

CYPRESS FOREST HOMEOWNERS'
ASSOCIATION, INC.

Architectural Review Committee (ARC) Guidelines

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Approved by the BOD Jan. 2004 (Last updated Jan. 5, 2004)	
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INTRODUCTION

ALL residents benefit from the planning and design that has been an important part of the development of CYPRESS FOREST. The intent of the ARC Guidelines is to assure the residents that the standard of design and quality will be maintained within Cypress Forest. This, in turn, protects the property values and enhances the overall environment of our neighborhood.

An essential element of the Architectural Review Committee is the recognition by all homeowners of the importance of maintaining the ambiance of the Community. Design requirements should be viewed as a benefit and not as a burden to the Community.

INTRODUCTION TO THE ARCHITECTURAL REVIEW COMMITTEE

PURPOSE

The Declaration of Covenants, Conditions and Restrictions (Declaration), establishes and describes the CYPRESS FOREST Homeowners Association Inc. (Association), and assures each Owner that the quality of CYPRESS FOREST design will be maintained. The Association is responsible for administering these Covenants and providing administrative support to the Architectural Review Committee (ARC).

The ARC insures that exterior alterations in CYPRESS FOREST comply with the guidelines as shown in the Declaration and the Village of Wellington. All requests for exterior alterations MUST be submitted first to the ARC and receive the approval of the Board of Directors (BOD) before they may be submitted to the Village for approval. Approval must be granted before any alteration may be undertaken.

AUTHORITY

The authority for the ARC is set forth in the Declaration of the Association, which was received by all homeowners when they purchased their homes. The Declaration encumbers all of the homes within CYPRESS FOREST.

The Declaration is a contract between the homeowners and the Association, wherein the homeowners agree to refrain from making any modification to the exterior of the homes and property without first receiving approval as described above.

The ARC is responsible to the BOD of the Association. The BOD is the ultimate authority for the CYPRESS FOREST Homeowners Association, Inc and may accept or reject any decision of the ARC.

MEMBERS OF THE ARC

The ARC shall consist of a minimum of three (3) members. The BOD shall have the right, power, authority, and obligation to designate a chairperson from the current ARC and that person shall appoint the members pending BOD approval. In the event the ARC does not have 3 members, the BOD may act as the ARC.

MEETINGS

The ARC shall meet as necessary, usually bi-monthly, to review Applications received and present their findings within thirty (30) days of receipt.

RESPONSIBILITIES

On behalf of the Association, the BOD is empowered to adopt, promulgate, amend, revoke, and enforce Design Requirements for the purpose of:

1. Governing the form and content of plans and specifications to be submitted to the ARC for approval or disapproval.
2. Governing the procedure for submission of plans and specifications.
3. Establishing guidelines with respect to the approval or disapproval of design features, architectural styles, exterior colors and materials, details of construction, location and size of any structure, landscaping, and all other matters that require approval by the ARC.

LIMITATION OF RESPONSIBILITIES

The ARC recommendation and BOD approval is based only on the aesthetic features of the approved modification. The ARC assumes no liability with regard to the structural integrity of any requests. The ARC makes no representation as to their expertise regarding either the structural adequacy, capacity or safety features of the proposed improvement or structure as shown on the submitted plans or on the ultimate construction of the approved modification. The ARC does not assume the responsibility for the performance or quality of work of any contractor.

BOARD OF DIRECTORS POLICIES FOR ARC

The BOD does not seek to restrict individual taste or preferences. In general, its aim is to avoid harsh concepts in the landscape and architectural themes of CYPRESS FOREST and to foster thoughtful design so that there is harmony between neighboring residences. The ARC intends to be completely fair and objective in the architectural review process and to maintain sensitivity to the individual aspects of design. The recommendation of the ARC of plans or specifications submitted to the BOD for approval, shall not be deemed to be a waiver by the BOD of the right to object to any of the features or elements if and when the same features and elements are included in any subsequent, plans specifications submitted for approval for use on other lots.

APPROVAL NECESSARY

No building, outbuilding, garage, driveway, walkways, pavers, fence, wall, retaining wall, tree, pool, spa, porch, or other structure or improvement of any kind shall be erected, constructed, placed or maintained on any properties without recommendation of the ARC and approval of the BOD and the Village of Wellington. Nor after construction of a dwelling or other exterior improvement upon a property shall any trees, dwelling or other improvements or color scheme thereof, be altered, changed, repaired or modified unless the same recommendation and approvals be granted.

TIME LIMITATIONS

After receiving approvals from the BOD and the Village, all improvements shall be completed within one hundred and twenty (120) days from commencement of the improvement. Projects that remain uncompleted for long periods of time are visually objectionable and can be a nuisance and a safety hazard for neighbors and the Community. The ARC may establish a more specific time for completion as a condition of its approval.

In the event that the ARC and BOD fail to approve or disapprove an application within thirty (30) days after they have been submitted in the proper form, including all information necessary for their consideration and review, approval shall be deemed granted. The ARC shall have the right to request additional information if in its opinion, the information submitted is incomplete or insufficient.

INSPECTIONS

Periodic inspections by two (2) members of the ARC may be made while construction is in progress to determine compliance with the approved plans and specifications and provisions of the Declaration. The ARC or any two (2) representatives of the ARC shall not be deemed to have committed a trespass or other wrongful act by reason of such inspection.

JOB SITE CONDITIONS

1. All job sites shall be kept in a neat and orderly condition.
2. Construction hours are from 7:30 a.m. to dusk and are subject to rules and regulations as established by the ARC and/or the Association or the local ordinances, whichever is more restrictive.
3. All construction operations must be performed in accordance with local governmental ordinances.

KEY ARCHITECTURAL GUIDELINES

The ARC evaluates all applications based on the individual merits of the proposed changes. Besides evaluation of the particular design proposal, this includes consideration of the characteristics of the individual site and lot size, since what may be an acceptable design on an exterior in one instance may not be for another. The following criterion is general in nature and applies to all of the dwelling properties in CYPRESS FOREST:

COMMON AREAS

Factors such as removal of trees, disruption of the natural topography and changes in rate or direction of storm water run-off may adversely affect CYPRESS FOREST open space common areas

CONFORMANCE OF COVENANTS

All applications are reviewed to conform that the request is in conformance to all applicable Covenants and Restrictions affecting CYPRESS FOREST as recorded in the records of Palm Beach County.

VALIDITY OF CONCEPT

The basic idea of the proposed alteration requested must be sound and appropriate to its surroundings.

DESIGN COMPATIBILITY

The proposed alteration must be compatible with the architectural characteristics of the applicant's house, adjoining houses and the neighborhood setting. Compatibility is defined as similarity in architectural style, quality of workmanship, similar use of materials, color and construction details.

LOCATION AND IMPACT ON NEIGHBORS

The proposed alteration should relate favorably to the landscape, the existing structure and the neighborhood. The primary concerns are access, view, sunlight and drainage. For example, fences or landscaping may obstruct views, or access to neighboring properties, decks or larger additions may infringe on a neighbor's privacy.

SCALE

The size of the proposed alteration should relate well to the adjacent structure and it's surrounding. For example, a large addition to a small house may be inappropriate.

COLOR

Color may be used to soften or intensify visual impact. Parts of an addition that are similar to the existing house such as roofs and trim should be matching color.

MATERIALS

Continuity is established by use of the same or compatible material as were used in the original house.

WORKMANSHIP/QUALITY

Workmanship is another standard, which applies to all exterior alterations. The quality of work should be equal to or better than that of the surrounding area. Poor practices, besides causing the owners problems, can be visually objectionable to others and decrease the value of our community.

WETLAND AND PRESERVE AREAS

Certain areas within and contiguous to CYPRESS FOREST are designated as wetland and/or preserve areas for which the Association has the ultimate maintenance responsibility. Such areas are protected by various regulatory agencies, and as such, may not be disturbed by residents and/or the Association.

SUMMARY OF PROCEDURES

HOW TO MAKE AN APPLICATION TO THE ARCHITECTURAL REVIEW COMMITTEE

Applications for exterior changes may be obtained from the Property Management Company. Completed applications must be sent to the Property Management Company that shall deliver to the association representative for the ARC for review at its next scheduled meeting. On average, the ARC will meet monthly. For your convenience, an application is available on the CAMS website. The web address is cypressforest.nabnetwork.com.

SITE PLAN

A site plan and property survey should be included with the application showing the location of existing structures and the boundaries of the property. Proposed changes or additions should be indicated including dimensions and distances from the home and adjacent properties.

MATERIALS AND COLOR

Samples of the materials and color swatches to be used should be submitted with the application.

DRAWINGS AND PHOTOGRAPHS

A graphic description of the request should be provided. This may be in the form of manufacturer's literature or photographs as well as freehand or mechanical drawings. The amount of detail should be consistent with the complexity of the proposal.

VILLAGE OF WELLINGTON

After receiving approval from the BOD, a permit may be required from the Village of Wellington or other governmental authorities. The applicant must determine whether this requirement applies to the requested modification.

COMPLIANCE

1. Approval of any request by the Architectural Committee does not waive the necessity to obtain the required local governmental permits.
2. Obtaining the local governmental permits does not waive the need to obtain Architectural approval.
3. The Architectural Committee will not knowingly approve a project that violates local zoning or building codes. Any approval by the ARC or the BOD that violates any zoning or building codes or ordinances is void.

ARCHITECTURAL STANDARDS, CRITERIA AND DESIGN REQUIREMENTS

SUPPLEMENT TO THE DECLARATION OF RESTRICTIONS AND COVENANTS

The following are ARC approved standards that are not specifically outlined in the CYPRESS FOREST Declaration. These guidelines are intended to keep your community a desirable place to live as well as giving guidance for more enjoyable use of the common areas. Our goal is to maintain an aesthetically pleasing atmosphere for all residents.

These guidelines are not intended to be all inclusive which would require a complete reading of the governing documents, particularly the Declaration of Covenants. If you have any questions pertaining to the enclosed, please contact the management company.

WINDOWS, DOORS, SCREENED ENCLOSURES AND PATIOS

1. Bright finished or bright plated (other than white) metal exterior doors, window, window screens, louvers, exterior trim or structural members shall not be permitted. The use of bronze or white anodized aluminum to match the original trim is the preferred material.
2. All screening and screen enclosures shall be constructed to utilize bronze or white anodized aluminum.
3. The use of reflective tinting or mirror finishes on windows is prohibited.
4. Security bars on windows or doors are prohibited.
5. All screen enclosures must have a hip, gable or mansard roof.
6. Replacement windows need to be white aluminum trim in order to remain consistent within the neighborhood.
7. Security bars on windows are prohibited.
8. Per Florida Code, door hinges must allow the doors to open toward the exterior, not the interior.

SOLAR PANELS

Solar water heating panels shall be reviewed on an individual basis, and if approved by the BOD must be installed so as to present the least obtrusive condition.

EXTERIOR WALL FINISHINGS

1. Only stucco, similar in finishing as originally constructed will be considered.
2. Any proposed colors not on the palette must have ARC recommendation and approval of the BOD, any approved color will be added to the palette. Homes with original approved colors may be repainted same color with ARC approval.

Only colors from the approved color pallet will be approved.

ROOFS

1. Roof colors shall be an integral part of the exterior color scheme of the home.
2. Only roof colors and materials from the approved color palette will be permitted.
3. Repairs on roofs shall be the same shapes, style, design and material that match the existing roofs, similar in style, color and texture. Full roof replacements may be Smooth Bermuda, Estate, Bella, Regal, Galena and Smooth Plantation by Entegra but not exclusive to. Plantation tile in slate, tapered or imperial slate will NOT be permitted. Bermuda tiles in Rustic shake and Brooms sweep will NOT be permitted. Shaker tiles will not be permitted. Check with the management company for approved colors. The BOD may approve flat deck first floor patio roofs, which also serve as second floor balconies. The second story balcony must be accessible from a second story door and must have a continuous railing at its perimeter. The first-floor roof structure/second story floor must match as close as possible to the existing house roof in materials and design. Detailed plans in final form for Palm Beach County permitting (showing all elevations) and specifications must be submitted for approval.

GARAGES, DRIVEWAYS, WALKWAYS AND EXTERIOR LIGHTING

1. Any change from the existing garage door must be recommended by the ARC and approved by the BOD.
2. No exterior lighting shall be permitted which, in the opinion of the ARC, would create a nuisance to the adjoining property owners.
3. Any extension of the driveway must be done with matching “City Block” pavers. It does require an ARC recommendation and BOD approval. Any sealer applied to the driveway must be in the brick red tint. Check with management company for approved color.
4. Driveways and aprons shall not be altered from original design. No asphalt drives or walkways will be permitted.
5. Extending any portion of the street pavement or curbing may create no curbside parking.
6. Any proposed walkway or sidewalk, from the front elevation of the home to the street must be recommended by the ARC and approved by the BOD prior to installation
7. In the case where a sidewalk is broken due to a contractor the homeowner hired, i.e. pool contractors, the homeowner is responsible for the replacement of the affected broken portion.
8. All walkways must be brick pavers. All sidewalks to remain concrete.

AWNINGS AND SHUTTERS

Bahamas shutters, metal fold-down awnings and canopies do not meet the standards of the Community with respect to conformity and harmony of external design and shall not be permitted or affixed to the exterior of any residence. Canvas or vinyl awnings, inside the screen enclosure, may be approved after ARC review of colors and design drawings.

1. Temporary metal or wood panels may be used or installed only to protect structures during periods of severe weather conditions.
2. Temporary panels shall not be stored on the exterior of the residence. They may be put in place or closed not more than 72 hours before and removed 72 hours after a storm event. Panels or shutters may be put in place or closed for 2 periods of up to 15 days each between June 1st and November 30th when the owner is absent.
3. Panels or shutters may not be installed for security purposes.
4. Permanent mechanical shutters, including top channel and sidetracks, must be color coordinated with the house colors. Colors must be recommended by the ARC and approved by the BOD. Top and bottom channels used for installation of temporary panels must be removed when panels are not in place or painted to match the color of the surface

they are permanently affixed to.

LANDSCAPING

Landscape and accent lighting shall not spill over into the adjoining yard or onto common areas, including sidewalks. All landscaping applications require Village of Wellington approval and ARC approval.

Removal of trees and existing shrubs must be approved by the ARC and approved by the BOD. Replacement of like size trees may be required depending on how many trees and shrubs remain. No landscaping may be planted within any golf course maintenance easement, common area, water management tract or utility easement.

FENCES

1. Fences between side and rear yards of all residential units shall be aluminum rail. The style, color and finish must be approved and shall be consistent throughout the community. Fences fronting along lakes or preserve areas shall be aluminum rail. The color and finish shall be recommended by the ARC and approved by the BOD and shall be consistent throughout each platted section of the community.
2. Aluminum rail fencing can be installed on the property line. All pool Fencing must be an aluminum fence, a screen enclosure or a property chain link fence.
3. "Baby fences" around a pool will not be considered an appropriate fencing for any pool area. A "baby fence" can be used in addition to an aluminum fence, a screen enclosure or a landscaped chain link fence, NOT in lieu of.
4. All pool fencing requires prior approval.
5. Chain link fences are permitted, but must have a hedge installed on the outside of the fence that will completely shield the fence from adjoining properties and roadways. Initially the hedge material must be 24" inches in height and planted 2' feet on center.
6. Chain link fences must be 3 ft off property line.
7. No fencing shall be placed in any golf course maintenance easement. No fencing shall be installed in any utility easement, common area, or water management tract.
8. Fencing of the front yard is not permitted.
9. Fences are required to have a 20' setback from front elevation of house.

SWIMMING POOLS

1. Any proposed pool, decking, screen enclosure and landscaping plan must be submitted with a survey for ARC recommendation and approval by the BOD prior to commencement of any construction.
2. Any screen enclosure that extends from the side of the residence must be buffered by landscaping.
3. Above ground swimming pools shall not be permitted.
4. Pools, decking and water line shall not exceed the width of the home. Pools shall ONLY be located in the rear of the home. An exception will be made only if the lot demands it on a case by case basis. For example, a house may not have a rear yard or a pie shaped yard may need a modification.
5. No decking, screening or landscaping may be installed on any portion of the lake maintenance easement.
6. All pool equipment and heaters must be screened from view with landscaping from adjacent properties and roadways.
7. Spas or hot tubs will be permitted only when their placement does not interfere with the neighboring homes and will not create a nuisance. Waterline not to exceed rear elevation, in width, of the house, unless a lot demands an exclusion. Any spa or hot tub that is

permitted must also conform to all local zoning ordinances regarding this type of installation.

AIR CONDITIONERS, GARBAGE AND TRASH CONTAINERS

1. Window and/or wall air conditioning units shall not be permitted.
2. All garbage, trash containers, and yard cuttings should be placed at curbside the evening prior to scheduled removal pickup. Open storage of refuse is prohibited.
3. On the days of scheduled garbage/trash pick-up, such refuse shall be in trash receptacles (except large tree limbs or palm fronds) and placed near the roadway. When at all possible, have your gardener remove yard waste.
4. Trash containers are to be kept inside the garage when not at the curbside for pick-up.

ANTENNAS, FLAGPOLES, SIGNS AND MAILBOXES

1. A flagpole for display of the American and/or Florida State Flag only shall be permitted, subject to approval of placement. However, no freestanding pole will be permitted. For instance, the flag may be installed on a pole attached to the house.
2. Mailboxes have been designed and installed to be consistent throughout the neighborhood. If a mailbox is damaged or broken, the homeowner is responsible for replacement of the exact same model.
3. No modifications of the original installed mailbox will be approved. ARC hopes to reduce the visual impact created by random design through regulating the style of the mailbox units.

ACCESSORY STRUCTURES, PLAY EQUIPMENT

1. All playground equipment or playhouses shall be placed in the rear set back of the property and only with the recommendation of the ARC and approval of the BOD. Location on the lot may be a condition for approval. Play equipment must be screened from the front or street view with landscaping.
2. Fountains and the like shall not be placed or installed on the street side of any lot without approval.
3. No clotheslines or similar structures shall be permitted on any portion of the property.

ATTIC VENTILATORS, SKYLIGHTS, GUTTERS AND DOWNSPOUTS

1. Attic ventilators or other apparatus requiring penetration of the roof should be as small in size as functionally possible and should be painted to match the roof color. They should be located generally on the least visible side of the roof and not extend above the ridgeline. Approval of any ventilators must be obtained from the ARC and BOD prior to installation.
2. Gutters and downspouts must match the trim on the house and be as inconspicuous as possible. Run-off must not adversely affect the drainage on adjacent properties. All gutters and downspouts must have approval prior to installation.

PATIO, PATIO ENCLOSURES AND DECKS

1. Patio enclosures are an extension of the home and have a significant impact on its appearance. All enclosures should be designed to conform to the contours of the house color and materials should be compatible with the existing home and surrounding homes. All patio enclosures must have approval prior to the commencement of construction.
2. The roof of the patio enclosure should conform to the roof on the home as closely as

possible. Insulated aluminum roofs will not be permitted.

3. All patios, patio slabs and courtyards must be recommended by the ARC and approved by the BOD prior to installation.

PERMANENT BARBECUES

1. Permanent barbecues should be located so they will blend as much as possible with the surrounding area. Supplemental planting should be provided to soften the visual impact of the barbecue, particularly when little or no natural background or screening is available.
2. No permanent barbecues shall be installed until approval is received from the BOD.

MAJOR EXTERIOR ALTERATIONS

1. The design of major alterations should be compatible in scale, materials, and color with the applicant's house and adjacent properties.
2. The location of major alterations should not impair the views or amount of sunlight and natural ventilation on adjacent properties.
3. Roof pitch should match the type used in the applicant's house.
4. New windows and doors should match the type used in the applicant's house and should be located in a manner which will relate well with the locations of exterior opening in the existing house. If changes in grade or other conditions, which will affect drainage, are anticipated they must be indicated. Generally, approval will be denied if adjoining properties are adversely affected by changes in drainage.
5. Construction materials should be stored so that impairment of views from neighboring properties is minimized. Excess material and debris should be immediately removed after completion of construction.

THIS DOCUMENT MAY BE REVISED AS NECESSARY BY THE ARC
Current revised date is December 2017