TAMPA PALMS NORTH OWNERS' ASSOCIATION, INC.

ARCHITECTURAL GUIDELINES - STANDARDS & CRITERIA

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I. INTRODUCTION

The intent of this guide, as well as the existence of the Architectural Design and Modification Committee (ADMC), is to provide the guidelines required for maintaining an aesthetically pleasing community. Adhering to these guidelines is beneficial for all involved in that they are meant to protect the investment of the owners, as well as portray a quality community of well-planned improvements constructed with long-lasting materials maintaining high construction standards. In conjunction with the Documents for Tampa Palms North Owners' Association (TPNOA), these standards are binding on all parties having interest in any portion of TPNOA, and each owner is required to comply with the requirements as set forth. Any failure to comply with these requirements will be subject to remedies provided for in the TPNOA documents. Terms such as "good taste" and "sound design" are difficult to define and even more difficult to legislate. It is the intent of these Guidelines to encourage "good design" by showing examples of the desired result. Elements such as deed restrictions, appropriate attention to scale, and proportion to the community should be considered with all requests. Nothing contained in these Guidelines shall obligate any agency, governmental or otherwise, to approve plans submitted, nor shall the approval of the ADMC be construed as meeting the requirements of either the City of Tampa or any governmental agency required for approval.

II. THE APPROVAL PROCESS

Unless express approval is applicable per section III, the approval process is a 3-step procedure: Submittal to the ADMC, Review and Approval by the ADMC, and Inspection by the property manager. Complete submission of information as well as adherence to the guidelines set forth in this Guide should be directed to the ADMC via the property manager.

1. Submittal

The owner shall submit to the ADMC via the TPNOA property manager a Modification Request Application for the modification that is being requested. All modification requests and submission of supporting documentation shall be made by mail or in person. Electronic submittals by email or facsimile shall be acceptable if legible. It shall be the owner's responsibility to confirm receipt of the electronic submission to the property manager. The submittal information required for the review shall include the following plus any other information noted in this document:

- Architectural & Design Modification Application with a detailed description of the planned modification.
- Site Plans showing the location and dimensions of all improvements, including driveway, irrigation, and swimming pools.
- Landscape Plan if modification involves changes to the current landscape
- Any other information, data, photographs, and drawings that adequately describes the improvement.
- Any reasonable information requested by the ADMC for the type of improvement.

2. Review and Approval

The ADMC shall review the information and indicate its approval, disapproval, or recommendations for change to the plan within 45 days of receipt of the submission. No work or improvement shall be made on any property until the plans and specifications showing the proposed design, nature, type, shape, size, color, materials and location of same shall have been submitted to and shall have received final approval by the ADMC. It is our goal to approve all requests in an expedient fashion. Landscaping changes require an

application be completed with a copy of the plot plan showing the location of the proposed improvement. The more detail provided with the submittal, the quicker a response may be expected. In the case of an incomplete application, the ADMC shall return the application to the applicant with the notation "INCOMPLETE APPLICATION" and a list of missing information that deemed the application incomplete. For further consideration by the ADMC, the applicant shall resubmit the completed application subject to the 45-day review rule. In the case of a request by the ADMC for additional information, the ADMC shall notify the applicant in writing through the property management company what additional information is requested. Upon submission of the additional information to the property management company, the ADMC shall act on the application within 15 days of the receipt of the requested information. If the applicant does not provide additional information within 90 days of the request, the application shall be considered voided by the ADMC and a new application shall be required. FINAL APPROVAL IS GRANTED BY A WRITTEN COMMUNICATION FROM THE TPNOA PROPERTY MANAGER. A COURTESY VERBAL COMMUNICATION FROM THE PROPERTY MANAGER SHALL NOT BE INTERPRETED AS A FINAL APPROVAL. WAIT FOR THE WRITTEN COMMUNICATION BEFORE PROCEEDING WITH YOUR PROJECT TO PREVENT MISUNDERSTANDINGS ON THE CONDITIONS OF THE APPROVAL.

3. Inspection

The ADMC shall have the right to enter upon and inspect any property at any time before, during, or after the completion of work for which approval has been granted. Upon completion of the improvement the owner shall give written notice to the ADMC via the property management company. Acceptable completion time frames for projects will be as follows:

- New building construction - 9 months
- Pool installation - 1 month
- Fence installation - 1 month
- Additions - 3 months
- All other projects – 2 weeks

All completion times shall be based from the date that activity on the improvement commenced. The approval is valid for a period of 3 months. If the improvement has not begun in this timeframe, an application will have to be resubmitted. If the project(s) will require additional time, the Owner shall contact the ADMC with the anticipated completion date.
NOTE: All owners shall be held responsible for the acts of their contractors, subcontractors and any other persons or parties involved in construction or alteration of the site. The responsibilities include but are not limited to the following:

- Ensuring that the construction site, community properties and roadways are kept clean and free of all debris and waste materials, and that stockpiles of unused materials are kept in a neat and orderly fashion.
- Prohibiting the consumption of alcoholic beverages, illegal drugs or other intoxicants that could hamper the safety or well being of other personnel on the site.

III. EXPRESS APPROVAL

Notwithstanding any provision herein to the contrary, ADMC approval is not required for the following:

- Re-paint house exteriors and trims in the identical color previously approved by the ADMC/developer.
- Re-surface existing driveways in the identical color/material previously approved by

the ADMC/developer.
- Replace existing screening with identical screening materials previously approved by the ADMC/developer
- Replace existing exterior doors with identical exterior doors previously approved by the ADMC/developer.
- Replace existing mailbox or security lighting with identical mailbox or security lighting previously approved by the ADMC/developer
- Replace existing roof with identical roof material, see item V., S. for roof drip edges

All references in this paragraph to "identical" shall mean that such item shall be replaced with an item that is identical in all respects to the existing item *(i.e.,* the identical style, texture, size, color, type, etc.).

IV. ENFORCEMENT

Violations of the Community Standards shall be reported by any owner in writing to the Architectural Design & Modification Committee via the TPNOA property manager. It shall be the responsibility of the neighborhood property manager to make the two monthly inspections in the neighborhood to observe for violations of the community standards. Violations shall be processed in the following manner but some circumstances may require a different action due to the severity of the violation:

- Management will advise owners who install unapproved exterior modifications via letter. The letter will plainly state the nature of the violation and the proposed corrective action to be taken.
- The first letter is a reminder that approval is needed. The Owner has 10 calendar days to comply by sending a completed Modification Application to the ADMC.
- If the Owner does not respond in the specified time, a second letter, stronger in nature, will be sent to the Owner requesting that the Owner submit an application for approval of the exterior modification within 10 calendar days.
- If a third letter is needed, it will be sent certified return receipt mail to the Owner advising them that the matter will be turned over to the Association's attorney if the Owner is not in compliance within 10 calendar days from the receipt of the certified letter.
- If compliance is not reached within 30 calendar days, the Association's Attorney will become involved and appropriate actions taken.
- Repeat violations require one letter and 10 calendar days to comply before the Association’s Attorney shall be involved and appropriate actions taken.

V. GENERAL SITE IMPROVEMENT STANDARDS

The standards in this section are applicable to all areas of Tampa Palms North. See additional neighborhood specific standards in section VI of this document.

A. Fences

No chain link fencing will be permitted within TPNOA. Fences must be located on or within 6" of the side and rear property line except for conservation, pond or lake, and corner lots where the Owner shall explicitly indicate the proposed fence location relative to the property lines in the application to the ADMC. Except in the case of an egress/ingress maintenance easement, alleyways will not be allowed between neighboring fences. All fences shall be maintained by the Owner. It is recommended that the abutting Lot Owners be advised of the planned fence prior to making the

modification application.

- All fences require approval prior to construction. Your neighborhood may have more specific and restrictive guidelines for fences. See Section VI of this document.
- The first step in building or contracting any fence in Tampa Palms North is to submit a complete Architectural Review Form for the Architectural Design and Modification Committee (ADMC) approval as required by the Declaration of Covenants and Restrictions.
- Fences on standard home sites are to be constructed of white polyvinyl only. The exact specifications for fencing shall be as follows: Five foot (5') vertical shadow box or white polyvinyl fence polyvinyl panels with one foot (1') of lattice on top using ½" X 4" cypress pickets, 2" X 4" pressure treated wood or polyvinyl stringers, on polyvinyl posts, with 2" X 2" U-channel and lattice sheets. All existing wood fences are to be painted with Scott Paint #420 Ultra 100% Acrylic Velvet Supercoat Satin Finish, White color, or another paint manufacturer's equivalent. Installation must be with support posts facing the inside of the lot. No new wood fencing is permitted. Please review your neighborhood for selected fencing.
- Fences on home sites on pond and conservation areas are subject to the above specifications in addition to the following: The rear fence on the property line fronting said pond or conservation area must be three foot (3') shadow box polyvinyl fence or poly vinyl panels with one foot (1') of lattice on top, for a total height of four feet (4'). The side fences shall remain at five feet (5') plus one foot (1') lattice on top, with the final side section toward the rear transitioning or sloping downward to meet the rear fence height of four feet (4'). A three foot (3') white vinyl picket fence with 2" X 2" wide gothic tops may also be used. A variance may be given where no other Owner will be affected. If a variance for a 6' fence is given, the height of the fence will be measured from the grade directly below that section of fence. If other Owners enjoyment of the conservation area will be affected by the taller fence, signatures of approval by those Owners must be obtained by the applicant prior to submitting an application. Please review your neighborhood for selected fencing.
- All fences that will abut an existing fence or perimeter wall must be installed with the final end side section graduating in height to meet the height of the existing fence or perimeter wall.
- No fence shall be constructed closer to the street which the house faces than ten feet (10') back from the forward facing corners of the house. No fence shall be permitted to extend beyond the front corner of the house in any circumstance.
- Fences for corner lots require close coordination with the ADMC due to unique layout, concerns for vehicle visibility/safety and compliance with existing easements and county building code setback requirements.
- Architectural applications SHALL include gate sizes and location(s).
- Any and all required governmental approvals/permits for fence construction are the responsibility of the owner and must be obtained prior to construction. It is the responsibility of the owner to comply with all County, City, and/or Association requirements, whichever is most stringent.
- The approval process may take as much as (45) days. Plan your project accordingly. A copy of the Architectural Application will be mailed to the

homeowners upon ADMC review.

Example picture of the approved Shadow Box fence style:

Example picture of the planked polyvinyl fencing style:

B. Patios, Screen Doors, and Screen Enclosures

- Patios and Screen Enclosures shall be located on the rear elevation.
- Applications for screen enclosures shall include one set of complete plans for the enclosure including a plot plan showing the location of the proposed enclosure.
- All screened enclosures shall be constructed utilizing white or bronze aluminum.
- Screening shall be charcoal in color.
- No decorative grilles or bars will be permitted on screen doors except on the rear elevation when not visible to the street.
- Vinyl windows with white frames will be allowed for screen doors.
- 16" kick plates shall be permitted on screen enclosures.
- The exterior of the screen enclosure must be landscaped if not located within a fenced area.
- Irrigation systems may require modification to ensure 100% coverage of the property.
- Screen roofs shall be mansard style.
- Solid roofs shall match the existing roof slopes and the roof covering, fascia, and soffit shall match the existing roof covering, fascia, and soffit.
- Screen enclosures shall not extend past the rear corners of the main structure.

C. Doors and Windows

- Mirror tint shall not be allowed on glass windows.
- Light tint shall be allowed and a sample of the color of the tint must accompany the application.
- Window frames shall be white and made of aluminum, wood, or vinyl.
- Front doors shall be made of wood, metal, or fiberglass and may contain clear, frosted or etched glass panels.
- Color glass panels shall be one color. Color shall be compatible with the community as determined by the ADMC.
- Door and window applications shall have a picture attached.
- New window installations do not require mullions as originally installed for decorative purposes. Windows facing the street must have mullions on all windows or none.

D. Storm / Hurricane Shutters

Shutters shall not be installed more than 48 hours prior to an expected arrival of a hurricane in the area and must be removed no later than three days after the threat of the hurricane is lifted. All permanent mounted shutters may be panel, accordion or roll-up style and must be white in color and approved by the ADMC. Other colors may be considered and approved by the ADMC when submitted by the applicant and deemed compatible to the building and neighborhood when the building is a house. Except as the ADMC may otherwise decide, shutters shall not be closed at any time other than a storm event as described above.

E. Lawn Furnishings

Unless located in the rear of a fenced yard, birdbaths, lawn sculptures, artificial plants, birdhouses, rock gardens, or similar types of accessories and lawn furnishings are not permitted on any lot without prior approval of the ADMC. With the proper application, statues and birdbaths shall be permitted. A maximum of two lawn ornaments shall be allowed per lot, one in the front and one in the rear. If the rear yard is fenced, this restriction will not apply to the rear yard. The statues shall not be greater than 2 feet in height, shall be in landscape beds and shall blend in color with the building. With birdbath requests, height and dimensions shall be submitted with the application along with a picture of the desired birdbath.

F. Large Game Feeders

Large game feeders shall not be allowed. This includes in all conservation areas.

G. Landscaping/Ponds

Basic landscaping plans for each lot or the modifications to any existing landscaping plan shall be submitted to and approved by the ADMC. All landscaping shall be installed to fit in with neighboring properties. The ADMC shall reject the landscape plan based upon its review and determination that the design has a negative impact on surrounding lots. The landscaping plan shall detail the location of beds and planting materials. No invasive or non-native (e.g., melaleuca, Brazilian pepper) plants are permitted. No landscaping or trees shall be removed without the prior written approval of the ADMC. Decorative borders around landscaping beds require the prior approval of the ADMC. Borders shall be brick or concrete. New landscape borders are not allowed in Lancaster. Ponds must have the written

approval of the ADMC. A plot plan showing the location of the pond must be submitted with the application. If the pond is being constructed from a kit, a picture would be helpful. Mulch in planting beds shall be natural pine bark. Cypress mulch and mulch with dyes shall not be allowed. Hedges shall be maintained at a maximum height of 8 feet. Hedges bordering streets, driveways, and sidewalks shall be reduced in height for safety as determined by the ADMC. No fruit trees or vegetable gardens shall be permitted. NOTE: Only live oak trees shall be permitted within the side walk medians. All turf grass shall be St. Augustine. When preparing a submittal to the ADMC, owners may select from the following approved plant list or submit other plants for consideration and approval by the ADMC. The final determination if a plant is appropriate for its location shall be made by the ADMC.

APPROVED PLANT LIST
TAMPA PALMS NORTH OWNERS ASSOCIATION
ARCHITECTURAL DESIGN AND MODIFICATION COMMITTEE (ADMC)

LARGE TREES

1. Live Oak
2. Southern Magnolia
3. Grand Flora Magnolia
4. Shumard Oak

MEDIUM TREES

1. Little Gem Magnolia
2. Crape Myrtle

SMALL TREES

1. Holly
2. Ligustrum

PALM TREES

1. Queen Palm
2. Sabal Palm
3. Robellini Palm (susceptible to cold)

LARGE SHRUBS

1. Loropetalum
2. Viburnum
3. Podocarpus
4. Ligustrum

SMALL SHRUBS

1. Star Jasmine
2. Thryallis
3. Shillings
4. Gold mound duranta
5. Indian hawthorn
6. Viburnum
7. Plumbago
8. Burford holly
9. Ilex Crenata holly (spiky)
10. Azalea (lavender Formosa, Dutchess of cypress, southern charm)

GRASSES

1. Pink Muhly Grass
2. Dwarf Fakahatchee
3. Spartina grass

Turf

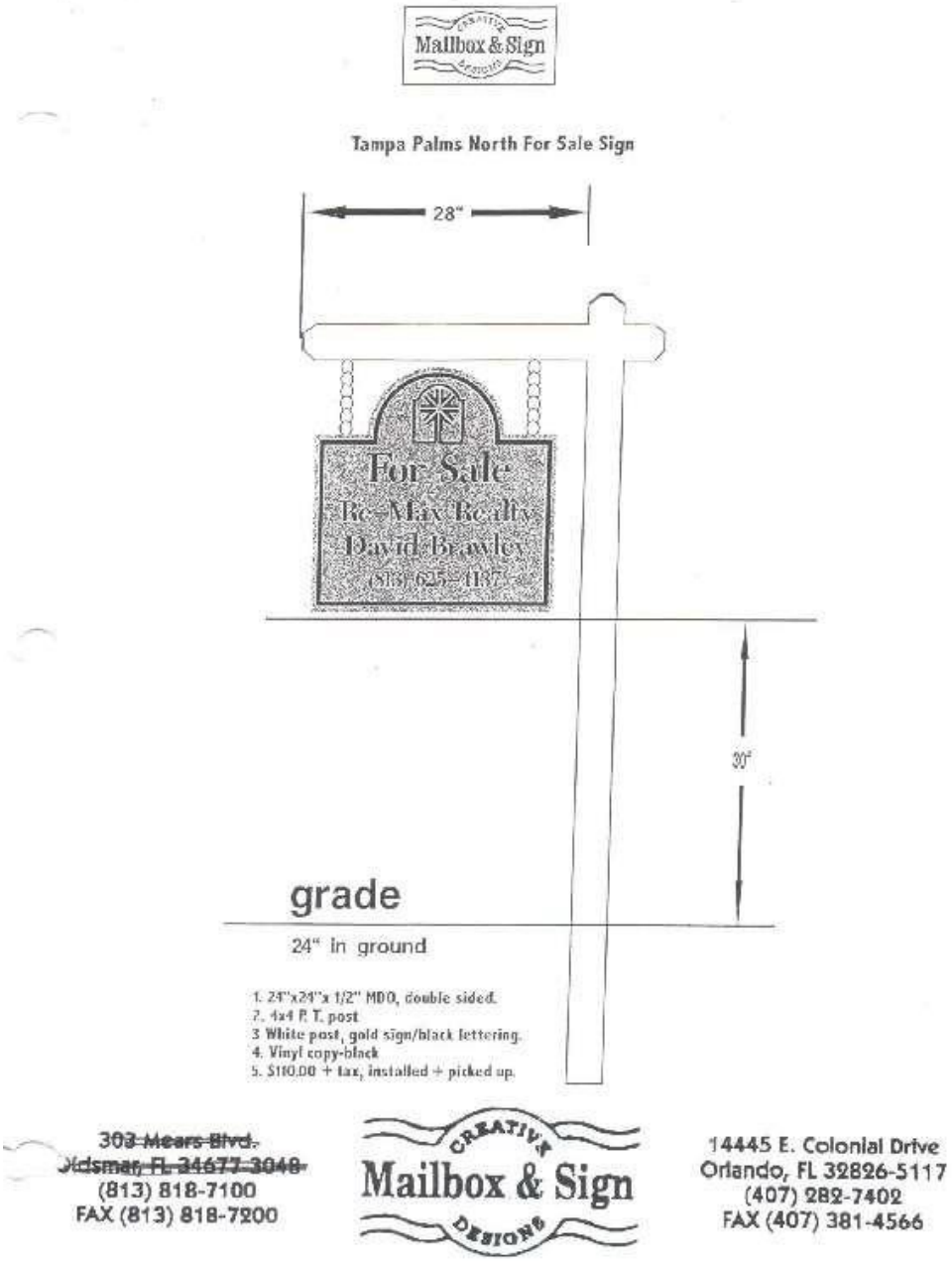
1. St. Augustine
    a. Seville
    b. Bitter Blue (shade)
    c. Palmetto (shade)
2. Zoysia

GROUND COVER

1. Aztek Grass
2. Evergreen lyrope
3. Verigated jasmine
4. Perennial peanut
5. Agapanthus (blue or white)

H. Signs

Owners shall obtain the permission of the ADMC before erecting any signs within the properties. One professionally made "FOR SALE" or "FOR RENT" sign that complies with the standard sign design as established by the ADMC does not require pre-approval. The standard sign design is shown below and is available from Creative Mailbox and Sign Designs. When needed for permit purposes, contractors may place a sign on the property during construction of the approved modification. A maximum of two security signs shall be permitted per home site, one in the front and one in the rear. These signs shall be placed in the landscaped beds alongside the home. See Lancaster for guidelines on sign posts, all other neighborhoods require white posts.



I. Satellite Dishes / Antennae

The installation of a satellite dish or antenna shall be subject to the prior approval of the ADMC. The ADMC requires that all such items be screened from view and that the installation comply with all applicable safety restrictions, including any restrictions as to location and height of antenna as imposed by applicable fire codes, electrical codes, zoning codes, and building codes. All satellite dishes shall be less than one meter in diameter. All antennae and satellite dishes shall be either ground mounted, mounted on the rear wall of the home/building, or mounted on the side wall of the home/building. The ADMC requests a non-conspicuous place be chosen for the mounting. Roof mounting shall not be allowed unless it is the only location that will give you proper signal reception. Ground mounted shall be lower than 6 feet high. Wall mounting shall be below the fascia.

J. Outbuildings

All storage sheds, playhouses, pet houses and other outbuildings shall have the prior written approval of the ADMC, shall be within a fenced area, and shall be below the fence level in height. The structure shall be erected on site, and anchored to the foundation. Structures shall also conform to the materials and colors of the main building or home. Applications shall show the use, location and architectural design.

K. Lighting

All exterior lighting shall be consistent with the character established in TPNOA and be limited to the minimum necessary for safety, identification, and decoration. Improvements to current lighting must be approved by the ADMC. This includes low level landscape lighting.

L. Swimming Pools

Swimming pools shall be subject to review by the ADMC. The design must incorporate at a minimum, the following:

- The composition of the material must be thoroughly tested and accepted by the pool industry for such construction.
- No lighting of a pool or pool area shall be installed without the approval of the ADMC, and if allowed shall be designed for recreation character so as to buffer the surrounding homes from the lighting.
- All applications for the installation of a swimming pool must be accompanied with a certified survey of the home indicating the proposed size and location of the pool.
- Pool filter equipment shall be screened from view from the street and when possible, neighboring properties. The noise level to neighboring properties must be considered in locating equipment. All screening must have the prior written approval of the ADMC.
- Pool heating equipment shall comply with all applicable building, zoning and fire codes. Pool equipment shall be screened from public view with fencing or landscaping and screening shall have the prior written approval of the ADMC.
- Above ground pools shall be prohibited. Spas and Jacuzzis shall have the prior written approval of the ADMC.
- Screen enclosures shall comply with the standards established in section “B” of this document. Plans of the proposed screen enclosure shall be included with the pool or

spa application.
- Irrigation systems must be re-installed to insure 100% coverage of sod and landscaped property.
- The contractor shall remove all dirt and debris from the home site. These materials shall not be placed on any lot within Tampa Palms North.
- The contractor may only install one permit sign box as required by the City/County ordinance. Advertising signs shall not be permitted.

M. Parking and Garages
Owners' automobiles shall be parked in the garage or driveway and shall not block the sidewalks. Parallel parking on the driveway aprons is not permitted. Garages shall not be enclosed or converted into a living area and shall at all times be used as a garage for car storage and parking purposes. No screening is allowed temporarily or permanently on garage door openings.

N. Barbecues/Smokers
Barbecue grills and smokers shall only be located or permitted upon the back patio or yard of a home. If not screened from view of the neighboring property by a fence, they shall remain covered when not in use.

O. Hose Reels/Garbage Containers/Tanks/Clotheslines, Etc.
Hose reels and above ground tanks shall be horizontal in placement and screened from view of the neighboring properties and from the streets by use of landscaping or a fence. Water softeners shall be screened from view of the street by landscaping or a fence. Clotheslines shall have the approval of the ADMC, be located to the rear of the home and shall be removed when not in use. Garbage containers (including refuse, trash, recycle and rubbish) may be placed at the front of the home after 5:00 p.m. on the day before the scheduled day of collection and containers shall be removed from the front of the home by 9:00 p.m. on the scheduled day of collection. At all other times, garbage containers shall be stored and screened from view from the street and neighbors. Garbage containers shall be kept in a clean and sanitary condition to prevent noxious or offensive odors at all times. Please see Rules and Regulations for Residential Refuse Collection for more details on what will be picked up for collection at:
www.tampagov.net/dept_Solid_Waste/files/Residential_rules.pdf.

P. Flags
One American flag per home maximum 3’ x 4’ shall be allowed without approval of the ADMC. The flagpole shall be mounted to the home directly to the left or right of the front door or the garage. Should this placement not work with the design of the home, the applicant should present pictures of the desired location and submit an application for a variance. Flags shall be flown on a pole in an outward fashion from the home. No ground mounted flag poles shall be permitted on home sites. All other flag poles are limited to one per lot and shall be approved by the ADMC.

Q. Recreation and Play Equipment
Permanent exterior recreation and play equipment shall not be permitted without the prior written approval of the ADMC. All such equipment shall be located within the rear yard of

a home site and shall be screened from public view. The equipment shall be maintained on a regular basis by the Owner to preserve community standards. Portable recreation and play equipment and toys do not require approval from the ADMC. However, they shall be removed from public view when not in use. Portable and permanent basketball goals require approval of the ADMC and shall comply with the following:

- Submittal of a Modification Request Application and a Basketball Goal Request Form.
- One regulation size or smaller commercially purchased goal may be used upon the driveway of a home site and shall not be positioned in such a way that the street is used for play or the sidewalk is blocked to pedestrian traffic.
- Goals shall be located on the non-elevation side of the driveway.
- In the event the adjacent neighbor(s) could be affected by an overshot, then the neighbor's approval of the goal shall be required on the Basketball Goal Request Form.
- Vehicles shall not be parked in the street when the basketball goal is or is not is use.
- Goals shall not be in use between the hours of 10:00 p.m. and 8:00 a.m.
- Goals shall be solid color or clear and be void of advertisement.
- Goal nets shall be white polyester or nylon.
- Goals that are in poor condition, including, but not limited to being faded, rusted, out of plumb, torn or deteriorated net, shall be removed or returned to its original condition by the owner.
- Goals shall be maintained on a regular basis by the Owner in accordance with these guidelines to preserve community standards.

Play sets including but not limited to swing sets, jungle gyms, and trampolines shall comply with the following:

- The overall height shall not exceed twelve (12) feet. However, the height maybe reduced by the Architectural Design & Modifications Committee based on the lot size and impact on neighboring home sites. This will be determined by a site visit to the home.
- The main frame shall be crafted in wood or plastic. Aluminum or metal tubing is prohibited except for trampolines. A picture and the dimensions of the play set shall be submitted with the application for approval.
- Primary colors – including the slide and canopy if applicable– are prohibited. Structures shall be entirely "earth toned" – tan, olive or brown. A color variance may be granted by the ADMC if the applicant obtains written permission from all neighbors with a view of the play set.
- Applications for play structures shall include a site plan clearly showing its intended placement. The structure's visual impact to neighboring home sites and/or the street shall be buffered with approved fencing or landscaping.
- Fence applications shall be submitted in advance of installation of the fence and only the approved fence styles per neighborhood are permitted.
- If the play structure will be buffered by landscape the plant material must start at a height of thirty-six (36) inches from the ground and shall not exceed seventy-two (72) inches of overall height at maturity. The landscape buffer shall be maintained at a maximum height of 72 inches at all times. The landscape buffer installation shall not alter the drainage of the home site. The proposed plant material and location of

the landscape buffer shall be submitted to the ADMC committee via application prior to installation.

- The location on the home site shall be greater than 10 feet from the property line.

R. Exterior Painting

Owners of lots within Tampa Palms North shall repaint their homes when any of the conditions listed below occur:

1) Visible and noticeable variations in color on surfaces of a solid color due to fading, paint failure, or any other reason affecting the uniformity of color on the painted exterior surface.
2) Wood rot or dry rot visible at a distance of 10 feet or more on any exterior surface.
3) Paint peeling, flaking or paint chipping that is visible at a distance of 10 feet or more from the dwelling.
4) Any of the following conditions that is visible at a distance of 10 feet or more on any exterior surface.
    - Cracks in the exterior surface.
    - Step cracks in walls.
    - Stucco cracked or missing.
    - Stucco in a damaged state, or sagging away from substrate.
5) Chalky appearance of exterior painting finishes visible at a distance of 10 feet or more on any exterior surface.
6) Chalky appearance of the exterior painting finishes which is confirmed by the presence of a powdery residue that comes off when touched by hand or cloth.

The ADMC shall have final approval of all exterior color plans, including materials, and each Owner shall submit to the ADMC a color plan showing colors to be utilized and the materials. The ADMC shall determine whether the color plan and materials are consistent with the homes in the surrounding areas and that they conform to the color scheme of the community. The color plan shall be submitted prior to construction or repainting. Color pallets should be muted earth tones with coordinating colors. Garage doors are to be painted the color of the body or the house trim. No primary, bright or dark colors shall be approved. Homes with the same color shade are discouraged next door or across the street from each other. Owners should select from the approved color pallets which may be viewed at the front desk of Club Tampa Palms. Other colors may be selected and considered for approval at the discretion of the ADMC. Painting of the body of the house with extreme dark colors is not permitted, as determined by the ADMC. The final determination if a color is appropriate for its location shall be made by the ADMC. The ADMC may request a minimum 2 foot by 2 foot swatch of the requested body color be painted on the side wall which is visible from the front yard for ADMC inspection prior to approval. Mayfair and Lancaster guidelines provide for alternate specifications. The following sheens shall be used unless otherwise approved by the ADMC:

TRIM - Semi-Gloss or Satin
DOORS - Gloss, Semi-Gloss, or Satin
BODY - Satin or Egg Shell

S. Roofs, Gutters, Cameras and Solar Collectors
Tile roofs shall only be replaced with tile roofing, shingle roofs shall only be replaced with shingle roofing, unless otherwise approved by the ADMC.
Drip edges along the roof of a home must match the color of the fascia unless otherwise approved by the ADMC. Tile Roofs need to be replaced, they cannot be painted. All gutters shall match the exterior wall color, trim color and window metal color. Gutter down spouts shall not concentrate water flow onto neighboring properties. No application for exterior camera installations are required if cameras are 5" or less in size. Solar collectors shall receive prior approval of the ADMC. It is preferred that solar collectors NOT be placed on the front elevation of the building.

T. Additions
Rain water from a new addition roof or new grade of terrain shall not run on neighboring property as to create a nuisance. The location of all windows and doors shall not adversely affect the privacy of adjoining neighbors. Additions shall be architecturally compatible with the community and all architectural features including but not limited to colors, windows, roof slopes, roof covering, fascia, wall texture, and doors shall match the existing structure. The owner shall submit for approval to the ADMC 2 complete sets of plans including a landscape plan. A set of plans is deemed to be complete if it contains all information required to obtain a building permit from the City of Tampa. Additions shall comply with all applicable provisions of this document.

U. Awnings and Shutters
Awnings shall not be permitted. Shutters shall be decorative and not used to cover window or door openings unless the shutter is specifically designed as a protective cover for a window or door in a hurricane event. If the shutter is used as a protective cover, the time limitations of Section D of this document shall apply.

V. Driveway Construction
Driveway and sidewalk extensions require ADMC approval and shall conform to the standard for that Owner's neighborhood. No gravel driveways shall be permitted. Paver style and color are subject to the approval of the ADMC. Pavers and driveways must be maintained in a clean state. Dirty pavers may be cleaned with pressure washing and sealed with a clear sealant to bring out the original colors. Painting and staining of concrete and paver driveways is not permitted.

W. Street Numbering
Street numbering on curbs shall not be allowed unless approved as a unified Neighborhood project by the Neighborhood Board of Directors.

X. Neighborhood Community Standards
- Sod, shrubs, plants, and trees must be kept irrigated, fertilized, free of weeds and trash and trimmed in an attractive manner. Dead or missing sod must be replaced. Palms trees may not have more than one row of dead fronds hanging. Dead or dying shrubs must be removed and replaced. Hanging oak and other tree limbs need to be trimmed to a minimum of 8' over sidewalks and 14' over roadways to allow for passage of pedestrians and emergency vehicles.

- All properties are required to maintain ample pine bark mulch in all landscaping beds unless an architectural approval has been obtained for alternate materials. All landscape beds and grass areas must be clean and free of weeds and trash. Landscape borders must be pre-approved by the ADMC.

- Roofs, sidewalks, exterior surfaces, windows, walkways and sidewalks must be clean and free of dirt/mildew/mold. Homes must be painted a minimum of once every ten years or more often if the paint has faded and presents an uneven appearance.
- Any exterior modifications (painting, fencing, change in landscaping plans, etc.) must be approved by the architectural committee before installation.

Y. Retail Property Community Standards

- Sod, shrubs, plants, and trees must be kept irrigated, fertilized, free of weeds and trash and trimmed in an attractive manner. Dead or missing sod must be replaced. Palms trees may not have more than one row of dead fronds hanging. Dead or dying shrubs must be removed and replaced. Hanging oak and other tree limbs need to be trimmed to a minimum of 8' over sidewalks and 14' over roadways to allow for passage of pedestrians and emergency vehicles.

- All properties are required to maintain ample pine bark mulch in all landscaping beds unless an architectural approval has been obtained for alternate materials. All landscape beds and grass areas must be clean and free of weeds and trash.

- Roofs, sidewalks, exterior surfaces, windows, walkways and sidewalks must be clean and free f dirt/mildew/mold.

- Door mats must be clean and free of rips and tears.

- Curbing, car stops and parking lots must be clean and properly maintained with clearly defined roadway and parking stripes.

- Parking lot signage must be clean and properly maintained.

- Signage and any exterior modifications (painting, fencing, change in landscaping plans, etc.) must be approved by the architectural committee before installation.
  Trash collections areas must be kept clean and free of odors, dirt, mold, mildew and visible trash and weeds and out of view behind an approved enclosure.

Z Professional Center Signage

All buildings located in the Professional Center shall comply with the following regardless if the building is or is not a member of the sub-association:

One (1) non-illuminated wall sign consisting of ¼" aluminum background panel. Paint ICI 550 Alencon Lace. Flat cut out ¼" aluminum letters and border are mounted background panel using ½" stand-offs. Paint letters and border SW 6069 French Roast. Sign is installed on building wall using ½" stand-ffs. FONT LETTERING: Columna Solid to match other tenants at Professional Center. Sign shall not exceed 95" W X 24" H unless approved by the ADMC.

VI. NEIGHBORHOOD SITE IMPROVEMENT STANDARDS

The standards in this section are neighborhood specific and shall control when conflicting with section V. GENERAL SITE IMPROVEMENT STANDARDS.

ASHINGTON NEIGHBORHOOD

A. Fences

- Fences shall comply with Section V. General Site Improvement Standards of this document with the exception that wood fences are no longer allowed for new installations. Existing pressure treated wood fences are allowed and may be of natural durable pressure treated wood in lieu of being painted white in color, and must be properly maintained.

ASHINGTON RESERVE NEIGHBORHOOD

A. Fences

- Fences on standard home sites are to be constructed of white polyvinyl only. Two style options shall be allowed. The approved styles shall be the five-foot (5') vertical shadow box white polyvinyl panels with one foot (1') of lattice on top or the Manchester Concave design as shown in the attached picture (manufactured by Polyvinyl Creations). Installation shall be with the support posts facing the inside of the lot.
- Fences on home sites on pond and conservation areas are subject to the above specifications in addition to the following: The rear fence on the property line fronting said pond or conservation area must be four (4') in height. The side fences may be five feet (5') plus one-foot (1') lattice on top, with the final side section toward the rear transitioning or sloping downward to meet the rear fence height of four feet (4'). If the Manchester Concave design is used, it will remain the same height as the sides which is an optional three (3) feet or four (4) feet in height.

Ashington Reserve example pictures of the approved fence styles:

ASHINGTON ESTATES NEIGHBORHOOD

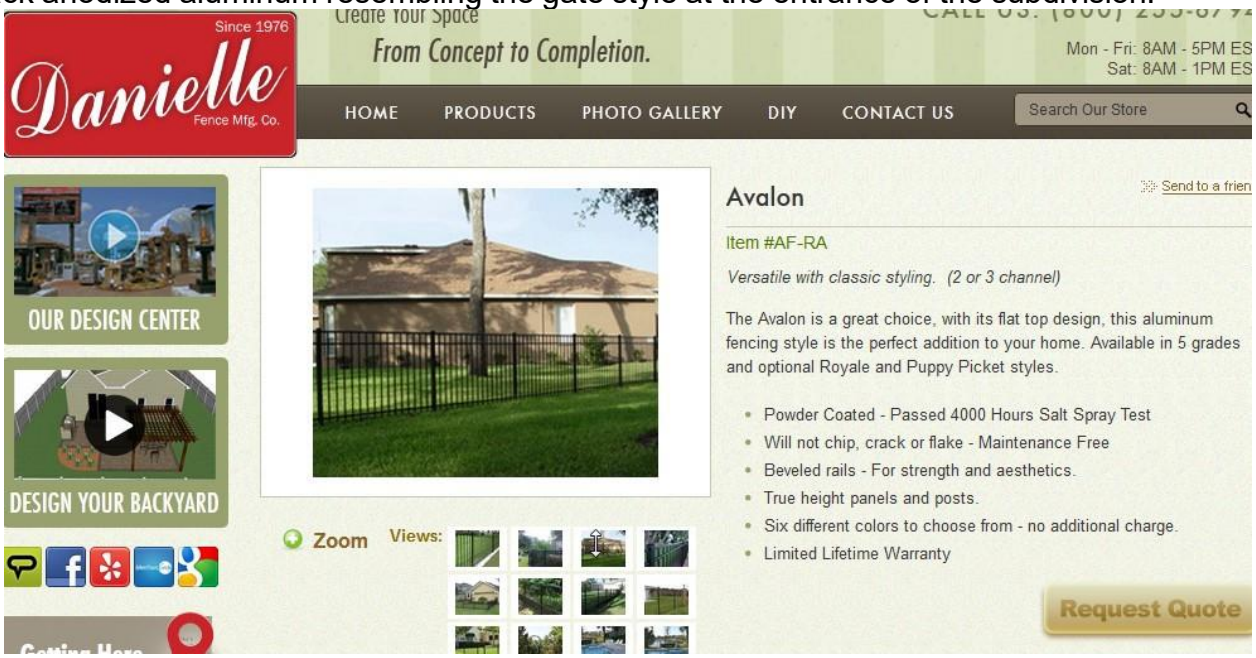
A. Fences

- Fences on standard home sites are to be constructed of white polyvinyl or black anodized aluminum only. Two style options shall be allowed (Danielle Fence Mfg. Co.). The approved styles shall be the **Hollingsworth Vinyl Privacy Fence**-vertical polyvinyl panel with one foot of lattice on top and the **Avalon Black Anodized Aluminum** resembling the gate style at the entrance of the subdivision (3 channel style with 2" posts). Installation shall be with the support posts facing the inside of the lot.
- Fences on all home sites (including home site on pond and conservation areas) are subject to the above specifications in addition to the following: The rear fence on the property line fronting said pond or conservation area shall be four feet (4') in height. The white vinyl side fences shall be five feet (5') plus one foot (1') lattice on top (total of six feet height), with the final side section toward the rear transitioning or sloping downward to meet the rear fence height of four feet (4'). The black anodized aluminum side fences must be 6 feet (6'), with the final section toward the rear transitioning or sloping down to meet the rear fence height of four feet (4').
- Previous existing fences installed under the TPNOA basic guidelines may be maintained and not extended or replaced. All replacement fences shall meet the current guidelines.
-

Ashington Estates example pictures of the approved fence styles:

White vertical white polyvinyl panels with one foot of lattice on top

Black anodized aluminum resembling the gate style at the entrance of the subdivision.

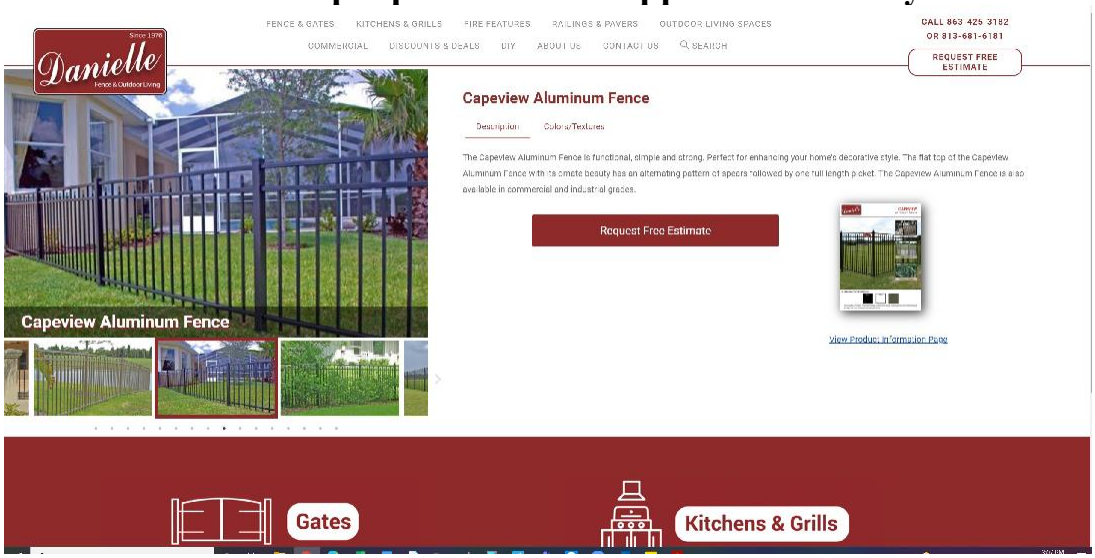


LANCASTER NEIGHBORHOOD

A. Fences

- Fences on standard home sites are recommended to be constructed of black aluminum fencing. One style shall be allowed and is Capeview Style. All fences shall be four (4) feet in height.
- No fence shall be constructed closer to the street which the house faces than fifteen (15) feet back from the forward facing corners of the house. No fence shall be permitted to extend beyond the front corners of the house in any circumstance.

Lancaster Estates example picture of the approved fence style:



B. Landscaping Borders

Borders are not permitted.

C. Paint Colors

Paint schemes #16, #23, #25 and #31 are not permitted.

D. Play Equipment

Portable or temporary goals do not require approval of the ADMC but shall comply with the following:

One regulation size or smaller commercially purchased goal may be used upon the driveway of a home site but shall not be positioned in such a way that the street is used for play or the sidewalk is blocked to pedestrian traffic.

Goals shall be maintained on a regular basis by the Owner in accordance with these guidelines to preserve community standards.

E. For Sale Signs

Sign posts must be black.

MAYFAIR NEIGHBORHOOD

A. Fences

- Fences on standard home sites shall be constructed of white polyvinyl only. Two style options shall be allowed. The approved styles shall be the five-foot (5') vertical Oxford style white polyvinyl panels with one foot (1') of lattice on top or the Monticello with Federation Caps. Installation shall be with the support posts facing the inside of the lot.
- Fences on home sites on pond and conservation areas are subject to the above specifications in addition to the following: The rear fence on the property line fronting said pond or conservation area shall be four (4') in height. The side fences may be five feet (5') plus one-foot (1') lattice on top, with the final side section toward the rear transitioning or sloping downward to meet the rear fence height of four feet (4'). If the Monticello design is used, it shall remain the same height as the sides which is an optional three (3) feet or four (4) feet in height.

Mayfair example pictures of the approved fence styles:

White Oxford

White Monticello with Federation Caps

B. Recreation and Play Equipment

Playground equipment including play sets shall be located within a fenced backyard and shall not exceed 10 feet in height.

C. Screen Enclosures

Screen roofs of screen enclosures shall be mansard or gable style as selected by the owner.

D. House Trim, Gutters and Downspouts

The trim of all homes shall be white. Downspouts must be white to match the color of the white trim required or may be painted the color of the body of the house.

REMINGTON NEIGHBORHOOD

A. Mulch

Cypress mulch shall be allowed if used in the original landscape of the home site. However, it is recommended that all homeowners use natural pine bark mulch (nuggets) in their landscaping beds and tree rings. No dyed mulch shall be allowed.

B. Yard Light Post

One white post light shall be located in the front yard of each homesite. The approximate location shall be a 10 foot set back from the front sidewalk and driveway. The light fixture shall resemble Sea Gull Lighting Model Number 8255-15. At the owner's option, the light fixture may match the coach lights located on the front wall of the house. The owner shall maintain the light to automatically turn on between dusk and dawn.

WHITEHALL NEIGHBORHOOD

A. Fences

- Fences on all home sites are to be constructed of black anodized aluminum with pickets and rails measuring between ½" – 1" square. Pickets shall be 3 ½" – 4 ½" apart. Posts shall be not less than 2" square. All fences shall be four (4) feet in height. Additionally, all fences shall have three (rails) according to the following design specifications: **either** (i) a top rail at the four foot height and a rail 4-5" below the top rail, and a third rail 4-5" from the bottom **or** (ii) a rail 4-5" below the top of the pickets and a rail 4-5" below the top rail, and a third rail 4-5" from the bottom. If the second design is chosen, the pickets extending 4-5" above the top rail will be the pressed spear design. (Sample pictures included – the fence company is of the homeowner's choice.)

- No fence shall be constructed closer to the street the house faces than fifteen (15) feet back from the forward facing corners of the house. No fence shall be permitted to extend beyond the front corners of the house in any circumstance.

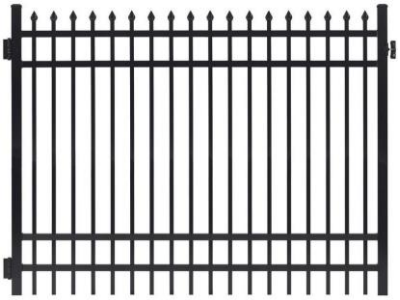
- Adjoining fences on neighboring properties must match each other's style, both either i or ii as outlined above.

- Fences for corner lots require close coordination with the ADMC due to unique layout, concerns for vehicle visibility/safety and compliance with existing easements and county building c ode setback requirements.

- Architectural Review Forms must include gate sizes and locations and include a site survey with the proposed fence drawn on it as well as a picture of the proposed fence style to match either of the two shown below.

- **Any and all required governmental approvals/permits for fence construction are the responsibility of the homeowners and must be obtained prior to construction. It is the responsibility of the Homeowner to comply with the most stringent of all County, City, and/or Association requirements.**

Whitehall example of approved fence styles:



WINDSOR NEIGHBORHOOD

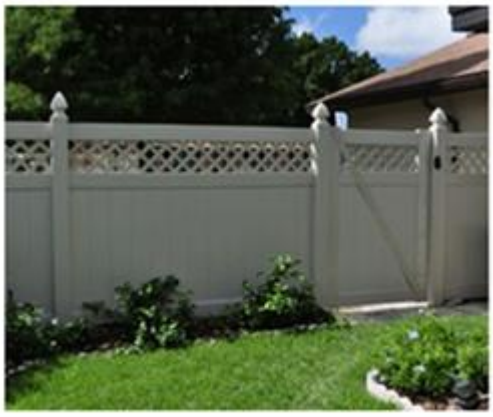
A. Fences

- Fences on standard home sites are to be constructed of white polyvinyl or black anodized aluminum.
- The black anodized aluminum fencing shall be four (4) feet in height with ¾" rails. The approved style shall be the Avalon Black Anodized Aluminum resembling the gate style at the entrance of the subdivision (3 channel style with 2" posts). Installation will be with the support posts facing the inside of the lot.
- The white polyvinyl fencing shall be five-foot (5') vertical shadow box white polyvinyl panels with one foot (1') of lattice on top, with 4" x 4" polyvinyl posts (total of six feet height). Installation must be with support posts facing the inside of the lot.
- Fences on all home sites (including home site on pond and conservation areas) are subject to the above specifications in addition to the following: The rear fence on the property line fronting said pond or conservation area shall be four feet (4') in height. The white vinyl side fences shall be five feet (5') plus one foot (1') lattice on top (total of six feet height), with the final side section toward the rear transitioning or sloping downward to meet the rear fence height of four feet (4').
- No fence shall be constructed closer to the street which the house faces than (15') back from the forward facing corners of the house. No fence shall be permitted to extend beyond the front corners of the house in any circumstance.
- Previous existing fences installed under the TPNOA basic guidelines may be maintained and not extended or replaced. All replacement fences shall meet the current guidelines.

Windsor example picture of the approved fence styles:

Shadow Box

Avalon



Hollingsworth Style

B. Roofs

-Roof coverings shall be either concrete tile or asphalt shingle
-Asphalt shingle roofs require brick or stone on the front elevation.
-Existing tile roofs may be replaced with a shingle roof if brick or stone is added to the front elevation and is approved by the ADMC.
-All changes to roof coverings require ADMC approval.

VII. RECONSTRUCTION

In the event a structure or any part thereof is destroyed by casualty or natural disaster, the Owner shall commence reconstruction within 30 days. If the Owner cannot commence reconstruction within 30 days, the Owner shall notify the ADMC as to the specifics of the delay. The ADMC will make every effort to accommodate the Owner in the application process in order to repair or rebuild in a timely manner.

VIII. NEW CONSTRUCTION

New Buildings shall be architecturally compatible with the community. The owner shall submit for approval to the ADMC 2 complete sets of plans including a landscape plan. A set of plans is deemed to be complete if it contains all information required to obtain a building permit from the City of Tampa. New construction shall comply with all applicable provisions of this document.

IX. APPEALS PROCESS

In the event that the ADMC disapproves any plans and specifications, the applicant may request a rehearing by the ADMC for additional review of the disapproved plans and specifications. The meeting shall take place no later than 30 days after written request for such meeting is received by the property management company, unless applicant waives this time requirement in writing. The ADMC shall make a final written decision no later than 30 days after such meeting. In the event the ADMC fails to provide such written decision within 30 days, the plans and specifications shall be deemed disapproved. Upon final disapproval, the applicant may appeal the decision of the ADMC to the TPNOA Board of Directors within 30 days of the ADMC's written review and disapproval. Review by the Board shall take place no later than 30 days after receipt of the applicant's request. If the Board fails to hold such a meeting within 30 days after receipt of the request for such meeting, then the plans and specifications shall be deemed approved. The Board shall make a final decision no later than 30 days after such meeting. In the event the Board fails to provide such written decision within 30 days after such meeting, such plans and specifications shall be deemed approved. The decision of the ADMC and the Board, if appealed, is final and binding.