

**HAMPTONS AT MAPLEWOOD HOA
A.C.C. (ARCHITECTURAL CONTROL COMMITTEE) STANDARDS**

PURPOSE: The governing documents of the Association require that ACC Standards be developed by the Association and kept available for reference by owners wishing to maintain or improve their properties.

ACC Standards as Rules: These “ACC Standards”, and periodic revisions thereto, are developed by the ACC Committee and recommended to the Association Board of Directors for approval and publication as an element of the “Rules” of the Association. When formally approved by the board of directors and published via the www.HamptonsatMaplewood.org website, these standards become part of the “rules” of the association along with any “service fees” that may be defined in the standards. “Service Fees” are not “fines” and may not be “appealed” to the “appeals committee”.

ACC REQUESTS: All permanent changes to the appearance of a property require the owner to submit an ACC Request and receive approval from the Association’s designated representative prior to execution of the maintenance or improvement. Specifically included is the painting of unit exteriors by owners. Also included is re-roofing, repairs to roofs consisting of replacement of 25% or more of the existing roof tiles, or roof coating/painting. The only exception to this requirement for ACC approval is the routine pressure washing of roofs, walls, walks and drives which will not require submission of an ACC request. It is the intent of the ACC to respond to requests within 10 business days where the nature of the request falls within the scope of the established ACC Standards as described herein. However, the governing documents of the Association allow the Association a maximum of 30 days to respond to a ACC Request. Failure of the Association to respond within 30 days constitutes automatic approval of the request. This document also sets up a process of expedited approvals for requests that meet the intent of the ACC Standards. Requests that do not meet these standards will be considered, but will require review and approval of the full ACC, and review times of up to 30 days may be involved. Requestor must include a reasonable time estimate for completion of construction. ACC Approvals expire 90 days after issuance if no work has commenced. ACC Approvals expire 90 days after the estimated time of completion indicated in the original request. ACC Approvals may be “renewed” with payment of \$50 service charge paid in advance.

ACC REQUEST DENIALS: *Incomplete ACC Requests will be denied and returned without action by either the Property Manager or the ACC Chair. A returned request* ACC Requests that are denied by the ACC Committee may be appealed to the Board of Directors. Where the denial resulted from provisions of the ACC Standards document, and the ACC believes that the objective of the request is a desirable outcome, the ACC may choose to formulate revisions to the standards document, and present these revisions to the Board of Directors for approval. If the revised ACC Standards document is approved by the Board of Directors, then the request can be “reconsidered” by the ACC Committee.

ACC REQUEST ISSUES

1) An owner who initiates a significant maintenance or remodeling job without receiving an ACC Request/Approval will receive a stop work demand letter from the association attorney. This demand letter will indicate that the property must be returned to its pre-work condition. The demand letter will also include a significant attorney’s bill covering the attorney’s fees for issuing the demand letter. In most instances there will be even more legal fees to be paid in order to resolve the unauthorized work issues. Owners are specifically cautioned not to test the association on this point unless they have deep pockets and enjoy confrontation.

2) ACC requests covering projects that have already been executed (i.e. projects executed without an ACC Request/Approval.) will only be considered by the ACC Committee upon receipt of payment of a Delinquent Request Service Fee in the amount of One Hundred Dollars (\$100.00). A request submitted without a check in the amount of \$100.00 will be rejected without further consideration. The owner shall be required to put the property back into its original condition prior to execution of the project within 30 days. If restoration to original condition does not occur within the time allowed, the owner shall be subject to a fine of up to \$100.00 per day upon confirmation of the fine by the Rules Enforcement Committee.

3) ACC requests will not be considered or approved by the ACC Committee and/or the Board of Directors where the requesting owner is not in compliance with all HOA Covenants and Rules or is delinquent on any dues or assessments. HOA rules and covenants are established to benefit all members of the association and it is imperative that owners recognize that dealing in good faith with the HOA is an obligation. Failure to deal in good faith with the HOA may result in the withholding of certain benefits including consideration of ACC Requests. Examples of such bad faith conduct include:

1. Failure to observe requirements for ACC Request/Approval on prior improvements to the property;
2. Failure to abide by vehicular parking rules;
3. Failure to maintain all dues in a current status;

4. Failure to pay special assessments in accord with the terms established for those assessments.

4) Requests for Approval of New Owners or Lessees will not be approved where there are outstanding issues with the current owner including conditions of the property, outstanding fines, uncorrected violations, delinquent dues or delinquent assessments. Conditional approval may be granted for ownership transfers where the issues (such as outstanding fines, delinquent dues, delinquent assessments, etc.) may be resolved by collection by the closing agent with payment directly to the Association. Where the request involves an ownership change and the issue involves correction of property condition(s), conditional approval may be granted upon acknowledgement by the new owner that such corrections are required and will be executed by the new owner within 30 days. Where the request is for approval of new lessees, conditional approval may be granted upon written commitment of the current owner to correction of the condition within 15 days.

MAJOR ADDITIONS: In the case of addition of rooms to the primary structure, the process for approval is extensive, typically including: (a) Preliminary site plan review by ACC prior to construction drawing development; (b) Conceptual presentation of proposed project by ACC to the BOD; (c) Submission and review of detailed construction drawings and specifications by the ACC; (d) Final presentation of proposed project by ACC to the BOD; (e) Submission of proposed project to the Maplewood POA Architectural Control Committee; (f) FINAL WRITTEN APPROVAL forwarded to the requestor. This process is lengthy and typically will take 60 days or more to complete. Because of the time involved in this process, the requestor can expect the initial ACC Request to be denied until the full process can be completed. Each of these steps may require revisions or result in negative decisions by the appropriate reviewing body. Note that provisional acceptance by either the ACC or the BOD or any other agent of the association does not represent final approval. Approval requires submittal of full plans and specifications and the owner must receive full, formal, written approval before initiating construction. The Association specifically reserves the right to take legal action to stop any construction in violation of this provision.

A supplemental "Major Addition" form (see Appendix 3) is to be added to the ACC Request when the nature of the request requires further information from the requestor or contractor and to highlight the expectations of the Association in the execution of the requested modifications to the property. The ACC Chair will initiate the supplement form and is responsible for managing the ACC Request in conjunction with the Property Manager and the BOD until it is formally approved or denied including update of this form as the process is executed. The ACC Chair is expected to communicate this formidable process to the requesting owner and to assure that the owner's expectations regarding the target date for final approval is realistic.

The following are some, but not necessarily all, pre-requisite conditions for approval of major additions.

Encroachment(s) or compromise of Town of Jupiter imposed setback distances will be considered on a case by case basis.

No encroachment(s) that violate setback restrictions between neighboring properties will be approved. Preliminary or verbal approvals given by the ACC and/or the Board of Directors for purposes of establishing the allowable building footprint are not final until final plans submission and approval by the ACC and the Board of Directors.

No second story additions will be approved.

All details of the addition must be consistent with the architectural details of original unit. Including, but not limited to, exterior finish, including texture and color, roof materials, fascia, guttering, and windows.

All plant materials and landscaping features removed by the construction process shall be replaced and/or additional landscaping features shall be installed to provide the same degree of landscaping to the new addition as existed prior to the addition. Landscaping plans must be included in the original request.

Requestor must include a reasonable time estimate for completion of construction. ACC Approvals expire 90 days after issuance if no work has commenced. ACC Approvals expire 90 days after the estimated time of completion indicated in the original request. ACC Approvals may be "renewed" with payment of \$50 service charge paid in advance.

Owners requesting major remodeling or additions ***MAY*** be required to submit a \$1,000 refundable, non-interest bearing deposit to be held by the management company. ***The decision as to whether a deposit will be required will be made by the ACC.*** The deposit is refundable to the owner upon successful completion of the project and after the Management Company confirms that all damages to roadways, sidewalks and landscaping caused by construction have been restored to their original condition. The purpose of this deposit is to assure timely compliance with reasonable requests by the association and or the ACC committee acting for the association. Failure to comply with such requests in a timely manner will result in a minimum \$100 service charge against the deposit. Similarly, if it is necessary for the association to execute remedial work caused by the construction, it will result in a charge of cost plus a \$100 service fee. Following are some (but no all) of the areas of concern which occur with major remodeling or additions:

1. Visual, noise, or other disturbances to your neighbors is a major concern. Owner/contractor shall take

reasonable steps to minimize such things as may give rise to what might be considered neighborhood nuisances.

2. Duration of on-site dumpsters shall be minimized. Dumpsters shall be removed within 7 days of completion or suspension of work which may require dumpsters. Dumpsters must be removed at an official hurricane watch warning.
3. Any on-site "privy" shall be placed behind the fence rather than on the street or driveway.
4. Work is not to be started before final signed hard-copy approval of the ACC Request/Approval is received by the owner. Failure to adhere to this provision will result in a minimum \$100 service charge against the deposit for each day of violation. If the Association must resort to a legal injunction to stop the work in progress, the owner will be responsible for all legal costs incurred by the association.

DELEGATION OF APPROVAL AUTHORITY: Where, in the judgment of the Property Manager, the nature of the ACC request is fully within the intent of the ACC Standards described herein for that type of improvement, the ACC Request may be approved in the name of the ACC by the Property Manager. Where the Property Manager approves a request for the ACC, copies of the request and the file drawings will be forwarded to the ACC Chairperson who will review and initial the request prior to permanent filing in the Association files. The ACC Chairperson will consult with the Property Manager to clarify interpretations where appropriate. If, in the judgment of the Property Manager, the request involves issues that are not fully comprehended by the applicable ACC Standard, that ACC Request will be forwarded to the ACC Chairperson for action by the ACC Chairperson, or by the full ACC as appropriate. There is nothing in this standard that prohibits an owner from requesting approval for an item not allowed under the standard. The primary purpose of the "ACC Standard" is to provide a procedure that allows requests to be handled expeditiously by the property manager to whom authority is delegated under these standards. **A non-conforming request will be referred to the ACC for action.**

TYPES OF ACC REQUESTS INCLUDED IN STANDARDS: Front entry doors and screen doors for front entries; Patio Roofs and Screen enclosures for rear yards; Pool additions and pool enclosures; Storm shutters for hurricane protection; Fencing; Landscape alterations; Exterior painting; Window treatments; Utility sheds; Mini-Dish Antennas; Re-Roofing; Roof Coatings;

ACC REQUEST DOCUMENTS: The ACC request should be made on the form provided by the Association for that purpose. This form will be accompanied by supporting documents that describe the improvement in sufficient detail to permit an informed judgment of the acceptability of the request. Actual construction drawings are not generally required for the purposes of the Association. However, where building permits issued by the Town of Jupiter are required, the constructions drawings as approved by the Town of Jupiter for building permit purposes are incorporated in the Association's approval for improvement types A through D above. (Request types E, F and G do not require building permits.). The ACC requires that all improvements meet the set back requirements and structural requirements as set out by the TOJ building and zoning functions. The minimum data required for each request type will be described in the standard.

ACC STANDARDS

Front entries: Replacement of solid white original front entry doors with doors containing glass panels with or without decorative elements (e.g. engravings, leaded glass panels, etc.) shall be allowed provided that the replacement doors shall be white. The ACC Request will include a sketch, catalog cut, or other picture of the doors to be installed. Screen doors for front entries shall be white aluminum frames with charcoal screen fabric. Front entry doors and/or screen doors must be "double". (Single doors must be submitted to the ACC for specific approval) Screen doors may be recessed (installed in entry doorjamb) or set out in the arched entry at the front of the porch area. The ACC Request will include a sketch, catalog cut, or other picture of the doors to be installed along with any decorative arch panel (e.g. sunburst panels or trim). Doors or other accessories within the entry arch that do not meet the "standard" requirements may be approved by specific action of the ACC where the entry is obscured by a screening at the arch of the porch. Photos showing the installed screening at the arch shall be supplied with the ACC request where non-complying doors or accessories are requested.

Carriage lights: Replacement carriage lights should approximate and be in compliance with the 10-10-20 rule, i.e., 10 inch projection from wall, 10 inch width, 20 inch height. The ACC Request will include a picture, dimensions and colors of the carriage lights to be installed.

Patio Roofs/Screen Enclosures for rear yards: Patio roofs shall be flat aluminum insulated structural panels with white aluminum fascia trim. All visible surfaces shall be white enamel. Screen panels shall be charcoal. Attached screen enclosure structural members shall be white enamel finish and include charcoal screen fabric. The ACC Request will include a site plan that clearly shows the plan view of the roof and/or screen enclosure including limiting setback dimensions. The request will also include as a minimum a detail rear and side elevation of the proposed patio roof and/or the screen enclosure, including details of the attachment to the existing structure. If

these plans are in a format larger than letter or legal paper, they should be submitted in triplicate since the Association is unable to duplicate large documents. Where the ACC Request involves a fully enclosed room (Florida Room) addition, the ACC Request is to be referred to the ACC chairperson for action on the request.

Vinyl or canvas “awnings” may be used for rear patio covers. If the awning is not covered by a screen enclosure, it must be white or a color consistent with the base color of the unit. If the awning is located inside a screen enclosure, or the location of the unit does not allow it to be seen from outside the property (e.g. enclosed by surrounding walls) the awning may be of any color or combination of colors.

Pool additions: Pools and enclosures must meet all requirements of the TOJ building department. If the pool involves a “pool enclosure”, it shall also meet the requirements identified under “B” above. The ACC Request will include a site plan that clearly shows the plan view of the pool and any roof and/or pool enclosure including limiting setback dimensions. The request will also include as a minimum a detail rear and side elevations of any proposed patio roof and/or the screen enclosure, including details of the attachment to the existing structure. If these plans are in a format larger than letter or legal paper, they should be submitted in triplicate since the Association is unable to duplicate large documents.

Storm Shutters: Storm shutters may be of the removable panel type (hurricane panels) or of the “accordion fold” type and shall meet the requirements of the TOJ codes then in effect. All hardware permanently attached to the walls of the structure (including the accordion fold shutters) shall be white. Stainless steel fasteners will be used for all permanent attachments to the walls. ACC Requests for storm shutters shall indicate the type of shutter being installed and the openings to be covered by the shutters. Where a mix of types (panels and accordion fold) is used, the request will identify the type of panel on each opening. Note that while “natural aluminum” corrugated (removable) panels may be used, the permanently attached mounting rails must be white. All visible surfaces of accordion fold shutters shall be white.

Fencing: The Association does not permit the erection of “privacy fencing” of any type. For purposes of containing or excluding children*, pets, or pests, the Association will permit the erection of a “diamond” [XXX] molded PVC type screen along the front or rear fence line. The height of this lattice must not be higher than the top rail of the standard aluminum fence and is to be inserted inside** this top rail. (** This “inside top rail” requirement may be waived for fences placed prior to Oct 1, 2008.) The lattice must be securely attached to the standard aluminum fence with appropriate sized and placed stainless sheet metal screws. Where a low height (e.g. 24”) fence is used, it is to be topped with an inverted “U” top rail and must be securely attached to the existing aluminum fence with stainless sheet metal screws. The ACC Request will include a site plan indicating the location of the proposed fence and the type of fence material to be used. (*Note that TOJ Bldg Dept allows, and often recommends, this lattice to meet the intent of the regulations for child exclusion pool fencing.)

Landscape Alteration: The ACC Request for landscape alteration will include a detailed site plan showing the alterations and describing the type of material to be used. Proposals that include substantial changes in the location and/or size of the landscape beds must be reviewed and approved by the ACC and the Landscape Contractor for the Association. Note that an owner executing landscape changes which involve plants which are outside the general scope of the Hamptons landscape scheme, must agree that future maintenance of that area will be at the owner’s expense, and that this must be disclosed to future owners. The Association does not recognize any liability for damages to such specialized landscaping, and any risk of damage lies solely with the owner.

Exterior/Roof Painting: **The color scheme of the unit can not be changed from its original color as defined in the original construction documents (or alternate/enhanced colors approved by the BOD in 2003) without approval by the ACC.** The primary function of the ACC Request/Approval process in this case is to assure that the owner is correctly advised as to the color requirements for that specific unit as well as the general nature of painting requirements. The ACC Request will identify the unit address and lot number. Upon receipt of the request, the Property Manager will consult the original construction documents to verify the color, and will physically inspect the unit to identify any related issues that must be addressed in the painting process. The ACC Request/Approval document will include the results of that inspection as well as the color and paint material specifications that are recommended. Owners wishing to paint the exterior of their unit are reminded that painting of all units is executed by the HOA on a property wide schedule approximating 7 years. Painting of a unit by the owner will not remove that unit from the property wide program and the owner will still be required to pay the special assessment for re-painting. Painting of units by owners is specifically discouraged. **It is specifically noted that requests for roof coating or painting must be submitted to the ACC for approval prior to start of job. Failure to do so will be costly.**

Facade Alterations: Where the objective of a ACC Request is to significantly alter the appearance of the front elevation of the unit, the owner shall submit renderings or other means of presentation so that the committee may judge the intended outcome and its affect on the community appearance. The owners of the properties within 100 ft on

either side (2 units each side) and the 4 units across the street will be specifically notified (by the HOA management company) of the ACC meeting at which the request will be considered. The purpose of this notification is to gain neighborhood input to the ACC regarding the suitability of the change being requested. If the request involves potential changes to the ACC Standards document, these changes must be formulated and approved by the Board of Directors before the change is approved. Because such changes will take 60-90 days, it is necessary that the ACC deny the request until the changes are approved. The requesting owner may choose to “withdraw” the request and submit for reconsideration after the ACC Standards have been modified and approved.

RE-ROOFING: ACC Request is required. Request is to indicate material, profile/style, color, and manufacturer. Material, profile, textures and colors have been reviewed and presented as “Archetype Standards” in Appendix 1. All re-roof requests will be submitted to the ACC (or designated ACC representative) to determine if the products meet the intent of the standards. Approved ACC requests will be returned to the Property Manager for distribution to the requestor/owner. When new manufacturers, profiles, styles and colors are approved by the ACC, they will be incorporated into this list of Archetype Standards.

To assist owners in this major maintenance effort, the ACC has engaged a roofing consultant to prepare “model” specifications. Owners are encouraged to obtain these documents by requesting hard copies from the Property Manager, or by downloading and printing from the HOA web site at www.hamptonatmaplewood.org. These specifications, check lists and warranty language are advisory. Owners should consult their own attorney or other contracting professional if there is any concern as to the adequacy of either the specifications or the agreement or warranty. Note that a special Re-Roof Request variation of the ACC Request form is included in this package.

In the event of an official hurricane watch warning, any tile loaded on roof that has not been installed must be bundled and tied to prevent individual tiles from taking flight.

Window Treatments: Window tinting films may be applied to windows in gray or bronze tones. Full mirrored (opaque) window film is not allowed. Sample of material must be included with ACC Request document. Mullions (decorative grill works) may be removed from windows without an ACC request.

Utility Sheds: Important note to owners: Because of the variability of structure, placement, perimeter screening and vegetative screening requirements, all ACC Requests involving utility sheds will be directly reviewed and acted upon by the ACC and owners should **plan for a full 30 day review cycle. Delegated approval by the Property Manager is not applicable to utility shed requests.** Requestor must submit a ACC Request along with a copy of the unit survey on which a scaled sketch of the proposed pre-manufactured structure has been placed in the proposed location. The request must also include a catalog cut sheet or other photographic representation of the proposed structure.

Temporary pre-manufactured sheds not requiring foundations (e.g. as manufactured by Rubbermaid Inc., or equal) may be used subject to material and size limitations which follow. The shed must not be substantially visible from the street. In the case where the rear yard is not fully surrounded by a solid masonry wall, the ACC Committee will determine the position of the enclosure and the extent of vegetative or other screening to be installed, which in their judgment; will minimize visibility from adjoining or nearby properties. In the event of hurricanes, these temporary structures shall be disassembled and the containers and their contents stored within the unit or otherwise protected from hurricane winds.

Materials and methods of construction: Polyethylene or similar blow molded materials which are formed into interlocking blocks such that they are easily and quickly disassembled are acceptable. Metal sheds and sheds fabricated from wood, or wood products are not acceptable.

Size limitation: Footprint must not exceed 60” x 82” and volume must be less than 100 Cu Ft. Height of shed shall not exceed height of side party fence walls or rear perimeter wall.

Typical acceptable products: Rubbermaid 3752-01-714 Slide-Lid storage shed; Rubbermaid 3747-01-714 Horizontal Storage Shed; 3746-01-714 Large Vertical Storage Shed. Similar products by other manufacturers are available and may be acceptable. Photos and specifications of these products may be viewed at <http://www.rubbermaid.com> or at the Association management offices.

Expiration of approval: ACC Approval for utility sheds is “temporary” and expires upon change of ownership of the property.

DBS or MDS Antennas: Mini-dish antennas are allowed subject to the following provisions. The standard ACC Request form will be submitted along with a catalog cut sheet or other photographic representation of the device to be installed. The ACC Request shall also be accompanied with a sketch, survey, or other representation of the location proposed for the installation. **Requests not acted upon by the association within the allotted time**

period shall be deemed approved.

Antenna Installation Standards:

1. **Antenna Size and Type:** DBS or MDS antennas that are one meter or less in diameter may be installed. Antennas larger than one meter are prohibited. DBS or MDS antennas larger than 1 meter in diameter are prohibited. Antennas designed to receive television broadcast signals, regardless of size may be installed. Installation of a transmission only antenna is prohibited unless approved by the Architectural Control Committee. All antennas not covered by FCC Rules are prohibited.
2. **Location:** Antennas shall be installed solely on individually-owned property as designated on the recorded deed. If acceptable quality signals may be received by placing antenna inside a dwelling, without unreasonable delay or unreasonable cost increase, then outdoor installation may be prohibited. Antennas shall not encroach upon common areas or any other owner's property. Antenna shall be located in a place shielded from view from the street or from other lots to the maximum extent possible; provided, however, that nothing in this rule would require installation in a location from which an acceptable quality signal may not be received. See following paragraph for Location Requirement for Standard Installations. This section does not permit installation on common property, even if an acceptable quality signal may not be received from an individually owned lot.
3. **Preferred Location for Standard Installations:** Antennna shall be installed in the rear yard of the property. If affixed to the roof, or on a mast affixed to the edge of the roof, they shall be located along the rear edge of the roof, and as low as practical while still maintaining a clear view of the sattelite. Antennas mounted on the roof or along the fascia shall be white or near white in color so as to minimize the visible profile of the antenna. Antennas shall not be mounted along the zero lot line edge of the roof. Masts, if used, shall be no higher than required to achieve acceptable signals. If the **Standard Installation conditions** are fully met, the installation will be deemed a "standard installation" and approval is automatic. In this case the "ACC Request" is considered a "notification" and the installation may proceed immediately.
4. **Special Installation:** If the Standard Installation conditions are not fully met, the installation will be deemed a "**Special Installation**" and the ACC Request will be forwarded to the ACC Chairperson for action. In the case of a **Special Installation request**, the requestor shall submit a **technical justification statement from the installation contractor** which justifies the requested deviation from the **Standard Installation** requirements. **Special Installation** requests will be acted upon by the ACC Chairperson and/or the ACC Committee **within 14 calendar days of receipt at the offices of the association.** Where appropriate the ACC Chairperson will contact the requestor or installation contractor to negotiate or mitigate the deviations requested. If special installation requests are denied, the reasons for denial and suggested remedies will be provided in writing and mailed to the requestor within 14 calendar days of receipt of the request.
5. **Safety:** All installations must comply with all applicable codes. Antennas shall be permanently and effectively grounded. Antennas are required to withstand winds of 110 mph. Owners shall not permit their antennas to fall into disrepair or to become safety hazards.

VEGETATION ON FENCES AND WALLS: Vegetation attaching to the masonry walls or fence of a unit will cause permanent damage to these walls that is unsightly when the vegetation is removed by a freeze or other means. The following provisions are intended to deal with these issues.

PARTY WALL/PARTY FENCE: An owner/resident shall not allow any vine or other vegetative material to attach itself to the party wall or party fence of the adjacent unit. Should this condition occur, the Property Manager shall request the responsible owner/resident to correct the problem within 14 days of receipt of notice. Failure of the responsible owner/resident to correct the problem may be remedied by the Association **WITH ALL COSTS TO BE ASSESSED TO THE RESPONSIBLE UNIT OWNER**

MAINTENANCE EASEMENT: Note that the owner of the adjacent property has been granted a "maintenance easement" to allow maintenance of the zero lot line walls of their property. You must allow your neighbor to enter your yard to conduct inspection and/or maintenance to the zero lot line wall of their property.

MASONRY FENCE/WALLS: An owner/resident shall not allow any vine or vegetative material to grow over a fence/wall such that it visible outside the confines of that owner/resident's property. Should this condition occur, the Property Manager shall request the responsible owner/resident to correct the problem within 14 days of receipt of notice. Failure of the responsible owner/resident to correct the problem may be remedied by the Association **WITH ALL COSTS TO BE ASSESSED TO THE RESPONSIBLE UNIT OWNER.**

ALUMINUM REAR FENCE: A frequent issue with properties along the lakes is control of vegetation along the rear fence line. The aluminum rear fence may be planted with vines or shrubs provided that these vines or shrubs do not grow more than 6 inches above the fence or more than 6 inches outside the fence. The unit owner is responsible for all maintenance of vines or shrubs along these fences. In the event the owner/resident fails to perform the needed maintenance, the Property Manager shall request the owner/resident to correct the problem within 14 days of receipt of notice. Failure of the owner/resident to correct the problem may be remedied by the Association **WITH ALL COSTS TO BE ASSESSED TO THE RESPONSIBLE UNIT OWNER.**

ALUMINUM REAR FENCE MAINTENANCE: It is the property owner's responsibility to maintain the rear aluminum fence and gate in good repair. Where it comes to the attention of the association that a fence is in need of repair, the property manager shall notify the property owner that repairs are to be effected within 28 days of receipt of notice. Failure of the owner/resident to correct the problem may be remedied by the Association **WITH ALL COSTS TO BE ASSESSED TO THE RESPONSIBLE UNIT OWNER.**

ACC STANDARDS REVISION HISTORY

Notation Standards: The standards as published will highlight changes in the most recent revision by ~~deletions~~ or *additions* and where whole paragraphs are added the material will be outlined.

Rev: 1/24/99... Substituted "charcoal" for "black" screen color...

Rev: 4/29/99... Added paragraph re: Major Additions; Added paragraph concerning replacement of front entry doors; Added paragraph re: Canvas patio awnings;

Rev: 5/27/99... Added sect H re: Window Treatments

Rev 7/22/99... Added paragraph re: Garden Sheds

Rev 6/22/2000... Clarified screen and primary entry door provisions. Complete rewrite of utility shed provisions. Added provision for mini-dish antennas. Added provision for aluminum rear fence maintenance. Minor clarification to "Maintenance Easement" provision.

Rev 1/5/2001... Clarified responsibility for review & approval of non-conforming requests, emphasizing that no request may be denied simply because it does not conform to standards.

Rev 11/28/01 Included phrase indicating that roof coating/painting requests must be submitted to ACC prior to start of job.

Rev 10/21/03 [Standards8x] Revised language regarding approval of additions that may violate TOJ setback standards. Prior language follows: "No encroachment(s) or compromise of Town of Jupiter imposed setback distances will be approved."

Rev 02/21/05 [Standards9x] Incorporated 07/01/2004 rules regarding delinquent ACC Requests. Deleted conflicting provisions. Added clarification that ACC requests are required for re-roof, roof coating, etc. Incorporated proposed language for Re-Roofing standards. Some paragraphs relocated to provide more consistent context. Reviewed by BOD 02/24/2005, 03/29/2005; 04/28/2005.

Rev 06/01/06 [Standards10x] Incorporated changes as stated in ACC recommended changes dated 5/26/2006. Including notes: (1) No second story additions; (2) Carriage lights; (3) Metal simulated tile roof materials.

Rev 04/24/2007 [Standards11a] Incorporates language concerning major revisions and the \$1,000 deposit. Appendix 1 has also been modified to include metal roof approval comments.

Rev 08/23/2007 [Standards12x] Incorporates further language concerning major revisions including the addition of a "Supplement for Major Additions" form and adds image of the ACC Request document (Appendix 2 & Appendix 3) Approved by BOD, 11/29/2007

Rev 01/16/2008 [Standards 13x] Incorporates section on ACC Request Denials and section on Façade Alterations. This revision also incorporates various forms and documents which are involved in the ACC process as part of the standards. Approved by BOD, 02/25/2008.

Rev 09/25/2008 [Standards 14x] Revises fencing section to allow top rail height lattice overlays on the standard aluminum fence. This revision effectively approves and grandfathers fence installations which may have occurred prior to 10/01/2008 without formal ACC approvals. Approved by BOD on 9/25/2008.

Rev 12/15/2008 [Standards 15x] Adds language relative to "Stop Work Demand Letter" upon failure to obtain approval before beginning major modifications and/or maintenance. Certain modifications to the conditions for the security deposit requirement.

Note regarding revision history numbering....

"Rev MM/DD/YYYY" indicates date of ACC approval. Standard NN indicates the revision number of the standard. When the BOD reviews and approves the document, the date of this approval will be indicated in the notes. (This method of notation of the date of BOD review started with Rev 9. Prior revisions were reviewed and accepted by the BOD, but specific dates were not necessarily recorded. When the BOD has reviewed and accepted the revisions, the "StandardsNN" will be suffixed by "x" (StandardsNNx) and the deleted words will be removed and the underlining of new words or other notations of additions will be removed in preparation for publishing in the web pages. (www.HamptonAtMaplewood.org)

**Appendix 1
02/21/2005**

Archetype Products: Concrete Roof Tile

Manufacturer Manufacturer Profile Name Acceptable Colors ***

Entegra* Estate S (double roll tile) NTGR, ATGR, BURL, BUTT, CACL, CARM,
CDTN, COPR, DCTA, DSTN, EMLD, LTBR,
Skandia (13" flat tile)** METR, MOSS, SAND, SIBR, SMOK, SPCL,
TANN, TECL, PBLE, PUTY, RUST, SLAT,
Bermuda (9" flat tile)** TAUP, LIGN, GUNT

Hansen* Palema (double roll tile)
Nordic (13" flat tile)

Monier* Vanguard Roll (double roll tile)

* General Note: This document uses Entegra products and color codes as an archetype specification. Products of other manufacturers (Hansen, Monier) that are substantially equivalent in profile, colors or texture may be approved. Metal simulated tile roof material may be also be used. Submit sample with request.

** Flat Tile Note: Many flat tile styles involve surface texture effects to simulate shake or slate shingles. These textured tiles are generally acceptable under this specification.

*** These colors are often accompanied by "antiquing" effects of various colors (usually black or white) which are acceptable.

Hamptons owners wishing to see a range of potential styles and colors, should visit the Maplewood HOA located adjacent to Hamptons Phase 3 at Toney Penna and Pinetree Trail. Most (but not all) of the (tile) styles and colors now being used in that subdivision could reasonably be expected to be approved. Where the ACC does not approve a specific tile style or color, the ACC will seek to meet with the affected owner to arrive at an acceptable resolution to the request.

Archetype Products: Metal Roof Tile

Metal roof tile which has a profile and presents an appearance similar to that of the standard concrete roof tile may be approved. Owners considering this type of roof should contact the ACC Chair to discuss the information needed for approval of these materials.

Note that "Raised Seam" or "5 V Crimp" types of metal roof material have been deemed non-conforming to the architectural style established for the Hamptons and will not be approved.

Appendix 2: ACC Request Form

THE HAMPTONS AT MAPLEWOOD ARCHITECTURAL CONTROL COMMITTEE (ACC) REQUEST FOR ALTERATION OR MAINTENANCE			
To be completed by Homeowner:			
Date Originated:	Date Received: by HOA	Received for HOA By:	
Homeowner Name:		Telephone#:	
Unit Address:		Lot#	
Proposed alteration or maintenance:			
<p>Construction, installation, alterations and colors shall be in strict accordance with the approved drawings and notes on the drawings. Approval of this request is contingent upon your (owner's) acceptance of total responsibility for the repair of any and all damage which may occur to existing landscaping, irrigation systems, drainage, concrete drives and walks, fences, walls, electrical and electronic lines or equipment and any external portion of your/any residence in the process, or as a result of said alteration or maintenance. Remedial work, if required, shall be completed within 10 days of inspection and notification to the owner of any remedial requirements. Further, you will remedy in a timely manner and to the sole satisfaction of the Association, all grievances which may be forthcoming as a result of this work. Commencement of the alteration or maintenance constitutes acceptance of these conditions.</p>			
Contractor Name/Address/Telephone:		Contractor License#	
Proposed Start Date:		Expected Completion Date:	
<p>It is the owner's responsibility to notify the Association of completion of the above work so that ACC inspection may be scheduled. The ACC requires three sets of drawings. For physical alteration such as additions, patios, pools, etc. each set shall contain a survey/plot plan, drawings, and sketches of the proposed improvement. One set stays in your folder at the Association. The TOJ requires two sets for your contractor to apply for your building permit and the Association will note approval on two sets and return to you for TOJ permit application.</p>			
I HAVE READ THE ABOVE AND UNDERSTAND MY RESPONSIBILITIES			
Homeowner Signature:		Contractor Signature:	
Date:		Date:	
TO BE COMPLETED BY THE ACC			
Approved:	Denied:	Signature:	Date:
<p><input type="checkbox"/> Major Addition Supplement is applicable to this request: (Must be executed by owner/contractor prior to approval)</p> <p>Approval Comments/</p>			
Date Inspection Request Received:	Inspection Date:	Inspected By:	
Inspection Results & Remedial Action Required:			

Appendix 2a-ReRoof Request

REROOF REQUEST	THE HAMPTONS AT MAPLEWOOD ARCHITECTURAL CONTROL COMMITTEE (ACC) REQUEST FOR ALTERATION OR MAINTENANCE	REROOF REQUEST
To be completed by Homeowner:		
Date Originated:	Date Received: by HOA	Received for HOA By:
Homeowner Name:		Telephone#:
Unit Address:	Lot#	Existing Unit Exterior Color
Proposed REROOF AS FOLLOWS: (Circle): CONCRETE TILE OTHER: _____		
Tile Mfg: INTEGRA MONIER HANSON Profile Name: _____		
COLOR Name(s) & Number(s) _____ Blend? YES NO		
Membrane Type: [30#/90# Mop Down] [30#Modified] [Peel&Stick] Other: _____		
Submit sample of tile profile and color with request		
Construction, installation, alterations and colors shall be in strict accordance with the approved drawings and notes on the drawings. Approval of this request is contingent upon your (owner's) acceptance of total responsibility for the repair of any and all damage which may occur to existing landscaping, irrigation systems, drainage, concrete drives and walks, fences, walls, electrical and electronic lines or equipment and any external portion of your/any residence in the process, or as a result of said alteration or maintenance. Remedial work, if required, shall be completed within 10 days of inspection and notification to the owner of any remedial requirements. Further, you will remedy in a timely manner and to the sole satisfaction of the Association, all grievances which may be forthcoming as a result of this work. Commencement of the alteration or maintenance constitutes acceptance of these conditions.		
Contractor Name/Address/Telephone:		Contractor License#
Proposed Start Date:	Expected Completion Date:	
It is the owner's responsibility to notify the Association of completion of the above work so that ACC inspection may be scheduled. The ACC requires three sets of drawings. For physical alteration such as additions, patios, pools, etc. each set shall contain a survey/plot plan, drawings, and sketches of the proposed improvement. One set stays in your folder at the Association. The TOJ requires two sets for your contractor to apply for your building permit and the Association will note approval on two sets and return to you for TOJ permit application.		
I HAVE READ THE ABOVE AND UNDERSTAND MY RESPONSIBILITIES		
Homeowner Signature:	Date:	Contractor Signature: Date:
TO BE COMPLETED BY THE ACC		
Approved:	Denied:	Signature: Date:
[] Major Addition Supplement is applicable to this request: (Must be executed by owner/contractor prior to approval)		
Approval Comments/		
Date Inspection Request Received:	Inspection Date:	Inspected By:
Inspection Results & Remedial Action Required:		

ACC Rqst Form Rev: 08/2008

Appendix 3: Supplement to ACC Request for Major Additions:

This supplemental “Major Addition” form is added to the ACC Request when the nature of the request requires further information from the requestor or contractor and to highlight the expectations of the Association in the execution of the requested modifications to the property. The ACC Chair will initiate the supplement form and is responsible for managing the ACC Request in conjunction with the Property Manager and the BOD until it is formally approved or denied including update of this form as the process is executed. The ACC Chair is expected to communicate this formidable process to the requesting owner and to assure that the owner’s expectations regarding the target date for final approval is realistic.

Note that “conceptual or site plan review” by either the ACC or the BOD does not represent final approval. It is intended to avoid having an owner spend money to develop plans which may not be approved. Final approval requires submittal of full plans and specifications and the owner must receive full, formal, written approval before initiating construction. The Association specifically reserves the right to take legal action to stop any construction in violation of this provision.

[] Performance Deposit of \$1,000 is required for the requested modifications.

Owners requesting major remodeling or additions may be required to submit a \$1,000 refundable, non-interest bearing deposit to be held by the management company. That deposit is refundable to the owner upon successful completion of the project and after the Management Company confirms that all damages to roadways, sidewalks and landscaping caused by construction have been restored to their original condition. The purpose of this deposit is to assure timely compliance with reasonable requests by the association and or the ACC committee acting for the association. Failure to comply with such requests in a timely manner will result in a minimum \$100 service charge against the deposit. Similarly, if it is necessary for the association to execute remedial work caused by the construction, it will result in a charge of cost plus a \$100 service fee. Following are some (but no all) of the areas of concern which occur with major remodeling or additions:

1. Visual, noise, or other disturbances to your neighbors is a major concern. Owner/contractor shall take reasonable steps to minimize such things as may give rise to what might be considered neighborhood nuisances.
2. Duration of on-site dumpsters shall be minimized. Dumpsters shall be removed within 7 days of completion or suspension of work which may require dumpsters. Owner is responsible for securing dumpsters in event a storm warning is issued.
3. Any on-site “privy” shall be placed behind the fence rather than on the street or driveway. Owner is responsible for securing privies in event a storm warning is issued.
4. Work is not to be started before final signed hard-copy approval of the ACC Request/Approval is received by the owner. Failure to adhere to this provision will result in a minimum \$100 service charge against the deposit for each day of violation. If the Association must resort to a legal injunction to stop the work in progress, the owner will be responsible for all legal costs incurred by the association.

Upon notice by the requestor to the Property Manager of substantial completion of the project, an inspection by a representative of the Association will inspect the job and advise the requestor of any corrective action required by the Association to effect release of the balance of the performance deposit. The balance of the deposit shall be returned within 28 days of this release. This return of deposit will include a statement identifying any charges that may have been made against the deposit.

Requestor must include a reasonable time estimate for completion of construction. ACC Approvals expire 90 days after issuance if no work has commenced. ACC Approvals expire 90 days after the estimated time of completion indicated in the original request. ACC Approvals may be “renewed” with payment of \$50 service charge paid in advance.

Requestor’s estimated starting date for this project: _____; completion date: _____

Comments/Notes applicable to this project.

Date of conceptual or site plan review by ACC: _____; by BOD: _____

Date of Final ACC Review of plans by ACC: _____; by BOD: _____

Date of submission to MPOA for ACC review: _____; Date of MPOA approval: _____

Date Final ACC Approval to requestor: _____; by: _____

Executed by: _____ Requesting Owner: _____
ACC Chairperson\

RE:AddrCode _____ LotNo _____ Phase _____ Type _____