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HILLSBOROUGH COUNTY

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*✓ Comm. of Am*

# Westchester Homeowners Association

## Architectural Guidelines

The Westchester Architectural Control Committee has been created to establish and maintain consistent and compatible design standards throughout the Coventry, Newcastle, and Sheffield neighborhoods of the Westchester Community.

Each Homeowner's proposed design for *any* exterior modification to an existing home, completed lot, or structure on a lot shall be reviewed by the Architectural Control Committee prior to commencement of the modification. All homeowners *must* submit the design, site plan, and/or description of the modification which clearly indicates the location, dimensions, configuration or design, materials, colors and any required screening of the improvement, pursuant to the requirements on the Alteration Application. Furthermore, All applications for modifications requiring a building permit shall include accurately scaled and dimensioned drawings and plans. All modifications or additions to all houses / lots, which modifications/additions are clearly visible to a street or other lot areas are subject to these requirements and the Guidelines set forth herein.

Alteration applications will be reviewed and marked as follows:

1. No exceptions taken – The application has been reviewed and there are no further requirements that must be met by the homeowner.
2. Exceptions taken as noted – The application has been reviewed and there are additional requirements that must be met by the homeowner. The homeowner may complete the alteration but the attached comments must be incorporated into the alteration.
3. Revise and Resubmit – The application has been reviewed and must be resubmitted for review prior to the homeowner completing the alterations. Revise and resubmit will have instructions for the homeowner to use as

a guide when submitting the revised application.

**Applications that are incomplete, not submitted with a lot survey, color chips (if applicable), plans, etc. will be marked revise and resubmit. The architectural control committee shall have an additional 30 days from the date of receipt of the revised alteration application to review the application.**

The following Guidelines have been created for the purpose of advising homeowners of the standards which have been established for the Westchester Community by the Board of Directors in accordance with Article IX, Section 5 of the Declaration of Covenants, Conditions and Restrictions. **All exterior modifications, regardless of whether specifically addressed in these guidelines, shall be submitted to the Architectural Control Committee for approval, unless and to the extent specifically stated otherwise herein.** Nothing contained in these guidelines shall be construed to grant any rights above and beyond those specifically stated in the Covenants.

**Notwithstanding anything contained in the following Architectural Guidelines, the Architectural Control Committee and the Board of Directors shall have the discretion and authority to approve or disapprove any Alteration Application or any modification made without an approved Alteration Application. Any/all modifications made prior to the adoption of these Guidelines which were specifically approved in writing prior to the effective date of the Guidelines, will be allowed to remain as approved. However, should said modifications ever need to be replaced, the replacement shall be made to comply with the Guidelines as stated herein and shall require written approval prior to the replacement. All modifications made prior to the adoption of these Guidelines, for which written approval was *not* obtained, shall**

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not be allowed to remain and must be removed or made to conform with the Guidelines within thirty (30) days of the date of enactment of the Guidelines.

## DRIVEWAYS AND SIDEWALKS

1. All driveways in the community shall be made of concrete. No driveway shall be tiled or replaced with paving stones; however thin pavers may be installed over the existing concrete driveway. Oil, paint, mold, stains, etc. shall be removed from concrete.
2. When driveways and entry walks are veneered the finish shall be the same.
3. The width of the driveway may be widened, subject to the following specifications:
  - A. Driveway extensions may be no wider than two (2) feet on each side of the driveway. The extension **MAY NOT** be placed on the street side of the community sidewalk. (see Figure 1).
  - B. The only material that may be used to widen the driveway is brick or concrete pavers. The color of the pavers must complement the exterior color of the home.
  - C. If the homeowner has previously changed the finish to his/her entry walk (See number 4 below), the entry walk must be replaced with the same paving stones as is used for the driveway extension.

**All proposed driveway extensions shall be submitted to the Committee for approval. The homeowner shall include an accurately dimensioned diagram of the proposed extension along with a sample of the color of the proposed material.**

4. The finish of the entry walk connecting the driveway to the front of the house and the front stoop may be changed with the following approved materials:
  - A. Stained with concrete colored stain;
  - B. Brick pavers;
  - C. Concrete pavers; and
  - D. Tile approved for outdoor use.

**Each submitted request for modification of the entry walk or front stoop will be reviewed on a case by case basis.** The color and style of the finish must complement the exterior color of the home.

5. If the driveway has been extended with brick or concrete pavers, the homeowner may only change the appearance of the entry walk and front stoop by using the same pavers (i.e. if a homeowner used pavers to extend his/her driveway, he/she cannot tile or use decorative concrete to resurface the entry walk and front stoop)

**All proposed entry walk or front stoop modifications must be submitted to the Committee for approval. The homeowner must include a representation of the proposed tile, decorative concrete, or paving stone, along with a sample of the proposed color.**

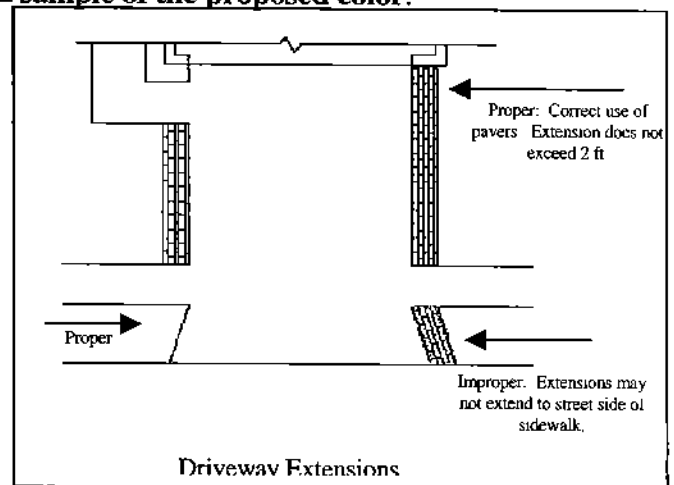


Figure 1

# Westchester Homeowners Association

## Architectural Guidelines

### LANDSCAPING

#### A. TREES

A. Oak trees were initially planted by the Developer between the street and the community sidewalk in front (and to the side, if on a corner lot) of each home. These trees **shall not** be replaced or removed. Should the tree(s) die or require removal for any other reason, the tree(s) must be replaced with a similar oak tree. Damaged trees under 4" must be replaced with a similar tree of equal size or larger. Damaged trees over 4" must be replaced with a tree that is 4" or larger."

B. An oak tree was also planted by the Developer in the front of each homeowner's house between the sidewalk and the house. This tree may be removed or replaced by another tree or planting. If the tree is replaced by another tree which exceeds a height of twelve (12) feet at maturity, prior approval from the architectural control committee is required.

C. Any/all other trees planted on each homeowner's property may be removed or replaced subject to the following conditions:

1. The tree(s) must be replaced with a tree that exceeds six (6) feet at maturity.
2. All proposed tree removals/replacements must be submitted to the Committee for approval prior to the removal/replacement.
3. No Homeowner shall have more than three (3) trees in the front of his/her home. This does not include the trees planted by the builder between the street and sidewalk. Note: Homes situated on a corner lot shall have no more than three (3) trees on the side of his/her home that borders the street, excluding trees between the street and sidewalk.

4. All trees shall be lifted (branches trimmed) to a minimum of 7' where located over sidewalks and 12' where located over streets. Branches below 5' above grade shall be removed.

D. No Homeowner shall be permitted to plant trees which bear fruit or nuts, so as to be visible from the street or in a location where fruit or nuts will fall beyond the homeowner's property line. All such trees shall be planted in the rear of the home, and shall only be allowed where the tree is surrounded by a fence.

#### B. PLANTING BEDS

##### A. Adding/Removal/Modifying

1. Any homeowner wishing to add additional planting beds to the front of his/her property (and to the sides and behind the home if visible from neighboring property or common property) must obtain prior approval from the Committee. Additional planting beds will be approved subject to the following conditions:
  - i. No more than 50 % of the front yard between the sidewalk and the house shall consist of planting beds.
  - ii. No more than 50% of the side yard (if visible from neighboring property or common property) shall consist of planting beds.
  - iii. No more than 50% of the back yard if visible from neighboring property or common property) shall consist of planting beds.

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- iv. All proposed additions of planting beds must compliment the home and enhance the aesthetic value of the property.
2. Any homeowner wishing to remove a planting bed from the front of his/her property (and to the sides and behind the home if visible from neighboring property or common property) must obtain prior approval from the Committee. Removal of planting beds will be allowed subject to the following conditions:
    - i. Each homeowner shall have a planting bed in the front of his/her home that is no less than 15% of the area between the sidewalk and the house. This planting bed shall be located on the entrance side of the driveway.
    - ii. Each homeowner shall have planting beds around all air conditioning and pool/spa units on the outside of the homes with shrubbery or approved screening material concealing all sides of the unit(s) visible from the street.
    - iii. All proposed removals of planting beds must compliment the home and enhance the aesthetic value of the property
  3. Any homeowner wishing to change the shape of a planting bed in the front of his/her property (and to the sides and behind the home if visible from the street) must obtain prior approval from the Committee. Modifications to the shape of planting beds will be allowed subject to the following conditions:
    - i. The proposed shape of the planting bed must be in keeping with the original design of the Developer.
    - ii. No more than 50% of the front yard between the sidewalk and the house shall consist of planting beds.
    - iii. No more than 50% of the side yard (if visible from the street) shall consist of planting beds.
    - iv. No more than 50% of the back yard (if visible from the street) shall consist of planting beds.
    - v. All proposed additions of planting beds must compliment the home and enhance the aesthetic value of the property.

**All proposed additions, removals, or modifications of planting beds must be submitted to the Committee for approval.**

### **B. Modification of plantings in the planting beds**

1. Homeowners may replace/add plantings to existing flower beds without approval from the architectural control committee, subject to the following restrictions:
  - i. Homeowners may replace dead plantings or fill in existing beds with the same species as those planted by the Developer or those previously approved by the Architectural Control Committee, unless otherwise stated herein.

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C. Mulch or landscape rock All planting beds shall be filled with either mulch or landscape rock. No bare dirt shall be visible around the plantings.

D. Vines Vines shall be permitted to grow on any homeowner's lot but must be kept manicured and trimmed.

### C. LANDSCAPE EDGING

I. The following landscape edging is approved for edging planting beds:

A. Black or Green plastic edging is permissible *only* if properly installed. Plastic edging is properly installed if at least 40% of its height is buried in the ground and is secured by stakes.

B. Brick or concrete edging stones

C. Concrete Curbing – concrete curbing shall be permitted subject to the following restrictions:

1. Only natural brick, natural stone, or solid colors are permitted.
2. Color must be an earth tone and must compliment the exterior color of house.
3. All proposed concrete curbing must be submitted to the Committee for approval. The homeowner must include a diagram of the type of curbing desired along with a sample of the color of the proposed curbing.

D. SOD The only allowable grass in the community is Floritam St. Augustine. No other type of sod, seeded grass, artificial turf, gravel, nor concrete shall be substituted for grass under any circumstances.

1. Replacement of dead plants: dead plants (including sod) shall be removed within 30 days. Plants shall be replaced within 30 days of removal except that plants that are removed in the winter shall be replaced within the first 30 days of spring. Sod shall be replaced within 30 days of dieing.
2. Grass shall not be permitted to exceed 6" in height when measured from the top of the soil to the top of the highest portion of the plant.
3. Grass shall not extend over concrete more than 2".
4. Lawns shall be kept free from weeds and shall be fertilized and watered as needed.
5. Lawns shall be cut, trimmed, and edged in their entirety.
6. Grass clippings shall be swept up or blown back into the yard. Clippings shall not be blown into the street.

### MISCELLANEOUS

#### 1. ARCHITECTURAL MODIFICATIONS

Modifications to any portion of the home visible from neighboring property or common property shall be allowed only to the extent specified herein.

A. Structural Attachments The following structures shall not be permitted to be attached to the home:

1. Basketball hoops
2. Swings
3. Porch Railing
4. Flag poles (Except as specifically allowed herein)

B. Any/all structure(s) not specifically referenced herein shall not be allowed absent prior approval by the Architectural Control Committee. Non-inclusion in the above list does not mean that a structure will be approved. All proposed attached

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## Architectural Guidelines

structures will be considered for approval on a case-by-case basis.

### 2. MAILBOX

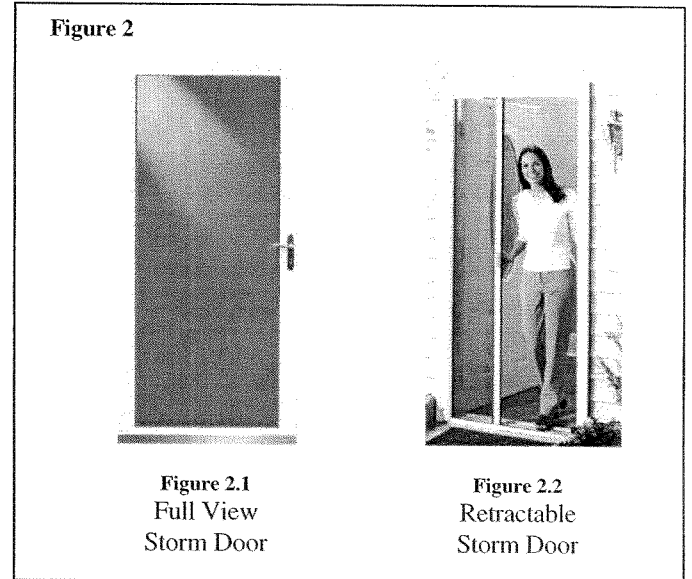
A. Types/Modifications – Mailboxes must remain of the same type and color as originally placed by the developer. Posts shall not be repainted, except as needed to correct any signs of wear or damage. When repainted, the original color shall be used. Additionally, no other modifications shall be made to the mailbox or post. No stickers or other such items may be secured to the face of the mailbox. No mailbox letters shall be placed on the mailbox.

B. Plantings around mailbox – Plantings shall be allowed to grow around the base of the mailbox to the extent such plantings are not allowed to grow higher than the top of the mailbox post and are kept trimmed and manicured. Plants shall not come within 1” of the door to the mailbox.

### 3. SCREEN / STORM DOORS

A. Screen/storm doors may be added to the front door of each home, subject to the following restrictions:

1. Only full view doors or retractable doors may be used (see Figure 2).
2. Doors must be the same color as the painted front door of the home, where available. Otherwise, the doors may be white in color.
3. Doors shall be located within 4” of the front door.



### 4. PLAY STRUCTURES / SWING SETS

Swing sets and child play structures shall be allowed, subject to the following guidelines:

- A. No swing set or play structure shall be erected in front of the home. Swing sets and play structures shall be allowed in the rear of the house. The structure shall not be closer than twenty (20) feet from the front of the home.
- B. For homes located on a corner lot, the swing set or play structure shall only be located on the interior-most side of the back yard (i.e. the side farthest from the street) (see Figure 3).
- C. All play structures require prior written approval by the Architectural Control Committee. The Homeowner must include a diagram of the proposed structure, to include dimensions, material, color, and placement on the property.

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D. Play structures shall be of wood construction. No part of the structure shall be higher than twelve (12) feet from the original lot grade. The combined support beams may not exceed fourteen (14) feet in length. No platform shall be higher than five feet from the original grade at rest. The total platform area may not exceed 6' x 6' or 36 sq. ft. in area.

are present colored fountains shall match garden borders and driveway extensions if not natural concrete in color.

5. SCREENING WALLS Lattice fencing may be used to screen air conditioning and spa/pool equipment located on the sides of houses. Such lattice shall be constructed of wood or plastic, and may be stained a natural wood color, or may be painted the primary or trim color of the house.

C. Garden Ornaments. Garden Ornaments (i.e. items no greater than 24" x 24" x 24" such as animals and pottery) shall be permitted subject to the following guidelines and restrictions:

1. Each homeowner is limited to five (5) garden ornaments within the front yard, and side yard if home is located on a corner lot.
2. Garden ornaments shall be constructed of concrete, stone, plaster, wood, resin, or granite. No plastic ornaments shall be allowed.

6. FOUNTAINS, SCULPTURES, AND GARDEN ORNAMENTS

A. All proposed fountains or structures must be submitted to the Architectural Control Committee for approval.

B. Fountains and Sculptures. Each homeowner may place a single fountain or sculpture in front of his/her home, subject to the following guidelines:

1. No fountain or sculpture shall exceed four (4) feet in height and three (3) feet in width or diameter.
2. All fountains/sculptures shall be constructed of concrete, stone, plaster, or granite. No plastic fountains/sculptures will be allowed.
3. All fountains/structures shall be either natural concrete in color, or shall be a color which compliments the exterior color of the home. When garden borders and/or driveway extensions

7. FLAG POLES Each homeowner shall display no more than one (1) flag in front of his/her house at any one (1) time. Flags shall be displayed on a portable single pole attached to front of the house. The pole and flag must be capable of being removed in no more than ten (10) minutes by one (1) person (see Figure 4).

Figure 4



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## Architectural Guidelines

8. SCREEN ENCLOSURES Subject to easements and setbacks, and to the specifications set forth herein, screen enclosures may be used to enclose the sides and overhead of an open patio deck or pool deck.
  - A. Roof Screen enclosures shall be attached to and integrated with the home. Screen enclosures may not be higher than the ridgeline of the roof. The roof may not be covered with corrugated fiberglass panels, canvas, vinyl, or aluminum pan roof panels.
  - B. Frames White and bronze frames are permitted, subject to the approval of the overall design.
  - C. Screening Black or charcoal screening is permitted. All screening shall be of uniform color.
  - D. Tears or damage visible from adjacent property shall be repaired.
9. FURNITURE No furniture shall be allowed in front of the home, or on the sides of the home if visible from the street, except as provided herein. For those floor plans which provide a front porch with sufficient room for furniture, such shall be allowed, subject to the following restrictions.
  - A. No plastic or PVC furniture is allowed. Furniture made of wood, wicker, or iron is permitted.
  - B. All furniture shall be kept in good repair and arranged in a neat fashion. No furniture shall be stacked or placed on the front porch for storage.
10. GUTTERS AND DOWNSPOUTS Gutters and downspouts shall be permitted, subject to the following restrictions.
  - A. All Gutters shall be mounted to the fascia boards and shall be white in color.
  - B. Downspouts shall either be white in color or painted the exterior color of the home.
11. EXTERIOR LIGHTING Exterior lighting shall be permitted, subject to the following guidelines.
  - A. Each home shall have no more than three (3) coach lights on the front of the home.
  - B. Flood lights are only permitted in front of the home if located on the outside corners of the house, pointing in a direction toward the rear of the house (see Figure 5). Flood lights are permitted in the rear of the home.
  - C. For homes on a corner lot, flood lights shall be allowed on the street-side of the home, only if pointed so as not to shine directly into the street (see Figure 6).
  - D. Lighting shall not be directed onto adjacent property.
12. HOLIDAY LIGHTING AND DECORATIONS All Christmas lighting and decorations must be completely removed no later than January 18<sup>th</sup> of each year. Other holiday decorations shall be removed within 10 days of the holiday. Decorations shall not be installed more than 31 days prior to the holiday except that Christmas decorations may be installed on or after the Saturday before Thanksgiving.

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## 13. FENCES:

- A. Refer to deed restrictions for additional requirements.
- B. Fences shall be installed with the finished side facing towards adjacent property.
- C. Loose planks shall be repaired within 30 days.
- D. Where the fence height changes, the transition shall occur over a minimum of 8'.

14. POTTED PLANTS: Potted plants shall only be permitted on concrete entries and walkways and shall be limited to 4. Of the four permitted a maximum of 2 shall be allowed to be placed in planting beds.

## 15. ANTENNAS:

- A. Whenever possible, antennas shall be installed at the rear of the house and as far from the street as possible. If rear installation is not possible, the side of the house shall be used. Antennas are not permitted on the front of houses.
- B. All wiring shall be secured to the house using materials specifically designed for such purpose at a minimum of every 12".
- C. All wiring shall be routed perpendicular or parallel to floors/roof.
- D. Antenna installation shall meet all requirements of the Florida Building Code.
- E. Antennas shall not exceed 1 meter in size.
- F. A maximum of two antennas complying with the other requirements of this section shall be permitted.

Communities of America, Inc  
P.O. Box 2608  
Valrico, FL 33595


## 16. STORM SHUTTERS

Storm shutters shall be permitted pursuant to the following requirements:

- A. Mounting studs, brackets, etc for removable shutters shall match the color of the house where installed so as to minimize the architectural impact of hardware that is to remain installed. No part of the permanent mounting system shall protrude from the surface of the house by more than 2". Materials shall be either Aluminum or Galvanized Steel.
- B. Permanently installed shutters shall be of the colonial style. Color shall match the trim color of the house. If the trim color of the house is white, the color shall compliment the exterior color of the house.
- C. Permanently installed window films shall be either gray, bronze, or clear. Film shall be nonreflective. The shade coefficient for permanently installed window film shall be greater than 65%. All windows shall have the same shade coefficient and tint.

The Foregoing Architectural Guidelines were Signed and Placed into effect pursuant to Article IX, Section 5 of the Declaration of Covenants, Conditions and Restrictions, this 2nd Day of March, 2005, by the Westchester Board of Directors.

 3/2/05  
Shelly Ryder, President

 3/2/05  
David Taylor, ACC Chairman  
Sworn and subscribed  
Mary Collister 3/2/05  
MARY COLLISTER  
NOTARY PUBLIC - STATE OF FLORIDA  
COMMISSION # DD307834  
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