

PHILLIPS LANDING ASSOCIATION

Rules and Regulations of The Homeowner's Association and Architectural Review Committee

HANDBOOK FOR HOMEOWNERS

APPROVED BY THE BOARD OF DIRECTORS BOARD MEETING

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PURPOSE OF THE HANDBOOK

The purpose of this handbook is to familiarize homeowners with the objectives, scope and application of design standards and guidelines, which will be used to maintain the aesthetic appearance and environmental quality of the community.

The handbook provides specific design standards and guidelines that have been adopted by the Board of Directors of the Homeowners Association. It also explains the application and review process that must be adhered to by homeowners seeking approval for any exterior modifications or changes to their homes or lots that are subject to approval by the Association. Homeowners are reminded that approval by the Architectural Review Committee (ARC) for a proposed change does not remove the need for the appropriate building permits or other documentation. This handbook will serve as a valuable reference source and will assist homeowners in preparing acceptable applications for review by the Association's ARC. All homeowners are encouraged to familiarize themselves with its contents and to retain the handbook for future use.

BASIS FOR AND OBJECTIVES OF PROTECTIVE COVENANTS

A variety of specific requirements govern matters of conduct and property used in our neighborhood. The basis of these Rules and Regulations are the governing documents of the Association referred to as the Declaration of Covenants, Conditions and Restrictions (DCCRs) as originally recorded at Official Records Book 4986, Page 714, public records of Orange County, Florida and as subsequently amended. As a Deed Restricted Community, a copy of the DCCRs was provided to you when you purchased your home. If you did not receive a copy of the DCCRs you can download them from the community website. The Rules and Regulations that follow do not replace the DCCRs but are meant to further clarify, supplement, and extend the scope of the DCCR for the betterment of our community. Neither are intended to be an all-inclusive compilation of the DCCRs. Where possible, language from the DCCRs is noted in BOLD and the Section of the DCCRs is shown in (parentheses). Please refer to the DCCRs for any legal definitions of the wording contained in these Rules and Regulations.

They impose use restrictions and specify the process for obtaining approval for changes, improvements or alterations to an owner's lot. Legally, these covenants are a part of the deed for each home and are binding upon all initial homeowners and their successors in ownership, irrespective of whether or not these owners are familiar with such covenants.

The primary purpose of this document is to re-enforce established design guidelines for the entire community. The promulgation and enforcement of design guidelines is intended to achieve the following objectives:

- To provide uniform guidelines to be used by the ARC in reviewing applications
- To assist homeowners in preparing an acceptable application to the ARC
- To increase the homeowner's awareness and understanding of the DCCRs
- To illustrate basic design principles which will aid homeowners in developing exterior improvements that are in harmony with the immediate neighborhood and the community as a whole
- To promote and enhance the visual and aesthetic appearance of the community
- To maintain a clean, neat, orderly appearance
- To be in line with current Florida Statutes

The enforcement of design standards not only enhances the physical appearance of a community but also protects and preserves property values. Homeowners, who reside in association communities that enforce design covenants, are protected from actions of neighbors that can detract from the physical appearance of the community and, in some cases, diminish property values. In fact, surveys of homeowners living in association communities consistently reveal that this was an important consideration in their decision to purchase a home.

ROLE OF THE ARCHITECTURAL REVIEW BOARD (ARC)

All homeowners are automatically members of the HOA. The Association is a not-for-profit corporation that owns and is responsible for the upkeep and maintenance of all common properties within the community.

The Association is also responsible for the administration and enforcement of all covenants and restrictions.

The Declaration of Covenants, Conditions, and Restrictions for the Homeowners Association provides the scope and authority of the ARC. The members of the ARC are appointed by the Board of Directors (BOD) of the Homeowners Association.

The ARC is responsible for enforcing the Association's Design Guidelines for new home construction, exterior modifications to homes and improvements to lots as proposed by lot owners. The ARC will review and approve (or disapprove) applications submitted by lot owners for new home construction and exterior additions, alterations or modifications to a home or lot using Design Guidelines approved by the Association's Board of Directors.

Please know that the ARC is composed of your fellow residents. It is not their full time job to review applications immediately and respond immediately as might be expected from a business. The ARC members are residents of the community, are volunteers, and are not compensated financially. **Guidelines and restrictions are reviewed by the HOA attorney to ensure decisions are in line with Florida Statutes.**

As part of its responsibilities, the ARC will make recommendations to the Board of Directors with respect to the modification of the Design Guidelines initially approved by the BOD. The BOD will also be responsible for reviewing possible homeowner violations of the Association's Design Guidelines.

PURPOSE AND DUTIES OF THE ARC

- **The purposes, duties and functions of the ARC shall be to create, establish, maintain and preserve the Property in a pleasant, attractive and harmonious manner as to foster and promote a community of interest within the property and to ensure the highest construction standards, and architectural, landscaping and aesthetic qualities within the real property described or depicted in the Plan. (DCCR Standards and Submittal Manual)**

GOALS OF THE ARC

- **To establish and maintain the architectural standards of Phillips Landing in a consistent and professional manner**
- **To be consistent with the provision of the Covenants, Conditions and Restrictions of Phillips Landing**
- **To assure harmony of external design, materials and location in relation to surrounding buildings and topography within the Property**
- **To protect and conserve the value and desirability of the Property as a residential community**

ALTERATIONS REQUIRING REVIEW AND APPROVAL BY THE ARC

Any changes, permanent or temporary, to the exterior appearance of a building or lot are subject to review and prior written approval by the ARC. *The review process is not limited to major additions or alterations, such as adding a room, patio, or screen enclosure but also includes such requests as changes in color and materials. Approval is also required for any exterior change including landscaping.*

An Architectural Review Application must be completed and approved **PRIOR** to any work being performed.

Construction, modifications and improvements to the exterior appearance of a Residence subject to approval by the ARC, specifically include, but are not limited to:

- painting, roof replacement or staining, new or additional pavers
- installation of antennae, satellite dishes or receivers, solar panels, exterior lighting or other equipment
- construction of docks, fountains, screened enclosures, swimming pools, whirlpools, or other pools
- construction of privacy walls or other fences
- addition of awnings, signs (whether located on the Lot or in windows of the Residence), gates, flower boxes, shelves, statues, or other outdoor ornamentation, patterned or brightly colored window coverings
- alteration of the landscaping or topography of the Property, including any cutting or removal of trees, planting or removal of plants and replacing of mulch for rocks in flower beds
- all modifications, alterations, or improvements visible from the front of a residence or adjacent residences

Each application is reviewed individually; **there are no automatic approvals.** For instance, a homeowner who wants to repaint their house the same color must still submit an application to confirm that the color will remain unchanged.

*****Please refrain from making any alterations simply because your neighbor has done so.***** Many homeowners make changes without obtaining approval from the ARC, and they may face enforcement actions for their violations. If you choose to follow their example, you too may be subject to enforcement for your own violation. The committee is guided by the current ARC handbook and not items that were approved prior to that date.

APPLICATION REVIEW PROCEDURES

All applications for architectural changes, whether permanent or temporary, must be submitted to the Property Management Company. Application forms are available online or via email from the Property Management Company. Once submitted, the Property Management Company will review the application for completeness. If the application is complete, it will be forwarded to the ARC to begin the review process.

Once the ARC has received a complete application (meaning all the required information for the application has been supplied, including responses to requests for clarifying or additional information), **written notification of approval or disapproval will be sent to the Applicant within thirty (30) days of receipt of such submission** (DCCR Article X, Section 10.4.E) The decision of the ARC will be sent by letter to the applicant's address, by the Property Management Company.

From the date of the written approval, the homeowner must start the project within 3 months, and the project must be completed within a 3 month time frame from the start of the project, unless the owner has obtained an extension in writing from the ARC.

ARC REVIEW CRITERIA

The ARC evaluates all submissions based on the individual merits of each application. The evaluation process is guided by the ARC handbook and not influenced by decisions made in prior years that may have adhered to different guidelines. When assessing a design proposal, the characteristics of the house type and the specific site are taken into account. This approach is important because what may be an acceptable exterior design in one instance may not be suitable in another. Due to the close proximity of properties, certain designs could negatively impact neighboring homes. The following criteria outline the specific standards that will be used to review and evaluate such applications and designs.

DESIGN COMPATIBILITY

Proposed improvements must match the architectural style and materials of your house, neighboring houses, and the overall neighborhood.

LOCATION AND IMPACT ON NEIGHBORS

Alterations should enhance your property and blend with your existing landscaping and structures, as well as those of your neighbors. It is advisable to discuss your proposal with your neighbors if it may impact them, before submitting your application to the ARC.

WORKMANSHIP

Quality workmanship is crucial for all exterior alterations. It should meet or exceed community standards. Poor workmanship can cause issues for the owner and may be visually unappealing or hazardous.

TIMING

All approved applications should be started [within three months](#) and completed within [three months from the start of the project](#). Projects left incomplete for three months or longer can become nuisances and safety hazards for neighbors and the community.

GRANDFATHER CLAUSE: Improvements, modifications or structures that were **formally approved** prior to adoption of the updated guidelines are exempt from the new rules established herein. While existing non-conforming structures may remain, any future modifications, partial replacements or total replacements must adhere strictly to these new guidelines.

WHAT TO INCLUDE IN AN APPLICATION TO THE ARC

The following should be included with every application:

AN ARC APPLICATION FORM

An ARC application form can be found at the back of this Homeowners Handbook. [A complete application should address every requirement listed for the project.](#) An incomplete application will cause delays in approval.

SITE PLAN INDICATING LOCATION OF PROPOSED CHANGES

A site plan may be submitted indicating proposed changes with dimensions, distances and dimensions.

MATERIAL AND COLOR

Material details and colors must be clearly provided, including a photo in the application.

PICTURES

Applications must include photos of the exterior area of the house affected by the change request, including pictures of surrounding homes if their colors are similar.

ARCHITECTURAL GUIDELINES FOR SPECIFIC PROJECTS

The following guidelines address a list of typical exterior alterations for which ARC applications must be submitted.

NOTE: *Some changes require county review and permits. It is the homeowner's responsibility to obtain all county approvals. County approval does not preclude the need for prior written ARC approval.*

ACCESSORY STRUCTURES

No tent, shack, garage, trailer, barn or other temporary or accessory building shall at any time be erected and used temporarily or permanently as a residence or for any other purpose, except as approved by the ARC, subject to the Deed Restrictions and Article I of the Declaration. (DCCR 11.22)

AERIALS AND SATELLITE DISHES

For those devices that are not covered by the FCC Telecommunications Act of 1996, the same installation locations requirements as the following shall be in force.. No exterior radio or television mast, tower, pole, wire, aerial, satellite receiving stations or dish, antenna or appurtenances thereto that exceed 1 meter shall be erected on any Lot. For those devices covered under the FCC Telecommunications Act of 1996, they are to be installed on the roof, or the side of the house, but not visible from the street.

While permitted by law with restriction, homeowners are strongly encouraged to submit an application for approval to make sure the homeowner correctly understands what the law affords them and to make sure there is no violation of ARC standards.

CLOTHESLINE AND LAUNDRY

Clotheslines must be located in the rear yard of the property and cannot be viewed from any street or adjacent or neighboring property.

CONSTRUCTION AND MAINTENANCE SERVICE HOURS

Construction and servicing personnel are confined to the following hours:

- **7am to 7pm Monday through Friday**
- **9am to 4pm Saturday**
- **On Sunday and nationally observed holidays only in emergencies to prevent damage to property or improvements.**

DETACHED STRUCTURES

Any free-standing structure planned for the property, including but not limited to a pavilion, gazebo, doghouse, playhouse, cabana, etc., must be submitted for prior written approval, along with the required drawings and information. Approval will be granted based on the merits of the structure and its desirability within the neighborhood. Homeowners are encouraged to consider the following factors

- **Location:** Structures must be located in rear yards and must be set back far enough from the property line to ensure the privacy of neighbors is not compromised.
- **Screening:** Landscaping will be required to protect the privacy of neighbors. If subject structures violate the privacy of neighboring properties, landscape screening such as viburnum or other such hedge-type plants must be used to ensure the privacy of neighboring properties.
- **Size, Material, and Style:** Only one such structure is allowed per lot. Dog house dimensions: 30" wide by 30" deep with a height of 30" to 35" to accommodate logs up to 89 lbs. Playhouse and storage sheds: 4 x 4 feet for small and 8 x 8 feet for larger houses, no higher than 6 to 8 feet.. Cabanas, pavilions and gazebos: 8 x 10 feet or 10 x 10 feet.
 - For dog houses and playhouses: Durable, weather resistant materials such as cedar, fir, or pine for framing and exterior plywood for walls and roofs. For pavilions, gazebos and cabanas, weather resistant materials.
 - Style should be comparable and complementary with the style of the residential home.

DOCKS AND BOATHOUSES

No dock or boathouse ("DOCK") shall be constructed on a lakefront Lot without prior written ARC approval. The Application must include detailed drawings and lot surveys. Only one DOCK is permitted on any one lot. The DOCK scale shall be compatible with the scale of the house as sited on the lot. No floating docks are allowed, however a floating Jet Ski platform attached to a fixed dock is allowed. The roof of the dock shall be of the same material, style and color of the roof of the main house. The DOCK shall be a single level, and shall not exceed twelve (12) feet in height at the highest point of the DOCK roof as measured from the top of the deck. No railings shall be constructed on the roof. The top of the base platform of the DOCK ("the deck"), shall not be higher than two (2) feet above the standard water level of the lake involved, and shall be at the same or similar height to the surrounding docks. Considerations will be made for natural variations in the water level.

The DOCK material must be weather treated or composite material of a neutral color. The DOCK material may be left in a natural condition to weather or be treated with a neutral or wood color stain or sealer.

All docks MUST be maintained in clean, structurally strong, and working condition. Docks are under the inspection and jurisdiction of the Big Sand Lake Management board.

DOORS (FRONT ENTRANCE)

Doors should be solid wood or metal. Glass/Glazing is permitted and must be integrated into the door design. Door designs must maintain **architectural continuity** with the home and the established streetscape.

DRIVEWAYS / PAVERS

INSTALLING DRIVEWAY PAVERS

Installing driveway pavers in your front yard is a significant renovation that requires careful planning. The ARC will **not approve** paving the majority of a front yard. Walkways from the sidewalk or driveway to the home entrance doors, may not exceed 4 feet in width. Driveways from the street into the garage are permitted.

Here are some key points to consider:

APPLICATION INFORMATION

- **Concise Drawings:** Provide detailed, scaled drawings with all precise measurements
- **Material Samples:** Include the specific name, color, and material of the paver, along with a high-resolution photo
- **Site Photos:** Take photos of the current driveway, front of the house, and roof to ensure color harmony
- **Tree Removal:** Obtain explicit written approval before removing any trees

MATERIALS AND APPEARANCE

- **Approved Materials:** Only stone pavers are allowed. Pavers must be installed flush with the ground and cannot be painted or stained
- **Visual Consistency:** Additions to existing hardscapes must match exactly. Due to sun fading and manufacturing differences, full replacement of all pavers is necessary to maintain a uniform look. Applications must clearly state if a full replacement is planned.
- **Color Harmony:** Paver colors should complement and be from the color in the home's roof or main exterior colors. Driveway pavers may have a complimentary border edge color (again, from the roof or main home exterior colors), however no design in the main driveway pavers.

LAYOUT AND DIMENSIONS

To prevent front yards from appearing as "parking lots", the following spatial requirements are **strictly** enforced:

FEATURE	REQUIREMENT
Minimum Green Space (Grass)	At least 35% of the front yard must remain grass, <i>not just landscaping.</i> <i>For Example: If your yard measures 60 ft. wide by 40 ft. deep:</i> ● Total Area : 2,400 sq. ft. ● Requirement: 35% ● Result: 2,400 x 0.35 = 840 ft. of grass required.
Standard Width	Driveways are limited to a standard 12-foot width. (See figure 1)
Circular Driveway	Maximum width allowed is 14 feet . (See figure 1)
Garage Alignment	Driveways may not extend wider than the garage door opening (excluding central driveways between opposing garages which must be standard width). (See figure 3)
Wall Buffers	A 12-inch buffer (grass, rock, or flower bed) is required between walkways, driveway pavers, and exterior walls. (See figure 4)
Setbacks	A 3-foot minimum distance must be maintained between pavers and the sidewalk, as well as between pavers and the house front walls. (See figure 1) Your driveway plan must consider the setback lines on your property and proximity to your neighbor's driveway.

BORDERS AND APRONS

- **Edging:** Driveway borders must consist of pavers as in the original paver material and design of the community. Exposed concrete or concrete edge pavers are prohibited.
- **Raised Borders:** Must be built atop the paver edge and conform to "LANDSCAPING" section restrictions. Retaining edges must be concealed by mulch or grass
- **The Apron:** Driveways must meet the concrete apron at its inner width. Pavers may only touch the **sidewalk within the confines of the standardized apron width.** (See figure 3) **The concrete driveway apron must follow the standardized shape and size**

FUNCTIONALITY AND USE

Driveways are reserved exclusively for vehicle access and parking. The permanent placement of non-automotive items—including planters, pots, chairs, or tables—is prohibited, particularly if they obstruct access to the garage.

MATCHING PAVERS

If you are adding pavers to existing pavers, they must be an EXACT match. New pavers of the exact color and style will not match existing faded pavers. Adding pavers of a different color or style are explicitly prohibited. This is especially important since **painting and/or staining of pavers is not permitted.** If the new pavers are not an exact match, the application will be denied. Your Application must explicitly state that you will be replacing all existing driveway and walkway pavers with new pavers.

Only stone pavers are allowed. Paver colors should complement and be from a color in the home's roof or main exterior colors. You will also need to supply a picture of the front of the house showing the current driveway and roof.

For additional requirements related to driveway projects, please see "WALKWAYS" and "SIDEWALKS AND DRIVEWAY APRONS" sections.

EQUIPMENT VISIBILITY

All oil, soft water tanks, well pumps, pool, heater, air conditioner compressors, wood piles or other ancillary or mechanical equipment, shall be suitably screened by landscaping such as viburnum or other hedge-type plants so as not to be visible from any Lot or street. Use of window or wall unit air conditioners is prohibited. (DCCR 11.19.A.VI)

EXTERIOR LIGHTING

Proposed lighting must be approved in advance. Exterior lighting elements are expected to be small in footprint and not draw attention to the lighting units. No exterior lighting will be directed outside of the applicant's property. Special care must be exercised so that motion sensing security lights do not disruptively illuminate your neighbor's house.

FENCES, WALLS AND HEDGES

There shall be no fences permitted on a Lot within the Property unless they are approved by the ARC in advance. The structure must be 4 to 5 feet high and should enclose the sides and rear of the lot, rather than a small area (such as around a garden). It must be placed on or near the property boundary line and shall not extend beyond the owner's property line. The material used should be aluminum, specifically of the black square tube standard design found in Phillips Landing. Decorative post caps such as balls, arrows, gothic designs, diamonds, etc., are not allowed. The color must be black, and front yard installations are not permitted. For side installations, there must be a setback of at least 15 feet from the closest front exterior wall of the house (see Figure 5). A photo of the proposed style must be included with the submission. For corner lots, the setback requirements and location will be determined by the ARC, as the layout of corner lots can differ. The primary consideration will be the distance from the concrete sidewalk and street, while also adhering to the 15-foot setback requirement.

Masonry or stone walls are prohibited to maintain the community's open aesthetic, with approved black aluminum fencing serving as the enclosure standard. Hedges used as living barriers must adhere to the same 15-foot side setback and 4-to-5-foot height requirements, and are restricted to side and rear lot perimeters only. All barriers must be neatly maintained, must not encroach on neighboring property, and require prior ARC approval to ensure they do not obstruct street safety or neighbor sightlines on corner and lakefront lots.

FLAGPOLES

Flagpoles are permitted per Section 720.304, Fla. Stat., as amended, and cannot exceed 20 feet in height and cannot obstruct sight lines.

FLAGS

Flags are permitted per Section 720.304, Fla. Stat., as amended. Flags are to be mounted with a bracket attached to the home. United States flags shall be displayed in accordance with the U.S. Flag Code, which include a requirement that the flag be illuminated from dusk to dawn, or the flag is to be removed during the times of darkness.

GUTTERS

The application must include the locations, dimensions, and color of the gutters in addition to a picture of the house showing the exterior wall and roof area where the gutters are to be installed. Gutter colors must match exterior walls, soffit, or trim.

HOLIDAY DECORATIONS AND LIGHTING

Homeowners may display holiday decorations and lighting, beginning no more than 30 days prior to a publicly observed holiday or religious observance and remaining up for no more than 20 days thereafter.

HOT TUBS, EXTERIOR

Temporary or above ground hot tubs are not allowed. In-ground hot tubs in the backyard are permitted, and shall have security fencing installed.

Application must include detailed drawing with dimensions, location of hot tub equipment and plans so that the hot tub equipment will not be visible from any lot or street.

HOUSEHOLD PETS AND LIVESTOCK

No animals, livestock, or poultry of any kind shall be raised, bred, or kept on any Lot or Residential Unit, except that dogs, cats, or other usual household pets may be kept; provided that they are not kept, bred, or maintained for any commercial purpose, they are, in the case of dogs, leashed when off the Owner's premises, and provided that if any of such permitted animals shall, in the sole and exclusive opinion of the Declarant or the Association, become dangerous or an annoyance or nuisance in the Village or nearby property or destructive of wildlife, they may not thereafter be kept in or on the Lot or Residential Unit. The Association may, from time to time, publish and impose reasonable regulations setting forth the type and number of animals that may be kept on Lots and Residential Units. (DCCR 11.7)

IRRIGATION SYSTEMS

Irrigation systems must be kept in good working order. Malfunctioning spray heads spraying into the street or onto a neighbor's lot must be repaired as soon as possible. Owners must comply with the local watering restrictions.

LANDSCAPING

All major landscape installations or changes must be approved in advance by the ARC. Examples include the installation of trees and plant beds that did not exist when the house was originally built.

GRASS

- The front and side yards are to be planted with St. Augustine or Zoysia grass
- A minimum of 35% of the front yard must be grass. This requirement takes into consideration the property's size, the dimensions of the home, and the home's placement on the lot. Front yards are not permitted to be all pavers, rock, mulch, stone, etc.
- Red, black, brown mulch, black or white rock, stone and other non-living ground coverings are not to be used as a substitute for grass and/or plant material. These ground coverings are to be used in flower/landscaping beds only. Non-living ground covers are intended to enhance landscape areas and to help retain moisture for plantings. Excessive use of non-living ground coverings is prohibited. Synthetic mulch materials such as rubber and excessive use of rock or stone are not permitted since they are not a Florida friendly practice.
- Artificial turf is not allowed in the front and side yards. It may be permitted in the backyard, and it must blend well with the backyard grass and landscaping while remaining out of view from side neighbors and street front. Additionally, artificial plants are not allowed

PLANTINGS

- Area in front of the home shall be made up of plantings that allow the architecture of the front of the home to be shown. No excessive use of plantings that exceed 4 feet at maturity shall be used in the front of the home. The intent is to keep plants in proportion with the house and the space in the yard
- Plants, shrubs, and flowers must be planted inside a landscape bed (they cannot be planted in grass)
- Freeze tender plants are discouraged. Queen Palms and Wax Myrtles are not allowed to be planted in the front areas of the homes, since they are not compatible with the caliber of landscaping used for the homes within Phillips Landing
- Artificial plants are not allowed

MULCH

- Plant beds visible from the street shall be mulched
- Material shall be of a single scheme and uniform type throughout the landscaping of the lot
- Mulch areas shall be kept free of weeds

BORDERS/EDGES

- An application is required for the installation of all landscape timbers, borders, edging, retaining walls, or similar structures to be located in the front yards or areas visible to others in the community. The use of railroad ties is prohibited
- Landscape borders shall be of one color, style, and material throughout the lot. Concrete material and formed concrete is prohibited as a landscape border
- Landscape borders shall be clean and clearly delineated. This can be in the form of a clean cut, clearly defined grass edge. This can also be in the form of a metal band edge. Plastic edging is prohibited in the front yard, but allowed in the side and rear yards, and expected not to be thin, but to be of substantial thickness for longevity
- Landscape border and edging materials are to have a finished upscale clean appearance. Smooth, consistent in size, larger stones may be used as a landscape border, but rocks may not be used
- If pavers are to be used as landscape borders and edging they must be installed on top of a foundation to prevent their placement deterioration and cannot be oriented on their sides or ends. If placement deterioration is observed, the foundation will need to be repaired or the pavers will need to be removed in order to correct the look of disrepair
- A landscape border can be a short retaining wall of pavers, as long as the retaining wall has a foundation to prevent the deterioration of the wall, and must be specifically approved in advance by the ARC
- **There must be at least a 12 inch buffer between the exterior wall of the house and pavers or grass** (See figure 4). This buffer area can be rock, or a flower bed area

POTS

- Collections of pots are not allowed, meaning no groups of two or more pots on each side of pathways
- One pot on either side of a 4-foot walkway or a garage door is permitted, as long as it doesn't block the entrance and adheres to the no-collection rule
- A maximum of four pots is allowed in the front landscaping. Pots cannot be placed in the grass; they may be positioned along walkways, driveways, and in plant beds but in limited numbers
- Flower pots smaller than 12 inches are not allowed in landscape beds or grass areas
- Smaller pots can be placed on the porch by the front door, limited to four, and must be balanced with surrounding elements. Larger pots (13 to 36 inches tall) in the front yard should be consistent in color and style, **limited to four**, and placed in landscape beds. The same rules apply to side yards, but only two large pots may be used

No additional landscaping besides grass and small stones, and mulch/ground covering around the base of the oak tree is allowed between the sidewalk and the back of the curb. The home owner is responsible for maintaining this area including lawn maintenance, weeding, edging, and mulching. **NO plantings should climb the HOA trees.**

For statue or ornament rules related to landscaping, please see the "YARD ART / ORNAMENT" section. Vegetable or herb gardens must be placed at the rear of the home and not visible from the street.

Rain barrels are prohibited in the front and side yards. Rain barrels are permitted in the back yard and not visible from the street or neighbor's property

MAILBOXES AND ADDRESS PLATES

The size, location, design, style and type of material for each mailbox and number of the residence shall be designated by the Association. Mailbox maintenance is the responsibility of the homeowner. Mailboxes are to be kept upright (not tilting), clean, painted, and have numbers matching with original design. Any change to a mailbox, including replacement, requires prior ARC approval. (DCCR 11.3) See the community manager for information regarding the company from which to order required mail boxes.

MAINTENANCE

Residents are responsible for maintaining the exterior appearance of their house, landscape and other improvements on their lots in good order and repair. The following represent some of the conditions that would be considered a violation:

- Dirty roof
- Peeling or fading paint
- Damaged, leaning, or dented mailboxes, garage doors
- Numbers missing from mailbox
- Fences and gates with leaning, broken, or deteriorating or missing parts
- Unkempt lawn and landscaping in need of mowing, pruning, edging, weeding or insect control or diseased, dying or dead grass, plants, bushes, or trees
- Missing shutters, roof tiles, windowpanes, house numbers, etc
- Storage of yard equipment, play items, and other clutter in any portion of the lot visible from the street or from an adjacent lot
- Mold/Mildew on the home
- Paver maintenance

NEW CONSTRUCTION

Objective and Application Process The ARC regulates all new construction within Phillips Landing to ensure every project aligns with the community's aesthetic standards and architectural character. No new structure or significant exterior alteration may commence without express written approval following a standard ARC Application. This application is mandatory for all new home builds and major structural modifications and must include comprehensive site plans, material specifications, and color samples as outlined in the ARC Policies & Procedures. All submissions are evaluated during monthly ARC meetings.

Procedural Adherence and Architectural Standards To ensure the proposed design is in consonance with community standards, owners and builders are encouraged to meet with the ARC during the planning phase. Once a project is underway, the ARC must be notified immediately of any and all changes to approved plans; any modification made after initial approval requires a supplemental application and further review. New homes must harmonize with existing architectural styles and the established visual character of each village within Phillips Landing. Furthermore, specific requirements regarding exterior materials, finishes, and color palettes are enforced to maintain visual integrity, ensuring that projects integrate with the existing landscape while prioritizing the community's architectural standards.

Compliance and Enforcement Strict adherence to ARC guidelines is mandatory. Non-compliance, including proceeding without an approved application or deviating from approved plans, may result in formal restoration orders. Upon written notice from the ARC, homeowners must remove unauthorized structures or remediate nonconforming modifications at their own expense. Corrective action must commence within 14 days of the notice and be completed within 30 days, unless a written extension is granted by the ARC. The community reserves the right to pursue legal action or litigation to address modifications that negatively impact neighborhood aesthetics or collective property values.

NUISANCES AND TRESPASSING

No illegal, obnoxious or offensive activity shall be permitted or carried on any part of the Property, nor shall anything be permitted or done thereon which is or may become a nuisance or a source of embarrassment, discomfort or annoyance to the Village or Property. No trash, garbage, rubbish, debris, waste material, or other refuse shall be deposited or allowed to accumulate or remain on any part of the Property, nor upon any land or lands contiguous thereto. No fires for the burning of trash, leaves, clipping or other debris or refuse shall be permitted on any part of the Property. No bicycles, cars, trucks, vehicles, tricycles, scooters, wagons, carriages, shopping carts, chairs, benches, tables, toys or other such items shall be parked or permitted to stand for any period of time on the Common Area, except in areas designated for said purpose, if any. In the event of any question as to what may be or may become a nuisance, such a question shall be submitted to the Board for a decision in

writing which decision shall be final. The Board shall have the authority to have any unauthorized person or vehicle arrested or removed from the Property. (DCCR 11.8)

PAINT (EXTERIOR)

A list of approved Sherwin Williams colors is available at the gate house. You can use other paint brands, but the color will need to have a number match with the approved Sherwin Williams color.

Homeowners must choose a color scheme from the Sherwin Williams Phillips Landing HomeScapes book, available for perusal at the Guard House. If you choose a scheme that is approved, the approval process is likely to be faster, and your request is more likely to be granted.

Your application must include the Sherwin Williams color name and number. Additionally, you need to provide a current photograph of the front of your house that shows the existing color and the color of the roof. The application should also specify requests for the base color, trim color, garage door color, front door color, and shutter color (if applicable). The exterior colors for the base, trim, shutters, and garage doors can be FLAT, SATIN, or SEMI-GLOSS; however, *gloss paint is not permitted*. If your garage door includes windows, all areas surrounding the windows must be painted the same color as the garage door itself. Keep in mind that all exterior painting must receive prior approval from the ARC, even if you are using the same color as the existing one, to ensure consistency. Lastly, two consecutive homes, or homes directly across the street and on either side of the house directly across the street, cannot be painted the same or similar colors.. This rule is in place to prevent the neighborhood from looking like a series of identical homes.

PATIOS

Patios are only allowed in the rear of the house.

REAR OF HOUSE

Extensions at the rear of the house must obtain prior approval of the ARC and must comply with setbacks of the property. This information and all permits are the Homeowner's responsibility to obtain from the County.

- Patio extensions and enclosures may not extend past the width of the house
- Patio extensions must have a minimum 5 foot clearance of the rear fence line
- Patios may not be constructed of wood
- Patio extensions must be ground level, not raise

RECREATION AND PLAY STRUCTURES

No skateboard or bicycle ramp or similar structure shall be installed or maintained on any portion of any Lot or Residential Unit. All basketball backboards and any other fixed game (including but not limited to fixed swings) and play structures shall be located at the rear of the dwelling. Tree houses or platforms of a like kind or nature shall not be constructed on any part of the Lot or Residential Unit without the prior approval of the ARC. (DCCR 11.25)

Semi-permanent play equipment that either constitutes a structure or is appurtenant to an existing structure must be located in the rear yard and sufficiently distant from property line so as not to interfere with privacy of neighbors or seen from the street. Screening in the form of landscaping will be required for the neighbor's privacy. Examples of play structures include sandboxes, playhouses, swing sets, trampolines, etc.

Portable play equipment including basketball hoops, lacrosse or soccer nets may be temporarily moved into position on the driveway while in active use. As soon as the portable play equipment is not actively in use, it must be immediately stored where it is not visible from the street or any other lot.

RESIDENTIAL USE ONLY

Subject to the terms of Section 11.26, the Lots and Residential Units and Residential Property shall be used for residential purposes only; and conducting any commercial, retail or wholesale business of any nature or the sale of services or skills therefrom shall be strictly prohibited. No structure shall be erected or permitted to remain on any Lot other than a single family residential dwelling and customary appurtenances thereto. No garage shall be used or converted to living quarters unless it is NOT visible from the front of the lot. No building or other improvements situate on any Lot shall be rented or leased separately from the rental or lease of the entire Lot and no part of any such building shall be used for the purpose of renting rooms therein or as a boarding house, hotel, motel, tourist or motor court or any other type of transient accommodation. (DCCR 11.1)

ROOFS

To maintain the architectural character of the community, the following standards apply to all roofing and roof treatments. These guidelines ensure that every home remains harmonious and that modifications meet professional standards for durability and appearance.

No projections of any type shall be placed or permitted to remain above any roof of the Residential Unit with the exception of one or more chimneys or vent stacks. (DCCR 11.19.A.III)

CORE MATERIAL REQUIREMENTS

- **Approved Materials:** All roofs must be constructed of **tile, slate, or metal**.
- **Joint Cement:** Must be the same color as the roof material.
- **Prior Approval:** Any exceptions to these materials must be approved in advance and in writing by the Architectural Review Committee (ARC).

MAINTENANCE AND STAINING POLICY

To help maintain the beautiful architectural character of Phillips Landing, the Association provides these guidelines for homeowners who wish to stain their roof tiles as an alternative to full replacement. While full replacement is desired, there may be instances a homeowner wishes to stain their concrete tile. These standards ensure that all homes remain harmonious and that roof treatments are durable and professionally finished. Original, unpainted roof tile colors that are not on the following list, but may need to be replaced at some point, are grandfathered in as acceptable with the approval of a submitted request to the ARC.

While professional cleaning is the preferred method for maintaining clay tiles, homeowners may choose to stain their roof as an alternative to full replacement under strict conditions.

- **Cleaning Recommended:** Clay tiles are designed for the lifespan of the home; professional cleaning is strongly recommended over staining.
- **Stain vs. Paint:** The community defines "painted" roofs as the application of a **specialty clay tile stain**, not conventional paint.
- **Required Product:** Only **100% Acrylic Specialty roof paint** (e.g., KOOL Seal Premium) with a minimum **5-year warranty** will be approved.
- **Professional Application:** Work must be performed by a professional contractor to ensure a uniform finish without patchiness or "lap marks".

APPROVED ROOF COLOR PALETTE

To ensure consistency, roof stains are limited to the following approved solid tones. **Blended or multi-colored tiles must be stained a single, uniform color** from this list

APPROVED ROOF AND STAIN COLORS

The following colors and blends are approved:

- Black
- Charcoal
- Brown
- Coffee Brown
- Black Red
- Red



MAINTENANCE & COMPLIANCE

Once a roof is stained, the homeowner assumes responsibility for its long-term appearance.

- **Immediate Rectification:** Any signs of chipping, fading, or discoloration must be addressed immediately.
- **Violations:** Failure to repair a deteriorating finish within a reasonable timeframe will result in a violation notice, as poor finishes detrimentally affect neighboring property values.

ROOF ARC APPROVAL PROCESS

Homeowners must receive written ARC approval before beginning any staining project. Applications are reviewed case-by-case to ensure compatibility with immediate neighbors and include:

- **Product Details:** Manufacturer name, product line, color name, and warranty details.
- **Physical Sample:** A sample of the stain on a tile or a test patch applied to an inconspicuous area of the roof for committee review.

ROOF FINAL REVIEW

The Architectural Review Committee (ARC) reviews each application on a case-by-case basis. The Committee's goal is to ensure the chosen color complements both the individual home and the immediate neighbors. The ARC retains the final authority to approve or deny a color choice based on its visual compatibility with the community.

SCREENED ENCLOSURES

No screened enclosure is permitted on the front or sides of the residence. The enclosure must be attached to the house and may not extend beyond its width or height. Only aluminum screen enclosures in black or white color are authorized. The application must include a detailed drawing with precise dimensions indicating the size and placement of the enclosure, as well as a photograph of the rear of the residence where it will be located.

If replacing an existing lanai screen, the application must also contain the dimensions and locations of both the existing and new enclosures. To ensure clarity, the diagram submitted to the ARC should be well-structured, include dimensions, and reference the existing house, the old lanai, and the new lanai.

SIDEWALKS AND DRIVEWAY APRONS

No changes shall be made to concrete sidewalks and concrete driveway aprons including but not limited to painting. Nothing may protrude over the sidewalk, including, but not limited to hedges, edging, or plant branches. Additionally vehicles may not be parked in a manner which results in any portion of the vehicle protruding over the sidewalk. Sidewalks are the domain of the HOA. Driveway and apron maintenance are the responsibility of the owners.

SIGNS

Except as otherwise permitted herein, no sign of any character shall be displayed or placed upon any Lot (or in any Residential Unit if the sign is visible from the street outside the Residential Unit), except "For Sale" signs, which may refer only to the particular Lot on which displayed, and which shall not exceed thirty-six inches (36") by twenty-four inches (24"). (DCCR 11.4) The Phillips Landing standardized "For Sale" sign is available through your realtor. Per Section 720.304(6), Fla. Stat., owners can also display a security sign within 10 feet of the entrance to the home. Signs highlighting vendors or contractors are prohibited.

SOLAR PANELS

Per Florida law (F.S. 163.04), solar panels or solar collectors cannot be prohibited; however, the Association may determine the specific location where solar collectors may be installed on the roof within an orientation to the south or within 45 degrees east or west of due south provided that such determination does not impair the effective operation of the solar collectors. The ARC is not required by law to approve solar panels located on the North West, North, or North East sides of the roof. Solar panels can only be on the roof and must lay flat.

They cannot be on the ground, in the yard, etc. Refrain from installing the panels on the sides of the roof that face the street. The ARC will be reviewing the application looking at the panel grouping shapes and number of different groupings of panels there are. Ultimately the ARC is looking for a design that is aesthetically pleasing and does not have solar panels on every roof surface. Solar Panels visible from the street must be grouped in square or rectangle configurations. It is important to set expectations that it most likely will not be possible to use solar panels to generate enough power to reduce your electric bill to zero, unless solar panels are placed on all roof surfaces which will not be approved.

While permitted by law with restriction, homeowners are strongly encouraged to submit an application for approval to make sure the homeowner correctly understands what the law affords them and to make sure there is no violation of ARC standards.

STORAGE SHEDS

A small non-permanent storage shed is permissible. The storage shed must be located in the back yard and not visible from any street or from any adjacent property. Only one shed is allowed. The maximum allowed shed size is 4'x4'x7' (WxLxH).

STORM SHUTTERS

Mounting brackets must be discrete and may be permanently installed on the home; however, shutters may only be affixed to the house when winds of 30 mph or more are predicted and no sooner than 2 weeks before the predicted approach of the storm and if practical, should be removed and stored within 96 hours after the winds have subsided. Plywood protection is permitted without ARC approval with the same aforementioned time limitations. Permanently affixed rollup style hurricane shutters are permitted in the rear of the house, but must remain open per the same requirements as described above.

STORM, SCREEN, SECURITY DOORS

Storm doors, screen doors, and security doors are not allowed in the front of the house.

SWIMMING POOLS.

Temporary or above ground pools are not allowed. Only in-ground swimming pools are permitted. Pools must be located in the rear of the property. They must be approved in advance by the ARC. All swimming pools shall have security fencing or screen enclosures installed in accordance with existing jurisdictional codes. Screen enclosures must have prior written ARC approval. Pool construction shall be in accordance with applicable governing agency codes. Application must include detailed drawing with location, dimensions, screen enclosure (if applicable), and the location of pool equipment. Pool equipment should not be visible from any lot or street. Permits must be submitted with the application prior to start of construction.

TREE REMOVAL

There shall be no removal of trees or clearing of a Lot until such time as the ARC has approved in writing a general landscape plan for the Lot that designates specifically those existing trees to be retained and preserved on the Lot. (DCCR 11.21)

On each side of the front yard near the side lot lines, and near the front of the house, use a Live Oak or a large evergreen shade tree (i.e., Magnolia, Holly, etc.) to aid in the buffering of adjacent houses and to assist in revegetating the property with a Live Oak type canopy. (DCCR Standards and Submittal Manual, 33)

Application must include a picture of the tree with the context of the location on the property. Trees on the areas maintained by the HOA must NOT be removed by the homeowner or their agent.

TRASH CONTAINERS

All trash, garbage or other refuse shall be maintained in a container, in a location not visible from the front property line, and shall be placed for pickup not earlier than the evening preceding pickup, and any and all containers for such trash, garbage or refuse shall be returned no later than the evening of the pickup to their normal location. (DCCR 11.23) Enclosures for storing trash cans on the side of the home are not permitted.

TRASH – LANDSCAPING

All landscaping clippings, trimmings, etc. shall be maintained in a location not visible from the front property line, and shall be placed for pickup not earlier than the evening preceding pickup. (DCCR 11.23) Enclosures for storing trash or yard debris on the side of the home are not permitted.

No trash, garbage, rubbish, debris, waste material, or other refuse shall be deposited or allowed to accumulate or remain on any part of the Property, nor upon any land or lands contiguous thereto. (DCCR 11.8 & 11.23)

VEHICULAR PARKING

No vehicle shall be parked on any part of the Property, except on paved streets and paved driveways. No vehicles may park on paved streets overnight or on sidewalks located within any part of the Property. No trailers, boats, boat trailers, campers, mobile homes, or motorized recreational vehicles may be parked on the property unless parked inside the garages and completely concealed from public view. No inoperative automobiles, trucks, trailers or other types of vehicles shall be allowed to remain either on or adjacent to any Lot for a period in excess of forty-eight (48) hours, unless parked inside garages and concealed from public view. (DCCR 11.2)

WALKWAYS

- Walkways must be installed level with the ground
- Only stone pavers that match the driveway pavers are allowed; the use of concrete and asphalt is prohibited
- Walkways cannot be painted or stained and may not exceed a width of 4 feet
- The edges of the walkways should not expose any concrete; edge materials also must be made from pavers
- Raised borders must comply with the guidelines specified in the “Landscaping” section. This border should be constructed on top of the edge of the walkway pavers, not on the other side of the sloped concrete retaining edge that secures the pavers. This border must be covered with grass or mulch to hide it from view
- Walkway pavers can only connect to the sidewalk at a right angle; they cannot run alongside the sidewalk. The area where the paver walkway meets the concrete sidewalk should not have a paved area; it should simply transition from the paved walkway to the sidewalk (see Figure 2)
- Walkways that run parallel to the exterior wall of a house must be at least 12 inches away from that wall (see Figure 4). This space can be filled with rocks or used as a flower bed

WEEDS, TRASH AND GARBAGE

The Owner of each Lot and Residential Unit shall, at his or her own expense, keep such Lot and Residential Unit, including any easement areas located on such Lot and Residential Unit, free of weeds, tall grass, undergrown, dead trees, dangerous and/or dead tree limbs, weeds, trash and rubbish, and any other unsightly objects and shall keep such Lot and Residential Unit at all times in a neat and attractive condition. In the event the Owner fails to comply with this section then, after giving the Owner ten (10) days written notice, the Association shall have the right, but not the obligation, to go upon such Lot or Residential Unit and to cut and remove tall grass, undergrowth and weeds, and to remove rubbish and any unsightly or undesirable things and objects from the Lot or Residential Unit, and to do any other things and perform and furnish any labor necessary or desirable in its judgment to maintain the property in a neat and attractive condition, all at the expense of the Owner of such Lot or Residential Unit, which expense shall constitute an Individual Assessment against the Lot or Residential Unit. Such entry by the Association upon any Lot or Residential Unit shall not be deemed a trespass. (DCCR 11.13)

WINDOW COVERINGS

No reflective window coverings or treatments, such as aluminum foil shall be permitted. In addition, no other coverings such as bed sheets, blankets, newspaper, cardboard, garbage bags, tarps, tape, or visibly broken blinds shall be permitted.

YARD ORNAMENT

Upon prior ARC approval, homeowners may have one fountain, one statue, and up to three yard ornaments in their front yard. Statue and sculpture dimensions can be no larger than 2 feet tall by 2 feet wide. Yard ornament dimensions can be no larger than 1 foot by 1 foot wide. Fountains, statues, sculptures must be of stone or concrete material and also be natural in color, defined as off-white, beige, or grey. Fountains, statues, sculptures, and yard ornaments may only be located in a landscape bed and must be kept clean and free of mildew.

APPEAL PROCESS

If an ARC application is denied, the homeowner is free to submit a new application with alterations or inclusion of new information required by the ARC to re-consider the application. If such resubmissions are exhausted and the ARC still disapproves the requested changes, an appeals process is available to the homeowner

In the event of a disapproval of plans and specifications, the builder or Owner may appeal in writing to the Board no later than fifteen (15) days after notice of disapproval. The Board shall have thirty (30) days to rule on the appeal. If the Board fails to meet or fails to act on any appeal, said failure to meet or act shall be deemed to be approval of the ARC action. Subject to the DCCR Article I, the decision of the Board shall be final. (DCCR 10.7)

ENFORCEMENT PROCEDURES

The following enforcement procedures will be used to ensure compliance.

1. A violation may be observed and reported to the Board of Directors through the Property Management Company, by a member of the Architectural Review Committee or a homeowner. In the case of homeowners wishing to report a potential violation, a written notification (by e-mail or regular mail) should be transmitted to the Property Management Company.
2. The alleged violation will be confirmed by a site visit by a member of the Board of Directors, a member of the ARC, or the Property Management Company.
3. First violation notice: The Board, through the Property Management Company, will contact the resident in violation by letter advising them of the violation and requesting appropriate action to remedy the violation within 30 days.
4. Second violation notice: If the violation continues for thirty days after the first notification (or if no substantial progress is made in curing the violation, where such remedy would require more than thirty days) a second violation letter will be sent to the resident in violation. This letter will provide notice that the violation must be remedied within fourteen (14) from the date of mailing of the letter or alternatively, that the resident in violation must submit to the Board of Directors a written plan, including timing, for the abatement of the violation within a reasonable period of time, where such violation cannot be cured within the fourteen (14) day period.
5. Third violation notice: If the violation is not corrected within fourteen (14) days from the date of mailing of the second violation letter described in number 4 above (or if progress is not being made to correct such violation in accordance with a plan agreed to by the resident in violation and the Board of Directors) the Board, through the Property Management Company, will send the resident in violation a third and final violation letter by certified mail letter informing the resident that they have seven (7) days to comply or the Board of Directors will refer the matter to legal counsel for appropriate action to secure compliance with the Association's governing documents. **The Homeowner will be responsible for the attorney's fees.** (DCCR 10.8)
6. The above procedures do not preclude the Board of Directors from taking accelerated measures in the case of a violation which constitutes an emergency situation; provided that the resident in violation has been properly notified by mailing and that the action is consistent with the provisions of the Association's governing documents. Likewise, the Board may establish shorter notification periods for the correction of violations of the Standards and Guidelines where the homeowner shall not be disadvantaged by a shorter notification period for compliance.

Should any Owner fail to comply with the requirements after written notice as provided herein, the ARC and the Board (or any one or more of them), their successors or assigns, shall have the right to take any legal action it desires including without limitation to enter upon the Lot, make such corrections or modifications as are necessary or remove anything in violation of the provisions hereof, and charge the cost thereof to the Owner.

Should the ARC and the Board (or any one or more of them), their successors or assigns, be required or elect to enforce the provisions hereof by legal action, the reasonable attorney's fees and costs incurred, whether or not judicial proceedings are involved, including the attorneys' fees and costs on appeal of such judicial proceedings, shall be collectible from the Owner.

The ARC and the Board, and the past, present and future agents, representatives, officers, directors or employees of all of the foregoing, including their successors and assigns, shall not be liable to the Owner for any damages or injury to the property or person of the Owner, incurred pursuant to actions taken by the ARC, the Board, and the past, present and future agents, representatives, officers, directors or employees of all of the foregoing, including their successors and assigns. (DCCR 10.9)

FIGURE 1

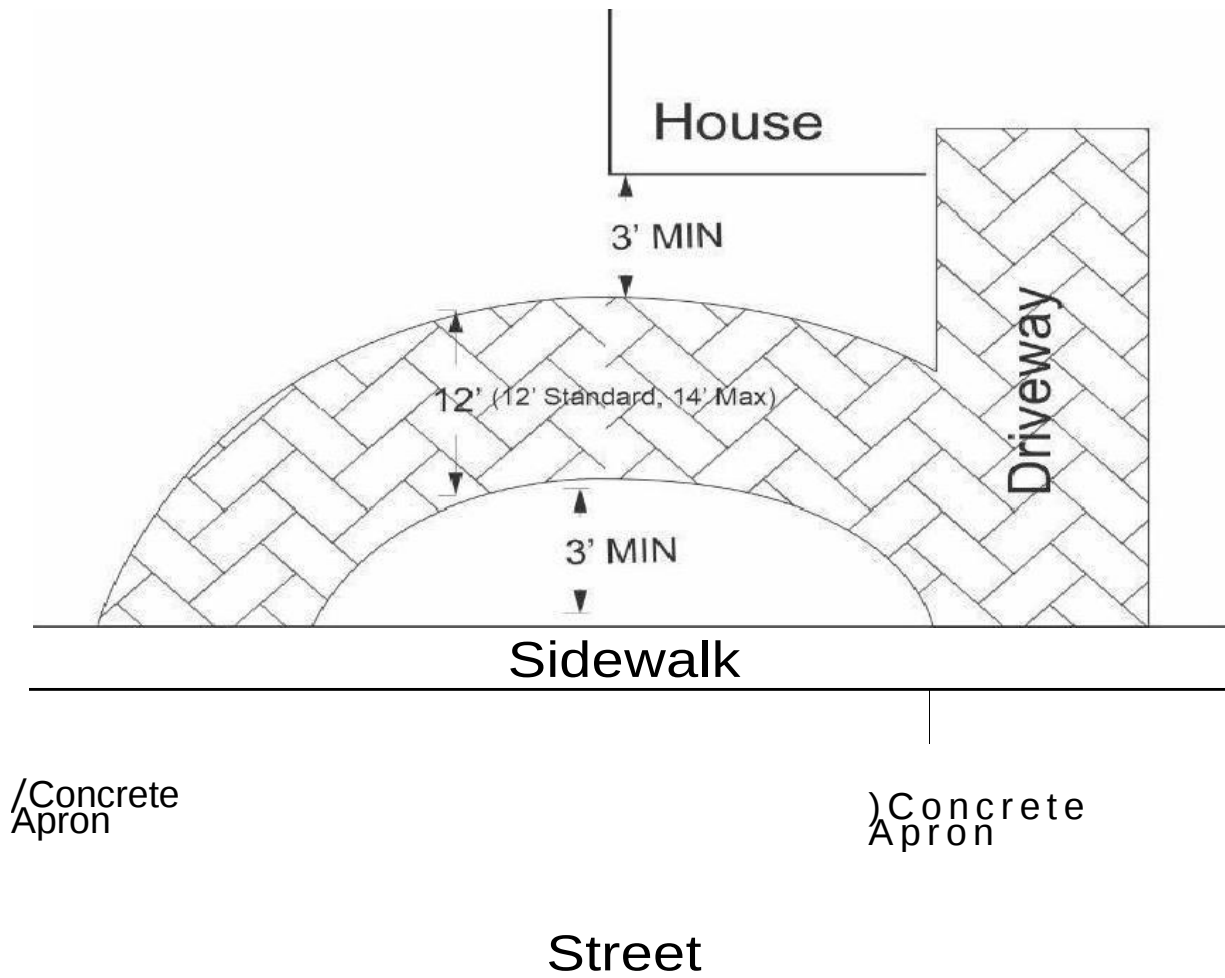


FIGURE 2

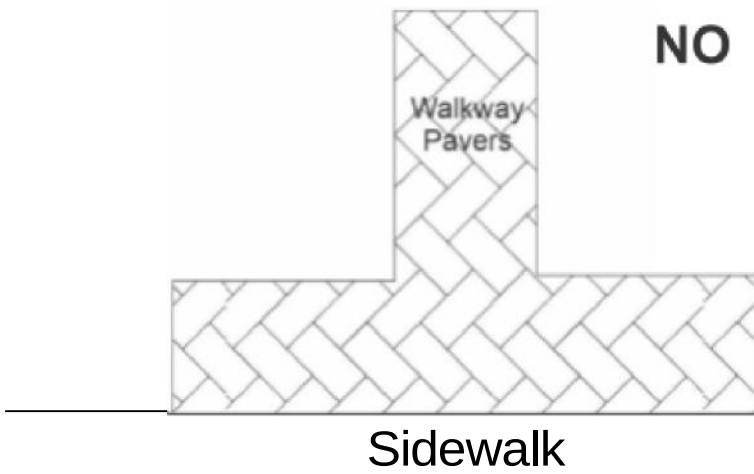
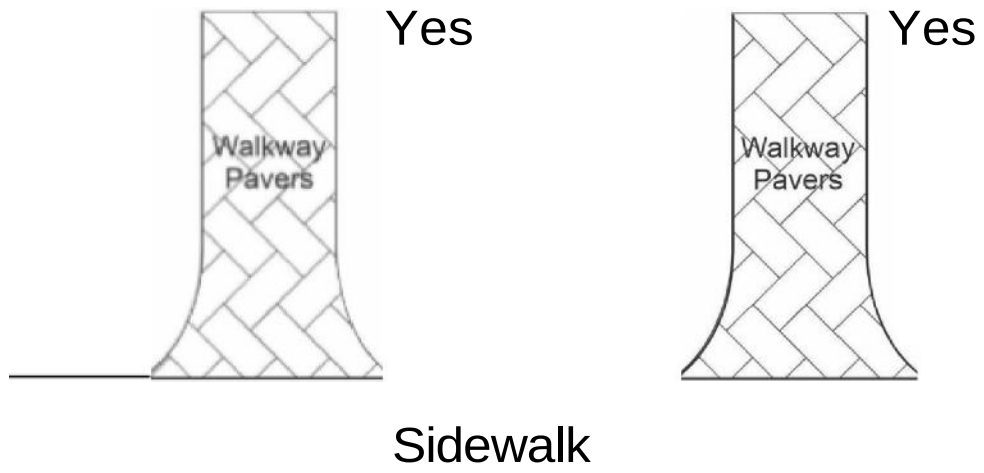


FIGURE 3

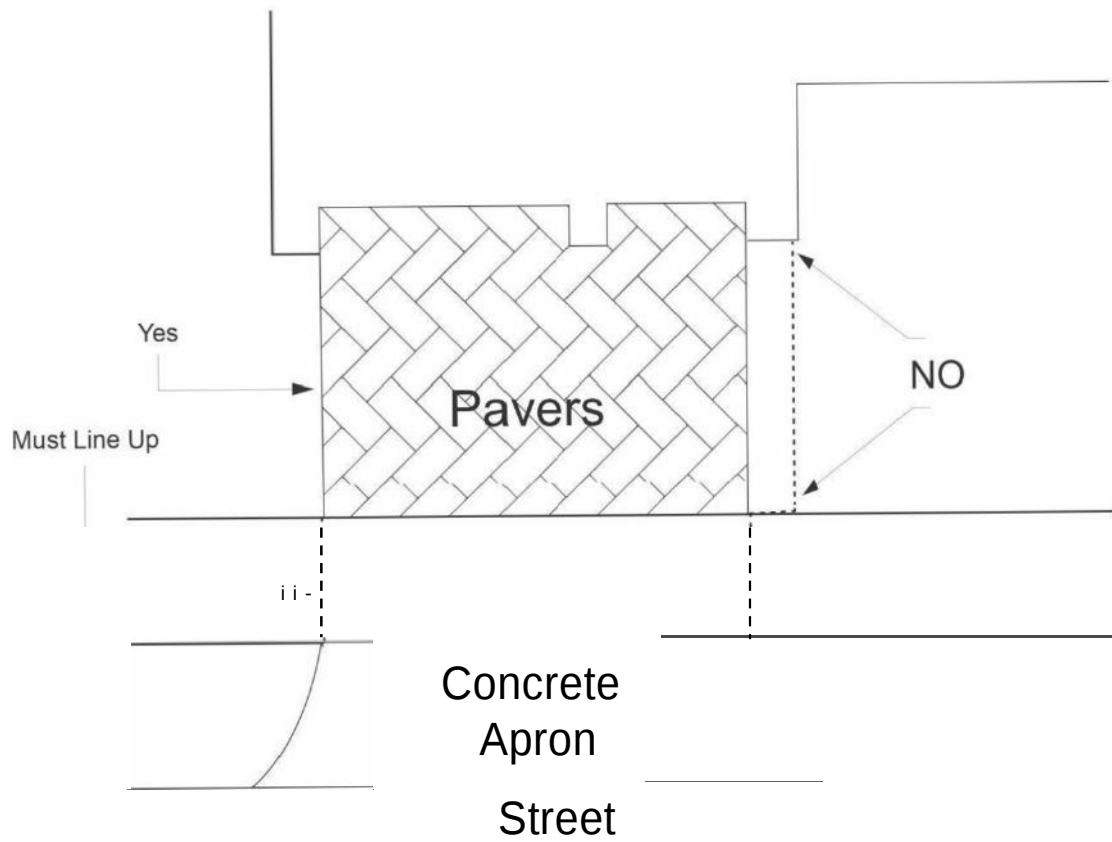


FIGURE 4

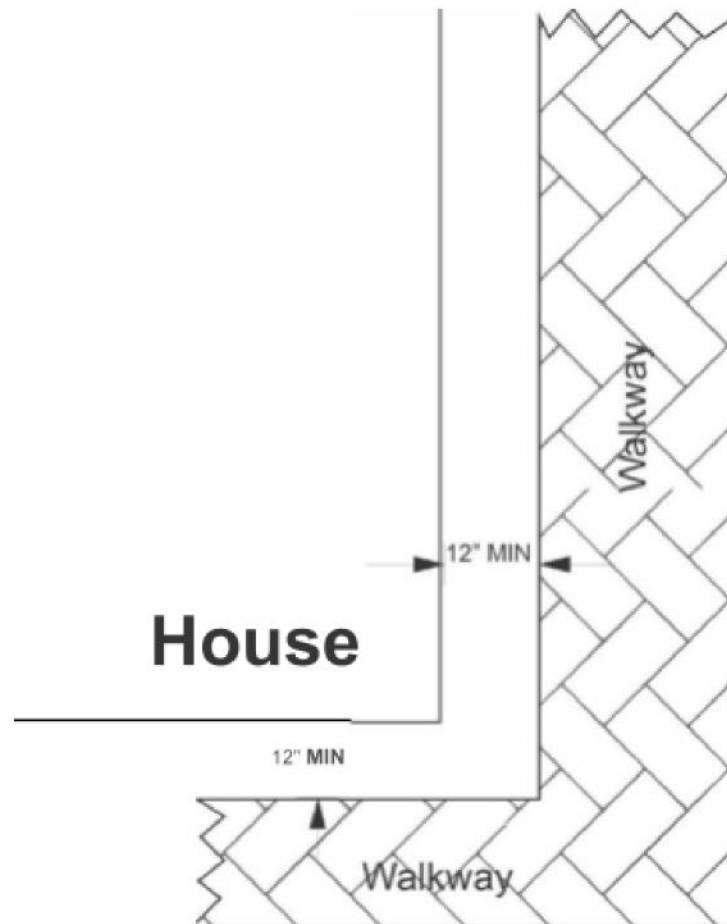


FIGURE 5

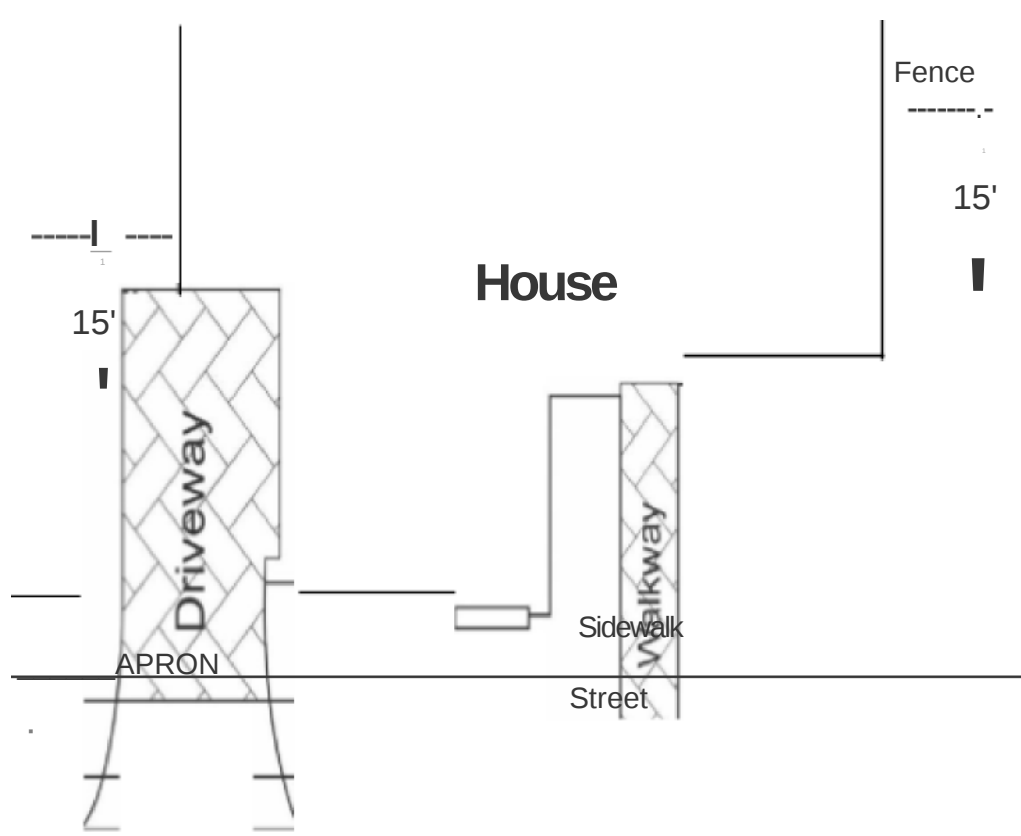


FIGURE 6



ARCHITECTURAL REVIEW APPLICATION

Complete and return this form to the address or email below.

PHILLIPS LANDING MASTER COMMUNITY ASSOCIATION INC.

c/o Artemis Lifestyles

1631 E Vine Street Suite 300, Kissimmee, FL 34744

Phone: 407-705-2190 • Email: arb@artemislifestyles.com

PROPERTY ADDRESS: _____

PROPERTY OWNER: _____

MAILING ADDRESS (IF DIFFERENT THAN PROPERTY): _____

PRIMARY CONTACT

NAME & RELATION TO PROPERTY OWNER: _____

PHONE: _____ E-MAIL: _____

In accordance with the Declaration of Covenants, Conditions and Restrictions (DCCRs) and the Association's rules and regulations, installation must conform to this approval and the Association's guidelines. I hereby request your consent to make the following changes, alterations, renovations and/or additions to my property.

[] **EXTERIOR PAINT (See Homeowner Handbook for paint color approval requirements):**

BASE _____ TRIM _____

SHUTTERS _____ GARAGE/DOORS _____

- | | | | |
|-----------------|---------------------|----------------------|-----------|
| () Fence | () Driveway pavers | () Screen enclosure | () Patio |
| () Landscaping | () Swimming Pool | () Lawn Replacement | () Roof |
| () Other _____ | () Lighting | () Windows | |

Description: _____

Refer to the Homeowners Handbook for details on **what information is required** for each type of Application, **make sure that every requirement is addressed in your application - if not it will be rejected as an incomplete application.**

Attach a current photo of your home as well as one (1) copy of the property survey for exterior projects (if applicable) such as driveway, walkway, landscaping, that shows the locations of the proposed change, alteration, renovation or addition.

REQUIRED INFORMATION WILL BE CONSIDERED INCOMPLETE. IF AN APPLICATION IS INCOMPLETE, IT WILL NOT BE PROCESSED AND WILL BE RETURNED TO YOU.

I HEREBY UNDERSTAND AND AGREE TO THE FOLLOWING CONDITIONS.

1. No work will begin until written approval is received from the Association. Once you have received approval, **the project must be started within 3 months and it must be completed within 3 months**. If not completed within 3 months of the start of the project, then you must apply for an extension.
2. All work will be done expeditiously once commenced in accordance with the approval of the ARC, and will be done in a professional manner by a licensed contractor or myself.
3. All work will be performed in a timely manner that will minimize interference and inconvenience to other residents.
4. I assume all liability and will be responsible for any and all damages to other lots and/or common area, which may result from performance of this work.
5. I will be responsible for the conduct of all persons, agents, contractors, subcontractors and employees who are connected with this work.
6. **I am responsible for complying with all applicable federal, state and local laws, codes, regulations and requirements in connection with this work. I will obtain any necessary governmental permits and approval for the work.**
7. Upon receipt of completed application, Artemis Lifestyles will forward the ARC Application to the Association. A decision by the Association may take up to **30 days**. I will be notified in writing when the application is either approved or denied.

Signature of Owner(s): _____ Date: _____

FOR USE BY ARCHITECTURAL REVIEW COMMITTEE

DATE HOA RECEIVED _____ DATE TO ARC _____ DATE RETURNED TO HOMEOWNER _____
THE ARC'S DECISION ON THE PLANS SUBMITTED IS AS FOLLOWS:

☐ APPROVED - **MUST CONFORM WITH ASSOCIATION'S COVENANTS & RESTRICTIONS**

☐ APPROVED **WITH THE FOLLOWING CONDITION** _____

☐ PLANS INCOMPLETE: **INFORMATION REQUESTED** _____

☐ REJECTED. **REASON** _____

PLEASE RESUBMIT PLANS TO THE ARC FOR RECONSIDERATION.

THANK YOU FOR YOUR COOPERATION.

BY: _____ DATE: _____

PHILLIPS LANDING MASTER COMMUNITY ASSOCIATION INC.
ARCHITECTURAL REVIEW COMMITTEE