



SOUTHPORT HOMEOWNERS ASSOCIATION, Inc.



**Design Review Manual
2010**

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I.

INTRODUCTION TO DESIGN REVIEW

- A.** Purpose of Guidelines: The Architectural Guidelines (for definitions, see Exhibit “A”) 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 Villages of Southport. 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 to ensure that all sites within the Villages of Southport are developed and maintained with the consistency and quality that attracted you to this development.
- B.** Governmental Permits: To the extent that the City of Orlando 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.** Prepare: These initial Architectural Guidelines have been prepared and adopted 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.
- 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, provided that certain additional provisions set forth in the Declaration shall be applicable notwithstanding any other provision herein to the contrary. Unless otherwise specifically stated in these Architectural Guidelines, all plans and materials for new construction or exterior modifications of improvements on a Lot must be approved by the ARB before any construction activity begins. Unless otherwise or 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 Villages of Southport enacted in the Declaration.

E. Review Structure: Architectural control and design review for the Villages of Southport is handled by the Architectural Review Board (ARB). The term “Reviewer” as used in these Architectural Guidelines, shall refer to the appropriate reviewing entity.

1. The ARB 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.
2. The ARB is hereby-delegated jurisdiction over modifications to and landscaping on all Lots, and such additional responsibilities delegated to it by the Board. Members of the ARB shall be appointed by the Board.

F. Review Fees: As long as an Applicant submits an Application prior to the commencement of the work described in the Application, the Reviewer shall not charge a fee for review of such Application. If an application is filed after the commencement of the work described in the Application, the Applicant shall be subject to a late filing fee of \$50.00, payable to the Villages of Southport Homeowners’ Association, Inc. (“Association”). The payment of a late fee shall not be deemed approval to proceed or continue with the proposed improvement.

II. DESIGN REVIEW PROCEDURES

A. Review of New Construction: Plans for initial new construction upon any *Lot* must be reviewed and approved by the ARB, requiring the submission of an Application. 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 and information concerning irrigation systems, drainage, lighting, landscaping, and other features shall be provided. Requirements for plans are further explained in Section II.C below. Applicants may request an initial meeting with a representative of the Reviewer to address any questions about the Villages of Southport and the Architectural Guidelines.

B. Review of Modifications: The review of modifications shall require the submission of an Application to the Reviewer. Depending on the scope of the modification, the Reviewer may require the submission of all or some of the plans and specifications listed below in Section II.C. In the alternative, the Reviewer 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:** A Reviewer may require two copies of any of the following plans (drawn to scale, such as 1"=20') for new construction or a modification, in addition to the submission of an 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 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, protection of existing vegetation, use of plants, and other landscaping details. Applicants may use the checklist attached as Exhibit "B" when compiling the landscape plan. Plants considered being a nuisance or obnoxious shall not be permitted.
 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 Reviewer may consider the quality of workmanship and design, harmony of external design with existing structures, Neighborhood and location

in relation to surrounding structures, topography, and finished grade elevation, among other things. Reviewer decisions maybe based on purely aesthetic considerations. However, no Reviewer shall grant approval for proposed construction that is inconsistent with the Architectural Guidelines.

The ARB 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 authorized entity which establishes the list(s) 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 Reviewer 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 or these guidelines.

No variance shall be effective unless in writing and signed by the ARB chairperson with the support of a majority of the ARB members.

E. Review Period: A written response shall be made to each Application and plan submittal within 30 calendar days of submission of all materials required by the Reviewer. If two sets are provided, one set of plans shall be returned to the Applicant, accompanied by the Reviewer's decision. The other set of plans shall be retained for the Reviewer's records. The Reviewer's decision shall be rendered in one of the following forms:

1. "Approved" - The entire application is approved as submitted.
2. "Approved With Conditions" - The application is approved with conditions established by the Reviewer, not as submitted. The Reviewer's suggestions for curing objectionable features or segments are noted. The Applicant may be required to resubmit the application and receive approval prior to commencing the construction or alteration.
3. "Disapproved" - The entire application as submitted is rejected in total. The Reviewer may provide suggestions for curing objectionable features or segments, but is not required to do so.

A Property Management representative will notify applicants of approvals or disapprovals in writing within 10 days of the ARB meeting.

Following a notice of disapproval, the Applicant may request, upon ten days written notice submitted to the ARB, a meeting with the ARB to review the disapproved Application and to discuss potential changes to said Application that the ARB would recommend in order to gain approval.

- F. Appeal:** Any Applicant shall have the right to appeal a decision of the Reviewer by resubmitting the information, documents, and fees set forth above within 15 days of receiving a response; however, such appeal shall be considered only if the Applicant has modified the proposed construction or modification or has new information which would, in the Reviewer's opinion, warrant a reconsideration. If Applicant fails to appeal a decision of the Reviewer, the Reviewer's decision is final. In the case of a disapproval and resubmittal, the Reviewer shall have 15 days from the date of each resubmittal to approve or disapprove any resubmittal. The Board of Directors shall be notified of failed appeals through ARB reports. The filing of an appeal does not extend any maximum time period for the completion of any new construction or modification.
- G. City of Orlando Approval:** The review and approval of plans and specifications shall not be a substitute for compliance with the permitting and approval requirements of the City of Orlando 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 Reviewer that work completed or in progress on any Lot is not in compliance with these Architectural Guidelines or any approval issued by the Reviewer, the Reviewer shall, directly or through the Board, notify the Owner and Builder, if any, in writing of such noncompliance specifying in reasonable detail the particulars of noncompliance and shall require the Owner and/or Builder to remedy the same. If the Owner and/or Builder 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 ninety (90) days of such approval, such approval shall be deemed withdrawn, and it shall be necessary for the Applicant to resubmit the plans to the appropriate Reviewer 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 fourteen (14) days prior to the expiration of the maximum time period, which the Reviewer 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 Reviewer, 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 Reviewer prior to implementation. Close cooperation and coordination between the Applicant and the Reviewer will ensure that changes are approved in a timely manner.

If the City of Orlando or any other authority having Jurisdiction requires that changes be made to final construction plans previously approved by the Reviewer, the Applicant must notify the Reviewer of such changes and receive approval from the Reviewer 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 By Laws of the Villages of Southport Homeowners' Association, Inc. or the Declaration, including the levy of an individual assessment pursuant to the Declaration. The Board may remove or remedy the violation and/or seek injunctive relief requiring the removal or the remedying of the violation. In addition, the Board shall be entitled to recover all costs incurred in enforcing compliance and/or impose a fine against the Lot upon which such violation exists. Enforcement will be levied equally to all violators.

III. ARCHITECTURAL AND IMPROVEMENT DESIGN STANDARDS

The following specific criteria shall apply to all proposed or existing residential lots within The Villages of Southport unless reviewer grants a variance.

- A. Additions and expansions:** reviewer approval is required for any addition to or expansion of a residence. Materials, color and style shall match the existing residence.
1. Any addition or expansion of a residence must be of the same color, material, and architectural style as the main residence or of color, material, and style that is generally recognized as complementary to the main residence. Roofing materials shall match those of the main residence. Roofs may be peaked provided shingles are used. Second story additions will not be permitted. The roof on any addition or expansion must tie into the existing roof in a complementary manner. Aluminum roofs for air conditioned "Florida rooms" should be slightly sloped and insulated and are not required to tie into the existing roof. Signed and sealed architectural drawings shall be provided for all additions and expansions. The exception shall be the screening in of any existing unscreened rear patio, or adding plastic or glass sliding panels to an existing screened in

rear patio. Manufacturer's specification sheets shall be provided for these improvements. All metal framing for such improvements shall be white or brown. The size, shape, design, and number of sliding panels shall be shown on the plans. The location and design of one exterior door shall be shown on the plans.

2. Additions or expansions may not extend beyond the side of the house. The "party wall" privacy wall is the property line on adjoining residences. The (5) Ft. Structural setback established by the City of Orlando, or other wise appearing on the lot survey will be enforced. The (5) Ft. setback applies to the foot print of any addition or expansion. However some leeway is permitted by the ARB and the City for the installation of aluminum overhangs. We will allow the roof to extend to the edge of the garage roof for a even uniform appearance this will bring the aluminum roof to within (3) Ft. of the privacy wall. This will still allow for drainage and privacy in this area and still meet City Code.
3. Additions or expansions shall be attached, and shall not unreasonably obstruct any adjacent neighbor's views of any amenities or open areas.
4. The only detached structures permitted will be sheds and gazebos.
5. All improvements, additions, and expansions of any type to any existing structure shall meet the requirements of the current State of Florida building code.
6. All improvements, additions, and expansions of any type to any existing structure shall be performed by a licensed contractor. Improvements deemed to be minor at the sole discretion of the ARB may be performed by the homeowner.

B. Air conditioning equipment: wall or window mounted units are not permitted.

C. 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 their surroundings. The landforms, the natural contours, local climate, vegetation, and the views should dictate the building location, the building form, and the architectural style. The reviewer may disapprove plans if in its judgment the massing, architectural style, roofline, exterior materials, color or other features roofline; exterior materials, color or other features of the building do not meet these standards.

1. The following are acceptable exterior wall treatments for vertical surfaces:
 - Painted concrete block.
 - Painted stucco.
 - White horizontal vinyl siding.
 - Anodized or painted finish is required on all metal surfaces. Including windows, flashings, drips, and caps in compatible colors to surrounding surfaces.

2. Wood of any type will not be permitted on exterior surfaces of any expansion or enclosure.
 3. Exterior colors: color selections for all homes have been predetermined and no changes will be allowed. At an undetermined date in the future, all homes will be repainted by the HOA. Changes in color schemes shall only be considered at that time. Front doors will be painted the primary trim color, usually white.
- D.** Awnings and overhands: The installation of awnings or overhands requires ARB approval.
1. Permanent overhangs shall be constructed of aluminum, matching the existing type in the community.
- E.** Birdbaths, birdhouses, and birdfeeders: Reviewer approval is not required for the rear yard installation of any birdbath that is three feet tall or less, including any pedestal. Placement in any front or side yard requires Reviewer approval. No Reviewer approval is required for one rear yard installation of any birdhouse or birdfeeder. Such birdhouse or birdfeeder shall measure no more than one foot by two feet. Additional units or installation in the front or side yard requires Reviewer approval.
- F.** Clotheslines: Outside clotheslines shall be permitted when used on a portion of an Owner's property that is screened from view from the street and adjacent properties, to the extent possible. Outside clotheslines must be an "umbrella" type anchored in concrete, and located as near to the residence and party wall (if applicable) as possible.
- G.** Compost: Compost Reviewer approval is required for the installation of compost containers. Compost containers shall not be immediately visible to adjacent properties, and Owner must control odors, insects, and other pests.
- H.** Decks: Owners shall secure Reviewer's approval before installing decks. Decks must be constructed of wood (painted or stained) or recycled plastic decking materials. If painted, it must be painted a color similar to or generally acceptable as complementary to the residence in accordance with Section III. Stain colors shall be of natural earth tones. Plastic decking materials shall resemble natural wood. Decks must be installed as an integral part of the residence or patio area (not elevated and/or free-standing in the yard). Any such decks 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 City of Orlando requirements.

- I. Dog houses and kennels: Doghouses are permitted without review so long as the doghouse is not visible from the street or adjacent property. If the doghouse will be visible, Reviewer approval of design shall be required and screening, fencing or landscaping may be required (CCRS 15.17, page 52).

Animal kennels are prohibited. No animal structure (i.e. doghouse) shall provide shelter for more than three (3) dogs over six months of age.

J. Driveways: Driveways shall be maintained and kept stain free. Stains will be reviewed on a case by case basis, and the reviewer shall require excessive stains to be removed.

1. Owner shall secure ARB approval prior to paving with any paving material, including concret, asphalt, brick, flagstone, stepping, stones, and prelist patterned or exposed aggregate concret pavers, and for any purpose, including walkways, porches, and driveways. Ceramic tile is too fragile and not recommended for driveway use and will be restricted to walkways and porches. Stamp and color concrete on driveways will be allowed with ARB approval.

2. Owners shall secure ARB approval before extending or expanding any driveway. The reviewer shall not approve such extensions or expansions for owners intended purpose of providing side yard parking or vehicle storage.

- K. Exterior lighting: no lighting fixture shall be installed that may be or become an annoyance or a nuisance to the residents of adjacent property.

1) Landscape lighting in the front yards shall be restricted to being located in planting flower beds. Landscape lighting shall not be permitted in lawn turf areas. Additionally, lights shall not be permitted along sidewalks if visible from the street.

2) Landscape lighting must be a color that blends in with the background. The light fixtures may not exceed 18" in height. All light poles over 18" require ARB approval.

- L. Fences: A fence around a homeowner's property shall be in compliance with section 14.18 of the Declaration of Covenants, Conditions, Restrictions and Easements (CC& R's) for the Villages of South port and the generally accepted standards of fencing as recognized by the Villages of Southport Homeowner's Association (HOA) and the Architectural Review Board (ARB). The following guidelines shall apply:

1) All requests to install a fence must be submitted to the ARB on the standard form (available in the HOA office) accompanied by a plot diagram showing the location of any existing fences, location of the proposed fence, and gate. Any variation of these guidelines will require

review and approval from the ARB for each request. Any fence that deviates from ARB approved plans will be removed at the homeowner's expense.

- 2) There shall be a walk thru gate in the fence at the side of the house to provide access to the enclosed area from the street side of the property. All properties have easements for utilities and cable access. Fences may be moved from any easement at the homeowner's expense if the service company requires access
- 3) The fence shall follow the individual property line, leaving no significant portion of the homeowner's property outside the fence, and thus out of the perceived area of the homeowner's lawn maintenance responsibilities.
- 4) All fences shall be six (6) feet above the ground.
- 5) All posts, columns, stringers and facing boards shall be made of wood or plastic. No chain link or metal fencing is permitted. The smoother surface of the fence shall face outward, away from the homeowner's property.
- 6) A photograph of the completed fence must be given to the ARB, to be placed in the homeowner's file.
- 7) Wooden fencing materials shall be sealed to retard deterioration and discoloration from mold and mildew. Fences may only be painted or stained natural wood color or white. Plastic fencing material shall be white.
- 8) The homeowner must adequately maintain all fences, and not allow them to fall into disrepair. Any substandard or poorly maintained fence must be repaired or removed at the homeowner's expense.
- 9) A substandard fence is defined as one with vertical pickets broken or dislodged, complete sections leaning or falling over, or any fence visible mildewed in appearance.
- 10) Any substandard fence requiring maintenance or repairs shall be brought up to a uniform appearance by pressure washing and resealing, within 30 days of completed repairs.
- 11) Wooden fencing shall be constructed using rust resistant nails. Stapled fencing is not permitted
- 12) No existing chain link fence shall be removed for the purpose of constructing a new fence or any other reason.
- 13) A new fence can be installed against an existing chain link fence

M. Flags, banners, flagpoles: Yard-mounted flagpoles shall not be erected. No more than two (2) flags, on separate poles, may be attached to a house and no flags are allowed on the side of a house. Owners may attach flags of reasonable size, not

exceeding 3' X 5', with mountings not to exceed eight (8) feet, attached to the house. Flags shall be in good condition and shall not be torn or faded.

N. 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 Reviewer approval. Homeowners will be responsible for removing lattice work when HOA painting is in process.

O. Patios: All plans and designs for concrete patios and enclosures must be submitted to the ARB for review prior to construction.

P. Playhouses: All playhouses and play equipment must be located in the rear yard.

1. Max height of play houses may be (6) ft .Tree houses are prohibited.

Q. Pools: Reviewer approval is required for the construction or installation of swimming pools. A pool shall be located in the rear yard. All mechanical equipment necessary for the operation of a pool must be located in the rear yard. Rear yards with pools shall be fenced-in, in accordance with these architectural guidelines and all applicable City of Orlando regulations and approved by the reviewer.

1. Pools may utilize a screened enclosure, which shall have an aluminum frame not taller than the residence. The pool, pool deck, screened enclosure; mechanical equipment and fence shall be shown on a plan of the property. Construction access to the rear yard 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 of the other lot and submit same with the pool application or the written permission of the Board of Directors for access across a common area. 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.
2. Above ground swimming pools will be allowed, materials, design and construction shall meet standards generally accepted by the industry and shall comply with applicable Government Regulations.

R. Recreational equipment: Recreational equipment, including fixed basketball poles, shall not be installed in the front and side yards of Lots or attached to houses or garages. Recreational equipment is allowed in rear yards and shall not exceed ten feet in height, except basketball backboards and certain commercially available play structures.

S. Roof accessories and equipment: Reviewer approval is required for all rooftop equipment and accessories, unless specifically excepted 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 the fascia and siding of the structure.

- T. Sheds: sheds of a permanent or semi-permanent nature must conform to current covenant ARB specifications. The footprint of the sheds shall not exceed (8' x 10'). The height of the shed shall not exceed (8) feet. The shed must be comprised of non-rusting metal. The shed must be located in the back yard of the lot and enclosed by a fence. All requests to install a fence shall be submitted to the ARB for approval.
- U. Siding: Owners shall seek Reviewer approval before installing or replacing siding, due to the differences in texture.
- V. Signs: All signs are subject to review and approval of the Reviewer, which may establish specific criteria throughout the community. Permanent business, trade, or commercial signs are prohibited.

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. Identification signs (numbers) for Lots are required. Numbers should be at least 3" high, visible and legible from the street on which the house fronts.

One temporary sign per Lot that advertises property for sale or lease, not to exceed five feet in height and 2 square feet in area, may be installed on a Lot without the Reviewer's approval. Signs shall not be located between the sidewalk and the curb. No sign shall be placed on the Common Area without Reviewer approval. One sign on a fence or gate for "Beware of Dog" is permitted up to 8" X 10".

- W. Solar equipment: Solar equipment shall not be installed without the approval of the Reviewer. Any solar panels and related appurtenances and equipment shall be designed and constructed to appear as an integrated part of the building architecture. This shall generally mean that the panels shall be roof mounted so that the top surface is flush with the roof surface, with all appurtenances recessed into the structure's attic.

Solar panels shall be located on the rear and side roofs of houses. If the solar panel must be placed on the front of the house, the homeowner will be required to submit a certified survey of the roof, depicting the exact location where the solar panels are to be installed. The Reviewer will decide any equipment placement in question.

- X. Statues: Reviewer approval is required for all statues in the front or side yards. Reviewer approval is not required for the rear-yard installation of any statue, which, including any pedestal stands no more than three feet tall. Other situations will be handled on a case by-case basis.

Y. Water conditioners: Water conditioners or softeners may be installed without approval provided that such are totally screened from view with shrubbery.

Z. Windows and doors: Windows should be clear glass or tinted glasses of bronze, grey, or smoke colors, window film must be non-reflective.

AA. Seasonal decorations: Christmas lights and decorations shall be removed from all houses by January 25 (one month after Christmas). All other seasonal decorations (i.e. Halloween, Thanksgiving) are to be removed within two (2) weeks of the respective holiday.

EXHIBIT "A"

DEFINED TERMS

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 Villages of Southport as provided in the Declaration.
3. "Architectural Review Board": A Board appointed committee delegated architectural review duties and responsibilities and whose powers are set forth more specifically in the Declaration.
4. "Board": The Board of Directors for the Villages of Southport as defined in the Declaration.
5. "Common Area": Property owned by the Association for the common use and benefit of the Association membership as more specifically defined in the Declaration.
6. "Declaration": The Declaration of Covenants, Conditions, and Restrictions for the Villages of Southport recorded in OR Book 5549, Pages 2103-2186, of Orange County, Florida.
7. "Application": A proposal for any initial construction, modification or landscaping requiring the approval of Reviewer, and containing such information as these Architectural Guidelines and the Reviewer may require.
8. "Lot(s)": This term will have the same meaning as defined in the Declaration.
9. "Owner(s)": Record title-holders to a Lot within the Villages of Southport as defined in the Declaration.
10. "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 Declarations.
11. "Use Restrictions": Restrictions on the use of and activities which may take place on Lots as more specifically defined in Article VI of the Declaration.

EXHIBIT "B"

LANDSCAPE MATERIALS LIST

PROHIBITED TREES AND SHRUBS*

Australian Pine (*Casuarina equisetifolia*)
Silk Oak (*Grevillea robusta*)
Punk Tree (*Melaleuca leucadendron*)
Gum Tree (*Eucalyptus* spp.)
Arborvitae (*Thuja orientalis*)
Golden Raintree (*Koetereuteiia formosana*)
Brazilian Pepper Tree (*Schinus terebinthifollus*)
China Berry (*Melia azedarach*)
Ear Tree (*Enterolobium cyclocarpum*)
Chinese Tallow (*Sapinum sebiferum*)
Camphor (*Cinnamomum camphora*)
Castor Bean (*Ricinus communis*)
Taro (*Colocasia esculenta*)
Fdoe Paper Ptartt(*Tetrapanax papyriferus*)
Trumpet Vine (*Campsis radicans*)
Hydrilla (*Hydrilla verticillata*)
Water Hyacinth (*Eichhornia* spp-)

Any trees and shrubs are prohibited that are listed as obnoxious, aggressive or nuisance by the Florida Department of Natural Resources and the Florida Department of Agriculture. This list may be upgraded or changed as necessary, as the list of prohibited trees and shrubs is changed by the State of Florida.

*Some trees on the prohibited species list were existing and may remain, however as these trees or shrubs die and are removed they must be replaced with a non-prohibited species.

APPROVED TREES AND SHRUBS

Any trees and shrubs that are considered native, and/or meet the criteria in Section IV- Landscaping and Site Standards.

APPROVED GRASS TYPES

St. Augustine (*Stenotaphrum secundatum*)
Argentine Bahia (*Paspalum notatum*)
Empire Zoysia.

EXHIBIT "C"

LAWN AND PLANTING BED STANDARDS**LAWNS**

1. AH lawns/turf in the front and side yards shall be maintained in a green, viable and weed free condition.
2. It is the responsibility of each homeowner to water, apply fertilizer and weed/pest control to properly maintain his/her lawn in the condition as outlined in the CC & R's.
3. All front and side lawns having an area of 50 square feet or more of dead grass and/or weed infestation shall have the dead grass or weeds removed and shall be plugged or sodded with the same sod as present in the rest of the lawn area. The new plugs or sod shall be watered and fertilized for establishment as required. Seeding is not an acceptable means of re-establishing a lawn.
4. All front and side lawns having an area of 200 square feet or more of dead grass and/or weed infestation shall have the dead grass or weeds removed and shall be sodded with the same sod as present in the rest of the lawn area. The new sod shall be watered and fertilized for establishment as required. Seeding and plugging are not an acceptable means of re-establishing a lawn under these conditions.
5. Front and side yards (where accessible) shall be mowed and edged by the landscape maintenance company contracted by the Homeowners Association. Individual owners may at their own discretion choose to maintain their own front and side yards. Owner maintained yards shall be mowed at the same schedule as the rest of the community to ensure the aesthetic quality of the neighborhood.
6. Failure to abide by the design standards set within and obtaining written approval from the Architectural Review Board for landscape improvements can result in the individual homeowner becoming responsible for maintaining their own front and side yards.
7. Backyards and inaccessible side yards (areas enclosed by a fence) shall be owner maintained and shall not exceed a height of greater than 8 inches between mowing.

PLANTING BEDS

1. All planting/flower beds shall be maintained in a viable and weed free condition.
2. All planting beds shall be edged and mulched to reduce weed growth.
3. Only ornamental shrubs, groundcovers, or flowers as acknowledged by the American Horticultural Society and trees may be planted in planting beds. Vegetable plants, herbal plants and agricultural plants may not be planted in the front or side yards.
4. Shrubs must be maintained in a trimmed and aesthetically pleasing condition. Dead shrubs shall not be permitted and shall be removed and replaced in kind.
5. Shrubs and groundcovers shall not be planted closer than 2 feet to the exterior of any home, to ensure accessibility for maintenance and painting by the Homeowners Association. Any shrubs or groundcovers planted closer than 2 feet to any exterior wall are likely to become damaged or be removed during routine HOA maintenance shall not be the responsibility of the HOA.

Southport Homeowners Association, Inc.
Design Review Manual
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