

**HAMPTONS AT MAPLEWOOD HOA
A.C.C. (ARCHITECTURAL CONTROL COMMITTEE) STANDARDS**

PURPOSE: The governing documents of the Association require that ACC Standards be developed by the Association and **kept available for reference by owners wishing to maintain or improve their properties.**

ACC STANDARDS AS RULES:

These ACC Standards, and periodic revisions thereto, are developed by the ACC Committee and recommended to the Association Board of Directors for approval and publication as an element of the Rules of the Association. When formally approved by the Board of Directors and published on the Hamptons HOA website, these standards become part of the rules of the association along with any service fees that may be defined in the standards. Service fees are not fines and therefore are not appealable.

ACC REQUESTS:

All permanent changes to the appearance of a property require the owner to submit an ACC Request and receive approval from the Association's designated representative prior to execution of the maintenance or improvement. Specifically included is the painting of unit exteriors by owners. Also included is a re-roofing, repair to roofs consisting or replacement of 25% or more of the existing roof tiles or roof coating/painting. The only exception to this requirement for ACC approval is the routine pressure washing of roofs, walls, walks and drives which will not require submission of an ACC request. It is the intent of the ACC to respond to requests within 10 business days where the nature of the request falls within the scope of the established ACC Standards as described herein. However, the governing documents of the Association allow the Association a maximum of 30 days to respond to an ACC Request. Failure of the Association to respond within 30 days constitutes automatic approval of the request. This document also sets up a process of expedited approvals for requests that meet the intent of the ACC Standards. Requests that do not meet these standards will be considered, but will require review and approval of the full ACC, and review times of up to 30 days may be involved. Requestor must include a reasonable time estimate for completion of construction. The total approved project must be completed within the 90 day approval window. ACC approvals may be renewed with payment of a \$100 service charge paid in advance.

ACC REQUEST DENIALS:

Incomplete ACC Requests will be denied and returned without action by either the Property Manager or the ACC Chair. A returned request: ACC Requests that are denied by the ACC Committee may be appealed to the Board of Directors. Where the denial resulted from provisions of the ACC Standards document, and the ACC believes that the objective of the request is a desirable outcome, the ACC may choose to formulate revisions to the standards document and present these revisions to the Board of Directors for approval. If the revised ACC Standards document is approved by the Board of Directors, then the request can be reconsidered by the ACC Committee.

ACC REQUEST ISSUES:

- 1) An owner who initiates a significant maintenance or remodeling project without receiving an ACC Request/Approval will receive a stop work demand letter from the Association and or the Association's attorney. This demand letter will indicate that the property must be returned to its pre-work condition within thirty (30) days of the demand notice. The demand letter will also include the attorney's bill for issuing the demand letter.
- 2) ACC requests covering projects that have already been executed (i.e. projects executed without an ACC Request/Approval) will only be considered by the ACC Committee upon receipt of payment of a Delinquent Request *Service Fee* in the amount of Two Hundred Fifty Dollars (\$250.00) accompanied by a properly completed ACC Request. If restoration to original condition does not occur within the time allowed, the owner shall be subject to a fine of up to \$100.00 per day along with any additional legal fees associated with the action.
- 3) ACC requests will not be considered or approved by the ACC Committee and/or the Board of Directors where the requesting owner is not in compliance with all HOA Covenants and Rules or is delinquent on any dues or assessments. HOA rules and covenants are established to benefit all members of the association, and it is imperative that owners recognize that dealing in good faith with the HOA is an obligation.



Examples of such bad faith conduct may include but are not limited to:

1. Failure to observe requirements for ACC Request/Approval on prior improvements to the property
2. Failure to abide by vehicular parking rules
3. Failure to maintain all dues in a current status
4. Failure to pay special assessments in accord with the terms established for those assessments
5. Failure to address any violation of the Association’s Rules and Documents as may be amended from time to time

4) Requests for Approval of New Owners or Lessees will not be approved where there are outstanding issues with the current owner including conditions of the property, outstanding fines, uncorrected violations, delinquent dues or delinquent assessments. Conditional approval may be granted for ownership transfers where the issues (such as outstanding fines, delinquent dues, delinquent assessments, etc.) may be resolved by collection by the closing agent with payment directly to the Association. When the request involves correction of property condition(s), conditional approval may be granted upon acknowledgement by the new owner that such corrections are required and will be executed by the new owner within 30 days. When the request is for approval of new lessees, conditional approval may be granted upon written commitment of the current owner to correction of the condition within 15 days.

DELEGATION OF APPROVAL AUTHORITY:

Where, in the judgment of the Property Manager, the nature of the ACC request is fully within the intent of the ACC Standards described herein, the ACC request may be approved in the name of the ACC by the Property Manager. Where the Property Manager approves a request for the ACC, copies of the request and the file drawings will be forwarded to the ACC Chairperson who will review and initial the request prior to permanent filing in the Association files. The ACC Chairperson will consult with the Property Manager to clarify interpretations where appropriate. If in the judgment of the Property Manager the request involves issues that are not fully comprehended by the applicable ACC Standard that ACC Request will be forwarded to the ACC Chairperson for action by the ACC Chairperson or by the full ACC as appropriate. There is nothing in this standard that prohibits an owner from requesting approval for an item not allowed under the standard. The primary purpose of the ACC Standard is to provide a procedure that allows requests to be handled expeditiously by the Property Manager to whom authority is delegated under these standards. **A non-conforming request will be referred to the ACC for action.**

TYPES OF ACC REQUESTS INCLUDED IN STANDARDS:

Front Entries	Trampolines and Other Permanent Structures	Sidewalk or Front Entry
Decorative Shutters	Basketball Hoops (special ACC application)	LP Gas Tanks
Carriage Lights	Temporary Sheds	Impact Windows
Patio Roofs/Screen Enclosures	DBS or MDS Antennas	Generators (permanent or portable)
Vinyl or Canvas Awnings	Antenna Installation Standards	Pool Equipment
Pool Additions	Vegetation on Fences and Walls	Dumpster Restrictions
Storm Shutters	Party Wall/Party Fence	Construction and Major Renovation Guidelines
Fencing – Lattice, Landscape Alternations (special ACC application)	Maintenance Easement	Major Additions
Exterior Painting	Masonry Fence/Walls	Facade Alterations
Re-Roofing	Aluminum Rear Fence	Fence and Gate Replacements (Required for pool/spa alterations.)
Window Treatments	Aluminum Rear Fence Maintenance	Garage Doors
Utility Sheds	Arbors	
Play Sets	Brick Pavers for Driveway	

ACC REQUEST DOCUMENTS:

The ACC Request should be made on the form provided by the Association for that purpose. This form will be accompanied by supporting documents that describe the improvement in sufficient detail to permit an informed judgment of the acceptability of the request. Actual construction drawings are not generally required for the purposes of the Association. However, where building permits issued by the Town of Jupiter are required, the constructions drawing as approved by the Town of Jupiter for building permit are required to be submitted to the ACC prior to final ACC approval. The ACC requires that any improvement meet the setback and structural requirements of the Town of Jupiter Building and Zoning Department and Building Codes in effect at the time of the installation, improvement, or addition.



**ACC STANDARDS:
FRONT ENTRIES:**

Replacement of solid white original double front entry doors with double doors containing glass panels with or without decorative elements (e.g., engravings, leaded glass panels, etc.) shall be allowed provided that the replacement doors shall be white. The ACC Request will include a sketch, catalog cut, or other picture of the doors to be installed. Screen doors for front entries shall be white aluminum frames with charcoal screen fabric. Front entry doors and/or screen doors must be double. (Single doors must be submitted to the ACC for specific approval.) Screen doors may be recessed (installed in entry doorjamb) or set out in the arched entry at the front of the porch area. The ACC Request will include a sketch, catalog cut or other picture of the doors to be installed along with any decorative arch panel (e.g., sunburst panels or trim). Doors or other accessories within the entry arch that do not meet the ACC Standard requirements may be approved by specific action of the ACC where the entry is obscured by a screening at the arch of the porch. Photos showing the installed screening at the arch shall be supplied with the ACC request where non-complying doors or accessories are requested.

GARAGE DOOR:

Replacement of solid white original garage door shall be with the same thirty two textured panel door. Eight panels across and four panels down. All doors to be white. Door may be either a standard door or impact. No garage doors are allowed with windows, screen panels, total screen systems or other additives or modifications

DECORATIVE SHUTTERS:

Replacement or the addition of decorative shutters affixed to the house adjacent to windows shall meet the association's specifications which are included on the shutter application form. All hardware permanently attached to the walls of the structure (including the decorative shutters) shall be **white**. ACC requests for decorative shutters shall indicate the type of shutter being installed and the openings where the shutters are to be placed. Shutter application available on the website with details regarding the application and installation requirements.

CARRIAGE LIGHTS:

Replacement carriage lights should approximate and be in compliance with the 10-10-20 rule; i.e., 10 inch projection from wall, 10 inch width, 20 inch height. The ACC Request will include a picture, dimensions, and colors of the carriage lights to be installed.

PATIO ROOFS/SCREEN ENCLOSURES FOR REAR YARDS:

Patio roofs shall be flat aluminum insulated structural panels with white aluminum fascia trim. All visible surfaces shall be **white** enamel. Screen panels shall be charcoal. Attached screen enclosure structural members shall be white enamel finish and include charcoal screen fabric. The ACC Request will include a site plan that clearly shows the plan view of the roof and/or screen enclosure including limiting setback dimensions. The request will also include as a minimum a detail rear and side elevations of the proposed patio roof and/or the screen enclosure, including details of the attachment to the existing structure. If these plans are in a format larger than letter or legal paper, they are to be submitted in triplicate. Where the ACC Request involves a fully enclosed room (Florida Room) addition, the ACC Request is to be referred to the ACC Chairperson for action on the request.

VINYL OR CANVAS AWNINGS:

Vinyl or canvas awnings may be used for rear patio covers. If the awning is not covered by a screen enclosure, it must be white or a color consistent with the base color of the unit.

POOL ADDITIONS:

Pools and enclosures must meet all requirements of the Town of Jupiter building department. If the pool involves a pool enclosure, it shall also meet the requirements identified above. The ACC Request will include a site plan that clearly shows the plan view of the pool and any roof and/or pool enclosure including limiting setback dimensions. The request will also include as a minimum detailed rear and side elevations of any proposed patio roof and/or the screen enclosure, including details of the attachment to the existing structure. If these plans are in format larger than letter or legal paper they are to be submitted in triplicate since the Association is unable to duplicate large documents.



STORM SHUTTERS:

Storm shutters may be of the removable panel type (hurricane panels) or of the accordion fold type and shall meet the requirements of the Town of Jupiter and the building code at the time of installation. **All hardware** permanently attached to the walls of the structure (including the accordion fold shutters) shall be **white**. Stainless steel fasteners will be used for all permanent attachments to the walls. ACC requests for storm shutters shall indicate the type of shutter being installed and the opening to be covered by the shutters. Where a mix of types (panels and accordion fold) is used, the request will identify the type of panel of each opening. Note that while natural aluminum corrugated (removable) panels may be used, the permanently attached mounting rails must be **white**. All visible surfaces of accordion fold shutters shall be **white**.

FENCING:

The Association does not permit the erection of **privacy fencing** of any type and the use of **chicken wire or similar wire material is strictly prohibited**. For purposes of containing or excluding children, pets, or pests, the Association will permit the erection of “diamond” [XXX] 2.75” X 2.75” molded PVC lattice panels placed behind the front and/or rear fence and level with the top aluminum fence rail. The lattice panels must be **white** and securely attached to the standard aluminum fence with appropriate sized and placed stainless steel metal screws. Where a low height (e.g., 24”) fence is used, the lattice panels must be securely attached to the existing aluminum fence with stainless steel metal screws. The ACC Request will include a site plan indicating the location of the proposed fence and the type of fence material to be used. If an opaque type fence material is to be installed behind the existing to secure small pets please request details for approved materials.

LANDSCAPE ALTERATION:

The ACC Request for landscape alteration will include a detailed site plan showing the alterations and describing the type of material to be used from the Association’s approved plant list. Proposals that include substantial changes in the location and/or size of the landscape beds must be reviewed and approved by the ACC and the Association’s Landscape Contractor.

EXTERIOR PAINTING:

The color scheme of the unit cannot be changed from its current color as defined in the Association’s records. All exterior doors, fascia, gutters, shutters and fencing shall be white and downspouts shall be the house body color.

Owners wishing to paint the exterior of their unit are reminded that painting of all units is executed by the HOA on a property wide schedule of approximately every 7 years. Painting of a unit by the owner will not remove that unit from the property wide program, and the owner will still be required to pay special assessment for re-painting. **Painting of units by owners is specifically discouraged.**

RE-ROOFING:

ACC Request is required. Request is to indicate material, profile/style, color, and manufacturer. Roof requests will be submitted to the ACC (or designated ACC representative) to determine if the products meet the intent of the standards. Approved ACC requests will be returned to the Property Manager for distribution to the requestor/owner. When new manufactures, profiles, styles and colors are approved by the ACC, they will be incorporated into this list of Archetype Standards.

In the event of an official hurricane watch warning, any tile loaded on roof that has not been installed must be bundled and tied to prevent individual tiles from taking flight.

WINDOW TREATMENTS:

Window tinting films may be applied to windows in gray or bronze tones. Full mirrored (opaque) window film is not allowed. Sample of material must be included with ACC Request document. Mullions (decorative grill works) may be removed without an ACC request.

All draperies, curtains, shades, or other window coverings installed in a home and which are visible from the exterior of a home shall have a white or cream backing.



UTILITY SHEDS:

Important note to owners: Because of the variability of structure, placement, perimeter screening and vegetative screening requirements, all ACC Requests involving utility sheds will be directly reviewed and acted upon by the ACC, and owners should **plan for a full 30 day review cycle**. Requestor must submit an ACC Request along with a copy of the unit survey on which a scaled sketch of the proposed pre-manufactured structure has been placed in the proposed location. The request must also include a catalog cut sheet or other photographic representation of the proposed structure.

PLAY SETS, TRAMPOLINES AND OTHER PERMANENT STRUCTURES:

All play sets and other permanent structures must be 1) located in the rear or side yard, 2) contain adequate landscaping to conceal the entire structure from view from adjacent neighbors, 3) setback a minimum of six (6) feet from the all adjacent property lines, 4) less than ten (10) feet in height and 5) securely anchored to the ground. The ACC may grant minimal height variances for only architectural features such as the peak on a pitched roof; the additional height must be screened by landscaping. All play sets and other permanent structures require approval from the ACC. Requestors must submit an ACC Request Application to the Property Manager. The ACC Request Application must include 1) survey of unit identifying where structure will be located including dimensions from adjacent property lines, 2) color rendering/picture of play set or permanent structure, 3) landscape plan and 4) footer/anchor plan. Upon installation, all landscaping must be of sufficient height and density to fully screen the play set and other permanent structures. After the landscaping is installed, if the ACC determines that the landscaping is insufficient the requestor must supplement the landscaping until the ACC determines the screening is sufficient. If adequate screening cannot be obtained then the requestor must remove the play set or permanent structure within 30 day notice from the Property Manager. The requestor must replace all dead or damaged landscaping which serves as the required screen within 30 days of being notified by the Property Manager.

BASKETBALL HOOPS:

Upon approval from the ACC, one portable basketball hoop per property is permitted to be stored outside subject to the following requirements: the basketball hoop is in good working order, maintained in an upright position and free of any material or structural defects, such as rust, mold, mildew and torn nets. The base and pole for the portable basketball hoops must be either black or brown in color and the backboard must be clear and transparent. External objects may not be used to weight down the base of the portable basketball hoop. Portable basketball hoops are prohibited from blocking the public sidewalk, are not permitted in the street and all components of the hoop (base, pole, backboard) must be located within the property's legal lot lines. Upon removal any landscaping and/or irrigation issues are to be restored to their original state.

The use of portable basketball hoops is limited to the hours between 8:00am and 8:00pm. Permanent basketball hoops are prohibited.

TEMPORARY SHEDS:

The shed or storage vessel must not be visible from the street. Pre-manufactured sheds or storage vessels not requiring foundations (e.g. as manufactured by Rubbermaid, Inc. or equal) may be used subject to material and size limitations which follow: In the case where the rear yard is not fully surrounded by a solid masonry wall, the ACC Committee will determine the position of the enclosure and the extent of vegetative or other screening to be installed which in their judgment will minimize visibility from adjoining or nearby properties. Sheds shall not be placed against a property partying wall where the unit is visible above the wall. In the event of hurricanes, these temporary structures shall be disassembled and the containers and their contents stored within the unit or otherwise protected from hurricane winds.

Polyethylene or similar blow-molded materials which are formed into interlocking blocks so that they are easily and quickly disassembled are acceptable. Metal sheds and shed fabricated from wood or wood products are not acceptable.

Height of shed shall not exceed height of party walls or rear perimeter wall. Footprint must not exceed 60" x 82" and volume must be less than 100 Cu Ft.

Rubbermaid units or other manufacturers' units may be acceptable. Photos and specifications of these products may be viewed at <http://www.rubbermaid.com> or at the Association offices.

ACC Approval for a utility shed is **temporary** and expires upon change of ownership of the property.

DBS OR MDS ANTENNAS:

Mini-dish antennas are allowed subject to the following provisions. The standard ACC request form will be submitted along with a catalog cut sheet or other photographic representation of the device to be installed. The ACC Request shall also be accompanied with a sketch, survey, or other representation of the location proposed for the installation. **Requests not acted upon by the Association within the allotted time period shall be deemed approved.**

ANTENNA INSTALLATION STANDARDS:

- 1. Antenna Size and Type:** DBS or MDS antenna that are one meter or less in diameter may be installed. Antennas larger than one meter are prohibited. Installation of a transmission-only antenna is prohibited unless approved by the Architectural Control Committee. All antennas not covered by FCC Rules are prohibited.
- 2. Location:** Antennas shall be installed solely on individually owned property as designed on the recorded deed. If acceptable quality signals may be received by placing antenna inside a dwelling, without unreasonable delay or unreasonable cost increase, then outdoor installation may be prohibited. Antennas shall not encroach upon common areas or any other owner's property. Antenna shall be located in a place shielded from view from the street or from other lots to the maximum extent possible. However, nothing in this rule would require installation in a location from which an acceptable quality signal would not be received. See following paragraph for Location Requirement for Standard Installations. This section does not permit installation on common property even if an acceptable quality signal may not be received from an individually owned lot.
- 3. Preferred Location for Standard Installations:** Antennas shall be installed in the rear yard of the property. If affixed to the roof or on a mast affixed to the edge of the roof, the antenna shall be located along the rear edge of the roof and as low as practical while still maintaining a clear view of the satellite. Antennas mounted on the roof or along the fascia shall be white or near white in color so as to minimize the visible profile of the antenna. Antennas shall not be mounted along the zero lot line edge of the roof. Masts, if used, shall be no higher than required to achieve acceptable signals. If the **Standard Installation Conditions** are fully met, the installation will be deemed a "standard installation" and approval is automatic. In this case the ACC Request is considered notification, and the installation may proceed immediately.
- 4. Special Installation:** If the Standard Installation conditions are not fully met, the installation will be deemed a "**Special Installation,**" and the ACC Request will be forwarded to the ACC Chairperson for action. In the case of a **Special Installation Request**, the requestor shall submit a **technical justification statement from the installation contractor** which justifies the requested deviation from the **Standard Installation** requirements
- 5. Safety:** All installations must comply with all applicable codes. Antennas shall be permanently and effectively grounded. Antennas are required to comply with current codes when installed, replaced, or maintained. Owners shall not permit their antennas to fall into disrepair or to become safety hazards.

VEGETATION ON FENCES AND WALLS:

Vegetation attaching to the masonry walls or fence of a unit will cause permanent damage to these walls that is unsightly when the vegetation is removed by a freeze or other means. The following provisions are intended to address these issues.

PARTY WALL/PARTY FENCE:

An owner/resident shall not allow any vine or other vegetative material to attach itself to the party wall or party fence of the adjacent unit. Should this condition occur, the Property Manager shall request the responsible owner/resident to correct the problem within 14 days of receipt of notice. Failure of the responsible owner/resident to correct the problem may be remedied by the Association **WITH ALL COSTS TO BE ASSESSED TO THE RESPONSIBLE UNIT OWNER.**

MAINTENANCE EASEMENT:

Note that the owner of the adjacent property has been granted a “maintenance easement” to allow maintenance of the zero lot line walls of their property. You must allow your neighbor to enter your yard to conduct inspection and/or maintenance to the zero lot line wall of their property.

Vegetation and other improvements are not to extend onto/or over the maintenance easement of your neighbor’s property.

MASONRY FENCE/WALLS:

An owner/resident shall not allow any vine or vegetative material to grow over a fence/wall such that is visible outside the confines of that owner/resident’s property. Should this condition occur, the Property Manager shall request the responsible owner/resident to correct the problem within 14 days of receipt of notice.

Failure of the responsible owner/resident to correct the problem may be remedied by the Association **WITH ALL COSTS TO BE ASSESSED TO THE RESPONSIBLE UNIT OWNER.**

ALUMINUM REAR FENCE:

A frequent issue with properties along the lakes/preserves is control of vegetation along the rear fence line. The aluminum rear fence may be planted with vines or shrubs provided that these vines or shrubs do not grow more than 6 inches above the fence or more than 6 inches outside the fence. The unit owner is responsible for all maintenance of vines or shrubs along these fences. In the event the owner/resident fails to perform the needed maintenance, the Property Manager shall request the owner/resident to correct the problem within 14 days of receipt of notice. Failure of the owner/resident to correct the problem may be remedied by the Association **WITH ALL COSTS TO BE ASSESSED TO THE RESPONSIBLE UNIT OWNER.**

ALUMINUM REAR FENCE MAINTENANCE:

It is the property owner’s responsibility to maintain the rear aluminum fence and gate in good repair. When it comes to the attention of the Association that a fence is in need of repair, the property manager shall notify the property owner that repairs are to be effected within 14 days of receipt of notice. All fencing shall match the existing fence material finished in white. Only exception may be for a pool area. Failure of the owner/resident to any deviations may be remedied by the Association **WITH ALL COSTS TO BE ASSESSED TO THE RESPONSIBLE UNIT OWNER.**

ARBORS:

An owner/resident may place an arched or straight arbor behind the front fence gate with approximate dimensions of 99” high X 54” wide X 30” deep. The arbor may be metal, vinyl, or wood, and **white** in color. The standard ACC request form will be submitted along with a catalog cut sheet or other photographic representation of the arbor.

BRICK PAVERS FOR DRIVEWAY, SIDEWALK OR FRONT ENTRY:

Brick pavers of neutral color may be installed to the following areas. Pavers to be placed on a subgrade of compacted limestone per manufacturer’s specifications. Permit required by Town of Jupiter.

Photos available of below described installation areas.

- Driveway installations for houses with a sidewalk and apron –
Front Load Garage – Option 1 - Installation from the public sidewalk to the garage door including the sidewalk leading to the house and sidewalk to side yard gate. Option 2 – To include the public sidewalk and apron.
Side Load Garage – Installation from the public sidewalk to the front kitchen plant bed including sidewalk to side yard gate.
- Driveway installations for houses with no sidewalk or apron will pave from the street. Areas to be paved will be the same as above.

Other areas brick pavers may be installed –

- Front foyer (only)
- Front load garage - Sidewalk leading from the driveway to the front of the house to the side yard gate.
- Side load garage sidewalk under kitchen window to side yard gate.
- No HOA approval needed for backyard paver installations.

LP GAS TANKS:

- May be buried in front or backyard. All hoses to be painted green.

IMPACT WINDOWS:

- The original installation was single hung, bronze glass with white aluminum framing.
- Acceptable window styles all to be white frames. All windows shall be of the same style.
 - Single or Double Hung
 - Casement
 - Roller with 16” top stationary glass
 - Sliding glass doors to be 3 panel (original)
 - French doors – 4 panel with center sliding or swinging

GENERATORS (PERMANENT or PORTABLE) /POOL EQUIPMENT

- Backyard installation *only* - Provide current survey or site plan showing propose installation. Location and indicate distances to property lines. Side load and front load have different setback requirements per Town of Jupiter.
- Generator maximum output not to be more than 60KW, nor allow the maximum decibel levels as set forth by the Town of Jupiter.
- Generator and or Pool Equipment to be screened from neighboring property owners by a white vinyl wing wall (three-sided wall), screening material shall be the height of the equipment. If in the backyard and not visible from the street it may not exceed the height of the concrete party wall. Equipment visible from the lake to have a white vinyl wing wall not exceeding the wall height. Wall to be placed to hide from lake view property owners.
- Equipment visible from the street – Current white picket fence to stay as originally installed. A vegetation barrier to be placed to hide the 4’ white vinyl wall from view.
- Generator exhaust should be vented up and away from neighboring properties.
- The generator shall be used only during periods of power outages or for periodic testing and necessary maintenance operation and shall not be used to sell power back to a power company or for use by power customers during periods of peak demand.
- Generator routine testing is limited to M-F 11:00 am to 3:00 pm for a maximum of 30 minutes in any one week period. (excluding holidays). Repair testing, by an authorized dealer, period not to exceed 30 minutes between 9:00 am to 5:00 pm M-S.
- Portable generators used during power outages can only remain on the property until power has been restored. Must be placed in a well ventilated area and away the neighboring properties.

DUMPSTER RESTRICTIONS:

The Property Manager is to be notified that a dumpster will be placed on a homeowner’s property for interior improvements to the home.

- Duration of on-site dumpsters shall be minimized.
- Dumpsters shall be removed within 7 days of completion or suspension of work.
- Dumpsters must be removed at an official hurricane watch warning.
- Any on-site “privy” shall be placed behind the fence rather than on the street or driveway.



CONSTRUCTION AND MAJOR RENOVATIONS GUIDELINES:

- Work is not to be started before final signed hard-copy approval of the ACC Request/Approval is received by the owner. Failure to adhere to this provision will result in a minimum \$100 service charge against the deposit for each day of violation. If the Association must resort to a legal injunction to stop the work in progress, the owner will be responsible for all legal costs incurred by the association.
- Work hours are limited to 8 AM to 5 PM.

MAJOR ADDITIONS:

In the case of addition of rooms to the primary structure, the process for approval is extensive, typically including: (a) Preliminary site plan review by ACC prior to construction drawing development; (b) Conceptual presentation of proposed project by ACC to the BOD; (c) Submission and review of detailed construction drawings and specifications by the ACC; (d) Final presentation of proposed project by ACC to the BOD; (e) Submission of proposed project to the Maplewood POA Architectural Control Committee; (f) **FINAL WRITTEN APPROVAL** forwarded to the requestor. This process is lengthy and typically will take 60 days or more to complete. Because of the time involved in this process, the requestor can expect the initial ACC Request to be denied until the full process can be completed. Each of these steps may require revisions or result in negative decisions by the appropriate reviewing body. Note that provisional acceptance by either the ACC or the BOD or any other agent of the association does not represent final approval. Approval requires submittal of full plans and specifications and the owner must receive full, formal, written approval before initiating construction. The Association specifically reserves the right to take legal action to stop any construction in violation of this provision.

A supplemental Major Addition form (see Appendix 3) is to be added to the ACC Request when the nature of the request requires further information from the requestor or contractor and to highlight the expectations of the Association in the execution of the requested modifications to the property. The ACC Chair will initiate the supplement form and is responsible for managing the ACC Request in conjunction with the Property Manager and the BOD until it is formally approved or denied including update of this form as the process is executed. The ACC Chair is expected to communicate this formidable process to the requesting owner and to assure that the owner’s expectations regarding the target date for final approval is realistic.

The following are some, but not necessarily all, pre-requisite conditions for approval of major additions: Encroachment(s) or compromise of Town of Jupiter imposed setback distances will be considered on a case by case basis. No encroachment(s) that violate setback restrictions between neighboring properties will be approved. Preliminary or verbal approvals given by the ACC and/or the Board of Directors for purposes of establishing the allowable building footprint are not final until final plans submission and approval by the ACC and the Board of Directors.

No second story additions will be approved.

All details of the addition must be consistent with the architectural details of original unit, including, but not limited to, exterior finish, including texture and color, roof materials, fascia, guttering, and windows.

All plant materials and landscaping features removed by the construction process shall be replaced and/or additional landscaping features shall be installed to provide the same degree of landscaping to the new addition as existed prior to the addition. Landscaping plans must be included in the original request.

Requestor must include a reasonable time estimate for completion of construction. ACC Approvals expire 90 days after issuance. ACC Approvals may be renewed with payment of \$100 service charge paid in advance.

Owners requesting major remodeling or additions **MAY** be required to submit a refundable, non-interest bearing deposit to be held by the management company. **The decision as to whether a deposit will be required and the amount of the deposit will be made by the ACC.** Major remodeling or additions may require deposits ranging between \$1,000.00 to \$5,000.00 depending upon the size and/or complexity of the project. The deposit is refundable to the owner upon successful completion of the project and after the Management Company confirms that all damages to roadways, sidewalks and landscaping caused by construction have been restored to their original condition. Following are some (but not all) of the areas of concern which occur with major remodeling or additions:

1. Visual, noise or other disturbances to your neighbors is a major concern. Owner/Contractor shall take reasonable steps to minimize such things as may give rise to what might be considered neighborhood nuisances.



2. Duration of on-site dumpsters shall be minimized. Dumpsters shall be removed within 7 days of completion or suspension of work which may require dumpsters. Dumpsters must be removed at an official hurricane watch warning.
3. Any on-site “privy” shall be placed behind the fence rather than on the street or driveway.
4. Work is not to be started before final signed hard-copy approval of the ACC Request/Approval is received by the owner. Failure to adhere to this provision will result in a minimum \$100 service charge against the deposit for each day of violation. If the Association must resort to a legal injunction to stop the work in progress, the owner will be responsible for all legal costs incurred by the association.
5. Work hours are limited to 8 AM to 5 PM.

FACADE ALTERATIONS:

Where the objective of an ACC Request is to significantly alter the appearance of the front elevation of the unit, the owner shall submit renderings or other means of presentation so that the committee may judge the intended outcome and its effect on the community appearance. The owners of the properties within 100 feet on either side (2 units, each side) or the 4 units across the street will be specifically notified (by the HOA management company) of the ACC meeting at which the request will be considered. The purpose of this notification is to gain neighborhood input to the ACC regarding the suitability of the change being requested. If the request involves potential changes to the ACC Standards document, these changes must be formulated and approved by the Board of Directors before the change is approved. Because such changes will take 60-90 days, it is necessary that the ACC deny the request until the changes are approved. The requesting owner may choose to withdraw the request and submit for reconsideration after the ACC Standards have been modified and approved

Standards 18x (6-25-2021) as language for fence and gates.

Fence and Gates – All shall be white aluminum material with vertical style picket spacing and are required to be consistent in style for both the fence and gate. All to meet manufacturer’s and Town of Jupiter building code specifications, as listed below.

All installations are required to be properly permitted with the Town of Jupiter building department and pass final inspection. A copy of the final inspection shall be provided to the ACC to close-out the ACC file.

Specifications for allowable fence and gates

Standard Community Fence and Gate

- Properties without a pool: Standard community fences and gates shall be 44” high with vertical pickets having a 5” horizontal spacing with 4” pickets above the top cross bar.
- Properties with a pool: Standard community fences and gates shall be 48” high with vertical pickets having a 4” horizontal picket spacing with 4” pickets above the top cross bar, with special lock.

Flat Top Fence and Gate

Flat Top Fences and Gates are only permitted for homes with perimeter walls fully enclosing the backyard.

Flat Top Fences and Gates are not allowed along a lake or preserve lots.

- Properties without a pool: Flat top fence and gate leading to the back yard shall be shall be 44” high with vertical pickets having a 5” horizontal spacing with a flat top cap.
- Properties with a pool: Flat top fence and gate leading to the back yard shall be shall be 48” high with vertical pickets having a 4” horizontal spacing, with special lock.

ACC STANDARDS REVISION HISTORY

Notation Standards: The standards as published will highlight changes in the most recent revisions by ~~deletions~~ or *additions* and where whole paragraphs are added the material will be outlined.

- Rev 01/24/1999: Substituted “charcoal” for “black” screen color...
- Rev 04/29/1999: Added paragraph re: Major Additions; Added paragraph re: replacement of front entry doors; Added paragraph re: Canvas patio awnings
- Rev 05/27/1999: Added Section H re: Window Treatments
- Rev 07/22/1999: Added paragraph re: Garden Sheds
- Rev 06/22/2000: Clarified screen and primary entry door provisions. Complete rewrite of utility shed provisions. Added provision for mini-dish antennas. Added provision for aluminum rear fence maintenance. Minor clarification to “Maintenance Easement” provisions.
- Rev 01/05/2001: Clarified responsibility for review & approval of non-conforming requests, emphasizing that no request may be denied simply because it does not conform to standards.
- Rev 11/28/2001: Included phrase indicating that roof coating/painting requests must be submitted to ACC prior to start of job. Rev
- 10/21/2003: [Standards 8x] Revised language regarding approval of additions that may violate Town of Jupiter setback standards. Prior language follows: “No encroachment(s) or compromise of Town of Jupiter imposed setback distances will be approved”.
- Rev 02/21/2005 [Standards 9x] Incorporated 07/01/2004 rules regarding delinquent ACC Requests. Deleted conflicting provisions. Added clarification that ACC Requests are required for re-roof, roof coating, etc. Incorporated proposed language for Re-Roofing standards. Some paragraphs relocated to provide more consistent context. Reviewed by Board of Directors 02/24/2005; 04/28/2005.
- Rev 06/01/2006 [Standards 10x] Incorporated changes as stated in ACC recommended changes dated 05/26/2006. Including notes: (1) No second story additions; (2) Carriage lights; (3) Metal simulated tile roof materials.
- Rev 04/24/2007 [Standards 11a] Incorporates language concerning major revisions and the \$1,000 deposit. Appendix 1 has also been modified to include metal roof approval comments.
- Rev 08/23/2007 [Standards 12x] Incorporates further language concerning major revisions including the addition of a “Supplement for Major Additions” form and adds image of the ACC Request document (Appendix 2 & Appendix 3) Approved by BOD, 11/29/2007
- Rev 01/16/2008 [Standards 13x] Incorporates section on ACC Request Denials and Section on Façade Alterations. This revision also incorporates various forms and documents which are involved in the ACC process as part of the standards. Approved by BOD, 02/25/2008.
- Rev 09/25/2008 [Standards 14x] Revises fencing section to allow top rail height lattice overlays on the standard aluminum fence. This revision effectively approves and grandfathers fence installations which may have occurred prior to 10/01/2008 without formal ACC approvals. Approved by BOD 09/25/2008.
- Rev 12/15/2008 [Standards 15x] Add language relative to “Stop Work Demand Letter” upon failure to obtain approval before beginning major modifications and/or maintenance. Certain modifications to the conditions for the security deposit requirement.
- Rev 4/15/2014 [Standards 16x] Revises language throughout, corrects typos, and spelling. Revisited fencing for additional clarity for placing PVC lattice and attachment. Added arbors. Approved by BOD, 4/24/2014.
- Rev 9-28-2017 [Standards 17x] Adds language for Pavers, LP Gas tanks, Impact Windows. Generators / Pool Equipment
- Rev 6/25/2021 Standards 18x] Adds language for Gates and Fences
- Rev 5-20-2022 [Standards 18x] Adds language for Garage Door replacements
- Rev 1-20-23 [Standard 19x] Change to pavers with properties with sidewalks

Note regarding revision history numbering:

“Rev MM/DD/YYYY” indicates date of ACC approval. Standard NN indicates the revision number of the Standard. When the BOD reviews and approves the document, the date of this approval will be indicated in the notes. (This method of notation of the date of BOD review started with Rev 9. Prior revisions were reviewed and accepted by the BOD, but specific dates were not necessarily recorded. When the BOD has reviewed and accepted the revisions, the “Standards NN” will be suffixed by “x” (Standards NNx) and the deleted words will be removed and the underlining of new words or other notations of additions will be removed in preparation for publishing in the web pages.

**Appendix 1
02/21/2005**

Archetype Products: Concrete Roof Tile

Manufacturer Profile Name Acceptable Colors ***

Entegra* Estate S (double roll tile) NTGR, ATGR, BURL, BUTT, CACL, CARM, CDTN, COPR, DSTN, EMLD, LTBR

Skandia (13” flat tile)** METR, MOSS, SAND, SIBR, SMOK, SPCL, TANN TECL, PBLE, PUTY, RUST, SLAT Bermuda
(9” flat tile)** TAUP, LIGN, GUNT

Hansen* Palema (double roll tile) Nordic
(13” flat tile)

Monier* Vanguard Roll (double roll ti

* General Note: This document uses Entegra products and color codes as an archetype specification. Products of other manufacturers (Hansen, Monier) that are substantially equivalent in profile, colors or texture may be approved. Metal simulated tile roof material may also be used. Submit sample with request.

** Flat Tile Note: Many flat tile styles involve surface texture effects to simulate shake or slate shingles. These textured tiles are generally acceptable under this specification.

*** These colors are often accompanied by “antiquing” effects of various colors (usually black or white) which are acceptable.

Archetype Products: Metal Roof Tile

Metal roof tile which has a profile and presents an appearance similar to that of the standard concrete roof tile may be approved. Owners considering this type of roof should contact the ACC Chair to discuss the information needed for approval of these materials.

Note that “Raised Seam” or “5 V Crimp” types of metal roof material have been deemed non-conforming to the architectural style established for the Hamptons and will not be approved.



Appendix 3: Supplement to ACC Request for Major Additions:

This supplemental “Major Addition” form is added to the ACC Request when the nature of the request requires further information from the requestor or contractor and to highlight the expectations of the Association in the execution of the requested modification to the property. The ACC Chair will initiate the supplement form and is responsible for managing the ACC Request in conjunction with the Property Manager and the BOD until it is formally approved or denied including update of this form as the process is executed. The ACC Chair is expected to communicate this formidable process to the requesting owner and to assure that the owner’s expectations regarding the target date for final approval is realistic.

Note that “conceptual or site plan review” by either the ACC or the BOD does not represent final approval. It is intended to avoid having an owner spend money to develop plans which may not be approved. Final approval requires submittal of full plans and specifications and the owner must receive full, formal written approval before initiating construction. The Association specifically reserves the right to take legal action to stop any construction in violation of this provision.

[] Performance Deposit of \$1,000 to \$5,000 is required for the requested modifications.

Owners requesting major remodeling or additions may be required to submit a refundable, non-interest bearing deposit to be held by the Management Company. The amount of deposit may be between \$1,000 to \$5,000. The deposit amount shall be determined by the BOD depending upon the size and/or complexity of the project. The deposit is refundable to the owner upon successful completion of the project and after the Management Company confirms that all damages to roadways, sidewalks and landscaping caused by construction have been restored to their original condition. The purpose of this deposit is to assure timely compliance with reasonable requests by the Association and/or the ACC Committee acting for the Association. Failure to comply with such requests in a timely manner will result in a minimum \$100 service charge against the deposit. Similarly, if it is necessary for the Association to execute remedial work caused by the construction, it will result in a charge of cost plus a \$100 service fee. Following are some (but not all) of the areas of concern which occur with major remodeling or additions:

1. Visual, noise or other disturbances to your neighbors is a major concern. Owner/Contractor shall take reasonable steps to minimize such things as may give rise to what might be considered neighborhood nuisances.
2. Duration of on-site dumpsters shall be minimized. Dumpsters shall be removed within 7 days of completion or suspension of work which may require dumpsters. Owner is responsible for securing dumpsters in event a storm warning is issued.
3. Any on-site “privy” shall be placed behind the fence rather than on the street or driveway. Owner is responsible for securing privies in event a storm warning is issued.
4. Work is not to be started before final signed hard-copy approval of the ACC Request/Approval is received by the Owner. Failure to adhere to this provision will result in a minimum \$100 service charge against the deposit for each day of violation. If the Association must resort to a legal injunction to stop the work in progress, the owner will be responsible for all legal costs incurred by the Association.
5. Work hours are limited to 8 a.m. to 6 p.m.

Upon notice by the requestor to the Property Manager of substantial completion of the project, an inspection by a representative of the Association will inspect the job and advise the requestor of any corrective action required by the Association to effect release of the balance of the performance deposit. The balance of the deposit shall be returned within 28 days of this release. This return of deposit will include a statement identifying any charges that may have been made against the deposit.

Requestor must include a reasonable time estimate for completion of construction. ACC Approvals expire 90 days after issuance if no work has commenced. ACC approvals expire 90 days after the estimated time of completion indicated in the original request. ACC Approvals may be “renewed” with payment of \$50 service charge paid in advance.

Requestor’s estimated starting date for this project: _____; completion date: _____

Comments/Notes applicable to this project.

Date of conceptual or site plan review by ACC: _____; by BOD: _____

Date of Final ACC Review of plans by ACC: _____; by BOD: _____

Date of submission to MPOA for ACC review: _____; Date of MPOA approval: _____

Date of Final ACC Approval to Requestor: _____; by: _____

Executed by: _____ Requesting Owner: _____
ACC Chairperson

RE: Addr. Code: _____ Lot No: _____ Phase: _____ Type: _____