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**A RESOLUTION OF THE CORNER LAKES ESTATES  
HOMEOWNERS ASSOCIATION, INC., BOARD OF DIRECTORS**

WHEREAS, the Declaration of Covenants, Conditions, and Restrictions for Corner Lakes Estates were recorded on December 10, 2001 at OR Book 6409, Page 5399, et seq., of the Official Records of Orange County, Florida (the "Declarations"); and

WHEREAS, the Board of Directors for Corner Lakes Estates Homeowners Association, Inc., are authorized by the Declarations to establish architectural control guidelines and rules and regulations governing Corner Lakes Estates and did so establish such guidelines; and

NOW THEREFORE BE IT HEREBY RESOLVED by the Board of Directors of Corner Lakes Estates Homeowners Association, Inc., (hereinafter the "Association"), by a majority vote of the Directors, as follows:

Adopted the Architectural Control Guidelines at a duly noticed meeting held October 30, 2017, which portion is attached hereto as Exhibit A and incorporated herein.

By: Richard John Andrade  
As President of the Association

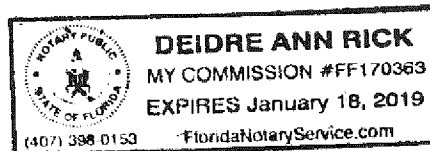
**STATE OF FLORIDA  
COUNTY OF ORANGE**

The foregoing instrument was acknowledged before me this 28 day of November, 2018, by Richard Andrade, as President of **CORNER LAKES ESTATES HOMEOWNERS ASSOCIATION, INC.**, a Florida not-for-profit corporation, on behalf of the Company, who () is personally known to me or () has produced driver's license as identification, Florida Driver's License No. \_\_\_\_\_.

Deidre Ann Rick

Notary Public State of Florida

(NOTARIAL SEAL)



**CORNER LAKE ESTATES HOMEOWNERS ASSOCIATION, INC.**

**ARCHITECTURAL CONTROL GUIDELINES**

Adopted by the Board of Directors

2002

Board Resolution for Sheds January 23, 2013

Board Resolutions for fence and door paint October 28, 2015

Reviewed and Revised October 30, 2017

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## 1. INTRODUCTION

### A. Objectives

1. To provide uniform guidelines to be used by the Architectural Review Board (ARB) in reviewing applications in the context of standards established by the ~~protective~~ Declaration of Covenants, Conditions and Restrictions of the Corner Lakes Estates Homeowners Association, Inc. ("Covenants").
2. To assist homeowners in preparing an acceptable application to the ARB.
3. To increase residents' awareness, and understanding of the Covenants.
4. To help maintain a reasonably uniform and architecturally sound appearance for the Corner Lakes Estates community; thus, enhancing the investment of all homeowners.

### B. Protective Covenants

Basic control for maintaining the quality of design at Corner Lakes Estates comes through the Covenants, which are part of every deed of homeownership. The ARB ensures that proposed exterior alteration comply with the standards set forth in the Covenants. This involves the regular review of all applications for exterior alterations submitted by homeowners.

Every Corner Lakes Estates homeowner should have received a copy, of the Declaration of Covenants at settlement. However, all too frequently the Covenants are not read by the homeowner. Since these Covenants run with the land they are binding on all homeowners and should be fully understood.

### C. Board of Director Architectural Review Board Approval

Article VII, Section 1, of the Covenants explicitly states that all exterior alterations require the approval of the ARB:

"No site work, landscaping, utility extension, drainage improvement, paving, driveway, swimming pool, pool enclosure, building, fence, wall, sidewalk, or any other physical or structural improvement, or change or alteration to the exterior of any existing structure or improvement, or to any existing landscaping, shall be commenced, erected or maintained until the plans showing such details as the size, design, shape, finished grade elevation, height, materials and color of the same, together with a landscape plan and a plot plan showing the location relative to boundaries and adjacent improvements of such proposed improvement or changes, have been approved in writing by the ARB."

Each Architectural Change Request Application is reviewed separately. For example, a homeowner who wishes to construct a deck identical to one already approved by the ARB is still required to submit an application. In each case not covered by blanket approval, an application must be submitted and reviewed in order to consider specific implications of location and impact to surroundings.

The Association is not liable to any owner, resident, tenant, guest, agent or invitee for any violations of Orange County codes and/or ordinances for approved ARB applications. Owners are responsible for reviewing applicable Orange County codes and/or ordinances. Owners proceed at their own peril when completing approved installations, modifications and/or improvements and the Association assumes no liability whatsoever for violations of Orange County codes and/or ordinances or hazards and/or safety issues created thereof.

#### D. Amendments to Architectural Guidelines

As a matter of personal pride in the interests of developing an attractive community in consideration of your neighbors; and in the interest of improving your property value, adequate time and effort should be taken to see that your yard, landscaping and home are properly maintained.

1. Painting. During annual community inspections conducted by the Board of Directors ~~BOD~~ or its designated committee, paint conditions of homes and exterior structures will be evaluated. If the Board of Directors ~~BOD~~ determines ~~that~~ painting is required, the homeowners will receive written notification. The homeowner will then be given two weeks to provide a schedule for complying with the notification. If the required painting is not completed in accordance with the approved schedule, the matter will be taken up by the Board of Directors for appropriate action.
2. Grass. Grass height should not generally exceed four (4) inches, and should be kept even. The Board of Directors ~~BOD~~ will accept written complaints for uncut grass. These complaints will then be reviewed by the Board of Directors ~~BOD~~ for further action.

#### E. Maintenance of Privately Owned Property

## 2. APPLICATION PROCEDURE

### A. Application

Written applications for all exterior changes must be submitted to either the Management Agent, or directly to the Board of Directors.; Oral requests will not be considered. Each alteration must be specifically approved, even when a similar or substantially identical alteration has been previously approved.

1. Form: All necessary information should be stated in a clear, concise form to

insure ~~that~~ the ARB will interpret the application as intended by the homeowner.

2. Description of Proposed Project: A graphic description such as a site plan, elevations or sketches shall be provided to avoid delay in the approval process. A statement identifying proposed materials and colors should be included in the application. A site plan is most easily prepared by submitting a copy of the property plat with the proposed manufacturer's literature or photographs of similar projects. Written material should support and fully include and document any plans or sketches. All applications must include estimated completion dates.

#### B. Application Approval Procedures

All Architectural Change Applications must be submitted to the management agent for processing.

1. Two (2) sets of plans, specifications and plot plans shall be submitted to the ARB by the owner prior to applying for a building permit. Submittals and re-submittals of plans shall be approved or disapproved within thirty (30) days after receipt by the ARB. The Management Agent will send the homeowner a letter stating their application has been received, and will be presented to the ARB at the next scheduled BOD meeting. The applicant will be issued the date of this meeting.
2. At final inspection by the Management Agent or Board of Directors ~~BOD~~ /ARB, the homeowner will be given fourteen (14) days to complete or correct any deficiencies in the project, or to request, in writing, an appeal of the inspector's decision.
3. If the project is still unacceptable and no written response is received by the Board of Directors ~~BOD~~ within fourteen (14) days, the Board of Directors will take appropriate action to correct the deficiency.
4. Upon receipt of a written appeal from the homeowner within the fourteen-day (14) period, the Board of Directors ~~BOD~~ will render a decision at its next regularly scheduled meeting. If the homeowner disagrees with the Board of Directors ~~BOD~~ decision, he/she will then have fourteen (14) days to make a written appeal to the Board of Directors ~~BOD~~. Failure to submit an appeal within the allotted time results in forfeiture of the homeowner's right to appeal.

#### C. Application Disapproval

If the application is disapproved, the homeowner will be notified in writing and informed as of the problems in the application. The applicant is free to request ~~that~~ the ARB reconsider its position and is encouraged to present new or additional information, which might clarify the request or demonstrate its acceptability. If upon resubmission the application is still disapproved, the homeowner will be given fourteen (14) days to make a written appeal to the Board of Directors. If the homeowner does not submit a written appeal within fourteen (14) days to the Board

of Directors ~~BOD~~, he/she then forfeits his/her right of appeal and the application is considered disapproved.

D. Inspection Procedure

The Management Agent or the Board of Directors or duly designated representative of such will conduct periodic inspections of the project while it is under construction to ensure compliance with the approved application. Any deviations from the application will be dealt with by the Board of Directors ~~BOD~~. On completion of the project, the homeowner is required to contact the Board of Directors ~~BOD~~ within fourteen (14) days to conduct the Final Approval Inspection. Final Approval requires compliance with stated specifications of the approved application.

E. Non-Compliance

1. Changes Made After Disapproval: If the homeowner proceeds with any exterior changes disapproved by the BOD/ARB, the BOD may initiate legal action by the authority of the Covenants, Article XIV, Section 2. A final court decision then becomes binding.
2. Failure to Obtain a Written Approval: If a homeowner fails to make an application and obtain written approval, and has proceeded with any exterior change, the BOD may initiate legal action by the authority of the Covenants, Article XIV, Section 2. Article XIV, Section 3, provides for the assessment of fines not to exceed \$1000.

**3. REVIEW CRITERIA**

A. General Guidelines

The ARB evaluates all applications on their individual merits. Besides evaluation of the particular design proposed, the evaluation includes consideration of the characteristics of the housing type and the individual site, since what may be an acceptable design of an exterior in one instance may not be for another. Judgments are based on the following criteria, which represent, in more specific terms, the general standards of the Declaration of Covenants, Conditions and Restrictions.

1. Design Comparability: The proposed change must be compatible with the architectural characteristics of the applicant's house, adjoining houses, and the neighborhood setting. Compatibility is defined as similarity in architectural style, quality of workmanship, similar use of materials, color and construction details.
2. Location and Impact on Neighbors: The proposed alteration should relate favorably to the landscape, the existing structure, and the neighborhood.



The primary concerns are access, drainage, view, sunlight and ventilation. When a proposed alteration has a possible impact on adjacent properties, it is suggested ~~that~~ the applicant discuss the proposal with neighbors prior to making application. The ARB, in some cases, may require ~~that~~ neighbor comments to be submitted along with the application.

3. Scale: The size of the proposed alteration should relate well to adjacent structure and its surrounding.
4. Materials: Continuity is established by use of the same or comparable materials as were used in the original house, except where so noted in the guidelines.
5. Workmanship: The quality of work should be equal to, or better than, that of the surrounding area. Poor workmanship can be visually objectionable to others, and can cause safety problems. The Board of Directors BOD /ARB assumes no responsibility for the safety of new construction by virtue of approval of design workmanship.
6. Building Permits: Orange County requires building permits/codes for any structural changes, including all decks, patios, sheds, pools, fences, etc. Obtaining a building permits does not eliminate the requirement that you obtain ARB approval, nor does ARB approval eliminate the need for a building permit The ARB (at its discretion) may ask that a copy of the building permit be submitted. In addition, Orange County building codes are to be adhered to (check with the Orange County authorities).
7. Utility Lines: You should be aware that various types of utility lines are buried in the ground on your property and that you are prohibited from building permanent structures over those easements. "Call Sunshine" (1-800-432-4770) at least 48 hours before you dig. You can also contact any of the local public utility companies to determine the location of these easements and the steps, which you must take to prevent cutting into any utility lines.
8. Conformance with Covenants: All applications are reviewed to confirm that the projects are in conformance with the Declaration of Covenants.
9. Drainage Easements: You should be aware that ownership of your property is subject to certain drainage easements, which you cannot and must not obstruct in any way. Failure to abide by this could result in legal action against you by your neighbors or the association, and could also result in serious water damage problems for you and others near you.

#### B. Guidelines Applicable to Single Family Homes

## 1. Blanket Approval

To facilitate matters for the homeowners, structures, alterations or additions as delineated below need not be formally approved. Any item not listed below must be submitted for approval to the Board of Directors. Within the guidelines of blanket approval, conformance to the guidelines is still required. If in doubt, inquiry to the Management Agent or Board of Directors ~~BOD~~ /ARB is recommended.

- a. Storm Windows: Storm window frames must be compatible with the color of the house trim, or white. Raw or galvanized metal or clear anodized aluminum will not be approved. If temporary lightweight plastic film storm windows are used they must be applied only to the interior of the window.
- b. Storm Doors: Storm door compatible with the architectural style will be considered provided they are painted to match either existing house or trim color or white. Raw aluminum storm doors will not be considered. Storm doors must be rust-proof with screening. They must be attached flush to the original doorjamb.
- c. Air Conditioning Units: No window air conditioning units will be approved. Exterior air conditioner or heat pump units may be added or relocated only when they do not interfere visually or acoustically with neighbors. Central air conditioning is the only type of air conditioning allowed. Window units and free-standing units are prohibited.
- d. Attic Ventilators:
  1. Location: They should be located on the rear of the roof and not extend above the ridgeline.
  2. Color: They should be aluminum or galvanized steel, preferably painted to blend with the roof or the house trim.
  3. Design & Structure: Lattice ventilators or other mechanical apparatus requiring penetration of the roof should be as small in size as is functionally possible. Wind powered vents are not permitted.
- e. Exterior Lighting: No exterior lighting shall be directed outside the applicant's property. Lights fixtures which are proposed in place of the original fixtures should be compatible in style and scale with the applicant's house.
- f. Gutters and Downspouts:

1. Location: The drainage patterns on adjacent property shall not be adversely affected, and no direct drain onto common or neighboring sidewalks is allowed.
  2. Color: Gutters and downspouts should match as closely as possible to the trim color of the house or be white. Other colors must be approved by the ARB.
  3. Design & and Structure: A factory applied finish is required.
- g. House Numbers: The Fire Department encourages the use of large (at least three [3] inches) house numbers. They should be located in an area that is highly visible and in close proximity to the front entrance
  - h. Exterior Antennae: Rooftop television antennae will not be allowed. Satellite dishes will be permitted and shall be located to the rear of the home unless such placement will interfere with reception.
  - i. House and Trim Color: Blanket approval will be given to homeowners maintaining house color and trim with same colors, any changes to siding or trim (color) must meet approval of the ARB.\* House schemes are selected and adopted from time to time by the Board of Directors and color selection must be made using an approved scheme. Door color may be white, black, natural wood or the approved scheme color only.\*

\*Amended October 28, 2015 by Board Resolution to specify door must be painted a color within the same scheme or white
  - j. Water Softeners and Conditioners: Water softeners and conditioners, when located outside of the dwelling, shall be screened or located so as not to be visible from the street or other lots. Screening must be approved by the ARB
  - k. Residential Surveillance Cameras: Residential surveillance cameras (security cameras) are allowed as long as they do not exceed 6" x 6" x 6" in dimension.
2. Requires Approval: Written applications for the items listed below are required to be submitted to the Management Agent for review and approval by the ARB. This is not an all-inclusive list. **Items not on this list will still need approval from the ARB.**
- a. Fencing:

1. All Orange County Codes apply.
2. All fences must be ~~wood or other material as approved by the ARB~~ white PVC vinyl and installed with the posts and supports on the inside, unless the style of fence is such that posts must be visible from the front and that style is approved by the ARB.
3. No fence or wall may be constructed:
  - i. Closer to the street along the front of the dwelling than the front side of the dwelling.
  - ii. Closer to any street facing side of the dwelling than the side of the dwelling
  - iii. On any landscape easement area shown on any plat of property.
4. Acceptable styles are ~~alternating~~ vertical batten, picket, and estate type. Any other styles must have the approval of the ARB. All fences should be six (6) feet in height, with the exception of waterfront properties, which may have if Orange County permits, but are not required to have, a four (4) foot fence along the waterfront only, with the last panel of fence on each side tapering from six (6) feet to four (4) feet. Fences should be the same style throughout the property. Notwithstanding anything herein to the contrary, the rear fence on any waterfront lot may be picket style with the other sides being vertical batten or estate type. The ARB shall have no authority to approve any other style fences. ARB approval of a six (6) foot fence along the back portion of a waterfront lot does not overrule Orange County codes and the Association is not liable to any owner for any violations of Orange County codes or ordinances. Owners proceed at their own peril.
5. Maximum height is six (6) feet, subject to the restrictions in paragraph 3 above. Fences abutting retention ponds cannot exceed four (4) feet in height along rear and last side panel should taper to four (4) feet.
6. All fences on corner lots must have a five (5) foot setback from the property line for any fencing adjacent

to a street.

- b. Pool Enclosures: Conformance to applicable Orange County codes for enclosing in-ground and above ground pools to afford security and safety. Applicable code requirements will dictate height and style.
- c. Pools: Pools are accepted in Corner Lakes Estates provided they meet the following requirements:
  - 1. All pools, above ground and in ground, shall be submitted to the ARB for approval.
  - 2. Applicable Orange County Codes for enclosing pools, above ground and in ground, shall be enforced to afford security and safety. Applicable code requirements will dictate height and style.
  - 3. Proper maintenance and cleanliness are the responsibility of the homeowner and subject to enforcement by the Board of Directors.
  - 4. Homeowners assume all responsibility and liability for ownership of said pool.

d. Sheds:\*

- ~~5. No metal sheds or exposed particleboard will be considered.~~
- ~~6. All construction plans for sheds must be submitted to the ARB for approval. Height, size, style, and placement shall be reviewed and considered.~~
- ~~7. Material to be pressure treated wood, T-111, aluminum, or vinyl siding. Or other material shall be submitted to the ARB for approval.~~
- ~~8. Color: The walls of the shed shall match the exterior walls of the house. The trim may match the walls or the trim of the house. The roofing color is to match that of the existing house.~~
- ~~9. The maximum floor area is eighty (80) square feet. The highest part of the shed shall not exceed ten (10) feet in height.~~

\*Amended January 23, 2013, to state:

**Constructed sheds will be allowed per the following conditions:**

Shed construction must meet all government requirements and in addition the following Corner Lakes Estates ARB conditions:

- An Orange County permit shall be required for ARB approval
- No construction shall be started until ARB approval has been issued
- Height, size and placement will be considered
- The shed shall be located on a reinforced concrete pad of at least 4-inch thickness
- The shed structure shall not exceed 9 ft. in height at peak
- The structure footprint shall not exceed a total of 100 Square Feet
- The shed shall be shingled with shingles matching the color of the primary structure (house)
- The exterior paint scheme shall match the color paint scheme of the primary structure (house)
- Metal sheds or exposed particle board shall NOT be allowed. Sheds shall be wood framed or concrete block construction only
- The shed's exterior finish/material shall only include wood, block, stucco, or hardy board plank siding and trim
- Windows and/or skylights shall be permitted in the shed

**Please note:** The use of this structure shall not be intended as a place for people to live or work in.

The homeowner will be held responsible to maintain the shed structure in good repair as compared to the primary dwelling for the life of the structure.

**Durable factory made plastic sheds will be allowed per the following conditions:**

- An Orange County permit shall be required for ARB approval
- No construction shall be started until ARB approval has been issued
- The shed structure shall not exceed 9 ft. in height at peak
- The shed shall be located on a reinforced concrete pad of at least 4-inch thickness
- The structure footprint shall not exceed a total of 100 Square Feet
- The shed shall be shingled with shingles matching the color of the primary structure (house)
- The exterior paint scheme shall match the color paint scheme of the primary structure (house)
- Windows and/or skylights shall be permitted in the shed

- e. Driveways: Any change, alteration or modification to the original driveway shall be approved by the ARB. Residents are encouraged to provide proper routine maintenance to the driveway.

f. Playhouses:

10. Playhouses shall be constructed of pressure-treated lumber, T-III wood, aluminum, or vinyl siding or other materials shall be submitted for approval to the ARB.

11. Playhouses may be left natural, or finished in a clear or colored transparent stain/sealer. Colored stains and/or aluminum siding must be selected to fit with color scheme of the home, and must be submitted with application. Paint, semi-opaque and opaque stains are not suitable for use on playhouses.

12. Height, size, style, and placement shall be reviewed by the ARB.

13. Roofing color and materials shall match the existing home.

14. Playhouses built on a platform or above ground shall have a safety railing.

g. Solar Panels: Solar panels will be allowed, but must meet all Orange County Codes.

h. Screens: Screened covered entries may be installed. Height of structure roof cannot exceed one story. Frame must match window and be either bronze or white. Screen material must be black. Structure may not extend past the forward most living space.

i. Pavers: Pavers may be installed on driveways and sidewalks leading to entry door and must be earth tone as approved by the Board of Directors/ARB. The color must compliment the scheme of the home.

j. Roofs: Roof shall be asphalt shingle and black, gray or brown color scheme.

k. Residential Use Only: All lots are zoned single-family use only and may not be used to conduct or transact commercial business.

7. **GENERAL INFORMATION**

Enforcement: Corner Lake Estates shall have the right, but not the duty, to impose fines, for violations of the Declaration of Covenants, Conditions and Restrictions and the ARB Guidelines. Corner Lake Estates may, at the discretion of the Board of Directors, appoint

a Fining Committee to review violations and impose fines in accordance with the Declaration of Covenants, Conditions and Restrictions, the ARB Guidelines and Chapter 720 of the Florida Statutes.

- A. Leased Properties: (Properties are single family. Generally meaning persons with the same last name, or members of the same immediate family.)

The following provision is a requirement of all owners who lease their properties to tenants:

"All owners are required to forward a copy of the lease for the rental of their properties to the Management Agent promptly following the execution thereof. In addition, the owners are required to enter into an Addendum to their lease agreement with the lessees. This Addendum will ensure that each Lessee is made aware of the Declaration of Covenants and the Architectural Control Guidelines, and they agree to abide by the provisions thereof."