

HOMEOWNERS ASSOCIATION AT WESTWOOD LAKES, INC
ARCHITECTURAL GUIDELINES AND COMMUNITY RULES AND REGULATIONS

Approved by the Westwood Lakes Board of Directors
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**MODIFICATION TO VIOLATIONS PROCESS:
SPECIAL CIRCUMSTANCES WHICH LEAD TO IMMEDIATE FINES BEING IMPOSED OUTSIDE
OF OUR NORMAL VIOLATIONS PROCESS**

Working with the Guidelines for over 15 years, has made it clear that there needs to be a new category of violations within the community. The primary reason we need to add this element to the Guidelines is because there is a small group of homeowners that have refused to follow the deed restrictions that the rest of us have supported and lived with. We realize that following the Guidelines protects our real estate values, our safety and shows respect to our neighbors.

There will be two levels of infraction and consequence included in most of these new violations, **Reported Violations** or **Self-Identified Violations**.

1. Homeowners who failed to get ACC APPROVAL PRIOR to making modifications to their homes, must file ACC Applications to get approval “after the fact” and agree to bring their properties into compliance with the existing GUIDELINES. These modifications which are considered changes to the front elevation could be fences, paint jobs, tree removals, pavers, windows, roof, and anything that changes the appearance of your home or anything that requires prior approval. See **Modifications Requiring ACC Approval** All modifications must be brought into compliance with existing Guidelines.

A Self-Identified infraction of this Rule may result in the Board levying a \$250.00 fine to the homeowner as this type of infraction constitutes a continuing violation.

A reported infraction of this Rule may result in the Board levying a \$750.00 fine to the homeowner as this type of infraction constitutes continuing violation.

2. Homeowners who applied for a modification and received approval but then failed to make the modification as approved are subject to the Board levying the fines as outlined below. All modifications must be brought into compliance with existing Guidelines.

If the situation is self-reported, the correction must be made and the fine that the Board may levy is \$250.00 as the infraction constitutes a continuing violation.

If the situation is reported, the correction must be made and the fine that the Board may levy is \$500.00 as the infraction constitutes a continuing violation.

3. Homeowners who have been cited with a Violations letter (with or without an E&FP fine) and are found to be in Violation again for the same infraction within a twelve-month period may be subject to the Board levying an immediate fine ranging from \$75.00 to \$100.00 depending on the severity of the violation. If the Violation constitutes a continuing violation, the fine may be \$250.00. A published list of fines is available from the property management company.

In determining whether to impose the fines referenced in the Modification to Violations Process: Special Circumstances which Lead to Immediate Fines Being Imposed Outside of Our Normal Violation Process portion of the ACC guidelines, it is the policy of the Board that it will generally impose the fines listed in that section. However, in the event an owner is experiencing significant extenuating circumstances such as severe financial hardship, a major life change such as job loss or relocation, a death in the immediate family, divorce, etc. or a major medical condition, or other similar situations, the Board will waive imposing the fines listed in the section provided that the owner otherwise cures the violation within an agreed upon time.

HOMEOWNERS ASSOCIATION AT WESTWOOD LAKES, INC.
ARCHITECTURAL CONTROL COMMITTEE GUIDELINES

The Architectural Control Committee Guidelines hereafter referred to as Guidelines, were originally approved by the Board of Directors during the summer of 2011. These Guidelines are a supplement to the Declaration of Covenants, Conditions, Restrictions and Easements for Westwood Lakes (Declaration). Creation of the Guidelines is recognized under State of Florida Statute 720.3035 since authority to control alterations or improvements to lots and structures is given under Article 7, in Section 7.1 of the By-Laws within our Declaration.

In the event of a required reconstruction of a dwelling after a fire or other casualty, the controlling rules and regulations can be found in Section 4.2 of the Declaration.

Included within the Guidelines are minimal standards for all elements of development, improvements, modifications or construction. These Guidelines are intended to be a living document which will be modified as needed to add, clarify or identify changes that will benefit the Community of Westwood Lakes. Failure to adhere to these Guidelines will be used as a basis for disapproval of construction or modifications and may result in enforcement proceedings including but not limited to, an injunction or the imposition of a fine or both. Approval by the Architectural Control Committee (ACC) or the Board of Directors does not relieve the Owner of the responsibility of complying with the rules and regulations of any governmental agency. The owner must obtain building permits as required.

Guidelines may be approved to cover all dwellings within Westwood Lakes or in the case of the neighborhood of Sawgrass, additional Guidelines may be adopted to cover their security gate and streets. All Guidelines are subject to the Florida statutes as may be amended from time to time.

Existing alterations, additions or improvements to the exterior of dwellings and/or lots in Westwood Lakes which were properly approved by the developer and/or ACC or installed by the Developer will be permitted to remain in place provided that they are maintained. Fences must be brought into compliance when they need to be replaced. As specific cases are reviewed, homeowners will be notified by the Board through the property management company as to the future status of their fences.

Grandfathering is granted to any and all accessory structures as described in the above paragraph except as otherwise provided in this paragraph. County building codes set the percentage amount that initiates the rule for complete replacement of a building and, if 75% of the unit must be replaced, the community Guidelines and the building codes shall be followed in the rebuilding. Fences will require a total replacement of the entire fence when fifty (50%) percent or more of the specific fencing material (wood, vinyl or chain link) requires replacement and that replacement must follow approved Guidelines. Any structure or improvement, including those grandfathered, which has been destroyed must meet current Guidelines for rebuilding. In the event a grandfathered-in structure is destroyed or requires replacement, the non-conforming structure cannot be replaced, but must be brought into compliance.

Also included in this document are the Community Rules and Regulations. This document brings together the Rules that have been in place for Westwood Lakes for years. It also codifies the Rules associated with maintenance standards for some of the ACC modifications listed below.

Homeowners who require immediate attention to a situation regarded as being “an emergency” must provide tangible evidence of the rationale behind the request. For example, if water damage has created “an emergency situation” that requires immediate approval of modifications outside of the normal ACC approval process, the damage must be photographically obvious. Please be prepared to substantiate your request for out of cycle approvals.

There will be a fee of \$250.00 to have an ACC application considered outside of the normal process for any reason other than a verified damage related emergency situation.

BACKGROUND AND RATIONALE FOR GUIDELINE DETAILS

There are some specific items included in our Declaration and as such they cannot be modified without following the strict guidelines in our founding documents. Within our Declaration, these items are referenced in:

Sections 3.6, 3.8-3.11, 3.12.2 and 4.1.2—General Restrictions and Exhibit E---Rules and Regulations

These documents are attached at the back of the Guidelines for your review. Where appropriate, the specific **Rules and Restrictions** and **General Restrictions** have been included in the Guidelines and are printed in **BOLD type**.

GENERAL INFORMATION

UPDATED 2021

As set forth in this document, as well as the other governing documents of the Association, exterior changes or improvements which change the front elevation are subject to the prior approval of the Board of Directors and/or their Designated Representatives. The Architectural Control Committee (ACC) is a Standing Committee authorized in Article 15 of the By Laws in our Declaration. Following are two lists of topics. The first list identifies modifications that can be made without filing an Application for review by the ACC. The second list identifies actions that do require prior ACC approval.

The ACC shall assure that no exterior modifications or changes shall be approved for dwellings or improvements on lots unless they conform to the Declaration for Westwood Lakes. The goals of the ACCs are:

- A. To assure harmony of external design materials, and location in relation to surrounding buildings, lots, units, parcels and topography within the community
- B. To protect and conserve the value and desirability of the properties as a residential community.
- C. To keep the community an attractive place for the enjoyment of the residents.

The Architectural Control Committee (ACC) will evaluate all properly completed **Requests for Exterior Addition or Alteration Forms** plus the supporting documentation on the merits of each individual request. Design decisions made by the ACC are to be based on the following criteria:

- A. **Conformance with Covenants and Design Guidelines**: All applications are to be reviewed to assure that they conform to the Declaration for Westwood Lakes, including Exhibit E and Sections 3.6 General Restrictions and 4.1.2 in the Declaration of Covenants.
- B. **Design Compatibility**: Compatibility is defined as a similarity in architectural style, quality of workmanship, use of similar materials, color or colors and construction details.
- C. **Location and Impact on Neighborhood**: The proposed alteration should relate favorably to the landscape, the existing structure and the neighborhood.

- D. **Materials:** Continuity must be established using the same types or colors of materials as were used in the original construction or in the case of exterior home painting, you must select a color from the approved color wheel or provide a color substantially similar to that shown on the wheel for ACC approval.
- E. **Workmanship:** The quality of the work should be equal to or better than that of the original **approved** construction and that of the surrounding properties.
- F. **Validity of Concept:** The basic concept must be sound and appropriate to the surroundings.
- G. **Relation to the Natural Environment:** To preserve the natural setting and the beauty of the property, to establish and preserve a harmonious and aesthetically pleasing design for the Property and to protect and promote the value of the Property.

Details regarding the Process for seeking approval for a modification or change can be found at the end of this document “**STEPS IN SEEKING MODIFICATION APPROVAL**”.

GUIDELINES FOR HOMEOWNERS

BLANKET APPROVAL ITEMS: The Items listed below have been granted a **blanket approval** for the following modifications. No application needs to be submitted to the ACC for these items so long as the items comply with the specifications herein. Any changes made in violation of this Section shall be treated in the same way as any other violations and may result in required corrective action and/or fines as appropriate.

Basketball Hoops (portable):

UPDATE 2020

Basketball hoops must be a portable “basketball system” as described herein. A basketball system consists of the following elements: hoop, net, backboard, support structure consisting of a pole and portable base stand. **Installation of permanent basketball hoops or backboards either attached to an in-ground pole or the dwelling structure is NOT permitted.** See page 20. Basketball systems must not be used in the streets or block sidewalks. Systems must be put away and not visible from the street at dusk each day and safely stored during times of inclement weather. Repeat violations of this rule may result in a modified violations process.

Birdbaths:

UPDATED 2012

Birdbaths are permitted and subject to the following specifications:
 Birdbaths may not exceed three feet (3’) in height and 2 feet (2’) in width.
 No more than two birdbaths may be visible in the front yard and all baths must be well maintained.

Bird Feeders:

Bird feeders are permitted, subject to the following specifications:
 Birdfeeders are permitted in the rear yard only and must be out of public view.
 Birdfeeders shall not cause a nuisance for other homeowners.

Decorative Exterior Lighting—Low Voltage:

Low voltage decorative lighting can be installed along walkways, driveways and in plant beds of the dwelling. They must not be placed less than 10 feet from the roadway curbing. Care should be taken to avoid illumination of neighboring houses’ windows. All lights that are visible on the property must be maintained in good working order and replaced when necessary. This includes all landscape lighting.

Exterior Decorative Lighting (Higher Voltage):

UPDATED 2021

Approved lights can be placed outside of the front door entry area and on either side of the garage door(s). The entry light fixtures can be mounted above the entry way either as a flush ceiling mount fixture commonly referred to as a patio style lamp or a pendant (chain supported) style lantern. The chain mounted light fixture shall not

extend below 8 feet above the pavement. Decorative coach lights shall be wall mounted on either side of the garage doors. These lights may have motion sensors for on, off and dimming operation. Coach light styles that are approved are lantern, old fashioned gas light, and jelly jar. Bulkhead style fixtures are not allowed. Approved colors for the lights are: black, white, brass, gold, antique brass, bronze, copper, brushed nickel, and pewter. The overall height of the fixtures shall not exceed 22 inches excluding the chain length.

Coach lights should complement the size, type and style of the home. Security/spotlights are appropriate when installed in the roof eaves of the home and shall not be pointed at or shine into neighbor's home or property. All lights shall be maintained properly and replaced when necessary. No flood lighting of buildings shall be permitted with the exception of short term "seasonal" lighting.

Decorative Wall/Address Plaques:

Only one (1) decorative address plaque is permitted at the front entryway of the house. The plaque shall not exceed ten inches (10) by twenty-four inches (24). If more than one (1) plaque is desired, an ACC application will be required.

Dog Houses:

UPDATED 2021

Dog houses are permitted in fenced-in yards, and must not be visible from the street

House Numbers:

Replacement house numbers shall be of the same general type, size and color as originally installed on the dwelling and mailboxes. Ensure that the numbers on the house can be seen easily from the street for safety purposes. Installation of numbers over the center of the garage door area is recognized as a safe location.

Electronic Pest Traps:

Electronic trap devices shall be permitted provided all related equipment is kept from view from any other Lot. Noise from the device shall not be a disturbance to other neighbors.

Flags and Banners:

UPDATED 2012

The American flag, if flown, must be flown in accordance with Federal law. Homeowners have a statutory right to display one portable, removable United States flag or official flag of the State of Florida, in a respectful manner, and one portable, removable official flag in a respectful manner, not larger than 4 ½ feet by 6 feet, which represents the US Army, Navy, Air Force, Marine Corps, Coast Guard, or a POW-MIA flag. The statute also permits a homeowner to erect a free-standing flagpole no more than 20 feet high on any portion of the lot, provided it does not obstruct sight lines and intersections, and is not erected within or upon an easement. The flags identified above can be flown from the flagpole. Flags can be of equal size or smaller than the United States flag. One small (no larger than 2'X2') non-stationary flag is permitted in the front of the home.

No flags can demonstrate vulgar (*lacking in taste, indelicate or morally crude*) or obscene themes or materials *as defined in Florida Statutes 847.001 (10)*.

Front Door and Garage Screening:

"Phantom" or roll away screening devices without ornaments will be allowed on any door facing the street. Frames shall be white in color or painted to match the exterior paint of the dwelling. Screening shall be gray (smoke) or black in color. Sliding screen doors that require track *will not be allowed* on entrances or garages that can be observed from the street. Traditional storm/screen doors may be installed on a home with prior ACC approval

Front Door Wreaths:

Wreaths are permitted on the front door of any home and can utilize artificial vegetation.

Exhibit “E” Rules and Regulations Section 5: “Attractiveness of Lots: It shall be the responsibility of each Owner to prevent the development of any unclean, unsightly or unkempt condition of the Owner’s Lot or with the improvements on the Owner’s Lot. All Lots and improvements shall be maintained in a neat, clean, attractive, and well-kept condition. Areas which retain the natural vegetation shall be maintained to preserve and enhance their natural character. No garbage, trash, ashes, refuse or other waste shall be thrown, dumped, placed or kept on a Lot except in sanitary containers approved by the ACC.”

Under Florida State Law, Florida Friendly landscaping is permitted within Westwood Lakes: drought resistant and Florida native plants are encouraged. Please refer to the University of Florida IFAS website for guidelines regarding Florida Friendly plantings: <http://www.ifas.ufl.edu/> or the Hillsborough County extension office. Prior approval is not required for the following:

- Planting of annual or perennial flowers within the perimeters of existing landscaping beds
- Replacement of like kind of any sod, bush, shrub or tree that was removed due to damage or disease.
- Tree stumps must be removed, ground down or cut off at ground level at the time of tree removal

The only acceptable types of mulch are: pine bark nuggets, cypress mulch, stained “red” mulch, lava rock, sea shells, recycled rubber mulch product in brown, red or earth tones and river stone. Plant and shrub beds should be kept covered with a minimum of 2” of mulch at all times. Landscape or decorative retainer walls/edging, not to exceed 12” in height, is permitted in all planting areas. Approved materials are pre-cast concrete, brick, pressure treated wood, plastic edging, faux stone products, poured in place concrete or natural stone. Walls/edging must be kept clean and free from dirt or mold and must be a uniform height. Only one type of landscape wall/edging is permitted on a lot. It must be consistently used across all front and side areas that are visible from the front of the property. Natural colors must be used.

If your preference is to include Xeriscaping, you must follow the Florida-Friendly Landscaping Guidelines. This type of change requires an ACC Application and is not covered by the Blanket Approvals.

Trees and shrubs planted within fifteen (15) feet of driveways, sidewalks, or foundations of erected structures shall be of a variety that is not prone to lift or disturb such structures via their root growth. **Careful attention should be paid when planting trees along a property line that are known for having problematic root systems and known to grow to a height of 25 feet or more. As those trees mature and grow, it is quite possible for your tree’s roots to become destructive for a neighbor’s foundation. The tree’s canopy can also create grass problems for a neighbor due to the excessive shade or dropping leaves on a neighbor’s roof lawn or gutters; accordingly, trees that will grow to a height of 25 feet or more will generally not be approved for planting in the areas noted above.** Any hedge that is planted near the side of the home must not be permitted to grow higher than the lowest roof line. Hedges planted across the front of a home must be trimmed so that they do not grow higher than 4 feet and be maintained in a neat, clean, attractive and well-kept condition. In addition, please review data on page 20, Prohibited Modification.

Landscaping: Freeze Damage to Landscaping:

Following a significant winter’s freeze, there are a number of steps to follow. At the end of winter, all dead trees and shrubs must be removed and replaced. The trees and shrubs to be replaced must be of similar size and type as the materials that suffered damage or with a Florida Friendly landscaping option pursuant to these guidelines. Dead lawn patches must be replaced by April 15. By April 1st, any tree or shrub that has no green leaves/branches shall be thoroughly pruned of all dead material. By June 15th, any tree/shrub that does not show new growth

must be removed and replaced. If complete recovery has not occurred by September 1st, the tree/shrub must be removed and replaced.

Landscaping Maintenance:

All landscaping, including bushes, hedges, trees and flowers are to be kept trimmed and free of dead branches. Property is to be kept free of weeds and debris at all times. Trees, bushes and shrubs planted along sidewalks are to be trimmed so that they do not intrude on the sidewalk space or present a hazard for people who are using the sidewalk. Trees and palms shall be trimmed to permit a 9-foot vertical clearance to the sidewalk. Maintenance of the landscape includes but is not limited to regular cutting of the grass, edging and removal of grass cuttings as well as treatment of any disease, fungus or pest and fertilization as needed. **The roots and canopy of trees planted along a property line should not intrude into a neighbor's yard.**

Landscaping: Streetscape Plantings:

Care should be taken to select trees that will be appropriate for "street trees." Trees can be placed in front of the home and spaced appropriately. Any trimming or pruning must focus on retaining the natural shape of the trees. Highly stylized or topiary trimming is not permitted.

Mailbox: *UPDATED 2021*

In general, mailboxes should be replaced with materials that closely resemble the color and type used in the original installation by the builder. A black replacement mailbox has been authorized as a potential alternative to the builder's selections. If a homeowner wants to install a mailbox which isn't a close-to-identical match to the original box or the box supplied by the alternate company, you may request permission to install a different mailbox. Mailboxes which are seen as being harmonious and complimentary within the community will be considered by the ACC. Please submit an application to the ACC which includes a complete description and photos. All mailboxes must comply with USPS regulations. Mailboxes must be kept clean, show the address and be in good working condition. Mailbox and post must be the same color; either all black or all white. The box shall be plain and free from permanent decorations.

Outdoor Kitchens, Barbeque Grills and Fireplaces:

Portable grills must be stored out of sight when not in use. Outdoor kitchens must be in the rear yard and must observe rear setbacks. Installation of an outdoor kitchen must meet all Hillsborough County Building Codes. An outdoor kitchen may consist of any combination of the following elements; grills, smokers, burners, hoods, sinks, refrigeration units and food preparation surfaces which are permanently installed on a homeowner property either in the covered porch area or free standing in the rear yard area. Fireplaces and barbeque grills are permitted in the rear yard only. All yard setbacks must be observed (page 12).

Planters and Potted Vegetation: *UPDATED 2012*

No more than five (5) planters can be visible in the front of a dwelling. Planters may not exceed 32" in diameter and be no higher than 36". No artificial vegetation is permitted in planters or pots.

PODS: *UPDATED 2021*

Temporary storage containers, such as "Portable on Demand Storage," may be utilized on your driveway for a period of up to seven (7) calendar days without approval. Approval from the Community Association Manager must be requested for periods longer than seven (7) days.

Roof Replacement:

Hillsborough County Building Permit will be required for all roof replacement projects. Roofs should meet or exceed all current Hillsborough County Building Codes. Any changes in the color or style of the roof must be complementary and harmonious with exterior colors of the home and those of existing homes within the community

Security Devices:

UPDATED 2012

Privately installed devices shall not be pointed in such a manner and for the purpose of capturing images on any common area, public areas or neighboring properties. They must be inconspicuous or concealed if at all possible. All State and local regulations on the use of surveillance equipment apply.

Setbacks:

Setbacks are legally identified by the County and can be found on your original site surveys. The setbacks identified below are the minimal setbacks for Westwood Lakes.

Interior Lots	Corner Lots
20' front	20' front
20' rear	20' rear
5' side	20' side (along the street)
	5' side

County permits may call for setbacks to be identified.

Signs:

UPDATED 2012

“For Sale” or “For Rent” signs are permitted in the front yard only as long as they are placed on the homeowner’s property (not the easement area between the sidewalk and the street) and are professionally designed and constructed. The signs shall have a fixed mounting structure, either wooden post and support arm or rigid metal frame. The signs shall not exceed 6 square feet in size (2’X3’). Real estate brokerage signs or purchased signs are permitted, provided they meet the size limitations. No signs can be placed in Common Areas or at the main entrance to the Community with the exception of “Open House” signs which must be removed at the end of the open house period. Home security signs may be placed near the front door and shall be no more than 18” high. Contractor signs may be placed on the lot only when the work is in progress and must be removed when the work is complete. No other signs are permitted on the lots.

Skylights:

Skylights not exceeding 24” x 36” in length are permitted. Placement on the sides and rear of the dwelling’s roof is required unless such placement is inconsistent with current law.

Storm Shutters (Temporary):

UPDATED 2012

Temporary shutters, including plywood and corrugated panels can be a challenge to install and tend to take up significant storage room when not in use. In the event of a publicized storm warning, these shutters may be installed up to four (4) days prior to the projected arrival of the storm and must be removed within four (4) days after the storm has passed, unless weather conditions or local law enforcement officials prohibit returning to the property. Prior approval of the installation of the temporary storm shutters is not required but you must adhere to the installation and removal time constraints. See “Modifications Requiring ACC Approval” for information regarding permanent storm shutters.

Wind Chimes and Hanging Ornaments:

Homes may have a single wind chime hung in the front of the house. All other wind chimes and hanging ornaments shall be displayed in the rear yard only and out of public view.

Window Replacements: ***UPDATED 2021***

Hillsborough County Building Permit will be required for all window replacement projects. Windows should meet or exceed all current Hillsborough County building requirements for wind. If the overall appearance of the replacement windows does not match the original elevation (appearance) of the structure, an ACC Application and approval is required (page 20).

Yard/Lawn Ornaments: ***UPDATED 2012***

A maximum of six lawn ornaments, whose dimensions do not exceed eighteen (18”) in height or width, are permitted in the yard that is visible from the street. Colors shall be limited to colors that complement the home. Items in excess of these dimensions must be submitted to the ACC for review and approval. Please review the Yard/Lawn Ornament section on page 20 of this document.

MODIFICATIONS REQUIRING ACC APPROVAL

The following section includes some specific references to our Declaration as well as many items requiring ACC approval. The references to our Declaration are for your information. They provide background and validation supporting our Guidelines.

The following modifications and/or additions must be submitted for approval to the Architectural Control Committee before any work is done. Declaration 3.6.4 “No owner shall maintain on its Lot or appurtenant to any Dwelling any of the following without prior written approval of the Committee first obtained: satellite dishes, outside antennas; flags, flagpoles or other ornamentation; children’s playhouses; outbuildings; piping; above-ground swimming pools; carports; outside parking areas; outside refuse and trash containers; or “for sale” or “for rent” signs except in a Committee approved format.”

Antennae and Satellite Dishes: ***UPDATED 2012***

Satellite dishes, aerials and antennas shall not be permitted on a lot except to the extent required to be permitted by applicable law including, but not limited to, the Federal Telecommunications Act of 1996, as the same may exist from time to time. In the absence of objective evidence provided by a lot owner that such installation impairs the lot owner’s ability to obtain clear and unobstructed reception, installation of same shall be allowed only in the rear of the home, and screened from public view, and installed in a manner in such a way that it is not intrusive to a neighbor’s home. Only one satellite dish or antenna will be permitted on any lot.

Awnings: ***UPDATED 2012***

Window awnings are not permitted within Westwood Lakes except in the rear of the home. They should not be visible from the street. Bright, obtrusive or garish colors are not permitted.

Decks:

Ground level decks no higher than eight (8”) inches above ground shall be permitted provided they are constructed to code with pressure treated lumber or composite material and are properly secured to the ground. Decks shall not encroach on easements and/or setbacks. All County code rules must be observed. Decks must be located in the rear yard.

Drainage Improvements: ***UPDATED 2012 & 2021***

Any drainage improvement that is planned must direct the water as the original builder intended. French drains can be installed provided they maintain the directional standard as described above. All drainage shall go into the street. All modifications must meet SWFWMD permits and requirements.

Driveways and Sidewalks:

UPDATED 2012 & 2021

A color notebook (selection) of approved paver colors is available for review on our web site. Block style pavers shall be a minimum of 2 ½ to 3” inches thick for use on the driveway. They shall be installed using industry and county code standards including any required additional sand or stone particulate base materials. Enlarging a 2 or 3 car driveway is permitted up to the maximum width of the wall that houses the garage doors. Extending a driveway beyond the garage door walls may not exceed 50% of the front width of the lot. The dimensions stated include the entire driveway plus the border and/or locking blocks. A \$1000 refundable deposit is required for a paver installation on a driveway. Thin pavers are not acceptable for driveway installations. They may only be used over poured concrete in the entry walkway. Walkways shall retain their original width and length; however, the width of walkways can be expanded by not more than fourteen inches provided the prior approval of the HOA is obtained. Walkways should retain their original shape as installed by the Developer; however, with the prior approval of the HOA the shape can be modified. When adding pavers, the existing walkway’s square corners may be turned into curved corners while maintaining existing sidewalk width. If a flared connection to the driveway is desired, the walkway may gradually grow to a maximum of 6 feet wide at the junction of the walkway and driveway. The flare in the sidewalk can begin at a point that is no more than 3 feet from the edge of the driveway. The underlayment for the widened walkway must be substantial and provide adequate support for the pavers. Clear and specific dimensions for all projects must be included on the applications presented to the ACC for approval. Plan to include a detailed diagram showing all dimensions as well as your plot plan.

Sidewalks, adjacent to the street, shall not be widened through the use of concrete, stone, pavers, steppingstones or other such materials. Sidewalks must NOT be painted. Driveways may use the materials described above to be widened. They must be well maintained and free from dirt and mold. Pavers may be used in place of poured concrete when rebuilding an existing driveway. When the paver installation includes the entire driveway, the sidewalk portion and the lower apron to the street, a permit must be obtained from Hillsborough County and a copy must be submitted with the Application to the ACC. When the paver installation covers only the portion of the driveway from the garage up to the sidewalk, a permit is not required. Only one type of paver design and color can be used on a Lot.

Driveways must be constructed of poured concrete or pavers or a combination of both materials. Newly poured concrete driveways may use stamping to give the appearance of pavers or other patterns. Natural concrete color may be used and any variation from the natural concrete color must be reviewed by the ACC. Muted colors that match the base color of the home can be considered for driveway painting/staining. For example, if you have chosen a brown for your home color, then a light beige color could be considered for driveway painting or staining. Painting, staining or sealing shall be allowed provided the finished driveway matches the color approved by the ACC. No painting, sealing or staining of any existing driveway can occur without prior approval by the ACC. See additional information in the **Automobiles** section on pages 21-22.

Easements:

UPDATED 2012

Declaration 3.12.2 “Easements. The Founder hereby reserves unto itself and grants to the Association, subject to the terms and conditions of this Declaration, non-exclusive easements burdening the areas of the Property designated on the Plat as “Drainage Easement” areas for the purpose of effectively maintaining and operating the Surface Water Management Systems in accordance with SWFWMD Permits. The Founder reserves, both for itself and the Association, the right to grant additional non-exclusive easements over, under, across and through the Drainage Easement areas, provided that such additional easement grants do not interfere with the effective maintenance and operation of the Surface Water Management Systems.”

Approval by the Association through the ACC of any encroachments into an easement shall only be obtained where the applicant can demonstrate to the ACC that the original purpose of the easement is not affected by the installation. **Additionally, as part of such approval, if obtained, the ACC may require a hold harmless and**

indemnification agreement, in a form and content satisfactory to the Board, which protects the Association from any claims or damages which may be brought against the Association following such approval. Projects must meet the SWFWMD guidelines and obtain the appropriate permits.

No construction can occur within any Easement without prior approval of the easement holder and the ACC. This includes, but is not limited to, household mechanical equipment (such as air conditioning equipment units or pool equipment) as well as screening walls and/or fences.

Exterior Repainting of Dwellings: *UPDATED 2021*

The ACC and the Board have the authority to require the replacement of exterior materials or the re-painting of a structure, at the owner's expense, if final colors vary from those originally approved or if written approval was not obtained in advance and the colors selected are subsequently disapproved by the ACC and Board of Directors. Repainting an original builder provided paint colors for a home used to be a "grandfathered" right which guaranteed the future use of those colors. That "right" cannot be honored anymore due to the variations in memory as well as the inability to recreate the exact original color.

Color approval

Westwood Lakes has a notebook of approved exterior paint colors. Lot owners must paint with a color contained on the approved exterior color list. The color selection is available on our web site (www.westwoodlakes.org) and in the Association Manager's office, as is information regarding the selection process. Applications must be submitted for approval of your selected paint color *prior to beginning the job*. It is essential that we avoid selecting colors which are similar to colors on other nearby homes. (Some neighborhoods are becoming monochromatic which may lower property values.)

Color Schemes

When planning a new house color scheme, start by identifying the color of homes on either side and across the street. Determine what colors are suggested by the design of the house and select colors according to the following guidelines: Homes next door to one another or directly across the street from each other must **NOT** be painted with the same or similar color combination unless; in the opinion of the ACC sufficient variation in elevation details or materials exist. It will be the responsibility of the homeowner to provide this information to the ACC on the application. The Owner assumes all responsibility for providing the correct colors of the neighboring properties; in the event that the Owner provides incorrect colors, and the ACC approves the Owner's selected color palette, the Owner will be required to repaint their home so as to avoid having the home have a similar color palette with neighboring homes. The application will provide specific lines to identify the neighboring home colors. The color scheme cannot include more than 3-colors to be used on any single home which include the body color and a trim color from our approved list and a door color of your choice. Soffits may be white or the same color as the trim or body of the home. If the soffit is white, that color does not count in the 3-color limit for the home. The garage door color must match either the body or trim color or be a "wood-look", metal composite door approved by the ACC.

Exterior colors

Exceptions to the color notebook will not be permitted if, the proposed color is deemed to be inharmonious, discordant, incongruous, aesthetically displeasing, or inappropriate for the architectural theme of a home or for use within the community. A new separate Exterior Painting Form is available for use with exterior home painting. Garage doors must be painted either the base/body color of the home or the trim color. Use of "wood appearing", color infused metal or composite doors are permitted following approval by the ACC

Fencing Requirements: *UPDATED 2012 & 2021*

“Declarations 3.6.12 The fencing of any lot shall be limited to fencing of the backyard only. All fencing shall commence at the rear corners of the Dwelling shall be of “shadowbox” construction, and shall not be higher than six (6) feet. Notwithstanding the foregoing, or anything herein to the contrary, any fencing along a property line which abuts a lake or conservation area must be constructed with green iron-clad chain-link fencing no higher than four (4) feet, and the eight (8) foot section of “shadowbox” fencing which connects to such a fence shall not exceed four (4) in height.”

The final eight (8) foot or (6) foot section of shadow box fencing that connects with the green chain link fencing at the back of the yard shall be four (4) feet high. The next to the last eight (8) or (6) foot section of the shadow box fence can be designed so that it “tapers” from six (6) feet to four (4) feet high. The green chain link fencing shall be used exclusively along the rear yard property line that abuts a lake or conservation area and shall not be higher than four (4) feet. Check your plot plan for corner lot setbacks and issues of easements, wetlands and conservation areas. A new ACC Fence Application is available on the website. Clear and precise dimensions as to length and position of the fence must be included on the site plan. Existing placement of pool equipment and AC units should also be noted on the plans. Any vertical piping or conduits that might interfere with fence installation must also be clearly marked.

When existing fences that are not in compliance with Declaration 3.6.12 require replacement of at least 50% of the specific fencing material wood, vinyl or chain link), the fence shall be brought into compliance. For example, if 50% of the wood or vinyl elements of a fence require replacement, but the chain link is still fine, the wood or vinyl elements shall be re-installed in compliance with the rules and come into compliance.

Fish Ponds and Water Fountains: *UPDATED 2012*

Only one small pond or fountain is permitted to be placed on a Lot. To obtain approval of the HOA for the placement of a pond or fountain on the front of the Lot, a special waiver and indemnity agreement in favor of the HOA against potential law suits must be provided by the Lot owner prior to the pond or fountain being installed on the Lot. The special waiver and indemnity agreement will be recorded in the public records of Hillsborough County and will run the Lot and be effective as to all current and subsequent owners of the Lot. Ponds and fountains may not exceed four (4) feet in height or width. Any pond or fountain placed on the front of a Lot must have a water depth of not more than two feet. If the location of a pond or fountain located on the front of the Lot is more than ten feet from the home, the fountain must be illuminated with light so that the fountain or pond is clearly visible at night. All ponds and fountains must be kept in good condition with clear water and healthy plants (if present). If lighting exists, it cannot intrude upon a neighbor’s peaceful enjoyment of his/her property.

Front Door Changes: *New in 2021*

Any structural design change to the front door constitutes a change in front elevation and requires a permit from the County because the integrity of the building must be maintained. Make sure your application provides photos of the proposed new door which are generally available in the marketing materials. Please check “Glass” for more information on Front Doors. Changing like door with like does not require an application.

Front Door and Garage Screening:

“Phantom” or roll away screening devices without ornaments will be allowed on any door facing the street. Frames shall be white in color or painted to match the exterior paint of the dwelling. Screening shall be gray (smoke) or black in color. Sliding screen doors that require track *will not be allowed* on entrances or garages that can be observed from the street. Traditional storm/screen doors may be installed on a home with prior ACC approval

Gazebo:

UPDATED 2021

A gazebo must incorporate the following features: it must match the color scheme of the home, its height shall not be higher than the home, and it shall be placed in the rear yard and be sheltered from public view and the roof must compliment the roof of the home. The footprint should not exceed 144 square feet and the height should not exceed 12 feet. The method and security of the connection of the gazebo to the land is critically important in the process of getting approval; Owners must provide documentation evidencing that the Gazebo will be properly secured to the land.

Generators/Water Softeners and other exterior installed appliances:

All installed items must be in compliance with County building codes with regard to placement and strapping. Installations should be screened from the view of the street with landscaping. Generators and compressors must be placed on a concrete or cement pad at least 4” larger, at all sides, than the generator. Water softener waste lines must empty into the dwelling’s sewer system.

Landscaping:

UPDATED 2021

Preapproval is required for changes that impact 20% or more of the present landscaping on the entire lot. Landscaping includes all grass, sod, plants, trees, shrubs, flowers or other items that are a part of the lot but separate from the dwelling itself. Removing trees requires prior approval from the ACC. Landscape beds must be planted with bushes and/or living flowers and maintained free of weeds. Plastic flowers are not permitted in our landscape beds, pots or planters. Each property must have a minimum of two trees on it under Hillsborough County rules. Check the County website for new rules. Owners must provide a marked- up survey and photos of the front of the home along with the ACC application for landscaping changes. In matters of Xeriscape landscaping...Follow the Florida-Friendly Landscaping Guidelines and provide a survey and specific proposal showing the amount of growing areas included in the design. A minimum of 50% of the front yard and the visible side yards are required to be living turf grass. Detailed information shall be provided by the Owner regarding the type and number of proposed plants and hardscape materials.

Patio and Lanai Extensions:

Extensions shall be of the same construction and type material (concrete) as the original. Wooden decks shall be made of pressure treated lumber or composite material and placed within the approved setbacks. Extensions shall not extend beyond the side perimeter line of the dwelling. County building codes must be adhered to.

Pergolas:

UPDATED 2021

Dimensions and placement of proposed pergolas will be reviewed on a case by case basis. Owners must ensure that the pergola is securely attached to the ground in order for it to be approved.

Playground Toys, Equipment and Swing Sets (Permanent): ***UPDATED 2021***

Swing sets and other sporting or playground equipment cannot be erected on a property without prior approval of the ACC. Plans must be submitted as to the type, size and placement of this equipment on the property. Placement of the item(s) must be marked on the survey. Acceptable materials for permanent play structures include metal, plastic, wood or a combination of wood and wood composite only. Approved wood materials are: Cedar, redwood, and pressure treated lumber. Untreated lumber is not approved for play structure construction. Size constraints limit the height of play structure to no more than eleven (11’) feet from the original grade of the Lot. Any platform shall be no higher than five (5’) feet and no larger than six (6’) feet by six (6’) feet. Placement in the rear yard is required so that it doesn’t interfere with a neighbor’s view or privacy. Structures must not be visible from the street. All setbacks shall apply. (See Setbacks page 12) **Specific rules apply to Trampolines, see page 19.** Once in place, playground equipment must be properly maintained, painted and/or stained. Broken or damaged sets shall be removed and/or replaced as soon as possible. Extra care should be taken as storms approach to ensure that loose or removable items are secured.

Pool and Screen Cage: *UPDATED 2012 & 2021*

All pools and screen enclosures must be installed according to Hillsborough County Building Codes. Swimming pools require ACC approval prior to the start of construction. Plans must include the design of the pool, abiding by all setbacks, screen cage or fence and child protective and safety devices. Locations of all pool equipment and walkways must be included on the Plot Plan. The dimensions and design of the screen cage as well as the colors of the materials to be used must be included. Approved screen cage frame colors are white, black and bronze. All equipment shall be blocked from view with shrubbery or fencing. It is the owner's obligation to include all the information on your selected contractor including liability insurance. The owner shall make the contractor aware of the Westwood Lakes regulations for contractors and ensure that they follow the rules. See page 25 of the Guidelines for additional information. The contractor's vehicle parking cannot block the roadway. Please be aware that any damage done to the properties and the Common Areas, if any, must be repaired. Refer to Declaration 3.6.3 and 4.2.7 for details. A refundable deposit of \$1000.00 associated with large construction jobs is discussed in the CRRs. The pool cage must be maintained and any holes or tears must be repaired within 90 days. Above-ground swimming pools are not permitted within Westwood Lakes for aesthetic reasons. Small splashing pools with a diameter less than 4' and that are readily portable may be used in the rear of the Lots but must be stored out of sight when not in use.

Replacement of a Structure Following a Catastrophic Loss: *UPDATED 2021*

Declaration 3.6.11 "Any structure on any Lot which is damaged or destroyed in whole or in part must be rebuilt in accordance with the requirements of this Declaration or completely removed while one (1) year from the date of damage or destruction. Section 4.2.5 of this Declaration shall also apply to any such rebuilding and the time periods thereof shall be deemed to run from the date of the damage or destruction. All debris must be removed and the Lot restored to a sightly condition within thirty (30) days after such damage or destruction. The Association shall have the right, but not the obligation, to remove or complete any such partially-constructed Improvements as the Association shall deem necessary or desirable. The cost for such removal or completion, as the case may be, shall be treated as a "Specific Assessment" for purposes hereof."

Screened Enclosures and Porches:

All screen enclosures and porches must be constructed according to Hillsborough County Building Codes including structural, electrical, and wind resistance. Various designs, materials, sizes and locations may be allowed by the ACC. The design must be compatible and consistent with the architectural design of the home. All screened enclosures must adhere to the setback requirements. The height of the screen enclosures or porches shall not exceed the roof line of the resident structure. Approved screen cage frame colors are white, black and bronze. Darker frames tend to show less dirt and the mold that is so prevalent in our locale. Screen material should be dark monochrome. Gray, dark green and black are approved colors. The use of package style AC Units is approved for enclosed porches. Window style AC Units are not allowed for this type of application or any application within Westwood Lakes.

Sheds and Outdoor Building:

Sheds and outbuildings are not permitted in unfenced yards and must not be visible to the public in fenced yards. They cannot be higher than the fence. "Rubbermaid" style storage boxes are permitted provided they do not exceed the height of the fence (at most six feet in height) and 16 square feet in floor area and are not visible from the street.

Solar Panels and/or Solar Water Heaters:

A request to install solar panels requires a detailed sketch showing the proposed placement of the panels on the roof. Placement on the rear or sides of the dwelling is preferred to lessen the visual impact from the street view. Exposed pipes extending up the sides of the home must be painted the same color as the walls. Roof pipes shall be painted the same color as the roof if possible or black.

Spa or Hot Tub:

All Spa and Hot Tubs not associated with a pool installation must be installed according to Hillsborough County Building Codes. Above ground stand-alone units are permitted in the community. Spas and Hot Tubs require approval by the ACC. Submit plans and placement information on the property plot plan and include the steps that you are taking to ensure safety. Spas and Hot tubs shall be placed in the rear of the home, not visible from the street, and they shall be secured.

Storm Shutters (Permanent): *UPDATED 2012*

Permanently installed shutters such as Roll-Up and Colonial style are seen as coming close to maintaining the architectural integrity of the home. Installation of any permanent shutters requires the prior approval of the ACC. The colors of the shutters shall follow the same guidelines as trim colors for the structure.

Storm shutters may be closed for no more than four (4) days prior to the projected arrival of a storm, as identified with a published storm warning and must be opened within four (4) days after the storm has passed. Instructions from law enforcement may modify these regulations during times of public emergency.

Sunrooms: *UPDATED 2021*

Sunroom structures are permitted in the rear of the structure and considered to be part of the air-conditioned space. Individual package AC units and mini split units are approved for this application if existing home AC units cannot meet the additional load provided same are not visible from the street or can be fully obscured from view from the street. Self-contained window and thru the wall AC units are not approved for this application. A permit from Hillsborough County is required for this type of build. Construction of the frame may consist of glass windows, wood or metal including aluminum or hot dipped galvanized steel. The color of the unit must match existing window frames. The structure cannot be higher than the existing home and the roof line must match. Glazing material may consist of glass, Plexiglas™, Lexan, Low-E or polycarbonate. Glazing materials may be tinted but not reflective. Roofing material may match the existing roof or it can be a metal roof specific to the design of the sunroom unit. The structure must be attached to the home and meet building codes including wind tolerances.

Trampolines: *UPDATED 2021*

Trampolines can be placed only in fenced rear yard. Prior approval of the ACC is required. The trampoline shall not have any element which is over eleven (11') feet at its highest point above the grade of the property. They must not be visible from the front of the property. It must be placed a reasonable distance from any neighbor's property line with the specific location approved by the ACC. Trampolines must not intrude into the privacy and view of the neighbor's yards. All setbacks must be observed. (See Setbacks on page 12) Liability insurance is highly recommended for the protection of the homeowners and others using the equipment.

Trellis and Arbors:

Trellis and arbors can be used in garden applications and shall be made of metal, wood, plastic or wood composite materials. Structures should not exceed eleven (11') feet by four (4)' feet at the base and shall be located only in the rear of the Lots.

Trash Containers and Yard Waste:

Outside storage of trash or refuse containers is not permitted in Westwood Lakes. Composting bins are permitted in the rear of the home provided they are not visible from the street or from the rear porch of the adjacent homes. Compost bins shall be well managed and not emit any unpleasant odors.

Wells and Septic Systems:

Declaration 3.6.5 “During any period when water and sewage disposal services are in operation and servicing Lots in accordance with the standard requirements of applicable governmental entities, no individual wells for potable water and no individual septic tanks will be permitted on any Lot; except to service any development or sales trailer operated by the Founder or any Approved Builder in connection with the initial development of the Property and construction of Dwellings”.

Window Replacements: *UPDATED 2021*

Hillsborough County Building Permit will be required for all window replacement projects. Windows should meet or exceed all current Hillsborough County building requirements for wind. If the overall appearance of the replacement windows does not match the original elevation (appearance) of the structure, an ACC Application and approval is required.

Yard/Lawn Ornaments:

Any lawn ornament that exceeds eighteen (18”) inches in height or width must have approval from the ACC. The ACC will consider overall size of the ornament and its placement in the yard in determining whether or not the item is approved. A list of typically acceptable lawn ornaments includes a gazing ball, stone statuary, wrought iron sculpture, etc. Please provide a photo or drawing which shows placement of the item(s) in the plot plan to the ACC prior to installation. Lawn edging and or decorative stone planting bed walls are permitted and shall not exceed 12” in height.

PROHIBITED MODIFICATIONS

Air Conditioner (Window Mounted or Through the Wall) *UPDATED 2021*

These standalone units are not permitted within Westwood Lakes.

Basketball Hoops (permanently installed):

Installation of permanent basketball hoops or backboards either attached to an in-ground pole or the dwelling structure is **not permitted**.

Carports:

Carports or outside covered parking areas are **not permitted** in Westwood Lakes.

Front Door and Garage Screening:

Sliding screen doors that require track will not be allowed on entrances or garages that can be observed from the street.

Landscaping: *UPDATED 2021*

Plants of any type currently listed by the Florida Department of Agriculture and Consumer Services as (a) Prohibited Aquatic Plant, or (b) Noxious Weed, are prohibited from being planted on any lot or common area within the boundaries of Westwood Lakes.

Oaks and Pines are considered to be trees that have problematic root structures and shall not be planted within fifteen (15) feet of driveways, sidewalks, or foundations of erected structures. Check with your nursery to avoid these trees or bushes. Palmettos, which are protected, can be cut or trimmed. Please check with Hillsborough County for permitting prior to removing any tree.

Sheds and Outdoor Building:

Sheds and outbuildings are **not permitted** in unfenced yards and must not be visible to the public in fenced yards.

Trash Containers and Yard Waste:

The installation or outside storage of trash or refuse containers is **not permitted** in Westwood Lakes.

Trimming Plants and/or Trees in Conservation Areas: *UPDATED 2021*

The only time a property owner is permitted to trim or remove trees and/or vegetation within the conservation area is with the approval of Hillsborough County for tree removal and when the conservation area is within the owner’s property lines. When the conservation area is within the HOAs property lines, no trimming or cutting is permitted. As vegetation crawls out and onto the property owner’s land, it can be trimmed back to the edge of the owner’s property line at his/her own expense.

COMMUNITY RULES AND REGULATIONS

Animals: *UPDATED 2021*

Exhibit “E” Rules and Regulations Section 4: “No pets or other animals shall be kept on any Lot or within any Dwelling or other structure located on a Lot except for (i) aquarium-kept fish and (ii) domestic dogs and cats, up to a total of two (2) such animals. No animal of any kind may be kept for any commercial or breeding purposes. The owner of any animal shall have the animal confined within the Dwelling or other structure or under the Owner’s control at all times. The Association shall have the right to prohibit animals on any portion of the Common Areas. All dogs and cats not within a Dwelling or other structure shall be kept on a leash. The Association may require the removal of any animal which creates noise or other disturbance.”

Those outside pets which, in the opinion of the county animal control and/or the Association, endanger the health of, make chronic objectionable noise, or repeatedly constitute a nuisance or inconvenience, to the Owners of other Lots or the owner of any portion of the Properties shall be removed upon request of the authorities within three (3) days of written request; provided, however, if the authorities determines an animal is a safety hazard, the Owner shall immediately remove the animal from the Property. An Owner’s household pets who routinely go outside shall be confined on a leash no greater than fifteen (15’) feet in length and carried by a responsible person at all times whenever outside the boundaries of the Owner’s Lot. While on the Owner’s property, a pet that is off-leash must be under the absolute verbal control of the owner. That pet shall not repeatedly charge or bark at any other person who may be walking near the property. Any person bringing a pet onto property other than their own shall be responsible for removing any solid waste of the pet. Dogs or cats that reside in homes which have installed electric fences need not be on leashes unless they charge the property line as other people walk by. All dogs must be leashed and restrained by their owners when not on their own property. Electronic fences are considered to be structures for the purpose of this Rule.

Automobiles: *UPDATED 2012 & 2021*

Exhibit “E” Rules and Regulations Section 7: “Automobiles may be parked only in the driveway or garage of any Lot or in other areas specifically designated for parking within Westwood Lakes.”

Except for the streets within Sawgrass, all of the streets within Westwood Lakes are county streets and follow county rules for speeding. The Board of Directors recognizes that the Parking Rules written into our Declaration may not be enforced by the Sheriff’s department but they can and will be enforced by the Association. Let’s keep our neighborhoods from looking crowded and cluttered with vehicles that block free passage.

Exhibit “E” Rules and Regulations Section 7 makes it very clear where parking is permitted for homeowners, their families, guests and their tenants. **Parking is permitted in our garages and on our driveways.** There are no other areas specifically designated for parking within Westwood Lakes.

Cars and other motorized vehicles may not be stored for more than 15 continuous days in the driveway under covers. Inoperative cars may not remain on blocks or be worked on in driveways for more than 5 days at a time. Commercial vehicles, boats, trailers, and RVs cannot be parked overnight on driveways or in the street. Code Enforcement and/or the Hillsborough County Sheriff’s Department have the option to enforce these rules. It is also illegal and not permitted to park on your driveway in a way that blocks your sidewalk. No parking is permitted on the grass associated with the Common Property or any Lot since damage to the grass and the sprinkler system can occur. Chronic and repeated infractions, many of which are reported by concerned neighbors, will result in violations being sent by the HOA.

Law enforcement vehicles shall not be considered commercial vehicles for the purpose of this document.

Vehicles which bear advertisements of any type of commercial business with which an owner/resident has any relationship cannot be parked in the street or on the driveway. They may only be parked inside the owner’s garage and out of sight. Resident’s vehicles which are used for commercial purposes i.e., trailers, trucks or storage containers cannot be parked overnight on the street or the driveway. When you have visitors, please urge them to park courteously. Do not park at the base of an “across the street” neighbor’s driveway or blocking any mailbox or driveway.

Authorization for this clarification of permitted areas for parking is embedded in the **Exhibit E--Rules and Regulations. See Sections 3 and 7.**

Business Use:

Declaration---Section 3.6.2 General Restrictions: “No activity deemed by the Association to constitute a noxious, offensive or hazardous activity shall be permitted by any Owner on any Lot or Common Area, nor shall anything be done thereon which in the opinion of the Association constitutes an annoyance, nuisance or safety hazard to individual Owners or to the community in general. No owner shall permit or allow anything to be done or kept in any Dwelling on any Lot, or within the Common Area, which would be a violation of any law, regulation, or other governmental restriction or requirement. By acceptance of a deed to a Lot, each Owner agrees to be responsible for the acts of its family Members, guests, contractors and agents anywhere on the Property.”

No trade or business may be conducted within or from any Lot unless it satisfies the following conditions:

- The existence of the business operation must NOT be detectable in any way from outside the Lot.
- The business must conform to all governmental codes, licensing and zoning requirements.
- The business activity does NOT bring non-residents into the community to transact business.
- The business activity is consistent with the residential character of the Lot and community and does NOT constitute a hazardous, offensive or nuisance use.
- The business cannot threaten the security or safety of the community or other residents.

Home based businesses or activities that do not meet the standards and conditions described in the Guidelines are NOT grandfathered and will not be permitted to exist within Westwood Lakes. This decision is based on safety concerns for the community and the rights of neighbors to enjoy their properties without the intrusion of a nearby business in a residential area. Overnight parking of commercially identifiable vehicles on driveways or on the street is not permitted. No advertisements can be visible on the vehicles.

Construction Related Damage Guideline:

Declaration 4.2.7 “Any damage to roads, paths, ditches, utility lines, irrigation facilities, landscaping, natural areas or vegetation, curbs or pathways, or other improvements on or serving the Property caused by any Owner, Owner’s tenant’s, contractor or subcontractor or its or their agents, employee or invitees shall, at the request of the Association, be repaired (in conformity with such requirements as the Association may impose) by such Owner or the Association may itself make any necessary or desirable repairs and all costs incurred in connection therewith shall be a Specific Assessment against the responsible Owner’s Lot.”

Homeowners are required to make a \$1000 refundable deposit to secure ACC approval on large projects that might lead to damage to property.

Declaration 3.6.3—General Restrictions “No accumulation of debris, rubble, piles of dirt, or fill or other unsightly material shall be allowed to accumulate or be deposited in any area of the Property”.

Fireworks:

The use of fireworks or firecrackers inside Westwood Lakes is not permitted.

Garage Sales: *UPDATED 2021*

Westwood Lakes normally has two scheduled Garage Sales per year. Plan to participate in these community sales. Individual garage sales are not permitted and signs advertising them will be removed and a violation may be levied.

Garbage and Waste Pick-Up: *UPDATED 2013*

Containers may be put at curbside after 4 PM the evening before trash pick-up (currently Tuesdays and Fridays) and must be returned to the garage by 9 PM on the day of pick-up. Recyclables are picked up on Tuesdays. Yard waste/clippings may not be put to the curb prior to 6 PM on the day before they shall be picked up. Currently yard waste is picked up on Fridays only. Yard waste must be stored at the side of the home or in the garage until Thursday evening after 6 PM.

Lightning Damage:

Any portion of the landscape that is damaged by lightning; trees, bushes, etc., shall be removed and replaced in a timely manner with a comparable item.

Toys, Play Equipment, and Outside Cooking Equipment: *UPDATED IN 2020*

All bicycles, tricycles, scooters and skateboards, wading pools, strollers, jogging strollers, and-other small items of play equipment and cooking equipment must be stored out of sight from the streets when not in use.

Removal of Items Left on HOA Property: *ADDED IN 2014*

Privately owned items that are left on property owned by the HOA shall be collected and discarded by representatives of the HOA. This includes basketball goals, sports nets and bicycles, etc.

Rental Guidelines: *ADOPTED IN 2018*

See packet of pages beginning on page 39. Property owners must complete and return the Owners Form to our Property Manager whenever the property is rented and upon renewals of leases.

Restrictions - Golf Carts, Mini-Motorized Vehicles & Unregistered, Uninsured Vehicles: *UPDATED 2021*

Under State of Florida law 316.212, golf carts and other motorized vehicles may be used under certain circumstances on roads that have been designated as “for use by golf carts”. **None of the streets within Westwood Lakes are designated for golf cart or non-registered motorized vehicle use.** The HOA has not approved their use anywhere within the community including the grass, roads, sidewalks, or walking path. Using a vehicle of this type within Westwood Lakes is considered to be a violation of our rules as well as being against Florida State law. These restrictions also apply to three or four wheelers.

GENERAL RULES FOR CONTRACTORS AND SERVICE PERSONNEL

THE FOLLOWING RULES APPLY TO ALL CONTRACTORS, THEIR EMPLOYEES, THEIR SUBCONTRACTORS AND SERVICE PERSONNEL WHILE ON THE PREMISES OF WESTWOOD LAKES.

CONSTRUCTION TIMES:

MONDAY THROUGH FRIDAY	7:00 a.m. UNTIL 6:00 p.m.
SATURDAY	8:00 a.m. UNTIL 6:00 p.m.
SUNDAY	NO WORK PERMITTED UNLESS PERMISSION IS GRANTED BY THE WWL BOARD OF DIRECTORS

- CONTRACTORS WILL USE ONLY THE UTILITIES PROVIDED FOR THE SPECIFIC SITE THEY ARE WORKING ON.
- ANY DAMAGE TO STREETS, SIDEWALKS, CURBS, STREET LIGHTS, MAILBOXES, UTILITY VAULTS, SIGNS, COMMON AREA SPRINKLERS OR WALLS WILL BE REPAIRED BY AND BE THE RESPONSIBILITY OF THE HOMEOWNER.
- ALL TRAFFIC SAFETY RULES MUST BE OBEYED. THE SPEED FOR ALL VEHICLES IN WESTWOOD LAKES IS 20 TO 30 MILES PER HOUR.
- VEHICLE PARKING IS LIMITED TO THE DRIVEWAY AND/OR THE STREET. PARKING IS NOT PERMITTED ON BOTH SIDES OF THE STREET AT THE SAME TIME SINCE EMERGENCY VEHICLES WILL NOT BE ABLE TO PASS THROUGH SAFELY. NO PARKING IS ALLOWED ON ANY COMMON AREA PROPERTY.
- OPERATORS OF VEHICLES MUST CLEAN UP ANY SPILLED MATERIALS. CLEAN UP OF SUCH MATERIALS IS ULTIMATELY THE RESPONSIBILITY OF THE PRIME CONTRACTOR.
- NO PETS ARE ALLOWED ON JOBSITES.
- RADIOS, TAPE PLAYERS OR OTHER AUDIO DEVICES SHOULD BE PLAYED AT A LEVEL NOT TO BE A SAFETY HAZARD OR DISTURBING TO NEIGHBORHOOD RESIDENTS OR THE COMMUNITY IN GENERAL.
- SILT FENCES WILL BE INSTALLED WHERE REQUIRED.
- TRASH AND CONSTRUCTION DEBRIS SHALL BE PICKED UP REGULARLY. ALL TRASH AND CONSTRUCTION MATERIAL SHALL BE DISPOSED OF IN A COVERED CONTAINER. THE CONTAINER SHALL BE EMPTIED AT LEAST ONCE A WEEK. THE CONTAINER MUST BE PLACED ON THE CONSTRUCTION SITE. NO REFUSE CONTAINERS OR "HAUL-OFF" CONTAINERS MAY BE PLACED IN THE STREET OR ON ANY COMMON AREA PROPERTY.
- PORTABLE TOILETS SHALL BE PLACED ON THE LOT ON WHICH CONSTRUCTION OCCURS. PORTABLE TOILETS SHALL BE CLEANED AND SERVICED AT LEAST ONCE A WEEK.
- CONTRACTOR MUST REMOVE ALL SIGNAGE UPON COMPLETION OF THE JOB.

WESTWOOD LAKES IS SENSITIVE TO THE NEEDS OF CONTRACTORS AND SERVICE PERSONNEL AND WILL MAKE EVERY EFFORT TO ASSIST IN ACCOMPLISHING THEIR GOAL. CONTRACTORS AND SERVICE PERSONNEL ALSO MUST BE SENSITIVE TO THE NEEDS OF THE COMMUNITY, AND THEREFORE MUST ADHERE TO THESE RULES.

THE HOMEOWNER'S ASSOCIATION AT WESTWOOD LAKES, INC.
ELEMENTS OF THE ACC PROCESS
STEPS IN SEEKING MODIFICATION APPROVAL
Effective 2011-2012

STEP 1:

Review the HOA documents regarding ACC Guidelines and the Community Rules and Regulations before launching into a plan to modify the exterior of your home or your property. Make certain that you are fully aware of the scope of your project. Significant projects that have the potential of using large machinery that might damage a neighbor's property or Common space may require that you make a \$1,000 refundable deposit prior to beginning the work.

STEP 2:

Identify that the modification that you are planning to do requires approval of the WWL's Architectural Control Committee (ACC). If approval is required, there are multiple forms (applications) available on the WWL website at www.westwoodlakes.org. One form is specific to repainting the exterior of your home and the other one is to be used for all other modifications. A third form to be used for construction of Fences is available. If you are preparing to repaint your home, contact our Community Association Manager (CAM) at Resource Property Management (RPM) 727-796-5900 – located at 28100 U.S. Hwy 19 N., Suite 205, Clearwater, FL 33761 to sign out a color book. The color book contains all of the colors approved for use in WWL. There is a refundable charge of \$25.00 to sign out the color book. Color selections are also on the web site. In situations where the home will be repainted using the original color, please fill out an application and select the color that is closest to the existing color. All communications should be in writing. The email to reach RPM is WWLakes@resourcepropertygmt.com.

STEP 3:

Complete the appropriate form and gather the data required prior to submitting the application. The ACC is currently meeting at 6:00pm on the second Monday of the month. All ACC meetings are posted on the Notice Boards at the front of the property.

Applications are due to RPM during the week before the meeting. Approval of an application will be delayed if the application is not complete. If a properly filled out application does not receive an answer from the ACC within 45 days of the next regularly scheduled ACC meeting, that application will be considered approved.

Members of the community who bring their applications to the meeting prior to submitting them cannot be assured that they will be reviewed. Complex applications require detailed analysis.

STEP 4:

Results of the ACC review of the application will be available to the applicant in writing. If an application is approved, the proposed modification to the property can proceed. An approval remains in effect for a total of six months. Applications that are rejected must provide a basis for the denial. Applications can be re-submitted after the reason(s) for rejection have been resolved. Communications between the applicants and the ACC are handled through our CAM.

STEP 5:

Upon completion of your Approved project, please send in the yellow form that you received with the approval letter when your application was reviewed. You may submit this form to KHipps@resourcepropertygmt.com. An inspection of the completed project will follow to ensure compliance with the approved application.

The Homeowners Association

AT WESTWOOD LAKES

REQUEST FOR EXTERIOR ADDITION OR ALTERATION- VALID FOR 6 MOS.
(\$1000 deposit required for All Major Construction Projects)

OWNER'S NAME: _____ DATE: _____

ADDRESS: _____ PHONE: _____

LOT #: _____ BLOCK #: _____ VILLAGE NAME: _____

DESCRIPTION OF REQUEST(S) (NUMBER IF MORE THAN ONE). INCLUSIVE OF SIZE, MATERIALS TO BE USED, TYPE OF CONSTRUCTION/ALTERATION ETC.:

(IF MORE SPACE IS REQUIRED, PLEASE ATTACH TO THIS FORM. THANK YOU)

An application requesting approval for any alteration, which occurs outside the exterior walls of the building MUST ALSO BE COMPANIED BY THE FOLLOWING AS WELL AS OTHER PERTINENT INFORMATION AS DEEMED NECESSARY:

1. Lot survey showing changes proposed.
2. Elevation and building material description.
3. Selected contractor with copies of license and workers compensation/liability insurance
4. Proposed start date and completion date.

If approval is granted, it is not to be construed to cover approval of any County or City Code Requirements. A building permit from the appropriate building department is needed on most property alterations and/or improvements. The Architectural Control Committee shall have no liability or obligation to determine whether such improvement, alteration and addition comply with any applicable law, rule, regulation, code or ordinance.

As a condition precedent to granting approval of any request for a change, alteration or addition to an existing basic structure, the applicant, their heirs and assigns thereto, hereby assume sole responsibility for the repair, maintenance or replacement of any such change, alteration or addition.

IT IS UNDERSTOOD AND AGREED THAT THE HOMEOWNERS ASSOCIATION AT WESTWOOD LAKES AND RESOURCE PROPERTY MANAGEMENT, ET AL, ARE NOT REQUIRED TO TAKE ANY ACTION TO REPAIR, REPLACE OR MAINTAIN ANY SUCH APPROVED CHANGE, ALTERATION OR ADDITION, OR ANY STRUCTURE OR ANY OTHER PROPERTY. THE HOMEOWNER AND ITS' ASSIGNS ASSUMES ALL RESPONSIBILITY AND COST FOR ANY ADDITION OR CHANGE AND ITS FUTURE UPKEEP AND MAINTENANCE.

For information contact Resource Property Management., Telephone 727-796-5900 * Facsimile 727-796-5011 or visit the Westwood Lakes website at www.westwoodlakes.org

OWNERS SIGNATURE: _____ DATE _____

Major Construction	YES NO	Deposit Received Check # _____	Deposit Refunded Date _____
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ACTION TAKEN BY THE ARCHITECTURAL CONTROL COMMITTEE:

APPROVED: _____ PERMIT #: _____ DENIED _____

BOARD OF DIRECTOR SIGNATURE: _____ DATE _____

Comment:

FORWARD THIS FORM TO: Westwood Lake's Architectural Control Committee
c/o Resource Property Management, 28100 US Hwy 19 N., Ste. 205, Clearwater, FL 33761

The Homeowners Association

AT WESTWOOD LAKES

REQUEST FOR EXTERIOR PAINTING VALID FOR 6 MOS.

OWNER'S NAME: _____ DATE: _____

ADDRESS: _____ PHONE: _____

LOT #: _____ BLOCK #: _____ VILLAGE NAME: _____

APPLICATION MUST INCLUDE PAINT COLORS SELECTED – MANUFACTURER, COLOR CODE, AND A COLOR CHIP WITH THE EXACT COLOR. TO BE USED.

REQUESTED COLORS: BODY _____ TRIM _____ SOFFET _____ DOOR/SHUTTERS _____

THE COLORS THAT WE HAVE CHOSEN ARE COMPATIBLE AND IN HARMONY WITH THE COLORS IN THE COMMUNITY OWNERS SIGNATURE _____

APPLICATION MUST ALSO INCLUDE THE HOUSE COLOR OF THE HOMES ON EITHER SIDE OF THE HOUSE TO BE PAINTED AND THE HOME DIRECTLY ACROSS THE STREET.

COMPLETE THE SPACES BELOW:

Neighbor House to Left Color _____	Neighbor House Across Street Color _____	Neighbor House to Right Color _____
---------------------------------------	---	--

EXAMPLE: COLOR BEIGE, GREEN, ETC.

An application for exterior painting MUST ALSO BE ACCOMPANIED BY THE FOLLOWING

1. Selected contractor with copies of license and workers compensation/liability insurance
2. Proposed start date and completion date.

IT IS UNDERSTOOD AND AGREED THAT THE HOMEOWNERS ASSOCIATION AT WESTWOOD LAKES AND RESOURCE PROPERTY MANAGEMENT, ET AL, ARE NOT REQUIRED TO TAKE ANY ACTION TO REPAIR, REPLACE OR MAINTAIN ANY SUCH APPROVED CHANGE, ALTERATION OR ADDITION, OR ANY STRUCTURE OR ANY OTHER PROPERTY. THE HOMEOWNER AND ITS' ASSIGNS ASSUMES ALL RESPONSIBILITY AND COST FOR ANY ADDITION OR CHANGE AND ITS FUTURE UPKEEP AND MAINTENANCE.

For information contact Resource Property Management., Telephone 727-796-5900 * Facsimile 727-796-5011 or visit the Westwood Lakes website at www.westwoodlakes.org

OWNERS SIGNATURE: _____ DATE _____

.....
ACTION TAKEN BY THE ARCHITECTURAL CONTROL COMMITTEE:

APPROVED: _____ PERMIT #: _____ DENIED _____

BOARD OF DIRECTOR SIGNATURE: _____ DATE _____

Comment:

FORWARD THIS FORM TO: Westwood Lake's Architectural Control Committee
c/o Resource Property Management, 28100 US Hwy 19 N., Ste. 205, Clearwater, FL 33761

The Homeowners Association

AT WESTWOOD LAKES

REQUEST FOR FENCING (page 1 of 2) - VALID FOR 6 MOS.

OWNER'S NAME: _____ DATE: _____

ADDRESS: _____ PHONE: _____

LOT # _____ BLOCK # _____ VILLAGE NAME: _____

DESCRIPTION OF FENCING REQUEST. INCLUSIVE OF EXACT MEASUREMENTS, MATERIALS TO BE USED, TYPE OF CONSTRUCTION/ALTERATION ETC.:

(IF MORE SPACE IS REQUIRED, PLEASE ATTACH TO THIS FORM. THANK YOU)

As required, a lot survey showing proposed changes, including exact measurements needs to be attached. In addition, below, please draw the footprint of your house and indicate location of planned fence, including exact measurements (length and height) in simplified form. Remember that the fence must start at the rear corners of your house. Please do not attempt to build a fence on a drainage easement.

-Please indicate location of A/C unit, gutter downspouts, lanai and pool equipment (if applicable) as they relate to your home.

BACKYARD

Left Rear Corner

Right Rear Corner



FRONT

FORWARD THIS FORM TO: Westwood Lake's Architectural Control Committee
C/o Resource Property Management, 28100 US Hwy 19 N., Ste. 205, Clearwater, FL 33761

The Homeowners Association

AT WESTWOOD LAKES

REQUEST FOR FENCING (page 2 of 2) - VALID FOR 6 MOS.

Below is a pertinent excerpt from the Declaration of CC&R.

Article 3.6.12

The fencing of any Lot shall be limited to fencing of the backyard only. All fencing shall commence at the rear corners of a Dwelling, shall be a "shadowbox" construction, and shall not be higher than six (6) feet. Notwithstanding the foregoing, or anything contained herein to the contrary, any fencing along a property line which abuts a lake or conservation area must be constructed with green iron-clad chain-link fencing no higher than four (4) feet, and eight (8) foot section of "shadowbox" fencing which connects to such a fence shall not exceed four (4) feet in height.

An application requesting approval for fencing, including any alteration MUST ALSO BE ACCOMPANIED BY THE FOLLOWING AS WELL AS OTHER PERTINENT INFORMATION AS DEEMED NECESSARY:

1. Lot survey showing changes proposed, including exact measurements (length and height) of fence placement.
2. Building material description.
3. Selected contractor with copies of license and workers compensation/liability insurance
4. Proposed start date and completion date.

If approval is granted, it is not to be construed to cover approval of any County or City Code Requirements. A building permit from the appropriate building department is needed on most property alterations and/or improvements. The Architectural Control Committee shall have no liability or obligation to determine whether such improvement, alteration and addition comply with any applicable law, rule, regulation, code or ordinance.

As a condition precedent to granting approval of any request for a change, alteration or addition to an existing basic structure, the applicant, their heirs and assigns thereto, hereby assume sole responsibility for the repair, maintenance or replacement of any such change, alteration or addition.

IT IS UNDERSTOOD AND AGREED THAT THE HOMEOWNERS ASSOCIATION AT WESTWOOD LAKES AND RESOURCE PROPERTY MANAGEMENT, ET AL, ARE NOT REQUIRED TO TAKE ANY ACTION TO REPAIR, REPLACE OR MAINTAIN ANY SUCH APPROVED CHANGE, ALTERATION OR ADDITION, OR ANY STRUCTURE OR ANY OTHER PROPERTY. THE HOMEOWNER AND ITS' ASSIGNS ASSUMES ALL RESPONSIBILITY AND COST FOR ANY ADDITION OR CHANGE AND ITS FUTURE UPKEEP AND MAINTENANCE.

For information contact Resource Property Management., Telephone 727-796-5900 * Facsimile 727-796-5011 or visit the Westwood Lakes website at www.westwoodlakes.org

OWNERS SIGNATURE: _____ DATE _____

ACTION TAKEN BY THE ARCHITECTURAL CONTROL COMMITTEE:

APPROVED: _____ PERMIT #: _____ DENIED _____

BOARD OF DIRECTOR SIGNATURE: _____ DATE _____

Comment:

FORWARD THIS FORM TO: Westwood Lake's Architectural Control Committee
C/o Resource Property Management, 28100 US Hwy 19 N., Ste. 205, Clearwater, FL 33761

**THE HOMEOWNERS ASSOCIATION OF
WESTWOOD LAKES**

CHECK OUT OF COLOR BOOK

CIRCLE ONE: BOOK 1 BOOK 2

OWNER NAME (PRINT)

OWNER ADDRESS

OWNER PHONE

ATTENTION WESTWOOD LAKES HOMEOWNERS

I understand that there is a \$25.00 deposit to check out the color wheel for the HOA at Westwood Lakes and that this deposit will be returned when the color book is returned to the Resource Property Management Office.

I also understand that the time I can have the book out is 48 hours. If I do not return the book in the allotted time, I understand that I will not receive my deposit back.

OWNER SIGNATURE

DATE CHECKED OUT: _____

DEPOSIT RECEIVED: \$ _____

RECEIVED AT RESOURCE PROPERTY MANAGEMENT BY:

**NEITHER PAINTING NOR ANY ALTERATION IS NOT TO BEGIN UNTIL
APPROVAL HAS BEEN RECEIVED FROM THE HOMEOWNER
ASSOCIATION OF WESTWOOD LAKES ARCHITECTURAL COMMITTEE**

DATE BOOK WAS RETURNED: _____

RECEIVED AT RESOURCE PROPERTY MANAGEMENT BY:

DEPOSIT RETURNED: YES NO

IF NO, WHY: _____

SUPPORTING DOCUMENTS FROM OUR DECLARATIONS

The next seven (7) pages are copied out of our Declarations. They provide clear support and authority for many of the individual Guidelines that are in this document. Florida State Law has mandated that our community provide clear Guidelines to be used by homeowners as a resource in decision making regarding modifications to our homes. throughout our Declarations there are various other paragraphs in support of approved modifications. The following pages represent the most concentrated references.

Section 3.6 General Restrictions. The following restrictive covenants are hereby imposed upon the Property as covenants running with the land.

3.6.1 No Lot or any Improvement thereon shall be used for any purpose in violation of the PD, this Declaration or the Neighborhood Regulations.

3.6.2 No activity deemed by the Association to constitute a noxious, offensive or hazardous activity shall be permitted by any Owner on any Lot or Common Area, nor shall anything be done thereon which in the opinion of the Association constitutes an annoyance, nuisance or safety hazard to individual Owners or to the community in general. No Owner shall permit or allow anything to be done or kept in any Dwelling on any Lot, or within the Common Areas, which would be a violation of any law, regulation, or other governmental restriction or requirement. By acceptance of a deed to a Lot, each Owner agrees to be responsible for the acts of its family Members, guests, contractors and agents anywhere on the Property.

3.6.3 No accumulation of debris, rubble, piles of dirt, or fill or other unsightly material shall be allowed to accumulate or be deposited in any area of the Property. Trash, garbage or other waste shall be kept in closed sanitary containers or as otherwise required by the Association. Approved Builders shall maintain a dumpster on each Lot during construction. All equipment for the storage or disposal of a type approved by the Committee, such waste shall be of kept in a clean and sanitary condition, and kept in a location approved by the Committee.

3.6.4 No Owner shall maintain on its Lot or appurtenant to any Dwelling any of the following without the prior written approval of the Committee first obtained: satellite dishes, outside antennas; flags, flagpoles or other ornamentation; children's playhouses; outbuildings; piping; above-ground swimming pools; carports; outside parking areas; outside refuse and trash containers; or "for sale" or "for rent" signs except in a Committee approved format.

3.6.5 During an period when water and sewage disposal services are in operation and servicing Lots in accordance with the standard requirements of applicable

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governmental entities, no individual wells for potable water and no individual septic tanks will be permitted on any Lot; except to service any development or sales trailer operated by the Founder or any Approved Builder in connection with the initial development of the Property and construction of Dwellings.

3.6.6 Once a Lot has been sold by the Founder, the same shall be maintained in good appearance. During construction, each Lot shall be kept in a neat and orderly condition with construction debris and trash being confined in containers or trash enclosures. The Association may require a reasonable deposit be paid to be held during the period of any construction as security to assure compliance with the terms of this Declaration.

3.6.7 Nothing shall be placed on, altered in, constructed on or removed from the Common Areas, except with the prior written consent of the Association.

3.6.8 All utility lines and lead-in wires, including but not limited to, cable television lines, electrical lines and telephone lines, located within the confines of any Lot or within any Easement Areas, shall be located underground.

3.6.9 No changes in the elevation of the land shall be made on any Lot, without the consent of the Committee. No Lot or group of Lots shall be re-subdivided, except that, with the prior consent of the Committee, in its sole discretion, two or more Lots or one Lot and a partial Lot may be joined together to serve as one building site.

3.6.10 No partially-constructed Improvement constructed on a Lot shall be abandoned, in whole or in part, for more than thirty (30) days. Each Owner, including, without limitation, Approved Builders, shall remove or complete any partially-constructed Improvements so that in no event shall less than an entire exterior shall be maintained on a Lot. The Association shall have the right, but not the obligation, to remove or complete any partially-constructed Improvement as the Association shall deem necessary or desirable. The cost for such removal or completion, as the case may be, shall be treated as a "Specific Assessment" for purposes hereof.

3.6.11 Any structure on any Lot which is damaged or destroyed in whole or in part must be rebuilt in accordance with the requirements of this Declaration or completely removed within one (1) year from the date of damage or destruction. Section 4.2.5 of this Declaration shall also apply to any such rebuilding and the time periods thereof shall be deemed to run from the date of the damage or destruction. All debris must be removed and the Lot restored to a sightly condition within thirty (30) days after such damage or destruction. The Association shall have the right, but not the obligation, to remove or complete any such partially-constructed Improvements as the Association shall deem necessary or desirable. The cost for such removal or completion, as the case may be, shall be treated as a "Specific Assessment" for purposes hereof.

3.6.12 The fencing of any Lot shall be limited to fencing of the backyard only. All fencing shall commence at the near corners of a Dwelling, shall be of "shadowbox" construction, and shall not be higher than six (6) feet. Notwithstanding the foregoing, or anything contained herein to the contrary, any fencing along a property line which abuts a lake or conservation area must be constructed with green iron-clad chain-link fencing no higher than four (4) feet, and the eight (8) foot section of "shadowbox" fencing which connects to such a fence shall not exceed four (4) feet in height.

Section 3.7 Provisions Inoperative as to Initial Construction. Nothing contained in this Declaration will be construed or applied to prevent the Founder or, with the Founder's written consent, any Approved Builder from doing or performing on all or any part of the Property owned or controlled by the Founder or such Approved Builder, whatever the Founder determines to be reasonably necessary or convenient to complete the development of Westwood Lakes, the sale of the Lots and the construction of Dwellings, including, without limitation:

3.7.1 Erecting, constructing and maintaining such structures and other improvements as the Founder may deem to be necessary or convenient for the completion of the development of Westwood Lakes, the sale of the Lots, construction of Dwellings on all of the Lots, and the establishment of the Property as a residential community, including the construction and maintenance of construction and sales offices in permanent or temporary structures, model homes and model centers, and inventory homes to be used in the sales program; and

3.7.2 Maintaining any signs, billboards, flags, and placards as the Founder may determine to be necessary or convenient in connection with the sale, lease, or other transfer of the Lots.

Section 3.8 Access by Association. The agents or representatives of the Association shall have the right of entry onto each Lot to the extent reasonably necessary to discharge any duty imposed, or exercise any right granted, by this Declaration, or to investigate compliance with or enforce the provisions of this Declaration, the Rules and Regulations and the Neighborhood Regulations (if any). Such right of entry must be exercised in a peaceful and reasonable manner and at reasonable times, and the entry may be only upon reasonable notice whenever circumstances permit.

Section 3.9 Maintenance. Except as specifically provided herein to the contrary, each Owner shall be responsible for the maintenance, repair and replacement of all Improvements on his or her Lot(s) in a first-class condition. The surface of the Easement Areas, if any, within each Lot shall be maintained by the Owner of the Lot (subject to the rights of the Association hereunder), and the facilities within the Easement Areas shall be maintained by the Association or the public authority or utility company responsible for such facilities. Any area or Improvement located within or on a Lot and not specifically required by this Declaration to be

maintained, repaired or replaced by the Association shall be maintained, repaired or replaced applicable Lot.

Section 3.10 Association's Performance of Owner's Duties. If an Owner of any Lot shall fail to comply with any of its obligations under this Declaration and such failure continues for ten (10) days after written notice of such failure from the Association, the Association, after approval of a majority of the Board, shall have the right, through its agents, employees or contractors, to enter upon said Lot and to perform such acts and pay such amounts necessary to fulfill such obligations and bring the Lot and Owner into compliance with this Declaration and all costs and expenses incurred in connection therewith shall be a Specific Assessment against such Lot.

Section 3.11 Rules and Regulations. The Board may, from time to time, without the vote or consent of the Owners, adopt new Rules and Regulations or amend the existing Rules and Regulations governing the operation, use, enjoyment, maintenance, management and control of the Common Areas and the Owners and their family, guests and tenants on the Common Areas and on their Lots (outside of the buildings thereon) and the operation of Westwood Lakes generally. Copies of the Rules and Regulations shall be furnished to each Owner at least ten (10) days in advance of the time such Rules and Regulations become effective. The Association shall have available copies of the most current Rules and Regulations and provide them to each Owner upon request. The Association shall have the right to charge a reasonable fee for additional copies of the Rules and Regulations requested by any Owner to offset production costs.

Section 3.12 Surface Water Management Systems.

3.12.1 Additional Definitions. When used in this Declaration, the following terms will have the following meanings:

3.12.1.1 "SWFWMD" means the Southwest Florida Water Management District.

3.12.1.2 "SWFWMD Permits" means all SWFWMD Permits authorizing the surface water management system for Westwood Lakes together with any successor operational permits, granted to Developer or the Association and issued under the provisions of Chapter 373, Florida Statutes, and Florida Administrative Code Rules 40D-4 and 40D-40.

3.12.1.3 "Surface Water Management Systems" means the surface water management systems for Westwood Lakes constructed pursuant to the SWFWMD Permits and which constitute a part of the Common Areas.

3.12.2 Easements. The Founder hereby reserves unto itself and grants to the Association, subject to the terms and conditions of this Declaration, non-exclusive easements burdening the areas of the Property designated on the Plat as "Drainage Easement" areas for the purpose of effectively maintaining and operating the Surface Water Management Systems in accordance with the SWFWMD Permits. The Founder reserves, both for itself and the Association, the right to grant additional non-exclusive easements over, under, across and through the Drainage Easement areas, provided that such additional easement grants do not interfere with the effective maintenance and operation of the Surface Water Management Systems.

3.12.3 Operation and Maintenance of Surface Water Management Systems. The Association shall effectively operate and maintain the Surface Water Management Systems in accordance with the SWFWMD Permits.

3.12.4 Amendment of Declaration. Notwithstanding Section 8.5 hereof, any amendment (including a termination) of this Declaration that would directly and adversely affect the operation and maintenance of the Surface Water Management Systems in a material respect must have the prior approval of the SWFWMD or its successor entity.

3.12.5 Construction Requirements. At the time of construction of a Dwelling, on a Lot, all Owners shall comply with the construction plans for the Surface Water Management Systems pursuant to Chapter 40D-4, F.A.C., approved and on file with SWFWMD, and the conditions set forth in the SWFWMD Permits attached as Exhibit F hereto.

ARTICLE 4: ARCHITECTURAL AND CONSTRUCTION RESTRICTIONS

Section 4.1 Architectural and Construction Restrictions. The following general restrictions shall apply to each and every Lot now or hereafter located within the Property.

4. 1. 1 One or more entire Lots may, with the consent of the Association, be combined with portions of additional Lot(s), but no Dwelling may be constructed on less than one entire Lot. No Lot shall be divided or re-subdivided unless both portions of said Lot will be used to increase the size of the adjacent Lots as platted. Resubdivision of a Lot shall not affect the obligation of the subdivided Lot to pay pro-rata Assessments so that the total revenues collected are that which would have been collected had there been no resubdivision.

4.1.2 Garages may not be converted into living space, nor shall the garage be modified so as to prevent its use for the number of standard size vehicles for which it was originally designed.

Section 4.2 Approval of Plans and Architectural Control Committee. The provisions of this Section 4.2 shall be applicable solely to any reconstruction of Dwellings on Lots after fire or other casualty.

4.2.1 No Dwelling shall be commenced, placed, erected, or allowed to remain on any Lot, nor shall any modification, addition to, or exterior change or alteration thereto be made, unless and until a request therefor has been submitted to and approved in writing by the Committee. The applicant for such approval shall, together with the request therefor, submit such plans, specifications, drawings, information and materials as the Committee may request from time to time in order to make an informed decision (collectively, the "plans and specifications").

4.2.2 In reviewing the plans and specifications and other submitted materials, the Committee may take into consideration such factors as it deems appropriate, including, without limitation, the consistency of the proposed Dwellings with the other Dwellings in the Neighborhood (if applicable) or elsewhere on the Property, the suitability and desirability of the proposed Dwelling and of the materials of which the same are proposed to be built, the Lot upon which the Dwelling is to be constructed, the quality of the proposed workmanship and materials, the harmony of external design with the surrounding neighborhood, and the effect and appearance of such construction as viewed from neighboring Lots and Common Areas.

4.2.3 The Committee shall have thirty (30) days from submittal of a full and complete package within which to approve or reject the plans and specifications. In the event the Committee rejects such plans and specifications as submitted, the Committee shall so inform the Owner in writing mailed to the applicant's address indicated on the submittal stating with reasonable detail the reason(s) for disapproval and the Committee's recommendations to obtain Committee approval. In the event that the applicant makes all the changes requested by the Committee within ninety (90) days after approval is denied and resubmits its application in conformity with the requirements of this Declaration, the plans and specifications shall be approved by the Committee within fifteen (15) business days after resubmission.

4.2.4 Upon the Committee's written approval, construction shall be commenced and diligently and continuously prosecuted to completion in substantial conformity with the approved plans and specifications. A copy of the Committee's approval of construction shall be posted on the Lot during construction. The Committee shall be entitled to stop any construction in violation of these restrictions, and any Dwelling made without application having first been made and approval obtained as provided above, shall be deemed to be in violation of this Declaration and the Association may require that the unapproved Dwelling be removed and the Lot restored to its prior condition, at the Owner's expense.

EXHIBIT "E" RULES AND REGULATIONS

1. **Fires.** No fires for burning of trash, leaves, clippings or other debris or refuse will be permitted on any Lot or within the Common Areas, except with the specific prior written consent of the Association and after receipt of all applicable governmental permits.

2. **Renting.** Dwellings may be rented, subject to such rules, regulations and restrictions as may be established by the Association from time to time, including, without limitation, the following: Any rental of a Dwelling or outbuilding shall only be of the entire Dwelling or outbuilding; no rental of rooms in or other portions of any Dwelling shall be permitted.

3. **Vehicles. Trailers and Boat Storage.** Inoperative vehicles, travel trailers, recreational vehicles, buses, trucks with more than six (6) wheels, boats, and trailers shall not be stored overnight within the Common Areas or upon any Lot unless kept in a closed garage so as not to be observable from other Lots or the Common Areas.

4. **Animals.** No pets or other animals shall be kept on any Lot or within any Dwelling or other structure located on a Lot except for (i) aquarium-kept fish and (ii) domestic dogs and cats, up to a total of two (2) such animals. No animals of any kind may be kept for any commercial or breeding purposes. The owner of any animal shall have the animal confined within the Dwelling or other structure or under the Owner's control at times. The Association shall have the right to prohibit animals on any portion of the Common Areas. All dogs and cats not within a Dwelling or other structure shall be kept on a leash. The Association may require the removal of any animal which creates noise or other disturbance.

5. **Attractiveness of Lots.** It shall be the responsibility of each Owner to prevent the development of any unclean, unsightly or unkept condition of the Owner's Lot or with the improvements on the Owner's Lot. All Lots and Improvements shall be maintained in a neat, clean, attractive, and well-kept condition. Areas which retain the natural vegetation shall be maintained to preserve and enhance their natural character. No garbage, trash, ashes, refuse, or other waste shall be thrown, dumped, placed or kept on a Lot except in sanitary containers approved by the Committee.

6. **Water and Water Service.** All water and sewer service shall be from, and all Owners shall contract with Hillsborough County for the provision of water and sewer services.

7. **Automobiles.** Automobiles may be parked only in the driveway or garage of any Lot or in other areas specifically designated for parking within Westwood Lakes.

8. **Garage Doors.** Garage doors shall be kept closed except when automobiles are entering or leaving the garage.

9. Noise. No noise shall be produced by radios, televisions, musical instruments or otherwise that disturbs the Owners within Westwood Lakes or their guests or invitees.

IO. Speed Limits. No vehicles shall exceed a speed of 35 miles per hour within Westwood Lakes.

**HOMEOWNERS DATA SHEET
WESTWOOD LAKES NON-OWNER OCCUPIED FORM**

Please fill in the address where you can be reached during the time your home is rented. This information will be used by the property management company to allow us to remain in contact.

PROPERTY OWNER(S) NAME: _____

Westwood Lakes Address: _____

New Mailing Address: _____

Phone Number: _____ **E-mail:** _____

If you are leaving the immediate area, it is essential that you provide the name and number of someone who is able to make decisions and take action on behalf of the rental home in your absence.

Name of Local Representative: _____

Address: _____

Phone Number: _____

All persons living in the home: (include names and ages)

Automobile information: (make, model, license plate)

Please forward this document to our Resource Property Management.

Property Owner(s) Signature: _____

Date: _____