



SADDLEBROOK Homeowners Association Architectural Standards Manual Guidelines

General Information

The following Architectural (ARB) Guidelines and Regulations are to be referred to when making any exterior changes to your home. Additional information is available in your copy of the *Declaration of Covenants and Restrictions*.

It is the homeowner's responsibility to fill out each Submittal Form for each request correctly. This will allow the ARB to respond to your request in a timely manner. If required information is not included with your Submittal Form, it will be returned to you to be re-submitted.

All major exterior alterations, including but not limited to building, landscaping, fencing and painting require approval from the ARB. If you are still uncertain of your obligation(s) after reading these Guidelines and Regulations and the *Declaration of Covenants and Restrictions*, please contact the ARB Review Committee through the community's Management Company or the HOA Board **BEFORE** making any alterations, purchasing materials or initiating contracts for work to be done on the property.

SADDLEBROOK is a Deed Restricted Community. By law, all persons who purchased homes in SADDLEBROOK must abide by the governing documents. These documents pass on to each subsequent buyer of the home and are attached to the property. Pleading ignorance or "not knowing" the rules is neither a legitimate nor a defensible excuse for neglecting to fill out a Submittal Form for an exterior alteration. Any homeowner who makes an exterior alteration without approval will be in violation of the Declaration of Covenants and Restrictions.

Compiled by the
SADDLEBROOK Board of Directors
2008
March, 2008

2008

ARCHITECTURAL STANDARDS GUIDELINES

Table of Contents

Getting Started	Page 3
Architectural Guidelines	Page 4 thru 9
Painting Guidelines	Page 7 & 11
Roofing Guidelines	Page 8 & 12
Fencing Guidelines	Page 6, 13 & 14
Landscaping Guidelines	Page 7 & 15
Violation Procedures	Page 17
Fining Schedule	Page 18
ARB Submittal Process	Page 19
Pool Rules	Page 20
Contact Information	Page 21

HOMEOWNERS, PLEASE NOTE****

~~STRIKETHROUGH MEANS A DELETION~~

DOUBLE UNDERLINED MEANS AN ADDITION

GENERAL – GETTING STARTED

Requesting Forms and Checking out Color Books:

1. Internet: See **Contact Information Page** for management company website. Print out either Exterior Alteration or Painting Submittal form. You can email a request to pickup a color book if needed. Please be sure to use the correct type of Submittal Form for the exterior alteration you are requesting. Forms are also available by mail through the management company. Color Books are also available by contacting the ARB Chairman (see **Contact Info page** for phone number)
2. For your convenience, a copy of each type of submittal form (Exterior Alteration Form, Paint Form) and a list of important numbers including those for the property management firm is attached. These forms may become stale-dated over time; therefore, before using them for your submission, please confirm their accuracy by comparing them to the ones currently listed on the management company's website. Alternatively, print an updated copy from the website for your submission.

Sending in Submittal Forms

1. Planning ahead is essential. The ARB may take up to 30 days from the date of receipt of your request to respond. If requests are filled out properly, and all required information is included, you should receive a response within 30 days. Once the management company has logged your ARB submission in and sent it to the ARB for review, the management company will not have any information on your particular request other than the date it was logged in and sent to the ARB.
2. **Mail Submittal Forms or Inquiries to: The management company**
See Contact Information Page for address.
(ARB Forms may NOT be faxed in due to diminished quality)

Receiving Approval

1. Receiving approval from the ARB does not verify compliance with building, zoning, or other County/City Codes. You must apply for all necessary permits from Orange County prior to beginning any exterior alteration.
2. ~~You must be able to show proof of permitting from Orange County before you begin construction. Any work performed by the homeowner is subject to inspection. If you do not receive the proper permitting, you will be asked to stop construction and obtain proper permitting immediately.~~

NOTE: Due to changes in times, trends, and community needs, the ARB has the option to update the “*Architectural Standards Manual*” from time to time. All residents and owners will receive updates via Newsletter, or separate mailing, which are to be added to this set of Guidelines. Periodically, this set of Guidelines and Regulations will be reissued with all the updates included.

Any new “*Architectural Standards Manual*” will be dated, and will supersede the prior set of Guidelines. You may discard the prior set when the new set is received. Please contact the Board of Directors or the community's Management Company if you do not receive an original set or an updated set when issued.

PLEASE NOTE:

In no way shall any of SADDLEBROOK'S Architectural Regulations, Guidelines, or Covenants waive more stringent than Orange County or State of Florida requirements nor waive the necessity of any required permits.

Researching and acquiring the appropriate permits required before any project is undertaken is the responsibility of the homeowner.

CONSTRUCTION, EQUIPMENT INSTALLATION, LANDSCAPING OR EXTERIOR ARCHITECTURAL IMPROVEMENTS

Any exterior improvements, construction, landscaping, or equipment installation must receive approval from the SADDLEBROOK ARB.

The following must be included with each and every Construction, Equipment, and Improvement submittal:

(It is recommended that you include your contractor's professional estimate form when available.)

1. Plat survey/plan (copy) with drawing of placement/location and details of construction including heights, lengths, widths, and depths. Include setback from front of house.
2. Include building materials, surface texture, color, and grade, etc.
3. Include visual in the form of a picture or brochure, or detailed drawing.
4. A separate submittal should be filled out for each individual request. (Example: Do not request a fence and a paint color change on the same submittal form.)
5. ~~Include a copy of your building permit if one is required for your project.~~

~~You must be able to show proof of permitting from Orange County before you begin construction. Any work you do yourself must receive an inspection. If you do not receive the proper permitting, you will be asked to stop construction and obtain proper permitting immediately. Otherwise, the city, county and SADDLEBROOK HOA will impose serious fines. It is your responsibility to obtain all required permits.~~

Contractor(s), cost, etc.:

Please let us know the name of the contractor you have chosen, and the estimated amount to do the work if you so chose. If the committee sees something out of line, or if we have received complaints about the contractor, we will inform you so you may decide to get another estimate if you choose. It is not a requirement of the committee to research the credibility of your contractor.

REGARDING NEIGHBORING PROPERTY DAMAGE: Please be aware that when you undertake any project on your property which causes damage to your neighbor's lawn, irrigation system or plants or which damages any common property such as sidewalks, curbs or plants, you will be held responsible for the repairs of any damages caused whether by you, your contractor or any equipment used for the project. If there is a sidewalk or driveway apron repair issue (damaged concrete), or any damage to common property owned by the HOA, please notify the community's Management Company or the HOA Board of Directors immediately. Please renovate responsibly and make arrangements for any needed repairs promptly.

SADDLEBROOK ARCHITECTURAL REGULATIONS

These guidelines are to help you follow the regulations of our neighborhood. All lots located in Saddlebrook shall be subject to the requirements of the ARB, which include, but are not limited to, the following:

“The ARB may base their refusal or approval of plans, location or specifications upon any reason, including purely aesthetic conditions, which in the sole discretion of the ARB shall be deemed sufficient.” (per our documents ARTICLE VIII Architectural Control Section 3-d Conditions

1) AWNINGS:

Must be approved by the ARB before installation and must blend with home & must be maintained /repaired if damage or discoloration becomes visible. Awnings may be either retractable or stationary but must be attached to the home, not freestanding.

2) BASKETBALL HOOP WITH STANCHION:

1. May be temporary/portable style only.
2. Hoop and/or stanchion may not be mounted to house or permanently installed in ground.
3. Must be set back no less than 12 feet from sidewalk for pedestrian and automobile safety.
4. Must be stored inside during any inclement weather and or during hurricane warnings.

3) CLOTHESLINES: Clotheslines and poles should not be visible from the front of the house and should be removed when not in use.

4) CONCRETE SLABS:

1. **Must be approved by the ARB.**

5) DRIVEWAYS & SIDEWALKS:

1. **Additional walkway extensions or additions must be approved by the ARB.**
2. Driveways and walkway (leading to your front door) may be sealed with clear sealer **WITHOUT** requiring ARB approval. Public sidewalks and driveway aprons (concrete between the street and sidewalk) may not be painted or sealed
3. All pavers, sidewalks, or walkways must be free of weeds and clean of dirt, mildew, mold, rust, oil stains etc.
4. Painting of driveway and sidewalks is **PROHIBITED**. Driveway, sidewalks and or patio pavers must be kept level and in good repair.
5. Installing driveway or walkway pavers must be approved by the ARB.
6. If there is a sidewalk or driveway apron repair issue, please notify the community’s Management Company or the HOA Board of Directors.

6) DOORS – EXTERIOR:

1. **Changes must be approved by the ARB.**
2. Exterior door changes to doors with/without glass may be approved with proper descriptions, color noted, and photo or picture from a brochure provided with the ARB submission.
3. Screen or storm doors must be approved by the ARB.
4. Any painting must be approved by the ARB.
5. The ARB must approve any changes to or replacement of garage doors.

7) **EXTERIOR LIGHTING:**

1. **All exterior lighting requires ARB approval.**
2. Landscape, Decorative, and Security lighting should be integrated into the landscaping in a manner, which will enhance the beauty of the property.
3. If any exterior lighting is deemed by the ARB to be too plentiful, too obvious, or too bright, or is installed in a manner that is distracting or causes a disturbance to neighbors, the ARB has the right to request the homeowner make appropriate alterations to the lighting.
4. Hardware and fixtures should be placed to appear as discrete as possible.
5. Coach lighting shall be consistent with the architectural design of the house.
6. Light bulbs/lenses in all fixtures shall be clear or white year-round, excluding holidays

8) **FENCING:**

- 1) **Must be approved by the ARB.**
- 2) Please see attached fencing guidelines.
- 3) New or replacement fencing needs an Orange County permit

9) **FLAGS:**

1. Official United States of America flag is permitted to be displayed according to State Statutes, and must be replaced or removed if tattered or torn. Such flags, if continuously flown, are to have appropriate lighting at night. This lighting is not to be installed as to shine towards any neighbor's homes or otherwise disturb others. Flags must no be larger that 4 ½ feet by 6 feet. (per state statute)
2. Permanent ground mounted flag poles are not permitted.
3. Flags may not be hung in windows as window coverings or drapes.
4. Other flags:
 - a. May be displayed under the conditions of Holiday Decorations.

10) **FACADES, TRIM, MOLDING.**

1. **Must be approved by the ARB.**
2. All of these changes must reflect the original architectural plan & style by the builder for Saddlebrook. Please include an appropriate architectural plan including sizes, construction materials and photos or pictures from a brochure to show style and layout.

11) **GARAGES:**

1. **Any changes must be approved by the ARB.**
2. All homes must have provisions for at least one car to be parked in a roofed-over enclosed space.
3. Garages may not be enclosed to provide additional living space. (per our documents)

12) **GUTTERS:**

1. **All gutters and downspouts must have ARB approval.**
2. All gutters and downspouts should blend with the exterior of the home.

13) **HOLIDAY DECORATIONS:**

1. All exterior holiday decorations (i.e., signs, lights, yard decorations, and interior decorations that are visible from the street such as window stickers, decorations in the windows, garlands, etc.) shall be displayed no earlier than thirty (30) days prior to the holiday and shall be removed within seven (7) days after that holiday with the exception of holidays beginning in December. December holiday decorations shall not be displayed before the week of Thanksgiving, and shall be removed within thirty (30) days following December 25.
2. Special Occasion decorations such as birthdays, retirements, births, graduations, etc. may be displayed a maximum of one-week (seven days).

14) HURRICANE SHUTTERS:

1. **Hurricane shutters must be approved by the ARB.**
2. If they are approved, they can only be installed no more than a week before a **NAMED** storm is predicted to come our way and must be removed no later than a week after the storm has passed.

15) LANDSCAPING:

1. **All major landscaping plans require approval from the ARB.**
2. Please see attached landscaping guidelines.

16) MAILBOXES:

1. **All mailboxes (even replacement) must be approved by the ARB.**
2. Mailbox must be maintained in good repair and with working flag, door, and house numbers.
3. Mailbox must be free of writing, stickers, signs and advertising.

17) PAINTING:

1. **Must be approved by the ARB.**
2. Please see attached painting guidelines.

18) PARKING:

Please note: *Due to safety issues, it is very important that as few vehicles as possible park on the roads in SADDLEBROOK. Vehicles parked on the street block the visibility of drivers from children, pets, and other vehicles backing out of driveways. Except in rare or extreme circumstances, residents and their visitors are to avoid parking on the roads. Routine daily and/or nightly parking of resident's vehicles or long term parking of resident's or visitor's vehicles on the street is not allowed. (Per our documents)*

1. Parking of cars, motorbikes, boats, trailers, campers, motor homes, and commercial vehicles is not allowed on the street or on any unpaved portion of a homeowner's property. With the exception of commercial or public service vehicles temporarily, present at the property while performing services for, or on behalf of owners or residents of the property or guests visiting the property for less than 6 hours.
2. Residents are not to park their vehicles on the road except in rare and short-term cases such as when washing the driveway.
3. Guests staying overnight or longer than 6 hours are to park in the driveway of the home they are visiting.
4. Any commercial vehicles being brought home regularly by homeowners and being parked in SADDLEBROOK must be stored inside the homeowner's garage or left in the driveway with any commercial lettering/graphics or insignias completely covered with a magnetic or other type of covering the same color as the vehicle.
5. No vehicle may be parked in the driveway in a manner, which causes any part of the vehicle to extend over any portion of the sidewalk or street. (Orange County Ordinance)
6. No derelict /inoperable vehicles or unlicensed vehicles may be parked on the property.

19) PATIOS, ENCLOSURES, ADDITIONS & STRUCTURAL CHANGES:

1. **Changes must be approved by the ARB.**
2. Style & shape must fit the architectural design of the house and be in keeping with the general conformity and harmony of the community.
3. To soften visual impact, it is suggested minimal landscaping be included in the plan.
4. No tennis/basketball courts shall be permitted.

20) POOLS/SPAS:

1. **Must be approved by the ARB.**
Any swimming pool to be constructed on any lot shall be subject to the requirements of the ARB, which include, but are not limited to the following:

2. Composition of the swimming pool to be of material thoroughly tested and accepted by the industry for such construction.
3. No screening of a pool or spa as a recreational area may extend beyond a line extended and aligned with the side walls of the dwelling unless specifically approved in writing by the ARB.
4. Any lighting of a pool or recreational area shall be designed so as to buffer and protect the surrounding residents from any direct effect of the lighting.

21) PETS:

1. Pets are not allowed to roam freely in the community. All pets must be leashed when off the owner's property. Animal waste deposited on yards, green spaces, sidewalks, roads, parks or any public place is to be promptly picked up by the pet owner or walker.
2. No farm animals or fowl (types traditionally kept on farms) are permitted as pets in SADDLEBROOK
3. No pet(s) shall be allowed to be a nuisance to others within the community.

22) RECREATIONAL EQUIPMENT:

1. **The addition of any permanent or semi-permanent recreational equipment MUST be approved by the ARB.** This includes swing sets, monkey bars, trampolines etc.
2. Product, size, location, and placement on the plot plan must be indicated on the ARB submission form.
3. Equipment must be installed or stored in the back yard only, out of sight from the roadside.
4. Grass and or vegetation around and under any and all equipment must be maintained (mowed, trimmed, weeded, etc.,) in order to prevent pests and to maintain the visual esthetics throughout the property.
5. No skateboard or bicycle ramp or similar structure shall be permanently installed or maintained overnight on any portion of any lot.
6. All recreational equipment must be maintained in attractive and safe condition.
7. The ARB reserves the right to request that a homeowner remove play equipment if the surrounding neighbors complain about disrepair such as missing and broken parts or rust, peeling paint etc.
8. Temporary play equipment such as bounce houses must be placed as inconspicuously as possible so that they do not detract from the neighborhood.
9. Equipment must not infringe on neighbors property.

23) ROOFING:

1. **Must be approved by the ARB**
2. Please see attached roofing guidelines.

24) SATELLITE DISHES/ ANTENNAS:

1. Satellite dish restrictions allow for dishes up to one meter (39.37 inches-per state statute)
2. Please advise the installer to install the dish on the rear portion of the house, if at all possible, or to keep the dish as far away from the front of the house as possible. The objective is to have the dish be as unobtrusive as possible without compromising the reception of the signal.

25) SECURITY BARS:

1. No security bar system may be visible from the exterior of any window or door of any structure on the property.

26) SHEDS, PENS and DOG HOUSES:

1. Sheds, non-attached garages or other out buildings are not permitted.
2. Animal pens are not permitted.
3. Doghouses are not encouraged. If one is necessary it is to be shielded from view of the street and neighbors and be very discrete.

27) SIGNAGE:

1. Real Estate Signs:

- a. Only one professionally printed real estate sign per property, no larger than five (5) square feet, may be displayed in the yard as long as is needed.
- b. Signs must be clean and maintained in good repair.
- c. Signs may not be placed at the front entrance of the neighborhood except during (the same day of) an open house, after which time the sign must be immediately removed.
- d. No "For Sale" or "For Rent" signs etc. may be placed in windows

2. Other Signs:

- a. Signs of not more than six sq. ft. expressing support of, or opposition to, a political candidate or other issue which will appear on the ballot of a primary, general or special election, provided that such political signs shall not be placed on a lot earlier than sixty days before such election and shall be removed within two days after such election.
- b. Signs may be displayed by the Board of Directors or their committees for SADDLEBROOK Homeowner's functions.
- c. Very small signs (max. 144 sq. inches) pertaining to safety matters such as security alarm signs, "beware of dog" signs and temporary "treated grass" signs are permitted if not overbearing in color or style or in excessive numbers on the property.
- d. No other signs may be displayed in SADDLEBROOK unless they fall under the conditions listed in the paragraph for Holiday Decorations
- e. No signs may be placed in any windows
- f. You may have a "no soliciting" sign on or around your front door.

28) SOLAR PANELS/COLLECTORS:

1. **Must be approved by the ARB.**
2. Size and position etc. must be indicated on plot plan.

29) TRASH, GARBARGE & RECYCLING CANS:

1. No lumber, bulk materials, refuse, or trash shall be kept, stored, or allowed to accumulate on any property except building materials during the course of construction of any approved structure.
2. During major renovations or additions, the leasing of commercial garbage bins may be temporarily required. Such bins are to be kept on the subject property and not allowed to overflow. Bins must be removed as soon as the refuse levels can be handled by the contractor's vehicles or by fitting in the household garbage can.
3. Household trash cans/recycle bins must be stored out of site except on garbage collection days and brought in from the curb to be stored again as soon as possible.
4. Hazardous materials are not to be put out with the household garbage but must be taken to the appropriate waste collection site.

30) VEHICLES, BOATS & TRAILERS:

1. No campers, boats, trailers, ATV/quads, dune buggies, golf carts, or motor homes may be parked on the property unless enclosed in the garage.
2. Auto body work and long term or ongoing vehicular repairs are not to be done in the driveway. Such work must be contained within the garage and must not be a disturbance to any neighbors. In addition, such work may not be commercial in nature as this is a residential community.

31) WINDOW / WALL AIR CONDITIONERS:

1. No AC equipment other than compressor units, which must be installed on the side or back of the house only, may be visible on the exterior of the home
2. No wall or window air conditioner units may be installed.

32) XERISCAPING: (Florida Friendly Landscaping)

1. **Must be approved by the ARB.**
2. 60% of each lot visible from the street must contain green space. The other 40% can have Xeriscaping.
3. Xeriscaping must be maintained as required in the Landscaping section of these guidelines.

33) YARD DECOR:

1. **Must be approved by the ARB.**
2. Decorative yard items such as furniture, birdbaths, statues, fountains, landscape brick and edging, shall be integrated into the landscaping so that it is tasteful and discrete.
3. No beach, pool, cabana, or picnic style furniture should be visible from the street.
4. If any decorative yard items are deemed by the ARB to be too plentiful, too obvious, and too bright, does not harmonize with the architectural style of your home, or are placed in a manner, which causes disturbance to neighbors, the ARB has the right to request the homeowner make appropriate alterations to, or remove the item(s).
5. Any fountains that are added to the landscape must be approved by the ARB.
6. Yard ornaments must be kept to a minimum.

Estimated time to complete project.

Please be as accurate as possible and then add a week or two to the suggested time to allow for delays. It is preferable to keep construction apparatus, torn up yards, mud, and other signs of construction visible for as short a period of time as possible. We ask that you do everything possible to keep to the estimated schedule. If for any reason, you have an unforeseeable delay, it is your responsibility to contact us as soon as possible so we may try to approve a reasonable extension.

SADDLEBROOK HOMEOWNERS ASSOCIATION

PAINTING GUIDELINES

1) PAINTING:

1. **All painting and major repainting jobs MUST be approved by the ARB.**
2. The only acceptable color schemes for the exterior of the homes in SADDLEBROOK are in our adopted color book.
3. Please see the Contact Information Page to request a returnable color book.
4. Should the paint fade, bleed or otherwise become unsightly and unprofessional looking, the home must be repainted. If the stucco crack repairs and/or construction blocks are visible through the paint, the home must be repainted. ARB approval will be required.
5. ARB approval for changing the entry door color is required.
6. You need ARB approval to **repaint** your home the **“same”** color. Depending on how long ago the painting was done your paint color maybe outdated and not one of our approved colors.
7. All the painted surfaces of the house are to be kept clean of dirt, rust, mold and mildew.
8. Painting of public sidewalks and driveways is prohibited. You may use a clear sealer on the driveway and the portion of the sidewalk leading to your front door. The driveway apron may not be sealed.
9. All painting projects **must commence** within **90-days** of approval or the paint request must be submitted over again. All painting, **after commencement** must be **completed** with in **30-days**.

SADDLEBROOK HOMEOWNERS ASSOCIATION

ROOFING GUIDELINES

- 1) All roofing must be approved by the ABR.
- 2) Changes to the soffits/fascia or adding gutters and downspouts requires ARB approval.
- 3) **SUBMISSION FOR APPROVAL:**
 - A) ARB Submittal form
 - B) Product data sheet
 - 1) Details-Product data sheets
 - a) Manufacturers Name
 - b) Color
- 4) **ROOFING MATERIALS:**
 - A) Only asphalt shingles will be allowed.
No tile or metal roofs.
- 5) **ROOFING COLORS:**
 - A) Should blend nicely with the color of the home.
- 6) **PERMITTING:**
 - A) Owners are required to follow all of Orange County's permitting requirements.
- 7) **ROOF MAINTENANCE:**
 - A) Owners are expected to keep the roof clean and free of debris, mold, mildew or anything that changes the original color or appearance of the shingles.

SADDLEBROOK HOMEOWNERS ASSOCIATION

FENCING GUIDELINES

All fencing on a lot must be of the **same** manufacturer, height, model, type finish, etc.

1) SUBMISSION FOR APPROVAL:

- A) ARB Submittal form
- B) Product data sheet
 - 1) Details-Product data sheets
 - a) Manufacturers' catalog number
 - b) Color
 - c) Accessoires (post, gates, etc....)
 - d) Picture of fencing
- C) Plot plan with fence drawn on it. (Showing placement of fence)
- D) If fence is approved by the ARB, **must** submit Orange County permitting information.

2) ACCEPTABLE FENCING:

- | | |
|---|--|
| A) <u>Wooden:</u> <ul style="list-style-type: none">1) Board on Board2) Shadowbox3) Picket | B) <u>Vinyl</u> <ul style="list-style-type: none">1) Privacy2) Shadowbox3) Picket |
|---|--|

3) FENCING COLORS:

- A) Wooden:
 - 1) "Natural Stain" **Must** be sealed on both sides with a clear sealant
 - 2) Painted the **exact** match of the "Base" home color. Color of paint on fence must remain consistent through out the fence. (no fading or peeling)
- B) Vinyl:
 - 1) White Only (cannot be painted)

4) FENCING HEIGHT:

No fence is to be over 6' (feet) in height measured from the ground on which it stands.

5) FENCE PLACEMENT:

For esthetic appearance, the fencing must be **NO** closer to the street than the front setback of the house.

6) PERMITTING:

- 1) D) Owners are required to follow all of Orange County's permitting requirements.
- ~~1) A copy of the building permit must be given to the ARB **prior** to commencement.~~
- 2) Request ARB to inspect fencing for acceptance upon completion.

7) FENCE MAINTENANCE:

Repairs:

A) Wooden:

Paint or Stain in accordance with manufacturers suggested schedule or more often if visibly needed. (Such as paint peeling/fading)

B) Vinyl:

Routinely clean & treat in accordance with manufacturers suggested schedule, or more often if visibly needed.

8) REPLACEMENT IF NECESSARY WHEN:

Fence panels, gates, and /or post have:

- 1) Wood rot
- 2) Evidence of warping wood
- 3) Termite damage exists.
- 4) Treatment **NO** longer provides aesthetic relief.

SAMPLE FENCING



Board on Board



Board on Board



Wood Picket



Shadow Box



Shadow Box



Amendment to the 2008 Architectural Guidelines & Standards

SADDLEBROOK HOMEOWNERS ASSOCIATION

FENCING GUIDELINES

The Saddlebrook Board of Directors voted at the July 27, 2009 Board meeting to amend the fencing guidelines as to vinyl fence colors.

Vinyl Fencing Colors:

The color of a vinyl fence must be from the manufacturer, meaning a vinyl fence may not be painted.

Additional colors other than white are now available.

You must follow all procedures as stated in the **Architectural Guidelines & Standards** and submit to the ARB for approval prior to starting any work.

Note:

“The ARB may base their refusal or approval of plans, location or specifications upon any reason, including purely aesthetic conditions, which in the sole discretion of the ARB shall be deemed sufficient.”
(per our documents ARTICLE VIII Architectural Control Section 3-d Conditions

SADDLEBROOK HOMEOWNERS ASSOCIATION

LANDSCAPING GUIDELINES

All major landscaping plans require approval from the ARB.

1. This includes the removal or addition of any of trees and the addition or reduction of any decorative gardens.
2. Replacing annuals in an existing landscaping bed or around trees **DOES NOT** require approval from the ARB.
3. Replacing dead bushes or trees with vegetation of similar height, size and similar quantity **DOES NOT** require ARB approval.
4. Concrete landscape edging (curbing) needs approval from the ARB.
5. Other types of landscaping that are structural, or change the contour of the land, or are adjacent to a property line, or obstruct a neighbor's view, will require ARB approval. Any planting in a hedge or row in front, rear or side yards that will act as a fence requires ARB approval and must not be over 6' tall.
6. Any form of "rock garden" or the use of small or large rocks in decorative gardens whether being added to the original gardens or the construction of new decorative gardens requires approval from the ARB. Additionally, appropriate weed reducing barrier fabric should be laid beneath the stone products and enough stone needs to be added to cover all of the underlay. Like traditional gardens, rock gardens need frequent inspection for weeds and the removal of same is necessary to meet ARB requirements.
7. No artificial vegetation is permitted unless seasonal or holiday decorations like wreaths, garland, etc. - or that which appears to be real or natural from the street.
8. Lawn Maintenance:
 - a. Lawns: Should be of a variety known to grow well in Florida.
 - b. Lawn/grass shall be maintained no higher than 6 inches.
 - c. All lawns must be edged.
 - d. Lawn shall be maintained in a green and healthy appearance. No bare or brown spots larger than one foot in diameter to go unattended. Dead sod must be replaced.
 - e. Grass shall be blown off sidewalk, driveways, and street.
 - f. Grass clippings must not be blown into, or left to clog the storm drain(s).
 - g. All plantings shall be trimmed, weeded, and fertilized to maintain a clean, neat, crisp, green, and aesthetic appearance.
9. Weed Control:
 - a. Be a Good Neighbor! Weed control for individual properties, is the responsibility of the Homeowner. If you have a weed problem that goes untreated, your neighbors will be affected.
 - b. Yards must be routinely maintained for nuisance plants such as dollar weed and treated for insects such as chinch bugs for a healthy lawn appearance and to avoid contaminating neighboring properties.
10. All lots shall be landscaped and in keeping with the general conformity and harmony of the SADDLEBROOK Community.
11. Weeds, which grow through the pavers, sidewalks, curbs etc., must be manually removed or killed with a chemical spray and removed from sight.
12. Mulch must be kept in the gardens only and replaced or added to when the soil is exposed.
13. Decorative gardens are to be properly maintained and free of obvious weeds or dead foliage. Hedges and shrubs are to be routinely trimmed. Palms need the removal of dead or dying fronds.
14. Plantings around large power or cable boxes are encouraged – call the utility companies first for information.

MAINTENANCE AND REPAIRS:

Owners are responsible for maintenance to property, existing structures, and additions in a way that does not detract from the overall beauty of the neighborhood. In most circumstances, no ARB Application is required to make repairs and restoration to the original condition of the home or property. Always refer to the "*Architectural Standards Manual*" for details pertaining to each subject such as paint, landscaping etc. Should you still need clarification on any ARB subject, please contact the ARB Committee through the community's Property Management Company.

Property that is left in disrepair for extended periods of time is considered a violation of the Covenants and Restrictions. If a homeowner is contacted by the Property Manager and continues to leave property in disrepair, the Association may find it necessary to enter onto the property and correct such condition and the cost of such maintenance will be assessed against the Unit (As per Section 4. Enforcement, "C" page 9 of the DECLARATION OF COVENANTS AND RESTRICTIONS FOR SADDLEBROOK) or fine homeowners in accordance with applicable laws until the property is returned to original condition.

Following is a list of areas that should be inspected, assessed and any needed improvements made to; on a regular basis to insure that, your home is in good repair:

1. Paint on entire structure
2. Grass, shrubs, hedges, and trees
3. Decorative gardens and planters
4. Driveways and walkways
5. Fences
6. Decks, lanais, courtyards and patios
7. Roofing, soffit, fascia, gutters, and downspouts
8. Shutters and decorative trim
9. Play equipment
10. Pools and screened enclosures

VIOLATION PROCEDURES:

A. Homeowner is cited with a violation for making an exterior change without approval:

1. Homeowner must submit a request to the ARB immediately.
2. If the ARB approves the request, the matter is resolved.
3. If the ARB denies the request, the Homeowner will be required to correct the violation immediately.
4. If the Homeowner corrects the violation, the matter is resolved.
5. If the Homeowner does not correct the violation, the Homeowner will be referred to a Hearing and Enforcement Committee, and may be issued fines as deemed appropriate.

B. Homeowner makes an exterior change with ARB approval, but fails to comply with the terms of the request and approval (Making changes that are not the same as what they submitted for):

1. Homeowner will be cited with a violation and will be required to respond with a new request indicating the changes that were not approved, or will be required to correct the violation immediately.
2. If the new request is approved, or if the Homeowner corrects the violation, the matter is resolved.
3. If the Homeowner does not correct the violation, the Homeowner will be referred to the Hearing and Enforcement Committee for review, and may be issued fines as deemed appropriate.

C. Homeowner is in violation of any of our Covenants & Restrictions or Architectural Standards Manual

1. Homeowner will be sent a letter stating what the violation is and adequate time to remedy. After that time the management company will reinspect your home to see if the violation has been corrected. If the violation is remedied the issue is resolved.
2. If the homeowner fails to fix the problem and or fails to contact the management company in writing then a letter is sent to the homeowner with all pertinent information with regards to fining.

Saddlebrook Homeowners Association will give every homeowner adequate time to remedy the situation, or correct the violation. You will be notified by letter of the violation and a timeline to correct. We hope every homeowner will comply with our guidelines and we won't find it necessary to impose a fine. But should our attempt to resolve fail, the resident is sent notice with all pertinent information about the fine and the Hearing & Enforcement Committee. If you choose to have a hearing, the Hearing Committee recommends to the Board, after hearing your case, whether to uphold the fine or to dismiss the fine. A letter and or invoice is sent to the resident informing them of the Hearing outcome. Fines are to be paid within 30 days. Saddlebrook HOA pursues fines not paid in the form of a lawsuit.

Please comply with OUR neighborhood's rules and regulations, as found in our Documents and ARB Guidelines. Do not ignore Notices of Violation from the Management Company. Make sure that you respond in writing, as to your intentions. They will work with you, and if extenuating circumstances exist, they have been directed by the BOD, to make every attempt in reaching an amicable solution. Do not ignore a problem. It will only become a much larger issue.

SADDLEBROOK FINING SCHEDULE

The following is our approved and adopted list of fines that may be imposed, with regard to any violation:

~~Failure to submit for ARB approval **prior** to starting work. \$25.00/day~~

~~Failure to Maintain Painting of Home \$25.00/day~~

~~Landscape Issues \$25.00/day~~

~~Roof and Home Maintenance (not paint related) \$25.00/day~~

~~Fence Maintenance \$25.00/day~~

~~Items Stored in View from Street \$ 25.00/day~~

~~Mailbox Maintenance \$25.00/day~~

~~Trash can/ Recycling Bin not removed 24 hours after collection, or stored within view from street \$25.00/day~~

~~Tree Trimming at Street \$25.00/day~~

~~Vehicle Violations (leaking fluids, parking on grass or street, unauthorized vehicles, etc.) \$25/day~~

~~Penalties for "repeating offenders"~~

~~2nd Time = **Double Scheduled Fine**~~

~~3rd Time = **Automatic \$100/day for any repeating violation.**~~

Please be advised that is not a comprehensive listing. Therefore, there can be fines imposed in various amounts (maximum of \$100/day and \$1000 total), for violations not included. In addition, there may be periodical reviews of Fining Schedule, and future fines may be increased, decreased, amended, clarified, classified into groupings, added to, or deleted, all with majority approval of the Board of Directors.

PLEASE NOTE ***

The Saddlebrook Board of Directors will be following the Florida State Statues in reference to fining. The amount per violation is \$100.00 a day up to \$1000.00 per incident.

ARCHITECTURAL SUBMITTAL PROCESS

In a step by step approach, this will explain how the Management Company handles incoming and outgoing architectural submittals. The process is as follows.

Resident wants to paint their home, add a deck, re-roof, add a swimming pool, etc:

1. Resident visits website or contacts management company to get a copy of the Alteration Form they need and fills it out.
2. Resident mails or emails the completed form and all pertinent documents to the Management Company.

Management receives submittal during a weekday:

1. Management date stamps the received submittal.
2. Management will check to see if Homeowner is current on all dues
3. Management will scan and email a copy to the Architectural Committee.

Architectural Committee receives submittal from Management Company:

1. ARB receives submittal and schedules a meeting and posts the meeting 48 hours prior.
2. ARB reviews submittal, accepts, accepts with conditions or denies the submittal and marks the submittal as such.
3. ARB sends submittal back to Management Company with ARB decision

Management receives submittal back from ARB Committee during a weekday:

1. Management logs the submittal back in and notes the log whether the submittal was approved or denied.
2. Management includes a cover letter and the copy of the approved or denied submittal and mails this package back to the homeowner.
3. Management files the original submittal that has been accepted or denied in the homeowner's permanent file.

The A.R.B. Committee has up *to 30-days from receipt of your request* to review your request and render a decision. All efforts are made to review requests sooner, but please allow for weekends, holidays, family emergencies and the fact that your ARB is made up of **100% volunteers** from the SADDLEBROOK community.

Please include your day and evening phone numbers so we may contact you if we need to clarify any information.

PLEASE NOTE ***

DO NOT DROP OFF ARB SUBMITTALS TO ANY BOARD OR ARB MEMBER'S HOME, THEY MUST GO THROUGH THE MANAGEMENT COMPANY

Saddlebrook Pool Rules

- The pool is for RESIDENTS USE ONLY! Your guest MAY use the pool and **MUST** be accompanied by a RESIDENT.
- Residents using the pool must display their key tag while using the pool and must provide ID when asked by a board member or employee of the management company.
- Pool hours are from dawn to dusk 7 days a week. **NO ONE** is allowed in the pool after dark.
- No Children under age ~~12~~ 18 are allowed in the pool area without ADULT supervision.
- No children under 12 allowed in the spa at **any time**, heated or not. (Orange County Health Dept. will shut down the pool).
- NO glass containers of any type are allowed in the pool area.
- No loud music of any type is allowed. (We prefer that you use a headset.)
- No pets are allowed in the pool area.
- No diving in the pool.
- No children wearing diapers allowed in pool at any time. (Plastic pants are NOT an exception.)
- The safety equipment is for **EMERGENCY USE ONLY**.
- No food or drinks are allowed IN the pool.
- Please be courteous towards others while using the pool.
- Please do not allow anyone to climb any of the fencing surrounding the pool.
- Please clean up after yourself and your family when you are done using the pool.
- Report any problems to the management company
- If a homeowner is using the clubhouse for an event, Please do not disturb them or enter the premises.
- In case of emergency dial 911.

You are totally responsibility for the actions of your family and guest who use the pool.

Please understand that any violation of the above rules may result in the loss of pool privileges for a yet to be determined period of time.

Saddlebrook HOA or the management company will not be held financially responsible for any damages caused by you, your family, and/or guest.

Please DO NOT make copies of the pool key.

If you lose your pool key, you will be charged ~~\$25.00~~ \$5.00 for a replacement.

Remember, the pool belongs to all of us. When something is broken, vandalized, or damaged we ALL PAY to have it fixed or replaced.

IMPORTANT INFORMATION AND CONTACT NUMBERS:

Severn Trent Management Services

**Valerie Golden
610 Sycamore Street, Suite 130
Celebration, Fl 34747**

Phone # 407-566-4096 Email Vgolden@SevernTrentMS.com

**Severn Trent Management Services
St. Sugustine Accounting Department**

866-810-2110 (All Financial Issues)

**SADDLEBROOK ARB Submittals MUST be Mailed or Emailed:
(ARB Forms may NOT be faxed due to diminished quality)**

**US Postal Mail Valerie Golden
610 Sycamore Street, Suite 130
Celebration, Fl 34747**

Email Vgolden@SevernTrentMS.com

Orange County Police non-emergency 407-836-4357

Orange County Code Enforcement 407-836-3111

2008 Neighborhood Watch

Janice Lenceski 407-291-9443

Reserve the Clubhouse

Linda Swisher 407-294-2693