

WINDING RIDGE PROPERTY OWNERS' ASSOCIATION, INC.

ARCHITECTURAL MODIFICATION GUIDELINES AND/OR REQUIREMENTS

To expedite your request, please include the information listed below for the specific category. The list may not be inclusive, and the **Architectural Control Committee (ACC)** reserves the right to ask for additional information.

1. **Fences**
 - Survey indicating the location with respect to the property lines and existing improvements
 - Type of fence including materials, height, drawings, color, finish, and decorative style
 - Location and swing of gates must be 5 feet wide on each side
 - Proposed landscaping plan surrounding fence (if required, see 7 below)
2. **Painting**
 - Identify colors including paint manufacturer, color name and color number
 - Providing paint color samples
 - Elevation of structure of area to be painted (elevation survey) identifying the location(s) of each paint color-i.e. stucco color x, trim bands color y, door color z, etc.
3. **Driveways/Concrete Patio Extensions**
 - Survey indicating location of proposed installation drawn on survey
 - Type of materials (driveways must be brick pavers)
 - Provide color and pattern information, preferably samples
 - *Items on attachment A required*
4. **Screen enclosures**
 - Survey depicting location of proposed screen enclosure
 - Description of proposed type of screen enclosures
 - Plans and specifications provided by the contractor indicating dimensions, height, screen roof type (e.g., mansard, gable or flat), location(s) of screen door(s) and accessories (e.g., kick plates)
 - Plan and elevation views of screen enclosure
 - Identify colors including, as appropriate, colors for screening, aluminum framing, kick plates and glass
 - *Concrete slab is required, items on attachment A required*
5. **Pool Additions**
 - Survey depicting location of proposed pool on lot
 - Architectural rendering
 - Plans for fencing or screening (see 1 and 4 above)
 - Identify pool deck type, color and pattern, preferably samples
 - Identify coping material and color, preferably samples
 - Plans for shrubs to conceal pool equipment
 - *Items on attachment A & B are required*
6. **Room Additions**
 - Survey depicting location of proposed addition on lot
 - Architectural drawings including plan and elevation views
 - Identify exterior paint colors including paint manufacturer, color name and color number
 - Provide roof color verification, preferably with sample. Roof material and color must match existing home
 - *Items on attachment A required*
7. **Landscaping**
 - Survey depicting location of existing plants with respect to property lines and existing improvements
 - Drawing illustrating placement of proposed landscaping. (*On survey submitted*)
 - Description of proposed landscaping including type, height and quality of planting materials
 - *Some landscape additions that are major in scope may require items on attachment A*
8. **Shutters and Satellite Dishes**
 - Shutters require description of type of shutters and color. (*Brochure is helpful if available*)
 - Satellite dishes require details regarding size, color, type and location where the dish will be mounted. Please place the proposed dish location on the lot survey or site map
9. **Play sets and Trampolines**
 - Play sets and trampolines must depict the set or equipment and show its placement on the lot survey. If it is visible from the sides, back, or street, shielding landscaping of mature size and height may be required
 - Proposed shielding landscaping requires a description of the type and height of planting materials
 - Trampolines must be secured or disassembled prior to major storm events
 - *Items on attachment Care required*

Note: Any Architectural renderings submitted to the ACC will not be returned to the applicant.

WINDING RIDGE PROPERTY OWNERS' ASSOCIATION INC.
ATTACHMENT "A"
PROJECT SECURITY DEPOSIT SCHEDULE

Required for pools, patio extensions, room additions and major landscaping

- A **\$5,000.00 Refundable Security Deposit** payable to Winding Ridge POA in the form of a check or money order.

Required for Lanai Screen extension

- A **\$2,500.00 Refundable Security Deposit** payable to Winding Ridge POA in the form of a check or money order.

Required for Driveway extension and minor modifications to site

- A **\$1,000.00 Refundable Security Deposit** payable to Winding Ridge POA in the form check or money order.

There is no security deposit(s) required for projects that do not modify the site/lot such as gutters, screened front porches, generators, etc.

Please contact Management upon completion of the project. The security deposit will be refunded after the final inspection has been conducted and providing no damage has been incurred to any common areas within the community by the projects vendor(s).

The following items for the final inspection are required:

- 1. Copy of final, signed permit issued from the County.**
- 2. Photos of the following:**
 - front of home including sidewalk, driveway areas, and landscaping.
 - both sides of home (including neighbor's yard if affected).
 - rear of home including landscaping and areas being modified.
 - Lake Easement area and lake bank, if applicable.

NOTE: *The security deposits are placed in a non-interest-bearing security deposit bank account. The security deposit(s) will be returned after the final inspection by the ACC Committee and/or Board of Directors. Please allow a minimum of thirty (30) days to receive your security deposit refund after the request has been processed.*

WINDING RIDGE PROPERTY OWNERS' ASSOCIATION INC.

ATTACHMENT "B"

AFTER MARKET POOL REQUIREMENTS

- The irrigation zones in the location of the proposed pool must be cut and capped.
- Zone lines for the balance of the lot must remain functional during the pool construction. Contractor shall not tamper with the irrigation valve serving the subject and adjacent lots.
- Silt fences to be installed at the rear and side yard property lines PRIOR to any construction.
- No construction materials to be dumped/stored in the public right-of-way. All materials must be stored on the subject lot.
- Any damage to the public right-of-way must be repaired/restored to their original condition. This includes the asphalt, concrete sidewalks, and sod within the public right-of-way.
- All pool dirt must be removed off-site the same day the pool is excavated.
- For lake front lots, no material/dirt is allowed to be stored within the lake tract which includes the 20' lake maintenance easement.
- All pool overflows must be plumbed on the sides of the pool (NOT the rear).
- Overflow shall be minimum 10' from the rear of the deck/pool enclosure.
- Prior to the sodding, the Contractor shall have the side yard swales staked and graded to ensure positive drainage.
- Upon completion of the project, the sod replacement by vendor/contractor shall have the property returned to the original "as built" profile to ensure proper drainage. Grades shall be shot at 20-foot intervals, and a copy of the profile will need to be submitted to the property manager before the final inspection is conducted.
- If the pool deck is to be constructed to the rear property line, the existing grade at the rear property line must not be compromised and/or changed. If the pool deck grade is higher, a retaining wall must be built at the grade transition.
- Sod seams at tie-ins shall be cut-ins to match the adjacent sod/grade 7-gallon bushes shall be installed around all pool equipment for screening.
- It is highly recommended that the final payment to the pool contractor is not made until all County and HOA inspections have passed.

ALL OF THE ABOVE REQUIREMENTS MUST BE MET BEFORE ANY DEPOSITS WILL BE RETURNED

WINDING RIDGE PROPERTY OWNERS' ASSOCIATION, INC.
ATTACHMENT "C"

ADDITIONAL GUIDELINES
FOR ADDITIONS & ALTERATIONS PERMANENT GENERATORS

Without limiting the generality of the criteria included in these Rules and Regulations and without curtailing the right of the Committee or the Board in rejecting certain requests or employing judgment in evaluating requests, the following guidelines shall be considered when evaluating requests for a permanent emergency generator and any underground propane storage tank and other appurtenances applicable to the permanent generator (collectively, a "Generator System"). Note that, even in the event of strict compliance with the following guidelines, prior approval from the Committee shall be required for each and every installation of a Generator System on a Lot.

1. **Location.** No above-ground portions of a Generator System shall be permitted to be installed within any portion of the front yard of a lot. No portion of a Generator System shall encroach onto: (a) any Association Property, (b) any other Lot in the Community, (c) any easements benefiting or burdening the Lot including, without limitation, utility easements, drainage easements, lake maintenance easements, fence and hedge easements, wall easements, zero lot line maintenance and roof overhang and encroachment easements, or (d) drainage swales on the Lot. In addition to the foregoing, the locations of the various components of the Generator System shall otherwise comply with all Governmental Requirements. The location of the Generator System shall also comply with all applicable setback requirements.
2. **Applications; Submittals.** All applications for Generator Systems shall include, in addition to other standard information: (a) the make, model, propane capacity and sound level ratings for all components of the Generator System, and (b) an indemnification and hold harmless agreement from the Owner(s) of the Lot in favor of the Association, the Committee and all other Owners. With the application for installation of a Generator System, the Owner shall be required to submit a survey to the Committee showing the general location and placement of all components of the Generator System, including any underground propane storage tank. The survey shall depict (i) the location of all components of the Generator System including, without limitation, the storage tank and the distances from the Home on the Lot and the Home(s) adjacent to the Lot on the side(s) where the Generator System or any portion thereof is to be installed, (ii) the size and layout of the slab that the physical generator will be installed on, (iii) the location of all easements and applicable setbacks affecting the Lot to show that no portion of the Generator System encroaches thereon, and (iv) the location and size and species of any screening to be installed to screen the aboveground portions of the Generator System as required below.
3. **Screening.** Generators shall always be screened from view by all adjacent Lot Owners and from the street. Screening may include the use of fences, walls or hedges, or a combination thereof, as determined by the Committee. The owner shall be required to submit a landscaping/screening plan to show proper screening of the Generator. The owner shall be responsible for maintaining, repairing and replacing from time to time any fence, wall and/or hedges which may be approved as part of the screening requirements for the Generator System.
4. **Compliance with Governmental Requirements.** For any Generator System approved by the Committee, the Owner shall always be responsible for complying with all Governmental Requirements relating to the installation and use of the Generator System including, without limitation, applicable set-back requirements and maximum sound level restrictions. In that regard, all approvals for a Generator System shall require the Owner to obtain all necessary building permits and other approvals required by Governmental Requirements. Regardless of approval by the Committee, no Generator System may be installed or used without such building permits and approvals. No portion of an Owner's Security Deposit shall be returned to the Owner unless and until evidence satisfactory to the Committee of such compliance with Governmental Requirements has been delivered to the Committee.
5. **Underground Propane Tanks and Plumbing.** A licensed and insured LP gas contractor must be used to install any underground propane tank and any necessary plumbing.
6. **Maintenance.** All Generator Systems must be regularly and properly maintained, repaired and replaced, as applicable, by the Owner of the Lot on which such Generator System is installed.
7. **Required Removals.** For any Generator System, if approved, the Owner shall be responsible for the costs associated with any required removal, repair and/or replacement if the Generator System is erected on or adjacent to a lot line common with a Lot where the house is not yet under construction or, if under construction, not yet closed to the new Owner.
8. **Limitations.** Not all Lots in the Community may be able to have Generator System installed thereon due to, among other things, the Governmental Requirements, applicable set back requirements, location of easements and the configuration of the Lot. Accordingly, even if an application for a Generator System is approved by the Committee, there is no guarantee that a Lot will accommodate a Generator System thereon. Accordingly, each Owner shall be responsible for confirming that their Lot can accommodate a Generator System prior to making application to the Committee and/or applying for any necessary permits and approvals.