

IMPERIALAKES COMMUNITY SERVICES ASSOCIATION II, INC.
dba Country Club Estates
ARCHITECTURAL GUIDELINES

Effective February 15, 2022

OVERVIEW

To ensure the preservation of the Community and the value of each home, the Board of Directors and the Architectural Review Committee (ARC) hereby recognizes and adopt the style and form of the existing Community as required by the governing documents. This standard shall continue in effect until adoption and publication of new guidelines and standards.

The ARC is responsible for reviewing all Architectural Modification Requests made by owners for improvements to the exterior of the house or lot. The Board also reviews Architectural Guidelines and recommends changes and/or additions to the Board of Directors for adoption.

To the extent any governmental ordinance, building code or regulation requires a more restrictive standard than found in these Guidelines, the governmental standards shall prevail. To the extent any governmental ordinance, building code or regulation is less restrictive, these Guidelines shall prevail.

EXTERIOR MAINTENANCE OF STRUCTURES AND GROUNDS

Owners are responsible for maintaining the exterior of their dwelling and their lot, including, but not limited to their roofs, windows, decks, screens, pools, fences, landscaping, etc. The following represents some {but not all} of the conditions that ARC considers a violation:

- Peeling or faded paint
- Damaged siding
- Cracked or broken stucco or brick
- Guttering in need of painting, repair or replacement
- Mold, algae, grime, plants growing on or through dwelling or roof

NOTE: After notification is given to the owner{s} of deficiency, the Association has the right to enter the property and complete any repairs or maintenance if the owner{s} does not respond within the specified time period. Should the Association contract for providing the needed maintenance, the cost of materials, labor, administrative charges and out of pocket expenses for the Association plus any attorney fees will be charged against the owner and a lien immediately placed against the property if not paid within ten {10} days of receipt of invoice for the charges.

LAWN & LANDSCAPING MAINTENANCE STANDARDS

The following lawn maintenance standards apply to landscaping maintained by owner(s):

1. Trees – Trees are to be pruned as needed and shall be maintained with a canopy no lower than eight {8} feet from the ground. Do not prune or trim trees into unnatural shapes.
2. Palms – Palms are to be pruned as needed to remove any hanging dead, yellowing, or unhealthy fronds. All dried, wilted or diseased fronds should be removed. If a large number of fronds are yellowing, you may need to fertilize your palms.
3. Shrubs – All shrubs are to be trimmed as needed and should be maintained regularly.
4. Plants – All plants shall be maintained in a neat and attractive manner and replaced when diseased or dead.
5. Grass – Grass shall not exceed 5" in height. This includes the grass between the sidewalk and street. Lawn weed treatments and fertilizer shall be performed as needed

FAILURE TO COMPLY: Owners who are not in compliance with these maintenance standards will be sent notification from the ARC or Board and will have seven (7) days to comply. If non-compliant on the 8th day after the initial notice, the Association will hire a landscape contractor to bring the lawn and landscaping into compliance. The Association will charge the costs to the owner and require full payment within ten (10) days. Failure to make the payment within the allotted time will result in a lien placed against the property for the cost, plus attorney fees and an administrative charge of \$25.00.

FENCES – No fences are approved without the express written permission of the ARC and proper County permits are obtained. Failure to comply will result in the Association removing the fence at the cost to the Owner.

General Guidelines

1. Due to utility and easements, no front yards will be fenced.
2. It is strongly encouraged that owners discuss fencing with neighbor owners before submitting a request to the ARC. This may minimize costs, as a shared fence will split costs but more importantly, not result in a hodge-podge of different fence types abutting each other.
3. It is strongly recommended that fences not be installed on drainage or utility easements. Should the Association, County, City or Utility be required to correct drainage or utility situation either above or underground, the owner(s) are responsible for all costs of removal and reinstallation of the fence in the said easement.
4. All fences that abut an existing fence must be installed so that the final end panel is the same height as the existing fence.
5. Fencing should complement any neighboring fence. This means if the neighboring fence is a 5' aluminum the ARC will not approve a 4' aluminum fence.
6. Fences must be set back in the side of the house at least 10' from the front face of the house.
7. The fence must be installed inside the property line (at least 6" inside the line), unless neighbors are sharing the fence installation. Owners are responsible for maintenance inside and outside

the fence; however, if the fence is shared by neighbor lots, both owners are responsible for the maintenance. Alleyways on lot lines will not be permitted.

8. Owners must submit an ARC REQUEST FORM with plot map of where the fence will be placed, along with listing of the materials, color, type, contractor's name, address, license # for review by the ARC. The ARC has 30 days to review and respond. If two or more neighbors are sharing fence and installation, all owners must submit the ARC REQUEST FORM, with required documentation, but all ARC forms should be submitted as a single package. Failure of the ARC to respond in the designated time will mean the project is approved, subject to County permit.
9. Once approval by the ARC and County permit are obtained, the construction needs to be completed within ninety (90) days. If delays occur, you must notify the ARC for an extension.
10. Fencing is to remain in "like new" condition at all times. "Like new" condition means a regular cleaning to maintain the appearance. "Like new" means any needed repairs are made promptly. Warped, broken, peeling paint, broken, moldy will need to be repaired within seven (7) days.
11. Posts must be no more than eight {8} feet apart and cemented at least 12" deep. All fences must have a top and bottom rail. Solid wood fences must have the wood, not the rails and posts, facing out; however, wood fences with alternating pickets can be approved. Fences shall not exceed 6' in height. Wood rail fences with openings between the top, middle and bottom rails may have an open wire fencing nailed on the inside of the fence.
12. Fence types should not be mixed on a single side of a lot.

ACCEPTABLE FENCE TYPES

- Wrought iron
- Aluminum fence
- Powder Coated Chain link in black or dark green
- Wood picket, wood panel and wood rail
- Combination of metal and wood
- Vinyl panel or picket
- Concrete, cement or brick wall fencing will be considered only on the exterior lot line of the subdivision, facing the golf course.

FLAGS {US, State of Florida, Military, POW}

1. Flags shall be replaced if faded, tattered, or in poor condition.
2. Flags should not exceed four (4) foot by six (6) foot size.
3. Flag poles and flag attachments will be kept in a clean and maintained condition.
4. Only one each of US flag, State of Florida flag, one POW flag and one military flag will be allowed. If two or more veterans resided on the lot, please contact ARC for exception for different military flags.

GARAGES

1. No garage shall be enclosed or converted to living area and must at all times be used as a garage for owner's car or storage of owner's personal property.
2. Replacement garage doors shall meet current County codes at time of replacement. If there is more than one garage door and new door is not an exact match to other door, then all garage doors must be replaced.

3. Garage doors should be painted to match the house or house trim paint color.

GARBAGE/TRASH & RECYCLING/YARD WASTE

1. All containers used for garbage, trash, recycling or yard waste, should be placed out of sight unless awaiting pick-up. Containers should be stored in the garage or enclosed in a small, fenced area, no larger than four (4) feet by six (6) feet no more than four (4) feet high, with fence material compatible with the house and color scheme.
2. Containers can also be screened from view with four (4) high shrubbery.

GENERATORS

1. Generators or hard-wired generators may be installed on a concrete pad at the rear or side of the house.
2. The generator enclosure box shall be painted to match the exterior body color of the house unless located within a fenced yard.
3. The generator may only be operated when there is a power outage or for brief period to test as required by manufacturer.
4. Portable generators may be stored in the above manner or in the garage. They must be operated 20' from any structure.
5. **NEVER operate a generator inside the home or garage, even with the doors open!**

HOLIDAY LIGHTS & DECORATIONS

1. Holiday displays in the front yard, entry way, door, along with traditional lighting do not require ARC approval. Corner lots may also display in backyard without ARC approval.
2. Holiday lights and decorations shall not create a nuisance to the adjacent residents or the community.
3. Holiday lights and decorations to celebrate Christmas, Hanukkah, Kwanzaa, Boxing Day, or other December Holiday may be installed commencing on Thanksgiving and shall be removed no later than January 10th of the following year.
4. Special decoration displays for Super Bowl, Valentine's Day, St. Patrick's Day, Easter, Passover, Memorial Day, July 4th, Halloween, Veteran's Day, Thanksgiving or other religious holiday may be placed on the exterior at the beginning of the month in which the holiday occurs, or 15 day before the actual holiday and must be removed 5 days after the holiday.
5. Birthday decorations may be placed on the exterior 24 hours prior to the birthday and removed 24 hours after the day of birth.
6. Displays listed above do not require ARC approval. All other displays must obtain ARC approval.

HOUSE NUMBERS

1. To aid emergency personnel, delivery people and to conform to POLK COUNTY ordinance, the number shall be displayed in Arabic numerals of a height not less than three (3) inches and the numerals shall be of a color which contrasts with the color of the immediate background. (Polk County Ordinance Section 11.5-58 (c))
2. The numerals used for the display of a building number shall be made of durable weather-resistant material and shall be permanently affixed to their supporting structure. (Polk County Ordinance Section 11.5-58 (d)).

LANDSCAPE LIGHTING/FLOOD LIGHTS/YARD LIGHTS

1. Landscape lighting, solar or wired, may only be placed in landscaping beds, along sidewalk to the front door and to the driveway. Lighting may not be installed along the sides of the driveway, adjacent to the sidewalk or between the sidewalk and the street.
2. Lights should not be placed closer than 30" on center.
3. Lights may not shine onto other properties.
4. Lights must be maintained in a neat and orderly appearance. Cracked or leaning lights are not acceptable and need to be replaced or straightened immediately.

LAWN & LANDSCAPING ORNAMENTS/DECOR

1. Ornaments or decorative embellishments include those on the lawn, landscaping beds, entryway, front door, and those mounted on the house.
2. Lawn ornaments include but not limited to:
 - a. Bird baths;
 - b. Bird feeders;
 - c. Bird or squirrel houses;
 - d. Decorative flags, such as for seasons, holidays, sports teams;
 - e. Fountains;
 - f. Hanging baskets or potted plants;
 - g. Statues;
 - h. Large stones or boulders;
 - i. Sun dials; and
 - j. Tiki torches.

It is best to edit oneself to ensure the property does not take of the appearance of a theme park.

3. All lawn ornaments must be removed during storm warnings and place in a secure area.
4. Door wreaths are not counted as ornaments.
5. Pots with dead plants or empty pots should be removed from public view.

MULCH

1. Landscaping beds and trees will be mulched with red, black, brown, or natural color mulch or rock.
2. It is suggested that rigid landscaping edging be used to keep the mulch/rock in place.

PAINT – EXTERIOR

1. If you are painting your house with no change in color, you need not seek ARC approval.
2. If you desire to change your exterior paint colors, you must submit color swatches for the body of the house and any trim colors. You will need to submit an ARC Request form to the ARC at least, 30 days in advance of when you would like to paint. The ARC will have 30 days to approve or deny the request so please make sure you allow sufficient time for evaluation and approval or denial. It is requested that you consider other nearby homes so as not to have multiple homes

with the same color scheme. No bright or fluorescent colors will be approved. Colors should be within the earth tone shades.

3. Failure to obtain written approval from the ARC will result in a violation. If owners fail to correct the issues, the Association can hire contractors to repaint and the costs plus paint will be charged to the owner. Failure to make payments within 15 days of notice, will result in additional fines and lien placed on the property.

PLAY STRUCTURES. TRELLISES, ARBORS, ARCHES, PERGOLAS, GAZEBOS

1. Play structures include, but not limited to, gym and/or swing sets, slides, playsets, playhouses, tetherball, trampolines, soccer goals, basketball hoops, etc. It is suggested that this equipment be placed within a fenced yard for safety purposes but will not be denied strictly on that basis. Owner accepts full responsibility for all injuries.
2. A picture with dimensions of the play structure must be submitted via an ARC Request form for approval. ARC has 30 days in which to approve in writing or deny the request.
3. All play and recreational equipment must be maintained by the owner.
4. Treehouses and skateboard ramps should be discouraged.
5. Portable play equipment should be placed in storage when not in active use or for overnight.
6. From dusk to dawn, all play equipment should not be used.
7. Trellises, Arbors, Arches, Pergolas and Gazebos are permitted in the rear yards only. They cannot be totally enclosed. Any roofs or sides must be neutral colors to compliment the color of the house. ARC approval is required before installation.

ROOFS

1. Roofs shall be clean and free from debris.
2. Shingle color matching existing does not require ARC approval for replacement, but County Permits will be required and posted. Any change in color or material requires an ARC Request before work can commence. ARC has 30 days to review and send written approval or denial. County permits will be required and shall be posted.

SHEDS, OUTBUILDINGS and STORAGE CONTAINERS

At this time, sheds, outbuildings and storage containers are not allowed.

SWIMMING POOLS and SPAS

All swimming pools to be constructed on any home site is subject to review by the ARC. Only in-ground pools are acceptable; except small inflatable, plastic pools not larger than 6' in diameter and no more than 12" deep are OK without ARC approval for use by owners for small children and pets. These pools must be emptied daily and cannot remained filled overnight. Slip n' slides may be utilized during daylight hours only and must be used only in the backyard.

NOTICE: Failure to comply with these Guidelines or obtain required ARC approval shall result in fines, penalties and liens. Additionally, owners may be subject to the Association correcting the non-compliance with contractors hired to correct the violations. Failure to pay fines and costs will result in liens placed on the property.