



SHADOW WOOD COMMUNITY ASSOCIATION

MODIFICATION PROCEDURES

&

DESIGN REVIEW GUIDELINES

Prepared by
The Architectural Modifications Review Committee

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I. PREFACE

Modifications to Existing Residences

Representing the Shadow Wood Community Association, the Architectural Modifications Review Committee (AMRC) oversees the Shadow Wood Design Guidelines. If you wish to modify your home, alter the landscaping on your lot or modify other characteristics of your residence or lot, you are required to comply with the Shadow Wood Design Guidelines. The Design Guidelines provide a framework and standards to assist homeowners in planning and implementing improvements that are consistent with the overall development theme of Shadow Wood. The Design Guidelines are not intended to restrict creativity, but to ensure that the quality and character of Shadow Wood are maintained. **You must receive written approval before any construction or modification activity begins.**

The Board of Directors of the Shadow Wood Community Association appoints the members of the AMRC. The purpose of the AMRC is to review proposed modifications and improvements to determine and assure they comply with the Shadow Wood Design Guidelines. The Committee meets monthly to review prior month's submittals. Approval by the AMRC means only that the proposed improvements or modifications comply with the Design Guidelines. AMRC approval **does not mean** the proposed improvements or modifications comply with all laws, regulations, building codes or ordinances that may apply. **It is the responsibility of the homeowner to obtain all necessary permits and approvals.**

To assist with the efficient review of your proposed improvements or modifications, you are encouraged to meet with a designated representative of the AMRC at the Shadow Wood Community Association office before submitting your application. *For Shadow Wood residents who live in a neighborhood that has a homeowner or condominium association, the homeowner/condominium association (HOA) must first approve the plans. In certain limited instances where a neighborhood has an approved standard, the AMRC has delegated its approval authority to these homeowner/condominium associations.* In such circumstances you must notify the AMRC of such approval but no further approval by the AMRC is required. These "pre-approved" circumstances often deal with color, landscaping and other similar areas where common maintenance or appearance issues for a neighborhood have been arranged. Approvals for changes not on the pre-approved list must still come to the AMRC for final approval.

Your Neighborhood Representative can provide you with valuable information about the design review process. The representative may also help you identify what information and documents you may need to submit with your application. **Residents without an HOA must submit their applications directly to the AMRC.** A well-organized and complete application can be reviewed efficiently, while an incomplete application could result in delays and requests for additional information and documentation.

While the Design Guidelines are intended to provide a framework for construction and modifications, the AMRC may consider the quality of workmanship and design, harmony of external design with existing structures, neighborhoods and location in relation to surrounding

structures, topography, and finished grade elevation, among other things. However, the AMRC shall not grant approval for proposed construction that is inconsistent with the Design Guidelines unless the AMRC grants a variance.

The AMRC may provide a list of recommended landscape and hardscape materials. Appendix "C" contains the approved Plant List for Shadow Wood. The list is merely to provide guidance and the installation of recommended materials does not relieve the homeowner from the obligation to obtain approval prior to installation.

Variations may be granted in some circumstances (including, but not limited to, topography, natural obstructions, hardship, or environmental considerations) when deviations may be required. The AMRC shall have the power to grant a variance from strict compliance in such circumstances, so long as the variance does not result in a significant violation of the Declaration. No variance shall be effective unless in writing and signed by the committee chairperson with the support of a majority of the Committee members. **Variations will be considered on a case-by-case basis and shall not imply the setting of a precedent.**

All Guidelines contained herein are intended to conform to the Declaration Covenants, Conditions, and Restrictions for Shadow Wood which are the definitive documents for all construction activities in Shadow Wood. In the event of any violation of these Design Guidelines, the Board of Directors of the Association may take action as set forth in the Declaration of Covenants, Conditions, and Restrictions for Shadow Wood and the By-Laws of the Shadow Wood Community Association, including the levy of an assessment pursuant to Article VII, 7.4(g) of the Declaration. The Board may remove or remedy the violation and/or seek injunctive relief requiring the removal or the remedying of the violation. In addition, the Board shall be entitled to recover all costs incurred in enforcing compliance and/or impose a fine against the lot upon which such violation exists.

II. PURPOSE AND GENERAL INFORMATION

A. Purpose of these Guidelines

The initial DESIGN REVIEW GUIDELINES dated June 2001 were written to serve Bonita Bay Properties Inc., in the construction and build-out of Shadow Wood and contain many references to issues and details that are not pertinent to the alterations and modification process. This MODIFICATIONS PROCEDURES & DESIGN REVIEW GUIDELINE document is meant to capture the meaningful details of the original Design Guidelines and present them in a manner that is oriented more to modifications.

B. Shadow Wood at the Brooks Overview

Shadow Wood is a community of single-family homes, patio homes, carriage homes and condominium homes built in a country club setting within the greater community known as The Brooks. All original building and landscape designs were developed to conform to a set of documents published by the developer, Bonita Bay Properties Inc. and titled:

SHADOW WOOD AT THE BROOKS DESIGN REVIEW GUIDELINES

This has resulted in development of a well-coordinated assembly of communities with unique characteristics that blend architecturally with common landscaping features, coordinated lighting, street signage, neighborhood marquees, color schemes, etc. that makes Shadow Wood the beautiful area that it is.

All homeowners in Shadow Wood are members of the Shadow Wood Community Association (SWCA), which is governed by a Board of Directors responsible for the overall maintenance, and operation of the entire Shadow Wood Community. The SWCA, in addition to its many administrative concerns, oversees all changes, alterations, modifications, etc. to building and landscaping features in Shadow Wood. To assist in this endeavor, the SWCA formed the Architectural Modification Review Committee (AMRC) for the purpose of receiving and reviewing all applications for changes to be made within Shadow Wood. This committee is specifically responsible for maintaining the community's high development and architectural standards, as stated in the DESIGN REVIEW GUIDELINES, and to ensure that they remain consistent throughout each community in Shadow Wood.

C. Governmental Permits

To the extent that Estero/Lee County Ordinance or any government ordinance, building code, or regulation requires a more restrictive standard than the standards set forth in these Modifications Guidelines or the Declaration of Covenants, Conditions, and Restrictions for Shadow Wood, the government standards shall prevail. To the extent that any Government

standard is less restrictive, the Declaration and the Modifications Guidelines (in that order) shall prevail.

D. Applicability of Architectural Modifications Review Guidelines

These Guidelines govern all residential exterior modifications, construction, and landscaping within the property. Owners are responsible for ensuring compliance with all standards and procedures within these Guidelines.

E. Review Structure

The Architectural Modifications Review Committee (AMRC) established by the Board of Directors of the Association handles architectural control and design review for Shadow Wood. The AMRC has jurisdiction over all matters relating to modifications, construction, architecture, and landscaping of the properties as set forth in Article IV of the Declaration.

The governing documents of a local Neighborhood Association, where one exists, may provide for additional architectural or design review to be provided by or performed by a Neighborhood Association. **However, such review shall not substitute or replace the obligation to have all construction and modifications reviewed by the AMRC unless the AMRC has explicitly delegated its approval authority to the HOA and has approved the HOA standards.** Changes not covered in an approved standard must still be reviewed by the AMRC.

III. THE MODIFICATIONS DESIGN REVIEW PROCESS

A. Process

The review process is meant to assure that a seamless continuity is maintained in the overall framework and standards applied to the original construction and any proposed new alteration or modification. The Modifications Guidelines contained herein mirror those for new construction to assure that end.

B. Damage Deposits (Refer to Appendix “B”)

If required, Damage Deposits must be submitted prior to the commencement of the work.

If changes are made by the Applicant after approval, the AMRC will require the work to stop until a revised application with the proposed changes is reviewed and approved. Should work be started prior to review and approval is not granted, the Owner will have to return the property to its original condition.

If an application is filed after the commencement of the work, the Applicant shall be subject to a one hundred dollar (\$100.00) fine payable to the Shadow Wood Community Association (“Association”) and shall still be responsible for compliance with the approved plans of the project.

C. Non-Liability for Approval of Plans

Article IV of the Declaration contains a disclaimer of liability or responsibility for the approval of plans and specifications contained in any request by an Owner. **PRIOR TO SUBMITTING PLANS OR INFORMATION FOR REVIEW, YOU SHOULD READ AND UNDERSTAND THIS DISCLAIMER.**

D. Changes and Amendments to the Design Guidelines

These Design Guidelines may be amended as follows:

1. These Modifications Guidelines may be amended upon majority approval of the AMRC and the consent of the Board.
2. Amendments shall be distributed and/or posted in a prominent place within the Properties or on the website.
3. All amendments shall become effective upon adoption by the AMRC and consent of the Board.
4. In no way shall any amendment to these Modifications Guidelines change, alter, or modify any provision of the Declaration or any Supplemental Declaration.

E. Implementation

The Modifications Guidelines have been prepared to help homeowners, architects, contractors, and residents of Shadow Wood understand and become more active participants in the process to assure long-term community quality. **It is not the intent of the Modifications Guidelines to make judgments as to what is beautiful, but to maintain the established architectural diversity and blend of home styles and landscaping which enhances each other as well as the natural environment.**

The ultimate result will be to help you protect your investment and property values.

F. Review Procedures

1. **Review of Modifications:** The review of modifications to existing dwellings (occupied after issuance of a certificate of occupancy or certificate of completion) shall require the submission of a Modification Design Review Application to the AMRC. Depending on the scope of the modification the AMRC may require the submission of all or some of the plans and specifications listed and described in the Quick Reference and the Glossary.
2. **Plans to be Reviewed:** Appendix "A" provides a "Quick Reference" listing of requirements for the most common modifications. The Glossary contained in this document (Appendix "F") further explains the contents and purpose of each plan type that may be requested. The AMRC requires two sets of any of these plans for a modification, in conjunction with the Review Application. It is recommended that an Owner meet with a member of the AMRC if there is a question as to which of these will be required for his/her application.
3. **Submittal Required:** The scope of potential modifications may vary widely from a major change in a structure's footprint to a small landscaping change. The AMRC recognizes that the intensity of review and level of documentation should vary accordingly. To assist the applicant, this document outlines common modification circumstances that may occur and the required submittals. (Appendix "A")
4. **Review Criteria:** While the Modifications Guidelines are intended to provide a framework for the modification work, the Guidelines are not all-inclusive. In its review process, the AMRC may consider the quality of workmanship and design, harmony of external design with existing structures, and location in relation to surrounding structures, topography, and finish grade elevation, among other things. AMRC decisions may be based on purely aesthetic consideration.
5. **Review Period:** Appendix E provides a quick reference of the timeline summary for modification design review process. The Committee shall make a reasonable effort to provide a written response to each Modification Application and plan submittal deemed complete within 10 business days after the monthly AMRC meeting.

6. **Decisions:** The decision shall be rendered in one of the following forms:
- a) “Approved” – The entire Modification Application as submitted is stamped approved.
 - b) “Approved with Conditions” – The Modifications Application is not approved as submitted, but the AMRC suggestions for curing objectionable features or segments are noted. The Applicant must correct the plans objectionable features or segments, and the AMRC may require resubmission to receive approval prior to commencing the alteration.
 - c) “Disapproved” – The Application as submitted is rejected. The AMRC may provide comments but is not required to do so.

The review and approval of plans shall not be a substitute for compliance with permitting and approval requirements of Estero/Lee County or other governmental authorities. It is the responsibility of the Owner to obtain all necessary governmental permits and approvals.

7. **Variances:** All variance requests must be submitted in writing. The Applicant must state the reason for the request and propose mitigation of the variance. The AMRC shall have the power to grant a variance from strict compliance in such circumstances, so long as the variance does not result in a material violation of the Declaration or governmental regulations. No variance shall be effective unless the Chairman of the AMRC has signed it.
8. **Damage Deposit:** The owner or contractor may be required to submit a Damage deposit to SWCA. (See Appendix “B”.) The damage deposit may be used to correct any inconsistencies with plans or damages to adjacent properties or streets. Absent any correction expenses, the deposit will be refunded upon satisfactory completion of the project.
9. **Implementation of Approved Plans:** All work must conform to approved documents and/or plans. If it is determined by the AMRC that work completed or in progress is not in compliance with these Guidelines or any approval by the AMRC, the AMRC shall notify the Owner in writing of such noncompliance. If the owner fails to remedy such noncompliance the owner/contractor shall be deemed to be in violation of the Declaration and these Guidelines, and the owner/contractor may be required to cease construction activities until compliance can be assured.
10. **Time to Complete:** Appendix E provides a quick reference of the timeline summary for the modification design review process. The Committee shall make a reasonable effort to provide a written response to each Modification Application and plan submittal deemed complete within 10 business days after the monthly AMRC meeting. If no maximum time period or estimated completion date is specified in the approval or any other agreement, the modification shall be completed within 120 days of its

commencement. The Applicant may request an extension of such maximum time period, which the AMRC may approve or disapprove, in its sole discretion. If construction has not been completed within the aforesaid period, the approval shall be deemed withdrawn, and the incomplete construction shall be deemed to be in violation of the Declaration and these Guidelines.

11. **Enforcement**: A representative of the AMRC may conduct periodic field reviews to ensure a satisfactory working environment at the site and to see that proper appearances are maintained. In the event of any violation of these Design Guidelines, the SWCA Board or the AMRC may take any action set forth in the Declaration and By-Laws of Shadow Wood. The Board may remove or remedy the violation and/or seek injunctive relief requiring the removal or the remedying of the violation. In addition, a Notice of Violation may be recorded in the Estero/Lee County records. The Board shall be entitled to recover all costs incurred in enforcing compliance and/or impose a fine against the residence upon which such violation exists.

IV. ARCHITECTURAL AND IMPROVEMENT DESIGN STANDARDS

The following specific site criteria shall apply to all modifications to existing residential construction within Shadow Wood unless a variance is granted by the AMRC.

A. Architectural Standards

Note that the exteriors of all buildings have been designed to be compatible with the natural site features and landscaping of the residence/building and to be in harmony with their surroundings.

1. Exterior Wall Treatments

Partial changes to any exterior wall treatments including windows, doors and trim must be compatible in color, texture, and design with existing construction. Wholesale changes to the structure must be generally complementary to the neighborhood in which the house is located.

2. Solar Panels

AMRC approval is required for the installation of solar energy equipment. Solar panels, related appurtenances and equipment shall be designed and constructed to appear to, the extent possible, as an integrated part of the residence and not visible from the street. Solar panels shall be located on the rear or side roof of a home whenever possible.

3. Windows, Door and Trim

Windows should be clear glass or a tinted glass of bronze, gray, green, or smoke colors. Window frames and screen enclosures shall be bronze, charcoal, or white. Windows shall be banded on the front and rear elevations outside the lanai. Side elevations shall have either banding around the windows or banding/molding detail under the eaves. Window and lanai screen fabric must be bronze or charcoal color.

4. Shutters

Traditional, permanently mounted, decorative Window Shutters must be of a material similar to and of a color and design generally accepted as complementary to the exterior of the house. These shutters should not be painted in a primary color. Hurricane or Storm Shutters, whether metal or fabric, must be a complimentary color to the structure.

No hurricane or storm shutters shall be installed unless they have been approved by the AMRC. With the exceptions of openings within a lanai at the rear of the residence or behind a privacy wall and polycarbonate shutters on the side of the house, use of

approved hurricane shutters and/or temporary protective coverings shall be limited to the period when the Cone of Uncertainty has been designated for our area by the National Weather Service. The shutters will be required to be removed within 5 days after the Cone of Uncertainty has been lifted.

Neighborhoods with a separate homeowner's association may enact a neighborhood standard, in which case such neighborhood standard, once approved by the AMRC, shall govern.

5. **Screen Doors**

AMRC approval is required for the addition of a front screen door and only retractable "invisible" screen doors are allowed. Screening is not allowed for garage overhead doors. No "burglar bars," steel or wrought iron bars, or similar fixtures shall be installed on the exterior of any windows or doors of any dwelling.

B. Accessory Buildings

Owners shall secure AMRC approval prior to construction of any accessory building. Accessory buildings shall meet the following criteria:

1. An accessory building must be of the same color, material, and architectural style as the main residence or of color, material, and style that is generally recognized as complementary to that of the main residence.
2. Any utilities servicing accessory buildings shall be installed underground.
3. Accessory buildings generally shall be located in the rear of the yard not visible from a street, shall not unreasonably obstruct any adjacent neighbor's views of the golf course or open areas, and must be screened with vegetation.
4. Freestanding metal utility sheds or storage sheds are not permitted.

C. Additions and Expansions

AMRC approval is required for any addition to or expansion of a residence. Prior to the preparation of plans and modification documents, it is strongly recommended that the Owner make a preliminary presentation to the AMRC.

D. Air Conditioning Equipment

AMRC approval is required for any new installation of air conditioning equipment, but not in-kind replacement. No window air conditioning units shall be allowed. Thru-the-wall units may be installed with AMRC approval. Use of a partial block wall and landscaping must screen all air conditioning equipment.

E. Satellite Dishes

The installation of most satellite dishes is governed by the Federal Communications Commission (FCC) and therefore dishes less than one meter in diameter are permitted in Shadow Wood. While AMRC approval is not required, it is desirable to keep the installation of Satellite dishes as inconspicuous as possible. Toward that goal, Owners are encouraged to consult with the AMRC on best locations from an aesthetic standpoint prior to installation.

F. Awnings

The installation of awnings is permitted within the lanai and requires AMRC approval. The awning color must be the same as or generally recognized as complementary to the exterior of the residence. Awnings outside the lanai are generally not permitted but will be considered on a case-by-case basis. Metal awnings are prohibited.

G. Decks and Balconies

Owners shall secure AMRC approval before installing decks or balconies. Decks and balconies must be constructed of material similar to that of the residence and if painted, must be painted a color similar to or generally acceptable as complementary to the residence. Decks and balconies must be designed as an integral part of the residence or patio area. Any such decks or balconies must be located so as not to obstruct or diminish the view of, or create an unreasonable level of noise for, adjacent property owners. Construction shall not occur over easements unless specifically approved by the utility company having jurisdiction.

H. Birdbaths and Birdhouses

AMRC approval is not required for the rear yard installation of a birdhouse that is less than one foot in length and width and less than one and a half feet tall, or a birdbath that is three feet tall or less, including any pedestal. Placement in any front or side yard is prohibited.

I. Dog Houses and Runs

Dog houses and runs must be approved by the AMRC and shall not be visible from the street or adjacent properties. AMRC approval may require screening or landscaping.

J. Fountains

AMRC approval is required for all fountains outside a screened lanai and fixed installations inside a lanai. Fountains may be located at the front entry but are not permitted as a focal point of the home.

K. Lawn Ornaments

Lawn ornaments are prohibited within the front and side yards. They may be located in the rear yard if screened from view from adjacent properties and open spaces.

L. Trellises

All trellises must be approved by the AMRC. Site plan must show location of trellis as well as existing and new landscaping.

M. Exterior Lighting

AMRC approval is not required for exterior lighting if lighting is installed in accordance with the following guidelines: Exterior lights, including landscape lighting shall be conservative in design and as small as is reasonably practical. Exterior lighting shall be directed toward the house and be of low intensity to minimize glaring sources to neighbors and other homeowners. Lighting for walkways generally must be directed toward the ground. Lighting fixtures shall be dark colored to be less obtrusive. Low voltage (12 volts) lighting is preferable to conventional house-voltage systems because of its safety advantages.

Any deviation from the aforementioned guidelines or use of high-wattage spotlights, floodlights, or ballasted fixtures (sodium, mercury, multi-vapor, fluorescent, metal halide, etc.) requires AMRC approval. The AMRC may take into consideration the visibility and style of the fixture and its location on the property. Colored lights are prohibited, except as temporary holiday decorations.

N. Flagpoles

Yard mounted flagpoles are not permitted in Shadow Wood. Owners may attach American Flags, not to exceed 4'x 6', to their house or garage without the approval of the AMRC. No other flags are allowed.

O. Garages and Carports

Garages are required. Carports are not permitted.

P. Lanais

AMRC approval is required for structural modifications and built-in permanent items such as summer kitchens etc. that are permanently attached to the structure or floor within the lanai. No such structures are permitted outside the lanai.

Q. Driveways/Walkways

Driveways for single family residences shall be constructed with brick or concrete pavers or eco-pavers. Asphalt, gravel, or shell driveways are prohibited. Brick, flagstone, stepping-stones, and pre-cast patterned, or exposed aggregate concrete pavers may be approved for walks or patio areas. Owner shall secure AMRC approval before extending or expanding any driveway or walkway.

R. Gazebos & Greenhouses

AMRC approval is required prior to the construction of any gazebo or greenhouse. Any gazebo or greenhouse must be an integral part of the landscape plan and must not obstruct any adjacent property owner's view.

S. Hot Tubs

AMRC approval is required for the installation of any hot tub, Jacuzzi, or spa. Any hot tub, Jacuzzi or spa shall be an integral part of the deck or patio area. Hot tubs that not integral to deck or patio area (e.g., portable hot tubs) are not permitted. All mechanical equipment necessary for the operation of any hot tub, Jacuzzi or spa must be located in the rear or side yard and shall be screened from the street and neighboring property by a wall or landscaping. Such screening is to be in accordance with the Design Guidelines and approved by the AMRC.

T. Mailboxes

Mailboxes shall include the house number and be of a standard design for individual neighborhoods as approved by the AMRC. Newspaper tubes and driveway reflectors are prohibited. Isolated mailboxes are prohibited in condo communities.

U. Paint

Owners may repaint in accordance with the originally approved color scheme of any dwelling or improvement. AMRC approval is required for all changes in exterior painting color. Review criteria shall include adherence to the Shadow Wood color palette and may include, but shall not be limited to, the sheen of paint, the home's architecture, any existing stone or brick accents, roof color, and neighboring properties' colors.

V. Open Patios and Screen Enclosed Lanai

AMRC approval is required for the construction of both open and enclosed patios. Open patios must be an integral part of the landscape plan and must be located so as not to create an unreasonable level of noise for adjacent property owners. Any wall surrounding an

enclosed patio must be of a color similar to or generally accepted as a color complementary to the design and color of the residence.

Screen enclosed patios shall be constructed of materials that are similar to or generally accepted as complementary to those of the residence. Framing shall be bronze or white and match the enclosure of adjacent residences. Screens shall be either bronze or charcoal. All screen enclosures must be designed to complement the roofline of the principal structure. Screened enclosures on the primary street(s) are not permitted.

W. Playhouses

Installation of a playhouse needs AMRC approval if it measures more than 24 square-feet, is more than 6 feet high from peak to ground or is constructed on a concrete slab or footing. All playhouses must be located in the rear yard and screened from view from adjacent properties and the street. Tree houses are not permitted.

X. Pools

AMRC approval is required for the construction or installation of pools and spas. Pools must be located in the rear yard and must be an integral part of the residence unless associated with a courtyard home in which case the pool is to be located in the courtyard and screened by walls. Landscaping shall be provided around the foundation of the pool or wall and must be an integral part of the overall landscape plan. All mechanical equipment necessary for the operation of any pool must be located in the rear or side yard and shall be screened from view from the street, common areas and neighboring residences/buildings by a fence, wall, or landscaping. Above ground pools are prohibited.

Y. Propane tanks

Propane tanks must be installed underground.

Z. Recreational Equipment

Recreational equipment (e.g., basketball hoop) is not permitted in the front yard of residences/buildings or attached to houses or garages. Recreational equipment inside the lanai or in rear yards must be reviewed and approved by the AMRC. This review will be based upon, but not limited to, the following considerations: proximity of equipment to property lines and proximity of equipment to neighbors' living areas, golf course, and common areas. A landscape buffer may be required.

AA. Signs

All signage must be in accordance with the Brooks Signage Guidelines. One security sign may be permitted in the front yard located either adjacent to the driveway or in close proximity to the front entrance of the main dwelling.

BB. Statues, Exterior Wall Art, Designs, Emblems, Treatments, Etc.

No approval is required for statues and wall embellishments that are not visible from the street or to the neighbors. No exterior embellishments that are not in harmony with, and characteristic of, the neighborhood shall be visible from the street or to the neighbors. AMRC approval is required for any installation of any statue beyond a screened enclosure. Statues must be located in the rear yard or behind a privacy wall.

CC. Trash Containers

If trash containers are not stored inside a structure or garage, they must be stored inside a screened or walled enclosure and not be visible from the street or neighbors. Trash containers can only be placed curbside on designated collection days as specified by the SWCA.

DD. Glass Block

Glass block on the exterior of a dwelling is subject to design review. The AMRC may disapprove glass block if, in the opinion of the AMRC, it is overpowering on an elevation or does not fit within the aesthetic nature of the community.

The following are general guidelines for glass block:

1. Glass block shall not be a dominant feature for the dwelling or elevation.
2. All glass block located on the dwelling shall be treated similar to windows with banding and/or architectural trim.
3. Glass block located at the front and /or rear of the dwelling shall provide a privacy wall and/or sufficient landscaping that creates a wall to diminish its visual impact.

EE. Gutters and Downspouts

The color of all gutters must match the fascia trim color and the downspout color must match the color of the surface to which it is attached. If the property borders a lake, any underground discharge line into the lake must extend beyond the typical winter low water level.

V. LANDSCAPING & SITE STANDARDS

A. Landscaping

All significant proposed changes in landscaping must be approved by the AMRC. The homeowner must submit landscaping plans to the AMRC for any significant proposed modification to the existing landscaping prior to any alteration. Minor changes within existing beds (i.e., no changes to the existing bed boundary and less than 10% change in plantings) may not require formal approval as determined by the AMRC Administrator. The homeowner should consult with the AMRC Administrator to determine whether formal approval is required. Major landscaping changes will require a Damage Deposit and Administrative Fee as outlined in Appendix B.

B. Approved and Prohibited Landscape Materials

A list of approved and prohibited landscape materials that may be used within Shadow Wood is attached as Appendix “C” which may be updated and revised from time to time. The AMRC will also consider plant species not on this list but may require additional information from the applicant. Plants listed in the final sections of Appendix “C” are not allowed within Shadow Wood. No stone, gravel or paving materials shall be used as, or substituted for, lawns unless approved by the AMRC. Citrus trees may be planted only in rear yard areas and cannot substitute for the shade tree requirement.

C. Plant Quality Standards

Acceptable plant quality standards shall apply to landscape plants used in conformance with this Section. All trees and shrubs shall be Florida No. 2 or better as defined in “Grades and Standards for Nursery Plants, Part I and Part II” State of Florida, Dept of Agriculture, in the most current edition. Sod shall be free of weeds, diseases, fungus, and vermin.

D. Native Tree Protection

Lee County, as administered through the Village of Estero, has regulations as part of its Comprehensive Plan and Land Development Code to protect “native” trees (the Protected Tree List) from removal. Although Florida law provides exemptions to the tree replacement requirement under certain circumstances, the SWCA may still require replacement to meet its standards and to preserve neighborhood appearance. If the AMRC approves a protected tree removal, with or without remediation/replacement, the homeowner may still need to obtain approval from the Village of Estero.

The AMRC may authorize removal of native trees in special circumstances, primarily where the tree poses a safety or similar threat. In such cases, the native tree removed must be replaced by another tree on the Protected Tree List although the tree can be located elsewhere on the applicant’s property.

In some instances, if the lot is heavily vegetated and a tree that is on the Protected Tree List is causing or has the near-term potential to cause damage to the home or utilities, the AMRC may not require replacement of the tree. The lifting of driveway pavers is not considered sufficient damage to waive the tree replacement requirement.

In addition to the Estero/Lee County regulations, the 2001 Design Review Guidelines for Shadow Wood contains Shade Tree requirements for each neighborhood. Generally, Coach Home neighborhoods require at least three shade trees while Custom and Estate Home neighborhoods require at least five shade trees per lot. Any proposed landscape modification must meet the Design Guideline requirements. Replacement tree plantings must be a minimum of 14 feet in height unless such replacements are not generally available and the AMRC has issued a specific waiver in response to an applicant's request.

E. Irrigation Design

1. Metered irrigation water (from Resource Conservation Systems, Inc.) is provided to promote conservation of potable water consumption. No private wells will be permitted and no lake water withdrawals for irrigation purposes are allowed. All irrigation systems must be of an underground automatic type with time clocks and other equipment screened from view.
2. Pop-up spray or drip irrigation systems are required, and when exposed pipe extensions are required, they must be painted dark green or other dark color. Irrigation heads should be placed to prevent spraying onto paved areas, onto the golf course grounds or into community buffer areas.
3. Proper zoning of irrigation systems is required. A rain shut-off switch is required to prevent irrigation when rainfall is sufficient for landscape watering. A proper timer is required that works with South Florida Water Management District water conservation rules. A seven-day timer must be used to identify the days of the week in order to comply.

F. Fences

Fences around pools that do not have lanai screening must be approved by the AMRC. They must be decorative fences and may be located only at side or rear yards that do not face the street and must be located within the required setback and buffered with landscaping.

Appendix "A"

Modification Guidelines Quick Reference

Design Guideline Cross Reference

Exterior Modifications, Additions or Structure Changes to an Existing Home IV

- Floor plan of existing structure, before modifications
- Floor plan of structure, after modifications
- Foundation plan (additions only)
- Wall sections (additions only)
- Site Plan showing existing structure and effect of modification
- Elevation drawings of all original and changed walls
- Roof plans of existing and new rooflines
- Exterior Finishes and color scheme
- Updated landscape plan, if changes will result from structure modifications

Hurricane Shutters/Protective Screening IV-A.4

- Floor plan showing where Shutters/Protective Screening is to be installed
- Elevation drawings showing any permanently mounted material visible after shutters removed or retracted
- Updated landscape plan, if appropriate

Landscaping Changes/Additions V-A

- Landscape plan showing existing plantings
- Landscape plan showing revised plantings
- Each new plant must be hi-lighted and numbered
- Each new plant must be identified on a separate listing using the number as a reference. Note species, size, and color.

V-B
V-C
V-D

NOTE: Periodic rotation/replacement of small flowers (annuals) do not require approvals.

Air Conditioning Equipment IV-D

- Site Plan showing locations of both existing and new equipment (Central Air)
- Elevations and Floor Plan showing location of "through wall" A/C units

NOTE: Periodic replacement/upgrade of substantially similar equipment does not require approval.

Satellite Dishes IV-E

- Notification of planned site

NOTE: No approvals are required, however, AMRC can specify location of dish so long as an "acceptable signal" can be received at the specified location.

Awnings IV-G

- Sample of awning material to be used
- Site plan showing where within lanai awning is to be attached to house.

Birdbaths, Birdhouses, Birdfeeders IV-I

- Picture/dimensions if larger in size than specified in Section IV - G.
- Placement in the front or side yard is prohibited.

House Painting IV-W

- Repainting residence in the same color does not require approval
- If work is performed by a Contractor, a refundable damage deposit is required
- Changing ANY exterior color requires approval and requires the following:
 - Paint "Chips" showing new color(s) to be used. Specify doors, trim or main color
 - Site and/or Elevation drawings indicating locations where multiple colors are planned.

Exterior Wall Art, Designs, Emblems, Treatments, Etc. IV-BB

- Picture/drawing of Wall Art, indicating colors
- Elevation showing placement of Wall Art and size

NOTE: No approval is required for Wall Art not visible from outside the property.

Fountains, Lawn Ornaments, Trellises, Statues IV-K

- Site plan showing planned location. Should include relevant landscaping IV-L
 - Picture or drawing showing size of Fountain, Trellis, Statue or Ornament IV-M
- IV-DD
IV-BB

Appendix “B”

Damage Deposits

DAMAGE DEPOSITS

Pool/Spa Additions/Alterations *	\$2,000.00
Lanai Extension *	\$1,000.00
Reroofing	\$1,000.00
Painting	\$1,000.00
Driveway Reconfiguration *	\$500.00
Major Landscape Renovations *	\$ 500.00
Structure Modifications *	\$2,000.00
Standby Generators	\$500.00

Those items marked with an * require an Application Fee of \$100.00. The Damage Deposit, less the Application Fee, if applicable, will be refunded upon satisfactory completion of the project and any required remedial work.

Any damage resulting from the construction and/or operation of the Modification shall be remedied within ten (10) days of the first date of damage, or the deposit is subject to forfeit. Liability for such damage shall not be limited to the amount of the damage deposit.

PLANS FROM STORAGE

Retrieval of one set of plans: \$50.00 fee

A deposit of \$300.00 is required for removal of a set of plans from the SWCA offices and will be refunded upon return of the drawings.



Appendix “C”

Plant List

Plants that are approved for use in Shadow Wood and that are generally amongst those selected by landscape designers are listed below. They are grouped according to design objective and are provided for resident use in developing a landscape plan; hyperlinks in the list connect to a description of the plant, their care and suggestions for adjacent plantings.

All proposed changes in landscaping must be approved by the AMRC. The AMRC will also consider plant species not on this list. As described below, plants listed in the final sections are not allowed within Shadow Wood and there are special Estero/Lee County restrictions on protected, native tree removal which the AMRC also oversees.

This Plant List with hyperlinks is based in part upon the plantings contained in the South Florida Plant Guide, as reviewed and edited by the Shadow Wood landscaping team. Please refer to the [South Florida Plant Guide](#) for additional information.

Palms

SMALL PALMS	
Adonidia Areca Arenga Arikury Bamboo Palm Bottle Buccaneer Cat European (or Mediterranean) Fan Florida Thatch	Lady Madagascar Pygmy Date Silver Saw Palmetto Spindle Windmill

LARGE PALMS	
Alexander Canary Island Date Chinese Fan Coconut Fishtail Foxtail Latania Paurotis Piccabeen	Ponytail Queen Ribbon Fan Royal Silver Bismarck Sylvester Traveler's Triangle

TREES

SMALL FLOWERING TREES	
Bottlebrush-Red Cluster Std. Bottlebrush - Weeping Bougainvillea Std. Cassia Trees - Desert Cassia Cassia Trees -Cassia surattensis Cassia Trees - Cassia fistula Crape (aka Cape) Jasmine Crape Myrtle Frangipani Geiger	Golden Dewdrop Std. Hibiscus - Weeping, Shrub Std. Jatropha Std. Magnolia - Little Gem Oleander Std. Parkinsonia (Jerusalem Thorn) Poinciana - Dwarf Powderpuff Std. Tibouchina granulosa

LARGE FLOWERING TREES	
Hong Kong Orchid Jacaranda Magnolia - D.D. Blanchard	Peltophorum (Yellow Poinciana) Queen Crape Myrtle Royal Poinciana Tabebuia Ylang Ylang

SHADE TREES	
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<p>(30'+)</p> <p>Bald Cypress Gumbo Limbo Mahoe (variegated) Mahogany Maple Pigeon Plum Southern Laurel Oak Southern Live Oak Slash Pine Sycamore</p>	<p>(Mid-size up to 30')</p> <p>Black Olive - Shady Lady Japanese Fern Tree Satin Leaf Tabebuia Weeping Podocarpus</p>
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<p>ACCENT TREES</p>	
<p>Arborvitae Australian Tree Fern Black Olive - Dwarf Clusia Std. ("Pitch Apple") False Ashoka</p>	<p>Fiddle Leaf Fig Holly Trees Italian Cypress Japanese Blueberry Kopsia Screw Pine Southern Red Cedar</p>

Shrubs

<p>SMALL SHRUBS</p>	
<p>Allamanda - dwarf Arboricola - variegated Bottlebrush Bush - dwarf Bougainvillea - dwarf Burfordii Holly Carissa Clusia - dwarf Coontie Croton</p>	<p>Juniper Loropetalum - Plum Oleander - dwarf Panama Rose Philodendron - Xanadu Pinwheel Jasmine Plumbago Podocarpus - dwarf Porterweed - blue</p>
<p>SMALL SHRUBS (Cont'd)</p>	

Crown of Thorns Downy Jasmine Drift Rose Firebush - dwarf Firecracker Gold Mound Green Island Ficus Indian Hawthorne Ixora - dwarf & Maui	Powderpuff - dwarf Ruella Schillings (Dwarf Yaupon) Holly Snowbush Thryallis Tibouchina - dwarf
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MEDIUM SHRUBS	
Allamanda - Bush Angel's Trumpet Arboricola - Green Beautyberry Bird of Paradise - Orange Bougainvillea (mid-size) Buddleia Cape Honeysuckle Cape Jasmine Chenille Cocoplum Copper Plant Firebush (native) Firespike Gardenia Hibiscus	Ixora - Nora Grant & Super King Knock Out Rose Ligustrum Loropetalum - Burgundy Night Blooming Jasmine Philodendron - Hope Pittisporum - variegated Star Jasmine Texas Sage Thunbergia Tibouchina Viburnum Yesterday Today & Tomorrow

LARGE SHRUBS	
Bird of Paradise - White Bottlebrush Bush - Red Cluster Bougainvillea Brazilian Red Cloak	Philodendron - Selloum Podocarpus Powderpuff Schefflera

LARGE SHRUBS (Cont'd)	
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Clerodendrum Quadriloculare Clusia Eugenia False Aralia Golden Dewdrop Guava - Strawberry Jatropha Ming Aralia Oleander	Sea Grape Silver Buttonwood Simpson's Stopper Wax Myrtle Wild Coffee Yellow Elder
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VEGETATION NOT PERMITTED

Lee County List of invasive Exotic Plants to be removed:

[Earleaf Acacia](#)
[Australian Pine](#)
[Punk Tree, cajeput tree, paperbark tree](#)
[Downy Rosemyrtle](#)
[Brazilian Pepper, Florida Holly](#)

Other Plants Not Allowed in Shadow Wood at The Brooks

[Norfolk Island Pine Ficus](#) (Ficus Trees and Shrubs)
[Carrotwood](#)

TREE REMOVAL

Lee County, as administered through the Village of Estero, has regulations as part of its Comprehensive Plan and Land Development Code to protect “native” trees (the Protected Tree List) from removal. Although Florida law provides exemptions to the tree replacement requirement under certain circumstances, the SWCA may still require replacement to meet its standards and to preserve neighborhood appearance. If the AMRC approves a protected tree removal, with or without remediation/replacement, the homeowner may still need to obtain approval from the Village of Estero.

The AMRC may authorize removal of native trees in special circumstances, primarily where the tree poses a safety or similar threat. In such cases, the native tree removed must be replaced by

another tree on the Protected Tree List although the tree may be located elsewhere on the applicant's property.

In some instances, if the lot is heavily vegetated and a tree that is on the Protected Tree List is causing or has the near-term potential to cause damage to the home or utilities, the AMRC may not require replacement of the tree. The lifting of driveway pavers is not considered sufficient damage to waive the tree replacement requirement.

In addition to the Estero/Lee County regulations, the 2001 Design Review Guidelines for Shadow Wood contains Shade Tree requirements for each neighborhood. Generally, Coach Home neighborhoods require at least three shade trees while Custom and Estate Home neighborhoods require at least five shade trees per lot. Any proposed landscape modification must meet the Design Guideline requirements. Replacement tree plantings must be a minimum of 14 feet in height unless such replacements are not generally available and the AMRC has issued a specific waiver in response to an applicant's request.



REQUEST FOR AMRC REVIEW

(Additional Instructions on Page 2 and 3)

Date: _____ Owner: _____ Phone: _____

Address: _____ Alternate Phone: _____

Email Address: _____

As an owner in the _____ neighborhood, I am making an application for approval of the following proposed work:

Check appropriate category below and refer to more info:

- Modifications, Additions or Structure Changes (See Page 2, Paragraph 1)**
- Lanai Extension (See Page 2, Paragraph 1)**
- Tree Removal (See Page 3)**
- Major Landscaping Renovations (See Page 2, Paragraph 2)**
- Re-roof (See Page 2, Paragraph 3)**
- Exterior House Painting (See Page 2, Paragraph 4)**
- Driveway Reconfiguration/Pavers (Page 2, Paragraph 5)**
- Generator (See Page 2, Paragraph 6)**
- Hurricane Shutters (See Page 2, Paragraph 7)**
- Gutters (See Page 2, Paragraph 8)**
- Solar Panels (See Page 2, Paragraph 9)**
- Other (window replacement, doors, miscellaneous)**

Attach the required plans and specifications as needed for the project (See Pages 2 & 3) and note the Exhibits included as Exhibit A, B, C:

	Exhibit
<input type="checkbox"/> Site Layout	_____
<input type="checkbox"/> Plan Design Drawing	_____
<input type="checkbox"/> Elevation Drawing	_____
<input type="checkbox"/> Landscape Plan	_____
<input type="checkbox"/> Paint Colors	_____
<input type="checkbox"/> Contractor License	_____
<input type="checkbox"/> Certificate of Insurance	_____
<input type="checkbox"/> Damage Deposit	_____
<input type="checkbox"/> Roof Color: _____	_____

COMPLETE REQUESTS AND (1) SET OF PLANS ARE REQUIRED. This application will not be processed and will be returned if it is not filled out completely. Requests will be reviewed in a timely manner – please allow time for decisions by the AMRC before scheduling contractor. This includes the signature of your Neighborhood HOA representative, if applicable, prior to submitting this application to the Shadow Wood AMRC for final approval. Approval of this request is contingent upon Owner acceptance of all liability or damage to any structure or utilities, including but not limited to streets, fences, walls, electrical lines, water pipes, sewers, irrigation systems, and unsightly conditions at the site that result from the construction and/or operation of said Modification. Modifications shall be completed in a timely manner and by the Completion Date set forth below. Any damage resulting from construction and/or operation of the Modification shall be remedied within ten (10) days of the first date of damage, or the deposit is subject to forfeit. Liability for such damage shall not be limited to the amount of the damage deposit.

Estimated Completion Date: _____

I HAVE READ THE ABOVE AND UNDERSTAND MY RESPONSIBILITIES:

Homeowner: _____ Contractor: _____
 Date: _____ Date: _____

The AMRC will respond **IN WRITING** within **30 days** of the completed request. After receiving Neighborhood Association approval (for HOA neighborhoods only), please submit requests to: **Architectural Modifications Review Committee, Shadow Wood Community Association, 23101 Oakwilde Boulevard, Estero, FL 34135, Phone: 239-948-4900, Fax: 239-948-4963**

SWCA AMRC
 This request has been reviewed and is:
 Approved as shown
 Approved as noted
 Disapproved (See Notations)

NEIGHBORHOOD ASSOCIATION
 This request has been reviewed and is:
 Approved as shown
 Approved as noted
 Disapproved (See Notations)

Signature: _____ Date: _____ Signature: _____ Date: _____

Please note that the following application information requirements are just guidelines, and that more information may be required to fully understand the scope of the work being proposed.

1. **Modifications, Additions or Structure Changes including Lanai Extensions:** Include plan drawings of the structure (before and after modifications), foundation plan (additions only), wall sections (additions only), site plan showing existing structure and effect of modification, elevation drawings of all original and changed walls, roof plans of existing and new roof lines, exterior finishes and color scheme, and an updated landscape plan if changes will result from the structure modifications. The site plan should indicate location of street and neighboring houses for perspective. Contractor License and Certificate of Insurance is required. A partially refundable damage deposit is required of \$2,000 for structure modifications* and \$1,000 for lanai extensions* at time of application.
2. **Landscaping Changes:** The AMRC Committee will give authority to the AMRC Administrator to approve minor landscape changes that do not require removal of trees of any kind, do not change the existing plant bed, and are requesting new plants that are on the Approved Plant List. Landscape requests that require the removal of trees of any kind, require changing the existing plant bed dimensions or are requesting plants not on the Approved Plant List must be approved by the AMRC Committee. Provide a landscape plan or sketch showing the **existing** plantings along with the **proposed** landscape plan showing the revised plantings. Each new plant must be highlighted, numbered and identified on a separate listing using the number as a reference, noting species, size and color. A partially refundable damage deposit of \$500 may be required depending upon the scope of the renovation*.
3. **Re-roof:** The manufacturer, style and color of the tile must be written on the front of this form. Contractor License and Certificate of Insurance is required. A refundable damage deposit of \$1,000 is required at time of application.
4. **House Painting:** Repainting your residence in the originally approved color scheme does not require approval. If changes in approved colors are desired, submit a set of paint chips from the paint manufacturer indicating the base color, trim color and door color or submit pictures of the colors along with their number and name. If work is performed by a contractor, a refundable damage deposit is required of \$1,000 at time of application and Contractor License and Certificate of Insurance is required.
5. **New Driveway Pavers:** Provide a sketch of the driveway showing present and planned dimensions. The drawing should show the street and closest neighbor's property line. Provide a picture of the paver pattern and a color photo or brochure showing the paver color(s). A refundable damage deposit of \$500 is required. Contractor License and Certificate of Insurance is also required.
6. **Generator:** Provide a site plan showing location of equipment, specification sheet showing size and dimensions of equipment and landscape plan to screen equipment from view of neighboring properties. A refundable damage deposit of \$500 is required at time of application. Contractor License and Certificate of Insurance is required.
7. **Hurricane Shutters/Protective Screening:** Provide a descriptive brochure or a sample of the type of shutter identifying the material and color, a floor plan showing opening where shutters/protective screens are to be installed, and an updated landscape plan if appropriate. Contractor License and Certificate of Insurance is required.
8. **Gutters:** Provide a sketch of the home relative to the street, showing the roof line, with dimensions and the location of all gutters and downspouts. If property borders on a lake, the drawing must also show the location of the underground drainage pipe(s) into the lake, extending below the typical winter low water line. The color of all gutters must match the fascia trim color and the downspout color must match the color of the surface to which it is attached. Contractor License and Certificate of Insurance is required.
9. **Solar Panels:** Provide a sketch of home in relation to the street, showing location and size of solar panels and location of equipment used for operation of panels in relation to the street. All piping and equipment must be placed in an inconspicuous location, pipe colors to match the color of the house as closely as possible. Any equipment installed for the operation of the solar panels must be properly screened from view. Contractor License and Certificate of Insurance is required.

Damage Deposit required for (but not limited to) the items listed above. The AMRC reserves the right to collect a damage deposit for other items which may not be specifically listed. Items marked with an * require an Application Fee of \$100 - deducted when the Damage Deposit is refunded. The Damage Deposit will be refunded upon satisfactory completion of the project and any required remedial work less the \$100 Application Fee where applicable.

TREE REMOVAL

The following items are required for the AMRC to consider a request for tree removal:

1. A detailed description as to the reasons for requesting the tree removal.
2. A **drawing** showing the location of all the **existing** “shade” trees on the property, and on closely adjoining properties.
3. A **drawing** showing the location of all the “shade” trees (including any replacement trees if the proposed request is approved).
4. A **drawing** showing proposed new landscaping additions (other than trees) if the tree removal request is part of a larger landscaping initiative.
5. If appropriate, an arborist’s letter detailing how under the Florida HB 1555, the tree poses an “unacceptable risk” and removal is the only means of practically mitigating the risk below “moderate” as defined in Best Management Practices – Tree Risk Assessment, Second Edition (2017). (BMP-2017). The landscape architect or arborist’s Florida license number must be provided.

SWCA Design Review Guidelines: the 2001 Design Review Guidelines (DRG’s) set explicit standards and a general theme for the community.

Custom Single-Family Homes: 5 shade trees, all front yards must include a minimum of one street tree and two shade trees, a minimum of 30% of native plants must be used in the landscape design.

Patio and Single-Family Production Homes: 3 shade trees, a minimum of 30% of native plants must be used in the landscape design.

Village of Estero: The Village of Estero Land Development Code defines “39 families of trees” as trees “worthy of preservation”. They have established a “Protected Tree List”, and they require an application and permitting process for removal of trees and prohibits the removal of a tree without a permit unless exempted under the Code. However, no Village of Estero approval or permit is required if the property owner receives documentation from an arborist certified by the International Society of Arboriculture or a Florida licensed landscape architect that the tree presents an unacceptable risk to persons or property. Under the Florida HB 1555, a tree poses an “unacceptable risk” if removal is the only means of practically mitigating the risk below “moderate” as defined in Best Management Practices – Tree Risk Assessment, Second Edition (2017). (BMP-2017). Even with an arborist’s opinion, the SWCA may require alternative measures to mitigate the risk and may require remediation (tree replacement) as it is not bound by Florida HB 1555.

Remediation: Tree replacement is frequently required to meet regulator, covenant, or aesthetic considerations:

- Meet the Village of Estero’s Protected Tree Ordinance requirements if there is no arborist’s opinion
- Meet SWCA covenant shade tree requirements
- Preserve the neighborhood landscaping palette

The AMRC recognizes that many lots and neighborhoods were over planted, exceeding covenant requirements. In such instances, the AMRC works with owners to achieve a reasonable balance, removing problematic (damage causing) trees without replacement if possible while meeting the covenant, Village of Estero, and neighborhood aesthetic mandates. The AMRC will not approve individual property changes that are out of character with the neighborhood.

Refer to the SWCA website, www.swcaonline.com, “Understanding AMRC’s Tree Policy” for more information.

Timeframes:

As per the Shadow Wood Covenants (Section 4.3(b) Procedures and Section III.E of the Design Review Guidelines) . . .

Completed requests, i.e., those in compliance with the above five requirements, must be received by the SWCA office, **ten (10) days** before a scheduled AMRC meeting. Items received after this deadline may be held until the following meeting.

The AMRC will respond in writing within **30 days** of receipt of the completed request.

Appendix "E"

Modifications Timeline Summary

- Application due 10 days before AMRC meeting date.
- Response (written) typically within 45 days of application submission.
- If disapproved, applicant has 15 days to submit written notice of intent to appeal or resubmit a modified application.
- Commence modifications within 60 days of approval unless otherwise stated in application.
- Complete modifications within 120 days unless otherwise stated in application.
- Changes to the approved plan must be requested in writing prior to implementation.
- Inspection by committee or representative at any time during process.
- Final review – within 15 days of completion of modifications

Appendix “F”

Glossary

- Site Plan. Include the required setbacks, easement and horizontal dimensions that locate the residence/building and the proposed modification on the lot/parcel. Also indicate the landscaping changes to be made.
- Floor Plan. Include all rooms that are part of or adjacent to the modification dimensioned to scale along with the square footage of the total living area. Additionally, pool plans, decks, patios, stoops, retaining walls related to the modification of the dwelling, trash enclosures, HVAC equipment, pool equipment and utilities, and the screening for same, interior spacing of rooms and connections to driveways and walkways must be shown.
- Foundation Plan: (Required for building additions only) Includes existing and finished floor elevations and grades. Monolithic slabs may only be used where the finished floor does not exceed 18” above the street elevation or is over 1’-0” above the *required* finished floor elevation.
- Architectural Elevations: Front, rear, sides, and pool enclosure exterior elevations showing both existing and new building materials and finishes for the modification and adjacent surfaces. The finished grades must be shown. A rendered elevation depicting material and colors of the primary façade may be requested by the AMRC for more complicated elevation schemes.
- Wall Sections: (Required for building additions only) Show foundation condition i.e., stem wall or slab, roof overhang, fascia, decorative details and materials.
- Roof Plan: Showing slopes, pitches, hips, and gables. A minimum roof pitch of 6 in 12 is required.
- Exterior Finishes: Showing the exterior color scheme and texture (including samples and color chips), shutters, medallions, chimneys, doors, lighting scheme, and other details affecting the exterior appearance of the proposed improvement.
- Landscaping Plan: Showing location, size, species, quantity, spacing, and quality of all plant material, protection of existing vegetation and other landscaping details.

Minimum scale 1/8” =1’0”.

- Other: Such other information, data, and drawings as may be reasonably requested, including, without limitation, drainage, lighting, storm shutters, screening, fences, lawn ornaments and other features.