

OLD HARBOR PLACE HOMEOWNERS' ASSOCIATION
ARCHITECTURAL GUIDELINES AND STANDARDS

Approved at the Association's Board of Directors meeting on March 26th, 2025

1.0 GENERAL CONSIDERATIONS.

- 1.01 It is the intention of the Old Harbor Place Homeowners' Association (Association), Board of Directors (BOD) and Architectural Committee (AC) to maintain a high standard of exterior architecture and lot appearance throughout the community. These architectural guidelines establish the standards and procedures for material alterations, modifications, and improvements to the Homeowners' property, and have been set up to protect the integrity of the investment in our community.
- 1.02 Approval from the AC is required prior to commencement of any work/construction on landscaping, structures regardless of size or purpose, whether new, attached to or detached from the main dwelling, or any material alterations, as more thoroughly defined herein and within the Declaration of Conditions, Covenants and Restrictions for Old Harbor Place, as it may be amended from time to time, placed on, or erected on any lot as stated in Section 3.0 of this Guideline.
- 1.03 No work/construction, as stated in Section 3.0, shall be started until an application has been submitted and recommended for approval by the AC as specifically stated in Section 2.0 of this guideline.
- 1.04 These guidelines and standards are cumulative and shall operate in conjunction with Old Harbor Place Homeowners' Association governing documents, which are contained in separate documents.
- 1.05 Architectural standards are described here for clarification. All Standards only apply to exterior architecture changes that are visible from the parcel's frontage, or an adjacent parcel, or an adjacent common area. Material Alteration shall mean to palpably or perceptively vary or change the form, shape, elements, or specifications of a building from its original design or plan, or existing condition, in such a manner as to appreciably affect or influence its functions, use, or appearance. If there is a question by the Owner as to whether something is Material Change, the owner should consult the AC prior to commencing the work, improvement, or alteration.
- 1.06 Any exterior addition or material alteration made, including building additions, without application having first been made and prior written approval obtained as indicated in Section 3.0 of this guideline shall be deemed to be in violation of this covenant and may be required to be restored to the original condition at the owner's expense.

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2.0 ARCHITECTURAL REVIEW PROCESS.

An architectural application form must be submitted as indicated in Section 3.0 of this Guideline. The process is as follows:

- a. Homeowners shall obtain the AC Application from the Property Manager's portal, or by sending an email to ACC-OHP@Outlook.com.
- b. Homeowners shall complete an application indicating the nature, kind, shape, height, materials, color, and location of same, as applicable, of the project including surveys, diagrams, pictures, samples, etc. that are pertinent to the proposed work and Architectural Standard.
- c. Homeowners shall submit an application to the Property Manager. An application is completed once **all** required and additional requested information is submitted. *(What this means, is that if the committee has questions for the homeowner, the application is not completed until all those questions are answered.)*
- d. The AC will review and make a recommendation on the application within 30 days. If the AC fails to make a recommendation on the application within this timeframe, then refer to the Master Declaration, Article VI, Section Two, Paragraph 3.

A simple majority of the committee's responses is required for a recommendation to approve or disapprove. A minimum of three responses is required for the committee to make a recommendation. Upon review, the AC will notify the homeowner as follows:

- i. **Approval:** If the completed application conforms with the Architectural Guidelines, the AC Committee will send an email to the Property Manager (hereinafter "PM") recommending approval. The PM will send an email to the homeowner notifying them of the recommendation, along with a mailed letter.
- ii. **Disapproval:**
 1. If the completed application does not conform with the Architectural Guidelines, the PM will send a letter to the homeowner stating that the AC is unable to recommend approval of your application, listing the reasons for the denial. The homeowner has 21 days to correct the application and resubmit for AC approval.
 2. If the homeowner fails to respond within 21 days, the PM will send a final decision letter to the homeowner, with a copy to the Board, stating that the AC is unable to recommend approval of your application, and it is being referred to the BOD for consideration at the next regular Board meeting.

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2.0 ARCHITECTURAL REVIEW PROCESS.

3. The BOD will notify the Homeowner and schedule a BOD meeting within 21 days to review the application and decide if the AC recommended denial is final.
 4. Homeowner appeals of AC recommendations shall be submitted to the BOD for resolution.
- e. Once an application is approved, no changes may be made to the application without express written consent from the AC. The homeowner should submit any material application changes to the AC by email at ACC-OHP@Outlook.com. Failure to receive AC approval for material application changes will result in a violation.
- f. An approved application will be null and void if no action is taken by the homeowner within ninety (90) days of approval. Automatic 90-day extensions are granted from the AC if applicant requests same in writing, stating new construction time frame. Requests for extension should be submitted to email at ACC-OHP@Outlook.com.

It is appreciated that no direct contact by HOA homeowners is made with individual AC members regarding a specific Application, except at a duly noticed BOD meeting. This is necessary to ensure that all applications are reviewed by all AC members in an unbiased fashion. Homeowners and AC members are expected to respect and uphold this policy.

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3.0 ARCHITECTURAL DESIGN STANDARDS, AC APPLICATION AND PRIOR APPROVAL REQUIRED.

3.01 Additions: Additions to existing structures and all new structures shall be permitted provided they match the current style, color, and material of the dwelling. All structures must comply with all Government codes and/or ordinances.

3.02 Driveways: Driveways shall be resurfaced or replaced with non-additive concrete. Driveways can only be coated with the approved color, which is H&C Silicone Acrylic Concrete Sealer (Clear), or an AC-approved equal sealer. No designs or decorative patterns can be installed in the coating. No changes to the original driveway footprint are allowed, except to widen no greater than the 26' wide for a 3-car garage and 18' wide for a 2-car garage. Pavers may be used to replace concrete driveways. Old Harbor Place driveways were built to extend from the garage door beyond the sidewalk to the street curb. Any use of driveway pavers must extend the full length of the driveway. (See Section 3.07 Pavers). All driveways must comply with all Government codes and/or ordinances.

3.03 Fences: All fences shall be of natural wood, black aluminum (vertical post style), or white and or gray vinyl composite. New wood fences must be pressure-treated, stained in an earth tone, or painted white within sixty (60) days of installation. Fences shall not exceed a maximum height of six feet (6). Fences and/or walls (natural or otherwise) are prohibited on the front yard of any lot. Wrought iron, chain link, brick, and bamboo fences are prohibited. Invisible fences are permitted with proper signage. All fences must comply with all Government codes and/or ordinances.

No fences, hedges, walls, or any other structures may be erected within the rear yard, on those Lots abutting or protruding into the common area of the lakes/ponds without the recommendation for approval of the Committee.

3.04 Landscape Design: Any new landscaping area greater than 100 square feet or retaining walls must include a sketch of the design plan, including sample material and color. This must be submitted with the AC application form. (See Section 4.11 Groundcover and Section 4.15 Mulch).

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3.05 Paint: Exterior paint colors must be consistent with the existing community house colors and may only have a maximum of three colors. Each dwelling consists of three separate areas (body, accent areas, and trim). Each separate area of the house must be painted in only one color. Front doors may be a natural wood door or match the color of the garage or the trim. Garage doors, if painted a color other than the base color of the house, must match either the trim, the accent color, or the front door. If the garage door is a prefabricated woodgrain door, then it should attempt to match the front door color as closely as possible.

All Paint must have a satin finish. The AC recommends that paint color approval requests be supplemented by actual samples of approximately 1 ft. x1 ft. (for each color requested) painted on the house and visible from the street.

3.06 Propane Gas Tanks: (See Master Declaration, Article VII, Section Eleven, Paragraph 2.3.07)

3.07 Pavers: Pavers are permitted on walkways (from the front door to the driveway), entryways, lanai/patios and driveways. Paver design/pattern/color must be consistent with the structure and landscape and have an earth tone color palette. Permeable driveway pavers that will allow storm water to flow through the pavement, be absorbed into the ground and limit storm water run-off into drains are acceptable. Pavers can only be coated with the approved color, which is H&C Silicone Acrylic Concrete Sealer (Clear), or an AC-approved equal sealer.

3.08 Playground Equipment: Except for basketball goals, installation and use of playground equipment shall be limited to the rear of each Lot only, and in compliance with governmental setbacks.

3.09 Roofs: All Roofs must comply with all governmental codes and ordinances.

Approved roof materials are:

- a) Clay/Concrete/Metal tiles. No roofs shall consist of reflective tiles.
- b) Fiberglass/Asphalt Shingles shall conform to the industry standard size. Only architectural/dimensional shingles are allowed.
- c) Solar roofs are approved under Florida Statute.
- d) No Standing seam metal roofs are permitted.

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3.10 Swimming Pools and/or Spas: In ground swimming pools/spas are permitted to be installed in rear of dwelling. No inground pools shall be installed on the street side of a corner lot. Pools and spas shall not encroach on any easement/setback and shall not create excess drainage on adjacent property or waterway. Pool related items to include, but not limited to, diving boards, slides, fountains, statues, barbeque pits, shall not exceed the height of six (6) feet. No above ground pools, easy-set pools or frame set pools are permitted.

3.11 Walkways: New or replacement walkways shall be constructed of natural non-additive colored concrete or brick pavers that are harmonious in design and color with the dwelling and landscape. (See Section 3.07 Pavers).

3.12 Wall Air Conditioning Units: (See Master Declaration, Article VII, Section Four, Paragraph 3).

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4.0 ARCHITECTURAL DESIGN STANDARDS, AC APPLICATION NOT REQUIRED.

4.01 Air Conditioners/ Generators: (See Master Declaration, Article VII, Section Eleven, Paragraph 1.)

4.02 Antennas: (See Master Declaration, Article VII, Section Eight.)

4.03 Attic Ventilators: Powered attic roof mounted vents shall not exceed thirty inches (30") in diameter and must be mounted on the rear of the dwelling roof. Ridge vents are permitted provided they are compatible with roofing. Gooseneck vents to match the existing vents are permitted. Vents are not permitted on the front facing portion of any roof.

4.04 Clotheslines and/or Poles: (See Master Declaration Article VII, Section Four, Paragraph 4).

4.05 Driveway Maintenance: Driveway surfaces shall be cleaned of all debris, stains, and mold. Driveways can only be coated with the approved color, which is H&C Silicone Acrylic Concrete Sealer (Clear), or an equal sealer.

4.06 Enclosures: A patio/lanai/screen room shall not encroach on any easements or setbacks and shall not create excess drainage on adjacent property. Enclosure standards are:

- a) Patio/lanai roofs must be attached to the dwelling and must not exceed the dwelling height. Aluminum/metal roofs are not permitted. All materials must match the colors of the dwelling.
- b) Screen room and swimming pool frame enclosures shall be white, bronze, or dark color and remain on the existing patio footprint.
- c) Fiberglass screening shall be charcoal, gray or black.

Prior written AC Approval is required if the Enclosure is not on the existing footprint.

4.07 Entry Door/Trim: Front entry doors and trim shall be metal, fiberglass, wood, or a composite.

- a. Wood Doors can remain sealed clear or be painted the same color as the Garage door or the dwellings trim.
- b. All other doors must be painted the same color as the body or trim. Glass inserts are permitted in the entry doors and side lights. (see Paint Section 3.05)

4.08 Flags and Flagpoles: (See Master Declaration, Article VII, Section Six.)

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- 4.09 Garage: Garage doors must match the color palette of dwelling body or trim (See Paint Section 3.05). Garage doors with glass inserts are permitted. Colored glass is not permitted. Garage screen doors are not permitted. Each dwelling is allowed a maximum of One 20' Wide Opening and One 10' wide opening. If the garage door is a prefabricated woodgrain door, then it should attempt to match the front door color as closely as possible.
- 4.10 Grass/Sod/Lawns: Replacement sod shall consist of Zoysia, Bermuda, St Augustine, or is a qualifying component of the Florida Friendly Landscape guidelines <http://fyn.ifas.ufl.edu/>. Artificial turf is prohibited where it is visible from the front of the property or an adjacent property and shall not create excess drainage on an adjacent property or waterway.
- 4.11 Groundcover: Natural and organic groundcover is permitted in planting beds, around trees and around mailbox posts. Homeowners may install small low growing plants, earth tone (beige, brown, or red) colored stones/rocks or mulch as groundcover in dwelling perimeter areas. Groundcover must be consistent in style and color with the dwelling and landscape and consistent with Florida Friendly Landscaping guidelines, <http://fyn.ifas.ufl.edu/> Rubber mulch is not permitted as groundcover. Gravel or mulch may not be used to replace lawns. (Refer to Sections 4.14 Landscape and 4.15 Mulch.)
- 4.12 Gutters and Downspouts: Gutters and downspouts are permitted. They must not drain to neighboring property other than a swale provided by the original grading. Gutters and downspouts shall be painted the same color as either the main body or the trim of the dwelling. Bright or untreated metals will not be allowed.
- 4.13 Hurricane Protection: Permanent hurricane protection may be installed provided it matches the color palette of the body of the dwelling to which it is attached. Acceptable types of protection are Roll-down, Accordion, Metal/Acrylic/Wood, or Kevlar Material.
- 4.14 Landscape Maintenance: Modification of the homeowner's landscape must be consistent with community landscaping and with Florida Friendly Landscaping guidelines. All landscaped areas shall be primarily turf grass or plantings. The yard area should not be paved or covered with gravel or mulch. No trees, shrubs or hedges larger than six feet (6') shall be installed between dwellings. Artificial plants and flowers are not permitted. (See Section 4.10 Sod and Lawns and Section 4.11 Groundcover)

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- 4.15 Mulch: Homeowners shall replenish or replace mulch with acceptable pine bark, eucalyptus, red mulch or red lava rock consistent with Florida Friendly Landscaping guideline (<http://fyn.ifas.ufl.edu/>). Any exposed dirt around trees must be mulched or sodded. Biodegradable mulch is recommended around all plantings. Rubber mulch is not permitted. (See Section 4.11 Groundcover)
- 4.16 Mailboxes: Mailboxes must conform to the following Specifications:
- a) Only USPS contemporary or traditional designs are allowed.
 - b) The Mailbox must be black, white, or the same color as the body of the house, and in accordance with USPS Specifications/ Regulations.
 - c) Mailbox Accessories (Decorative art and devices) as defined by USPS specifications are not allowed.
 - d) Replacement of Mailboxes shall consist of a style and material consistent with existing mailboxes in the community.
 - e) Homeowners should maintain their mailbox keeping them free of dirt and debris, with numbers that are readable and replacing them when necessary.
- 4.17 Screen /Storm Doors: Screen and storm doors are permitted. Colored glass in the storm or screen door is prohibited.
- 4.18 Skylights: Skylights, including tubular, are permitted on the side and rear of the dwelling roof. No skylight shall be visible from the roadway.
- 4.19 Siding: Stucco is the existing and approved dwelling exterior finishes. Aluminum or vinyl siding is not permitted. Exposed block foundations must be covered with stone, stucco, or painted to match Body color of the dwelling.
- 4.20 Soffits and Fascia: The style and size of soffits and fascia shall remain as provided at the time of construction.
- 4.21 Solar Collectors: Solar panels, or pool heating systems are permitted on the rear of the dwelling roof. These shall be permitted on the sides or the front of the roof when the proper exposure cannot be acquired on the rear.
- 4.22 Wall Vents: Wall vents and/or louvers shall match the dwelling body color of the house.

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4.23 Windows/Window Treatments: Windows shall be replaced with clear color or non-reflective ultraviolet protection glass and shall be complimentary to the style and size as originally constructed. Window frames shall be white or bronze.

4.24 Window treatments (See Master Declaration, Article VII, Section Four, Paragraph Two)

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5.0 ARCHITECTURAL COMMITTEE PROCEDURES.

- 5.01 Upon receipt of an Architectural Application, the PM shall review the application and confirm it is complete. Once confirmed, the application should be forwarded electronically to the AC Chair, who distributes it to all AC members.
- 5.02 Within 5 days, AC members will review the application and any supporting documentation. If it is determined that additional documentation is required, The AC Chairperson will instruct the PM to contact the homeowner and request the additional documentation. If the homeowner fails to respond within 21 days, the AC Chairperson will instruct the PM to send a withdrawal email to the homeowner notifying them that their application is considered withdrawn due to lack of response within 21 days. The letter shall also state that they may submit a new, revised application with the required documentation.
- 5.03 The AC will review and make a recommendation on the application within 30 days. If the AC fails to make a recommendation on the application within this timeframe, then refer to the Master Declaration, Article VI, Section Two, Paragraph 3. A simple majority of the committee's responses are required for a recommendation to approve or deny. A minimum of three responses is required for the committee to make a recommendation. The AC Chairperson will email the PM and copy the AC Members with the AC committee recommendation.
- a. **Approval:** If the completed application conforms with the Architectural Guidelines, following the procedures noted above, the PM will send an email recommending approval to the homeowner, and copy the AC Chairperson, along with a mailed letter to the homeowner.
- b. **Disapproval:**
- i. If the completed application does not conform with the Architectural Guidelines, following the AC recommendation, the PM will send a letter to the homeowner stating that the AC is unable to recommend approval of your application, listing the reasons for the denial. The homeowner has 21 days to correct the application and resubmit for AC approval.
 - ii. If the homeowner fails to respond within 21 days, the PM will send a final decision letter to the homeowner, with a copy to the Board, stating that the AC is unable to recommend approval of your application and it is being referred to the BOD for consideration at the next regular Board meeting.
 - iii. The BOD will notify the Homeowner and schedule a BOD meeting within 21 days to review the application and decide if the AC recommended denial is final.

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- iv. Homeowner appeals of AC recommendations shall be submitted to the BOD for resolution.

5.04 Regular Scheduled Board Meeting (Open to the homeowners):

- a. A report of any new AC recommendations is prepared by the committee and submitted to the Board. The report includes:
 - i. Submittal Date of the application.
 - ii. The date the AC received the application.
 - iii. Project address.
 - iv. Type of project.
 - v. Status of the application and recommendation of the AC.
 - vi. Date of the committee recommendation.
 - vii. Date of Notification to Homeowner of the AC final recommendation.
- b. The Board will review the report and approve or deny the AC recommendations.
- c. During AC meetings, criteria used for approval or disapproval might arise that are not clear in the current Architectural Guidelines and Standards. The AC shall notify the BOD of any such criteria and propose a recommendation for a revision to the Architectural Guidelines and Standards. The BOD will review the recommendation and notify Homeowners in writing of any such recommendations 60 days prior to the meeting. The BOD will then discuss the changes and vote if any changes are required to the Architectural Guidelines and Standards.

5.05 A homeowner who fails to submit an application as required by this Guideline shall be deemed to be in violation of the HOA Covenants and this Guideline. The PM will send the homeowner a violation notice stating the reason for the Violation and a request for the required AC application for the work performed. When the Homeowner submits the application and the project meets the standards in this Guideline, the AC Committee shall recommend approval.