

COMMUNITY STANDARDS

The Community Standards Overview

This Community Standards Document is established to assist the Architectural Control Committee (ACC) and Owners with procedures and guidelines through consistent and high-quality design and maintenance standards for the property alteration and ongoing maintenance process. It supports and amplifies the Declaration of Restrictions and Covenants and other governing documents that bind each property Owner. It is provided to residents of the Homeowners Association for their future reference. This document is not intended to address all possible situations, alterations, etc. Please contact the Architectural Control Committee (ACC) with any questions.

Definitions

"ACC" shall mean the Architectural Control Committee.

"Board" shall mean the Board of Directors of the Homeowners Association.

"Declaration" shall mean The Declaration of Restrictions and Covenants for the Homeowners Association.

"Association" (as defined in the Declaration) shall mean the Homeowners Association, its successors and assigns (HOA).

"Commercial Vehicle" shall mean any vehicle above half-ton weight and used in a commercial enterprise with any kind of ladders, racks, tanks or any visible commercial equipment.

"Commercial Use" shall mean no property shall be used for any other purpose than single family or residential use. No manner of commerce may be plainly visible.

"Shed" shall mean any outside storage unit used for the purpose of storing lawn and garden equipment and tools, including but not limited to lawnmowers and like equipment.

ARTICLE 1. THE ARCHITECTURAL CONTROL COMMITTEE

1.01 Responsibilities. In accordance with authority granted to the ACC in the By-Laws and Deed Restrictions, the ACC shall be composed of the President and, at least, two other board members designated by the President and "shall administer and perform the architectural and landscape review and control functions relating to the Homeowners Association." In carrying out its duties, the ACC shall review all submittals to assure procedures and standards conform with design guidelines as set forth in these Community Standards, Deed Restrictions and Color Book. The Committee shall keep records and shall maintain a file of all alteration applications and activity for a period of not less than seven years.

1.02 Policy. All Members and their contractors must comply with Alteration Application guidelines and requirements prior to commencement of any work. The ACC will review plans, materials, site plan, structure and colors to ensure compliance with design requirements, policy and procedures of these standards. No alteration or new construction shall be commenced until plans and specifications have been submitted to and approved in writing by the ACC. The Association assumes no responsibility for the structural integrity, safety features, mechanical operation, and permitting or building code compliance of the proposed construction to a lot or a home.

1.03 Committee Discretion. These standards do not cover every possible situation that may require ACC approval. As it applies, the ACC is not authorized to exercise discretion in approving or disapproving a specific proposal as per state statute FS 720. In some special cases Board approval may be needed for a proposal that may conflict with a standard set forth in this document. Board approval does not constitute a precedent for future requests.

ARTICLE 2. PROCEDURES FOR MANAGING PROPERTY ALTERATIONS

2.01 Alterations. Any exterior property alteration (to the home or the lot) requires the completion of an "Alteration Application" form that must be submitted to and approved by the ACC. A copy of a blank application form is available at Ayersworth Glen's website or through its management company.

Examples of alterations are:

- Awnings
- Brick pavers, location and color
- Changes to the exterior color of the home (i.e. including but not limited to painting, siding, stone, rock)
- Driveways: re-construction/resurfacing/painting
- Fences
- Pools
- Porches, decks and patios
- Roofing
- Treeremoval

2.02 Prohibited Items. Certain alterations/conditions are not allowed within the subdivision as stated in the Deed Restriction Declaration. These include but are not limited to those listed below. They are considered to be in VIOLATION and subject to immediate action by the ACC thru the Violation Procedures and policy as established by the Board of Directors.

- Sheds or outside storage containers higher than ten (10) feet
- Window Air Conditioning Units
- Antennas not covered by OTARD (FCC) ruling
- Tree houses must be located in the back yard, subject to approval

2.3 Application Process. Listed here is an abbreviated description of the application process. The ACC will only process completed applications, including signatures and accompanying plans and specifications, lot plots, colors, pictures, drawings, etc. Applications must contain all the information necessary for the ACC to make an informed decision or it will be denied. Within thirty (30) days after receipt by the ACC, the ACC will act on the submission. After review, the original submittal will be retained by the ACC for their files. The minutes of the ACC meetings shall reflect all approved or denied applications. The Member will receive written notification from the ACC with one of the following responses to each application received:

- "Approved"(project approved as submitted)
- "Conditional Approval"(subject to conditions noted)
- "Denied"(reasons noted)

2.4 Standards. All plans shall use the applicable standards established by the Deed Restrictions and Community Standards for density, building type, set-back requirements, utilities, placement, and other exterior characteristics, in order to preserve consistent external appearance, design and compatibility with existing structures.

2.5 Completion. Approved projects must be completed within 6 (six) months of approval by the ACC unless an extension is requested. After that time, the ACC's approval of the application will expire. A new ACC application must be submitted and approved before any further work can begin. The Board or the ACC retains the right, but not the obligation, to extend time frames for applicant to complete the proposed and approved work. A member of the ACC will verify the work has been done in compliance with the ACC's approval.

2.6 Appeal. In the event the ACC denies any plans, the applicant may appeal to the HOA Board of Directors. The applicant must advise the Board of the intent to appeal to be added to the agenda of the next monthly meeting.

2.7 Enforcement Process. Any resident may report violation(s) of any Deed Restriction or Community Standard. The policy of the HOA is to have the ACC do property inspections. If the ACC determines that the alleged violation requires corrective action, the ACC will then proceed with the approved enforcement process, through the Violation Procedures and Policy as established by the Board of Directors. This may include fines, non-compliance schedule, or abatements as approved through the Declaration and its corresponding amendments.

ARTICLE 3.HOME DESIGN AND MAINTENANCE

3.1 General. Homes shall be of high-quality architectural design that is compatible in external appearance, design and quality with existing structures. No material alteration, addition or modification to any portion of a home shall be made without the receipt of prior written approval of the ACC. Yard maintenance includes mowing, edging, weeding and watering, weeding and mulching around trees and shrubs, keeping shrubs and hedges trimmed and preventing overgrowth onto public areas (sidewalks and streets). Lawns must contain a majority of "turf grass", other grass or xeriscaping appropriate for Florida lawns. Yard maintenance should not commence prior to 8:00 A.M. or after 9:00 P.M. Anything that needs to be "screened from public view" means using shrubs, trees or an approved material

that will prevent the object from being seen from the street (i.e. including but not limited to air conditioning units, trash cans). Grass cutting and edging must be done within seven (7) days of ACC notice. Additionally, the HOA has the authority to remove any structure that is not approved and out of compliance with the Declaration or this Book of Standards, at the expense of the owner.

3.2 Fences, Walls and Trees. No walls or fences shall be erected without prior review and written approval of the ACC. Fence screening surrounding air conditioners, pool equipment and garbage cans shall be no taller than 5 feet. No yard perimeter, back or side fencing will be taller than 6 feet and shall not extend past the front edge of the home. Decorative fences may be allowed in or around the front yard; no taller than 4 feet. Fences directly in front of a conservation and/or pond areas must be no taller than 4 feet and can only be picket fences. Rotted, defective, loose and aged posts and boards shall be replaced. Fences must be fixed or replaced within 90 days of ACC notice unless appealed and approved by ACC. Trees that are dead or dying need to be removed within 30 days of ACC notice unless appealed and approved by ACC. Trees that need to be pruned or trimmed need to be trimmed within 30 days of ACC notice unless appealed and approved by ACC. Trees should be trimmed to provide six (6) feet clearance of sidewalks and fifteen (15) feet of clearance streets, or to comply with Hillsborough County standards.

3.3 Awnings. The addition of awnings necessitates review by the ACC. Fabric awnings must be a complimentary color of the dwelling body or trim. Window awnings shall not have pole supports that reach to the ground. Retractable awnings are permitted on the rear of the home only or may be approved for placement on the side of the home behind privacy fencing.

3.4 Exterior Finish and Colors. All concrete block exteriors shall be covered using a quality standard stucco compound to cover all concrete block in addition to stone and brick or horizontal siding. This shall apply to any and all parts or attachments to any structure on any lot, including barrier walls. All exterior colors must comply with the approved Board of Directors community color selections in the Color Book. Accent colors, not exceeding two (2) per structure, not including front door color, will be allowed. Any change of the existing color to one of the approved community color selections requires the owner to submit an Alteration Application to the ACC for summary approval stating color selections. These guidelines apply to doors, garage doors, all trim and any and all parts or attachments to any structure on any lot. All completed paint colors will need to match the color on the application. Any deviation will be considered a violation and repainting will be required within thirty (30) days. An undercoat will be needed to paint a lighter color over a darker color in order to insure matching the application color

3.5 Swimming Pools, Spas, Whirlpools, and Hot Tubs. Swimming pools must be of a "built in ground" type pool. The perimeter of the pool area shall be enclosed as to prevent access in accordance with any and all governing safety regulations. Pool service equipment must be screened from public view with landscaping and/or approved fencing. Freestanding hot tubs must be out of public view or inside a screened enclosure.

3.6 Generators. All specifications including size, type, location appropriate screening, etc. must be approved in writing by the ACC. Local, county, and state

applicable permits and approvals will be required. Such generators would only be allowed to be used during periods of extended electrical power outages.

3.7 Garbage Cans. Owners must refrain from placing their garbage outside for pick-up any sooner than the evening before the scheduled pick-up day. All containers must be returned to a concealed location no later than the evening of the pick-up day. All garbage cans and recycling containers must be in good condition.

3.8 Sheds. Utility sheds necessitate review by the ACC. They can be no higher than eight (8) feet in height, must be architecturally complimentary to the dwelling house and located in the back yard, which needs to be enclosed by a six (6) foot privacy fence. A doghouse can be permitted in the back yard, with review by the ACC, as long as the back yard is enclosed by a six (6) foot privacy fence.

3.9 Pets. Owners are to pick up and properly discard solid waste generated by their pets. Pets may not be within 50 feet of the designated "playground" area in the pool/clubhouse area. Pets shall be on a leash when not on the private property where the pet is residing or visiting. Pets shall be kept within the property perimeters and not encroach on any adjoining properties or common areas. Livestock, poultry or farm animals are strictly prohibited.

3.10 Driveway, patio, walkway, and house exterior. Maintenance includes keeping clean from debris including trash (i.e. newspapers, water bottles and paper bags), excessive weeds and excessive mold and mildew growth. Garage doors should be kept in good condition with no visible signs of deterioration or warping. House exterior (stucco, wood, and brick) shall be repaired or replaced if damaged or rotten within 90 days after notification by the ACC. Driveways may be extended on both sides of the existing driveway. The Maximum allowed extension is not to exceed a total of seven (7) feet, and no one side of the extension may be greater than four (4) feet. There must be at least two (2) feet, of grass, for easement from the neighbor's property line at the end of the extension. The extension must be a solid extension with mortar filling the space between the bricks, preventing grass/weeds from growing in between. Each side may have one (1) foot of loose rock material for a stepping pad and will count towards the maximum total extension. Aside from driveway extensions the Board and ACC may approve walkways and pathways to the backyard, but they must be made up of the same materials as the driveway extensions. However, no vehicles may ever be parked on these walkways or pathways, as Article VI, Section 9, of the Declaration only permits parking on a concrete driveway. The Board has determined any failure to comply with any part of this provision shall constitute an individual assessment for non-compliance of \$500 and attorney fees. Additionally, the HOA has the authority to remove any structure that is not approved and/or out of compliance, at the expense of the owner, including attorney fees. Aside from the aforementioned remedies, the Board may also levy fines as permitted under the Florida Statutes. The Association may also incorporate other remedies regarding any violation of this policy, including having to address any vehicles improperly parked or stored, as permitted under the Florida Statutes.

3.11 Antennas. Pursuant to the Declaration, exterior radio aerials, television or cable antennas shall generally require prior approval of the ACC. However, satellite dishes shall be considered automatically approved if it is smaller than 1 meter, placed in the back rear of the home, and fully comply with the rest of this Book of Standards and the Declaration, as they will be considered small satellite antenna. For all other antennas all applications shall contain

reasonable locations for the aforementioned items, and generally no approval will be given if the location is not listed as the rear of the dwelling house. Additionally, for all antennas, no aerials, television or cable antennas can extend to a height of more than fifteen (15) feet above the roof ridgeline to which it will attach.

3.12 Recreational Vehicles. No boats or motor homes or recreational vehicles shall be parked or kept on any residential plot or on any street, easement, or parkway adjacent thereto. Residents will be allowed five (5) days to remove a vehicle in this classification to outside storage or make other storage arrangements.

3.13 Portable and Permanent Basketball Hoops. Portable and permanent basketball hoops are permitted on owners' driveways. They must not damage surrounding landscape in common areas. The hoops shall be no closer than halfway to the sidewalk from the garage door. The hoop equipment must be well kept and maintained meaning no frayed hoops or mold/mildew on backboard or pole and must be in an upright position. The portable hoops must be filled with water or sand as recommended by the manufacturer and not have concrete blocks or any other type of blocks or other temporary measures to hold them in place.

3.14 Signs and Flags. No signs of any kind shall be displayed to the public view on any plot except one sign of not more than five (5) square feet advertising the property for sale or rent. Political signs of any kind are not allowed at any time. A sign of reasonable size provided by a contractor for security services may be displayed within 10 feet of any entrance to the home. (Per PS 720.304(6)). The location of any freestanding flagpoles can be on any portion of the homeowners' real property, if the flagpole does not obstruct sightlines at intersections and is not erected within or upon an easement and shall not exceed 20 feet in height. Any homeowner may display one portable, removable United States flag or official flag of the State of Florida in a respectful manner, and one portable, removable official flag, in a respectful manner, not larger than 4 ½ feet by 6 feet, which represents the United States Armed Services or POW/MIA. Under the Flag Code, the American flag must be visible at all times during the night. All light fixtures must be aimed at the flag and be bright enough to provide proper illumination. If a homeowner wishes to have the American flag out for 24 hours they must comply with this law.

3.15 Painting and Cleaning. Roofs and/or exterior surfaces and/or pavement, including but not limited to sidewalks, driveways, or lanais shall be cleaned within thirty (30) days' notice by the ACC. Homes shall be repainted within ninety (90) days of notice by the ACC.

3.16 Window Treatment. Window treatments shall consist of drapery, blinds, decorative panels, or other tasteful window covering and no newspaper, aluminum foil, sheets or other temporary window treatments are permitted except for periods not exceeding one (1) week after an Owner or Tenant moves into a home or when permanent window treatments are being cleaned, repaired or replaced.

3.17 Hurricane Shutters. Any hurricane or other protective devices visible from outside a home shall be of a type as approved by the ACC. Accordion and roll-up style hurricane shutters may be left closed during the threat of a hurricane (and not at any other time). Panel style hurricane shutters or plywood panels must be removed within seven (7) days after a storm has passed by the area.

3.18 Artificial Vegetation and Yard Decorations. Exempting covered front entrances and/or

screened in areas, no artificial grass, plants or other artificial vegetation shall be placed or maintained upon the exterior portion of any lot, unless approved by the ACC. Holiday decorations shall not be placed on the home more than 45 days in advance of the holidays and shall be removed within 21 days following the holiday. No more than ten (10) non-holiday related yard decorations may be placed in the front yard area at one time. This includes figurines of any kind, fountains, birdbaths or other yard decorations.

3.19 Yard Sale Events. The Community may hold two (2) events each year (Spring and Fall). The Association will coordinate these events with local newspapers and will place a banner at the entrance. No signs advertising the sale shall be placed in any association flower beds or medians or nailed to any tree. Only ONE sign is permitted on the property. Signs are not permitted at any other location for the purpose of advertising or direction. All signs shall be removed by resident within eight (8) hours of the conclusion of the sale. Any Association member may confiscate signs on Association property.

3.20 Vehicles and Parking. All vehicles must be properly licensed and operational with tags clearly displayed. Vehicles shall be parked only on a paved surface. This does not include mulch, rock or any loose material. Paved driveway extensions must go through the alteration request process. No vehicles are allowed to be stored in any yard under any circumstances. Under no circumstances will vehicles be allowed to be permanently parked in the clubhouse parking areas. Pursuant to 3.10 of this Book of Standards and to Article VI, Section 9, of the Declaration vehicles shall only be parked on the concrete driveway. =

ARTICLE 4. POLICY MANAGEMENT

4.01 Revisions. The Association may, from time to time, amend, modify or revise provisions of the Community Standards, including the procedures for submitting, reviewing and approval by the ACC. In the event of any conflict between these Community Standards and the Deed Restrictions, the Deed Restrictions will take precedence. The ACC may review and revise the Community Standards up to two (2) times per year.

ARTICLE 5. VIOLATION PROCEDURES

5.1 Compliance Committee. The ACC shall also act as the Homeowners Association Compliance Committee.

Homeowners Association Compliance Committee shall have, as part of its duties, the adjudication of the Rules and Regulations as adopted by the Association. The Community Standards and Deed Restrictions, as applying to the entire subdivision (the use and enjoyment of each lot and the Association owned common areas and amenities within the community) to members, bona fide tenants in residence, guests of each of the preceding, authorized agents of the Association or its members, any or all other individuals within the confines of Homeowners Association.

5.2 Enforcement Procedures. Any member who violates a Deed Restriction or Community Standard will be notified as follows:

If a complaint is received from a member of the ACC or other member of the Association or an Employee of the Association, in writing, email or telephone message, the complaint will be investigated by at least two members of the ACC within three (3) business days. If a photograph is supplied, the complaint is immediately verified. It is recommended that all submitted complaint photos have a timestamp (date and time) included on the photo. When the violation is confirmed, a Courtesy Letter (Letter 1) will be sent to the member at their address of record. Fifteen (15) days shall be given in which to comply unless more time is allowed under other sections. If the problem is not resolved within that period of time, the ACC will continue with the following procedures. The ACC members shall administer and perform the architectural and landscape review and control functions.

If the violation is the first of its kind for the property within the past twelve (12) calendar months, the enforcement procedure is as follows:

The second written notice, or Violation Letter (HOA 2), shall specify each condition of the alleged violation. An additional fifteen (15) day period will be allowed in which to comply and a method for achieving compliance unless more time is allowed under other sections. The owner may contact the ACC at the association office by phone or letter to discuss the violation.

If after the second fifteen (15) days, there is no resolution, the ACC will provide a Final Notice (HOA 3) to the member. This Final Notice will be provided by certified mail to the member and inform the member of the Association's intent to fine. The Appeals Committee shall be notified to schedule a hearing within fourteen (14) days and invite the member to attend. The Appeals Committee shall hear testimony and determine if a fine should be assessed and when they shall begin. The Board shall notify the member of the decision with the Notification Letter (HOA 4).

If a violation is a repeat violation for the same property within the past twelve (12) calendar months, then the enforcement process will begin with the Violation Letter (HOA 2).

Each case shall be judged on its individual merits and any previous enforcement of the same or similar violations shall not be binding upon the Board (or Homeowner Committee) in its decision. Any prior ACC or Board decision shall not be considered a new rule unless it is agreed to in the normal process of motion, vote and documentation. No prior ACC or Board approval for structural modification, sheds, etc., may be overturned by a subsequent board.

The ACC shall document all violations and file violation reports and supporting documentation in the appropriate members file.

5.3 Appeals Process. The ACC shall hear a member's appeal of a violation letter based on the following appeals process:

The homeowner may appeal the violation from the ACC at any point prior to the Final Notice during the Enforcement Process, by putting an appeal in writing and delivering it to the Administrative Office. Notice of a hearing shall be delivered or mailed by regular mail to the member at the address of record with the Association at least seven (7) days prior to the hearing.

Violation decisions of the ACC may be appealed in writing to the Board of Directors within five (5) days after the date of the ACC appeal meeting by putting an appeal in writing and delivering it to the Administrative Office. Receipt of the appeal will be acknowledged and the member will be notified that the hearing on the appeal will be heard at the next scheduled hearing by the Board of Directors. Said acknowledgement and notice of hearing shall be hand delivered or sent by regular mail to the member at the address of record with the Association at least seven (7) days prior to the scheduled hearing.

If the Board of Directors votes to continue the Violation process, the Appeals Committee shall schedule a Hearing on the appeal. The Committee shall confirm and/or modify the penalty and/or fine (based on the approved Penalty and Fine Guidelines) after hearing the member's appeal.

The decision of the Appeals Committee will be reviewed by the Board of Directors at the next regular Board Meeting. The Board of Directors shall decide appropriate action to be taken in lieu of fines and/or penalties.

The decision of the Board of Directors is final.

5.4 Penalty and Fines Guidelines.

1.) The penalties and/or fines will be \$25 per diem per violation. A fine may be levied for each day of a continuing violation, with a single notice and opportunity for hearing, not to exceed \$1,000. Per 720.305(2).

A maximum of \$1,000.00 per violation is established in accordance with F.S. 720.305(2). There is no limit to the length of time a resident may lose privileges and use of the facilities.

NOTE: No fine shall exceed \$1,000.00 (one thousand dollars) per violation. All fines are payable within fifteen (15) days of receipt unless an appeal has been requested. All fines due after an appeal are payable within seven (7) business days and must be by certified funds. All rights associated with non-payment of same shall be subject to all legal rights of recovery by the Association as provided in the By-Laws and Deed Restrictions and applicable Florida Statutes.