



Lakes Estates

A subdivision of The Lakes of Sarasota

www.LakesEstates.org

Lakes Estates Board of Directors

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Architectural Control Committee (ACC) Requirements for Lakes Estates (I & II)

(Revised September 2008)

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Neighbor to neighbor

When we first moved to Lakes Estates I was amazed by the number of documents we received at the closing of our house. We were given the Articles of Incorporation, the Declaration, the By-laws, and the Covenants, in addition to numerous supplements, revisions and amendments. There was also the ACC Guidelines, the ACC Quickreference Guide ... on and on. I wondered then if we were expected to read the hundreds of pages and know them. It became obvious to me then that what was needed was a shortened version—a Cliffnotes version—that neighbors could clearly understand and use and find the section they needed to look up.

Later, I learned that the ACC Guidelines were rules voted on and incorporated into our community, an abbreviated version of the above documents that guided homeowners on what they were expected to know about living in Lakes Estates. But at that time it was nearly 10 years out of date.

The HOA board of directors has been working on this updated version for at least a year.¹ Many people were involved, and we owe them all our gratitude. This guide is the result of their efforts.

There is nothing new in this document that is not in one of the other umpteen documents you have in your possession. What's new is that we have elaborated or, in some cases, made some of the concepts more explicit. Nor is anything in this guidebook arbitrary; most of the items are standard in any of Florida's top deed-restricted communities.

The goal of the restrictions, of course, is to maintain the integrity of our community and the property values of the homes we live in. We are especially proud to say that Lakes Estates is generally recognized as one of the nicest and best maintained communities in Sarasota, a fact that any realtor will readily tell a potential home buyer.

The strength of any deed-restricted community lies not only in its rules and regulations but also in the community's commitment to live by and enforce its rules. I hope you will agree that, by choosing to make our homes here, we all understand the concept behind deed-restriction and acknowledge that it is the glue that holds our community together and keeps it the beautiful place that it is.

Please take a few minutes to read through this document. If you see anything that you feel needs to be corrected, please write, call or email us at board@lakesestates.org.

Don DeMaio, President, Lakes Estates board of directors

¹ The contents of this document pertain only to Lakes Estates which is administered and operated by the board of directors of the Lakes Estates Homeowners Association (HOA). This document does not attempt to rewrite any of the Association's by-laws or covenants.

The community of Lakes Estates

The area you live in is called Lakes Estates and is one of four subdivisions that comprise the deed-restricted community called The Lakes of Sarasota. As you undoubtedly know The Lakes itself is situated at the corner of McIntosh Road and Bahia Vista Drive in Sarasota, Florida, and is made up of five lakes, 278 quiet homes, and numerous mature palms and massive oaks draped with Spanish moss that lend a Southern-style aura to the neighborhood.

Lakes Estates is the largest of the four subdivisions and is composed of the 101 homes that are situated on Cottonwood Trail and Oak Lakes Drive, plus house numbers 4312 through 4382 on Oak View Drive.

All residents of our community benefit from uniform planning and design controls that ensure that the standards of design quality will be maintained at a high level, thus protecting property values throughout the entire community.

These guidelines are directed to any and all exterior alterations including additions, improvements, and changes. In some cases they also cover the removal of existing exterior structures and landscaping.

Lakes Estates Homeowners' Association (HOA)

A board consisting of five directors oversees the Lakes Estates Homeowners' Association, referred to in this document as the HOA. The board is always looking for volunteers who want to help maintain the beauty and integrity of the community. Anyone wishing to serve on the board may apply by sending an email to board@lakesestates.org or they may contact the HOA's current professional property manager.

The board meets the second Monday of every month at 6 pm at the Clubhouse at the intersection of Cottonwood Trail and Trails Drive. All residents are invited to attend and/or participate in the board's deliberations.

Directors are elected at the board's annual meeting that is held the second Monday of November. Terms of office are one year. Nomination forms are mailed to all residents prior to the annual meeting and are found on the association's website at www.LakesEstates.org

The board's primary task is to protect the beauty and integrity of the Lakes Estates community and its homes. The directors were given architectural control over all buildings, improvements, structures and landscaping for the entire Lakes Estates subdivision through *the Declaration of Protective Covenants, Conditions and Restrictions* for Lakes Estates through amendments enacted on April 26, 1996. A copy of the *Declarations* is distributed to every new Lakes homeowner.

Giving the HOA architectural control ensures that exterior alterations or improvements comply with the standards set forth in the original Lakes Estates *Declarations*.

Projects requiring HOA approval

The following projects require approval in writing from the board of directors and shall not be commenced until approved in writing by a majority of the directors:

- Any and all proposed exterior alterations, additions, and improvements to the property. This includes, but is in no way limited to, the installation of:
 - Antennas, attic ventilators, awnings, basketball backboards and hoops, buildings, canopies, chimneys/metal flues, clotheslines, decks and balconies, driveways/parking pads, flagpoles, fountains, grounds, landscaping, exterior lighting, exterior painting, patios, recreational and play equipment, roofing, screened enclosures, shutters, skylights, spas/Jacuzzis, storm windows and doors, structures, swimming pools, terraces, tree planting and removal;
- Any and all removal of existing exterior improvements or structures, landscaping, or grounds on the property of any type or any kind.

Residents who are thinking of starting a project are advised to contact the HOA first unless that project is specifically exempted by these guidelines. The board does not hesitate to file a "stop-work" order when unapproved work begins. Each application is reviewed on an individual basis. There are no "automatic approvals."

Criteria for association review

The directors evaluate all submissions on the individual merits of each application with particular attention to the particular design proposal, characteristics of the housing type, the individual site, and the impact of the change on the Lakes Estates subdivision and its collective homeowners.

Decisions by the directors are determined by the following criteria which represent the general standards outlined in the *Declaration*:

- Relation to the "open space" concept – Fencing, in particular, can have damaging effects on open space. Other factors such as removal of trees, disruption of the natural topography, and changes in rate or direction of storm water run-off also adversely affects open space.
- Conformance with the *Declarations* – All applications are reviewed to confirm that the project is in conformance with the *Declarations*.
- Validity of concept – The basic idea must be sound and appropriate to its surroundings.
- Design compatibility – The proposed improvement must be compatible with the architectural characteristics of the applicant's house, adjoining houses, and the neighborhood setting. Compatibility is defined as similarity in architectural style, quality of workmanship, similar use of materials, color, and construction details.
- Location and impact on subdivision – The proposed alterations should relate favorably to the landscape, the existing structure, and the subdivision.

- **Timing** – Projects cannot remain uncompleted for longer than 90 days. Projects that remain uncompleted are visually objectionable and can be a nuisance and safety hazard for neighbors and the community. All applications must include estimated completion dates. In cases where such time period is considered unreasonable the HOA may disapprove the application.

Making application to the HOA

Residents are required to submit plans for exterior alterations to the board. An application is also printed at the end of this document and is also available on the HOA's website at <http://www.lakesestates.org/documents/ARCform.pdf>. Applications must include plans and specifications showing the nature, kind, shape, height, materials, and location of the proposed alteration or removal. Two (2) complete sets of plans and specifications should be submitted along with the applications.

Applicant must complete the form and submit it to the management office indicated on the form. It will then be forwarded to the HOA directors for review.

For some homeowners the most difficult part of the application is adequately describing their request. If the request is not clear the HOA may defer its decision and request that the homeowner resubmit a clarified application. The board of directors is committed to responding in a timely manner.

The HOA has the right to approve or disapprove any plan which, in its sole discretion, is not suitable or desirable or conflicts with these design guidelines outlined below or in the *Declarations*.

- **Site Plan** – A site plan, if required, must be provided and is most easily prepared by submitting a copy of the property plat. Proposed alterations or removals should be indicated, including dimensions and distances from adjacent property and houses.
- **Materials and Color** – Samples of the materials and colors to be used and an indication of the existing colors and materials should be provided. In most cases, a statement that the proposed deck, for example, is to be painted to match existing house trim or major house color is sufficient. Where materials and/or colors are compatible, but different from those of existing structures, samples or color chips should be submitted for clarity.
- **Drawings and Photographs** – A graphic description should be provided. A graphic description may be in the form of manufacturer's literature or photographs, as well as freehand or mechanical drawings. The amount of detail should be consistent with the complexity of the proposal. In all cases, the sketch or photograph should be accompanied by a written description.
- **Third Party Comments** – Written comments from neighbors and other residents about proposed changes may be sent to the HOA. These comments will be considered during the review process. The HOA, however, still must make its decisions based on the standards set forth in the Covenants and further described in this document.

Architectural approvals granted to an individual homeowner, under the preceding guidelines, shall remain in effect and unchallenged. However, approvals granted under previous guidelines shall not be construed as implied approval for changes after the date of this document. Application for changes after the date of this document must be in accordance with the guidelines set forth herein.

Failure to secure HOA approval

The *Declarations* provide that an owner's failure to seek review and HOA approval may result in, but may not be limited to the following remedies: the levy of fines and/or legal relief seeking removal of unapproved or prohibited structures or improvements.

A decision by the board

The board of directors tries hard to answer each application within weeks—and sometimes days—of its submission. The board is mindful that many projects need to be done when the contractor has an opening. Sometimes, if the next directors' meeting is weeks away, a decision will be made by email.

Variances

The HOA may authorize variances from compliance with any of the design review criteria when it determines that circumstances such as topography, natural obstructions, hardship, aesthetic, or environmental considerations merit it. Such variances must be in writing from the HOA. The granting of such a variance shall not, however, operate to waive any of the terms and provisions of the *Declarations* for any purpose except as to the particular property and particular provisions covered by the variances. Nor will the granting of a variance in any way affect the homeowner's obligations to comply with all governmental laws and regulations affecting the homeowner's use of the premises.

Design considerations

The guidelines that follow address a broad range of exterior alterations or removals for which homeowners frequently apply. These indicate the limits of the size, location, quality of construction, materials, and color based on intended use and relationship to adjoining properties and surrounding areas, rather than a particular construction detail or specific design alternatives.

The individual merits of each application are always considered. The use of these guidelines should assist the homeowner in gaining timely Association review. Should a proposed improvement, alteration or removal be denied, the HOA shall provide such reason for denial in writing.

Setback criteria

Refer to County Zoning Department for applicable setbacks.

Grading and drainage

No bulldozing or clearing of trees shall commence until plans and specifications showing the nature, kind, shape, and location of work have been submitted and approved by the HOA. Fill shall not be deposited at any location without prior Association approval. Cut or fill shall be replanted with plant materials that blend with native vegetation. Cuts and fills should be designed to compliment the natural topography of the site. Grading should be done so that surface waters are collected at intervals in a manner that will not obstruct the movement of vehicular or pedestrian traffic, and will not create puddles or ponds in paved or swaled areas.

Casualty destruction and structure replacement

Refer to Article III, Section 10 of the *Declarations* in event of casualty destruction and structure replacement.

County approvals

Many improvements, alterations or removals may require county review and permits. It is the homeowner's responsibility to obtain all county approvals. Sarasota County authorities should be contacted prior to beginning any work in order to verify what procedures must be followed and what permits are required. County approval does not preclude the need for Association approval and vice-versa.

A special note

All language set forth in the following sections regarding various categories of exterior alteration or removal is advisory only and application must still be made and approval granted by the HOA before the project can begin.

Exterior alterations

The following guidelines address a broad range of exterior alterations for which homeowners frequently make application to the HOA. These guidelines define the limits of the size, location, quality of construction, materials, and color based on intended use and relationship to adjoining properties and surrounding areas, rather than a particular construction detail or specific design alterations.

Alterations are generally considered to be those which alter the existing structure either by subtraction and/or addition; however, other site changes, such as driveway modifications, are also included.

The design of alterations should be compatible in scale, materials, and color with applicant's house and adjacent houses. The location of alterations should not impair the views or amount of sunlight and natural ventilation on adjacent properties.

Pitched roofs should match the slope of the roof on the applicant's house.

New windows and doors should match the type used in the applicant's house and should be located in a manner which will relate well with the location of the exterior openings in the existing house.

If changes in grade or other conditions which will affect drainage are anticipated, they must be indicated. Generally, approval will be denied if adjoining properties are adversely affected by changes in drainage.

Construction materials should be stored so that the impairment of views from neighboring properties is minimized. Excess material and debris should be immediately removed after completion of construction.

Fences and walls

As a matter of intent, fences and walls of any nature are prohibited. It is the expressed desire of the HOA to maintain the open and wooded atmosphere of the subdivision, avoiding the construction of barriers that would have a visual and physical impact on the boundaries of common land and property of adjacent homeowners.

Remember, there are alternatives to fencing that may achieve the needed result. Careful consideration should be given to natural landscaping. Privacy can be achieved without significant impact on adjoining properties and community open space.

Variations to the guidelines on fences and walls are rarely approved.

Existing fences are not to be construed as an endorsement. Beyond any and all strict prohibitions the HOA, when rendering a decision, will first consider the physical and

visual impact a fence might have on adjoining and common properties. Special attention will be given to alternatives.

See Also, Article III, Section C, Paragraph 1 of the Declaration

Awnings and shutters

Awnings, canopies, and shutters shall be prohibited unless a variance is approved by the HOA. One exception is Lexan or see-through hurricane storm shutters.

Approved hurricane shutters shall not be stored in a down or closed position (activated) on the exterior of a residence unless in response to an active hurricane which is anticipated to affect Sarasota or the immediately adjacent counties. In no instance shall activation of Hurricane storm shutters be more than seven (7) days prior to the date of anticipated landfall.

Decks and balconies

Decks and balconies are an extension of the house and can have significant impact on its appearance. They may also affect the privacy of adjacent properties. These two factors are weighted heavily in the review of the applications.

Modifications to existing decks or balconies should provide continuity in detailing, such as material, color and the design of railings and trim.

Deck or balcony configurations should relate to the plan outline and window and door openings of the house.

Decks or balconies are to be located in the rear yard; however, other locations will be evaluated according to their respective merits.

Patios and terraces

Patios should be located in rear yards. Front and side yard locations will be evaluated accordingly.

Wooden ground-level decks must match the trim or dominant color of the applicant's house. Certain kinds of wood may be left to weather naturally.

If changes in grade or other conditions which will affect drainage are anticipated they must be indicated. Approval will be denied if adjoining properties are adversely affected by changes in drainage.

Air-conditioning units and trash/recycling bins

Air conditioning units, garbage and recycle bins shall be completely hidden from street and adjacent property, either by landscaping or approved enclosure methods. Such items should not be visible from the street.

Screen enclosures

All screen enclosures must be in the rear of the house. Lanai, balcony, and terrace locations on the side of the house may be approved for screening, if compatible with the residence. Screening should not be visible from the front of the house.

All screening and screen enclosures shall be constructed utilizing anodized aluminum. Green screens and raw aluminum are expressly prohibited.

Front screen doors must be approved by the HOA.

Play and recreational equipment

All play and recreational equipment and facilities including, but not limited to, basketball backboards, fixed game and play structures (volleyball, trampoline, tetherball, swing sets, etc.), shall be located to the rear of the residence or on the inside portion of the corner lots within the setback lines. Ramps or structures for the riding of skateboards, bicycles, go-carts and such are strictly prohibited.

All portable play equipment must be put away and kept out of sight when not in use. This includes portable basketball hoops, goal posts and backboards.

No dirt bikes, go-carts, and non-licensed vehicles shall be operated on the streets of The Lakes Estates community or along shell paths.

Equipment using natural materials is encouraged. Metal play equipment, regardless of the wearing surfaces (slide poles, climbing rungs, etc.), should be painted to blend with the natural surroundings.

Use of recreational and play equipment is to be confined to the hours of 8:00 A.M. through 10:00 P.M.

Swimming pools

Swimming pool design and construction details must be submitted for review and approval by the HOA. Details pertaining to privacy or visual separation must be included in the submittal. Screen cages are encouraged. No screening of pool area may extend beyond a line extended and aligned with the sidewalls of the dwelling unless specifically approved by the HOA.

Above-ground swimming pools are not permitted. Swimming pools are not permitted on the street side of the residence. Pools should be located in rear yards, although consideration will be given to property of unusual configuration or unusual topographical features. Pools cannot extend beyond the side of the house into the side yard.

Removal or disturbance of existing trees should be avoided or minimized. The impact of screening pools is significant and must be carefully related to adjacent property. In addition, the homeowner should consider safety within the pool area, as well as the impact of increased noise levels on adjacent property.

Pool equipment must be concealed by low fencing, screening, or landscaping. The pool cage and pool equipment screening are considered part of the swimming pool. Plans for these are required along with the pool application. Screening may not be visible from the street in front of the dwelling. Green screens and raw aluminum are expressly prohibited.

Proposed swimming pools should be discussed with adjacent property owners.

Garages, driveways and walkways

All homes shall have a minimum of a two-car garage. Carports are not permitted. Automatic garage doors openers are required. Garages must not be rendered structurally incapable of storing two automobiles. Driveways must be clean, stain- and weed-free.

No curbside parking areas may be created by extending any portion of the street pavement.

Where possible, access to corner lots shall be from the least traveled street.

Only Chattahoochee, finished concrete, patterned concrete, brick or interlocking pavers will be approved; asphalt and blacktop will not be approved.

Care must be exercised in any drainage areas. Proposed construction that impedes drainage shall be denied.

See also Article III, Section C., Paragraph 5 of the *Declarations*.

Mailboxes and house numbers

To assure compatibility with a uniform subdivision theme, no mailbox other than the approved one, no paper box or other receptacle of any kind shall be erected on any lot. Only the mailbox supplied with the sale of the home will be allowed.

Mailbox lights must be maintained in good operable condition and be lighted during nighttime hours.

Only the house numbers on the approved mailboxes will be allowed.

Mailboxes must be kept in good repair and shall not become an eyesore. Damaged or rusted mailboxes shall be replaced.

The mailbox arms and post are an exclusive (standard) design for Lakes Estates and must be replaced with only such design and product. This can be acquired by calling our current property management company.

Note: Not all homeowners association within The Lakes of Sarasota have standardized mailboxes.

Signs

Signage is an important part of community integrity. All stop signs, speed limit signs and street signs within The Lakes of Sarasota are governed by standards set down by The Lakes' Maintenance Board which determines size, color, content, and location of signs. The Maintenance Board has nine members, several of which are from the Lakes Estates board of directors and represent the interests of your community.

All signs, billboards and advertising structures are prohibited on any lot except with the written permission of the HOA. The HOA shall determine size, color, content, and location of any sign. No sign shall be nailed or attached to a tree, house, or mailbox.

Signs that do not conform to these standards may not be displayed, except in the event of political election signs.

Signs that do not conform to the standard will elicit a quick letter asking that the sign be removed. To learn more about the standards for signs call the Lakes Estates professional property manager.

See also, Article III, Section C, Paragraph 4. of the *Declarations*.

Windows and doors

Bright finished or plated metal exterior doors, windows, window screens, louvers, exterior trim, or structural members shall not be permitted.

The use of reflective tinting or mirror finishes on windows is prohibited.

Satellite dishes and antennas

No exterior antennas are permitted unless approved by the HOA. Satellite dishes greater than 24 inches will not be permitted. All satellite dishes should be positioned as not to be seen from the street unless such placement would impair the signal.

Air conditioners

Air conditioning units extending from windows are not permitted.

Compressors for air conditioning units must be screened or protected by architectural treatment or appropriate landscaping. They should not be visible from the street.

Exterior air conditioning units may be added or relocated only when they do not interfere visually and acoustically with neighbors, and only with prior Association approval.

Attic ventilators

Attic ventilators or other mechanical apparatus requiring penetration of the roof, should be as small in size as functionally possible, and should be painted to match the roof. They should be located on the least visible side of the roof and not extend above the ridgeline.

Chimney and metal flues

Metal flues which penetrate the roof must be painted to match the structure. Masonry chimneys and wood flue enclosures may be used when compatible in design, location and color with the existing house.

Accessory structures and lawn and house ornamentation

Accessory structures such as tool sheds and the like are not permitted.

Decorative objects such as sculptures, birdbaths, front-yard fountains and such should not be placed or installed on any lot without approval of the HOA.

Any and all front-yard ornaments and house ornaments are strongly discouraged and would require an approval before placement (includes fountains, benches, art objects, etc).

See also, Article III, Section C, Paragraph 3 of the *Declarations*.

Exterior lighting

Exterior lighting shall be directed so as not to create a nuisance to the adjoining property. Replacement light fixtures should be compatible in style and scale with the applicant's house; however, lighting which is part of the original structure must not be altered without Association approval.

Applications for exterior lighting should include wattage, height of light fixture above ground, and a complete description, including descriptive material of the light fixture and location on the property.

Exterior painting

House, trim and gutters shall be routinely painted. No exterior of a house shall fall into disrepair or become an eyesore, annoyance or nuisance.

Repainting or staining to match original colors need not be submitted. Color change must be submitted to the HOA for approval. Color changes apply not only to the house siding, but also to the doors, shutters, trim, roofing, and other appurtenant structures. Door color changes will be considered separately, but need an approval. Change of exterior color should relate to the colors of other houses in the immediate area. Bright colors should not be the dominant color.

A color chip or other sample must be submitted with application.

The acceptable standards considered for approvals on house color changes are that the colors blend, are coordinated and compliment the roof and any other permanent stone or brick on home or lawn. Muted, earth tones, and warm colors are required.

Roofs

All roofs, whether tile or shingle, must be kept clean and free of mold and mildew. Roofs that are not maintained will be noted and the owner contacted.

Replacement roofs require Association approval. The standard for approval is that the roof shall compliment, blend and coordinate with the house color and trim color as well as any brick or stone on the house or landscape. Applicant shall submit a product sample along with the application.

A shingle roof requires as a minimal standard a 30-year dimensional shingle. Three-tab shingles are not permitted.

When replacing a roof it is suggested that additional shingles be purchased for any future repairs as shingle colors and styles change.

When roof repairs are made, the repair or replacement shingles must match what is currently on the roof as well as match existing color.

Metal roofs are not in keeping with the overall decorative architectural plan for Lakes Estates and shall not be approved.

White roofs are not in harmony with the wooded setting of the Lakes community, nor are they in keeping with the decorative, architectural color palette. For these reason they will not be approved.

Flagpoles

Any homeowner may display one portable, removable United States flag or official flag of the State of Florida in a respectful manner. On such holidays as Armed Forces Day, Memorial Day, Flag Day, Independence Day and Veterans Day residents may display in a respectful manner portable, removable official flags not larger than 4¹/₂ feet by 6 feet that represent the United States Army, Navy, Air Force, Marine Corps, or Coast Guard. This may be done regardless of any declaration rules or requirements dealing with flags or decorations.

Rules of display for the American flag must be followed.

Landscaping

All landscape changes require approval by the HOA.

All sodded and landscaped areas must be equipped with a fully automatic irrigation system. All non-paved areas not left in a natural state must be sodded or landscaped with St. Augustine or Argentine Bahia grass. Sod must be carried to the edge of the pavement of all adjacent streets and must meet sod placed around lake banks by the developer.

All plant beds should be mulched with cypress or pine bark. Rock and stone are strongly discouraged for use in plant beds as they are not in keeping with the natural foliage in the design of the community. Colored mulch (excluding red cypress mulch) and rubber mulch shall not be permitted.

Only one type of edging product should be used in landscape design. The product would be required to match, blend or coordinate with house and compliment architecture of home, roof color, house color and any other stone or brick on home. The landscape stone and edging stone needs to be mold free, level and straight and should be of quality material, design, and installation.

Landscaping can be effectively used to accent entryways, define space, create "living" privacy screens, etc. Since landscaping is a design element, the same consideration should be given to relationships to the applicant's house and to adjacent houses that apply to other design elements. Plantings should be clustered rather than widely spaced. Massing, the three-dimensional appearance of planting, may be improved by augmenting trees and taller shrubs with low, spreading shrubs and/or ground cover.

Care should be exercised in the planting and maintenance of trees and shrubs to prevent obstruction of sight lines required for vehicular traffic. Trees must be kept trimmed to prevent interference with street traffic.

Also, views from neighboring units, shade patterns of larger trees, and possible physical damage by encroaching plantings should always be considered. Planting should not encroach upon walkways or block walkway lighting. If the Board finds plantings detrimental, homeowners may be required to abate the problem.

Impeding a view will be considered detrimental under the following circumstances:

- The view adversely affected by the planting must have been a concept of the original plan.
- The HOA will consider the density of the offending plantings and amount of view blocked.

Other factors will be considered by the HOA as the circumstances of the situation require, such as cutting off light and air, physical intrusions, offending odors, over-maturity or over-planting.

Care should be exercised in selecting plant materials which upon maturity will be of an appropriate size in height and breadth for its intended use and location. Mature size both in height and diameter should always be a consideration especially when planting close to walkways and houses.

Due to the necessity of stem wall construction in some areas, care should be taken to select plantings large enough to soften the height of the foundation.

A standard for approval is that the design and foliage compliment the architecture of the house and property and is of quality workmanship and materials. (Two copies of plans and a description of plants to be used should be included).

Lawn maintenance requirements

Lawns and landscape are to be kept healthy, routinely cut and trimmed, edged, watered and weed-free. Dead or dying landscape or grass shall be immediately replaced.

Plants should be kept healthy, trimmed, and well maintained. They must be replaced when needed.

Garden equipment, including hoses, is required to be stored out of sight and not in view from street

Fruit trees cannot be planted in the front yard. If you are on a corner lot, fruit trees cannot face the street

Lakefront and shell-path homes are required to adhere to the same lawn and landscape maintenance standards in their backyard.

Tree removal

No live tree, four inches in diameter or more, measuring 2 feet above ground level, shall be removed without the approval of the HOA.

Solar guidelines

State law provides that an owner may install solar panels or collectors. However, in keeping with the harmony within the subdivision, it is the intent that no solar panels or collectors will be allowed on the front of the house (they should be located where they will not be visible from a street) unless it is determined that placement anywhere else will impair the collection of sunlight.

Panels laid on the same plane as the roof and close to the roof are likely to be most compatible with the rest of the building. Solar panels or collectors which are more highly visible from neighboring properties, roadways and public spaces will require a higher degree of architectural integration with the structure than those located out of general view.

The solar panels or collectors should be located in such a way as to minimize the need to trim trees.

Support racks and the frames of the collectors must be painted to match the background, or in some cases, enclosed and painted to match an architectural building element.

Installations should be placed so as to minimize or eliminate spaces between collectors.

Piping, wiring and control devices must be concealed or designed in an unobtrusive manner.

Play and recreational equipment

Miscellaneous restrictions

Dogs and cats

Dogs and cats should be contained in your own yard when not on a leash. Doghouses are not welcome.

No pet shall become a nuisance to other unit owners by excessive barking. Dog barking that becomes an annoyance to neighbors will not be tolerated and will be subject to fines of \$100 a day if not stopped.

All pet waste must be removed from lawns, streets or common areas and disposed of properly.

Parking regulations

Street parking is prohibited unless it is done for less than four hours—for instance, to accommodate a temporary guest. Parking on lawns is forbidden.

No overnight parking of any vehicle at the Clubhouse or at the Recreation Center parking lots or on the loop roads (Oak View and Trails Drive).

Non-registered vehicles or non-working vehicles may not be parked on a homeowner's property unless stored in the garage.

No commercial truck, bus or commercial vehicle of any kind shall be permitted to be parked in Lakes Estates for a period of more than four (4) hours unless said vehicles are temporarily present and necessary in the actual repair of residences or buildings in Lakes Estates or are necessary and incident to business in Lakes Estates.

If a mobile home, boat, RV, camper or trailer needs to be parked it must be parked in a garage.

See also Article III, Section C, Paragraph 11 of the *Declarations*.

Forms section

Instructions for applicants

1. Prepare a sketch and a written description, including dimensions, material, color, design, etc., and other data, such as photographs (of existing conditions) of the proposed alteration or removal and other data such as photographs of existing conditions.
2. Provide site plan (including existing house location and other improvements) indicating where on the property the alteration or removal is to be located. If you anticipate that changes in grade or other conditions will affect drainage it must be indicated. (Generally, approval will be denied if adjoining properties are adversely affected by changes in drainage.)
3. Proposal for fencing to be installed must include comments from owners of adjoining properties.
4. Estimated completion date should be selected to provide applicant a reasonable time to accomplish the proposed alteration or removal. Brief explanation for estimated excessive delay should be provided. The HOA may disapprove an application if the work project is to be carried on for an unreasonable length of time.
5. If you have not received a response after three weeks, call the Lakes Management Office.

Lakes Estates Homeowners Association, Inc.

REQUEST FOR ARCHITECTURAL APPROVAL

This is a request form to be completed by the homeowner and submitted to the Architectural Review Committee (ARC) for approval BEFORE any work commences.

Please complete in its entirety and mail to:

Lakes Estates Homeowners Association, Inc.
c/o Sunstate Management Group
P.O. Box 18809
Sarasota, FL 34276
Fax: 941-870-9652 Phone: 941-870-4920

THIS SECTION TO BE COMPLETED BY THE HOMEOWNER (plot plan must be attached to this request)

Date: _____

Name: _____ Lot #: _____

Address: _____

City _____ ZIP _____

Phone _____ Email _____

DESCRIBE THE CHANGE/ADDITION/INSTALLATION: (i.e. pool, screen enclosure, patio, landscaping, sidewalk/driveway pavers, etc.) _____

Location: Attach a copy of the plot plan/survey showing the location of the addition or installation (must be provided). Describe the work being done. _____

Specifications: Attach a copy of the plans, drawing or photograph (must be provided).

Dimensions _____

Materials: _____

Color(s) (sample or color chip must be provided). _____

Estimated time of completion: _____

NOTE: Per the Governing documents: Owners are responsible for the work/action of persons under their employ, direction or authority. Please supervise the work to ensure that damage to common areas does not occur or is corrected. All requests must conform to the local zoning and building regulations and owners are responsible for obtaining the necessary permit if request is approved.

-----Please do not write below this line----- REQUEST:

Date approved _____ Date denied _____

(ARC) SIGNATURE: _____

(ARC) Comments or Conditions: _____

Date received by Sunstate: _____ sent to ARC: _____ Sent to H/O: _____