

Windward Village Property Owners Association (POA)
Architectural Control Board

STANDARD OPERATING PROCEDURES

Meeting Procedures

Architectural Control Board (ACB) meetings will be held whenever a situation arises that requires an action by the ACB as outlined in the Declaration of Covenants, Conditions, Restrictions and Easements for Windward Village.

Committee members will be notified by email, telephone, or in person by the Chairman of the ACB regarding the location, time and date of the meeting.

The ACB shall consist of no less than three (3) members and no more than (5) members. A Chairman to head this committee will be determined by the Board of Directors. All members will be presented a book/binder containing pertinent documents to do their job.

Absent board members are to be advised of disposition results as all board members must keep their ACB books up-to-date.

Once acted upon, requests are returned to the Board's agent who then notifies the builder and/or homeowner of the Board's decision.

Retiring Board Members shall return their ACB book to the Chairman or new Board Member.

The ACB Chairman will update the Windward Village POA Board of Directors on all activity during POA Board Meetings. The ACB will provide recommendations to the Board if the POA Board decides to amend, add, or qualify Article VI or Article VII in the Declaration of Covenants, Conditions, Restrictions, and Easements for Windward Village.

ACB Pre-Construction Procedure Requirement

One set of architectural plans, including a plot plan showing structure clearance to property lines shall be submitted to our agent, Villages Services Cooperative Inc., 2541 N. Reston Terrace, Hernando, FL 34442 (352-746-6770) and shall specify the following:

- a. Owner's name, address and telephone number;
- b. Complete plans and specifications sufficient to secure a building permit in Citrus County, Florida, including a plot plan showing lot and block and placement of residence, garage, walls, pool, etc.;
- c. Front elevation and both side elevations, or front elevation and one side elevation and rear elevation, for the building, as well as all elevations of any walls, etc.;
- d. A perspective drawing to interpret adequately the exterior design;
- e. A listing of various exterior finishes and colors along with sample color strips;
- f. One set of blueprints shall be left with the ACB until construction is completed.

Our agent will note the date the submission was received and will forward the submission to the ACB Chair. Action by the ACB is required within 30 days of the submission date. If such notice is not given within 45 days, then approval shall not be required, but all other Covenants

and Restrictions shall remain in full force and effect.

The ACB Chairman will schedule a meeting of the ACB to review the plans as soon as possible after receipt of the plans.

The ACB will visually inspect the topography of the lot to determine if retention walls may be required to prevent erosion due to heavy rain.

The Chairman of the ACB will present an Approval Checklist, along with the plans, to all attending members at the described ACB meeting. If all aspects of construction are in order, the stated form will be filled out by the Chairman or his/her designee and signed by all ACB members present representing an approval of the ACB. The approval checklist will be mailed or hand delivered to our Agent.

Our Agent will, upon receipt of the approval checklist, mail the contractor an ACB Certificate of Approval and Form Letter (approval of plans) along with any other required information.

The Contractor may begin work without an ACB Certificate of Approval, but it is limited to clearing a lot ONLY. No actual construction may begin without the Certificate.

A Stop Work Order may be issued to the contractor who violates this procedure. To issue a Stop Work Order, the Chairman of the ACB shall contact our Agent who will issue the order.

Changes to Landscaping Requirements

Please submit your plan and specifications to the Agent for the ACB with enough information to convey your intent. Plans should include a drawing with a list of plant names, showing the nature, kind, shape, height, materials and location of the same. Emphasis as to harmony and location in relation to surrounding structures and topography are to be considered.

Our agent will note the date the submission was received and will forward the submission to the ACB Chair. Action by the ACB is required within 30 days of the submission date. If such notice is not given within 45 days, then approval shall not be required, but all other Covenants and Restrictions shall remain in full force and effect.

The ACB Chairman will schedule a meeting of the ACB to review the plans as soon as possible after receipt of the plans.

Upon review, the ACB will notify the Agent of its decision. The Agent will record the decision and notify the Homeowner.

Painting or Repainting Requirements

A list of approved paint colors/color combinations exists for your home's exterior, trim, door, roofing, pavers, etc. and is controlled by the Terra Vista Master Property Owners Association Inc. Architectural Control Board. The Windward Village ACB supports these colors and combinations in its entirety.

All repainting must be approved by the ACB even if you are attempting to use the same existing colors. If your existing color numbers are unknown, you may choose to use the current list of approved paint colors/color combinations. [The list is available on this web site.] Please submit your plan and specifications with color chip samples to the Agent for the ACB.

Our agent will note the date the submission was received and will forward the submission to the ACB Chair. Action by the ACB is required within 30 days of the submission date. If such notice is not given within 45 days, then approval shall not be required, but all other Covenants and Restrictions shall remain in full force and effect.

The ACB Chairman will schedule a meeting of the ACB to review the plans as soon as possible after receipt of the plans.

Upon review, the ACB will notify the Agent of its decision. The Agent will record the decision and notify the Homeowner.

Driveway Painting or Stenciling

All painting or stenciling must be approved by the ACB and should be professionally applied, in keeping with colors that are harmonious with your home's exterior appearance. Please follow the procedures listed above in "Painting or Repainting Requirements".

Flag Poles and Flags Requirements

The installation of flag poles must be approved by the ACB. Please follow the procedures listed above in "Painting or Repainting Requirements".

Flag poles shall be installed in the front yard only, with a height limitation of 20 feet, and no closer than 10 feet to the street.

Please adhere to Florida Statutes 720.304(2): Any homeowner may display one portable, removable United States flag or official flag of the State of Florida in a respectful manner, and on Armed Forces Day, Memorial Day, Flag Day, Independence Day, and Veterans Day may display in a respectful manner portable, removable official flags, not larger than 4.5 feet by 6 feet, which represent the United States Army, Navy, Air Force, Marine Corps, or Coast Guard, regardless of any declaration rules or requirements dealing with flags or decorations.

In addition, please adhere to The Flag Code, Title 36, U.S.C., Chapter 10, as amended by the 103rd Congress and Approved on September 13, 1994, section 174, available at <http://www.hospitality-1st.com/PressNews/FlagCode.html>

Post Lamp Requirements

Article VII General Use Restrictions; Section 2(e) explains the requirements.

Deed Restriction Violations and Complaints Requirements

All complaints must be submitted in writing or by email. No anonymous letters or emails will be considered. The writer's name will be held in confidence by the ACB.