

Architectural Standards



West Bay Homeowners Association, Inc. A DEED RESTRICTED COMMUNITY

PREPARED BY
THE WEST BAY ARCHITECTURAL CONTROL COMMITTEE
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Table of Contents

Article I. Requirements for Approval	4
Article II. Responsibilities of the Architectural Review Committee	4
Article III. Architectural Guidelines	5
Section 1 Buildings - New Construction, Additions, Alterations	5
Section 2 Applications Subject to Professional Review	7
Section 3 Doors	7
Section 4 Fences and Walls	7
Section 5 Pool, and Other Equipment.	9
Section 6 Satellite Dishes and Antennae	9
Section 7 Mailboxes	9
Section 8 Exterior Lights	10
Section 9 Driveways	10
Section 10 Sidewalks and Walkways	11
Section 11 Exterior Painting	11
Section 12 Pools	12
Section 13 Projections, Gutters and Downspouts	13
Section 14 Screened Enclosures	13
Section 15 Landscaping	14
Section 16 Patios and Decks	14
Section 17 Childrens Play Structures	15
Section 19 Submittal Requirements	15

SECOND DRAFT Architectural Standards
West Bay Homeowners Association, Inc.
A DEED RESTRICTED COMMUNITY

These Architectural Standards (“Standards”) are presented as an aid both to the owner considering an on-site improvement to his or her property, and to the members of the Architectural Review Committee (ARC) of the West Bay Homeowners Association, Inc.

West Bay has a well-defined, unique, and readily apparent architectural and residential character. It is the intent and responsibility of the ARC to protect and maintain the specific style of homes originally created for West Bay. Simplistically, these characteristics generally include the use of established body and accent colors on the homes, a lower fascia line, and a specific pitch of the roof. These Standards outline minimum requirements necessary to ensure the continued existence and maintenance of these characteristics.

Applicants should also be aware that the County of Hillsborough and the State of Florida have various codes and ordinances concerned with zoning and building matters, some of which deal with the same subjects contained within these guidelines. All required permits from the County of Hillsborough and/or other agencies must be acquired prior to the start of construction. However, the issuance of a permit or other approval by any government agency does not eliminate the need for West Bay ARC approval, nor does it imply that approval will be granted.

The approval required by the West Bay ARC is completely separate, addresses different issues for the most part, and is in accordance with the requirements of the DECLARATION OF COVENANTS, CONDITIONS AND RESTRICTIONS for West Bay.

Any improvements approved by the ARC must be started within ninety 90 days of the written approval from the ARC. All work approved by the ARC must be completed within 180 (one hundred eighty) days from the start of construction, or such other period deemed to be reasonable by the ARC after consideration of the work to be done. The ARC may withhold approval of any site improvement if there are violations outstanding for the property.

Article I. Requirements for Approval

In general, members of the West Bay Homeowners Association desiring to modify the exterior of their home or lot must submit a request to the Architectural Review Committee (see requirements in this document). All applications must be received by the Property Management Company no later than one {1} week prior to the Architectural Review Meeting so that adequate time may be spent to review the application and make appropriate recommendations to the Board of Directors at the regularly scheduled meeting.

Incomplete applications will not be considered and will be returned to the homeowner for correction and resubmission.

The following are examples of modifications that require ARC and Board approval. They include but are not but are not limited to:

1. Addition(s) to the house including addition of skylights, fireplaces, chimneys, windows, etc. and new shingle roof including replacement of existing shingles.
2. Revisions to existing window and/or door openings, such as expansion, change of shape, new opening(s), closure of existing opening(s), change in style, changes to garage, front and sliding doors.
3. Construction of fences.
4. Modifications to existing paving, including sidewalks, walkways and/or patios exposed to public view as to size, configuration, location, material, or color.
5. Addition to or modification/enclosure of existing porch, lanai, patio, entry, or any structure and/or barrier including but not limited to fences, decks, or patios
6. Repainting of exterior house and/or trim.
7. Construction of pool, spa, screened enclosure, changes in new or additional exterior lighting fixtures as to style, color, light source, location, or quantity.
8. Extensive changes to landscaping.
9. Enclosure of existing porch, lanai, patio etc.
10. Permanent hurricane shutters.

The following are examples of improvements not requiring architectural approval. They include but are not limited to:

1. Re-surfacing of pools, spas, patios, and other paved areas where there are no changes in material or size and shape of the area to be re-surfaced.
2. Replacement landscaping, pruning, and ordinary maintenance of existing landscape.
3. Replacement of exterior light fixtures with same type.
4. Other such improvements where there is no change in appearance or where such improvements are classified as maintenance.
5. On-non permanent improvements such as the use of bricks or pavers, except when used to extend or widen driveways, which is prohibited.
6. Garage coach lights when they are similar in style, light intensity and light pattern.
7. Repairs to the dwelling and/or property that were damaged or destroyed by casualty, hazard or other acts of God.
8. Gutters & Down Spouts

Article II. Responsibilities of the Architectural Review Committee

The function of the Architectural Review Committee is to perform investigative work, assemble documents, and present ARC recommendations to the Board of Directors only to "approve," "approve as noted," or "deny approval" of the application. Only the Board of Directors can approve or deny a proposed improvement, and such action must be transmitted to the applicant in a written letter. The Property Management Company, on behalf of the Board, will prepare this letter.

- (a) To avoid misunderstandings, the ARC Committee and Property Manager are asked to refrain from making any statements to an applicant, which might lead to the conclusion that the plans will or will not be approved by the Board of Directors, or that the plans meet with the ARC Committee or Property Managers personal approval.
- (b) It is the responsibility of the Property Manager to make periodic inspections to assure that work progresses and is done in compliance with the requirements contained in the Board's letter of approval.

Article III. Architectural Guidelines

Section 1 Buildings - New Construction, Additions, Alterations

Single family homes (only) are permitted.

No carports are allowed.

One building is allowed per site.

No freestanding storage sheds are allowed.

The garage may not be converted to livable space.

No set-back shall be less than the minimums established by Federal, State or Local Municipality building setbacks.

All buildings shall be of concrete block and stucco construction with asphalt shingle roofs of not less than a six inch in twelve inch pitch and minimum twelve inch roof overhangs. The roof pitch of all additions and extensions shall be equal to the pitch of the existing roof.

All new replacement roof shingles must be submitted for approval, and must be of original color or complimentary to color of house. New roof additions and/or replacement roof shingles must match (be of the same asphalt type or style) and be the same color.

All additions and extensions shall have slope roofs. Flat roofs will be permitted only when:

Hardship cases where a sloped roof is not feasible may require a statement from an architect licensed in the State of Florida).

Exterior architectural design, details and color shall match and harmonize the established architectural character of West Bay. These items shall include, but not be limited to the following:

Original colors shall be used for the body and trim of the house.

Hurricane shutters may be installed when there is a threat of a hurricane in our area. They must be removed when the National Weather Service issues an all-clear. In the event a hurricane affects our area, shutters may remain in place to protect the property.

Non-permanent (removable) hurricane shutters shall not be restricted.

Non-permanent (removable) hurricane shutter panels shall be stored within the dwelling when not in use.

Continuous use or outdoor storage is not permitted.

Permanent hurricane shutters, when installed, must comply with existing county and State building codes, applicable permit requirements and meet the following community standards:

Accordion-style hurricane shutters shall be permanently mounted on the exterior face of the wall or within the window reveal providing windows remain operable and must be color coordinated with the house color.

Installations of canopy (awning) style shutters are NOT PERMITTED.

Roll-up style hurricane shutters shall be painted to match the "Body Building Color". The roll-up unit should be mounted on the exterior face of the wall above the window.

Design of exterior light fixtures shall be compatible with the established architectural character.

Solar Panels shall be allowed on the roofs of homes in accordance with Section 163.04 Florida Statute and the Florida Energy Efficiency Code for Building Construction.

Submit proposed roof plan indicating location of solar panels to the ARC for review.

All accessories (pump, storage tank, etc.) shall be internal and not exposed.

Front entries must be appropriately scaled/proportioned with the rest of the exterior elevations, and consistent with the architectural aesthetics of the community.

Grand or over-scaled entry features are not allowed.

Section 2 Applications Subject to Professional Review

All applications for site improvements may be subject to review by a Florida Licensed Architect or Engineer to ensure their continuity with these Guidelines. Payment of professional fees will be the responsibility of the applicant.

Windows

All windows shall match in style and color.

Styles allowed: casement, single hung, double hung, or sliding.

Frame color allowed: white.

Solid glass windows are allowed

Bay and or bowed windows are to match other windows in style and color.

If adding an addition to the home, new windows are to match existing.

Section 3 Doors

Overhead Garage Doors:

Raised panel with or without decorative windows and/ or sidelights

Original colors and trim shall be used for the Overhead garage doors. If requesting a color change the changes must be made from the Color Wheel Custom Color Selections (can be viewed at the Property Management office) and be submitted to the ARC for approval.

Overhead garage door trim must be painted to match the exterior “Body Building or Trim Color” of the house.

Pedestrian and service garage doors must be painted to match “Body Building or Trim Color” of the house.

Front Doors:

Front doors can be painted an accent color that compliments the overall exterior color scheme. Color Wheel Custom Color Selections (can be viewed at the Property Management office) and be submitted to the ARC for approval. Black is being added as an option to the Color Wheel Custom Color Selections for front doors only.

Front doors may have clear or decorative glass panels.

Patio doors can be sliding or French style doors.

Metal sliding door and frame to match the style and color of the windows.

French doors must be painted to match "Body Building and/or Trim Color" of the house, or white to match window frames.

All doors must have an Architectural and Board of Directors approval prior to installation.

Section 4 Fences and Walls

Fences shall comply with the Amendment to the Declaration of Covenants, Conditions and Restrictions of West Bay.

The maximum height of general fences unless noted otherwise in these guidelines is six feet.

Fences on lots abutting conservation and or water (lake, pond, stream, etc.) shall be limited to a maximum of four feet beginning not more than six lineal feet past the end of the original building.

All heights will be measured vertically from adjacent natural grade.

All fences must be set back a minimum of ten feet from the front elevation (face) of house.

Chain-link are not allowed

Applicants shall allow sufficient space on their own property (six inch minimum) for setback from the property line.

Applicant shall be responsible for cleaning, maintenance and repair of both sides of the fence and for its replacement when required.

Only natural wood is permitted.

Fences shall be of a shadow box only.

Landscaping (hedges and/or trees) is encouraged to be used in lieu of rigid type fencing to soften the visual impact of the fence line.

The Association shall maintain walls on common (Association) property only.

Repair and/or replacement of common area walls shall be the responsibility of the Association.

All fences must have Architectural and Board of Directors approval prior to installation.

Section 5 Pool and Other Equipment.

All, pool pumps, filters, heaters, above-ground tanks, water treatment systems, and any other similar equipment shall be installed properly to building codes and shall be screened from all off site viewing by means of landscaping or within a fenced enclosure.

Section 6 Satellite Dishes and Antennae

The Federal Communications Commission (FCC) rules prohibit local governments, landlords, community associations, and similar groups from restricting a resident from installing and using an antenna that is covered under the Over-the-Air-Reception Devices (OTARD) Rules. The Association does have the right to adopt reasonable rules and regulations regarding placement of a satellite dish so long as the homeowner is able to obtain a reasonably satisfactory signal.

Satellite dish antennae are permitted with the following restrictions

Satellite dishes shall be limited to one per household.

The homeowner shall endeavor to minimize the visibility.

Satellite dishes are not allowed on the front elevation of the home and are allowed only on sides or rear.

Installations at or below grade shall be completely screened from all off-site viewing.

Antennae are permitted with the following restrictions

Antennae shall be installed within the attic/truss space, thus completely concealed from the exterior.

Section 7 Mailboxes

Mailbox shall comply with the Amendment to the Declaration of Covenants, Conditions and Restrictions of West Bay. Mailboxes shall be restricted to the following types:

Freestanding street-side mailboxes only.

Mailbox shall comply with the Amendment to the Declaration of Covenants, Conditions and Restrictions of West Bay.

Support - The mailbox support shall consist of a four (4) inch by four (4) inch pressure treated wood post and support with beveled edges and a half inch router detail approximately four (4) inches from the top long end of the support. The top of the support (bottom of mailbox) shall be three feet – six inches above grade. The mail box support shall be painted white.

Section 8 Exterior Lights

Exterior light fixtures shall be architecturally compatible with the home and shall provide:

Low-level illumination for the home and grounds.

An over-illuminated nighttime appearance is to be avoided.

Decorative landscape lighting shall be discreet in that fixtures shall be low illumination levels employed.

Security lights shall be subject to the following criteria:

Fixture design and location shall be compatible with the design of the home

All lighting fixtures shall be installed in such a manner that the source of each individual light is shaded, positioned, and maintained so as not to be visible off the premises.

The use of incandescent; metal halide, low-voltage fluorescent, or color-corrected mercury vapor lighting shall be required. High-pressure sodium and other similar lighting are prohibited.

Section 9 Driveways

Driveways are intended to provide access to the garage and for temporary guest parking. It is intended that any lot contain maximized landscaped areas in conjunction with minimum paved areas. Excess paved areas are not allowed. Driveways shall be architecturally compatible with the home and shall comply with the following:

Driveways shall be limited in size to not more than a 10% increase of the original driveway footprint.

Driveway surfaces shall be concrete and have a natural concrete finish.

New, replacement or modifications to driveways with asphalt are prohibited. Additionally, loose gravel, stabilized rock and sand base, etc., are not allowed.

Only a two - (2) car width driveway is allowed, (with the exception of current 3 car garage homes).

Section 10 Sidewalks and Walkways

It is intended that any lot contain maximized landscaped areas in conjunction with minimum paved areas. Toward this end, excess paved areas are discouraged.

Walkway surfaces shall be restricted to hard, permanent and dust-free finishes such as concrete, stamped concrete, concrete or brick pavers, epoxies and similar finishes are permitted.

New or replacement of walkways with asphalt are prohibited.

Section 11 Exterior Painting/Siding/Soffit Color

To promote continuity and harmony throughout the entire community, exterior colors must be harmonious with established colors. Refer to Color Wheel Custom Color Selections (can be viewed at the Property Management office) and be submitted to the ARC for approval.

Exterior wall and trim painting shall be restricted as follows:

- (i) Re-painting of existing structures requires ARC review and Board approval.
- (ii) All new construction must have all exterior colors approved. Samples are required if ARC has not approved the existing color.
- (iii) All fascias must remain white.
- (iv) Complete color schedules, including sample color chips are required to be submitted and approved by the ARC and Board for all new construction and for any alterations, renovations and repainting of existing houses.
- (v) Three (3) categories, “Principle Building Color”, “Trim Color”, and “Accent Color” have been established that correspond to color applications for various architectural features. All categories are subject to review by the ARC and approval of the Board.

Principle Building Color:

Principle Building Color shall refer to the predominant color application to all walls of the principle building. The overhead garage door and quoins may match Principle Building Color or be painted to match the trim color. See trim below.

Color selection shall be appropriate for the architectural style and consistent with community character. The front, sides and back of house are to be only one (1) paint color.

Trim:

Trim color shall refer to the color application to any or all building trim elements such as eaves, quoins, cornices, friezes, window sills, brackets, and gutters (if painted).

Trim colors are to match the existing color or may be white. Color selected must be compatible with the roof color. Alternate colors or color changes must be submitted for review by the ARC and approval of the Board.

Accent Color:

The accent color shall refer to the color application to any or all building accents such as shutters, front doors, pedestrian doors and awnings. Colors selected must be consistent with the community character.

- (vi) Color Wheel Custom Color Selections (can be viewed at the Property Management office) and be submitted to the ARC for approval..

Siding/Soffit Replacement

Siding color was chosen at the time of construction, depending on the color scheme of the homeowner's choice. When it becomes necessary for siding & or soffit to be replaced on a home, only replacement of original material (Vinyl) is acceptable. The homeowner may however, choose a different color or hue than originally used in construction (Dependant upon circumstances and approval of the Architectural Review Committee and Board of Directors). If the homeowner is changing the complete color scheme of paint, a different siding color may be more appropriate for the new color change. This would be left to the homeowner's discretion. However, all underlying soffits must remain white in color as originally constructed on the home.

Section 12 Pools

At a minimum, swimming pools shall comply with the following:

Conform to all State, County and Local Building Codes.

Set back of pool/deck to conform to County Code and the following community requirements. The more stringent shall apply.

The pool, pool deck screen enclosure and other related appurtenances shall not be constructed beyond the width of the original building.

Pool construction within or encroaching upon setbacks along lakes, ponds or other wetland areas is required to obtain a variance from the authority having jurisdiction. No pool, pool deck screen enclosure and other related

appurtenances shall be constructed in the setback area without written approval of the authority having jurisdiction. A copy of the approval shall accompany the submitted application to the ARC. **Note: an approved variance does not replace the required application review process by the ARC or approval by the Board.**

Provide a screen enclosure and/or fence around pool as may be required by County and/or Local Code.

Submit two (2) plans of pool for approval.

Section 13 Projections, Gutters and Downspouts

All projections from any Improvement located on a Lot, including, but not limited to, gutters, downspouts, utility boxes etc. shall:

Match the color of the surface from which such item projects or is of a color approved.

Downspouts from gutter systems shall not discharge onto the adjoining property.

Downspouts from gutter systems shall be installed in a manner that does not cause soil erosion.

Section 14 Screened Enclosures

At a minimum, screen enclosures shall comply with the following:

The screened enclosure shall conform to all State, County and Local Building Codes

Set back of screened enclosure shall conform to County Code and the following community requirements. The more stringent shall apply.

The screened enclosure shall not be constructed beyond the width of the original building.

Screened enclosure construction within or encroaching upon setbacks along lakes, ponds or other wetland areas is required to obtain a variance from the authority having jurisdiction. No pool, pool deck screen enclosure and other related appurtenances shall be constructed in the setback area without written approval of the authority having jurisdiction. A copy of the approval shall accompany the submitted application to the ARC. **Note: an approved variance does not replace the required application review process by the ARC or approval by the Board.**

Screen enclosure acceptable colors are white, dark bronze and black with color coordinating screen. Green screens are not allowed.

Section 15 Landscaping

The desired landscaping appearance in West Bay is to be in keeping with the character of the community; that is, to be simple and elegant. The predominant landscape feature is continuous lawn areas punctuated by driveways, sidewalks, and other such features. Accent planting is required at the foundation around the front of the house. Border planting along walks driveways, hedges at property lines, and mass plantings or elsewhere as appropriate to enhance the design of the home is encouraged. The following landscaping considerations are recommended.

The use of native and drought-tolerant plant materials is encouraged.

The species listed below are considered to be pest and nuisance plants in Florida, and their installation is not permitted:

Botanical Name	Common Name
Bischofia Javanica	Toog Tree
Casuarina Equisetifolia	Australian Pine
Melaleuca Leucadendra	Punk Tree or Cajeput Tree
Metopium Toxiferum	Poison Wood
Schinus Terebinthifolius	Brazilian Pepper Tree

Submit plan of extensive landscape changes for approval.

Hedges

When used as property separator (fence), the maximum height of hedges shall be six (6) feet.

All heights shall be measured from adjacent natural grade. Hedges shall be planted not less than twelve (12) inches from the property line or sidewalk. Hedges shall be maintained so as not to intrude upon pedestrians, obstruct sidewalks, or encroach into the adjoining neighbor's yard.

Section 16 Patios and Decks

Requirements for patios and decks are included below and are also referenced in other sections of this document.

No porch, pool, deck, patio, fence, screened enclosure, or other attached or detached structure (whether freestanding, structural or non-structural and whether in the front, side or rear of a Dwelling), shall be constructed in the setback area without written approval of the authority having jurisdiction. A copy of the approval shall accompany the submitted application to the ARC. **Note: an approved variance does not replace the required application review process by the ARC or approval by the Board.**

Patios and decking shall be restricted to hard, permanent dust free surfaces such as wood, concrete, brick pavers and “cool” deck. Alternative materials may also be submitted to the ARC for consideration and recommendation to the Board.

Section 17 Children’s Play Structures

Play structures shall be of wood construction. No platform shall be higher than five feet from the original grade of rest. No part of the structure shall be higher than eleven feet from the original lot grade. The platform may not exceed 6x6 or 36 sq. ft. area and the support beams may not exceed twelve feet in length. The structure shall be a minimum of six feet from any rear lot or side lot line and placed at the rear of the home. The structure shall not be closer than ten feet from the home. Play structures on corner lots may require additional placement or setback requirements so they are not visible from the street. All play structures require prior ARC approval regarding placement, color and construction.

Section 18 Submittal Requirements

In order to thoroughly evaluate submittals for architectural approval in West Bay, the following is a list of the minimum information needed when submitting a request for architectural approval.

Site plan illustrating the nature and location of the proposed improvements, including dimensions of all proposed structures and walls to property lines.

Schematic landscape plan indicating species proposed, as well as size, location, and quantity.

Floor plan and complete set of architect’s signed and sealed drawings for additions and/or extensions.

Exterior elevations of all sides of proposed improvements.

Color sample(s) of paint.

Photograph of proposed windows, shutters, awnings, doors, etc.

- (b) In the event that outside architectural consultation is required, the homeowner will bear the cost of such consultation. No such consultation will be sought without prior notification to and agreement by the homeowner.

- (c) Homeowners with outstanding appearance violation or other violation such as non-payment of dues will not be granted approval for architectural modifications until the violation has been corrected.
- (d) One copy for West Bay Homeowners Association records and one copy to be returned to homeowner with ARC comments.

All applications must be submitted and approved prior to any work or changes being started.

These Standards are to assist West Bay Homeowners Association Members and Architectural Review Committee in maintaining the continuity and harmony throughout the community. Interpretation and implementation of the Standards set forth above are within the sole discretion of the Architectural Review Committee (ARC). Recommendations by the Architectural Review Committee and approval by the Board of Directors is final.

If any Section of these Architectural Guidelines is considered vague or is capable of being interpreted in more than one way, then it is within the sole discretion of the ARC to give an interpretation to any such perceived vagueness.

These Architectural Guidelines may be reviewed and modified from time to time to reflect current trends.

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