

Villas at Fairloop Run Association

DESIGN REVIEW GUIDELINES

(First Adopted 16 April 2012)
(Revised November 13 2018)

These Design Review Guidelines (Guidelines) have been created to help maintain the integrity and uniformity of the Fairloop Run community. It is not the intent of these Guidelines to judge what is beautiful or not beautiful, but to coordinate, encourage and maintain architectural compatibility and uniformity within the Fairloop Run Community.

These Guidelines are intended as an overview of the process to be followed by the Fairloop Run Neighborhood Community whenever a proposal to modify an existing Lot, Living Unit is submitted. Requirements and restrictions on the use of your Lot and/or Living Unit are explained in Section 5 (*General Covenants and Use Restrictions*) of the *Amended and Restated Declaration of Covenants, Conditions, Restrictions and Easements, for Fairloop Run Community Association and Westminster Community Association, Inc. (the Declaration)*, which should be referred to for the specific requirements that pertain to your Lot or Living Unit.

"5. ARCHITECTURAL AND AESTHETIC CONTROL The Developer is seeking to create a Neighborhood of architecturally harmonious homes. Among the techniques employed to accomplish this result is the use of certain carefully chosen colors for exterior paint and roof materials. In order to protect the integrity of the development plan and preserve the values of the Villas, after the initial construction of the Villas by the Developer no owner shall make any material change whatsoever in the exterior color of any portion of his Residence or any appurtenant structure, nor in the color or style of roofing materials used on the Residence or appurtenant structure, without prior written approval of Architectural Review Committee of the Westminster Community Association (the "ARC"). Except for the initial construction of Villas and related improvements by the Developer, no building, structure or other improvement shall be erected or altered on any Lot, nor shall any grading, excavation, landscaping, or other work which in any way materially alters the exterior appearance of any structure. **Lot or Neighborhood Common Area be performed without the prior written approval of the Board of Directors, as well as the ARC. In obtaining the written approval, owner, or any other person applying, shall comply with all applicable requirements and procedures of the Governing Documents.** Refusal to approve proposed changes may be based on purely aesthetic reasons. The membership term of office, composition, compensation (if any), qualifications and procedures of the ARC shall be as provided in the Community Association Declaration and Bylaws of the Community Association."

These Guidelines assume that any and all "currently in place" variances, alterations, additions and landscape improvements made to Lots, Living Units or Neighborhood Common Areas, as of the date of turnover (August, 2006) by US Home to the Fairloop Run Community Association (the Community Association) were officially approved. Any existing non-conforming uses, inconsistent with these guidelines, as of 16 April 2012 shall be considered grandfathered, however, existing non-conforming uses shall not in any way prevent the Association from enforcing the guidelines and preventing additional non-conforming uses within the Community.

Any undefined terms used in these Guidelines shall have the same meaning as found in Section 1 of the Declaration. In case of any conflict or ambiguity between the provisions of these Guidelines and the Declaration, the Declaration shall control.

These Guidelines cover the following aspects of your Lot or Living Unit:

Lot and Living Unit: You're Lot and Living Unit based on its orientation and natural features. Specific directions are provided as to the hardscape and landscape elements involved in making any changes to Lot or Living Unit.

Architectural Standards: Items to consider as they relate to the style, building materials, detailing and colors should you choose to make exterior changes to your current Lot or any structure located thereon.

Construction Standards; Directions to be followed to assure the quality of materials and workmanship for any additions and/or alterations to the Lot and Living Unit.

The Design Review Process

Other than those improvements or alterations included in the "Items Not Requiring" section on page 4 of these Guidelines, you are required to submit to the Fairloop Run Board complete plans and specifications for any building, structure, or any other improvement proposed to be erected or altered, or any proposed grading, excavation, tree or other landscape material removal or installation or other work which materially alters the exterior appearance of any structure, or Lot. For a more detailed itemization of improvement/alteration projects for which you must obtain prior ARC approval see the "Architectural Control by the ARC" section on page 4 of these Guidelines. Such plans and specifications will then be reviewed and either approved or denied by the Fairloop Run Board and Westminster ARC. To assist in this review, an application form entitled Architectural Request Form (Request Form) can be downloaded from the Westminster Community Association's website www.westminstercommunity.com. This form furnishes the Board with the basic information it needs to review, and also functions as a checklist so that all design aspects can be inspected upon completion. Any questions in reference to these Guidelines should be submitted to the Fairloop Run Board.

The Fairloop Run Board will make every effort to clarify the Guidelines and interpret the applicable provisions. The Fairloop Run Board will then make its recommendations for approval/denial. Once approved/denied your ARC Form will then be sent to Westminster Community ARC for final approval or denial.

Step 1: If applicable, secure the services of an architect, designer, landscaper, subcontractor or whomever you have decided to employ to accomplish the improvements or alterations desired. Outline a plan or concept for the improvements or alterations and obtain a written design plan for such improvements or alterations.

Step 2: Preliminary Review: Sometimes it may be advisable to schedule a preliminary review of your conceptual ideas and drawings with a representative of the Fairloop Run Board.

Step 3: Final Review: When drawings and specifications are complete, they must be submitted to the Fairloop Run President who will then make their recommendations to the Fairloop Run Board for their approval/denial. Be sure to include all applicable full working drawings, site improvement plans, plat drawing with change, site grading and landscape plans. Design review fees, if any, must be paid to the Westminster Community Association at this time. One set of the Request Form together with final drawings and plans must be submitted to the Fairloop Board. The Board will make every attempt to review the plans within 45 days after the fully completed application package is submitted. **No work may be started until written approval is received from the Westminster Community ARC.** All alterations must begin within six months of the final Westminster Community ARC approval and shall be completed in a most expeditious timeframe.

Step 4: Upon approval of Westminster Community Association a copy of the permit (when required) will be submitted to the Fairloop Run Board and Westminster Community ARC prior to start of alterations.

The Fairloop Run Community Association and the Westminster Community Association ARC do not assume responsibility for the following:

- a) The structural adequacy, capacity or safety features of the proposed improvement or variance.
 - b) Soil erosion, un-compactable or unstable soil conditions.
- Acquiring necessary permits from state and local authorities, and compliance with any or all building codes, safety requirements, governmental laws, regulations, or ordinances.
- d) Performance or quality of work of any contractor, or subcontractor
- Hazardous waste regulation compliance is a requirement and responsibility of the Owner.

Items NOT REQUIRING ARC Notification and/or Approval.

- a) Downspouts and gutters, which are painted to match or complement the color of the house.
- c) Hanging baskets.
- d) Hose reels and/or hangers as long as they are inconspicuous.
- g) House identification numbers providing the size is limited to four (4) inches high by two and one-half (2 1/2) inches wide in ceramic, or plastic.
- h) Edging installed in or around existing beds including plastic, bricks, or concrete edging, providing that the installation does not exceed eight (8) inches in height and is not a permanent structure, such as a mortared wall.
- i) Low voltage lighting for landscaping.
- j) General repairs to roofs, driveways, exterior facades when using materials matching those existing.
- k) Holiday decorations, provided that they are put up no sooner than 30 days before the holiday, are removed within 15 days after the holiday, and do not create a nuisance for the neighbors.
- l) Security signage (a single sign placed within ten (10) feet of the entrance to the home).
- m) Application of CLEAR flat or corrugated Lexan panels or some other type of CLEAR flat golf ball resistant material on windows facing the golf course for protection against errant golf ball damage.

Architectural Control by the ARC

Except for "Items Not Requiring ARC Notification and/or Approval", as set forth on page 4 of these Guidelines, requests for improvements and/or changes to any of the following MUST be presented to and receive written approval from the Westminster Community Association ARC: any building or other structure or improvement or addition of any nature (including, but not limited to, fences, walls, swimming pools, screen enclosures, hedges, shutters, hurricane protection, basketball hoops, swing sets or play apparatus, decorative plaques or accessories, statues, benches and other site furniture, trellises, birdhouses, exterior lighting, swales, asphaltting, sidewalk/driveway surfaces or treatments or other improvements or changes of any kind, even if not permanently affixed to the land or to other improvements).

Each building, wall, fence, or other structure or improvement of any nature, together with landscaping, shall be erected, placed, relocated, altered or removed only in accordance with the plans and specifications and plot plan so approved by the Westminster Community Association ARC and applicable governmental permits and requirements. Refusal of approval of plans, specification and location plans, or any of them, may be based on any grounds, including purely aesthetic ones, which, in the sole discretion of the Fairloop Run Board of directors is deemed sufficient.

Any change or improvement in the exterior appearance of any building, wall, or other structure, and any extensive change in the appearance of landscaping, shall be deemed an alteration requiring approval.

Open Space

Refer to Westminster Community Association
Design Review Guidelines (revised 11/17/2015)

Lawns and Landscaping.

- a) Except for designated Conservation Areas, buffer zones, open space or other similar areas, all areas not covered by structures, walkways or paved parking facilities shall be maintained by their Owners as lawn or landscaped areas to the pavement edge of any abutting streets and to the waterline of any abutting lakes, canals or water management areas regardless of ownership of the underlying lands. Stone, gravel, or paving may not be used as a substitute for grass in a lawn, unless prior Fairloop Run Board, and Westminster Community ARC approval is granted.
- b) Certain areas as determined by the Declarant or the Development Order shall remain in a natural or unimproved state.
- c) All lawns and landscaping shall be completed at the time of completion of the structure as evidenced by the issuance of a Certificate of Occupancy by the appropriate governmental agency, and shall thereafter be kept in good condition by the Owner. The mowing of lawns and all outside maintenance, repair and replacement of landscaping and sprinkler systems is the Association's responsibility, and is a common expense. No person may add to or change the plantings, trees or landscaping without the prior approval of the Fairloop Run Board.
- f) All lawn furnishings including bird baths, flag poles, ponds and similar accessories are subject to the approval of the Fairloop Run Board.
- g) All non-native, invasive plants must be removed (i.e. Brazilian Pepper)
- h) See attached Addendum "B" for a list of approved landscape plant materials for use in the Community.
- i) Removal of any tree with a trunk diameter greater than 3 inches must have the approval of the Fairloop Run Board, unless it is diseased, dead or replaced by an identical specimen. The Board may require the Owner to replace the removed tree or trees.

Landscape Beds not allowed to be changed.

- A) Plant bed in middle of driveways (maintained by association).
- B) Plant bed next to garage wall must remain Arboricola.

Waterfront Property

Refer to Westminster Community Association
Design Review Guidelines (revised 11/17/2015)

Building Exteriors

Refer to Westminster Community Association
Design Review Guidelines (revised 11/17/2015)

Roofs

Refer to Westminster Community Association
Design Review Guidelines (revised 11/17/2015)

Solar Collectors; Roof Vents

Refer to Westminster Community Association
Design Review Guidelines (revised 11/17/2015)

Antennas

Refer to Westminster Community Association
Design Review Guidelines (revised 11/17/2015)

Shutters

Refer to Westminster Community Association
Design Review Guidelines (revised 11/17/2015)

Air Conditioners

Refer to Westminster Community Association
Design Review Guidelines (revised 11/17/2015)

Fences

Refer to Westminster Community Association
Design Review Guidelines (revised 11/17/2015)

Lighting

Refer to Westminster Community Association
Design Review Guidelines (revised 11/17/2015)

Flags/Flagpoles

Refer to Westminster Community Association
Design Review Guidelines (revised 11/17/2015)

Garages, Driveways and Walkways

Refer to Westminster Community Association
Design Review Guidelines (revised 11/17/2015)

DRIVEWAY STAINING/PAINTING

Refer to Westminster Community Association
Design Review Guidelines (revised 11/17/2015)

Garage Light Fixtures

In seeking to create and maintain a community of architecturally harmonious homes the light fixtures on all garages will be white and must be similar to the existing light fixture installed by the original builder. It is recommended but not required that the replacement white fixture be equipped with a light sensing cell activator.

Water Fountains

Water fountains must be located by garage door plant bed or front door plant bed. Max size is 41 inches high 14 ½ inches wide with a base max of 10 inches.

Temporary Factory-Built or Existing Structures

Refer to Westminster Community Association
Design Review Guidelines (revised 11/17/2015)

Signs

Refer to Westminster Community Association
Design Review Guidelines (revised 11/17/2015)

Mailboxes

Refer to Westminster Community Association
Design Review Guidelines (revised 11/17/2015)

Trash Containment

Refer to Westminster Community Association
Design Review Guidelines (revised 11/17/2015)

MISCELLANEOUS

Handicap Accessibility

Refer to Westminster Community Association
Design Review Guidelines (revised 11/17/2015)

Clothes Drying Area

Refer to Westminster Community Association
Design Review Guidelines (revised 11/17/2015)

Sports/Play Equipment

Refer to Westminster Community Association
Design Review Guidelines (revised 11/17/2015)

Completion of Construction Repairs

Refer to Westminster Community Association
Design Review Guidelines (revised 11/17/2015)

Pools, and Spas

Refer to Westminster Community Association
Design Review Guidelines (revised 11/17/2015)

Screen Enclosures

To maintain the integrity and uniformity of the Fairloop Run Community the Board will allow only three types of lanai screen enclosure extensions. All lanai enclosure structures must be aluminum and must be painted or anodized finish, meet present day hurricane ratings and the color must be white. In addition to items in the design review process on page two (2) you also need plans for relocating the irrigation systems and a landscape plans. If you are in a ST Andrews unit you will need a letter from your neighbor to put the shrubbery on their property.

- A) One option is to extend the lanai screen enclosure straight out from the existing structure, the same width as the existing lanai, with a maximum additional depth of up to 12 feet.
- B) The second option lanai extension, on Churchill, and Yorkshire, is to extend the lanai screen enclosure laterally, and parallel to the existing structure to the maximum of six inches from the outer edge of the bedroom window. (to allow for future storm shutters) Maximum depth of the parallel extended enclosure from existing structure wall is up to 12 feet.
- C) The third lanai option, on Churchill, and Yorkshire, allows the lateral extension straight and parallel and abutting the existing adjacent common wall and enclosing the bedroom windows within the screen structure. Maximum depth will be that of the adjacent common wall structure.
- D) The St Andrew model can extend the lanai screen enclosure laterally, and parallel to the existing structure to the 45 degree angle between the outer small window and the two larger adjacent windows, located furthest away from common wall.
- E) Size limits are due to space between lanais if allowed to go to the property edges. The ARC and Board do not want space between lanais looking like the picture on page 9.

See page 9 for pictures of A) and B) and E).

See page 10 for a check list for submitting your ARC requests.

Patio Slabs

All patio slabs must have screened-in enclosures.

Changing Bedroom Windows to Sliding Glass Doors

In requesting to change out your bedroom window you must have a structural engineers report along with all items in the design review process on page two (2).

Hot Tubs

ARC request is required for installation of all hot tubs.

Location will be as far away from the neighbor's master bedroom windows as possible.



Right side of picture is going out just 12 feet from building and width of original opening.

(LANAI A) Size.)



Size going to 6 inches past the edge of window.

(LANAI B) Size)



This is the reason for limiting Lanai Sizes.

E)

Check list for Item required for ARC request

	ARC Request Form Completed
	Final drawings and plans.
	Site improvement plans.
	Plat drawing with change.
	Site grading and landscape plans.
	Plans for relocating the irrigation systems for lanai extensions or landscape change.
	Structural engineers report for changing master bedroom window to sliding glass doors.
	Upon Westminster ARC approval a permit must be provided to Fairloop Run Board and Westminster ARC.
	Design review fees, if any, must be paid to the Westminster Community Association at this time.

Other items if required by Fairloop Run Board

	Signed agreement to be responsible for maintenance and replacement of plantings at owners' expense.
	Signed agreement to replace trees or shrubs within specified period of time.

LANDSCAPE MATERIALS (Addendum "B")

The list below includes landscape plants that have been approved for use in the Westminster Community.

TREES

American Holly
Banana
Black Olive
Cassia
Crape Myrtle
Laurel Oak
Live Oak
Loblolly Bay
Loquat
Red Cedar
Red Maple
Royal Poinciana
Sand Pine
Slash Pine
Southern Magnolia
Sweet bay-Magnolia
Wax Myrtle

Palms (Only these Palms since they require no trimming)

Foxtail Palm
Malayan Coconut Palm
Pygmy Date Palm
Royal Palm (Will grow as tall as Washington Palm)
Christmas Palm (Adonidia Palm)

SHRUBS/ MEDIUM SIZED PLANTS

(Addendum B - Unapproved Landscape/Plant Materials See the leegov.com website - Landscaping Requirements – Invasive Exotic Plant Species List) revised October 2014

VINES, GRASSES, & GROUND COVERS

(Addendum B - Unapproved Landscape/Plant Materials See the leegov.com website - Landscaping Requirements – Invasive Exotic Plant Species List) revised October 2014