the window other than house security signs. Small garage door windows do not need to be covered, but if they are, the coverings must be maintained in a good state of repair.

LL. Gutters and Downspouts: The location and material of all roof gutters and downspouts must first be approved by the ARC. Colors of roof gutters and downspouts must match the background surface, or house trim, to which they are attached.

MM. Hurricane Shutters: No hurricane or storm shutters shall be installed unless such has been approved by the ARC. Please see Hurricane Shutter Specifications attached as Exhibit "C". Approved hurricane shutters and/or temporary protective covering shall be allowed to be deployed only after a storm warning has been issued by the U.S. Weather Service. Approved permanent hurricane shutters must be opened and temporary protective coverings removed within seven days after the "all clear" is given.

#### IV. LANDSCAPING AND SITE STANDARDS

Maintenance of all front yards shall be provided by the Villa Association Quarterly dues. Villa property owners may elect to maintain their own property, but will still be required to pay the full assessment of quarterly dues. Further, the property will need to be maintained on the same schedule as the rest of the Villa properties.

Landscaping is an essential element of design at the Orange Tree Golf Villas. Preservation of existing vegetation in addition to the introduction of plants native to the Orlando area must be considered in establishing the landscape design.

A. Landscaping. All changes or additions to a Lot's existing landscaping require an ARC approval. The Applicant shall develop a landscaping plan and install and maintain landscaping on such Lot (subject to such extensions granted by the ARC due to weather conditions).

1. Approved and Prohibited Landscape Materials: A list of approved and prohibited landscape materials that may be used within the development is attached as Exhibit "A" which may be updated and revised from time to time. Applicants intending to replace existing landscape material with material not included on such list must receive ARC approval before using such material. **Please note that ivy and other climbing vegetation may not be planted to grow directly on the exterior of the home, and is strictly prohibited. Requests to install ivy and/or other climbing vegetation on the wing/retaining walls surrounding the home will be approved on a case by case basis.**

2. Plant Quality Standards: Acceptable plant quality standards shall apply to landscape plants used in conformance with this Section. All trees and shrubs shall be Florida No. 1 or better as defined in "Grades and Standards for Nursery Plants," Part I and Part II, State of Florida, Department of Agriculture, in the most current edition. Sod shall be free of weeds, diseases, fungus, and vermin.
3. Maintenance: All landscaped areas (to the paved public right of way) shall be maintained in live, healthy and growing condition, properly watered and trimmed. Any planting of grass, shrubs or trees which become dead or badly damaged shall be replaced with similar sound, healthy plant materials.  
  
Any Owner within the Orange Tree Golf Villas who owns or has maintenance responsibilities for the property adjacent to the public right of way or body of water shall maintain the landscaping to the edge of the pavement or water's edge regardless of the property boundaries shown on the plat.
4. Ornamentation: The use of non-living objects as ornaments in any component of a Lot's landscaping requires ARC approval.

B. Drainage: Drainage of the Lot must conform to all Orange County requirements. All drainage and grading of any changes to the existing Lot must be indicated on a Site Plan and submitted to the ARC for approval. There shall be no interference with the established drainage pattern over any property except as approved in writing by the ARC. The established drainage pattern is defined as the drainage pattern as engineered and constructed by the original Developer. Owners may make minor drainage modifications to their Lots provided that they do not alter the established drainage pattern.

Landscape plans shall conform to the established drainage pattern, shall cause water to drain away from the foundation of the house, and shall prevent water from flowing under or ponding near or against the house foundation and other structures. Water should not pond on walkways, sidewalks, or driveways into the street. The ARC may require a report from an engineer as part of landscaping or improvement plan approval. Sump pump drainage should be vented a reasonable distance from the property line to allow for absorption.

C. Easement Plantings: All plantings in an easement area (that area which is part of the street right-of-way between the Lot and the curb) that have been previously approved shall be subject to the following conditions:

1. Annuals and ground cover planted in the easement area shall be less than eighteen (18") in height.
2. No trees shall be allowed to be planted in the easement area without ARC approval.
3. Plant hangers and poured curbing will not be allowed in the easements unless the homeowner putting them in accepts responsibility should they be damaged due to use of the easement by an authorized utility.

D. Edging Materials: All border material around flower beds, trees, etc. and shall be approved on a case-by-case basis. In no event, shall retaining wall blocks be used without ARC approval.

E. Fences, Walls, and Equipment Enclosures:

1. Height; Materials; Types: Five-foot-high aluminum picket fencing is allowed with ARC approval only on side and/or rear yard areas.
2. Property Abutting Golf Course Fairways and Golf Course Ponds: Fencing is not allowed in the rear yards of golf course adjacent lots and golf course pond adjacent lots.
3. Earth Berming: The rear property line may be defined by a combination of earth berming and/or landscaping, which berming and/or landscaping must be on the Owner's property and be maintained by the Owner. The earth berming shall be done according to the approved grading plan and side slopes shall not be steeper than 4: 1. The landscaping recommended along the property line shall be in the form of either screen trees or shrubs. A list of approved screen trees and shrubs is incorporated in



## **Exhibit "A."**

4. **Construction:** Fences shall be constructed in accordance with the specifications attached as exhibits. Owners may set fence posts adjacent to a neighboring property's fence post without permission. Tying into a neighbor's fence shall require the Owner's permission.
5. **Maintenance:** Any fences, walls, or screens on a Lot shall be well repaired and maintained consistent with the community-wide standard. In the event a fence, or wall, or screen is damaged or destroyed, the Owner or responsible party shall repair or recondition the same at their expense. If a fence is located totally on one lot, that lot owner will be held responsible to maintain both sides of the fence. A landowner cannot enter the adjoining lot owner's property without permission for the purpose of maintaining the fence.
6. **Equipment Enclosures:** Such enclosures shall be constructed in accordance with the Enclosure Specifications attached as **Exhibit "A"**. All pools and pool equipment shall be enclosed unless such were approved prior to the date of these Architectural Standards, in which case landscaping screening is acceptable as long as it shields 100% of the equipment. If landscaping and shrubbery fail to screen 100%, and the situation is not corrected after notice, the Owner shall lose the grandfathered status and shall be required to comply with the Enclosure Specifications.

Owners may create berms, slopes, and swales for the purpose of defining space and screening undesirable views, noise, and high winds. Grassed slopes or berms are suggested not to exceed three feet of horizontal distance to one foot of rise or vertical height (3: 1 slope) in order to permit greater ease of mowing and general maintenance.

F. **Gardens:** Gardens shall be allowed in enclosed patio areas only and shall be visually screened from adjacent properties, unless otherwise approved on a case-by-case basis by the ARC. Garden stakes and fencing for garden type plants in side yards shall require approval from the ARC.

G. **Grading:** Owners shall not grade their property so as to interfere with the established drainage pattern over any property except as approved in writing by the ARC. Owners should work with the natural contours and seek solutions that minimize the impact of grading with respect to major alterations of existing grades.

H. **Hedges:** Hedges or continual row of shrubs greater than 18" in height shall not be permitted in the front yard if adjacent to the street or sidewalk. ARC approval is required for side or rear yard hedges. **For rear yards:** No privacy hedging exceeding 36" in height is allowed on golf course lots or pond adjacent lots. Any rear-yard ARC approved hedging must remain within the dimensions specified for rear-yard setbacks, and side-yard setbacks which apply to main dwelling structures as specified by the Orange County building department.

I. **Paving; Driveway.** Owner shall secure ARC approval prior to paving with any paving material, including concrete, brick, flagstone, stepping stones, and pre-cast patterned or exposed aggregate concrete pavers, and for any purpose, including walks, driveways, or patio areas, etc. Such pavers shall be constructed and installed in accordance with the *Paver Request Policy* attached as **Exhibit D**. Paving driveways with flagstone or stepping stones is prohibited. Paving with asphalt is prohibited. Owners shall secure ARC approval before extending or expanding any driveway. The ARC shall not approve such extensions or expansions for Owner's intended purpose of providing side yard parking or vehicle storage.

Driveways shall be maintained and kept stain-free in accordance with community-wide standard. Stains will be reviewed on a case-by-case basis, and the ARC, or the Board, shall require excessive stains to be removed. In the alternative, driveways may be painted, but only if painted with colors individually approved by the ARC.

J. **Retaining Walls:** All retaining walls require approval by the ARC. Such walls shall be properly anchored to withstand overturning forces. Block and stucco walls shall be made thicker at the bottom than at the top to achieve stability. All retaining walls shall incorporate weep holes into the wall design to permit water trapped behind them to be released. Using timbers for retaining walls or other landscape is prohibited. Walls shall not be located so as to alter the existing drainage patterns.

K. Sewage Disposal Systems: Cesspools, septic tanks, or other non-central systems, other than recycling systems, are prohibited -- except for those systems originally installed with the construction of the home. Owners who wish to install any other type of sewer system shall seek the ARC approval.

L. Underground Installations: Owners shall seek approval for any proposed underground installation, except for installation of underground sprinkler systems.

M. Views: Views from the roadways and walkways toward a landscaped area should complement the appearance of the existing natural vegetation. All front, side, and rear building setback areas must be landscaped.

N. Water Systems: Installation of individual water supply, except for irrigation systems, is prohibited without ARC approval and unless the system is designed, located, constructed, and equipped in accordance with requirements, standards, and recommendations of any applicable water and sanitation district or other governmental authorities having jurisdiction. Owners may install irrigation systems, above ground or underground, without ARC approval so long as the Owner installing such system obtains any permits required by Orange County or other governmental authorities. It is highly recommended, but not required, that all irrigation systems connected to the Orange County water system should have separate county meters. Landscaped areas of each Lot shall be irrigated by an automatic irrigation system wherever possible. Any other water system may be installed without the ARC approval so long as the water system is completely contained within the dwelling and causes no architectural change to the exterior of the dwelling.

Wells, except those drilled by the Board for the purpose of providing water service to the Orange Tree Golf Villas common, require ARC and County approval.

O. Yard Orientation. Yard orientation is as follows:

1. Front: The front yard is defined as the area between the sidewalk or curb and the front of the main dwelling. No fences or enclosures are allowed in the front yard.
2. Side: The side yard is the open space between the main dwelling and the Lot's side property line. No fences or enclosures are allowed in the front yard.
3. Rear: The rear yard is the portion of the Lot between the rear property line and the back of the main dwelling. Except for golf course villas, rear yard fences or enclosures are allowed just within the rear yard property line to just within the side yard property lines. No fences or enclosures are allowed in the rear yard without a waiver from the ARC.

## V. CONSTRUCTION GUIDELINES

A. Inspections: The Applicant shall schedule and coordinate a review of all construction activities with the ARC to verify compliance with the approved plans and specifications. The ARC may also perform additional periodic informal inspections to ensure that work is being performed in conformance with approved plans, these Architectural Guidelines, and the community-wide standard. All inspections are observations only and will not relieve the obligation to obtain inspection approvals from Orange County and other organizations having jurisdiction.

Job sites not in compliance with ARC approval. These Architectural Guidelines, or approved plans will be issued a Notice of Violation and a punch list of items needed to bring the construction and/or job site into compliance. Further construction is prohibited until such punch list items have been corrected.

B. Vegetation Protection and Barricading: Prior to any construction or clearing activities, the Applicant shall take measures to protect existing vegetation. The type and materials of barricades may be reviewed by the ARC. In addition, dumping backfill into, excavating soil from, falling trees into, parking, in or driving through, stacking or storing supplies or equipment in, changing site grading to causing drainage into, locating temporary construction buildings in, or disposing of toxic materials into common areas is strictly prohibited.

C. Construction Damages: Any damage to vegetation or Common Area facilities caused by the

Applicant, its contractors, sub-contractors, agents, or employees must be corrected immediately to the satisfaction of the ARC, the Board, and the owner of the damaged property. If the damage is not corrected, the Board may have the Association may repair such damage and assess the costs of repair to the Applicant.

D. Conduct: The Applicant must ensure that all contractors and subcontractors control the conduct of their employees while working in the Orange Tree Golf Villas. Loud music, profanity, and other behavior which is unbecoming of a quality operation will not be tolerated. Employees violating this policy may be asked to leave the premises and may be denied access at the gates.

E. Site Cleanliness: All sites must be maintained in a clean and orderly manner at all times. The storage of materials should be in an inconspicuous location within the site and stored neatly and orderly. All construction debris shall be cleared at the end of each working day.

## **VI. NON-LIABILITY FOR APPROVAL OF PLANS**

Each Architectural Review Request contains a disclaimer of liability or responsibility for the approval of plans and specifications contained in any request by an owner. **PRIOR TO SUBMITTING PLANS OR INFORMATION FOR REVIEW, YOU SHOULD READ AND UNDERSTAND THIS DISCLAIMER. IF YOU DO NOT UNDERSTAND IT, PLEASE ASK A REPRESENTATIVE OF THE BOARD OR THE ARC TO EXPLAIN IT TO YOU.**

## **VII. CHANGES AND AMENDMENTS TO THE DESIGN GUIDELINES**

These Architectural Guidelines may be amended as follows:

A. The Board may, in its sole discretion, amend these Architectural Guidelines as they apply to the Properties, notwithstanding any delegation of reviewing authority to the ARC, unless the Board also delegates the power to amend to the ARC. Amendments shall be prospective only and shall not require modifications to existing structures or improvements unless modification to existing structures or improvement is requested by the Owner.

B. Such amendment shall be promptly posted in the Recreation Center Management Office.

C. All amendments shall become effective upon adoption by the Board, or upon adoption by the ARC and consent of the Board. Such amendments shall not be retroactive so as to apply to previous work or approved work in progress.

D. In no way shall amendment to these Architectural Guidelines change, alter, lessen, or modify any provision of the Declarations.

# THE ORANGE TREE GOLF VILLAS ASSOCIATION EXHIBIT "A"

## LANDSCAPE MATERIALS LIST

### APPROVED SHADE TREES

*Quercus Virginiana* - Live Oak  
*Quercus Laurefolia* - Laurel Oak  
*Koelreuteria Formosana* - Golden Raintree  
*Ulmus Parvifolia* - Weeping Elm  
*Cinnamomum Camphora* - Camphor Tree

### PROHIBITED TREES AND SHRUBS

*Casuarina Glaura* - Australian Pine Grevillea  
*Robusta* - Silk Oak  
*Melaleuca Quinquenervia* - Punk Tree  
*Eucalyptus Spp* - Gum Tree  
*Thuja Occidentalis* - ARCorvitae  
*Shinus Terebinthifolius* - Brazilian Pepper Tree  
Bamboo  
Banana Trees

### APPROVED STREET TREES

Red Maple  
Sweet Gum  
Southern Magnolia  
Shumard Oak  
Live Oak  
Drake Elm  
Laurel Oak  
Palm Trees\*

### APPROVED SCREEN TREES AND SHRUBS

*Ligustrum Japonica* - Japanese Privet  
*Lagetroemia Indica* - Crepe Myrtle  
*Myrica Cerifera* - Wax Myrtle  
*Viburnum Suspensum* - Sandankwa  
*Photina Glabra* - Red Leafed Photina  
*Pittosporum Tobira* - Green Pittosporum  
*Nerium* - Oleander  
Variegated Pittosporum

### APPROVED GRASS SOD

St. Augustine / Floratam

### APPROVED GROUND COVER (in non-sodded areas, such as plant beds and around trees)

Pine mulch  
Cypress mulch  
Pine Bark mulch  
Pine needles

Note: River rock or pebbles of any kind are strictly prohibited.

- \* Palm trees may be planted within the Golf Villas right of way, provided, that they are single trunk and are a type which will reach a height of at least 12 feet.

**EXHIBIT "A-2"**

**5' HIGH ALUMINUM PICKET FENCE**

**MATERIAL:** All fence materials shall be manufactured from 6063 T5 extruded aluminum alloy with strength of 22,000 PSI.

**STYLE:** Aluminum Picket 5 foot high

**PICKETS:** 1/2" x 1/2" x 5' hollow square, 4" even spacing

**HORIZONTAL 1" X 1"** with channel openings facing down, 2 supports on top and 1 on bottom.

**SUPPORTS** Picket no more than 18" high with a fourth 1" X 1" horizontal support are permissible on the bottom of the fence.

**POSTS:** 2" x 2" x 8' hollow square black aluminum Black aluminum cover on top

**SCREWS:** Stainless steel Phillips head type with plating to insure corrosion resistance and painted to match fences.

**FENCE:** Engineered to be sturdy and reliable with low lifetime cost and maintenance.

**GATES:** 3' x 5' - Shall be same materials as fence.

**HINGES:** Aluminum Rod fitted with low-friction bushings.

**FINISH:** Pretreated for oxide removal with baked enamel coating of "Duracron." The surface of finished product shall be smooth and shall pass the standard pencil hardness test of at least 2H

# THE ORANGE TREE GOLF VILLAS ASSOCIATION

## EXHIBIT "B"

### DEFINED TERMS

The capitalized terms used in these Architectural Guidelines are generally defined in Article II of the Declaration. For convenience, some of these definitions and other terms used herein are summarized below.

1. "Applicant": A Person submitting a request for architectural review to the appropriate Reviewer.
2. "Architectural Guidelines": These Architectural Guidelines and Community Standards for the Orange Tree Golf Villas adopted by the Board as provided in the Declaration.
3. "Architectural Control Board": A Board appointed committee delegated architectural review duties and responsibilities in those Properties identified in the Declaration, and any amendments or supplemental declarations thereto, and whose powers are set forth more specifically in the Declaration.
4. "Board": The Board of Directors for the Orange Tree Golf Villas (Section One) association, as defined in the Declaration.
5. "Builder": A Person engaged in constructing improvements to Units for resale in the ordinary course of his or her business as more particularly defined in the Declaration.
6. "Common Area": Property owned by the Association for the common use and benefit of the Association membership as more specifically defined in the Declaration.
7. "Declaration": The Declaration and Restrictions for the Orange Tree Golf Villas, filed on, and recorded in OR Book 3400, Page 1353, of Orange County, Florida.
8. "General Application": A proposal for any initial construction, modification or landscaping requiring the approval of a Reviewer, and containing such information as these Architectural Guidelines and the Reviewer may require.
9. "Lot(s)": This term will have the same meaning as, and be interchangeable with, the term "Units," as defined in the Declaration.
10. "Golf Course Lot(s)": Lots abutting the Orange Tree Golf Club.
11. "Owner(s)": Record title holders to a Lot within the Orange Tree Golf Villas as defined in the Declaration.
12. "Properties": Shall mean and refer to all such existing properties, and additions thereto, as are now or hereafter made subject to the Declaration, except such as are withdrawn from the provisions of the Declaration in accordance within the procedures set for therein.
13. "Supplemental Declaration": A recorded instrument which annexes property to the Declaration and/or which by its terms imposes additional covenants, conditions, restrictions or easements as more specifically defined in the Declaration.
14. "Use Restrictions": Restrictions on the use of and activities which may take place on Lots as more specifically defined in the Declaration and which are attached as Exhibit "C" to the Declaration.

**THE ORANGE TREE GOLF VILLAS ASSOCIATION**  
**HURRICANE PROTECTION SPECIFICATIONS POLICY**

**EXHIBIT "C"**

The installation of permanent hurricane protection devices is not an Orange Tree Golf Villas requirement. All installation of this type, including contracting with an installer, obtaining permits, all associated expenses for installation, maintenance, repair, replacement and repairs to exteriors resulting from installation or maintenance, are the sole responsibility of the Homeowner. All installations will be maintained to the normal standards of the Orange Tree Homeowners Association.

**APPLICATION PROCEDURE**

Every Request for the installation of permanent hurricane protection devices must include this complete specification sheet attached to the standard Architectural Modification/Installation Review/Request form. Each Application must include the following items:

1. The above forms completely filled out and in the original form.
2. This approval application should be made before final contract signing or obtaining appropriate County building permits. Obtaining a building permit prior to Association approval does not replace or supercede the filing of this application in proper manner. Final Association approval does not guarantee that a building permit will be issued.
3. Applications must include all of the installation/modification information and contractor information as listed on the Architectural form.
4. In addition to the above contractor information, provide a copy of the contractor's material specifications and installation procedures/process drawings.
5. Association approval will normally be issued within 20 working days of receipt of a completed application.
6. Applications must be mailed to or turned into the Orange Tree Community Management Office.
7. If a homeowner intends to install permanent shutter systems by themselves, information similar to the above must be provided in the same manner as contractor information.

**SPECIFICATIONS/REQUIREMENTS**

1. Only roll-up, accordion, panel-type or an approved screening material will be permitted. All installed hardware and shutters must be the same color as the mounting areas, the panels themselves may be natural metal colors, but all permanently installed hardware must be the color of the mounting area. Actual panels may also be constructed of a code approved plastic material.
2. If panel type shutters are installed, the panels, when not in actual use, must be stored inside your home or other storage location. They will not be allowed to be stored on the patio area or behind shrubbery.

**GENERAL RULES**

1. The general use of shutters for security while you are not home or on vacation, etc., or for sun/shade protection will not be permitted. They are to be used for hurricane protection only.
2. Shutters must remain open and panels properly stored at all times when the general Orange County area is not under a hurricane watch or warning. They must be opened within 7 days after the hurricane watch or warning has expired.
3. If you intend to vacate your home for an extended period at any time during hurricane season, you must provide the Orange Tree Homeowners Association with the name, address and telephone number of a person you have assigned as your **alternate contact**\* during this intended absence. This contact must comply with all of the above rules and requirements concerning hurricane protection use on your home.

Homeowner's Address: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

\*Alternate contact name: \_\_\_\_\_ Phone: \_\_\_\_\_

**THE ORANGE TREE GOLF VILLAS ASSOCIATION**

**EXHIBIT "D"**

**Paver Request Policy**

*Adopted on April 24<sup>th</sup>, 2007 by the Orange Tree Golf Villas Section One Maintenance Association, Inc.*

In order to complete this request homeowner must fill out and submit an Architectural Review request to the management office for review. All applicable specifications are to be included.

In order for the Architectural Review Committee to approve the request the homeowner must be aware and accept the following conditions:

1: The homeowner must contact the Orange Tree Property Manager prior to any work being started to obtain the name and contact information of the current irrigation contractor for Orange Tree Golf Villas Section One Maintenance Association, Inc. (hereafter referred to as "irrigation contractor").

2: The Homeowner must contact the irrigation contractor in advance of the project so irrigation lines and heads can be flagged. Any sprinkler heads or water lines that may be in harms way must be identified.

3: The homeowner must contact the irrigation contractor again after the existing driveway is removed so that the irrigation lines can be checked **before** the pavers are installed.

4: If any water lines are damaged as a result of the demolition homeowner agrees that the irrigation contractor will repair the lines or replace them in accordance with Orange Tree standards. The cost associated with repair or replacement will be invoiced to the homeowner by the irrigation contractor. If any of the water lines need to be moved to accommodate the homeowner's pavers, the cost of moving the water lines will also be assumed by the homeowner.

5: The homeowner must allow the irrigation contractor to install two lines of PVC in accordance with the Association's specifications at the homeowner's expense to serve as conduits in the event that a new water line and/or electrical line needs to be replaced that is currently located under the driveway.

6: During major phases of construction including demolition and installation, the irrigation contractor is to be notified in advance. The irrigation contractor will be present to check and adjust the system after completion of the driveway.

7: The homeowner will contact the Orange Tree Property Manager at the completion of the work, who will in turn contact the irrigation contractor to ensure that work is completed and that no incidences need to be addressed.

**I understand and accept these guidelines, and agree to abide them in their entirety.**

\_\_\_\_\_  
Homeowner's Signature(s)

\_\_\_\_\_  
Date of Acceptance



Revision History:

1/13/2025

Hurricane Protection Policy pg. 21  
Title of policy changed to match FL 720