

DALTON WOODS
HOMEOWNERS ASSOCIATION

ARCHITECTURAL REVIEW BOARD
STANDARDS AND GUIDELINES

HANDBOOK FOR DALTON WOODS HOMEOWNERS

APPROVED BY THE DALTON WOODS BOARD OF DIRECTORS
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UPDATE HISTORY

Change	Version
Revised “Antennas & Satellite Dishes” requirements to comply with the 1996 Federal Telecommunication Act	1.1
Revised “Clothes Lines” requirements to comply with Florida Statute 163.04	1.1
Revised “Solar Panels” requirements to comply with Florida Statute 163.04	1.1
Added details and parts order form for Dalton Woods Mailbox	1.1
Deleted Figure 1: “Application and Review Procedures”	1.2
Added “Application Submittal Steps, Site Visits and ARB Meetings”	1.2
Revised “Storage Sheds” requirements with addition of “Shed Restrictions”	1.2
Added line for applicant e-mail address on all application forms	1.2
Added form “Application For Exterior House Painting - Color Change”	1.2
Updated prices for the Dalton Woods mailbox Parts	1.2

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PURPOSE OF THE HANDBOOK

The purpose of this handbook is to familiarize Dalton Woods homeowners with the objectives, scope and application of design standards and guidelines, which will be used to maintain the aesthetic appearance and environmental quality of the Dalton Woods community.

The handbook provides specific design standards and guidelines that have been adopted by the Board of Directors of the Dalton Woods Homeowners Association. It also explains the application and review process that must be adhered to by homeowners seeking approval for any exterior modifications or changes to their homes or lots that are subject to approval by the Association. Homeowners are reminded that approval by the Architectural Review Board for a proposed change does not remove the need for the appropriate Marion County building permits or other documentation.

This handbook will serve as a valuable reference source and will assist homeowners in preparing acceptable applications for review by the Association's Architectural Review Board. All homeowners are encouraged to familiarize themselves with its contents and to retain the handbook for future use.

BASIS FOR AND OBJECTIVES OF PROTECTIVE COVENANTS

The legal documents for the Dalton Woods Homeowners Association include the Declaration of Covenants and Restrictions. They impose use restrictions and specify the process for obtaining approval for changes, improvements or alterations to an owner's lot. Legally, these covenants are a part of the deed for each home and are binding upon all initial homeowners and their successors in ownership, irrespective of whether or not these owners are familiar with such covenants.

The primary purpose of this document is to establish design guidelines for the entire community. The promulgation and enforcement of design guidelines is intended to achieve the following objectives:

- Maintain consistency with the overall design concept for the community;
- Promote harmonious architectural and environmental design qualities and features;
- Promote and enhance the visual and aesthetic appearance of the community.

The enforcement of design standards not only enhances the physical appearance of a community but also protects and preserves property values. Homeowners, who reside in association communities that enforce design covenants are protected from actions of neighbors that can detract from the physical appearance of the community and, in some cases, diminish property values. In fact, surveys of homeowners living in association communities consistently reveal that this was an important consideration in their decision to purchase a home.

ROLE OF THE ARCHITECTURAL REVIEW BOARD

All homeowners are automatically members of the Dalton Woods Homeowners Association. The Association is a not-for-profit corporation that owns and is responsible for the upkeep and maintenance of all common properties within the community.

The Association is also responsible for the administration and enforcement of all covenants and restrictions. The Declaration of Covenants and Restrictions for the Dalton Woods Homeowners Association (Article VII) provides the scope and authority of the Architectural Review Board (ARB). The members of the ARB are appointed by the Board of Directors (BOD) of the Dalton Woods Homeowners Association.

The Architectural Review Board consists of three or more persons appointed by the Board of Directors. The BOD appoints members for a period of one (1) year following the Annual Meeting. At the BOD's option, it may extend the term of Architectural Review Board members for additional terms. At least one member of the Architectural Review Board will be a member of the Board of Directors.

The Architectural Review Board is responsible for enforcing the Association's Design Guidelines for new home construction, exterior modifications to homes and improvements to lots as proposed by lot owners. The ARB will review and approve (or disapprove) applications submitted by lot owners for new home construction and exterior additions, alterations or modifications to a home or lot using Design Guidelines approved by the Association's Board of Directors.

As part of its responsibilities, the Architectural Review Board will make recommendations to the Board of Directors with respect to the modification of the Design Guidelines initially approved by the BOD. The BOD will also be responsible for reviewing possible violations of the Association's Design Guidelines.

ALTERATIONS REQUIRING REVIEW AND APPROVAL BY THE ARCHITECTURAL REVIEW BOARD

Essentially changes, permanent or temporary, to the exterior appearance of a building or lot are subject to review and approval by the Architectural Review Board. The review process is not limited to major additions or alterations, such as adding a room, deck, or patio. It includes such minor items as changes in color and materials. Approval is also required when an existing item is to be removed.

There are a number of exceptions to this otherwise inclusive review requirement.

1. Building exteriors may be repainted or re-stained provided that there is no color change from the original. Similarly, exterior-building components may be repaired or replaced so long as there is no change in the type of material and color.
2. Minor landscape improvements do not require Architectural Review Board approval. This includes foundation plantings, single specimen plants or small scale improvements which do not materially alter the appearance of the lot, involve a change in topography or grade and which are not of sufficient scale to constitute a natural structure.

If there is any doubt as to whether or not a proposed exterior change is exempt from design review, and approval, homeowners should first seek clarification from the Architectural Review Board before proceeding with the improvement.

APPLICATION AND REVIEW PROCEDURES

Application and review procedures that will be used by the Architectural Review Board are detailed below.

1. Applications. All applications for proposed improvements must be submitted in writing using the application forms authorized by the Architectural Review Board. A copy of these forms are included as an exhibit to this handbook. Applications must be complete in order to commence the review process. Incomplete applications will be returned to the applicant with a statement of deficiencies that must be remedied in order to be considered for review.

Unless notified to the contrary, homeowners should mail applications to the following address:

Dalton Woods Homeowners' Association
c/o Bosshardt Property Management Inc.
2123 SW 20th Place Suite B
Ocala, FL 34474

Question may be e-mailed to Wendy Thrower: wendy@bosshardtpm.com

2. Supporting Documentation. The application must include a complete and accurate description of the proposed improvement(s). To permit evaluation by the Architectural Review Board, supporting exhibits will frequently be required. Examples include: a site plan showing the location and dimensions of the proposed improvement; architectural drawings or plans, as applicable; landscape plan; material and/or color samples, etc. The design guidelines and application forms provide guidance with respect to the supporting documentation required for various types of improvements.

3. Time Frame for Completion of the Review. The Architectural Review Board is required to approve or disapprove any proposed improvement within thirty (30) days after the receipt of a properly completed application. However, the thirty (30) day review period will only commence upon the receipt of a complete application form, including any required exhibits. It is therefore advisable for homeowners contemplating substantial improvements to first ensure that they are aware of all required supporting documentation prior to submitting a design review application.

4. Notice of Approval/Disapproval. Homeowners who have submitted design review applications will be given written notice of the decision of the Architectural Review Board.

5. Appeals Procedure. Homeowners who have submitted design review applications may appeal decisions of the Architectural Review Board to the Board of Directors. A homeowner may appeal a decision of the Architectural Review Board by submitting a written request to the Board of Directors within fourteen (14) days after the date of an action by the Architectural Review Board. This request should include any new or additional information that might clarify the requested change or demonstrate its acceptability. The Board may, at its discretion, conduct an informal hearing related to the appeal. The Board will respond in writing to an appeal within forty-five (45) days from the date of receipt of an appeal.

APPLICATION SUBMITTAL STEPS, SITE VISITS and ARB MEETINGS

1. Applications will first go to the Property Management Company where the Property Manager will review the application for completeness.
2.
 - a. Once the Property Management Company confirms the application is complete, they will log the receipt of the application, and provide the applicant with a confirmation. The confirmation will show the date/time and verification that the application is complete, and include a statement that no work should begin until approved. **NOTE:** Applications received less than 7 days prior to the next ARB meeting will be held by the Property Management Company until after the meeting. This is necessary to allow ARB package review and necessary site visits.
 - b. All applications must have an email address if available.
 - c. All applications must have all relevant information attached/included.
3. The Property Management Company will notify the applicant of the time/date of the next ARB meeting.
4. The Property Management Company will scan the application packets and forward same to the President of the ARB for action.
5. ARB site visits will be conducted as needed and at times convenient for ARB members
6. ARB meetings will take place once per month, unless no applications are pending
7. ARB meetings should be held prior to HOA board meetings and at the same location

ENFORCEMENT PROCEDURES

The Bylaws of the Association provides the authority for the Board of Directors to establish these Standards and Guidelines.

The following enforcement procedures will be used to ensure compliance.

1. A violation may be observed and reported to the Board of Directors through the managing agent by a member of the Architectural Review Board or a homeowner. In the case of homeowners wishing to report a potential violation, a written notification should be transmitted to the managing agent.
2. The alleged violation will be confirmed by a site visit by a member of the Board of Directors, a member of the Architectural Review Board or the managing agent.
3. The Board, through the managing agent, will contact the resident in violation by letter advising them of the violation and requesting appropriate action to remedy the violation.
4. If the violation continues for thirty days after the first notification(or if no substantial progress is made in curing the violation, where such remedy would require more than thirty days) a second letter will be sent to the resident in violation. This letter will provide notice that the violation must be remedied within fifteen (15) days from the date of mailing of the letter (or alternatively, that the resident in violation must submit to the Board of Directors a written plan, including timing, for the abatement of the violation within a reasonable period of time, where such violation cannot be cured within the fifteen {15} day period).
5. If the violation is not abated within fifteen (15) days from the date of mailing of the second letter described in number 4 above (or if progress is not being made to abate such violation in accordance with a plan agreed to by the resident in violation and the Board of Directors) the Board, through the managing agent, will send the resident in violation a certified letter informing the resident they have seven (7) days to comply or the Board of Directors will refer the matter to legal counsel for appropriate action to secure compliance with the Association's governing documents.
6. The above procedures do not preclude the Board of Directors from taking accelerated measures in the case of a violation which constitutes an emergency situation, provided that the resident in violation has been properly notified by certified mailing and that the action is consistent with the provisions of the Association's governing documents. Likewise, the Board may establish shorter notification periods for the correction of violations of the Standards and Guidelines where the homeowner shall not be disadvantaged by a shorter notification period for compliance.

DESIGN GUIDELINES

The specific Design Guidelines detailed below have been adopted by the Board of Directors. Please note: These guidelines will not cover every situation. If you wish to make a permanent or significant visual modification to your property that is NOT explicitly covered in these Design Guidelines, you still must submit an application to the Architectural Review Board. Please follow the application procedures and note on your application that your request is a special circumstance.

ANTENNAS and SATELLITE DISHES

As directed by Congress in Section 207 of the Telecommunications Act of 1996, the Federal Communications Commission adopted the Over-the-Air Reception Devices (“OTARD”) rule concerning governmental and non governmental restrictions on viewers' ability to receive video programming signals from direct broadcast satellites ("DBS"), broadband radio service providers (formerly multichannel multipoint distribution service or MMDS), and television broadcast stations ("TVBS").

The rule (47 C.F.R. Section 1.4000) has been in effect since October 1996, and it prohibits restrictions that impair the installation, maintenance or use of antennas used to receive video programming. The rule applies to video antennas including direct-to-home satellite dishes that are less than one meter (39.37") in diameter, TV antennas, and wireless cable antennas. The rule prohibits most restrictions that: (1) unreasonably delay or prevent installation, maintenance or use; (2) unreasonably increase the cost of installation, maintenance or use; or (3) preclude reception of an acceptable quality signal.

ARB approval for installation of the above devices is NOT required. joining neighbors, particularly when used as an informal storage space. The

CLOTHES LINES

See Florida Statute 163.04 “Energy devices based on renewable resources.”

(2) No deed restrictions, covenants, or similar binding agreements running with the land shall prohibit or have the effect of prohibitingclotheslines.....from being installed on buildings erected on the lots or parcels covered by the deed restrictions, covenants, or binding agreements.

DECKS, GAZEBOS and SCREENED ENCLOSURES

The Architectural Review Board must approve all decks, gazebos and/or screened enclosures. Homeowners are advised to consider the following factors:

1. Location. Must be located in rear yards.
2. Scale and Style. The scale shall be compatible with the scale of the house as sited on the lot. Decks, particularly if elevated, should be of a scale and style compatible with the home to which attached, adjacent homes and the environmental surroundings.
3. Materials. Construction materials for decks and gazebos must be of smooth high-quality pressure treated lumber or comparable composite material. Screened enclosures must be constructed using aluminum.
4. Color. Materials for decks and gazebos should be left in a natural condition to weather or treated with a neutral or wood color stain or sealer.

Aluminum for screened enclosures must be white or bronze.
adverse visual impacts.

5. Under Deck Storage. Elevated decks have an under deck area which can have a negative visual impact on adjoining neighbors, particularly when used as an informal storage space. The Architectural Review Board, particularly in the case of high decks, may require the use of decorative screening, either wood or plant material, to minimize adverse visual impacts.

DRIVEWAYS

Architectural Review Board approval will be required for all driveway construction, extensions, modifications and additions to driveways. The primary considerations will be no adverse aesthetic or drainage impact on adjoining lots or common area.

Additions or modifications must be of the same materials as the existing driveway. Driveways will not be painted.

EXTERIOR AIR CONDITIONERS

Individual air conditioning units mounted through windows or walls are prohibited unless the location and appearance is approved by the Architectural Review Board.

Exterior air conditioning units or heat pumps will be located in the rear yard, screened by plants or opaque fencing. The screening must encompass the entire height of the air conditioning unit or heat pump. The Architectural Review Board must approve location and screening.

EXTERIOR LIGHTING

The Architectural Review Board shall be responsible for determining whether exterior lighting is an annoyance or unreasonably illuminates other owners property. Proposed replacement or additional fixtures must be approved and compatible in style and scale with the applicant's house.

No exterior lighting will be directed outside of the applicant's property. Proposed additional lighting will not be approved if it will result in an adverse visual impact to adjoining neighbors due to location, wattage or other features.

Low-voltage or solar-powered landscape lighting, including low voltage floodlighting, is permitted along walkways, planting beds, or other landscaped areas, so long as all wiring is concealed from view, and light fixtures do not stand more than 18" above the ground. Architectural Review Board approval is not required.

EXTERIOR PAINTING

An application is not required to repaint or re-stain an object to match the original color. However, all exterior color changes must be approved. This requirement applies to exterior walls, doors, shutters, trim, roofing and other appurtenant structures.

FENCES

General guidelines for the construction and Architectural Review Board approval of fences are provided below.

1. Fence Types and Material. All fences must be constructed of either a high-quality pressure-treated pine, a comparable synthetic material or PVC. No chain link, mesh, barbed wire or hog wire fences will be allowed. Fencing which is finished on one side only must be constructed with finished side facing out. All fence pickets must be installed on the outside of the posts. Gates must be constructed of the same height as the fence and be of the same material as the fence. Gate hardware shall be unobtrusive and rust resistant. Vertical members shall be plumb. Fences shall be left to weather naturally or coated with a clear sealant. Natural-wood tone stains or paint shall be considered on a case-by-case basis.
2. Fence Limitations. The height of the fence shall not exceed six (6) feet above ground level. Fences must be located in the rear yard of the lot. Fencing within a lot will be a consistent style and size (e.g. board-on-board or solid-board). An exception to consistent styles will be made when a different fence style has been erected by an adjoining neighbor or when considering unusual property configurations
3. Acceptable Fence Designs. Acceptable fence designs are solid board, board-on-board style, shadow box, picket, and Mount Vernon (scalloped on top). Picket fencing shall be no higher than four (4) feet.

FLAGPOLES

Permanent, freestanding flagpoles are prohibited.

Temporary flagpole staffs that do not extend higher than the roof of the house and are attached to the dwelling unit do not require approval by the Architectural Review Board.

HOT TUBS/SPAS - Semi Permanent

Exterior hot tubs or spas must be located in the rear yard adjacent to the dwelling unit. The incorporation of hot tubs as an architectural feature of decks and/or patios is encouraged. The exterior finish of an elevated hot tub should blend with the exterior finish of the home, deck or patio to which attached or most closely related. All hot tubs and spas must have a hard cover when not in use or incorporate other safety measures. Installation of exterior hot tubs or spas requires approval of the Architectural Review Board.

IRRIGATION SYSTEMS and IRRIGATION WELLS

An automatic irrigation system must be installed in the Front and Rear Yard of the lot at the time of house construction. The source of water shall be the potable water system or an irrigation well.

Installation of a well requires approval of the Architectural Review Board. The well expansion tank must be screened from view by a wall, hedge, landscaping or fence so that it is not visible from any street or adjoining lot. The screening must encompass the entire height of the expansion tank.

LANDSCAPING

All major landscape installations must be approved in advance by the Architectural Review Board. The front and side yards are to be planted with St. Augustine grass or plant beds. Front yards are not permitted to be all rock, mulch, stone, etc. Plant beds must be mulched with pine bark or cypress mulch. Colored mulch is allowed.

In general, a design review application is not required for minor landscape improvements with the following exceptions:

- An application is required for the installation of all landscape timbers or similar structures to be located in front yards. The use of railroad ties is prohibited.
- A proposed improvement which is of such a scale or type as to be inconsistent with the existing design features of the home, adjacent houses and the surrounding area will require approval. Examples include the installation of multiple trellises and plant beds that did not exist when the house was originally built.

MAILBOXES

All homes have freestanding mailboxes to be supplied by each individual homeowner. The approved mailbox is *OLD TOWNE COLLECTION, Model CARB - Black*. It is available from Bellview Hardware, Bellview, FL. Identify that you require the mailbox for Dalton Woods. Installation does not require Architectural Review Board approval. Replacement parts can be obtained by completing the order form on page 25 below.

MULCH

Plant beds, trees and borders visible from the street will be mulched with pine bark or cypress mulch. Colored mulch is acceptable. No other type of mulch is approved for use.

PATIOS

All patio construction requires Architectural Review Board approval. Patios must be located in the rear yard behind the house. A durable construction material such as stone, brick, pavers, flagstone, concrete or similar material should be used. Any adverse drainage requirements that might result from the construction of a patio should be considered and remedied. The use of a partially porous patio surface or the installation of mulch beds adjacent to the patio are ways to eliminate drainage concerns.

REAL ESTATE SIGNS

Only one sign advertising a property for sale or rent may be displayed on a lot. Such signs must not exceed 18" x 30". Signs may only be placed in the front yard of available properties.

RECREATION AND PLAY EQUIPMENT

1. Play Equipment. Semi-permanent play equipment that either constitutes a structure or is appurtenant to an existing structure must be located in the rear yard. Examples include sandboxes, playhouses, swings, trampolines, etc.

2. Basketball Backboards. A single Basketball Backboard may be installed adjacent to the driveway in the front yard and affixed to permanent or semi-permanent, free standing poles . Clear plexiglas backboards are encouraged. At all times, the backboard, hoop and net must be maintained appropriately.

Poles are painted a solid earth tone or black. No court markings shall be painted, drawn or otherwise affixed to the driveway playing surface.

3. Temporary play equipment. Temporary equipment will be confined to rear yards only.

RECREATIONAL VEHICLES

Recreational vehicles (boats, trailers, campers, travel trailers and motor homes) must be parked in the rear yard of the lot and screened from view. Screening of the vehicle will be accomplished by installation of a six (6) foot high fence or hedge with a gate(s) for ingress and egress. All portions of the fence or hedge must be located in the rear yard of the lot and run continuously on all four (4) sides of the rear yard. The fence or hedge must be approved by the Architectural Review Board.

SIDEWALKS AND PATHWAYS

Sidewalks and pathways require Architectural Review Board approval. They should be installed flush to the ground. Only stone, brick, concrete or similar durable construction material should be used. The scale, location, design and color should be compatible with the lot, home and surroundings.

SOLAR PANELS

See Florida Statute 163.04...”Energy devices based on renewable resources.”

(2) No deed restrictions, covenants, or similar binding agreements running with the land shall prohibit or have the effect of prohibiting solar collectors.... or other energy devices based on renewable resources from being installed on buildings erected on the lots or parcels covered by the deed restrictions, covenants, or binding agreements.....For purposes of this subsection, such entity may determine the specific location where solar collectors may be installed on the roof within an orientation to the south or within 45° east or west of due south provided that such determination does not impair the effective operation of the solar collectors.

STORAGE SHEDS

A storage shed is a freestanding buildings that are restricted to rear yard locations and require Architectural Review Board approval. Every effort should be made to minimize the visible impact from the front of the dwelling unit or from a street. Any storage shed with metal siding or a metal roof is prohibited. Setback requirements from the rear and side lot lines shall be met.

The following additional guidelines are applicable:

1. Design. The architectural design of the shed should be compatible with the design of the house.

2. Size. The shed should not exceed 12 feet by 20 feet and thirteen (13) feet in height at the highest point.
3. Materials. The exterior walls must be hardi-board sheathing or stucco.
4. Colors. The color scheme must be the same as for the house.
5. Roof. The roof covering and color of roofing material must be the same as the house.
6. Screening. A shed on a non-fenced lot will be screened with shrubbery a minimum of two (2) feet in height. A shed on a fenced lot need not be additionally screened if fencing provides adequate screening. The Architectural Review Board will make this determination.
7. Location. The storage shed will be placed behind the rear of the house. It must be at least 8 feet from any property line. For a corner lot, the shed must be a minimum of 22 feet from the back of curb.
8. Tree Removal. No trees over 8 inches in diameter measured at 2 feet above ground will be cut or damaged to allow the placement of the shed without approval by the Architectural Review Board.
9. Shed Restrictions. Only one storage shed may be placed on a lot.

STRUCTURES - DETACHED (Other than Storage Sheds)

A detached structure is a permanent building with a foundation or slab on grade. It must be approved by the Architectural Review Board. The structures will be placed in the rear yard behind the house.

No trees over 8 inches in diameter measured at 2 feet above ground will be cut or damaged to allow the placement of the shed without approval by the Architectural Review Board

The placement will not encroach upon any easements on the property. The structure must be 25 feet from the rear property line and 15 feet from the side property line. For corner lots, the structure must be a minimum of 30 feet from the back of curb.

The structure must match the architectural style, color, and material of the dwelling. The roof covering and color of roofing material must be the same as the house.

SWIMMING POOLS

Temporary or above ground pools are not allowed. Only in-ground swimming pools are permitted. Pools must be located in the rear of the property. They must be approved by the Architectural Review Board.

Pool filtration equipment will be screened from adjacent properties through the use of mature shrubbery, fencing or lattice screening of appropriate size and scale to conceal the equipment from view.

All permanent swimming pools shall have security fencing or screen enclosures installed in accordance with Marion County and any other existing jurisdictional codes.

Pool construction shall be in accordance with applicable governing agency codes.

TRASH CONTAINERS

All trash containers must be stored out of view of the street on non-collection days.

TREE REMOVAL

Living trees in excess of eight (8) inches, measured 2 feet above ground may not be removed without the prior approval of the Architectural Review Board. Exceptions to this are trees that poses an imminent hazard to persons or property. Further defined, hazardous trees are those that are uprooted and leaning or have large limbs or branches that are splintered or otherwise damaged resulting in debris that may fall without warning. (Homeowners removing hazard trees without approval shall have written documentation and/or photographs of the hazard before removal).

Trees approved for removal shall be cut at or ground down to grade level (on grade) or the stump should be ground down.

*** MAINTENANCE**

Residents are responsible for maintaining the exterior appearance of their house, landscape and other improvements on their lots in good order and repair. While it is difficult to provide precise criteria for what the Association deems as unacceptable conditions, the following cases represent some of the conditions that would be considered a violation:

- Peeling paint on houses, storage sheds or other structures
- Damaged or dented mailboxes
- Fences with leaning, broken, deteriorating or missing parts
- Recreation equipment or playhouses with broken doors or in need of painting or other repairs
- Decks with missing or broken railing or parts
- Unkept lawn and landscaping in need of mowing and pruning, or diseased, dying or dead plants
- Missing shutters, shingles, windowpanes or storm window parts, house numbers, bricks, siding, etc.
- Storage of play items, yard equipment and other clutter in front or rear yards
- Mold/mildew on exterior walls, fascia, sidewalks, driveways and garage doors.

The exteriors of all structures, including, without limitation, walls, doors, windows, roofs and porticos, shall be kept in good maintenance and repair. No structure shall be permitted to stand with its exterior in an unfinished condition for longer than twelve (12) months after the commencement of construction. In the event of fire, windstorm, extreme weather or other damage, the exterior of a structure shall not be permitted to remain in a damaged condition for longer than three (3) months, unless expressly accepted by the Board in writing.

If not properly maintained and/or is deemed as a safety hazard, the ARB or Board of Directors may make necessary repairs and bill the homeowner.

GRANDFATHER CLAUSE

Any change made to a homeowner's property, which has been approved by the Association and is properly documented prior to the adoption of the above guidelines (February 17, 2005), need not be modified in accordance with the guidelines specified herein. Also, any improvements made by the original builder are automatically grandfathered. These modifications will be considered acceptable under this clause.

APPENDIX
DALTON WOODS HOMEOWNERS ASSOCIATION
DESIGN REVIEW APPLICATION

Please Mail or Deliver To:

Dalton Woods Homeowners' Association
c/o Bosshardt Property Management Inc.
2123 SW 20th Place Suite B.
Ocala, FL 34474

1. NAME: _____ BLOCK: _____ LOT: _____
(Print or Type)

2. STREET ADDRESS: _____

3. MAILING ADDRESS: (If different from above) _____

4. E-MAIL ADDRESS: _____

5. PHONE NUMBERS: DAY _____ EVENING _____

6. GENERAL DESCRIPTION OF PROPOSED CHANGE:

Provide a description of the proposed change, including the purpose or reason for the change, the type and color of materials to be used, location on the property, and any other pertinent information required to evaluate the proposed change.

7. REQUIRED EXHIBITS AND SUPPORTING DOCUMENTATION:

The supporting exhibits or supporting documentation listed below must accompany this design review application, as applicable for the proposed change. An application submitted without all required submissions would be considered incomplete. In such case, the Architectural Review Board's thirty (30) day review period will not commence until all required submissions have been provided. In general, an applicant should provide all documents and exhibits required by Marion County.

A. Paint or Stain Colors - A sample and model number of the color(s) to be used must be provided, both for repainting or re-staining existing improvements and for structural additions, together with a list of existing paint colors on the house or appurtenant structures which will remain unchanged.

Design Review Application (continued)

B. Finish Materials - A description and/or sample of all finish materials to be used for the exterior surface of proposed improvements must be provided.

C. Recorded Plat - A picture representation drawn on a copy of the recorded plat, drawn to scale, showing the location and dimensions of the proposed improvement, including orientation with respect to the property lines and owners home. Additionally, location of adjacent dwelling units must be provided for walls, storage sheds, fences and major landscape changes (which require approval) and structural additions to the home.

D. Architectural Drawings and Landscaping Plans - Detailed architectural drawings or plans must be provided for decks (top view and side view with dimensions), storage sheds, and structural additions to the home and major landscape improvements which would change the topography of the lot or landscape plan originally provided by the builder.

E. Photographs - The inclusion of photographs is appropriate for exterior lighting fixtures, decorative objects and similar cosmetic additions to the unit or lot.

F. Other Exhibits - Other exhibits may be required in order to permit adequate evaluation of the proposed change. Homeowners are advised to seek guidance from the Architectural Review Board or Managing Agent prior to the submission of an application.

8. ESTIMATED STARTING DATE OF CONSTRUCTION: (After approval by the Architectural Review Board)

9. ESTIMATED COMPLETION DATE: _____

10. NAME OF CONTRACTOR PERFORMING WORK: _____

11. CONTRACTOR ADDRESS: _____

12. CONTRACTOR TELEPHONE NUMBER: _____

NOTES:

1. Nothing contained herein shall be construed to represent that alterations to lots or buildings in accordance with these plans shall not violate any of the provisions of local Building and Zoning Codes to which the above property is subject. Further, nothing contained herein shall be construed as a waiver or modification of any said restrictions.

2. Where required, building permits shall be obtained prior to the start of any construction. Nothing contained herein shall be construed as a waiver of said requirement.

Design Review Application (continued)

3. Owner understands and agrees that no work on this request will commence until written approval has been obtained from the Architectural Review Board.

4. Owner further understands and agrees that any exterior alterations undertaken before written approval is obtained is not permitted and that the Owner may be required to restore the property to its former condition at Owner's own expense if such alterations are made and subsequently disapproved in whole or part. Further, Owner understands that any legal expense associated therewith may be the responsibility of Owner.

5. Owner agrees to give the Architectural Review Board and/or Managing Agent, express permission to enter on the Owner's property at a reasonable time to inspect the proposed project, the project in progress and the complete project.

6. Owner understands that any approval is contingent upon the completion of alterations in a workmanlike manner and in accordance with the approved plan and specifications for said alterations.

7. Owner acknowledges that he is familiar with the design review requirements and procedures for the Dalton Woods Homeowners Association.

8. Owner understands that the authority to perform an alteration granted by this application will automatically expire if work is not completed within 12 months from Architectural Review Board approval.

HOMEOWNER(S) SIGNATURE: _____ X

(Please Print Name)

DATE: _____

Work Must be completed 12 months from ARB approval or Re- Approval Required

Approved Partial Approval Conditional Approval Not Approved

Comments: _____

(Must be signed by at least two ARB members)

_____ ARB Member _____ ARB Member

_____ ARB Member Date: _____

Please notify the Management Company when work is completed for final inspection

Application For Tree Removal
(Attach To Design Review Application)

Name: _____ Block: _____ Lot: _____

Street Address: _____

Phone Numbers: Day _____ Evening _____

e-mail: _____

Who will be doing the work? Indicate yourself or the name and phone of your contractor

- | |
|---|
| <p>Reason for Removal: <input type="checkbox"/> Tree is dead <input type="checkbox"/> Diseased or dying</p> <p><input type="checkbox"/> Other _____</p> <p><input type="checkbox"/> Encroaches upon a planned structure (<i>structure location and approval forms if necessary</i>)</p> |
|---|

- Please be sure to include an accurate site plan with tree(s) clearly marked for removal.
- Please use some ribbon or paint to mark the tree(s) you wish to remove so that the ARB members may inspect them.

NOTE: As per your Dalton Woods Covenants and Restrictions, all trees with an 8 in. or greater diameter, 2 feet above ground must have ARB approval for removal from property.

Homeowner(s) Signature: _____ **X**

Work Must be completed 12 months from ARB approval or Re- Approval Required

- Approved Partial Approval Conditional Approval Not Approved

Comments: _____

Tree Removal Approval (must be signed by at least two ARB members)

_____ ARB Member _____ ARB Member

_____ ARB Member Date: _____

Please notify the Management Company when work is completed for final inspection

Application For Storage Shed Construction

(Attach To Design Review Application)

Name: _____ Block: _____ Lot: _____

Address: _____

Phone Numbers: Day _____ Evening _____

e-mail: _____

Check all that apply:

<input type="checkbox"/> Shed does not exceed 12 feet by 20 feet <input type="checkbox"/> Shed height is 13 feet or less at the highest point.	<input type="checkbox"/> Exterior walls are hardi-board sheathing <input type="checkbox"/> Exterior walls are stucco
<input type="checkbox"/> Roof material and color same as house.	<input type="checkbox"/> Exterior color scheme same as house.
Door Location: <input type="checkbox"/> Front Wall <input type="checkbox"/> Side Wall Door Type: <input type="checkbox"/> Single <input type="checkbox"/> Double <input type="checkbox"/> Garage	Window(s): <input type="checkbox"/> Side walls <input type="checkbox"/> Rear wall <input type="checkbox"/> Front wall

Attach the Following:

- A picture and/or detailed sketch depicting what the storage shed will look like. The architectural design of the shed should be compatible with the design of the house.
- A lot drawing showing: (1) all boundaries and streets that intersect your lot; (2) Where you intend to install the storage shed with distances from the side and rear lot lines. Sheds must be placed behind the rear of the house and at least 8 feet from any property line. For corner lots they must be a minimum of 22 feet from the back of curb; (3) The location of any mature trees (those 8 in. diameter 2 ft. from the ground)

Homeowner(s) Signature: _____ X

Work Must be completed 12 months from ARB approval or Re- Approval Required

Approved
 Partial Approval
 Conditional Approval
 Not Approved

Comments: _____

Storage Shed Approval (must be signed by at least two ARB members)

_____ ARB Member _____ ARB Member

_____ ARB Member Date: _____

Please notify the Management Company when work is completed for final inspection

Application For Exterior House Painting - Color Change
(Attach To Design Review Application)

Name: _____ Block: _____ Lot: _____

Street Address: _____

Phone Numbers: Day _____ Evening _____

e-mail: _____

INDICATE Paint Color For Each Item. If NOT applicable write "N/A"

COMPONENT	COLOR
Exterior Walls	
Trim Band Top/Middle/Bottom/Columns	
Trim Band Windows	
Front Door	
Garage Door	
Other Exterior Doors	
Shutters	
Facia	
Soffit	

ATTACH PAINT COLOR SAMPLES/SWATCHES FOR EACH COLOR SHOWN ABOVE

Work Must be completed 12 months from ARB approval or Re- Approval Required

Approved Partial Approval Conditional Approval Not Approved

Comments: _____

Painting Approval (must be signed by at least two ARB members)

_____ ARB Member _____ ARB Member

_____ ARB Member Date: _____

Please notify the Management Company when work is completed for final inspection

Application For New Home Construction
(Attach To Design Review Application)
Phase Two: House Plans

Name: _____ Block: _____ Lot: _____

Street Address: _____

House Plans:

Scale drawings should include the following:

- All exterior elevations
- Complete materials list for all improvements
- Exterior color samples
- All proposed trim and exterior decoration (i.e. shutters, awnings, banding)
- Single story – Minimum 1800 square feet total living area
- Two story – Minimum 2000 square feet total living area with first floor minimum area of 1500 square feet
- Garage – minimum two (2) car garage
- Main roof – minimum 5/12 roof pitch
- Fascia – minimum width of 5 ½ inches
- Soffit (roof overhang) – minimum 16 inches
- Roof material – architectural type shingle will be specified, color for shingle and other roofing materials (i.e. tile, slate, metal) will be specified
- Driveways shall be concrete, brick, or ornamental pavers

Approved by: _____ ARB Member

Progress Energy Note: Progress Energy meter locations shall be towards the front of the house on the side closest to where the lot service pedestal is located. Service to the opposite side of the house will incur additional cost. Service locations on the back wall of the house shall not be acceptable.”

Approval of House plans (must be signed by at least two ARB members)	
_____ ARB Member	_____ ARB Member
_____ ARB Member	Date: _____

Application For New Home Construction
(Attach To Design Review Application)
Phase Three: Landscape Plans

Name: _____ Block: _____ Lot: _____

Street Address: _____

A scale drawing or survey of your lot should include the following:

Approved by:

ARB Member

→ **Location of all improvements to the property**

- House Garage: ___ attached ___ detached Porches Pool
- Final location of driveway and side walks Septic tank and drain field
- Irrigation Well (if applicable), location with setbacks Accessory building
- Fences – include Fence submittal form
- A/C, pool pump, and irrigation well (if applicable)

→ **Location of all proposed plant beds, natural areas, and plantings, listing each plant type and size.** Landscape plans will have the following minimums (or equivalent proposal approved by the ARB):

Approved by:

ARB Member

- 50** 3 gal/24" minimum height shrub/hedge plants.
- 4** 10 gal/36" minimum height accent bushes.
- 2** 30 gal/72" minimum height specimen trees or two pre-existing trees in the front yard.
- An **automatic irrigation system** must be installed in the Front and Rear Yard of the lot.
- All bed areas shall be covered with 2" thickness of pine **bark or cypress mulch**.
- Existing trees 8" diameter or larger shall NOT be removed without ARB approval**

→ **Additional Requirements:**

- Homeowner has **3 months (90 days) to complete mulching of all plant bedding areas.**
- Pools** will include documentation meeting ARB stipulated guidelines
- All street visible A/C units, Pool pumps, and irrigation wells will be fully screened by appropriate height plants or ARB approved barrier and located to the rear yard.
- Front Yard must be sodded with **St. Augustine grass**.
- Rear Yards shall be sodded, or sprigged

Approved by:

ARB Member

Mailbox – Olde Towne Collection, Model CARB-black. NO OTHER MAILBOX IS ALLOWED.
 Approved mailbox and post combos are available at Belleview Hardware (call Alex at 245-2545).

Approval of Landscape plans (must be signed by at least two ARB members)	
_____ ARB Member	_____ ARB Member
_____ ARB Member	Date: _____

**PACKAGE COMPLETION CERTIFICATE
NEW HOME CONSTRUCTION**

Name: _____ Block: _____ Lot: _____

Street Address: _____

Dear Homeowner,

Congratulations, you have completed the submission of the three phases of the “Dalton Woods New Home Construction Package”. The Dalton Woods Architectural Review Board has reviewed and approved your submission in its entirety and we are able to issue this “Completed Package Certificate”. The responsibility of the ARB is to ensure you are in compliance with all the governing documents for Dalton Woods, to maintain the architectural harmony of the community and strive to enhance the property values of Dalton Woods. The Dalton Woods ARB is a group of fellow home owners that are appointed by your Board of Directors to work with you prior to beginning your house construction. We hope that this has been an enjoyable experience.

The following Three Phases have been submitted and approved by the Dalton Woods ARB:

- 1) Site Plans 2) House Plans 3) Landscape Plans

Additional Plans have been Submitted and Approved as noted:

- 1) Pool 2) Fence 3) Shed / Accessory Building

This approval is **NOT** intended to assure or warrant that the Plans comply with any governmental requirements, setbacks, easements or other restrictions established by governing agencies or the Dalton Woods recorded plats and Declaration of Covenants and Restrictions. You and your contractor are solely responsible for determining that the location of your improvements do not violate any setbacks or encroach improperly into any easement areas or that new drainage patterns resulting from your improvements do not adversely affect any adjacent lots. The ARB is not responsible for making any determination with regard to these conditions.

Completed Package Certificate (must be signed by at least two ARB members)	
_____ ARB Member	_____ ARB Member
_____ ARB Member	Date: _____

Conditional Approval Lots with Restrictive Easements

Name: _____ Block: _____ Lot: _____

Street Address: _____

Mailing Address: _____

Approximately 61 lots in Dalton Woods and 16 lots in Dalton Woods First Addition are affect by restrictive easements. Based on the plats recorded in Marion County for Dalton Woods, Plat Book 5, Pages 160, 161, 162 and 163 and Dalton Woods First Addition, Plat Book 7, Pages 167 and 168 as well as the recorded Declaration of Covenants and Restrictions and all Supplements and Amendments thereto, it has been determined that your lot has restrictive easements imposed by one or more of the following governing agencies:

A. St. John’s Water Management District :

- Vegetative Natural Buffer
- Drainage Easement

B. Marion County:

- Environmental Easement

C. State of Florida:

- Greenway setback/buffer (First Addition)

The enforcement of the above easements is the responsibility of the governing agencies shown above. Please be aware that the Architectural Review Board can approve lot improvements that meet the Dalton Woods approved “Standards and Guidelines”, however, we do not have the authority to approve the location of an improvement that encroaches on the easement(s) on your lot as indicated above. Therefore, we have issued this “Conditional Approval”.

For clarification or obtaining a waiver, you are advised to contact the governing authority, i.e.: St. John’s Water Management District, Marion County, or State of Florida.

The Dalton Woods Architectural Review Board stands ready to assist you in any way we can.

Conditional Approval (must be signed by at least two ARB members)	
_____ ARB Member	_____ ARB Member
_____ ARB Member	Date: _____

Dalton Woods Mailbox

*The approved Dalton Woods mailbox is:
OLD TOWNE COLLECTION, Model "CAR100BO."*

*The mailbox is manufactured by:
Solar Group, Inc., a subsidiary of Gibraltar Industries.*

Their website can be found at <http://www.gibraltarmailboxes.com>

Customer Service can be reached at:

*Gibraltar Industries Customer Service
7700 Harker Dr. Suite A
Peoria, IL 61615
ph. 800-647-7063*



The form below can be used to order replacement parts for your mailbox.

Please note the price for each part includes shipping and handling and are current as of 09-2011.

The Solar Group Replacement Part Order Form

Dalton Woods Ocala Mailbox Assembly

Prices are for each part requested.

This is a mail in form only. We are not set up to debit or credit any type credit card.

Prices include shipping & handling.

Model and Part	Cost	QUANTITY	TOTAL
CAR Olde Town Collection Combo			
Top Post Section	\$ 30.00	X	=
Bottom Post Section	\$ 30.00	X	=
Anchor (part that goes in ground)	\$ 20.00	X	=
Cross Arm Box Sits On	\$ 20.00	X	=
Scrolled Brace that Attaches to the Post	\$ 20.00	X	=
Flag	\$10.00	X	=
Door assembly	\$ 20.00	X	=
Hardware bag (includes all screws)	No Charge		= No Charge
Roller Catch & Screws for Inside Door	No Charge		= No Charge

Please Mail order form and Check or Money Order to:

**The Solar Group - Parts Division
7700 Harker Dr
Suite A
Peoria, IL 61615**

Shipping and Handling is included

Total

Ship to:

Name _____

Address _____

City _____ **State** _____ **Zip** _____

Phone _____

Existing Model Number: CAR100BO

Existing Model Color: BLACK