

Architectural Guidelines
for
Grande Oaks Farm – 1st Addition Phase 1

effective June 1, 2005

I. INTRODUCTION

The objective of this document is to indemnify criteria which will promote and maintain a high quality of community appearance consistent with the standards envisioned for Grande Oaks Farm – 1st Addition Phase One (the “Subdivision”). It is also the purpose of this document to specify design submission requirements and the design review process.

All capitalized terms used herein shall be as defined in the Declaration of Covenants, Conditions, Restrictions and Easements for Grande Oaks Farm – 1st Addition Phase One (the “Covenants”). *Finally, the design criteria is subject to change or modification by the Architectural Review Committee.*

These Design Guidelines are applicable to the exterior portions of all improvements to property within the Grande Oaks Farm – 1st Addition Phase One subdivision. The Design Guidelines should be read by builders, designers and property owners so that they will be familiar with the procedures and design requirements prior to starting preliminary drawings. No actual project construction can commence before all approvals are obtained in writing from the Architectural Review Committee (hereinafter referred to as “ARC”).

Any new exterior construction, building expansions, additions or modifications or any substantial new landscape work conducted after the initial building construction and landscape installation is completed shall be subject to the requirements in this document, including the ARC review and approval procedures.

These Design Guidelines supplement the zoning documents and the Covenants. Escambia County through its building code zoning ordinances may have specific design or permit requirements not addressed in these guidelines.

II. DESIGN REVIEW AND APPROVAL PROCESS

2.1 PLAN SUBMITTAL AND APPROVAL PROCESS

Process Overview. The initial construction review by the ARC may consist of two (2) stages:

1. Preliminary Plan Review and Approval
2. Final Plan Review and Approval

All required submission documents must be furnished with two (2) copies to the ARC. A forty (40) day review period is provided for each stage once a complete submission package has been received by the ARC. The ARC, at its discretion, may compress or combine the stages at

the request of an applicant in order to expedite the initial construction review process. At any stage of the review process an applicant's submission may be rejected. If a revised submission is again rejected for failure to comply with instructions and requirements imposed by the ARC during the prior review stages, then reasonable costs incurred by the Association for subsequent review may be assessed against an applicant.

2.1.1 Preliminary Plan Approval. At this stage, the ARC will review detailed Development Plans.

Submit *Preliminary Site Plan* showing the relationship of all improvements to be constructed on the Lot. These include, but are not limited to: accurate description of the property, existing and proposed grades, finish grades or elevations for all main structures, limits of clearing, detailed erosion control plan for pre-construction, construction and post-construction phases, and location of all structures, including driveways and walks. Incorporate a "Site Data" table on the Site Plan which includes, but is not limited to, the following: building footprint and total building area in square feet (minimum scale: 1" = 30').

Submit *Conceptual Architectural Elevations and Plans* at an appropriate scale to clearly indicate the placement, massing and dimensions of all proposed structures. Building elevations shall depict the proposed structure from all sides. The applicant shall delineate proposed building details, to the extent available, including windows and doors, proposed exterior finish materials and colors on sample boards (minimum scale: 1/8" = 1.0').

Submit *Preliminary Landscape Plan* which includes the following information: identification of all trees 6" or larger to be preserved, type, size and location of all plant materials to be installed; identification of all "protected" trees to be removed; location of irrigation system(s), location of site walls and fences to be constructed and their construction materials; identification of site furnishings, sculpture or other special features; exterior light locations, type of fixtures, methods of installation and sources of illumination (minimum scale: 1" = 30').

Submit *Schematic Architectural Plans* showing layouts, elevations, sections, roof plan, fences, and a complete description of all exterior finish materials, including texture and colors. Additionally, the applicant should provide a colored perspective rendering depicting the primary elevation of the principal structure as seen from ground level (minimum scale: 1/8" = 1.0').

2.1.2 Final Plan Review. The purpose of this review is to consider the plans and documents that constitute the final construction program for a Lot. The Final Plan should address or incorporate all comments made at the previous stages of review. It should be submitted to the ARC prior to submission to Escambia County for approval. Upon final plan approval by the ARC, the applicant may submit plans to Escambia County for building permits.

Submit *Final Site Plan* showing the relationship of all improvements to be constructed on the Lot. These include, but are not limited to: accurate description of the property, existing and proposed grades at two-foot contour levels, finish grades or elevations for all main structures, limits of clearing, detailed erosion control plan for pre-construction,

construction and post-construction phases, location of all structures, driveways and walks. Incorporate a "Site-Data" table on the Site Plan which includes, but is not limited to, the following: Building footprint and total heated and cooled building area in square feet for each floor (minimum scale: 1" = 30').

Submit *Final Landscape Plan* including all landscape improvements, including detailed site and tree protection plan during construction period, identification of all trees 6" or larger to be preserved, type, size and location of all plant materials to be installed; location of irrigation system, location of site furnishings, sculpture or other special features; exterior light locations, type of fixtures, and sources of illumination. (minimum scale: 1" = 30').

Submit *Final Architectural Plans and Specifications* with a final materials and color display board (minimum scale: 1/4" = 1.0').

Lot Owners may choose to skip the preliminary review and proceed to Final Plan Review at their own risk. If a Lot Owner makes such an election, the Owner should be fully aware that their plans may be rejected.

2.1.3 Title Block Information. All Submissions must contain the following basic title block information:

- a. Applicant's name.
- b. Project title and address; consultant names, addresses and phone numbers.
- c. Drawing title.
- d. Scale.
- e. North arrow.
- f. Revisions and date block.

2.1.4 Review Criteria. The ARC will use the Design Guidelines and the Covenants as the basis for reviewing each applicant's submission. Every application presented to the ARC will be reviewed carefully in a professional manner with special consideration for individual site conditions.

2.1.5 Variances. Any variances or deviations from the criteria which could be granted shall be considered unique and will not set *any precedent* for future decisions. All such variance requests shall be reviewed on an individual case by case basis and any determination shall be governed by the ARC.

2.1.6 Liability. The ARC or its appointed subcommittees shall not be held responsible for the following as a result of the review process:

- a. The structural adequacy, capacity or safety features of the proposed improvements or structure.
- b. Soil erosion, uncompactable or unstable soil conditions.
- c. Compliance with any or all building codes, safety requirements, governmental laws, regulations or local ordinances.

2.1.7 Construction Document Submittal and Review. Upon obtaining approval for construction from Escambia County, or other governmental agencies, an applicant shall submit one (1) set of complete working drawings and construction specifications to the ARC highlighting County changes for confirmation that they are consistent with the approved design. Applicant shall red-line changes that deviate from the ARC's approved design/drawings.

If the ARC determines the working drawings and construction specifications conform to the approved final design, the ARC will return a set of plans marked "in compliance with Grande Oaks Farm – 1st Addition Phase One Guidelines" to the Applicant.

2.1.8 Modifications Review. The ARC will also review plans for visible additions, alterations or modifications to the exterior of existing improvements to ensure quality compliance and compatibility of the design of all proposed improvements. Like the initial construction process, the modifications review process consists of several stages which may require a conference with the ARC. The modifications review process may also be abbreviated.

Process of Review. The process of review will be developed and administered by the ARC. Applications for review must include the following items:

- a. A description of the proposed change
- b. A site plan depicting the location and dimensions of the existing structure(s) and the proposed improvement
- c. Architectural Plans
- d. A Landscape Plan
- e. Materials and color samples to be used if color changes are planned.

The ARC may require any other information necessary to determine the consistency of proposed improvements with the design standards. At a minimum, any request for approval of a visible addition, alteration or modification must be submitted as outlined in Section 2.1.2 to the ARC prior to submission to Escambia County for approval.

2.1.9 Materials Sample Boards. Proposed materials, exterior finishes and colors shall be submitted as delineated in Section 2.1, *Plan Submittal and Approval Process*.

2.2 BUILDING CONSTRUCTION ACTIVITIES STANDARDS

The purpose of the following guidelines is to set certain standards of conduct of construction activities at the Subdivision in order to maintain an attractive, nuisance-free setting and minimize the adverse impact of construction-related activities. An Applicant shall carry on its construction activities with diligence and dispatch and shall complete such construction activities in the shortest time possible under the circumstances. The Applicant shall also conduct its construction activities in a manner that will not unreasonably interfere with the use and enjoyment by any adjoining property owner.

2.2.1 Construction Debris. Construction debris must be totally concealed during construction by locating it in a visually screened place and must be removed on a regular basis. Open burning of debris will not be permitted. No hazardous materials can be buried on-site or anywhere within the Subdivision.

It is the responsibility of the Lot Owner to ensure that the construction site is kept free of unsightly accumulations of rubbish, loose trash and scrap materials. Construction materials, trailers, temporary facilities and the like will be kept in a neat and orderly manner.

2.3 LANDSCAPE CONSTRUCTION REQUIREMENTS

The landscape installation must begin no later than one (1) week after building construction has ended, weather permitting. The landscape installation must be completed within sixty (60) working days after commencement, subject to force majeure.

III. SITE DEVELOPMENT STANDARDS

3.1 INTENT

The location and design of buildings and site improvements are key in establishing the overall character and function in the Subdivision.

3.2 EXISTING VEGETATION

It is the intent of the Association and ARC to have each Lot Owner preserve all trees of 6" caliper and greater wherever possible. By situating homes and related improvements in such a way as to preserve the greatest number of specimen material and by establishing elevations of improvements as close to natural grade as feasible, this goal can better be achieved. Due consideration will be given to designs that maximize the preservation of existing vegetation.

Trees to be saved will be marked with yellow ribbons; clearing limits will be flagged in white. Any yellow-ribboned trees or shrubs appearing within the white-marked clearing limits shall not be removed.

If any yellow-ribboned trees or shrubs which are within the clearing limits are removed or damaged, the Owner or contractor shall pay damages to the ARC in the amount of \$250.00 per inch of diameter per tree as provided for in the Covenants. All trees shall be appropriately barricaded, armored or protected based on the ARC's prior review and approval.

3.3 SITE GRADING AND DRAINAGE

Overall site grading will largely determine the degree to which a new development visually fits into the landscape and how effectively the Lots sheds storm water. For these reasons, site grading and drainage are key concerns of these Design Guidelines. Changes to existing topography should be minimized on all Lots. Where grading does occur, it should be

done in a manner that respects the gently rolling topography of the existing landscape while minimizing loss of existing vegetation. Special attention should be given to providing smooth grading transitions between neighboring Lots and roadways.

3.3.1 Preservation of Natural Features. If practical, existing topographic features (i.e., wetlands, knolls, major swales, etc.) must be preserved through sensitive grading. The amount of site disturbance caused by grading should be minimized to protect existing mature tree cover and vegetation.

3.3.2 Drainage. Excess runoff from the Lot must be minimized.

IV. ARCHITECTURAL DESIGN STANDARDS

4.1 GENERAL PROVISIONS

The purpose of the architectural guidelines is to encourage aesthetically pleasing homes that are in harmony with the overall scheme of development. Homes should complement adjoining structures and reflect a high level of architectural quality.

Architectural design can accomplish this by blending closely with the natural surroundings, or by producing a bold contrast. In either case, however, buildings should complement, not compete with, the overall scheme of development. The design should reflect enduring design principles.

4.2 EXTERIOR COLOR

A single color shall comprise over fifty percent (50%) of each building elevation. This dominant color shall not be a primary color. Two complimentary accent colors may be permitted on wall and roof surfaces. Accent colors shall together comprise not more than ten percent (10%) of any building elevation's area.

Plazas, courtyards, patios and similar exterior areas that are integral to a building must be constructed of materials similar to or compatible with the primary building. Areas contiguous to the structure must be constructed of materials identical to the primary building.

4.3 SATELLITE DISHES AND ANTENNAS

Satellite dishes measuring more than 3.5 feet in diameter are prohibited. Satellite dishes and any other public antennas must be screened from view to the extent allowed by law.

4.4 UTILITIES AND MECHANICAL EQUIPMENT

All utility lines must be placed underground or otherwise out of view. All transformers, meters and valves are to be installed in underground vaults or otherwise screened.

V. LANDSCAPE DESIGN STANDARDS

5.1 INTENT

This chapter provides standards for the development of landscape designs and general specifications for plant material, landscape grading and irrigation within each Lot.

5.2 DESIGN CONCEPT

Together with building design, the proper planning and design of outdoor spaces are critical in fostering the intended atmosphere of the Subdivision. The overall landscape concept for this area is to ensure that buildings and related improvements are subservient to the scenic beauty of the natural landscape. Thus, all development proposals must respect the area's natural setting. This goes far beyond the preservation of existing trees. It also includes new plantings that harmonize with the existing environments while accommodating the development of new homes.

5.2.1 Tree Preservation. The preservation of significant areas of existing woodland vegetation should be a primary concern in the development of Lots. Special care must be taken to retain this important asset. Establishment of a realistic tree preservation program for each Lot is required. Existing trees that are six (6) inches in diameter or larger, measured at two (2) feet above the existing finish grade, shall not be removed without approval by the ARC.

5.3 PLANT MATERIAL USE

The preservation of quality trees and underbrush is encouraged within the development. As such, additional planting shall be installed wherever there has been damage to the existing vegetation during construction or where no vegetation previously existed. The use of plant materials which are compatible with existing native species is encouraged.

The following basic guidelines will be used to evaluate submitted landscape plans for a Lot:

Generally, trees should be planted in masses of one (1) type per mass and with a minimum of three (3) trees per mass whenever possible.

Generally, shrubs and ground covers should be planted in masses of one (1) type per mass and in sufficient numbers to create beds or "drifts" of plants. Screen or buffer hedges should be composed of one (1) type of plant. Hedges which are intended to be clipped should be selected and consistently maintained in order to sustain an opaque character to the ground.

Trees and shrubs should be clustered to frame views of open space areas or to screen undesirable views.

Small individual circles of shrubs or ground cover shall not be designed at the base of single trees, but rather groups of trees.

Shrubs, mulch or ground covers, rather than lawn, should be planted under existing tree masses. Shrubs and ground covers require less irrigation than sod, and are more suitable to the natural conditions of the existing trees.

5.4 LANDSCAPE GRADING

Site grading should attempt to enhance the existing topography, protect the existing vegetation and provide positive on-site drainage. Landscape mounding shall be implemented with smooth transitions resulting in subtle forms to enhance the existing conditions.

5.5 IRRIGATION

All landscape areas shall have an automatic irrigation system.

5.6 LANDSCAPE MAINTENANCE

This section deals with the provision of general standards by which Lot Owners shall maintain the landscaping on their Lots and enable the growth of the landscape character to continue over time thereby retaining strong property values.

5.6.1 Responsibility. It is the responsibility of each property owner to maintain his Lot at a high level of quality. Front or side yard areas to be maintained include the area to the edge of pavement at the street frontage, less any areas to be maintained by the Association.

5.6.2 General Maintenance. Trees, shrubs, groundcover, perennials, vines and lawn areas shall be pruned, fertilized, sprayed for pests and fungus, weeded and watered at their required times as recommended by industry standards.

VI. APPENDIX

6.1 MAINTENANCE

Each owner, lessee or occupant of any Lot shall at all times keep his premises, improvements and appurtenances in a safe, clean, neat and sanitary condition and shall comply with all laws, ordinances and regulations pertaining to health and safety, as well as the Covenants.

6.2 REPAIR OF IMPROVEMENTS

No home or other improvements shall be permitted to fall into despair, and each improvement shall at all times be kept in good condition and repair and adequately painted or otherwise finished.

6.3 LANDSCAPE MAINTENANCE

Tree Pruning Procedures. Those trees that have overextended, dead and unsightly branches shall be pruned and trimmed. Damage from wind, etc., shall be repaired. All trees shall be pruned and trimmed only as necessary to maintain their natural form.

Shrub Pruning. Shrubs shall be pruned and trimmed to remove winter kill and wind damage, etc. All shrubs shall be pruned and trimmed only as necessary to maintain natural form.

Hedges shall be pruned so that lower branches are uniformly wide, tapering on top.

Lawn Mowing and Trimming. All mowing equipment shall be in proper working condition at all times. When lawn is being mowed, cuttings shall be collected during cutting either with a bag attachment or manually raked immediately after cutting, and shall be swept or blown off pavements and street. Grass around trees, shrubs, curbs, etc., shall be trimmed in order to present a neat appearance at all times.

6.4 GRANDE OAKS FARM – 1ST ADDITION PHASE ONE HOMEOWNERS' ASSOCIATION, INC. CONSTRUCTION GUIDELINES

6.4.1. General. Grande Oaks Farm – 1st Addition Phase One Homeowners' Association, Inc. ("Association") has adopted the following Construction Guidelines ("Guidelines"). These Guidelines may be amended from time to time by resolution of the ARC.

All Owners shall notify the Association at least twenty-four (24) hours prior to commencement of construction on a Lot within Grande Oaks Farm – 1st Addition Phase One.

An Owner shall post a building permit on the job site prior to commencement of construction.

6.4.2 Site Management and Clean Up. The Owner or contractor shall protect all adjacent areas and secure areas where work is being performed.

The Owner or contractor shall protect and clean up grounds and walkways. Street sweeping on all streets within the construction area as defined by the ARC in approving the construction plans shall be done by the Owner or contractor in the immediate area as determined by the ARC, on a weekly basis during the site work and landscape installation phases. Sweeping shall be done every two weeks during all other phases of construction.

The Owner or contractor shall be required to provide sufficient manpower to accomplish all cleanups as may be required on a continuing basis; all cleaning equipment is to be supplied by the Owner or contractor. No areas shall be designed as trash areas. No accumulation of trash is permitted. All trash shall be removed from the site by the Owner or contractor performing the work. The Owner or contractor shall use a "dumpster type" facility

which is emptied on a regular basis. The location and installation of the dumpster shall be coordinated with and subject to the approval of the ARC.

The Owner or contractor shall leave the job site clean and orderly in appearance at the end of work each day. With the exception of erosion control risers and berms, the Owner or contractor shall leave all areas free draining overnight each night. While work is in progress, the Owner or contractor shall keep storm water inlets and drainage courses from eroding and falling into the storm drainage system or any other natural or temporary drainage. Areas subject to erosion may have to be seeded and straw mulched to protect roots and erosion protection; the ARC and/or Escambia County permitting agencies will instruct when such seeding is required.

6.4.4 Final Clean Up. The Owner or contractor shall make a final clean-up of all parts of the work before final acceptance by the ARC. This clean-up shall include the removal of all objectionable rock, pieces of concrete and other construction materials, and in general leave the site in a clean, orderly condition. The Owner or contractor shall be responsible for the safe and legal disposal of all rubbish, refuse, soil vegetation and other waste created by his work. No waste may be left on or disposed of on the site.