



ARCHITECTURAL GUIDELINES  
(Modified and Restated June 6, 2016)



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## ARCHITECTURAL GUIDELINES

Without intending to constrain creativity or dictate taste, the Woodlawn Heights Architectural Review Committee (ARC) and Board of Directors have carefully researched and formulated the following guidelines which, among other things, are intended to help assure that Woodlawn Heights' natural attributes are preserved and its potential is attained. These guidelines have been modified by the ARC and approved by the Board of Directors pursuant to the authority granted in the Woodlawn Heights Declaration of Covenants, Conditions, and Restrictions (Declaration). Various capitalized words and phrases used herein are defined in that Declaration, which has been recorded in Book 1913 Page 309 of the Official Records of Santa Rosa County.

After reviewing the Declaration and these Guidelines, the architectural review process may be commenced by observing the directions in the Appendix A, the Architectural Review Process.

Inquiries, questions and comments concerning these guidelines are welcome and should be first directed to:

Woodlawn Heights Owners Association, Inc.  
3749-D Gulf Breeze Parkway, #334  
Gulf Breeze, Florida 32563

Please note that these Guidelines, along with Appendix A are subject to change without notice. Owners should check with the ARC Committee immediately prior to planning their construction to verify that they have the current Architectural Guidelines. Also, while the ARC is authorized to grant variances from these Guidelines and certain of the restrictions contained in the Declaration, it is anticipated that such situations **would not** be common. Various capitalized words and phrases used herein are defined in the Declaration.

Lot owners will be notified of proposed changes to the ARC Guidelines at least 30 days in advance of the meeting of the Board of Directors in which the proposed guideline changes will be voted on. After unanimous consent of the Architectural Review Committee (ARC), the Board of Directors will determine acceptance of the modified ARC Guidelines by a majority vote.

## LANDSCAPING STANDARDS AND CRITERIA

Woodlawn Heights is situated within one of the most unique parcels of land on Florida's Gulf Breeze peninsula. With the intent of trying to preserve as much as possible of the inherent beauty, esthetic qualities and positive environmental effect of its natural terrain, the Developers have taken great care, at significant expense, to preserve and maintain as much of the "natural terrain", with its attendant vegetation by implementing a cautious "**clear only what is minimally required**" approach in making improvements. Toward the same end, preserving the "natural terrain" was a central theme in designing Woodlawn Heights' overall layout.

For these same reasons, and so that preserving the sense of this natural terrain may be enhanced

for the benefit of all Owners, one of the most stringent requirements of these Guidelines is that each Lot Owner observe the "clear only what is minimally required" approach to tree preservation and building homes, followed by a wholesome dose of quality landscaping.

### **Applicability of Landscape Standards**

The following landscaping standards shall apply to all Lots within Woodlawn Heights. The ARC has adopted these standards as an integral part of the Woodlawn Heights Architectural Guidelines. **No lot clearing, grading or landscaping shall commence in any respect until the ARC or its designated representative has completed the review process of the Owner's construction plans.** All initial landscaping shall be completed prior to occupancy or within one year after the date the Santa Rosa County Building Department has issued the Certificate of Occupancy for such lot.

### **Lot Clearing and Tree Preservation**

**Because of the critical importance of the tree preservation program in Woodlawn Heights, these Lot clearing standards are more strict than those normally encountered by homebuilding contractors (and their Lot clearing subcontractors). Accordingly, Owners are urged to review these Lot clearing standards very carefully with their contractor and, if possible, to be present when the actual clearing activity occurs. Owners are responsible for damages which occur as a result of careless clearing.**

**No clearing, grading, disturbance, filling or the like is permitted on any Lot until:** (1) the Owner has obtained final construction and/or landscaping plan approval from the ARC; and (2) the Owner is prepared to commence construction immediately following approved clearing activities (e.g. all required permits are in hand; any required financing is in place; etc.).

Owners are urged to complete their tree survey (the purpose of which is to locate and identify, by size and type, all 6" or greater caliper <sup>1</sup> trees on their Lot) in advance of finalizing the design of their house and its layout on the Lot. All improvements are to be carefully planned with a view toward ideally avoiding the destruction of 6" or greater caliper trees, particularly hardwoods. It is recognized that because of the abundance of such non-hardwood trees at Woodlawn Heights and the size and shape of lots relative to the minimum home sizes some loss will be unavoidable.

As an alternative to a tree survey, with the consent of the ARC, owners may clearly mark their lots (e.g. surveyor's tape showing that area desired to be cleared) and have same inspected on site by one or more members of the ARC.

Upon obtaining from the ARC final approval of construction and/or landscaping plans, an Owner may clear the Lot **immediately prior to commencing construction but not prior to that time.** **Clearing** activities shall be limited to removal of all vegetation within a reasonable working distance of the footprint of the improvements shown on the approved site plan and, if desired by the Owner at this time, under brushing the balance of the lot (although Owners are required to preserve all hardwood trees of 6" or greater caliper within the Greenbelts without prior ARC approval).

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<sup>1</sup> For purposes of these landscaping standards, "caliper" is defined to mean the trunk diameter of a tree measured 4 feet above the ground

Under brushing for these purposes refers to the removal and/or cutting off within a few inches of ground level vegetation of less than 6" caliper. By implementing this approach to Lot clearing, at a minimum all 6" caliper trees may initially be preserved, except for those located within a reasonable working distance of the actual building, driveway, etc., footprint.

In performing the clearing, and thereafter during construction, all equipment, vehicles, material trucks and the like should access, whenever practical, the interior of the Lot only along the approved driveway route so as to minimize damage and/or disturbance to preserved trees. During construction, in addition to restricting equipment and vehicular access to the proposed driveway (areas), the Owner is required to undertake such additional safeguards (such as roping off or fencing protected trees and their root systems, etc.) as are reasonably required to protect the remaining trees from damage (including protection of roots, tree trunks and bark, etc.).

The burning of removed vegetation on a Lot is prohibited.

Following completion of construction, proper tree care and maintenance shall be undertaken by all Owners and tree preservation shall observe the foregoing guidelines. No hardwood tree greater than 6" caliper shall be removed without the prior approval of the Architectural Review Committee.

## **Landscaping Plan Criteria**

### Trees

There are very few areas within Woodlawn Heights that do not have a significant number of healthy trees that should be preserved as a result of the tree preservation program. However, where any such area might exist or occur then, at least two trees of at least 4" or greater in caliper and at least 6' tall shall be planted between the curb and the front of the house. In those Lots that are corner Lot and have a side adjacent to the street, then one additional tree meeting the same requirements as above is required.

### Sod

Saint Augustine, Centipede, Zoysia, Turf Bermuda or any other turf grasses approved by the ARC shall be used to sod all of the Lot, except: (1) those areas receiving other landscaping or construction improvements; and (2) any areas where the Owner and ARC agree that the natural characteristics (e.g. very thickly wooded, environmentally sensitive, etc.) do not warrant sod. The back yard must be landscaped, hardscaped, or left undistributed. Sod shall be carried to the back of the curb of all adjacent streets and to the edge of paved improvements (unless interrupted by an approved planting bed or shrubs).

### Screening

Owners are required, as relates to their own property, to conceal from view all external appliances and/or fixtures including, but not limited to, HVAC equipment, water pumps, water softeners, and pool equipment. Such item(s) shall be concealed by means of either landscaping or fencing to the extent that the item itself may not be viewed from the front lot line. Landscaping must obtain at least 80% opacity within 2 years of planting.

The ARC reserves the right to specify uniform (or provide a short-list for Owners to choose from) shrub(s) for all screening purposes. Berms for screening are prohibited.

### Planting Beds

Owners are required to install and/or maintain planting beds, ground cover and/or shrubs in at least the front yard and for corner Lots, the side yards facing street. The minimum amount of planting beds and/or shrubs will be determined from reference to the minimum Lot planting requirements set forth below. It is to be noted that the quantities set forth below are the recommended minimum. Owners are encouraged to do more; and the ARC reserves the right to require greater quantities where circumstances warrant.

50      3 gallon shrubs

For a variety of height, color and texture, substitution to the above shrub quantities may be made as follows:

3-1 gallon ground covers =	1-3 gallon shrub (but with total landscape of no more than 50% ground cover)
1-15 gallon shrubs =	5-3 gallon
1-7 gallon shrubs =	1-3 gallon
1-5 gallon shrubs =	2-3 gallon

### Landscape Installation

Landscaping shall be planted using best practices, with appropriate soil amendments and whenever possible utilizing the services of an experienced landscape contractor. Planting beds shall be liberally mulched with an approved mulching material (e.g. hardwood chips, stone, rock, or pine straw). For two years after planting, any trees or shrubbery which does not survive shall be promptly replaced by the current owner. The initial Owner shall schedule landscape planting to be completed within one year of occupancy of the residence.

### Irrigation System

All Lots shall have a fully automatic irrigation system for irrigating at least the front and side yards with a maintained 100% coverage adjusted so that the spray pattern does not excessively extend onto impervious surfaces.

In cooperation with Developer-Declarant the City of Gulf Breeze has installed throughout Woodlawn Heights a reuse water irrigation system. The use of this system is not mandatory but is strongly encouraged. However, in all events the use or availability of reuse water is entirely between individual lot owners and the city of Gulf Breeze.

Well water that causes discoloration on sidewalks, the curbing, the driveway, and/or the street is prohibited. The homeowner will be required to remove all stains caused by this well water.

### **Landscaping Maintenance**

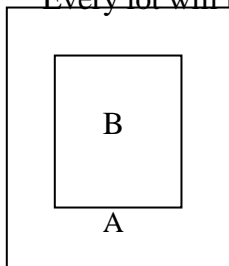
Owners of Lots in Woodlawn Heights shall maintain the landscaping on their Lot (and also that area between their Lot line and adjoining Street curb) in a healthy, clean and attractive manner. Landscaping shall in no way detract from the appearance of the neighborhood. Landscape maintenance shall include, but not be limited to, the mowing and edging of all lawn areas; the pruning and authorized cutting of trees and shrubbery according to the type of tree or plant; the removal of weeds and unsightly materials from all planting beds; the maintenance and periodic restoration of mulch in planting beds and shrub areas; edging the street curb, removing debris and dirt from the street directly in front of the Lot; and the fertilizing and watering of all plant materials and lawn. Landscape must be maintained so that weeds are not visible from the sidewalks. All landscape maintenance shall be executed in a manner, and with such frequency, as is consistent with diligent and good property management.

All undeveloped will be maintained at least 10 feet from the street curb by mowing and edging the ground area within this part of the Lot.

If any Lot becomes unattractive in appearance due to neglect, or plant material has been allowed to become detrimental to adjoining property Owners, the Association shall have the right to remedy the condition in question, at the expense of the Owner, all as more particularly set forth in the Declaration.

### **STRUCTURE SITING AND BUILDING AREA**

Every lot will be sited to contain: (A) Landscape Area, and (B) Building Area (see illustration below).



A - Landscape Area

B - Building Area

In general the Line between the Landscape Area (A) and the Building Area (B) is typically the same as the Front and Side setback lines as set forth in the Declaration and Plat, with rear line typically parallel to the front Lot line and typically the same as the rear building setback line.



Once the residential structure and other improvements are approved, the balance of the Building Area (B) shall also become Landscape Area (A).

### **PLACEMENT OF RESIDENCE**

The residence structure shall be placed within the boundaries of "B," the Building Area. This is generally an absolute under the provision of the Santa Rosa County Land Development Code. In any other cases variances from the Santa Rosa County Board of Adjustment will require a showing of significant need precipitated by house and/or Lot configuration and size.

### **ARCHITECTURAL DESIGN**

No particular design is mandated, but all houses are to be "traditional" in style, harmonious with the surroundings and must meet the approval of the ARC.

### **FRONT LOT LINE**

The Front Lot Line is defined as the front boundary of the Lot alongside the street. Viewing from an adjacent Front Lot Line into another Lot is not considered viewing from the Front Lot Line.

### **EXTERIOR LIGHTING**

All exterior lighting must be directed downward, diffused or of low wattage. Colored exterior lighting or exterior lighting directed towards streets or roadways will generally not be permitted, absent unusual circumstances. Lighting fixtures must be compatible with the residence structure's design and style and must be placed appropriately.

### **EXTERIOR MATERIALS AND COLORS**

Most authentic exterior materials are acceptable, including:

Stucco-	smooth or textured
Masonry-	stone, brick, split rock, ceramic, marble
Wood -	(typically painted or stained) timbers, board, tongue and groove, rough sawn lumber, wood shingles, shakes

Certain masonry products like stone board may be considered. Vinyl siding will typically not be approved and is discouraged unless a clearly superior product. Aluminum siding typically will not be approved.

Exterior textures and colors must be harmonious with the natural landscape and no bright colors, except white, shall be acceptable as the dominant color of the residence.

## **GARAGES, DRIVEWAYS AND WALKWAYS**

Each residence must have a private, fully enclosed garage for not less than two cars. Garages may be attached or detached and must be located within the "B," Building Area. On all Lots garages shall be side loading: provided, however, the ARC may authorize a front loading garage where the size and configuration of the proposed residence, as compared to the size and configuration of the Lot, make a side loading garage impossible or impractical. Double garage doors must be a minimum of 16 foot width and all overhead garage doors must employ automatic door openers. Typically, garage doors should be at least 7' high. Driveways should be located at least 3' off the side Lot line, except for side entry garages which will be approved on a case by case basis.

Driveways shall be constructed of concrete, pavers, brick or stone, and typically shall not exceed 20' in width, and shall be constructed to join at the existing curbing along the street. Cuts of the existing curbing are permitted and required so that a smooth transition from driveway to concrete ribbon curbing is achieved. Asphalt, blacktop or gravel driveways are not permitted.

Walkways from the entrance of the residence must be of a material which is either the same of that of the driveway or one which is compatible with the driveway and the residence.

If there is a drainage easement between two Lots, then driveways and walkways shall not encroach upon this easement unless a variance is issued by the ARC Committee and approved by the Board of Directors.

## **MAILBOXES**

All mailboxes in Woodlawn Heights will conform into one design with construction specifications provided by the ARC.

## **ROOFS AND CHIMNEYS**

Cement tile, clay, standing metal seam, slate or asphalt or fiberglass shingles of dimensional shape (235 lbs. or greater per square) are the recommended materials for all roofs. Other material will be considered on an individual basis. Minimum roof slope will be 6/12 (except that the ARC may consider roofs covering porches at 4/12 minimum slope).

Chimney exteriors shall be of the same material as the predominant exterior material on the residential structure; however, if brick is the predominant exterior material of the residential structure and a metal fireplace is used, the chimney may be either stucco (preferred) or a high quality vinyl siding approved by the ARC.

Chimney caps are required to cover stove pipes of metal fireplaces. Flashings and chimney caps must be either weathered copper or painted to match the approved roof color.

Roof stacks and vents should not extend above the ridge line and should be painted the same

color as the roof.

### **SATELLITE RECEIVING DISHES**

The old styles, large satellite receiving dishes are prohibited. As a general matter, the newer technology smaller satellite dishes are not prohibited. Generally, any such permitted smaller satellite receiving dishes shall be installed for maximum concealment and minimum visibility from the front Lot line if possible without diminishing the signal strength.

### **SCREEN PORCHES, ENCLOSURES AND PATIOS**

All screen structural material must be anodized or electrostatic ally painted in color harmony with the residence exterior.

Patios shall be located in the Building Are to the rear of the residence. Front and side locations must be approved on an individual basis.

Patios should be constructed with natural colored Concrete, slate, flagstone, brick, wood, tile, pebble, or stamped concrete.

### **SWIMMING POOLS, TENNIS COURTS AND OUTBUILDINGS**

Unless otherwise approved by the ARC as part of the overall house and/or Lot configuration and size, pools must be located to the rear of the residence, complies with Florida Statute 515.29 and attached to the main residential structure, with the design and construction details approved by the ARC. No above ground swimming pools will be allowed. An above-ground-swimming pool shall mean a manmade rigid or semi-rigid structure, basin or receptacle for water having a depth in excess of 24 inches. The intended use shall be for swimming, wading or bathing exclusively by the Lot owner or occupant of the land or premise, his family and guests. Pool screen enclosure shall be constructed no larger than the outside edge of the home. Equipment sold as hot tubs or spas shall comply with all Florida Statutes covering such equipment. Water features, fish or decorative ponds, spas or hot tubs are not considered swimming pools.

Unless otherwise approved by the ARC as part of the overall house and/or Lot configuration and size, tennis courts are not permitted.

Outbuildings must be approved by the ARC. Most types of outbuilding material will be acceptable if screened from view from the Front Lot Line by an approved privacy fence. Outbuildings with a permanent foundation must be constructed of materials that physically match the main house on the Lot.

All outbuildings (sheds) maximum height shall be 8 feet from the ground to the top peak of the roof unless constructed of the same material as the house. Sheds must not exceed a 120 square feet footprint. All sheds must be approved by the ARC.

## **FENCING, HEDGES AND WALLS**

The composition, location and height of any fence or wall to be constructed or any hedge to be planted on any Lot shall be approved in writing by the Architectural Control Board or the Architectural Review Representative prior to its construction or planting. No chain link or wire fences shall be permitted. Metal fences may only be decorative wrought iron or anodized/electrostatic ally plated aluminum. No fence or wall may be constructed and no hedge planted nearer to the front lot line than the front of the residential structure, nor, if a corner Lot, nearer to the side street than the side of the residential structure. Permitted walls or fences shall not exceed a height of 6”, and fencing hedges and walls forward of the front line of the residential structure will not be approved, except perhaps for architectural fencing segments, or short runs in the side yard forward of a permitted rear yard privacy fence. This restriction shall not apply to any hedge which shall be maintained in a manner such that it does not exceed three (3) feet in height. All fencing shall be a height of 6 feet except that four (4) to six (6) foot walls or fences shall be allowed only on the rear Lot line connection to a natural Greenbelt but in no case abutting to another buildable Lot.

Privacy fencing may be installed if: (1) any exterior wood surface may only be sealed with a clear-coat preservative (no colored staining will be allowed); (2) trees are not cut to install same; (3) they are of a decorative design consistent with the design of the residential structure; and (4) other requirements which might be imposed by the ARC are complied with. Also, the standard type all wood privacy fencing is prohibited except for shadow box type privacy fences, namely, those fences constructed or improved such that both sides are “finished” and provided they are constructed using appropriate and substantial materials using sound construction techniques. Where neighboring lots have permitted privacy fencing extending outside the Building Area, the ARC may (but is not required to) take into account design of same in approving any neighboring fencing.

All ground support posts will be hidden from view from the street Lot line.

Notwithstanding the foregoing, it is understood that county and state laws may require the construction of a chain link security fence surrounding the retention/detention areas shown on the subdivision plat. Any such city or state requirement will override the terms and conditions of these restrictive covenants.

## **DOORS AND WINDOWS**

Front doors should be of a decorative nature and constructed of solid wood, in-filled with wood or glazed panels, or metal/fiberglass with full glazing. Flush doors are not acceptable. Side lights and transoms are permitted; however, they should be compatible with the entrance door and design. Oval shapes at doors and side lights are allowed, and arched transoms are permitted. Sliding glass doors are discouraged on elevations exposed to the street. Trim or casing shall be used at all door, side light and transom conditions, with trim color coordinated with adjacent window trim color.

Windows shall be fabricated of wood, vinyl, vinyl clad or white painted aluminum. Clear (non-tinted, non-reflective) glazing is required, except where stained/beveled/leaded glass or glass block is used. Window trim or casing color shall be coordinated with adjacent door trim color. Acceptable window types are double or single hung, casement or awning. Sliding window units are prohibited. Fixed glass is permitted only in transom and glass block applications.

Window and door hurricane protection equipment such as wooden shutters, aluminum or metal shutters, plastic shutters, and wooden plywood are allowed prior to, during, and shortly after a hurricane/tropical storm threat. All such hurricane protection must be removed and stored from view from the street Lot line, except for the permanent wooden-type hanging shutters, within one week after the resident returns to the home after the storm.

No window air conditioning/heater/fan unit may be installed in any window visible from the Front Lot Line. Exception-during power outages caused by hurricanes or other natural disasters, window air conditioning/heater/fan units may be temporarily installed in any window until electrical power is restored to the home. These window air conditioning/heater/fan units must be removed within one week after electrical power restoration.

### **EXTERIOR LAWN AND HOLIDAY DECORATIONS**

Lawn decorations celebrating events including but not limited to holidays, birthdays, and other special events will be limited to two (2) weeks prior to the event and one (1) week after the event. Holiday lights may be installed and lawn decorations placed in the yard from the week of Thanksgiving to the end of January.

### **DETRIMENTAL APPEARANCE AND OFFENSIVE ACTIVITY**

Lot owners, renters, and/or their contractors shall not block any part of the street or sidewalk with construction materials or debris and shall not restrict or partially restrict access to any public street in Woodlawn Heights. This includes sand, equipment, lumber, stones, trees, debris, basketball equipment, vegetation, and any other material such as traffic cones, barriers, saw-horses, and other materials to block (wholly or partially) or restrict traffic flow on the public street or pedestrian traffic on the sidewalks.

### **ELEVATED FOUNDATIONS**

Foundations of the main residential structure must be a minimum of 16" above finish grade. Where appropriate, the elevated foundation may take the appearance of off-grade construction. Elevated foundations serve as an attractive base for the house while creating a stately presence.

### **HOMEBUILDERS**

It may be that there will be one or more homebuilders constructing from time to time spec house(s) in Woodlawn Heights. Without yielding on the Architectural Standards applicable to all homes in Woodlawn Heights, in such, or similar, cases the ARC reserves the right to work informally with these builders to facilitate the Architectural Review process, charge a reduced Architectural Review process fee, etc.

### **CONSTRUCTION DEBRIS**

During the entire construction process, all Owners shall be responsible for construction debris, storm water run off and such matter. Towards these ends, during construction each Owner shall provide a completely enclosed area where construction debris, trash and rubbish is to be temporarily stored until permanently removed from the community; shall prevent top soils and other materials from washing into adjacent streets and/or onto adjacent property; and periodically (not less often than weekly) shall police not only their lot, but also all areas in the vicinity thereof whereon construction debris might have washed, blown, etc. Failure of any Owner (and all Owners shall be responsible for their homebuilder) to diligently adhere to the foregoing guideline shall be grounds for the ARC to suspend, without notice, construction plan approval, until such time as the situation is property remedied and/or assurances provided of its discontinuance.

## APPENDIX A

### ARCHITECTURAL REVIEW PROCESS FOR WOODLAWN HEIGHTS

The Architectural Review Process is a required prerequisite before building a home in Woodlawn Heights, and should be completed **BEFORE A LOT IS CLEARED OR OTHERWISE DISTURBED**. The purpose of the review process is not to restrict design freedom or make design decisions. The intent of the Architectural Review Committee (ARC) is to ensure that individual homes maintain the overall desired character of Woodlawn Heights. The ARC may be contacted as follows:

Woodlawn Heights Owners Association  
3749-D Gulf Breeze Parkway, #334  
Gulf Breeze, Florida 32563

All construction, changes, plans, building, etc. as required by the Covenants and/or the ARC Guidelines for ARC approval, prior to any construction or work, must be mailed to the Woodlawn Heights Owners Association, Inc. address. Every effort to review and notify the party submitting the request will be made by the ARC committee within thirty (30) working days from the U.S. Postal Service date on the correspondence.

A proposed commencing and completion time frame must be included in all requests. If the ARC approved project is not started within thirty (30) days of the stated completion date, then an extension must be requested from the ARC Committee.

#### **PART 1 – CONCEPTUAL REVIEW**

This review is recommended but not required, and allows for an evaluation at the schematic stage of the project. The following are requested, but not required:

- (1) Site Plan (1" = 10' preferred, but not less than 1" = 20') to include:
  - A. The Landscape Area (refer to Architectural Guidelines – Structure and Building Area)
  - B. The Building Area (refer to Architectural Guidelines – Structure and Building Area)
  - C. Existing Trees (having a 6" or greater caliper) by size and type
  - D. All proposed improvements
  - E. Lot Dimensions
  - F. Lot Drainage
  - G. Approximate location of any above the ground utility fixtures
- (2) Floor Plan (1/4" = 1')
- (3) Elevations (1/4" = 1')

## **PART 2 – FINAL REVIEW**

This is the formal submittal required by the Woodlawn Heights Declaration of Covenants, Conditions, and Restrictions, and allows the Architectural Review Committee to check the completed construction documents for conformance with that Declaration and the Woodlawn Heights Architectural Guidelines.

**NEITHER THE ARCHITECTURAL REVIEW COMMITTEE, NOR THE WOODLAWN HEIGHTS OWNERS ASSOCIATION REVIEWS THE CONSTRUCTION DOCUMENTS FOR COMPLIANCE WITH ANY APPLICABLE BUILDING CODES, SAFETY CODES, LAND USE REGULATIONS OR THE LIKE, ALL OF WHICH ARE THE RESPONSIBILITY OF THE OWNER.**

One or more of the following may be required:

- A. A letter requesting plan approval including the name, address, and phone number of the owner and builder. A check payable to the Woodlawn Heights Owners Association, Inc., for \$250.00 may be required.
- B. Site Plan showing the same things as required for the conceptual review.
- C. Landscape plan.
- D. Floor Plans (1/4" = 1')
- E. Elevation (front, sides, and rear) (1/4" = 1') to include exterior materials.
- F. Eave, door and window (and shutter, if any information and trim detail) (1/2" = 1')
- G. A sample of the primary exterior siding materials, together with color samples and/or explanation of all exterior colors/stains to be used.
- H. Chimney design materials.
- I. Garage door details (including materials, size, and manufacturer).
- J. Exterior lighting plan.

Scales approximating those indicated above will be adequate. Materials submitted to the Architectural Review Committee **WILL NOT BE RETURNED**. Submittal of the above materials generally should be all that is required, however, from time to time, the Architectural Review Committee may request additional information.

The ARC reserves the right to work with responsible builders engaged in an on-going building program within Woodlawn Heights to facilitate multiple plan approvals, multiple Lot clearing procedures, reduced architectural review process fee, etc. However, such action by the ARC is intended solely as a procedural expedient and not a waiver of any other provisions of the Declaration or Architectural Guidelines.

If any Association assessments for a Lot are unpaid, plans submitted with respect to the Lot will be rejected and not approved until such time as the delinquent assessments are paid in full and the plans again are submitted for review.



Modified and restated  
June 6, 2016

## **APPENDIX B**

### **UNANIMOUS CONSENT OF THE ARCHITECTURAL REVIEW COMMITTEE OF WOODLAWN HEIGHTS TO MODIFY THE ARCHITECTURAL GUIDELINES AND APPROVAL OF THE BOARD OF DIRECTORS**

Pursuant to the reservation of rights contained in the Woodlawn Heights Declaration of Covenants, Conditions and Restrictions, recorded in Book 1913, Page 309 of the Public records of Santa Rosa County, the Architectural Guidelines duly adopted January 20, 2003, are herein above modified and restated in their entirety.

To the extent that the guidelines promulgated herein modify, amend and/or contradict prior guidelines the guidelines restated as of this date shall be retroactively effective.