

BYLAWS
OF
CAMBRIDGE VILLAGE
HOMEOWNERS ASSOCIATION, INC.

ARTICLE I
IDENTITY

These are the Bylaws of **CAMBRIDGE VILLAGE HOMEOWNERS ASSOCIATION, INC.**, herinafter called "Association", a corporation not for profit under the laws of the State of Florida, the Articles of Incorporation of which were filed in the office of the Secretary of State on the 24th day of APRIL 2001. The Association has been organized for the use and purpose of owning and operating certain lands located in Orange County Florida, which lands are to be used in common by all of the Members of **CAMBRIDGE VILLAGE HOMEOWNERS ASSOCIATION INC.**, which Members shall all be Lot Owners at **CAMBRIDGE VILLAGE**. Such operation by the Association shall include the management, operating, administration and maintenance of **CAMBRIDGE VILLAGE** in keeping with the terms and conditions as set forth in the Declaration of Covenants and Restrictions for **CAMBRIDGE VILLAGE**, and the enforcement of such covenants and restrictions.

Section 1.- Office of Association. The office of the Association shall be at such place as may be subsequently designated by the Board of Directors of the Association.

Section 2. - Corporate Seal. The seal of the corporation shall bear the name of the corporation, the word "Florida", the words "Corporation Not For Profit," and the year of incorporation.

Section 3. - Definitions. As used herein, the word "corporation" shall be the equivalent of "Association" as defined in the Declarations of Covenants and Restrictions for **CAMBRIDGE VILLAGE**. All references to "Declaration of Covenants and Restrictions" or "Declaration" as used herein, shall mean the aforescribed Declaration of Covenants and Restrictions. All other words and phrases, as used herein, shall have the same definitions as attributed to them in the aforesaid Declaration of Covenants and Restrictions and the Articles of Incorporation of the Association. As used herein and the Declaration of Covenants and Restrictions and the other Exhibits, if any, to said Declaration of Covenants and Restrictions, the terms "Board of Directors" and "Board of Administration" are synonymous. The terms Lot and Lot Owner shall have the same meaning as such terms have in the Declaration of Covenants and Restrictions. Terms defined in the Declaration or Articles of Incorporation shall have the same meaning as provided therein.

ARTICLE II MEMBERSHIP AND VOTING PROVISIONS

Section 1. -Membership. Membership in the Association shall be limited to owners of the Lots as defined in the Declaration of Covenants and Restrictions above described. Transfer of Lot ownership, either voluntary or by operation of law, shall terminate membership in the Association, and said membership is to become vested in the transferee. If Lot ownership is vested in more than one person, then all of the persons so owning said Lot shall be Members eligible to hold office, attend meetings, etc., but, as hereinafter indicated, the vote of a Lot shall be cast as such Owners mutually determine and such Members cannot split or divide their Lot's vote on any motion, resolution, ballot or otherwise.

Section 2. - Voting. The Association shall have two classes of membership.

(a) Class A: Initially Class A members of the Association shall be the Owners of Lots located in the Community, with the exception of Declarant. If the same Owner owns more than one Lot, such Owner shall be a Class A member and shall have membership privileges and pay assessments with respect to each Lot so owned. Class A membership shall be a nonvoting membership except on such matters and in such events as hereinafter specified. Class A members shall be entitled to full voting privileges at such time as the Class B membership, as hereinafter defined, shall terminate and cease to exist. Before the termination of such Class B membership, Class A members shall be entitled to vote only on (i) any proposal to change the method of determining the amount of the monthly assessment to be levied by the Association, (ii) any proposal to change the method of approving the annual assessment, (iii) the annual budget and the regular monthly assessments; (iv) except as otherwise specifically provided, any proposal that a special assessment by levied by Association, (v) any proposal to subject additional properties, other than by Declarant (or its mortgagee or assignee as herein provided), to the provisions of this Declaration and the jurisdiction of the Association, (vi) any proposal to dedicate or transfer all or any part of the real property of the Association to any public agency or authority (vii) any proposal of merger, consolidation or dissolution; (viii) except as otherwise specifically provided in these Articles of Incorporation, any proposal to amend the Articles of Incorporation of the Association; and (ix) any proposal to subject any real property owned by the Association to any mortgage. When entitled to vote, Class A members shall be entitled to one vote for each Lot owned. When more than one person owns a Lot, the vote for such Lot shall be exercised as they among themselves determine, but in the event of disagreement among such persons and an attempt by two or more of them to cast such vote or votes, such persons shall not be recognized and such vote or votes shall not be counted.

(b) Class B: The sole Class B member of the Association shall be the Declarant. Class B membership shall be a full voting membership, and during its existence, any act of the Association requiring the approval or affirmative vote of the membership shall not be valid unless approved by the Class B member. Class B membership shall terminate and cease to exist at the sale by Declarant of all Lots in the subdivision.

Section 3. - Quorum. Unless otherwise provided in these Bylaws, the presence in person or by proxy of a Majority of the Members' total votes shall constitute a quorum.

Section 4. - Proxies. Votes may be cast in person or by proxy. All proxies shall be in writing and shall be filed with the Secretary prior to the meeting in which they are to be used and shall be valid only for the particular meeting designated therein.

Section 5. - Multiple Ownership. Where more than one person or entity shall at any time be the Owner of a Lot subject to a membership interest, the vote attributed to such Lot shall be exercised as such Owners mutually determine and such Members cannot split or divide their Lot's vote on any motion, resolution, ballot or otherwise. In the event that such Owners are unable to agree among themselves as to how their vote shall be cast, they shall lose their right to vote on the matter in question. If any one of such Owners cast a vote, it will thereafter be conclusively presumed for all purposes that such Owner was acting with the authority and consent of all other Owners of the same Lot. In the event more than one vote cast for a particular Lot, none of said votes shall be counted, but rather, all such votes shall be deemed void.

ARTICLE III MEETING OF THE MEMBERSHIP

Section 1. - Place. All meeting of the Association and membership shall be held in Orange County, Florida, at such place and at such time as shall be designated by the Board of Directors of the Association and stated in the Notice of the meeting.

Section 2. - Notices. It shall be the duty of the Secretary to mail or deliver a notice of each annual or special meeting, starting time and place thereof to each Lot Owner of record at least fourteen (14) but not more than thirty (30) days prior to such meeting. Notice of any annual or special meeting shall state the purpose thereof and said meeting shall be confined to the matters stated in the notice. All notices shall be mailed or served at the address of the Lot Owner as it appears on the books of the Association.

Section 3. - Annual Meeting. The annual meeting for the purpose of electing Directors and transacting any other business authorized to be transacted by the members shall be held once in each calendar year as the Board of Directors shall determine. At the annual meeting, the members shall elect by plurality vote (cumulative voting prohibited), a Board of Directors and shall transact such other business as may properly be brought before the meeting.

Section 4. - Special Meetings. Special meetings of the Members for any purpose or purposes, unless otherwise prescribed by Statute, may be called by the President and shall be called by the President or Secretary at the request, in writing, of a majority of the Board of Directors or at the request, in writing, of voting Members representing twenty-five percent (25%) or the Members' total votes, which request shall state the purpose of the proposed meeting. Business transacted at all special meetings shall be confined to the objects stated in the Notice thereof. At

any special meeting of the membership of which a member or members to the Board of Directors are elected, the Members shall elect such Directors by plurality voting (cumulative voting prohibited).

Section 5. - Waiver and Consent. Whenever the vote of Members at a meeting is required or permitted by any provision of these Bylaws to be taken in connection with any action of the Association, the meeting and vote of Members may be dispensed with if not less than seventy-five percent (75%) of the members who would have been entitled to vote upon the action of such meeting were held, shall consent in writing to such action being taken; however, notice of such action shall be given to all Members unless all Members approve such action.

Section 6. - Adjourned Meeting. If any meeting of Members cannot be organized because a quorum is not present, either in person or by proxy, the meeting may be adjourned from time to time until a quorum is present.

Section 7. - Order of Business. The order of business at annual Members' meeting and, as far as practical at other Members' meetings, shall be:

- 1st Election of Chairman of the Meeting
- 2nd Calling of the roll and certifying of proxies.
- 3rd Proof of notice of meeting or waiver of notice.
- 4th Reading and disposal of any unapproved minutes.
- 5th Report of officers.
- 6th Report of committees.
- 7th Election of inspectors of elections.
- 8th Election of directors.
- 9th Unfinished business.
- 10th New business.
- 11th Adjournment

ARTICLE IV **BOARD OF DIRECTORS**

Section 1. - Number and Term. The number of Directors which shall constitute the whole Board shall not be less than three (3), but shall be such number as the Board shall from time to time determine. An initial Board consisting of three (3) Directors shall be designated by the Declarant to serve until the first annual meeting of the Association. At the first annual meeting and at all subsequent annual meetings, the Members shall vote for and elect such number of Directors as is designated by the Board to serve for one (1) year terms and until their successors have been duly elected and qualified. All Directors must be Members of the Association. Notwithstanding the foregoing, Directors appointed by the Declarant need not be a Lot Owner or a Member of the Association.

Section 2. - No Cumulative Voting. In any election of Directors, cumulative voting is prohibited, and Directors shall be elected by plurality voting.

Section 3. - First Board of Directors.

(a) The first Board of Directors of the Association who shall hold office and serve until the first annual meeting of the Members, and until their successors have been qualified, shall consist of the following:

RICHARD D. WARK
IDA MASLINSKI
JOSEPH M. NELLIS

(b) The organizational meeting of a newly elected Board of Directors of the Association shall be held within ten (10) days of their election at such place and time as shall be fixed by the Directors at the meeting at which they are elected, and no further notice of the organizational meeting shall be necessary, provided a quorum shall be present.

Section 4. Removal of Directors. Directors may be removed for the cause by an affirmative vote of two-thirds (2/3) of the total vote present at a fully convened meeting of the Members. No director shall continue to serve on the Board, if during his term of office, he shall cease to be qualified to be a Director in accordance with Section 1 of the Article IV.

Section 5. Vacancy and Replacement. If the office of any Director or Directors becomes vacant by reason of death, resignation, retirement, disqualification, removal from office or otherwise, a majority of the remaining Directors, though less than a quorum, shall choose a successor or successors who shall hold office for the balance of the unexpired term in respect to which such vacancy occurred. The election held for the purpose of filling said vacancy may be held at any regular or special meeting of the Board of Directors.

Section 6. - Disqualification and Resignation of Directors. Any Director may resign at any time by sending a written notice of such resignation to the office of the Association, delivered to the Secretary. Unless otherwise specified therein, such resignation shall take effect upon receipt thereof by the Secretary. Commencing with the organizational meeting of a newly elected Board of Directors following the first annual meeting of the Members of the Association, more than three (3) consecutive absences from regular meetings of the Board of Directors, unless excused by resolution of the Board of Directors, shall automatically constitute a resignation effective when such resignation is accepted by the Board of Directors. Commencing with the Directors elected at such first annual meeting of the membership, the transfer of title of his Lot by a Director shall automatically constitute a resignation, effective when such resignation is accepted by the Board of Directors. No member shall continue to serve on the Board should he be more than thirty (30) days delinquent in the payment of an assessment, and said delinquency shall automatically constitute a resignation, effective when such resignation is accepted by the Board of Directors.

Section 7. - Regular Meeting. The Board of Directors may establish a schedule of regular meetings to be held at such time and place as the Board of Directors may designate. Notice of such regular meetings shall, nevertheless, be given to each Director personally or by mail, telephone or telegraph at least five (5) days prior to the day named for such meeting.

Section 8. - Special Meetings. Special meetings of the Board of Directors may be called by the President, and in his absence, by the Vice President, or by a majority of the members of the Board of Directors, by giving five (5) days notice, in writing, to all of the members of the Board of Directors of the time and place of said meeting. All notices of special meetings shall state the purpose(s) of the meeting.

Section 9. - Directors' Waiver of Notice. Before or at any meeting of the Board of Directors, any Director may waive notice of such meeting and such waiver shall be deemed equivalent to the giving of notice. Attendance by a Director at any meeting of the Board shall be a waiver of notice by him of the time and place thereof. If all the Directors are present at any meeting of the Board, no notice shall be required and any business may be transacted at such meeting.

Section 10. - Quorum. At all meetings of the Board of Directors, a majority of the Directors shall constitute a quorum for the transaction of business, and the acts of the majority of the Directors present at such meetings at which a quorum is present shall be the acts of the Board of Directors. If, at any meeting of the Board of Directors, there be less than a quorum present, the majority of those present may adjourn the meeting from time to time. At each such adjourned meeting, any business which might have been transacted at the meeting, As originally called, may be transacted without further notice. The joinder of a Director in the action of a meeting by signing and concurring in the Minutes thereof shall constitute the presence of such Director for the purpose of determining a quorum.

Section 11. - Compensation. The Directors shall receive no compensation for their services.

Section 12. - Powers and Duties. The Board of Directors of the Association shall have the powers and duties necessary for the administration of the affairs of the Association and may do all such acts and things as are not by law or by the Declaration of Covenants and Restrictions, this Association's Articles of Incorporation, or these Bylaws, directed to be exercised and done by Lot Owners. These powers shall specifically include, but not be limited to the following:

(a) To exercise all powers specifically set forth in the Declaration of Covenants and Restrictions, this Association's Articles of Incorporation, in these Bylaws, and all powers incidental thereto.

(b) To make assessments for the purposes set forth in the Declaration of Covenants and Restrictions (including, but not limited to, the hiring of personnel, taxes, maintenance, repair, upkeep, replacement and insurance for Common Properties), collect said

assessments, and use and expend the assessments to carry out the purposes and powers of the Association which include, but are not limited to, maintaining, repairing, replacing the Common Properties; the power to assess; file liens; foreclosure liens; hire personnel; and do all things permitted by the Declaration of Covenants and Restrictions.

(c) To employ, dismiss and control the personnel necessary for the maintenance and operation of the Common Properties, including the right and power to employ attorneys, accountants, lawyers, contractors, and other professionals, as the need arises.

(d) To make and amend rules and regulations as set forth in the Declaration of Covenants and Restrictions.

(e) To contract for the management of the Common Properties and to delegate to such contractor all of the powers and duties of the Association, except those which may be required by the Declaration to have approval of the Board of Directors or membership of the Association.

(f) The further improvement of the Common Properties, both real and personal, subject to the provisions of the applicable Declaration of Covenants and Restrictions, this Association's Articles of Incorporation, and these Bylaws.

(g) Designate one or more committees which, to the extent provided in the resolution designating said committee, shall have the powers of the Board of Directors in the management and affairs and business of the Association. Such committee shall consist of at least three (3) members of the Association. The committee or committees shall have such name or names as may be determined from time to time by the Board of Directors and said committee(s) shall keep regular Minutes of their proceedings and report the same to the Board of Directors, as required. The foregoing powers shall be exercised by the Board of Directors or its contractor or employees, subject only to approval by the membership when such is specifically required.

ARTICLE V OFFICERS

Section 1. - Elective Officers. The principal officers of the Association shall be a President, a Secretary and a Treasurer, all of whom shall be elected by the Board of Directors.

Section 2. - Election. The Officers of the Association designated in Section 1 above shall be elected annually by the Board of Directors at the organizational meeting of each new Board following the meeting of the members.

Section 3. - Appointive Officers. The Board may appoint Assistant Secretaries and Assistant Treasurers and such other officers as the Board of Directors deems necessary.

Section 4. - Term The Officers of the Association shall hold office for a period of one(1) year or until their successors are chosen and qualify in their stead. Any officer elected or appointed by the Board of Directors may be removed at any time, with or without cause, by the Board of Directors, provided however, that no officer shall be removed except by affirmative vote for removal by a majority of the whole Board of Directors (e.g., if the Board of Directors is composed of five persons, then three of said Directors must vote for removal). If the office of any officer becomes vacant for any reason, the vacancy shall be filled by the Board of Directors.

Section 5. - The President. He shall be the chief executive officer of the Association; he shall preside at all meetings of the membership and of the Board of Directors. He shall have executive powers and general supervision over the affairs of the Association and other officers. He shall sign all written contracts to perform all of the duties incident to his office and which may be delegated to him from time to time by the Board of Directors.

Section 6. - The Secretary. He shall issue notices of all Board of Directors' meetings and all meetings of the membership; he shall attend and keep the Minutes of same; he shall have charge of all of the Association's books, records and papers, except those kept by the Treasurer. The Assistant Secretary, if any, shall perform the duties of the Secretary when the Secretary is absent.

Section 7. - The Treasurer.

(a) He shall have custody of the Association's fund and securities and shall keep full and accurate accounts of receipts and disbursements in books belonging to the Association, and shall deposit all monies and other valuable effects in the name of and to the credit of the Association in such depositories as may be designated from time to time by the Board of Directors. The books shall reflect and account for each Lot.

(b) He shall disburse the funds of the Association as may be ordered by the Board of Directors in accordance with these Bylaws, making proper vouchers for such disbursements, and shall render to the President and Board of Directors at the regular meetings of the Board of Directors, or whenever they may require it, an account of all of his transactions as the Treasurer and of the financial condition of the Association.

(c) He shall collect the assessments and promptly report the status of collections and of all delinquencies to the Board of Directors.

(d) He shall give status reports to potential transferees on which reports the transferees may rely.

(e) The Assistant Treasurer, if any, shall perform the duties of the Treasurer when the Treasurer is absent.

Section 8. - Compensation. Officers shall have no compensation for their services.

Cambridge Village Architectural Standards Manual

Guidelines

General Information

1. The following is to be used as a simple guideline when making exterior changes to your home. More information is available in your copy of the Declaration of Covenants, Conditions and Restrictions.
2. It is the homeowner's responsibility to fill out a 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.
3. **All exterior alterations, including but not limited to, landscaping, building, paving, fencing, painting, etc. require approval from the Architectural Review Board (ARB).** If you are still not sure after reading these Guidelines, or the Declaration of Covenants, Conditions and Restrictions, contact the ARB or the Board in writing at our address.

Not knowing is not an 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, Conditions and Restrictions, and may be asked to remove or change any alteration(s) at the expense of the homeowner.

Compiled by the
**Cambridge Village
Architectural Review Board**

February 2005

CONSTRUCTION, EQUIPMENT INSTALLATION & IMPROVEMENTS

Any exterior construction or equipment installation must receive approval from the ARB, unless indicated otherwise in the guidelines below.

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, size, steps, height, 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 on the same submittal form.)

A. PAINTING/REPAINTING THE SAME COLOR:

1. Must be approved by the ARB.
2. Even if you are only painting the body/stucco or only the trim or only the door, and even if you are painting any portion of these areas the same as the existing color, you must still obtain approval from the ARB.
3. Every submittal must include individual color chips of each color for reference and accuracy. Brochures, pictures of other homes and color scheme swatches are not acceptable.
4. If all colors used are from the Cambridge Village Color Books, it is sufficient to list the colors by name and number. No color chips are required. (Call the Property Manager to check out the Cambridge Village Color Books.)
5. It is recommended that you request the color books to make your color selection or to use as a guide.
6. If you are approved to paint your house a color that is not in the color books, you agree to paint an 8 ½ " X 11" color card (provided by the ARB with your approval form) and return it to the ARB. This approved color will then be added to the color books.
7. Indicate if you are using a special paint such as one with an additive. Please include detailed samples of anything other than standard flat or eggshell finish.
8. Body/Stucco colors darker than the darkest Body/Stucco colors in the color books will not be permitted at this time.
9. All trim and garage doors have to remain white.
10. If you would like to paint your front door, you must note the color of the body of your home and submit the exact color chip that you wish to paint your front door.

B. FENCING:

1. Must be approved by the ARB.
2. Must be 6' tall.
3. No fence of any kind shall be constructed or maintained in front of the rear line of the dwelling on any lot.
4. Wood or Vinyl fencing, only.
5. Wood is board on board, only.
6. No picket fencing will be allowed.
7. Posts set in concrete or professionally installed using an alternate technique designed to keep posts upright and level.
8. Gates shall be made of the same material as the fence. No metal fencing shall be permitted.
9. Wood fencing and Gates shall be sealed with a permanent weatherproof sealer within 30 days of installation. Weatherproofing must be maintained.
10. Fencing may be painted or stained with written approval from the ARB.
11. The structural integrity and the visual esthetic appearance shall be maintained.

C. LANDSCAPING:

1. All major landscaping plans, require approval from the ARB. This includes removal of trees larger than 4" diameter and 6' tall.
2. Replacing annuals in an existing landscaping bed or around trees and mailboxes does not require approval from the ARB.
3. Replacing dead bushes or trees with vegetation of similar height and size and similar quantity will not require ARB approval.
4. No artificial vegetation is permitted.
5. No pots or planters allowed on the driveway or the sidewalk. Pots or planters in excess of six (6) must be approved by the ARB.
6. Vegetable gardens may not be planted in the front yard or side yards and must be hidden from view of the street and/or neighboring properties, by fencing or sufficient hedges.
7. Lawn Maintenance:
 - a. Lawn / grass shall be maintained no higher than 6 inches.
 - b. Lawn must be St. Augustine grass.
 - c. Lawn shall be maintained in a green and healthy appearance. No bare or brown spots larger than one foot in diameter to go unattended.
 - d. Grass shall be blown off sidewalk, driveways and street.
 - e. Grass clippings shall not be blown into, or left to clog the storm drain(s).
 - f. Grass clippings shall not be blown into neighbor's yard.
 - g. All lawns must be edged neatly.
 - h. All plantings shall be trimmed, weeded and fed to maintain a clean, neat, crisp, green and aesthetic appearance.
8. All lots shall be landscaped and in keeping with the general conformity and harmony of the Cambridge Village community.
9. All lots shall have, at minimum, three (3) trees per lot. Said trees shall be at least two (2) inches in DBH (Diameter at Breast Height) and at least ten (10) feet in height.

D. PATIOS, POOLS, ENCLOSURES, ADDITIONS & STRUCTURAL CHANGES:

1. Must be approved by the ARB.
2. Style & shape must fit the architectural design of the house and must not be higher than the house, or stand out from the sides of the house.
3. To soften visual impact, it is suggested minimal landscaping be included in the plan.
4. No pools shall be permitted in the front or side yard.
5. No above ground pool shall be permitted.
6. The ARB must approve any changes or additions to trim molding design,, size or quantity.

E. GARAGES:

1. No automobile garage shall be enclosed, screened over or converted to another use.

F. CONCRETE SLABS: Must be approved by the ARB.

G. DECKS & ROOFING: Must be approved by the ARB.

H. SECURITY BARS:

1. No security bar system may be visible from the exterior of any window or door of any dwelling on the property.
2. Security cameras must be discreet and installed in a professional manner with no exposed wires.

I. DRIVEWAYS & SIDEWALKS:

1. ARB must approve the sealing or resurfacing of driveways and the portion of sidewalk leading to house.
2. Color or surface changes of sidewalk leading to house must be compatible with architectural style of house.
3. Driveway may be sealed with clear sealer or painted with approved colors only.
4. Public sidewalks and driveway aprons (concrete between street and sidewalk) may not be painted or sealed. If there is a sidewalk repair issue, please notify the Cambridge Village Board of Directors.

J. EXTERIOR LIGHTING:

1. Landscape, Decorative, Security and Coach lighting require approval from the ARB.
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 U.S. recognized holidays.

K. DOORS – EXTERIOR:

1. Must be approved by the ARB.
2. Exterior doors, screen doors and storm doors, with windows and special details may be approved with proper descriptions, colors noted, and photo or picture from brochure.
3. The ARB must approve any changes or replacement of garage doors.

L. MAILBOXES:

1. Only mailbox style that may be used is the type installed at the time of construction.
2. Mailbox must be maintained in good repair and with working flag, door and house numbers.
3. House numbers must fit within the indented space provided.
4. Mailbox must be free off bumper stickers, signs and advertising.

M. WINDOW / WALL AIR CONDITIONERS:

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

N. SOLAR COLLECTORS:

1. Must be approved by the ARB.
2. Size and position must be indicated.

O. 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. May not be in any common area. Must be on the owner's property.
4. Must be set back no less than 6 feet from sidewalk for pedestrian and automobile safety.
5. Must be stored inside during any imminent hurricane and or during hurricane warnings.

P. RECREATIONAL EQUIPMENT:

1. Must be approved by the ARB.
2. Location and placement must be indicated.
3. Must be installed or stored in the back yard only, including playhouses, toys, tents, etc.
4. May not be taller than 8' maximum.
5. 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 diminish visual impact.
6. No skateboard or bicycle ramp or similar structure shall be permanently installed or maintained overnight on any portion of any lot.
7. All recreational equipment must be maintained in attractive and safe condition.

Q. YARD DECOR:

1. Decorative Yard items such as furniture, birdbaths, statues, landscape brick and edging, shall be integrated into the landscaping so that it is tasteful and discrete.
2. No beach, pool, cabana, or picnic style furniture should be visible from the street.
3. If any decorative yard items are deemed by the ARB to be too plentiful, too obvious, 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).

ARCHITECTURAL REVIEW COMMITTEE

APPLICATION FORM INSTRUCTION SHEET

1. All applications must be signed by the property owner. The property owner should use and follow all the guidelines expressed in the "ARC Guidelines".
2. The property owner must complete the attached application and include all required documentation as expressed in the ARC Guidelines.
3. The property owner should include clear and up-to-date complete drawings, (marked-up survey map and side elevations) with accurate dimensions, measurements and setbacks.
4. If the application is for additional concrete, structures, or non-pervious materials, it is required to include an accurate 60/40 calculation with the property survey.
5. **If the application is not complete with all required information and drawings, it will be disapproved.**

Applications must be submitted at the CSA office by 12:00 Noon on the Wednesday preceding the following Wednesday's ARC meeting. If possible, attend the ARC meeting so any committee questions may be answered. ARC meeting schedules and location will be posted in the TGO Happenings.

In the event a property owner considers changes to the original ARC application, the property owner is required to submit a new/revised ARC application before those changes begin at the owner's site.

If the property owner does not submit an ARC application, or if a new/revised application is required and not submitted, then the property owner is in violation of the ARC Guidelines and will be subjected to the following action listed below in steps 1-3.

1. A certified letter will be mailed to the property owner directing the owner to stop all work immediately and re-submit an acceptable application within 30 days. The owner shall not start work until the new/revised application is approved by ARC. If the new/revised application is not approved by ARC, the owner may be required to return the property to its original state prior to any work.
2. If a new/revised application is submitted to ARC, and it does not meet the requirements of the ARC Guidelines, then at the discretion of the ARC and the Board of the Directors, pre-litigation mediation may be initiated.
3. If the issue(s) cannot be mediated, the CSA may be directed to pursue litigation.
NOTE: While litigation or mediation is being pursued, the ARC will notify the CSA and the realty companies operating in TGO, that there are unresolved issue(s) with respect to the said property.

All ARC applications that include any kind of excavation whatsoever are required to have a utility mark-out to prevent damage to any underground utilities. To locate electric, telephone, TV cable and CSA sprinklers, call Duke Energy @ 800-432-4770 or 811. This service is FREE and requires a 48 hour notice.

(DETACH THIS PAGE)

ARC FORM 2018

ARC APPLICATION

In accordance with the declaration of covenants, conditions and restrictions:
NO CONSTRUCTION OR OTHER WORK SHALL BEGIN WITHOUT PRIOR APPROVAL OF
THE ARC.

TO: CSA ARCHITECTURAL REVIEW COMMITTEE
FROM: (TGO OWNER NAME)
PROJECT ADDRESS
PHONE NUMBER WHERE YOU CAN BE REACHED DURING
CONSTRUCTION:

REQUEST PERMISSION TO:

(This form may be used for more than one item if enumerated above.) **Attach supporting documents.**

Property owner is responsible for any changes to original Application.
Any modifications to this Application will require resubmission to
ARC.

Contractor:

I have read and understand the ARC Guidelines (dated February 2018), and believe that this request meets all the applicable requirements.

Owner's Signature Date

****IF ARC APPROVAL IS GRANTED — Please note this approval is conditional on obtaining all required Brevard County permits and that the improvement or addition will conform to all applicable condominium documents.**

****No Construction Materials** shall be stored on the property prior to receiving a Brevard County Building Permit.

Review date: _____ Approved: _____ Disapproved: _____
Pending: _____ FOR THE COMMITTEE:

Recording Secretary

ARC FORM 2018

NOTES

CONSTRUCTION MUST COMMENCE WITHIN 60 DAYS OF ARC APPROVAL AND MUST BE COMPLETED WITHIN 120 DAYS AFTER ARC APPROVAL. EXTENSION MUST BE REQUESTED TO COMPLY.

NO CONSTRUCTION MATERIALS SHALL BE STORED ON THE PROPERTY PRIOR TO RECEIVING A BREVARD COUNTY BUILDING PERMIT.

RULES REGARDING NEW CONCRETE:

- AFTER FORMS ARE SET, PRIOR TO POURING, CSA MUST INSPECT AND APPROVE.
- AFFECTED IRRIGATION LINES MUST BE MOVED AT OWNER'S EXPENSE.
- CONTACT CSA OFFICE AT 268-9767 TO COMPLY WITH THE ABOVE.

A COPY OF THIS FORM, WITH ACTION TAKEN AT THE ARC MEETING, MAY BE PICKED UP AT THE ARC MEETING OR IN THE CSA OFFICE AFTER THE ARC MEETING.