

Cypress Trails at Nocatee

Homeowner's Architectural Criteria and Review Procedure Manual

May 1, 2020 (Revised)

Purpose

The Declaration of Covenants and Restrictions for Cypress Trails (the "Declaration") establishes a review and approval procedure for all improvements proposed within the community.

The purpose of this manual is to inform homeowners of the design guidelines for the community and the submittal procedures to be followed when requesting an exterior modification or addition to their property. Any improvement including, but not limited to, exterior paint and roof color, pools, screen enclosures, walls, fences, landscaping, flagpole, play structure, satellite dish, driveway or any other improvement visible from any road or adjacent lot must first receive approval from the Board prior to installation.

Authority

The authority for this manual is set forth in Article V of the Declaration of Covenants and Restrictions for the community which was received by all homeowners when they purchased their homes. The Declaration encumbers all the homes and lots within the community and is a contract between the homeowners and the Association, wherein, per Article V, the homeowners agree to refrain from making any modifications to the exterior of their homes without first receiving approval.

These Architectural Criteria ("Guidelines") are supplemental to the Declaration of Covenants, Conditions and Restrictions for the community. Included herein are minimal standards for development, construction, improvements or modifications. The Guidelines are intended to be a living document that will be modified as needed to add, clarify or change the Guidelines for the betterment of the community. Non-compliance with these Guidelines will be used as the basis for disapproval of the modification or construction plans, and may result in enforcement proceedings including, but not limited to, an injunction or the imposition of a fine, or both.

Architectural and Building Criteria

The following criteria may be changed or modified at the sole discretion of the Board. Each Homeowner will be provided with written notification of any such changes thirty days prior to its effective date. The Board retains the right to waive or modify any of the following provisions if in its sole discretion it determines such a change is not a detriment to the community as a whole.

All plans submitted for review shall be evaluated for total effect and may be disapproved by the ARC Committee, in its sole discretion. Each request for approval should contain the required information and be delivered to the ARC Committee. Upon receipt of all needed information, the ARC Committee will approve, disapprove or require modifications within 30 working days.

Building Setbacks per the Nocatee Planned Unit Development (PUD)

Front – primary structure	25 feet
Front with front facing garage	25 feet
Side	5 feet
Side (corner lot)	10 feet
Rear – primary structure	10 feet

For properties where the rear boundary extends past a retention pond, the rear property line is considered to be at the Top of Bank line for rear setback purposes.

Pool Setbacks

Pool setback (with or without a screen enclosure) and setbacks for pool equipment and air conditioning units shall be in accordance with the approved PUD or City of Jacksonville standards.

Garages

Each house is required to have a two or three car garage with operable doors. Garage doors should remain closed except to allow cars to enter and exit the garage. Garages may not be converted to living space. Vehicles should be parked in the garage spaces overnight.

Exterior Color Plan

Any changes to the initial exterior color scheme of the house including roof, trim, shutters and front door must be submitted to and approved by the Developer prior to the change. The color scheme may be that of any of the Builders in Cypress Trails (AV, Lennar and Mattamy) as long as it is not the same color as the houses to your immediate right and left and directly across the street. A book of allowable color schemes is available on request.

Covered Porches

Enclosing a lanai or patio under the roof of the house is allowed with screen from floor to ceiling or glass. The glass may be floor to ceiling or have a partial wall from the floor with a height of 30 inches maximum. The lanai may be extended beyond the roof of the house in the rear yard or around a pool, but must meet all building setback requirements (see page 2). The extended area may only be enclosed with screen. Roofing over the extended area must be screen or some other clear material. All screen material shall be charcoal in color and the frame dark bronze. Windows shall have frames that are white or that match the color of the window frames on the house. The height of a screened enclosure should not exceed 13 feet in height.

No solid walls on patios may be added under the roof. No additions or changes to the foot print of the residence is allowed.

Swimming Pools

All pools shall be required to be enclosed by a screen enclosure or approved pool fence meeting the applicable safety codes of City of Jacksonville. Pool screen enclosures may not be visible from the street in front of the dwelling unless approved by the Board.

Fences

The approved fence type for each lot is shown on the attached **Cypress Trails Fence Type Plan**. This fence plan may be modified at the discretion of the Board, if in its sole opinion such a change will not negatively impact the neighborhood as a whole.

Perimeter fencing around the community park installed by the Developer shall be owned by each adjacent homeowner who shall be responsible for proper maintenance of the fence.

Fencing along the street side of a corner lot must be located inside the ten (10) foot side setback line for a corner lot. In addition, a hedge consisting of three gallon plants shall be planted on the outside of the fence for at least 50% of the length of the side yard fence exposed to the street. Rear yard and side yard (non-corner lot) fences should be located along the property line.

The approved fence type for **Interior or Back to Back** lots is a beige solid vinyl fence six (6) feet in height or a black aluminum railing fence four (4) feet in height.

The approved fence type for lots that back up to **Lakes or Preservation Areas (Wooded Lots)** is a black aluminum railing fence four (4) feet in height.

Side yard fencing shall not extend closer to the front of the house than the mid-point of the sidewall plane of the house. Fence location, height, composition and color should be submitted to the Board for approval before installation.

Fences shall not be installed within easements labelled "**Unobstructed Drainage, Access and Maintenance Easement**" on the community's recorded plats. These easements provide the Homeowners Association and its contractor's access for maintenance of the ponds.

Fences and landscaping may be installed within easements labelled "**Unobstructed Drainage Easement**" on the plats, however the Association shall not be responsible to any homeowner for the repair or replacement of any damaged fence or landscaping within the easement that occurs during maintenance. Homeowners may not install any fence or landscaping that in any way damages or materially impacts the drainage function within these easements.

The Developer has installed a 4 foot high black aluminum fence around the perimeter of **Cypress Park** and along the top of bank behind Lots 122-134. This fence should be considered the property of each adjacent homeowner and as such each homeowner is responsible to maintain the fence behind the lot in a neat and attractive condition.

Satellite Dishes

Satellite dishes may be installed in the rear or side of the homesite out of view from the street. Additional landscaping may be required to properly screen the dish from view of the adjacent house.

Landscaping

The replacement of any dead or diseased tree with the same species tree is allowed without prior approval. Changing the species of the tree must be submitted and approved. The Developer planted a tree in the front yard of each lot; complete removal of this tree is not allowed as to maintain the uniformity of the Community.

No flower beds shall be added to the front yards as the Developer has provided each residence with ample flower beds. Flowers and shrubs may be added to these beds without a submittal. Changes to rear yard and side yard landscaping must be submitted and approved.

Curbing may be added around the existing flower beds and tree well in front yard as planted by the Developer without submittal. Colors allowed are red, brown, or gray.

Cypress mulch, pine bark, or similar material is acceptable for use as mulch. The use of stones, rocks, or lava rock as mulch in existing landscaped beds only, must be approved prior to installation. Landscaping stone, rock, or lava rock must be 1-3 inch in size and red or brown in color. No white pea gravel is allowed.

The preserve areas are owned by the HOA under a special conservation easement permit from the St. Johns River Water Management District. This permit prohibits any alteration of the preserve.

Irrigation

All landscape beds and sod should be fully irrigated with an automatic irrigation system. Reuse irrigation water as supplied by JEA, shall be the sole source of irrigation water. Individual wells are prohibited.

Outside Mechanical Equipment

Outside mechanical equipment such as LP tanks, water softeners, pool pumps and heaters shall be properly screened from view from the street by either landscape material and / or solid vinyl high enough to block the view of the equipment.

Window Coverings

All windows should have an interior cover consisting of some type of blind, drape or shade. All coverings should be white or beige in color as seen from the outside of the house.

Residential Signs

Residential signs include "For Sale", "For Rent" and "Open House" signs placed on lots by residents and / or their real estate agent. These signs must comply with the attached uniform signage criteria generally known as the "**Nocatee Sign Standard**". The sign shall not exceed 9" x 12" in size and

must be professionally painted in a uniform color with beige letters. The use of "Bandit" real estate signs is prohibited. All other signs are prohibited without specific written approval from the Board. At no time should any sign be placed in a window. Political signs no larger than 3 feet x 4 feet may be installed on a lot no earlier than 10 days prior to the election. Each lot is limited to one political sign at a time and such signs should be removed the day after the election.

Play Structures

Play structures, either permanent or temporary, are prohibited in front yards. Play structures in the back yard will be reviewed for height and color and generally should not be visible from adjacent Lots. Any such structure must be approved by the Board prior to installation.

Basketball Goals

Basketball goals mounted along the side of the driveway are allowed, however the goal, either permanent or moveable, must be at least twenty (20) feet from the edge of the asphalt road unless specifically approved otherwise by the Board. Utilities should be properly located prior to digging as electric, phone, cable and other utilities are located in the front of each lot. Call 811 to request a utility locate. At no time may moveable goals be located at the end of driveway so that play is in the street. Basketball goals must be maintained in a neat condition and removed when weathered.

Trash Receptacles

Trash receptacles should be placed curbside no earlier than dusk the day prior to the collection day and the emptied receptacle must be removed prior to dusk of the day of collection. Trash receptacles must be hidden from view at all other times.

No rubbish, trash, garbage or waste (tree and bush trimmings etc.) shall be kept or stored on any lot. Waste must be put out no earlier than the night before waste pickup.

Garbage Can Enclosures

Garbage can enclosures are to follow the following criteria and must be submitted to ARC Committee for review. Garbage can enclosure must be of lattice type material and match the main color of the house. Must not exceed 6 ½' wide and 3' deep and 4' high. Must have a paver floor for drainage and must not have top. See the attached **Approved Cypress Trails Outdoor Garbage Can Enclosure**.

Seasonal Christmas or Holiday Decorative Lights

Seasonal decorative lights may only be displayed between Thanksgiving and January 10.

Variance Approval Process

Under certain circumstances and with proper substantiation a variance to this Manual may be approved by the Board. The process is as follows:

- Resident submits a change that does not meet ARB Manual, but the ARC believes it would be acceptable as it would not detract from the look of the neighborhood.
- The ARC denies the change, and tells the resident they must submit a variance request. The variance must state what is different from the ARB Manual and the substantiation for why it should be accepted.
- If the ARC agrees that the proposed variance request is acceptable, they send it to the HOA Board and recommend it be approved.
- The Board has three options: general approval, approval for this case only, or reject.
- If the Board approves it, the ARC approves the variance and sends approval to the homeowner. If the Board rejects it, the ARC denies the variance and sends a denial letter with substantiation to the homeowner.
- At the next HOA Board meeting the Board presents the variances that have been submitted and approved.
- The HOA Board then periodically updates the ARB Manual with the variances that have received general approval.

Revision History

1. Original issue
2. February 10, 2015
3. May 1, 2020 – Incorporated Revisions 1, 2, and 3

Cypress Trails at Nocatee

Plan Submittal Procedure

Please provide the following information for approval:

1. Completed Submittal Form
2. Applicable site plan, photograph or product specifications
3. Color samples, if appropriate
4. Written description of desired improvements

Submit all plans and information to the following:

Cypress Trails Architectural Review c/o
BCM Services, Inc.
920 3rd Street, Suite B Neptune
Beach, FL 32266
904-242-0666 904-242-0670 fax

Email: arc@bcmervices.net

Community Name: Cypress Trails Homeowners Association Inc.
A Deed Restricted Community

ARCHITECTURAL REVIEW COMMITTEE SUBMISSION FORM

Any modifications to your property must be submitted to the Architectural Review Committee for approval *PRIOR* to any work or modifications being constructed on your property. Please allow two to four weeks for complete processing. Include complete descriptions, dimension, style, type drawings, materials being used, colors, etc. The more information you can provide will help to expedite your application. Please attach a copy of final boundary survey showing the location of improvement in relation to other structures and having lot lines marked. Survey should be marked with x's plotting the location of fences.

Date Submitted _____ Phone # _____ Fax # _____

Owner _____ E-mail: _____

Property Address _____ City Ponte Vedra Zip 32081

Lot # _____ Unit# _____ County Duval

Mailing Address if different from above: _____

LAKEFRONT LOT: Yes or No

CORNER LOT: Yes or No

Contractor _____ Phone # _____ Fax # _____

ITEMS FOR REVIEW

- _____ Building Elevations
- _____ Color Selections
- _____ Doors
- _____ Drainage Plan
- _____ Fence
- _____ Floor Plan

- _____ Landscape Plan
- _____ Mail Box
- _____ Structural Addition
- _____ Swimming Pool
- _____ Windows
- _____ Shed

Other: _____

Homeowner Comments – Attach or state specific material list, color samples, picture or rendering.

Homeowner is responsible for compliance with all applicable city ordinances and permits if application is approved.

FOR OFFICE USE ONLY		
DATE RECEIVED	DATE APPROVED	DATE DENIED
DATE OF LETTER	DATE OF SIGNATURE	DATE MAILED

Return to:

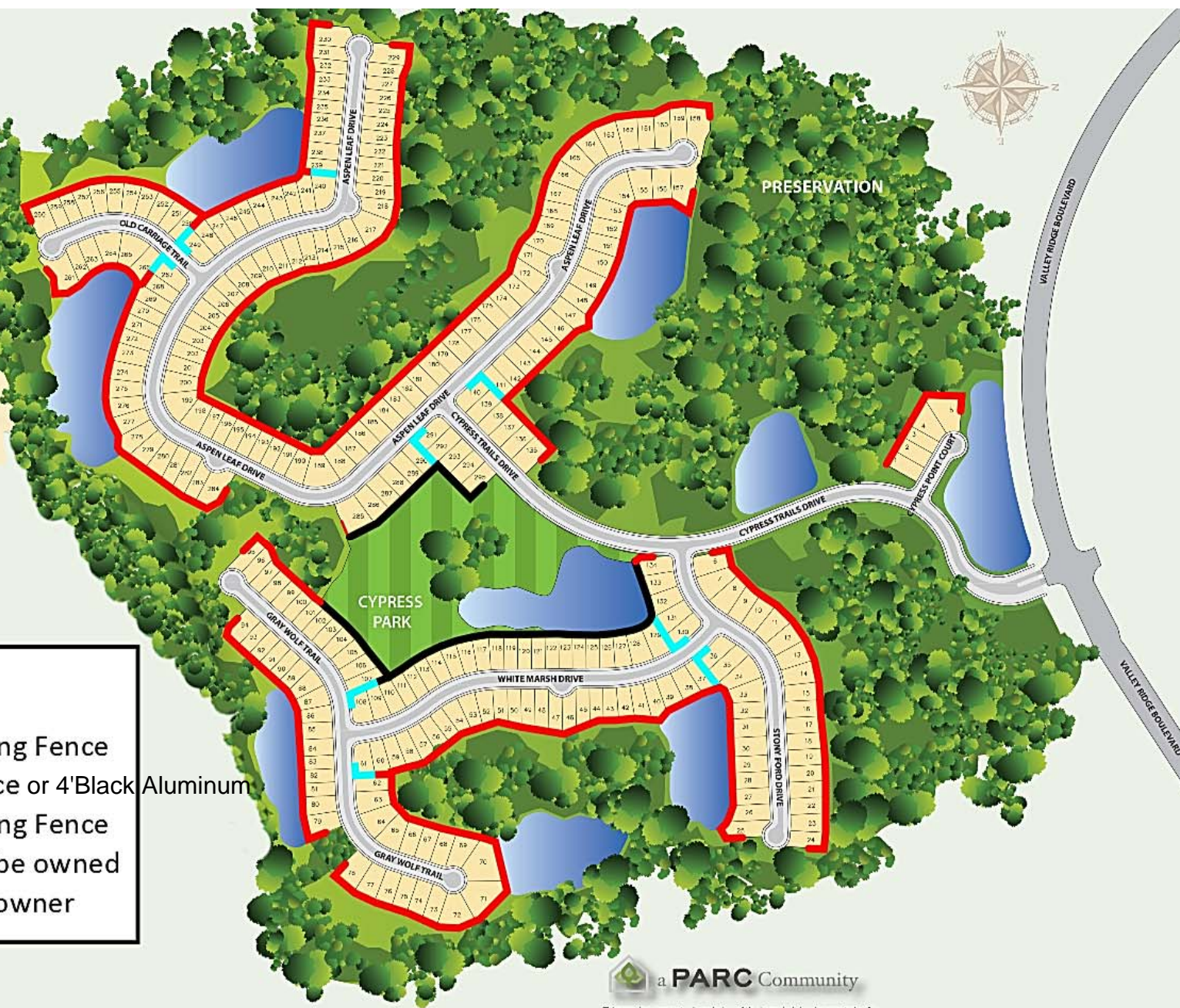
BCM Services, Inc., 920 Third St., Suite B, Neptune Beach, FL 32266

Phone: (904) 242-0666




Fax: (904) 242-0670

arc@bcmsservices.net

CYPRESS TRAILS at NOCATEE



LEGEND

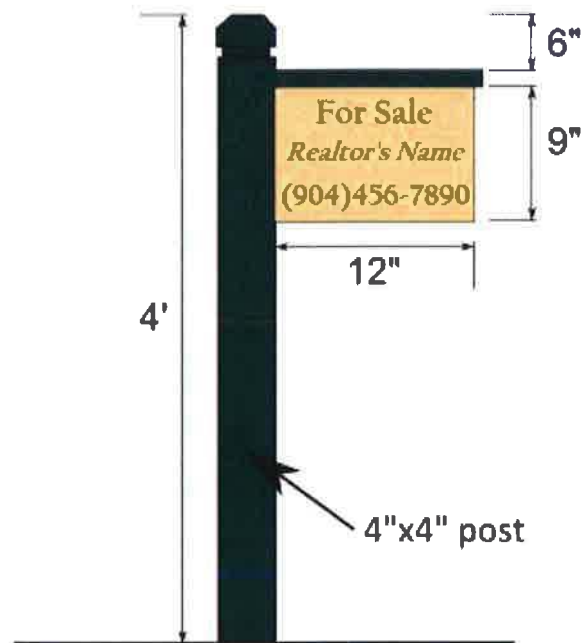
-  4 ft. Black Aluminum Railing Fence
-  6 ft. Beige Vinyl Solid Fence or 4' Black Aluminum
-  4 ft. Black Aluminum Railing Fence installed by developer to be owned and maintained by Homeowner

NOCATEE
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 a **PARC** Community

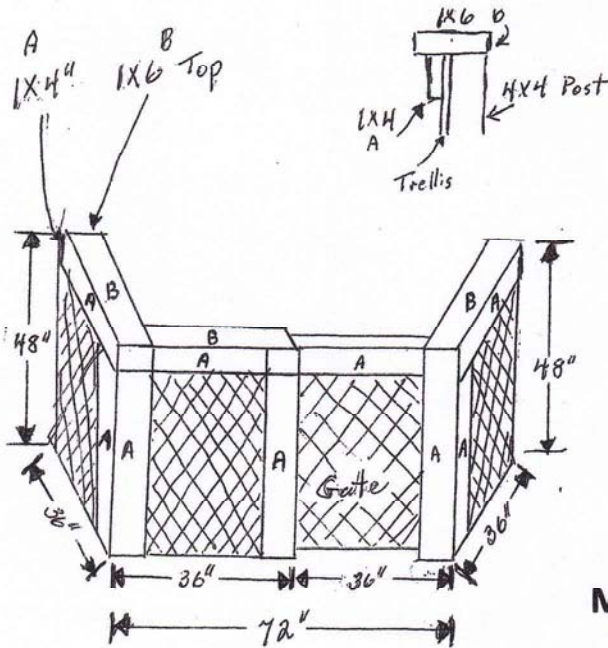
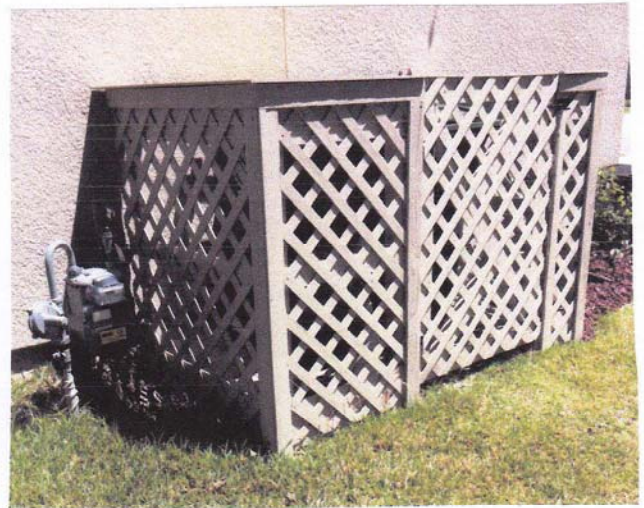
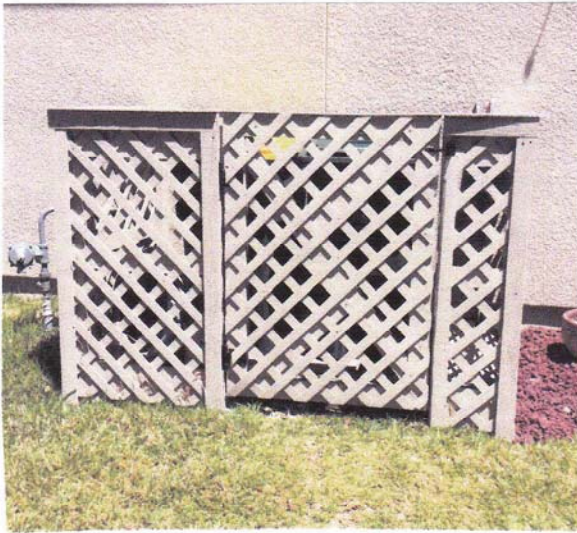
This map is a conceptual rendering of the intended development plan for Cypress Trails at Nocatee. This plan is subject to change in size, use and location without notice. Refer to the recorded plats for specific lot sizes and dimensions. Numbers shown are lot numbers, not street addresses.

Nocatee Sign Standard



- Posts should be green (RAL 6005) with beige (RAL 1015) text

APPROVED CYPRESS TRAILS OUTDOOR GARBAGE CAN ENCLOSURE



5 ea 4x4 Pos
 A ea 1x4
 B ea 1x6
 48" High Trellis
 Box Concrete Mix



Must have paver floor for drainage

Must be of lattice type material

Must match the main color of the house

Must not have top

Must not exceed 6 1/2' wide x 3' deep and 4' high

Must still be submitted to ARC Committee for review