# VILANO OAKS HOMEOWNERS' ASSOCIATION ARCHITECTURAL GUIDELINES, RULES AND REGULATIONS

2021

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#### 1.0 OBJECTIVE AND MISSION

The overall objective of this document is to serve as a guide to both the members of the Architectural Review Committee (ARC) and the homeowners in maintaining and enhancing Vilano Oaks (VO) carefully designed environment; ensuring continuing appreciation of property values. These guidelines and standards address improvements for which homeowners will most often submit applications to the ARC. The individual merits of each application will always be considered by the ARC. The use of these guidelines should assist the homeowner in gaining timely ARC and Board approval. The applicant who follows the guidelines should expect approval or rationale as to why the application was not approved

The specific objectives of this booklet are to:

- a. Provide uniform guidelines to be used by the ARC in reviewing applications.
- b. Assist homeowners in preparing an acceptable application to the ARC.
- Increase the homeowner's awareness and understanding of the Declaration of Covenants, Conditions and Restrictions.
- d. Describe the organization and procedures involved with the architectural standards established by the Protective Covenants.
- e. Illustrate design concepts that will aid homeowners in developing exterior improvements that are in harmony with the immediate neighborhood and the community as a whole.
- f. Provide for a procedure in the event of violations.

The mission of the ARC is to work in conjunction with the Vilano Oaks Homeowners' Association Board of Directors (Board) and represent the interests of the whole community. The ARC exists in order to regulate the external design, appearance and locations of the property and improvements in such a manner as to preserve and enhance values and to maintain a harmonious relationship among structures and the natural vegetation and topography.

**NOTE:** <u>County Approvals.</u> Many items require county review and permits. It is the homeowner's responsibility to obtain all county approvals. St. Johns County authorities should be contacted prior to beginning any work in order to verify what procedures must be followed and obtain required permits. County approval does not preclude the need for ARC review and Board approval and vice versa.

#### 2.0 INTRODUCTION

The careful design and planning of the Vilano Oaks development benefits all residents. The purpose of the design controls and standards established herein is to assure residents that the

development's original design quality is maintained. This, in turn, protects property values and enhances the community's overall environment. This booklet is designed to address exterior alterations made by homeowners to their property.

#### 2.1 Declaration of Covenants, Conditions and Restrictions

The authority for establishing these architectural guidelines, rules and regulations is founded in the Declaration of Covenants, Conditions and Restrictions that are a part of the deed to every property in Vilano Oaks. These Bylaws and Covenants establish the Vilano Oaks Homeowners' Association and the ARC.

As a homeowner, you received a copy of the Bylaws and the Declaration of Covenants, Conditions and Restrictions in the homeowner's document package. These Covenants are conveyed with the land, and are binding on all homeowners. Your acceptance of their provisions was a condition of sale. As a result, these Covenants should be fully understood by each homeowner. Copies of the documents are also available on our website: vilanooaks.com.

#### 2.2 ARC Review Criteria

The ARC evaluates all submissions on the individual merits of each application. The characteristics of the house type and the individual site are taken into account when evaluating the particular design proposal. This is done because what may be an acceptable design of an exterior in one instance may not be for another. It is important to remember that exterior changes to homes, due to their relative proximity to each other, are more noticeable and have a high degree of impact on adjoining properties.

The following criteria represent in more specific terms the general standards that will be used in reviewing and evaluating such application design.

#### 2.2.1 Validity of Concept

The basic design must be sound and appropriate to its surroundings.

#### 2.2.2 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.

#### 2.2.3 Location and Impact on Neighbors

The proposed alteration should relate favorably to the landscape, the existing structure and the neighborhood's overall design. The primary concerns are aesthetics, access, view, sunlight, ventilation and drainage. For example, fences may obstruct views, breezes, airflow, or access to neighboring property; decks or larger additions may cause unwanted shadows on adjacent patios or infringe on a neighbor's privacy and view. As another example, an inappropriate "clutter" of play equipment, or an ill- planned landscape scheme may also adversely affect the existing neighborhood environment.

When a proposed alteration has possible impact on adjacent properties, it is required that the applicant discusses the proposal with neighbors prior to making an application to the ARC. The affected adjacent homeowners shall review the application and sign in acknowledgment. The neighbors' signatures do not indicate approval or disapproval, only that they have been notified of the pending application. The neighbors are encouraged to write any comments or concerns in the space provided on the form. Any subsequent changes to the original application must also be discussed with the affected neighbors.

#### 2.2.4 Scale

The size of the proposed alteration should relate well to adjacent structures and its surroundings. Color may be used to soften or intensify visual impact. Parts of an addition that are similar in design to an existing house, such as roofs and trim, should match in color and composition.

#### 2.2.5 Workmanship

The quality of work should be equal to or better than that of the community. Poor workmanship, besides causing the owner potential problems, can be visually objectionable to others. Safety hazards are also a concern when the work is sub- standard.

#### 2.2.6 Timing

Projects, which remain uncompleted for long periods of time, are visually objectionable and can be a nuisance and safety hazard for neighbors and the community. All applications must include estimated completion dates. All projects must be completed within 120 days from date of ARC and Board approval. Extensions may be granted with Board approval.

#### 2.2.7 Drainage

Proper drainage must be considered in all projects. Projects that adversely impact drainage will be rejected.

#### 2.3 Amendments to the ARC Guidelines

The ARC will conduct an annual evaluation to determine if the guidelines need to be amended. It is anticipated that any changes would be primarily additive and would not involve substantive changes of the existing guidelines. The actual amendment procedure involves discussion and review with the Board of Directors and shall be adopted, as were the original guidelines by the Board of Directors. Comments and suggestions from all residents are welcomed at any time.

#### 2.4 The ARC and the Board of Directors

The ARC shall recommend architectural standards subject to the confirmation of the Board of Directors. The Board will be briefed on the standard operating procedures of the ARC.

#### 2.5 Review Procedures

All applications for architectural changes requiring ARC review and Board approval, whether permanent or temporary, shall be submitted in writing to the ARC at the following address:

Vilano Oaks Homeowners Association P.O. Box 767 St. Augustine, FL 32085

Or by e-mail with appropriate attachments to the ARC Chair (see website for Committee membership).

Applications must contain all elements of information as listed on the sample application form provided at Appendix A. It is the responsibility of the applicant to ensure that the ARC has received the application. If the applicant has not heard from the ARC within ten (10) days after submission, please contact the ARC for further action.

The ARC will review the application, and if complete, will begin the approval process. Incomplete applications will be returned to the homeowner for additional information. The ARC will consider the application and respond to the owner within ten (10) days following their monthly meeting with a verbal decision. A written decision will be communicated within forty-five (45) days

#### 2.5.1 Post Review

Upon completion of your project, you are required to notify the ARC. The ARC will then inspect the finished project to ensure compliance with the approved plan. You will be notified in writing if your project is not in compliance. If the project is not brought into compliance, the ARC and the Board of Directors will use all avenues available to obtain compliance as outlined in the Architectural Guidelines and the Covenants.

#### 2.6 Appeal of an ARC and Board Decision

If a Homeowner wishes to appeal a decision (including but not limited to architectural changes, maintenance requirements, Covenant and/or ARC Guideline violations) of the ARC and Board the following procedures are provided:

#### 2.6.1 Notice of ARC and Board Decision

After the receipt of an ARC notice, the Homeowner must submit a written notice of appeal to the Board of Directors. The appeal shall be submitted to the Board of Directors within thirty (30) calendar days.

#### 2.6.2 Notice of Appeal

This notice of appeal must contain the following:

- a. A copy of the Homeowner's application, if applicable.
- b. A copy of the ARC's notice of decision, maintenance or violation notice.
- An explanation from the Homeowner detailing the reasons for appealing the ARC's decision.

#### 2.6.3 Appeal Review

The Board of Directors has forty-five (45) calendar days to review the appeal. During this process, the Board of Directors will hear and review any concerns expressed by neighbors, or other interested parties, related to the proposed architectural change. The decision of the Board of Directors will be sent by letter to the Homeowner's address with a copy furnished to the ARC.

#### 2.6.4 Board Decision

The decision of the Board of Directors in the matter of the appeal is final.

#### 2.7 Enforcement Procedure

The Declaration of Covenants, Conditions and Restrictions require the ARC to ensure compliance of all lots with the Association's architectural standards.

#### 2.7.1 Violation Confirmations

All violations will be confirmed by a site visit of a majority of ARC members.

#### 2.7.2 ARC Decisions/First Violation Notice

The ARC or the Compliance Committee will initiate a notice to the Homeowner by certified mail. This notice will state the nature of the required repair or violation, and will request the Homeowner to take remedial action to rectify the problem within thirty (30) calendar days. The homeowner will be apprised of the violation process in this letter. If the problem is not rectified within thirty (30) calendar days, and if the Homeowner has not appealed the decision of the ARC to the Board of Directors during this 30-day period, then the ARC or the Compliance Committee will initiate a second written notice to the Homeowner.

#### 2.7.3 Second Violation Notice

This second notice will reconfirm the violation and will require the Homeowner to either take remedial action or appeal the decision of the ARC within fifteen (15) calendar days.

#### 2.7.4 Final Violation Notice

If the violation is not resolved with fifteen (15) calendar days, and if the Homeowner has not appealed the decision of the ARC to the Board of Directors during this period, then the Board of Directors will initiate a FINAL written notice to the Homeowner by certified mail, advising the Homeowner that the Board of Directors has assessed a fine of \$25.00 per day and has initiated legal action. The fine will continue to accrue until the violation is corrected and will be collected by the Home Owner's Association. All costs involved in this process will be borne by the respective homeowner.

#### 2.8 Disclosure Statement

Pursuant to law, upon request by a purchaser of a Vilano Oaks home, the seller must request a Disclosure Statement from the Vilano Oaks Homeowners Association and provide same to the purchaser. The seller will incur a cost of \$50.00 for this service. The Association is required to furnish a Disclosure Statement providing information with regard to the Association and the

home to be sold, including but not limited to, the current status of assessments and the existence of any architectural violations with regard to the lot in question.

#### 2.9 Changes Requiring ARC Approval

The Declaration of Covenants, Conditions and Restrictions explicitly state that all exterior alterations, unless specifically exempted by this document, require the approval of the ARC.

#### 2.10 Elements of an ARC Application

This article explicitly states that any permanent change to the exterior appearance of one's property must be approved by the ARC and the Board. Further, once a plan is approved it must be followed, or a further application requesting approval of a modification must be submitted to the ARC and approved by the Board.

Each application is reviewed on an individual basis. There are no "automatic" approvals, unless provided for specifically in these guidelines. For example, a homeowner who wishes to construct an improvement identical to one already approved by the ARC and the Board is still required to submit an ARC Application

For some homeowners, the most difficult part of the application is adequately describing the request. Generally, the following items should be a part of every application:

#### 2.10.1 Site Plan

A site plan is a scaled drawing of your lot (plat) that shows the dimensions of the property, adjacent properties, if applicable, and all improvements including those covered by the application. Contour lines may be required where drainage is a consideration. A base for a site-plan for single applications can be the plat plan provided to you when you purchased your home. More complex applications may require larger scale (ten [10] to twenty [20] feet to the inch scale) enlargements of the plat plan of County approved development or site plans.

Proposed changes should be indicated including dimensions and distances from adjacent property and houses and heights off the ground, if applicable.

#### 2.10.2 Material and Color

Samples of the materials and colors to be used and an indication of the existing colors and materials should be provided.

#### 2.10.3 Drawings and Photographs

A graphic description should be provided. A homeowner should not be intimidated by any shortcomings as a draftsman or architectural illustrator since a graphic description may be in the form of a 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. The sketch or photograph should be accompanied by a written description.

#### 3.0 GUIDELINES

These guidelines should in no way restrict the homeowner in the design of a well thought out alternative approach.

#### **NEW CONSTRUCTION REPLACEMENTS AND IMPROVEMENTS**

NOTE: ANY SUBSTANITIVE CHANGE TO THE EXTERIOR OF THE HOME MUST BE REVIEWED BY THE ARC AND APPROVED BY THE BOARD. THE FOLLOWING ITEMS ARE ONES MOST OFTEN REQUESTED.

# 3.01 New Construction: Construction of a new home on any vacant lot in the Vilano Oaks community requires an application be submitted to the ARC and approved.

It is required that the new construction conform to the basic design criteria of the existing neighborhood.

The size and height of the structure shall conform to the size, height and architecture of the other houses in the neighborhood, including, but not limited to:

- a. One (1) or two (2) story,
- b. 3500 Square Foot maximum size,
- c. Volume type Hip Roof,
- d. First story must be living space or garage,
- e. Built on slab at VOHA street level grade, consistent with adjacent houses or lots,
- f. Ground floor main entry,
- g. Exterior construction to be predominantly of stucco finish,
- h. Roofing shall be asphalt shingles,
- i. No roof deck or widow's walk,
- j. Architecture features should be of similar styling to existing houses for a complimentary, cohesive neighborhood appearance, and
- k. Colors shall complement but not be the same as directly adjacent homes, and shall be selected from the Vilano Oaks Color Palette.

#### 3.1 Attic Ventilators

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

#### 3.2 Fences

Fencing can be used to separate property, provide security, visual privacy, or to architecturally define space. In achieving any one of these goals, a barrier is created which has both a visual and a physical impact on the boundaries of common land and properties of adjacent homeowners. Careful consideration should be given to the basic fencing concept and the manner in which the concept is executed. All fencing must be submitted for review.

#### 3.2.1 Design Criteria

- a. Location. Fencing shall be erected along property lines in the rear and side yards not to extend beyond the front building line of all immediate adjacent lots. It is understood that irregular shaped lots may require some special compensation to this rule. Fencing involves boundary line consideration. Applications must show exact relationship with property lines. The planting of bushes, shrubs, hedges or other living vegetation as a substitute for fencing material, also requires ARC review and Board approval.
- b. Style, Materials and Colors. All fences shall be made of white PVC, aluminum in a black finish or masonry (brick or stone pillars, etc.) Masonry should match the masonry used in the applicant's house. Pillars must be of an appropriate size and scale in relation to the fence they complement. PVC fences must be of a design which complements the surrounding area. Wood and chain link fences are not allowed.
  - c. Height. The height of all vertical fences shall be no more than six feet.

#### 3.2.2 Application Contents

All applications shall include the following information:

- Site plan showing the location and gate.
- b. Estimated start and completion dates. (See Section 2.2.6)
- c. Signatures of adjacent neighbor(s), if appropriate
- d. Literature describing size, pattern, color of fence material.

#### 3.3 Storage Sheds - Storage sheds are not allowed

#### 3.4 Greenhouses and Solar Collectors

- a. Greenhouses are prohibited.
- b. Solar collectors and solar panels must be reviewed by the ARC and approved by the Board.

#### 3.5 Patios

Prior to the installation of any patio, an application to the ARC shall be submitted and approved.

#### 3.5.1 Design Criteria

- a. Patio Location. Applicants should review patio design criteria with respect to visibility, privacy, and materials prior to design. When patio schemes include other exterior changes, such as fencing, lights, plantings, etc., other appropriate sections of these guidelines should be consulted prior to submitting the application.
- b. Materials and Color. Materials should have natural weathering qualities such as concrete, brick, stone. All surfaces shall be regularly pressure- washed to ensure a clean appearance.
- c. Drainage. Changes in grade or other conditions that will affect drainage. Generally, approval will be denied if adjoining properties are adversely affected by changes in drainage.

#### 3.6 Storm and Screen Doors- Storm and Screen Doors are prohibited

#### 3.7 Sun Control Devices

Applications for awnings, canopies, hurricane shutters and all other exterior sun control devices should be processed in the same manner as other exterior changes.

#### 3.8 Gutters and Down Spouts

Gutters and down spouts shall match the existing trim or siding color and design and must not adversely affect drainage on adjacent property.

#### 3.9 Recreation and Play Equipment

Homeowners often express interest in permanently installed swing sets, basketball backboards, tot lots, etc. Most equipment of this sort, though commercially available, is less than pleasing in appearance. Creatively designed equipment is encouraged. The guidelines

listed below are provided in an effort to reconcile the need for play equipment with the goal of minimizing its visual impact. Prior to the installation or placement of any equipment, an application to the ARC shall be submitted and approved by the Board.

#### 3.9.1 Design Criteria

- a. Location and Size: Equipment, with the exception of Portable Basketball Hoops, will be permitted only in rear yard locations not visible from the front of the house. Consideration must be given to lot size, equipment design and size, and amount of visual screening. Any equipment used must be placed so as to avoid being a nuisance to the neighbors.
- b. Free Standing Portable Basketball Hoops shall be placed to the rear of the property toward the end of the driveway. Free Standing Basketball Hoops shall not be used on public street or cul-de-sacs. Approval by the Board is required. The use of Basketball Hoops is allowed only between the hours of 8:00am and 9:00pm.
- c. Materials and Color: Equipment made of natural materials is encouraged. Metal play equipment, exclusive of the wearing surfaces (slide poles, climbing rungs, etc.), should be painted dark brown or dark green to blend with the natural surroundings or, if located adjacent to a dwelling or fence, painted to match the background or screening structure. Other play equipment colors will be considered, contingent upon location and landscaping.

#### 3.10 Swimming Pools

Swimming pools must be approved by the ARC and the Board and meet St. Johns County codes.

Wading pools shall be used within the boundaries of the homeowner's property to the rear of the house and emptied when not in use for safety or health purposes. (e.g. breeding of mosquitoes). Wading pools shall not be used on common property.

#### 3.11 Hot Tubs and Spas

Prior to installation of any hot tub/Spa, an application to the ARC shall be submitted and approved.

#### 3.11.1 Design Criteria

Hot tubs/Spas will be permitted only in accordance with St. Johns County building standards.

#### 3.12 Mailboxes

Mailboxes shall be of a design approved by the Board. Features to include aluminum construction, pedestaled, black with gold / gold tone numbers.

#### 3.13 Antennas and Satellite Dishes

It is necessary to obtain approval prior to installing exterior antennas or satellite dishes for transmission or reception of radio or television signals.

- a. Location: Dishes and antennas should be placed in a non-conspicuous location that is not visible from the front of the home. When possible, they should be located on the back slope of the roof.
  - b. Dimension: Only small dishes will be permitted.
- c. Estimated start date and estimated completion date in terms of days after start date, not to exceed 90 days.

#### 3.14 Exterior Decorative Objects

Approval will be required for all exterior natural and manmade objects to be placed in the front yard on a permanent basis.

Holiday decorations shall be removed within 30 days of the conclusion of the observed holiday, but do not require ARC review nor Board approval.

#### 3.15 Exterior Lighting

No exterior lighting shall be installed or maintained in such a way as to cause discomfort to adjacent neighbors. All spotlight security lighting is to be directed inside the property boundaries.

#### 3.16 Exterior Painting

The exterior of any building shall not be painted a color different from the original color of said building without the proposed color having been submitted to the ARC and approved by the Board beforehand. The application is to include a sample paint chip.

All new construction to be painted in a color consistent with the predominant palette of the community.

SEE APPENDIX B FOR APPROVED COLOR PALETTE AND GUIDELINES

#### 3.17 Flagpoles

Permanent freestanding flagpoles are prohibited. However, homeowners wishing to have temporary flagpoles or staffs that do not exceed six feet in length and are attached to the house may do so and need not submit an application.

#### 3.18 Clothes Lines -- Clotheslines are not permitted.

#### 4.0 Miscellaneous Property Uses

#### 4.1 Trash/Recycling Containers

Containers may be placed for pickup along the curbs in front of the homeowner's home no earlier than the evening prior to the scheduled pickup day. Containers must be stored the same day after refuse collection is completed. Trash placed for pickup shall be placed in containers manufactured for trash storage purposes or heavy-duty plastic bags and sealed. Trash/recycling containers shall not be maintained in public view.

Yard waste material which is extremely unwieldy, difficult, or hazardous to handle such as palm tree fronds, large tree branches, or the result of large landscaping projects may be placed for pickup along the curbs, not in the roadway, in front of the home or in the driveway, only when necessary and not on a regular week-to-week basis, preferably no earlier than three days prior to the scheduled pickup day. All other yard waste/clippings, such as hedge/brush cuttings, shall be either bagged or put in trash containers and may be placed for pickup as above in front of the home no earlier than the evening prior to the scheduled pickup day.

#### 4.2 Vehicle Storage and Maintenance

In accordance with paragraph 9.14 of the Covenants, no junk vehicles, recreational vehicles, house trailers, or commercial/ industrial vehicles, such as, but not limited to, moving vans, trucks, tractors, trailers, vans, wreckers, hearses, buses, boats, boating equipment, travel trailers, or camping equipment shall be regularly or habitually parked on any streets, common ground or individual properties within the subdivision. See paragraph 9.14.3 for temporary parking guidance and limits.

A junk vehicle is defined as a vehicle with expired license plates, inspection stickers or county decals or is obviously disabled.

Parking is prohibited on the grass in Vilano Oaks, including the grass of individual lots and common areas. Vehicles must be parked on hard/durable surfaces such as concrete or pavers and not on dirt or grass.

No maintenance shall be done on public streets or in yards. Vehicles worked on in driveways shall not be blocked or otherwise kept in a visibly inoperable condition for longer than 48 hours.

#### 4.3 Real Estate Sales/Rental Signs and Garage/Yard Sale Signs

Except for temporary real estate signs and security services signs, no signs, advertisements or messages shall be displayed or published which offers or implies commercial or professional services or which may constitute any other kind of business solicitation in or from, any residence or residential property.

All other signs, including personalized name signs, but excluding temporary real estate signs, shall not exceed two square feet area and shall not be illuminated.

Real estate signs must meet County regulations with respect to size, content and removal. Signs may only be placed in the front yard of the property available.

Garage/yard sale signs may be erected on common ground and in the resident's yard on the day of the sale, but are to be removed at the end of the sales day. Application must be made to the ARC and Board for permission to have a garage sale.

#### 4.4 Animals and Common Grounds

Owners, when exercising pets, shall restrict such activities to the public street. The pet owner must immediately remove any solid waste left by the animal while on the public street, common grounds or private property. Care should be taken to prevent pets from exercising on neighbor's lawns. Animals shall be walked on leash. The County leash law applies and will be enforced by animal control.

#### 4.5 Doghouses and Animal Runs/Enclosures

Doghouses are not allowed. All animal enclosures and/or runs are prohibited. Dogs should not be left staked and unattended for extended periods of time. Owners are responsible for keeping their animals quiet and are reminded of St. Johns County laws that regulate animal noise.

#### 4.6 Landscaping and Vegetable Gardens

Care should be exercised in the planting and maintenance of trees and shrubs to prevent obstruction of sight lines required for vehicular traffic. Also, the views of neighboring units and shade patterns of larger trees should always be considered.

Consideration should be given to the effect which planting will have on views from neighboring houses and property. All gardens must be neatly maintained throughout the growing season; this includes removal of all unused stakes, weeds and dead growth.

Flower gardens, shrubs and trees, which shall be neatly maintained, shall not extend over the property lines. All open lot areas shall be maintained in lawns, ground cover, or other material approved by the ARC and Board. An application is not required for foundation planting, trees or single plantings.

#### 4.6.1 Hedges and Other Features

An application is required for hedges or other features which may in effect become structures, fences or screens, and as part of other applications where required. Like fences, hedges shall be restricted to rear and side yard locations not to extend beyond the front building line of all immediate adjacent lots. It is understood that irregular shaped lots may require some special compensation to this rule.

#### 4.6.2 Railroad Ties or Garden Timbers

Railroad ties or garden timbers that form a wall or edging are not allowed, except where originally installed by builder.

#### 4.6.3 Rock Gardens

An application must be submitted for replacing existing turf. A rock garden is considered to be an assortment of numerous rocks in one location. All rocks shall be left in their natural color.

#### 4.6.4 Vegetable Gardens

Vegetable gardens are permitted in the rear yard and should not damage property below it through the flow of water onto lower property. Tall vegetation such as corn or sunflowers should be planted next to the house. Vegetable gardens are not allowed on common ground.

Appendix A Updated Sep 2021

### Vilano Oaks Homeowners Association ARCHITECTURAL REVIEW COMMITTEE SUBMISSION FORM

Any modifications to your property must be submitted to the Architectural Review Committee for approval PRIOR to any work or modifications being constructed on your property. Please allow two to four weeks for complete processing. Include complete descriptions, dimensions, style type, drawings, materials, colors, etc. The more information you provide will help expedite your application.

Please attach a copy of your final boundary survey showing the location of the improvement in relation to other structures and having the lot lines marked. Survey should be marked with x's plotting the locations of fences.

Name of Applicant:		Date:
Address:		Lot #:
Telephone: (H)		(W)
E-mail:		
Desired Start Date:		Estimated Completion Date:
Dagariba improvamenti		
Describe improvement: (Text goes here)		(Optional Picture goes here)
(Text goes here)		(Optional Ficture goes here)
* Attach additional sheets if		
		with all applicable codes and ordinances and will obtain any
necessary permits if this app	offication is approved	<u>a.</u>
+++++++++++++++++++++++++++++++++++++++	-++++++++++++++	+++++++++++++++++++++++++++++++++++++++
This section for Board use of		
	<del></del>	
Date application received		
Action taken	Approved	Denied
Comments		

PLEASE RETURN COMPLETED APPLICATION TO:

Date mailed

VILANO OAKS HOME OWNERS ASSOCIATION ARCHITECTURAL REVIEW COMMITTEE P.O. Box 767 ST. AUGUSTINE, FL 32085 Appendix A Updated Sep 2021

#### All applications must be accompanied by the following materials:

☐ Obtain the signatures of all adjacent or affected property owners.	gs, color samples and/or manufacturer's brochure, if necessary. on of improvement to residence and to adjoining properties adjoining properties.) Grading plan must be included, if applicable. The signatures only indicate their awareness of your proposed neerns, and if none do, the expedited approval or "e-vote" process roval prior to next scheduled board meeting. Signatories having specific concerns in writing prior to next board meeting.
property owners does not guarantee approval of the project.	
Name:	Phone Number:
Address:	
☐ I am aware of and have no concerns relative to this plann ☐ I am aware of, but reserve the right to submit concerns in	
Name:	Phone Number:
Address:	
☐ I am aware of and have no concerns relative to this plann	
☐ I am aware of, but reserve the right to submit concerns in	n writing to the HOA prior to next board meeting
Name:	Phone Number:
Address:	
☐ I am aware of and have no concerns relative to this plann	ned property improvement
☐ I am aware of, but reserve the right to submit concerns in	
Name:	Phone Number:
Address:	
☐ I am aware of and have no concerns relative to this plann	
☐ I am aware of, but reserve the right to submit concerns in	
I understand and agree to the following:	
☐ This modification may require a County building permit or may required city/county approvals. All Utilities will be contacted pricapplication satisfies only the requirements of the Association and ☐ I assume full responsibility for all landscaping, grading and/or dr	or to the commencement of any construction. Approval of this I not any obligations to the County or others as may be required.
replacing bonds or escrows posted by Developer/Builder currentl will be completed within the property lines. I also assume full rescommon area) or injury to third persons associated with the impro	ly in place affecting the lot. All work associated with the project sponsibility for any damage to adjoining property (including
□ No work on this proposal will commence until I receive written a Covenants of the Association and may result in my being require to its original condition at my own expense if this application is defeal fees incurred on behalf of the Association in enforcing this	approval of the Association. To do so is a violation of the d to remove an unapproved modification and restore my property disapproved. I also understand I may be held responsible for any
☐ An approval is contingent upon the construction being completed specifications as submitted in this applications.	
☐ The members of the Association may enter upon my property to	make routine inspections.
☐ There are architectural requirements addressed in the Design Statuthe Board of Directors.	ndards and the Declaration and a review process as established by
☐ The approval authority granted by the Association (if so granted)	) will automatically expire should the proposed project not be
commenced within 180 days of the approval or completed within   A variation from the original application must be submitted for a	one year of the approval
11 variation from the original application must be subflitted for a	pprovided the Association.
Owner/Applicant's Signature:	Date:

#### Vilano Oaks Color Palette

#### **Background**

The original design and color scheme of the Vilano Oaks subdivision was a vision of builder and architect. According to our Covenants, the Homeowners' Board is "to provide for maintenance, preservation and care of property of the Association, to provide for architectural control of the residence lots, and to promote health and welfare of the residents within the Property."

The color palette is to provide guidance for homeowners to paint their homes, maintain a common or cohesive exterior color scheme, and yet still allowing for a rich and diverse neighborhood of attractive Florida custom homes.

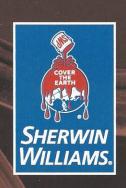
#### **Color palette guidelines**

- 1. Palette is a RANGE of desired and acceptable colors. No particular dealer or brand is meant to be endorsed.
- 2. Colors outside of the palette will be grandfathered only for those individual houses where it presently exists.
- 3. If repainting without changing color, no ARC application is required.
- 4. If changing colors, refer to the palette representing preferred range of house colors and submit an application to the ARC for review and Board approval.
- 5. Trim colors: Light colors white, off whites preferred. If different color desired (e.g. light brown), please submit to ARC for review before painting.
- 6. Accent colors for Doors: The ARC recognizes that these can be distinctive, personal statements for homeowners. Please submit choice to the ARC for review before painting.
- 7. Secondary colors for features, like shutters, should complement the base house color and be submitted to the ARC for review.
- 8. Flat or Semi-gloss/Low sheen paint is preferred.

# selections

## Vilano Oaks HOA

color provided by

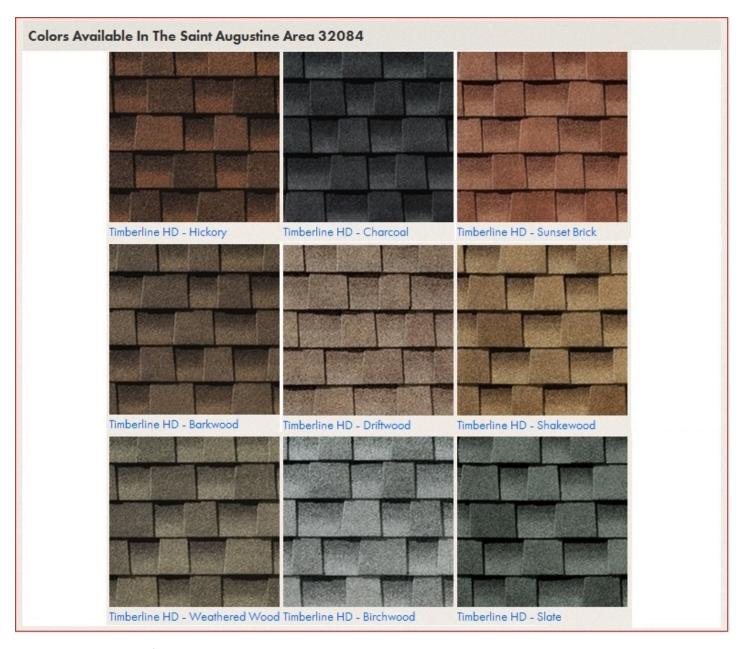






#### Vilano Oaks Homeowners Association

#### **Roofing Shingles Color Palette**



Color samples from GAF brand, Timberline HD Shingles.

As with Exterior House Paint Color Palette, these samples are to represent a range of desired and acceptable colors. No particular dealer or brand is meant to be endorsed.

Approved January 8, 2018