

**RULES & REGULATIONS OF THE
GLEN OAKS MANOR HOMEOWNERS' ASSOCIATION
(GOMHA)**

**GLEN OAKS MANOR
ARCHITECTURAL STANDARDS**

**GLEN OAKS MANOR
LANDSCAPE STANDARDS**

[Article notations in brackets reference the Amended and Restated
Declaration of Covenants and Restrictions of Glen Oaks Manor Homes.]

The “Glen Oaks Manor Architectural Standards” and the “Glen Oaks Manor Landscape Standards”, both of which contain rules applying to individual owner responsibilities, were approved in their entirety by the members on February 6, 2021.

General rules and regulations include the following:

In order to allow easy access for emergency vehicles, no overnight street parking is allowed. Guest parking overnight in driveways is permitted. In order to protect our lawns and sprinkler system, and to preserve the visual aesthetics of our community, vehicles must not be parked on the grass. [Art VIII, Sec 3(c)]

Parking more than two vehicles overnight in a driveway is prohibited. Parking of any vehicle over two must be in the garage or at an alternate location off the property.

Rugs, clothing or other household articles may not be hung or dried on any external part of the home or any part of the owner’s lot exposed to the view of passersby or the Common Area. [Art VIII, Sec 5]

Garage doors must remain closed at all times except during entry and departure or while work is in progress in and around the garage. [Art VIII, Sec 8]

Except on collection day, the garbage/recycling containers must be kept in the garage or behind the utility fence out of view of the street. [Art VIII, Sec 6] Trash, recycling and yard waste & bulky item pick-up is on Thursday. Your green containers should be placed at the end of the driveway, three feet (3') apart, with the opening facing the street. Rolling containers should be placed on the driveway not the grass. Please bag your trash to prevent flying debris. Containers should not be put out before sundown of the previous day and should be taken in by sundown of the pickup day. Put yard waste in appropriate containers at the end of your driveway. For more information, please contact the City of Sarasota, Public Works (941) 365-7651.

Homeowners must not make use of their homes or the Common Area in a way that would disturb their neighbors. [Art VIII, Sec 12]

Homeowners are responsible for informing tenants, guests and other residents of the rules and restrictions imposed by the governing documents. [Art VIII, Secs 10 & 11] [Art X, Sec 1]

The Common Area includes all areas in the Manor outside the individual villas with the exception of the outside courtyard, Area C, behind the split rail fence or replacement hedge. The lake and gazebos are reserved for the exclusive enjoyment of homeowners and their guests. [Art III, Sec 2] For the safety of our residents, bicycles are not permitted on sidewalks.

Garage and yard sales are not permitted in Glen Oaks Manor with the exception of an annual GOMHA Garage Sale when approved by the Board of Directors. Moving and Estate sales will be permitted at the termination of residency at Glen Oaks Manor. Under no circumstances may there be more than one of these sales annually per villa. These sales must comply with the rules below:

1. Estate sales can be held only in the case of death of a unit owner or permanent resident and should be held for no more than two consecutive days.
2. Moving sales should only be held in the case of an actual impending sale/move and should be held for no more than two consecutive days.
3. Estate and Moving sales are permitted within the home, garage, and driveway, but not on common property.
4. Signs directing traffic to the location of the sale may be posted on common property on the days of the sale and must be removed at the end of each day and at the end of the sale.
5. A \$25 non-refundable fee payable to the Association and a completed form requesting permission to hold the sale must be on file with the management company prior to the start of the sale. The form is available on the Association website or from the management company.

Pets must be kept on a leash when outside the home and are not allowed on lawns other than their own. As a matter of courtesy, health and cleanliness, please carry bags when you walk your pet and clean up after them on Manor property. [Art VIII, Sec 2(a)] The law requires that you “dispose of this properly”. This makes the community cleaner and more enjoyable for everyone. For your convenience, there are several disposal stations with bags located throughout the Manor.

The speed limit throughout Glen Oaks Manor is 20 miles per hour. Speed bumps are in place for the protection of our residents to control speeding in the Manor. Please be aware that attempting to avoid them by driving on the grass causes damage to the lawn and sprinkler system. Since this is part of the Common Area, we all have to pay to repair this damage from the Homeowners Assessment funds and suffer the costs, just like any other acts of vandalism. Drivers must STOP at stop signs. [Art VIII, Sec 3(c)]

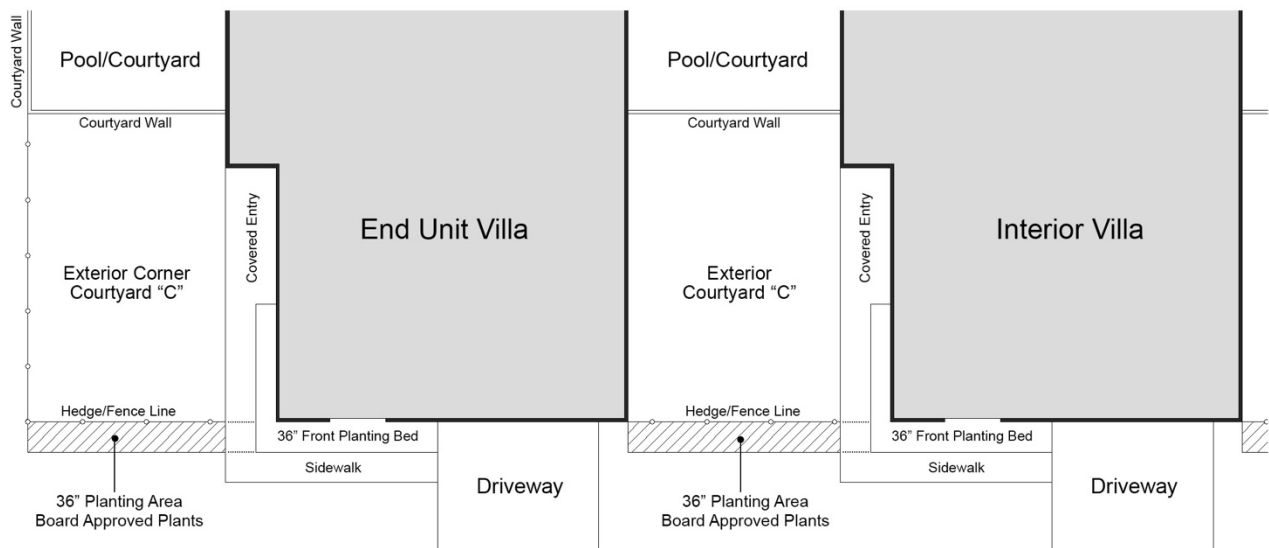
Storm drains in our streets empty into our lake. Please do not pour chemicals or waste in storm drains. [Art III, Sec 3]

GLEN OAKS MANOR ARCHITECTURAL STANDARDS

This document identifies acceptable architectural modifications that do not require prior Board approval. Any modifications not specifically exempted must have prior written approval from the Board. If you are considering any change/modification to your villa (or you are unsure of the acceptability of your project), please contact the management company for clarification. Please review Article VI - Architectural and Landscape Control, Section 7 of the Amended and Restated Declaration of Covenants and Restrictions of Glen Oaks Manor Homes: "... An owner proceeds at the owner's risk and shall be required to remove, or modify, any installation, or improvement to comply with the guideline as interpreted by the Board". For clarification purposes, this means if an exterior change that requires approval is made without approval, the owner may be required to remove the item/change before approval will be considered. The Architecture Committee does not review homeowner's changes/modifications for current Sarasota County permitting/code enforcement. [Art VI, Sec 6] This is the homeowner's/contractor's responsibility. Any and all approvals recommended by the Architecture Committee and approved by the GOMHA Board are based on the presumption that all construction will include proper and prudent installation. Therefore, any damage caused to an adjoining structure will be the full responsibility of the installing owner/contractor.

An Architectural Approval Form should be submitted to the Architecture Committee via the management company. The Architecture Committee will review the request and present their recommendation to the Board within 30 days for review at their next scheduled Board meeting. All requests will be responded to within 60 days. If the Board has not responded to a request within 60 days of its submission, the request should be considered denied until further notification by the management company. [Art VI, Sec 5]. Generally, all work should be completed within 90 days of the request receiving Board approval. Reminder: No work may commence before receiving approvals.

Courtyard / Porch Area



In the courtyard area behind the split rail fence/hedge, owners may have a bench and/or small table and chairs. In addition, small decorative element such as an urn, birdbath or statue are permitted as long as they are not taller than 5½ feet. Standard size rain barrels may be installed but must be located behind the utility fence. One (1) market-style/market-style tilting umbrella is allowed without any advertising or visible logos or any lighting. It must be no larger than nine feet (9') in diameter and not taller than eight feet (8'). Cantilevered/off-set style umbrellas are not allowed. Owners wishing to install decorative elements taller than 5½ feet must submit an Architectural Approval Form. No barbecue grills, potting tables, or other non-decorative items are allowed. [Art VI, Sec 1] Owners are not permitted to display plastic flowers in their courtyard area. No ceiling fans or overhead light fixtures are permitted to be installed on the porch, nor may this area be screened or enclosed.



COURTYARD WITH MARKET-STYLE UMBRELLA

Owners wishing to install a patio (including pavers) in their courtyard Area C may do so; however, if it becomes necessary to remove the patio in order to repair irrigation, atrium drainage, and sewer or water lines running under that area, this will be done at the owner's expense. Bear in mind, in some villas your neighbor's atrium drain passes under your Area C courtyard. The patio may not extend onto the front porch area without prior approval. [Art VI, Sec 2] (See Porch section.)

Security signs may be placed next to the split rail fence/hedge or rear villa door. No other signs are permitted in the courtyard area or in the common area in front of the villa. This includes "For Sale by Owner" and real estate signs. [Art VIII, Sec 7]

The temporary installation of holiday décor, such as decorating the eaves or the shrubs by the front bedroom with lights/wreaths is permitted. Decorating is also permitted in Area C. [Art VIII, Sec 9] Holiday-related and/or religious statues and scenes may not be placed in the common area in front of the split rail fence/hedge. No décor may be placed on the mailbox or mailbox post at any time. Any and all such items displayed in the common areas are subject to immediate removal by the

Association. All December holiday decorations may not be placed before the Friday following Thanksgiving and must be removed by January 10th. All other seasonal decorations must not be placed sooner than seven_(7) days before the holiday and must be removed within seven (7) days following the holiday.

Porch: Posts and Tiles

Front porch posts are to be kept in good repair and replaced at owner's expense. Replacement posts are to be wood 4" x 4" and painted the dark brown exterior trim color (Gambrel Brown). All posts replaced must be painted within 45 days of installation. Metal posts are not permitted.

If you wish to replace the front porch tile, the existing tiles must be completely removed before the new tiles are installed. Alternatively, the new tiles may be placed on top of the original tile if the new porch surface is level with the connecting sidewalk and does not present a trip hazard. The original size of the porch must remain the same.

The Architecture Committee requires owners to submit a sample of a tile for approval with the Architectural Approval Form before replacing the porch tiles.

Any other changes or modifications to the courtyard or porch areas require an Architectural Approval Form prior to commencement.



COURTYARD WITH PATIO

Digging and Trenching

Florida Statue 556.105 requires homeowners to call 811 prior to any digging or trenching. You may also visit www.sunshine811.com.

DOORS

No dimensional change or removal of any window or door is permitted without approval.

Entry Door

The Glen Oaks Manor Homeowners' Association, as part of the regular villa painting, will paint the front door. Owners are not permitted to change the color of their front door. Owners who wish to touch up the paint on their door may do so, using the approved paint. (See Paint section for touch up paint color.) Replacement must be with a comparable flat panel exterior door. No raised panel or glass panes are permitted. Owners may install a replacement door handle of their choice, a peephole, a doorknocker (not larger than 5" x 6"), magnetic nameplate, or a magnetic kick plate. Wreaths and removable seasonal/holiday décor are permitted.



BRASS KICK PLATE

Rear Door

Homeowners whose villas have a rear door are responsible for maintaining and repairing the louvers in the door. The louvers may not be removed. If you wish to change this door, you must submit an Architectural Approval Form. Only a flat surface door with no raised panels or designs is permitted. The door must be painted the approved dark brown exterior trim color.

Fascia Boards

Exterior painting of the villa does not include any replacement or repair to the fascia boards. Homeowners are responsible for maintaining and repairing or replacing all exterior fascia boards and they must be painted with the approved dark brown exterior trim color, within 30 days of installation.

American Flag Display and Illumination

The mounting and display of the American flag is permitted behind the split rail fence/hedge. The location of the flag holder must be on the outer entrance post. Owners wishing to install flagpoles must submit an Architectural Approval Form (including plans) and must receive written approval prior to installation. Flagpoles may only be erected in the courtyard area (Area C). No flagpoles may be placed on any common areas. No flags, banners, bunting, etc., may be hung on the front wall of the villa or above the garage.

Nighttime display of the American flag should be illuminated with ground-based lighting where the light source is not aimed directly into the eyes of passing motorists or into the windows of adjacent villas.

Please note – Senate Bill 1378 (Display of Flags) amended Florida Statutes Section 720.304 with respect to a homeowner's display of flags. The legislation allows a POW-MIA flag of limited size to be displayed in lieu of one of the flags of branches of the armed services. The bill further allows a homeowner to erect a flagpole no more than 20 feet high on such homeowner's parcel to display the United States flag (not larger than 4 1/2 feet by 6 feet) and the official flag of the State of Florida or the United States Army, Navy, Air Force, Marines, or Coast Guard or a POW-MIA flag, which additional flag is equal in size to or smaller than the United States flag.

FENCES

Split Rail Fence / Replacement Hedge

If the split rail fence is in disrepair, the association will repair/replace the fence. The owner may remove the split rail fence subject to certain restrictions, including plantings that require an Approval for Landscape Planting on Common Ground Form (see Landscape Standards). Upon written notification from the Board, the owner may remove the split rail fence. This notification will be placed in the owner's permanent file/record and will also be forwarded to the Landscape Committee for their records. The fence may not be removed without plantings to replace it. If you remove the fence, please contact the management company so they may pick up the usable parts for other fence repairs in the Manor. If you remove the fence and do not want the landscapers to trim in your courtyard area, then the appropriate placard must be displayed (see Landscape Standards). It is the owner's responsibility to replace the plants as needed per the approved plant list.

If the owner, or subsequent owner, wishes to reinstall the fence to the original standards, an Architectural Approval Form will be required and the reinstallation is at the owner's expense.

The area in front of the split rail fence/hedge does not include the use of statuary or figurines or lighting. Those must remain in the courtyard area only.

Utility Fence - Wood or Vinyl

Owners are responsible for maintaining their utility fence which is intended to obscure trash/recycle containers, propane tanks, rain barrels and electrical/mechanical equipment such as air conditioners, pool pumps, pool heaters and generators. The utility fence must be constructed of wood slats approximately 4-6" in width. Minimum height is 5 feet and maximum height is 6.5 feet. Minimum length is 11 ½ feet. All slats and posts must be straight cut on top and uniform in height. A slight chamfer cut is permitted on the top edge. Fence posts must be uniform in height with the fence and may not be capped. The shadow box design is recommended as this will improve air conditioner efficiency. The fence must be painted with the approved dark brown exterior trim color. (See Paint section for approved color.) All painting must be completed within 30 days of installation. We strongly discourage vines, or plants on the fence since these will have to be removed during the fence painting when your villa is painted by the GOMHA, which occurs on the same cycle as the villa painting.

The fence may be extended across the entire width of the courtyard, with a gate of the same color and material. A gate may also be added to the original shorter length 11 ½ foot fence. The design of the extension and door must conform to the standard fence design. The original fence extends across the courtyard from the edge of the wall where the front door is located and is approximately six feet from the inside courtyard wall. Owners who wish to move their fence farther forward must submit an Architectural Approval Form with plans showing the location of the proposed fence and gate. In any case, the fence cannot be extended more than 11 feet forward from the concrete courtyard wall. (Gate locks are permitted; however, GOMHA must be granted access to inspect backflow valves as necessary or for any other emergency purposes.)



FENCE EXTENDING ACROSS COURTYARD

ORIGINAL FENCE WITH SHADOWBOX DESIGN



The above notwithstanding, Homeowners may REPLACE their wooden utility fence with a vinyl fence in an approved color that closely matches the brown paint color used on fascia and porch components. That brown paint color is specified in the Standards and is Sherwin-Williams SW2021 – Gambrel Brown in Sherwin Williams Duration Coating Exterior Latex Satin Extra White Base. The approved fence color is Textured Dark Sequoia and the fence material is available at H&Y Fencing and is manufactured by National Vinyl Products. This approved color and manufacturer is NOT the color of the perimeter fencing installed by the Glen Oaks Manor Homeowners Association. An Architectural Approval Form MUST be submitted that details the dimensions, location, installation details and must specify the color of the proposed vinyl fence that has been ordered.

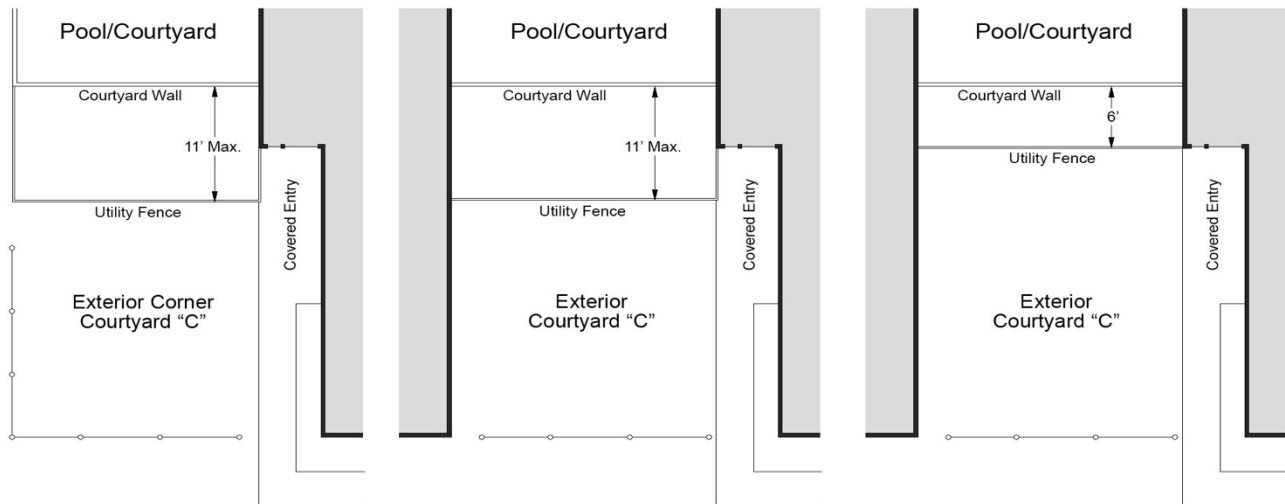
The vinyl fence shall be composed of a straight top rail and a straight bottom rail and upright vinyl panels that terminate in the top and bottom rail so as to NOT show the interior of the panel. Fence posts are to be composed of the same vinyl material in the exact same color and shall be not less than four inches wide and deep and as tall as is described in the wooden fence paragraph above. Fence posts shall be capped with a square flat post cap specifically made to fit the fence post and shall be an exact matching color.

Each part of the fence and gate visible from the front of the Villa must be the same brown color specified above. The requirements for height and location of the vinyl fence in relation to the front porch shall remain the same as described above.

Removal of the wooden utility fence, the installation and maintenance of the vinyl fence including any permitting required by the City of Sarasota shall be the sole responsibility of the Villa Owner and the Glen Oaks Manor Homeowners Association shall in no way and at no time assume any such responsibility.



VINYL FENCE



Garage Doors

Owners may replace the garage door with a similar surface appearance as the original door. Only flat panel garage doors are permitted. No alterations to existing or new garage doors is permitted. A new garage door installation requires a City of Sarasota permit. Within 30 days of installation, owner must paint the door with the approved color. Decorations on or above garage doors are not allowed. No garages shall be converted into any other permanent use. No garage doors may be left open except during times of entry and departure to or from the garage or if activity is in progress inside the garage. [Art VIII, Sec 8]. An Architectural Approval Form is not required, but you must notify the Management Company if you are planning to replace your garage door.

Generators

Owners who wish to install a generator must submit an Architectural Approval Form with plans showing the location of the proposed generator and associated propane tank. Any generators must

be located behind the utility fence and cannot in any way be visible from the street. The concrete pad that the generator sits on cannot be touching any wall (due to potential vibration to adjacent villas) and there must be a damper for sound barrier. The propane tank for the generator should be buried in the Courtyard C area if there is sufficient space between the tank and the buildings to meet safety code requirements. Otherwise, it may be buried in the common ground in front of the bedroom window. It must be removed when the villa is sold, unless the new owner submits a written statement accepting responsibility for the tank's maintenance and removal. A maximum tank size of 250 gallons is recommended. Courtyard drainage may not be compromised and the owner is responsible for any subsequent drainage problems including with the adjacent villas. [Art III, Sec 1(c)] Any automatic testing must be done during the hours of 12 noon and 4 p.m. for noise reasons. All Board approvals are subject to the appropriate permits and approvals by the City of Sarasota.

Gutters and Drains

Standard or wide (7") gutters and downspouts may be installed. Owners may improve drainage from the pool, atrium and/or courtyard area by installation of an underground drain or drains leading directly from the owner's property in a straight line to the street. Installation and maintenance of the drain is at the homeowner's expense and it is understood that grass will be replaced and any damage to irrigation and utility lines and pipes during the course of the installation will be repaired at owner expense. [Art III, Sec 1(c)] At no time can an owner change/modify his neighbor's gutter/downspouts/drains without addressing the common issue with the adjacent neighbor(s). All colors of gutters/downspouts must match the color of the surface to which they are affixed. Specifically, if they are attached to walls they must be Pavilion Beige and if they are attached to posts or fascia they must be Gambrel Brown. Any damage to common area lawns due to improper diversion of water from gutters will be the owner's responsibility.



COURTYARD DRAIN LEADING TO STREET



ATRIUM DRAIN LEADING TO STREET

Hurricane Shutters

Owners wishing to install hurricane shutters in addition to the louvers on their front, side and /or rear windows may do so. The approved hurricane shutter is a large missile impact roll shutter which meets the hurricane protection requirements for the 2007 edition (or newer) Florida building code. The color for the shutter is dark brown to match the villa exterior trim with beige housing and guide rails to match as closely as possible the exterior wall color. As there may be many similar shutters available, owners are strongly encouraged to verify with the Architecture Committee that the shutter they intend to install is an approved shutter. Owners who have installed the approved roll-down shutter may leave the shutter in a closed position during periods in which the villa is unoccupied. Leaving shutters permanently installed is a life safety hazard.

Owners wishing to install any other type of hurricane shutter must submit an Architectural Approval Form with photos. Except for the approved roll down hurricane shutter described above, all other types of window protection can only be installed during a hurricane threat/storm and must be removed within 7 days after the storm/threat has passed.



HURRICANE SHUTTER, CLOSED

Interior Remodeling

Owners may remodel the interior of the villa as they wish as long as the remodeling does not affect the external appearance of the villa. No interior renovation shall be done which would negatively impact their neighbor's structure. All remodeling material will be stored in the garage area during renovation. Construction dumpsters will require an Architectural Approval Form from the Architecture Committee stating the length of time the dumpster will be on site. Any damage caused by said dumpster, not limited to but including the driveway and landscaping, will be the responsibility of the owner.

LIGHTING

Decorative Lighting

Malibu type lighting can be used for illumination of walkways (within the flower bed area under the front bedroom window) and for delineation of fences and garden boundaries within the courtyard area (Area C). Soft, indirect, up-lighting can be used for illumination of statuary, plants, or other architectural features only in the courtyard area (Area C). Any owner-installed decorative lighting is installed with the understanding that damage caused by landscaping crews or other association personnel will be at the owner's expense. No lighting of any type may be placed in the common areas, i.e., up-lighting of trees or shrubs.

Courtyard Lighting

Floodlights attached to the homeowner's villa and activated by a motion-based sensor are allowed.

Lighting must be located within the confines of your courtyard areas (Areas B & C). Any other location for lighting requires an Architectural Approval Form. Lighting cannot be affixed to your neighbor's courtyard wall and cannot shine into the street or your neighbor's windows.

Exterior Lights

Use of LED bulbs in the three existing exterior light fixtures with a timer or light sensor provides excellent illumination to villa addresses and walkways and security of the entire Manor. The use of warm or soft white rather than bright or daylight white bulbs provides a more uniform appearance to our exteriors (2700-3000 Kelvin). Dusk to dawn LED bulbs and sensors and timers can be used to ensure lights are on when it's dark.

No substitutions or removal of the exterior lights are permitted, including the light fixture adjacent to the back door. Floodlights/motion detector lights are prohibited at any of these locations. If your light fixture is damaged/broken or you desire to replace the fixture, please contact the management company for the current replacement option. The fixtures will be the owner's responsibility to purchase, install and maintain. Please be advised that the approved fixture may not be the same as the presently installed version; therefore, any lights needing replacement at the garage must be replaced only as a pair, however, the fixture at the front door would not require replacement. If the damaged fixture involves only the front door fixture it may be replaced without replacing the garage fixtures. The rear door fixture may also be replaced without replacing any other fixtures.

Any residence with the original developer installed lights (round white glass balls) will be required to replace them with the current approved fixtures (at their expense) before any sale or transfer may be finalized.



**Current Approved Light Fixture:
Sea Gull Lighting, Single--Light Yorktowne 16" Black Outdoor Wall Lantern,
Product # 84050-185, 84050PEN3-12, or 84050EN3-12**

Louver Specifications

All Louvers: All louvers in any opening must be of the same material. Louvers may not be permanently removed. All louvers on each side of a villa must be of a consistent size. Owners must replace broken or missing louvers.

Wood: Cypress or cedar is recommended for wood louvers, which must be painted the designated dark brown trim color.

Front Window Louvers: Louvers may be 4" wood or the National Shutter and Aluminum (NSA) 2" aluminum louver, which are no longer available from this company that is out of business.

All Other Louvers: Louvers may be wood or aluminum. Aluminum replacement louvers must be .040- gauge aluminum thickness, 4" wide, and in a dark bronze color (currently available at Mullet's Aluminum). The rivets or screws used must be of a corresponding dark bronze color.

Mailbox

GOMHA maintains the mailboxes and post. You are not permitted to substitute the type or style of mailbox or post. If you need any repairs or replacement, contact the management company. No décor may be placed on the mailbox or mailbox post at any time.

Paint Specifications

SHERWIN WILLIAMS SATIN FINISH

WALLS / GARAGE DOOR – SW7512 (Pavilion Beige)

FRONT DOOR AND DOOR TRIM – SW2841 (Weathered Shingle)

EXTERIOR TRIM/FASCIA/WOOD LOUVERS/WOOD UTILITY FENCE – SW2021 (Gambrel Brown)

Owners wishing to touch up their trim/walls/door/utility fence may purchase paint at Sherwin Williams. You can contact the management company to see when your villa cluster is scheduled for painting, which is currently on a 10-year cycle. Contact Casey Management to ensure proper product and formulation.

Roofs

Roofs and fascia boards (see Fascia Boards section) are installed and maintained at owner's expense. Owners are required to maintain fascia boards and any replacement must be painted with the approved dark brown exterior trim color. Prior to any partial or complete re-roof (installing a new roof, beginning roof repairs or installing new tiles following remodeling) owners must submit a Roof Request for Approval Form to the Architecture Committee. This form is available on the GOMHA website or from the management company. Owners must receive written approval from the Board before beginning any roof work. If a partial re-roof is approved because of repairs or new tile installation following remodeling, the owner must re-roof the entire flat section (field) of the affected roof unless the Board approves otherwise (see paragraph below).

The only approved tile and color is: **Eagle Tile, Profile: Ponderosa, Product No: 5502, Name: Arcadia Canyon Brown.** If the owner has a sufficient amount of the original roof tiles to complete a partial roof repair or after remodeling, they may request approval from the Board to install less than a full flat roof section (field). This approval will require a visual inspection of the tiles on hand to verify they are identical in color to those already on the roof.

When repairing or replacing the roof, the new tiles must be deposited on the owner's driveway. The owner should make sure that driveway pavers are avoided to prevent cracking. Dumpsters must be either placed on the owner's driveway or, if needed, on a lawn area with proper underlayment and removed within 48 hours. Tarps should be used to cover shrubs and plantings. Any damage to the lawn, shrubs, irrigation system, driveway or driveway pavers must be repaired at the owner's expense. During the villa painting cycle the roofs will be pressure washed by GOMHA. Vents and pipes will be painted in a corresponding color to the tile during this cycle. Owners who install a new roof must paint these vents and pipes in a corresponding color within 30 days of the roof installation. Rodent traps/screens are recommended.

Satellite Dish & Other Communication Systems

In accordance with Federal regulations, you may place a satellite dish at your villa. A location which allows reception must be as inconspicuous as possible. You are not permitted to place the dish on any part of the common areas. The dish must be less than 1 meter in diameter. Many homeowners have had success with placing the dish in the caged courtyard area or below the roofline of the garage. For cable box or solar panel controls, installation cannot be on the adjacent villa walls. Please request the installer place the box as inconspicuously as possible, preferably inside the garage or if exterior, adjacent to the electric meter. All exterior boxes must be painted to correspond to the wall color, Pavilion Beige.

Screen Cage - Area B

Only gable and mansard style courtyard cages over Area B are permitted. We recommend that existing cages be grounded. All new cages are required to be grounded as per current codes. Any

cage which differs in style from the designs (pictured) requires an Architectural Approval Form. The maximum height for the interior of the cage is twelve feet (12'). The pool wall may not be extended from its original height. A metal, fiberglass or wooden door may replace the gate leading into Area B.



GABLE ROOF CAGE
MANSARD ROOF CAGE



Sidewalks

No sidewalks may be removed, tiled over or in any way altered including painting without an Architectural Approval Form.

Solar Devices and Skylights

Energy saving devices (solar tubes, pool heating and hot water heating devices, and solar panels) and skylights, such as the ones pictured below, are permitted. Also permitted are solar attic fans. The existing fan opening must be used for the replacement solar attic fan. It is the intent to use

skylights which generally conform to the roof line of the villas. Installation of any skylight other than the ones pictured must have a Board-approved Architectural Approval Form before being installed. Any trim around the skylights or solar heating devices must blend in color with the roof tile, and the

roof tile should abut directly to the skylight. Pipes from the solar heating devices that run along the roof must blend in color with the roof tile. Pipes, air conditioning ducts, and electrical conduit along the outside wall and fascia board must be painted the corresponding color(s). (See Paint section for color specifications.) All painting must be completed within 30 days of installation. If desired, rain barrels may be installed, but must be located behind the utility fence.



DOME SKYLIGHT



FLAT PANEL SKYLIGHT



SOLAR TUBE SKYLIGHT



SOLAR POOL HEATING PANELS



SOLAR PANELS

Windows

No dimensional change or removal of any window or door is permitted without approval.

Front Window

Louvers may not be permanently removed. Owners must replace broken or missing louvers. The window may be replaced provided that the external frame is of a dark brown color and the exact same dimensions.

Side and Rear Windows

Villas which have side or rear windows are also responsible for maintaining and repairing louvers, as needed. If you wish to make any additions or changes you must submit an Architectural Approval Form. The window(s) may be replaced provided that the external frame is of a dark brown color and the exact same dimensions.

Sidelight / Front Door

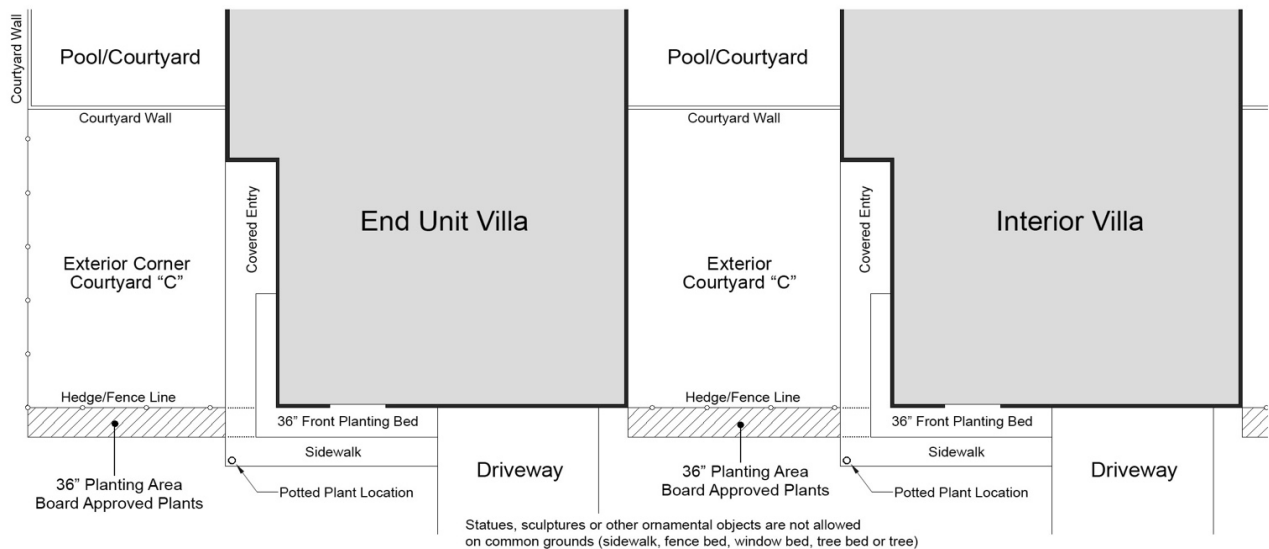
Owners may replace the original sidelight window with glass block, or frosted, clear or tinted glass. The original size may not be changed without approval.

LANDSCAPE STANDARDS

Homeowners must obtain Board approval prior to any plantings on common ground including the bed under the front bedroom window. Application for Planting Landscape on Common Ground Forms will be provided and must be on file for any plantings. Contact GOMHA Landscape Chair or Management Company. Maintenance of any bed that has been granted an approval is the responsibility of the homeowner.

Split Rail Fence

Homeowners wishing to install approved plantings in front of, or in place of, the split rail fence must install the plantings in a straight line from the corner of neighbor's villa and your villa's front edge. If fence is removed, hedge-forming plants must be planted as indicated above. The front edge of the bed (including edging material) may not exceed 36 inches (36") in front of the villa wall to allow for the thick growth of the hedge (see figure below). Edging material is to be of a neutral uniform color, and must be a flat, single layer only. Bricks, concrete blocks, or other edging materials may not be stacked to form a multi-layered wall as a border treatment. These plantings are to be maintained to a maximum height of 40 inches (40"). When planted, the plants must be a minimum of 18 inches (18") high off the ground. Foliage may not extend over edge of bed. Potted plants are not permitted in this area.



Statues, sculptures, or any other ornamental objects are not allowed on common ground (sidewalks, fence bed, window bed, tree bed, or tree).

Bed Under Front Window

Homeowners may replace plantings in the bed between the sidewalk and the front of the villa with plants on the approved list by submitting an Application for Planting Landscape on Common Ground Form. Maximum height of plants under window is to sill ledge. Other plantings to be kept under address numbers. Edging material is to be of a neutral uniform color, and must be a flat, single layer only. Bricks, concrete blocks, or other edging materials may not be stacked to form a multi-layered wall as a border treatment. This area is irrigated; therefore, the edging must not form a retaining wall that holds water and threatens the integrity of the villa wall or foundation above or below soil level.

One potted plant is allowed at the outer connecting corner of the front sidewalk, but the homeowner must maintain this plant. The location of this plant must not pose a mobility hazard. (See figure on previous page.) The Association is not responsible for this potted plant in any way. All other pots are to be kept in courtyard (Area C).

The following plants have been approved as replacement plants in the bed between the sidewalk and the front of the villa and in front of the split rail fence or with approved fence removal.

APPROVED PLANTS FOR FENCE AND VILLA FRONT			
SUN	WINDOW	WITH FENCE	NO FENCE
Mammy Croton	Yes	Yes	Yes
Gold Mound	Yes	Yes	Yes
Flax Lilly	Not Applicable	Yes	Not Applicable
Firebush	Not Applicable	Yes	Yes
Holly (Burford)	Yes	Yes	Yes
Schilling	Yes	Yes	Yes
Hibiscus	Not Applicable	Yes	Yes
Ixora (requires acid soil)	Yes	Yes	Not Applicable
PARTIAL TO FULL SHADE			
Petra Croton & other species	Yes	Yes	Yes
Arboricola	Yes	Yes	Yes
Holly (Burford)	Yes	Yes	Yes
Indian Hawthorn	Yes	Yes	Yes
Flax Lilly	Not Applicable	Yes	Not Applicable
Ilex Schilling	Yes	Yes	Yes

Liriope, giant	Yes	Yes	Not Applicable
Liriope, small (in combination)	Yes	Yes	Not Applicable
Bromeliad	Not Applicable	Yes	Not Applicable
OTHERS			
Viburnum (Walter variety)	Not Applicable	Yes	Yes
Podocarpus	Yes	Yes	Yes
Ligustrum	Not Applicable	Yes	Yes

Courtyard Behind Split Rail Fence (Area C)

Trees and shrubs planted by homeowners, in courtyard behind split rail fence: “A small flowering or fruit tree is allowed in areas B & C, but any other tree must receive prior written approval from the Board.” [Art VI, Sec 4]

No schefflera, yucca, or ficus may be planted in the courtyard area. [Art VI ,Sec 4] FPL requires electric meter to be visible.

Vines may be planted on the utility fence. However, vines will have to be removed when the cluster is painted. Vines will not be allowed on walls or in common area trees and will be removed by the Association at the homeowner’s expense. [Art VI, Sec 4]

Courtyard Placard System

The following is an explanation of the codes on the placard guides for contract landscape personnel. Please contact the Landscape Chair if you wish to have a placard attached to your fence post, or porch post if you no longer have a split rail fence.

PLAIN WHITE PLACARD = “DO NOT trim plantings in my courtyard (behind split rail fence). I will take responsibility for them.”

NO PLACARD = “Please trim plantings in my courtyard (behind split rail fence), as needed.”

Our landscape company will mow/trim all villas which have any grass areas behind the split rail fence. Front window beds (which are common ground) will be maintained by our hired landscape company according to GOM standards, as necessary.

Trees in Common Area

Trees around the lake will be specimen trees appropriate for our climate. Owners will not be permitted to plant trees in the common area. Trees in front of villas will be Live Oak trees. No fruit trees will be planted on common ground.

An approved Application for Planting Landscape on Common Ground is needed for planting around trees. If plantings under tree are not maintained they will be at risk of removal. Edging or rocks are discouraged, natural wood mulch is preferred. Such beds are usually established in 2 years; minimum maintenance requires a regular program of irrigation, fertilization and weed control to ensure strong rapid growth.

UNDER TREE PLANTINGS				
Light: S (full sun), PS (partial shade), SH (shade)				
Drought tolerance: H (high) survives without supplemental irrigation after establishment. M (moderate) requires supplemental irrigation during very dry periods to maintain satisfactory appearance.				
Plant	Size	Light	Tolerance	Other Information
Bromeliacea (Bromeliad)	varies	S, PS	H	Shallow root system, varied colors (25 Apr 11 BOD Minutes)
Caladium Bicolor (Caladium)	8-12"	PS	M	Adds color to the bed when planted with other plants.
Carissa Macrocarpa (Dwarf Carissa cultivar)	12-15"	S, PS	H	
Cholorophyllum Comosum (Spider Plant)	12"	S, PS	M	Solid green form more rigorous than variegated form. Spreads by runners.
Ernodea Littoralis (Golden Creeper) Native	12-36"	S	H	Tolerates poor conditions and neglect.
Euphorbia Millii (Dwarf Crown of Thorns)	9"	S	H	Red bracts surround flowers most of year. "Fireball" cultivar is best.
Ficus Montana (Oak Leaf Fig)	6-9"	PS, SH	H	Bright green leaves, coarse texture, good under tree.
Licania Michauxii (Gopher Apple) Native	3-12"	S, PS	H	Leaves dark green above and downy white below, red fruit in summer. Tolerates poor soil.
Liriope Spicata (Creeping Lilly Turf, Creeping Liriope)	6-18"	SH	H	Faster growing than L. Muscari.
Ophiopon Japonicus (Dwarf Lilly Turf, Mondograss)	6-12"	SH	H	Dark green glossy leaves, poor soils.
Setcreasea Pallida (Purple Heart)	14"	S, PS	H	Purple foliage, performs well under trees. Prune for more compact growth.

Trachelospermum Asiaticum (Small Confederate Jasmine)	8-12"	S, SH	M	Glossy dark green foliage that will form thick mat that suppresses weeds.
Tradescantia 'Spathacea Rhoeo' (Moses in Cradle or Oyster plant)	12"	S, SH	H	Well drained to dry soils low spreading clumps.

Tree Trimming, Stabilizing, and Removal

The Association will periodically use the services of a licensed arborist to assess the condition of the Manor trees and make recommendations regarding pruning, stabilizing, and removal of trees.

If a homeowner believes a tree in the common area is damaged, diseased, needs trimming, or is unsound, contact the Management Company. An appropriate course of action will be decided by the Association with consult of an arborist.

The Association will trim trees (on a schedule recommended by and agreed upon with the landscape company). Heavy pruning will be done only to correct a specific condition and under the supervision of an arborist.

Lawn Areas

The Association will plug those common areas that have working irrigation and sufficient sunlight.

Fertilizer, insecticide, and pesticide will be applied according to schedule agreed upon with the landscape company.