

Appendix B

The Enclave at Windsor Hills Homeowners Association, Inc.
2600 N. Old Lake Wilson Road, Kissimmee, FL 34747-2124
Office: 407-787-4255 Fax: 407-787-4258

ARCHITECTURAL CONTROL COMMITTEE APPLICATION

The homeowner must complete this application prior to making any exterior changes to your home. Submit this application, with requested information, to the association address above. The homeowner may not commence the work until you receive approval of your application from the Architectural Control Committee.

Homeowner Name

Telephone No.

Application Date

Property Physical Address

Lot Number

Residence Mailing Address

City / State

Zip Code

Type of Changes: ___ Home Exterior ___ Landscaping ___ Pool Addition___ Other_____

The homeowner must provide complete description of what changes will be made. Applications must include lot survey, site plans, diagrams, color chips, material specifications, sample products, photographs and any other information which will adequately describe the finished project. All landscaping plans must include the size, number and type of plants to be approved. Failure to complete all the information necessary to consider your application will delay the approval process. *Application process may take up to 30 days after application is completed and accepted by ACC.*

NOTE: All requests must conform to all applicable zoning and building regulations. It is the homeowner's responsibility to obtain all necessary permits if application is approved.

Homeowner Signature – *If not signed by homeowner, a signed and executed POA must be attached.*

THIS SECTION TO BE COMPLETED BY ARCHITECTURAL CONTROL COMMITTEE

Request: Date Approved _____

Date Denied _____

Board Member's Signature: _____

COMMENTS:

| | |
|--------------------------------|------------------------|
| SUBSTANTIAL COMPLETION: | Inspection Date |
|--------------------------------|------------------------|

Final Inspection Date _____

WORK MUST BE COMPLETED WITHIN A YEAR. IF NOT, A NEW ACC MUST BE SUBMITTED

The Vistas at Windsor Hills Townhome HOA, Inc.
2600 N. Old Lake Wilson Road, Kissimmee, FL 34747-2124
Office: 407-787-4255 Fax: 407-787-4258

The homeowner must complete this application prior to making any exterior changes to your home. Submit this application, with requested information, to the association address above. The homeowner may not commence the work until you receive approval of your application from the Architectural Control Committee.

The homeowner must provide complete description of what changes will be made. Applications must include lot survey, site plans, diagrams, color chips, material specifications, sample products, photographs and any other information which will adequately describe the finished project. All landscaping plans must include the size, number and type of plants to be approved. Failure to complete all the information necessary to consider your application will delay the approval process. *Application process may take up to 30 days after application is completed and accepted by ACC.*

Homeowner Signature – *If not signed by homeowner, a signed and executed POA must be attached.*

COMMENTS: _____

WORK MUST BE COMPLETED WITHIN A YEAR. IF NOT, A NEW ACC MUST BE SUBMITTED

Appendix D

The Enclave at Windsor Hills HOA, Inc.
Architectural Control Committee Rules and Guidelines
(Revised March 2017)

Notes for homeowners

The purpose and function of the Architectural Control Committees are to preserve and enhance the original master development plan for Windsor Hills Rules and Guidelines and to ensure the architectural style of the community is preserved and if possible improved.

Any improvement, modification addition or alteration to the exterior of your property or within your lot must have approval from the Architectural Committee. Interior changes are exempt except those that would change the exterior appearance of the building and/or structure.

Each section of Windsor Hills has a homeowner's association (HOA) (Master, Enclave, Vistas Townhomes and Ventura). Each HOA has an Architectural Control Committee (ACC) appointed by its Board of Directors.

All proposed improvements, modifications, additions or alterations to the exterior of your property and/or within its boundary must be submitted to the relevant ACC for approval. This application must be on the prescribed form which is available from the Community Association Managers office or by email upon request to (whmanager@welcometowindsorhills.com).

All applications must be accompanied by any supporting documents such as construction drawings, surveys, color charts, product specifications, material samples or any other information necessary for the committees to make an informed decision. The committee may, at its own discretion, request extra information before reaching a decision.

Windsor Hills operates a two-tier ACC approval system

Individual ACC's (Enclave, Vistas Townhomes and Ventura) may approve certain changes (as defined by that ACC) but structural or major changes, modifications, additions or alterations which may impact the community as a whole must also be approved by the Master ACC.

All applications, together with supporting documentation, must be submitted to the Community Association Manager (CAM). They may also be sent by email or fax. Upon receipt, they will be date stamped. The Cam will determine whether a specific application requires Master Approval in addition to individual (Enclave, Vistas Townhomes and Ventura) ACC approval.

Owners normally receive a written decision on your application within 30 days of receipt, but if the application is particularly complicated or the ACC requests further information the decision may be delayed.

If you are unclear if any proposed work needs approval, contact the CAM who will provide an answer within seven days. DO NOT commence work until you receive approval.

We list below the type and nature of circumstances in which ACC approvals are necessary, but this list is not exhaustive and is for guideline purposes only

Improvements to Existing Buildings or Additions

Application process to be submitted to include but not limited to the following: any exterior painting, re-roofing, exterior lighting, landscaping structure, lawn ornaments, statuary, additional parking, landscape redesign, pools and screen enclosures. Included are any additions or modifications to the primary structure, outbuildings or other structures. All additions and repairs must be made with materials and products which, to the extent possible, match the original quality, "look", color and texture used by Pulte and their subcontractors.

Acts of Nature

If there is damage due to acts of nature (hurricanes, floods, heavy winds, earthquakes etc.) repairs or refurbishment of exterior (roofs, structure, etc.) will be equal to or better than original materials.

Any shingle roof damaged as a result of an Act of Nature can be:

- (1) Patched with 3-tab shingles in the same color and texture as used in the original installation or
- (2) The entire roof can be replaced with architectural shingles. The ACC application must include the name of the manufacturer and the exact color of the shingle. A sample of the proposed replacement shingle must be submitted with the ACC application

All proposed work must be coordinated with the Community Association Manager's office before the actual work is started.

Garage Air Conditioning

In addition to the equipment originally installed in the home, the only type of AC approved for installation is the type that consists of an externally mounted unit with ducts/pipes routed to an indoor unit. The AC unit and pipes/duct colors must be consistent with the Enclave color palette. "Window" or through the wall ACs are not permitted. (Note: some homes in Phase 1 were designed and built by Pulte with "through the wall" AC units. These are "grandfathered" and therefore do not require ACC approval).

Gutters

Gutters must be white. Any exceptions must be approved by the ACC.

Screen Enclosures and Pools

Screen enclosures must be maintained in their current form. Enlarging, altering position or otherwise changing pools original appearance requires ACC approval.

Colors

All exterior colors shall be of an earth-tone variety, an approved color chart is available upon request and any and all color samples shall be submitted for review and will need approval in advance of painting. Painting the same color and on-going touch-up paint maintenance is encouraged and no approval is needed. See page 7 for New Enclave Exterior Color Palette

Windows and doors

Any changes to windows, doors and exterior finish need ACC and Master ACC approval due to the variety of changes that may be made. All plans for changes must be submitted with application and accompanying documentation detailing elevations, locations, size, scale, color, materials and pictures of items as may be needed.

Privacy Hedges

Hedges, not exceeding 5 feet to provide pool privacy may be permissible, subject to exact location and type. Any hedge approved by the ACC must be maintained by the Association contractor to ensure continuity. The association may pass on to the homeowner any extra charge made by the contractor. Replacement of plant material and relocation of sprinklers is the responsibility of the owner. Approved privacy hedges are Hibiscus, Podocarpus and Viburnum Odorotissimum. See page 6.

Trees

Removal and/or relocation of any tree, requires ACC approval. In most instances the preferred method to deal with a "problem" tree, is to relocate it. Relocation will be at the Owner's expense. If the tree does not survive the relocation then it must be replaced with a tree from the approved list.

Removal of existing trees requires the following; 1) tree must be removed by a certified arborist or landscape professional, 2) stump must be ground to a minimum of 12 inches below grade, 3) area shall be filled in with topsoil and be resodded. Replacement tree or palm must be in close proximity to removed tree. A replacement list of approved trees and palms are available upon request.

Landscaping

Landscaping and irrigation is carried out by the association's landscape contractors. Any additional landscape item must be approved first and then maintained by the owner at the owner's expense. Additional items may require modifications to the irrigation system. Items such as lawn ornaments and statuary are not permitted on front or side lawns.

Satellite dishes

Satellite dishes are allowed, but are not to exceed 18 inches in diameter. Approval must be obtained and an exact location approved by the ACC. They must be as unobtrusive as possible and may not be installed on any common property.

Solar panels

The community supports the government's policy on renewable energy, therefore solar heating panels will be permitted, subject to approval of exact location, specifications and normally only on the rear of the building. This section only applies to the Enclave as roofs on the Vistas and Ventura are the Sub-Association's responsibility. Please refer to Florida Statutes, Title XI, Chapter 163, Section 163.04 Energy devices based on renewable resources.

Exterior Lighting

Decorative solar lighting is allowed, but subject to approval regarding exact location, appearance, and size. Harsh security lighting will not be permitted as it can become a nuisance to nearby homes.

Temporary Structures

Gazebos and tents for temporary social occasions need approval for the requested and specific time period.

Sidewalks, Driveways, Retention Walls

Sidewalk repairs are the responsibility of the Master Association and should be reported to the Association office. Cleanliness of the retention walls, driveways and sidewalks (within property lines) are the responsibility of the owner. They should be clear of dirt, mold, mildew, stains and graffiti.

Storage Shed and Garages

Storage sheds are not allowed. No temporary or portable building or structure shall be permitted. It is not permitted to convert a garage into a living area. The original exterior design of a garage, including door(s) may not be changed in any way.

Miscellaneous Items

No type of antenna, aerial or devices to receive or transmit communications will be allowed except by the express consent of the ACC. Any permanent basketball hoop request requires ACC approval.

Mail boxes

Mail boxes may be permitted at the Enclave subject to ACC approval of the exact specification and positioning. The approved style is white aluminum rural style mail box on a white aluminum post located in front of the home at curbside. (This mailbox is available at Home Depot model number HCPLWPBK1.) Address numbers will be in black. The owner is expected to maintain the mailbox in good condition and is responsible for contents in and outside of mailbox. All approved mailboxes must comply with USPS regulations.

Flagpoles and flags

Flagpoles and the American flag are permitted subject to the American flag being lit at night time and ACC approval regarding the exact location. The ACC would prefer the flag is only erected by full time residents as it must never be allowed to become tattered and worn. Any consents given are conditional upon the HOA having complete authority to remove any flag which, in the CAM's sole opinion, is looking worn.

Trash Collection

The HOA is solely responsible for contracting and managing trash collection and disposal throughout the development. Trash pickup and disposal by any company other than that contracted with by the HOA is not

allowed. The trash bins installed by Pulte shall not be removed, moved or altered. Should there be a reason to replace a trash bin the owner must request ACC approval of the replacement unit.

Pool covers, tarpaulins and other large covers

All Pool Covers, tarpaulins and large covers used by homeowners or management companies shall not be left on sidewalks, driveways, front walks and front or rear lawns overnight. It is permissible to spread them out but, for a period not to exceed one hour. The homeowner or management company must be in the care and control at all times when the pool covers, tarpaulins and any large covers are spread out. If this rule is not adhered to and there is damage to the sod or other common areas, the responsible party will be charged to repair same.

Privacy Screens

The use of privacy screens in the lanai is allowed as long as: (1) the screen is not higher than 36 inches (~92 cm), (2) the screen is applied to the entire lower panel being covered/replaced, (3) the approved screen material is from New York Wire and the type of screen product is called Florida Glass. Prior approval to install a privacy screen is not required as long as the above conditions are met. Owners wishing to use other material must complete an ACC application for approval.

Retention Walls

Retention walls are those walls which typically run along property line(s), and are primarily intended to support the ground because one lot is higher than the adjacent lot. Retention walls are the responsibility of the owner of the property if they are located within the property line. Owners are required to maintain Retention Walls, including cleaning and removal of debris, mildew and stains.

General Rules

It is the applicant's responsibility to ensure alterations or additions conform to all local and national zoning and building regulations and ordinances.

If request is approved then applicant must obtain any and all required permits and inspections.

Any approved applications must be completed within twelve months of the approval being given. Failure to do so automatically rescinds the approval.

The Architectural Control Committee reserves the right to inspect, or have inspected on their behalf, the workmanship of the modifications. Any work considered sub-standard may be removed or reinstated by Association staff or contractors and the owner will be billed for all costs involved.

FINES CAN BE LEVIED FOR NON-COMPLIANCE.

ADOPTED ON **_____March 28, 2017_____**

President **_____signature on file _____**

Vice President **_____signature on file _____**

For The Enclave at Windsor Hills HOA, Inc.

Privacy Hedges Approval Guidelines – The Enclave at Windsor Hills HOA Inc.

1. It is recommended that Owners prepare a comprehensive ACC application for the installation of Privacy hedges.
2. Privacy hedges are allowed along the lanai screen room and on the edges of the homeowner's lot lines.
3. The hedges must not impact any setbacks or easements. It is the responsibility of the Owner to make sure that all such clearances are maintained, and that the expansion does not infringe upon them.
4. It is the responsibility of the Owner, or their representative, to meet with Association Landscaper and coordinate the work, so as to minimize any impact on existing landscaping and irrigation systems.
5. The Owner is responsible with any costs associated with modifications to the existing irrigation system.
6. Any impact on sewer, water, electric, cable and/or any other utilities, is the responsibility of the Owner.
7. The Owner is responsible for any expenses associated with the removal and/or relocation of existing landscaping.
8. Privacy hedges must be installed a minimum of 3 feet away from screening to assist future growth and trimming of the shrubs.
9. Maintenance of the plant materials is the responsibility of the homeowner. The maximum height is 5 feet.
10. The recommended plant material for privacy hedges are Hibiscus, Podocarpus and Viburnum Odorotisimum.
11. Applications must include:
12. Completed application form
13. Lot plan with a clear and precise location of the location of the Lanai, plants, trees, patio doors, easements, setback, property lines, etc.
14. Photos of the proposed work area are highly recommended
15. Applications received by the Community Association Manager (CAM), which meet the above requirements, can be approved by the CAM.
16. Work must not be started prior to receipt of approval, in written form, from the CAM.
17. The Board may change this process/conditions/specifications at any time. It is the responsibility of the owner to check with the CAM prior to submission of the application.

ADOPTED ON _____October 28, 2014_____

President _____Signature on File_____

Vice President _____Signature on File_____

New Enclave Exterior Color Palette

In January of 2017 the Enclave Architectural Committee and Board of Directors approved a new exterior color palette for use throughout the Enclave. This new color palette is intended for use when Owners are repainting the outside of their home. ACC Approval is required prior to the use of any of the options described below.

“Touch-up” must be done using **the exact original colors**. As noted below some of the original Pulte Sherwin Williams colors may no longer be available. It is the responsibility of the Owner to determine that an exact match is being used for the touch-up. If an exact match is not available then the only option available is to repaint the home as described below.

When repainting their home, Owners have two options:

- (1) Use the existing “Pulte/Sherwin Williams color palette, or
- (2) Use the new “2017” colors, also from Sherwin Williams.

Please note that some colors from the existing Pulte/Sherwin Williams color palette are no longer available, and that no substitutions are allowed. If all of the Pulte/Sherwin Williams colors are not available, then the Owner has two options

- (1) Use another palette from the existing Pulte/Sherwin Williams list. In order to determine whether the available colors from the Pulte/Sherwin Williams palette properly match the existing color of the home, Owners must consult with the Maintenance Supervisor or the General Manager at Windsor Hills (whreception@welcometowindsorhills.com) or,
- (2) Use a palette from the new 2017 color schemes.

There are several restrictions/conditions that apply to use of the new 2017 color schemes, these will be evaluated by the Board/ACC as part of the approval process.

Use of the colors must be used exactly as defined in the palette, that is, outside paint, trim and door colors cannot be interchanged or substituted.

The Owner is required to coordinate all work with the Maintenance Supervisor or General Manager at Windsor Hills. This includes the application of samples of the proposed colors to the outside of the house, trim and door in order to validate that the correct colors are being used.

The proposed colors must be complementary with, but not very similar to, the colors used in the homes surrounding the home to be painted.

It is the responsibility of the Owner to secure all of the required permits and approvals prior to touching up or repainting. Any misapplication of the guidelines by a vendor/subcontractor is ultimately the responsibility of the Owner and may require re-work at the Owner’s expense.

All ACC applications must include exact, accurate information including color/color palette id numbers and color samples.

ADOPTED ON _____ March 28, 2017 _____

President _____ Signature on File _____

Vice President _____ Signature on File _____