



Architectural Standards & Guidelines

Adopted on 5/20/21

**HAMMOCK RESERVE
HOMEOWNERS ASSOCIATION**

c/o Bono & Associates
766 N Sun Dr. Suite 2000
Lake Mary, FL 32746

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*Find even more easy-to-use tools on the HOA website
or owner portal tab at www.hammockreservehoa.com*

Section 1.0 Introduction

The Hammock Reserve Homeowners Association (HOA) Board of Directors is pleased to present the Architectural Standards & Guidelines Handbook as a tool to help homeowners understand the ARC process and rules & regulations regarding maintenance requirements and how to request approval for changes to the exterior of your home. The communities Governing Documents & Rules & Regulations give residents a consistent standard to follow.

We hope this document helps continue to build a community that will allow freedom for individual tastes, while maintaining the overall aesthetic tone of a vibrant, engaged, supportive and welcoming neighborhood.

Please retain this copy as part of your permanent papers to refer to now and in the future.

Written approval from the ARC is required prior to the start of any exterior changes and you may need permits from Seminole County and/or City of Oviedo before any changes are made.

The term Architectural Review Committee (ARC) shall mean and refer to the governing body, which reviews all construction, development, landscaping and other plans for improvements to the Property.

These Rules & Regulations provide for the establishment of reasonable rules and regulations concerning the use of individual lots and common areas. The Architectural Review Committee (ARC) serves as the representatives of the Board of Directors (Board) while enforcing the following rules and regulations. Compliance with this guide is required but is not the sole basis for review or approval, nor does it guarantee approval of any application. Each owner acknowledges that determinations as to such matters are purely subjective in nature and that opinions vary as to the desirability and attractiveness of a proposed addition or modification.

This document is not intended to replace the Declaration, but to clarify the process by which homeowners may customize and modify the exterior presentations of their homes, and/or lots. The intent is to provide consistent guidance to owners regarding requirements for additions and modifications to their property in the community and matters of particular concern to the ARC when considering applications for approval of such conditions and modifications. Additionally, the Rules & Regulations set forth various restrictions on other matters relating to community regulations and overall appearance of the property in the community.

The Architectural Review Board has the exclusive right to approve or deny plans, at its sole discretion. Absent an approval from the ARC the proposed alteration or improvement may not be commenced. Architectural Review Committee decisions may be appealed if the Homeowner disagrees with the ARC's decision.

Please direct your questions regarding these Rules & Regulations to Bono and Associates via www.hammockreservehoa.com or to Management via email at Chelsea@bonomgmt.com or via phone at 407-233-3560. The Hammock Reserve Homeowners Association Board of Directors reserves the right to modify or amend these Rules & Regulations from time to time as it deems desirable or necessary.

Sincerely,

The Hammock Reserve Homeowners Association Board of Directors

Section 2.0 Process of Application

Alterations Requiring Review & Approval by the Architectural Review Committee (Section 5.24):

- Essentially changes, permanent or temporary, to the exterior appearance of your home or lot are subject to review and approval by the Architectural Review Committee.
- If there is any doubt as to whether or not a proposed exterior change is exempt from design review and approval, homeowners should first seek clarification from the Architectural Review Committee before proceeding with the improvements.

1. Applications:

Application is available on the website at www.hammockreservehoa.com

- (available for download on public & private portal side)
- Application must be submitted in one of the following ways:
 - Submission via the HOA Owner Portal
 - Email executed Application and applicable documents to Chelsea@bonomgmt.com
 - Fax executed Application and applicable documents to 407-233-3498
 - Mail executed Application and applicable documents to:
 - Hammock Reserve Homeowners Association
 - c/o Bono & Associates
 - 766 N Sun Dr. Suite 2000 Lake Mary, FL 32746

2. Supporting Documents:

- The Application must include a complete and accurate description of the proposed improvement(s). To permit evaluation by the Architectural Review Committee, supporting exhibits will frequently be required. Examples include: a site plan showing the location and dimensions of the proposed improvement, architectural drawings or plans as applicable; landscape plans noting material size and quantities; material information and/or color samples, etc.

3. Time Frame for Completion of the Review:

- The ARC is required to approve or disapprove any proposed improvement within thirty (30) days after the receipt of a properly completed application. However, the thirty-day review period will only commence upon the receipt of a complete application form, including any required exhibits. All incomplete applications will be returned to the owner requesting the necessary missing information. It is therefore advisable for homeowners contemplating substantial improvements to first ensure that they are aware of all required and supporting documentation prior to submitting a design review application.
- The ARC uses the online portal for review & approval and makes every effort to review & respond to the applications as quickly as possible.

4. Notice of Approval/Disapproval:

- Homeowners who have submitted design review applications will be given written notice of the decision of the Architectural Review Committee.
- Appeals Procedure:
 - Homeowners who have submitted design review application may appeal decisions of the Architectural Review Committee to the Board of Directors.

Section 3.0 Enforcement Procedures

The Bylaws of the Association provide the authority for the Board of Directors to establish these Standards & Guidelines:

The following enforcement procedures will be used to ensure compliance:

1. A violation may be observed and reported to the Board of Directors through the managing agent by a member of the Architectural Review Committee or a homeowner. In the case of homeowners wishing to report a potential violation, a written notification should be sent to the Management company. The Management company will verify all violations prior to issuing any formal notification.
2. The alleged violation will be confirmed by a site visit by a member of the Board of Directors, a member of the Architectural Review Committee or the Managing agent.
3. The Board, through the managing agent, will contact the resident in violation by letter advising them of the violation and requesting appropriate action to remedy the violation.
4. If the violation continued for thirty (30) days after the first notification (or if no substantial progress is made in curing the violation, where such remedy would require more than thirty days) a Courtesy Notice will be sent to the resident in violation. This letter will provide notice that the previously noted violation must be remedied within fifteen (15) days from the date of mailing of this letter (or alternatively, that the resident in violation must submit to the Board of Directors via the Management company a written plan, including timing for the abatement of the violation within a reasonable period of time, where such violation cannot be cured within the fifteen (15) day period.)
5. If the violation is not abated within 15 days from the date of the mailing of the Second notice described in number 4 above (or if progress is not being made) then a final ten (10) day notice is issued.
6. Failure to communicate & address pending violations will result in the Board reviewing the matter to turn over to legal counsel at the cost to the homeowner.

Section 4.0 Types of Exterior Modifications

- PAINTING THE EXTERIOR OF YOUR HOME
 - Color Selection- Must select from the approved color selection available.
 - Must provide desired paint selection for Body Color, Trim Color, Front Door, & Garage Door
 - Body Color Options provided in the approved color book
 - Trim must be Pure White (SW7006); Dover White (SW6385); or Crisp Linen (SW6378)
 - Garage Doors MUST be body color or Black Bean (SW 6006)
 - Drip Edge must remain current color and cannot be changed.
 - You cannot automatically re-paint your home a previously approved color. Anytime the home is due for repainting- The homeowner must submit an application for paint and the paint color must be from the current approved paint options available.
 - You cannot paint your house the same color as the house adjacent to your home.
 - Color Matching using a different brand of paint is permitted contingent verification that it matches an exact approved paint color that has been approved with the application.
 - Colors can be found on the homeowner's portal and via the Sherwin williams link:
 - <https://www.sherwin-williams.com/homeowners/color/find-and-explore-colors/hoa/oviedo/fl/hammock-reserve-hoa/>
- HOUSE NUMBERS

Individual house numbers must be black in color no larger than 6'. Made of metal or plastic. Must be mounted directly to home, or garage trim.
- EXTERIOR COACH LIGHTS (section 5.30)

Replaced coach lights must be approved by ARC.
They must be kept in good condition and repair.
- ROOF REPLACEMENT
 - Roof Replacements must consist of 30-year architectural shingle style or ceramic tile.
 - Color must be brown shingles, or terracotta color ceramic tile. Must submit photo or link of the desired shingle option that you wish to use with the application.
 - If preexisting galvanized metal porch is on the home, it cannot be changed to another type without ARC approval.
 - Solar shingles, see solar panels.

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- SOLAR PANELS
 - Require ARC approval & must meet Florida Statute Requirements.
 - Must be placed in inconspicuous location as possible.
 - Must meet all Hurricane codes and must be properly maintained at all times.
 - If Solar shingles are used, they must replace all shingles on the home with the like.

 - ANTENNAS AND SATELLITE DISHES (Section 5.20)
 - Exterior antennas are prohibited.
 - Homeowners may install satellite dishes for the purpose of receiving audio and/or video programming and media reception.
 - A dish that is one meter (39.37”) or less in diameter will be approved.
 - The satellite dish must be mounted to the outside of the house in the location that best minimizes its visibility from the street(s) and from other homes.
 - The dish should be mounted on the back of the house, on the side of the house with a minimum of 20’ back from the front elevation, or otherwise placed to hide it from street view and should not extend above the crown of the roof.
 - If reception cannot be obtained from these locations, the satellite dish should be located as unobtrusively as possible on the property.
 - Masts higher than six (6) feet will not be permitted.
 - Screening is required where possible.

 - FENCE REPLACEMENT/INSTALLATION
 - Any fence installed on a Lot within the Property must have a maximum height of six feet (6’) for PVC fencing and 5’ for wrought iron or aluminum rail.
 - PVC Fence colors must be almond, cream, or off white in color. Wrought iron or aluminum rail fence must be black in color.
 - Any lot that faces the water must have wrought iron or aluminum rail fence that runs along the back of the lot so as not to obstruct the view.
 - Fencing setbacks must be met and require proper permitting
 - Homes that are on corner lots may install landscaping hedges on the outside of the fence for natural barrier of view of the fence.

 - AWNINGS:
 - No Awnings will be permitted to the front or rear of the home.

- LANDSCAPING

- All major landscaping must be approved in advance by the ARC. The new landscaping must be compatible with neighboring homes. The replacement of like kind and size plant materials is permitted without approval. Major landscaping is defined as any planting or change in ground cover which would include 20 (twenty) percent or more of the front of the lot.
- The area of the lot that lies between the sidewalk and the street shall remain grass.
- Landscaping must be planted a minimum of five feet from the sidewalk and pruned/maintained so as not to impede pedestrian travel. Sod must be placed in that area between the landscaping and the sidewalk.
- Minor trimming and maintenance do not require ARC approval
- Each homeowner is responsible for ensuring their foliage does not impede into the property of the adjacent lot. Landscaping is also defined as any addition of permanent decorative objects to the front yard either manmade or natural, which are not part of the original construction design.
- Replacement of Sod- Must use Empire Zoysia Turf in the front yard, and Bahai Grass in the back yard. The backyard can also be artificial turf. (Requires ARC Approval)
- Plant beds and trees surrounded by edging that is visible from the street will be mulched with pine bark, cypress mulch, synthetic mulch, or colored stone chips. Mulch material shall be of a single-color scheme and type throughout the landscaping for the lot. Rocks can be used for drainage purposes.
- All landscape borders, edging, or similar structures to be located on the lot which is visible from the street requires ARC approval. No wooden edging including railroad ties will be prohibited.
- No plastic decorative borders, edging, or similar structures more than 3" tall may be used.
- No Drainage changes may be made without ARC Approval.

- IRRIGATION:

- Irrigation Break Inspections should be done regularly. Breaks in your line affects the water pressure to all the homes in the community.
- Irrigation Heads- A good practice each year is to clean your sprinkler head screens. This will allow for maximum coverage for watering your yard.
- Irrigation Schedule
 - Odd # Homes: Monday, Wednesday & Saturday
 - Even # Homes: Tuesday, Thursday & Sunday
 - NO WATERING: 10:00 AM to 4:00 PM.

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- TREE REMOVAL/REPLACEMENT
 - Tree Removal requires written approval and may require permitting and replacement submission.
 - No tree of six inches in diameter at one foot above the natural grade can be cut or removed without written approval.
 - Dead trees must be removed in a timely fashion.

 - CONSTRUCTION (Section 5.23)
 - All Construction projects require ARC approval including but not limited to:
 - Pool Installation
 - Screen Enclosures
 - Patios
 - Garden beds
 - Pergolas
 - Full Set of Detailed plans must be submitted
 - If a permit must be pulled, work must be done by a licensed and insured vendor
 - Pool Installation Requirement:
 - Pools must meet all city codes for fences and enclosures.
 - Pool may not be visible from the street.
 - No Above ground pools
 - Hot tubs shall be shielded from view and hidden so that they cannot be readily visible from any street. They must be located in the rear yard of the home.

 - GARAGES AND DRIVEWAYS
 - ARC approval is required for all driveway construction and modifications. No driveway additions that exceed the current width of the driveway are permitted. Driveways are not to be painted.
 - Must supply paver color, design of installation, etc. with ARC Form.

 - RECREATION AND PLAY EQUIPMENT (Section 5.29)
 - All game and play structures shall be located so that they cannot be seen from the front of the lot and shall be located in the rear yard. See Basketball goals and backboards for exceptions.
 - If the equipment is visible from the front of the lot, the equipment must be screened by mature landscaping or fenced.
 - The HOA reserves the right to request a homeowner repair, replace, or remove any recreation or play equipment that becomes unsightly or that is not appropriate for residential use.

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- BASKETBALL GOALS AND BACKBOARDS (Section 5.28)
 - No permanent basketball hoops or backboards shall be permitted in the front of the lot or in any common area.
 - All temporary hoops and backboards must be kept in good condition and stored overnight or when not in use in the upright and sideways position, on the side of the driveway that is away from the house with the edge of the base of the goal three feet from the front exterior of the home.
 - Under no circumstances shall the temporary hoop or backboard be stored facing the street.
 - The HOA reserves the right to request a homeowner repair, replace, or remove any basketball equipment that becomes unsightly or that is not appropriate for residential use.

 - DECORATIVE ITEMS
 - Advance submission of the requisite ARC application for compliance review shall also be required for any other object permanently or indefinitely placed or displayed on the exterior of any Residential Unit, including but not limited to
 - Statues/Sculptures
 - Ornamentation
 - Lawn Furniture
 - Grottoes
 - Flagpoles/garden poles/ maypoles
 - Topiaries
 - Birdbaths/Birdhouses/birdfeeders
 - Doghouses
 - Fountains
 - Statues and Fountains are limited to one (1) item no more than three feet (3') in height. Must be placed in preexisting planter bed or patio area.
 - Two (2) additional statues no more than 30" in height may be placed in preexisting planter bed or patio area.
 - All statues and stick-in-the-ground figures must conform to the landscape in the neighborhood; No cartoon characters/caricatures are permitted, and the statues may not include any electronic lighting.
 - All Decorative Pots must be well maintained free of mildew. A limit of five (5) viewable from the street no more than 30" in height.
 - Stick in the ground figures & pinwheels/decorations will not be permitted outside of Holiday decoration timeframes.
 - Solar lights may be installed along the edge of preexisting planter beds. Must be operational, and in good condition.

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- Cameras may be installed in the most inconspicuous locations as possible. Must have ARC approval.
 - Solar lights/security lights mounted on the home must have ARC approval. (Section 5.30)

 - SHEDS/TEMPORARY STRUCTURES
 - Sheds require ARC approval and must obtain permitting & meet Shed Specifications:
 - County Permit required prior to installation and must be supplied to the HOA with application for file.
 - Require Engineer Drawings & must be anchored
 - Must meet all County requirements for all required codes including but not limited to Hurricane Code requirements.
 - Maximum Size: A shed may be no larger than 8'X 8'X 10' with a peak height of 10' including any elevated foundations once installed.
 - Only one shed is permitted per household.
 - Shed is for use as a storage facility ONLY.
 - Location:
 - Sheds must not be visible from the street
 - Sheds can not hinder a doorway or window
 - Materials:
 - Vinyl-prebuilt Sheds allowed.
 - Must be Neutral color
 - Must be maintained free of mildew/staining and shall be maintained in a neat & attractive manner at all times.
 - What to submit:
 1. Plot plan of your home showing proposed location of shed (may be hand drawn)
 2. Size of shed
 3. Brochure/Information on Shed
 - Temporary structures which will be up for 48 hours or less (such as a tent) do not require ARC approval. Any structure that is permanent or would be up for more than 48 hours would require ARC approval.
 - Limit of 1 ARC approved permanent structure of the same item on each lot.
 - All permanent structures would require proper governmental permitting, must obtain ARC approval and must meet all Hurricane Regulations.

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- **FLAGS & FLAGPOLES (Section 5.31):**
 - Homeowners may only have one flagpole in accordance to Florida Statute regulations. (Still requires ARC submission for placement and to ensure it meets the requirements per statute)
 - A maximum of one (1) United States flag may be displayed on any Lot; provided however that the flag must be displayed in a respectful way consistent with Title 36, United States Code, Chapter 10 and any local ordinances.
 - Owners may also display a maximum of one (1) additional small garden flag not to exceed 12" x 18" in size.
 - One (1) flagpole may be installed on the home with ARC approval.
 - One (1) flag no larger than 3'x5' can be installed on the home at a time. This includes sports, military, seasonal, and or decorative flags.
 - Flag and pole must be kept in good condition with no wear or tear visible from the street.

 - **HOLIDAY DISPLAYS (Section 5.33)**
 - Holiday decorations may be displayed beginning no more than 30 days prior to a publicly observed holiday or religious observance and remain up for no more than 20 days thereafter. If the decorations are not removed by the 20th day, the homeowner will have 48 hours to remove such after receiving written notice from the association.

 - **SIGNS**
 - No Signage permitted to be displayed on any lot except limited to one 18x24 sign "FOR SALE" or "FOR RENT" is permitted.
 - Political signs may be displayed one (1) per candidate 30 days before election and removed no more than 7 days after election.
 - Advertising businesses, or lawn/yard spray signs must be removed within 48 hours of being placed.
 - My student/graduate signs may be displayed for no more than 60 days.
 - Large temporary celebration display signs may be displayed for no more than 48 hours.

 - **YARD SALES (Section 5.32)**
 - The Hammock Reserve Community will hold Community Yard Sales two times per year.
 - Yard sales will be the first Saturday of May, and the first Saturday of October. Or as determined by the Board of Directors.
 - No homeowner may set up any other sales on their property.
 - This will eliminate unnecessary traffic and congestion in the neighborhood throughout the year.

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- CLOTHES DRYING FACILITIES (Section 5.25)
 - Outside clotheslines or other outside facilities for drying or airing clothes shall be placed in the rear yard and shall be shielded from view/hidden so that they cannot be readily visible from any street.

 - MAILBOXES
 - All mailboxes will be kept in good condition and free from damage or discoloration.
 - No mailbox may be changed to another style without prior approval of the ARC.
 - All mailboxes must have 2.5"-3" gold numbers
 - All mailboxes must be black metal with a red flag to conform with all other neighboring mailboxes in shape and size.
 - All posts, and decorative scrolls must conform with all other neighboring mailboxes.

 - WINDOWS/DOORS
 - Replacement of windows or doors requires ARC approval.
 - No reflective materials, including but not limited to aluminum foil, reflective screens or glass, mirrors, or similar type items may be placed on windows.
 - Tinting of Windows requires ARC approval.

 - AIR CONDITIONING /MECHANICAL EQUIPMENT:
 - All air conditioning and heating units shall be shielded from view and hidden so that they can not be readily visible from any street.
 - No window Air Conditioner Units permitted

 - REFUSE/TRASH CAN STORAGE (Section 5.19)
 - Trash shall be stored in a receptacle at all times.
 - The City of Oviedo requires that you "Move your household garbage wheeled cart out for collection before 6:00 a.m. on your collection day or the night before. Please remove your cart from the curb by the end of day."
 - No trash may be out before 6:00 p.m. on the evening before trash is collected.
 - Yard Waste Collection is on Monday.
 - Trash & Recycle Collection is on Friday.
 - Recycling bins/cart that are kept outside need to be screened so as not to be visible from the street.
 - Trash Cans must be screened from view either with landscape hedges or vinyl fencing on the side of the home to address view. Requires ARC Approval

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- No noxious or offensive odors may be emanating from the trash cans.
 - Yard Waste cannot be placed in storm drains and cannot be placed earlier than Saturday at noon.
 - No trash should be left outside of bins for collection other than when a bulk pick up is ordered. Visit the City of Oviedo site for current collection agencies contact information <https://www.cityofoviedo.net/366/Garbage-Recycling>
 - No bulk pickup items should be placed on the curb area for more than 24 hours.
 - No storing of refuse/trash on the property other than in the trash bins.
- OTHER CHANGES (Section 5.24):
 - Any exterior change to the home requires ARC Approval.
 - If you have any questions please contact Management at Chelsea@bonomgmt.com