

**VICTORIA LAKES
ARCHITECTURAL REVIEW COMMITTEE POLICIES AND PROCEDURES**

In accordance with the Victoria Lakes Declaration of Covenants, Conditions, Easements and Restrictions, an Architectural Review Committee has been established to review and approve all plans for residences built in Victoria Lakes and to review and approve any and all other improvements or structures to be built on the lots.

The Committee's purpose is to insure the individual residences built in Victoria Lakes reflect a consistent overall quality level while allowing for an owner's individual taste in design, colors and materials.

The evaluation of each submittal to the Committee relates to matters of taste and judgement, which cannot be reduced to a simple list of measurable criteria, therefore, the Committee has the authority to decide whether the overall aesthetic impact of a residence or improvement is acceptable.

The Committee has adopted certain architectural standards to be used as a guideline, and will, unless individual circumstances warrant, adhere to these guidelines in deciding whether to approve or disapprove any submittal.

This statement of the current policies and procedures will outline the process for submission of a residence or other improvement to the Committee and will list any architectural guidelines currently adopted.

SUBMITTAL FOR APPROVAL OF A RESIDENCE BY A BUILDER

A builder may submit a package of multiple plans for simultaneous approval (hereinafter referred to as "Approved Builder Plans".) Included in the package should be (1) two complete sets of building plans to include all elevations; (2) color samples for all exterior finishes, (including stucco, if applicable, roof shingles, exterior trim); (3) brick sample, if applicable.

Color samples should be a minimum of 8 1/2 X 11 inches for stucco, unless colors are clearly neutral, in which case smaller samples or color charts may be submitted. The A.R.C. reserves the right to request larger color samples when necessary for good decision.

The A.R.C. will return one set of approved plans to the builder and keep one set on file until the homes are completed. While the A.R.C. will make every effort to review plans in a timely manner, builders should be prepared for a 14-day turn-around.

If a builder wishes to have approval for a plan that is not one of the Approved Builder Plans, the builder should submit individually for that plan.

No Lot shall be cleared or construction begun until the builder has received a site plan approval from the A.R.C. Prior to commencing construction, the builder should submit a site plan showing (1) the footprint of the house on the Lot, (2) all setbacks, (3) the location of all hardwood trees larger than 6 inches in diameter, (4) any easements or restriction lines on the Lot, (5) drives, walks, or other horizontal elements such as patios or pools, and (6) mechanical equipment outside the house. The A.R.C. will make every effort to review site plans and make a timely response.

All Submittals to the A.R.C. should be made to:

VICTORIA LAKES ARCHITECTURAL REVIEW COMMITTEE
C/O Victoria Lakes, LLC
One San Jose Place, Suite 7
Jacksonville, FL 32257

UNDER NO CIRCUMSTANCES SHOULD CLEARING OR CONSTRUCTION BEGIN WITHOUT THE REQUISITE COMMITTEE APPROVAL(S).

**SUBMITTAL FOR APPROVAL OF AN IMPROVEMENT OR STRUCTURE,
OTHER THAN A RESIDENCE:**

Any fence, pool, garden statuary, or the like must first be approved by the A.R.C. When a structure or improvement has not been part of the submittal for a residence, a separate submittal is required. A submission, which makes it possible for the Committee to make a good decision, can include drawings, photographs, vendors' promotional materials, or construction plans and specifications.

A site plan is required which will place the improvement in relationship to the residence, the property lines, and any setback or restriction lines. Applicants should allow 14 days for turnaround. Submittals should be made to the A.R.C., in care of:

Victoria Lakes, LLC
One San Jose Place, Suite 7
Jacksonville, Florida 32257.

ARCHITECTURAL GUIDELINES

Portions of the following guidelines reflect the requirements set forth in the Declaration of Covenants, Conditions, Easements and Restrictions.

1. **SIZE:** All single family residences shall have a minimum square footage of 1,250 square feet of heated and cooled living space. This space shall not include garages, terraces, decks, open porches and like areas.
2. **BUILDING SETBACKS FROM PROPERTY LINES**
Interior Lots -

Front yard	20 feet
Side yard	5 feet
Rear yard	20 feet

 Double Frontage Lots

Front yard	20 feet
Roadway not faced by residence	10 feet
Side yard	5 feet
Rear yard	20 feet
3. **EXTERIOR WALL FINISHES**
Recommended exterior finishes include stucco, brick, composite masonry, vinyl or wood lap siding. Sheet siding or 4x8 panel siding will not be allowed. Accents of wood, rock, limestone, or other elements may be approved provided there is architectural and aesthetic integrity in the judgement of the A.R.C.
4. **ROOF**
Minimum roof pitch or major roof elements will be 6/12. No flat roof except as a subordinate element in conjunction with a pitched roof design. It is recommended the roof overhang be 16 inches. Approved roof materials are:
 - * Cement tiles manufactured for maximum density and resistance to moisture.
 - * Cedar shingles, sawed or hand split.
 - * Asphalt shingles – architectural required.
 If sheet metal for roof valleys, flashings, drips, downspouts, gutters, etc., is other than copper material, it shall be painted to blend with the shingles. All roof accessories, such as vent stacks and roof vents, shall be painted to match roof color. The use of solar energy providing devices (active and/or passive) are subject to Board approval.
5. **GARAGES AND DRIVEWAYS**
All homes must have a minimum two-car garage. All driveways are to be constructed of concrete unless otherwise approved by A.R.C. and must be wide enough for two passenger cars to park side by side. Driveways shall be constructed in a way as to not restrict or impede the designed flow of drainage

water to the curb and gutter along each street.

No garage shall be converted to living space unless a garage in compliance with these provisions is constructed in its stead and unless the facade of the enclosed garage is approved by the A.R.C. and a new garage in compliance with these restrictions is built.

6. LANDSCAPING AND IRRIGATION

The Architectural Review Committee of Victoria Lakes considers landscaping to be a critical design element to the community and to the individual homes within the community. Landscape design should be integrated into the design of the home and a landscape plan must be approved prior to landscape installation.

While the ARC has adopted standards, the committee reserves the right to evaluate the completed landscaping. The committee may approve installed landscaping which meets the intent and aesthetic considerations of the approved standards or require additional landscaping in the event the standard landscaping does not properly and adequately accomplish its purpose.

All front yards and side yards with street frontage must be sodded with St. Augustine/Florata sod and must be fully irrigated. Rear yards visible from any street or from across a lake must also be sodded and irrigated. Natural areas may be incorporated into landscape plans and the use of natural areas is encouraged. All landscape plans must respect the provisions of any Vegetated Natural Buffer or any Conservation Tract located on any lot.

TREES: No living trees greater than six inches in diameter measured four feet above the natural surface of the ground may be removed from a lot without the written approval of the ARC. There must be a minimum of two trees, planted or preserved, in the front yard of a lot. These two trees, if planted, must be a minimum of ten feet in height. The ARC encourages evergreen trees with a mature spread of twelve feet minimum. Ornamental trees, such as crepe myrtle or ligustrum, may augment the design.

In addition to the design standards of the ARC, there is required planting of trees designated on the Neighborhood Drainage Plan approved by the City of Jacksonville. Every lot must meet the drainage and tree planting requirements of the City-approved Plan.

SHRUBS AND PLANTS: Plant material shall be Florida No. 1 grade or better. Shrubs and hedges are defined as plants typically used for foundation planting, such as Ilex schilling, pittosporum, viburnum, Indian hawthorne, burford holly, eleagnus, boxwood, and other woody plants capable of growing to close all gaps and create a continuous screen. This list is intended to be representative and not necessarily all-inclusive. Shrubs and hedges shall be a minimum three gallon plant, be of a minimum height of twenty-four inches immediately after planting and shall be planted at a spacing distance no less than 18" on center and a maximum of 24" on center. The number of shrubs will be determined by the extent of the exterior elevation(s) fronting a street(s). The lineal dimension of the elevation(s), excluding garages and the front door opening, divided by two feet (maximum distance between plants) will yield the number of shrubs. These shrubs may be planted in clusters or in a hedge-like fashion. There must be a minimum of 50 three gallon plants, whether shrubs or other plants. In addition, there must be a minimum of twenty-one gallon plants. The inclusion of one or more specimen plants for accent is strongly encouraged.

MULCH: All landscaped beds shall be mulched with either pine straw, bark or cypress mulch. The committee will also consider the approval of crushed stone as part of the overall landscape design.

EQUIPMENT SCREENS: All air conditioning units, pool equipment, etc. shall be screened with landscape, or with fencing in harmony with the residence, and this screening should be part of any landscape plan submitted to the committee.

If one Owner elects to purchase two (2) adjoining lots and use one for recreation purposes, the Lot used for recreation purposes must be adequately screened by Landscaping and/or walls or fences on both the front and side as required by the A.R.C.

BUILDER'S REQUIREMENTS

Each Builder shall comply with the following prior to construction.

- A. All job sites shall be kept in a neat and orderly condition.
Each house under construction shall have access to one "Port-O-Let" bathroom facility and one dumpster type receptacle for trash.
- B. All Builders and Owners are required to post on the job site and keep on record with the developer a 24-hour emergency phone number.

7. **FENCING**
Fencing, walls, screens, screened enclosures, privacy hedges must be submitted for approval before installation. The drawing must show the site (Lot survey) location of existing facilities, location of proposed fencing, type or design of fence, dimensions and necessary detail. The fencing must consider the location and design of any adjacent existing fence. Fencing at the rear of Lots backing up to the Lakes shall not be opaque. Fencing must be of a consistent design established by the A.R.C.
8. **FREESTANDING STRUCTURE**
Any freestanding structure contemplated for a Lot such as a pavilion, gazebo, platform, playhouse, storage room, cabana, detached garages, etc., must be submitted for approval with the required drawings and information. Approval will be granted only upon the merit of the structure and determination that it will not materially adversely affect the neighborhood.
9. **AIR CONDITIONERS, GARBAGE CONTAINERS, ELECTRICAL METER BOXES.**
All outside air conditioning compressors and garbage containers shall be shielded and hidden so that they are not visible from the street or adjacent property. Screening may include approved fencing or landscaping.

All electric meter boxes shall be shown on the final submittal. Meter boxes shall be located on the side of each house and shall be built into the wall system or enclosed in a boxed design acceptable to the A.R.C.
10. **MAIL BOXES**
Mailboxes will be uniform pursuant to the design determined by the A.R.C.
11. **ANTENNAS.**
No radio or television aerial or antenna shall be installed or maintained on the exterior of any residence or any portion of any Lot unless screened from view from all other Lots and the streets. No other exterior electronic or electric equipment or device of any kind may be installed or maintained on any Lot without the express written consent of the Board of the Association.
12. **TREE REMOVAL**
In reviewing building plans, the A.R.C. shall take into account the natural landscaping such as trees, shrubs and palmettos, and encourage the Owner to incorporate them into his landscaping plan. No hardwood tree of twelve (12) inches in diameter at four (4) feet above the natural grade shall be cut or removed without the approval of the A.R.C., which approval may be given when such removal is necessary for the construction of a dwelling or other improvement.
13. **SWIMMING POOLS**
Any swimming pool to be constructed on any Lot shall be subject to the requirements of the A.R.C., which include, but are not limited to the following:
 - a. Composition to be of material thoroughly tested and accepted by the industry for such construction.
 - b. The outside edge of any pool wall may not be closer than four (4) feet to a line extended and aligned with the side walls of a dwelling unless approved by the A.R.C.
 - c. No screening of pool areas may extend beyond a line extended and aligned with the sidewalls of the dwelling unless approved by the A.R.C.
 - d. Pool screening may not be visible from the street in front of the dwelling unless approved by the A.R.C.

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ADDENDUM DATED SEPTEMBER 9, 2003

Fencing for Non-lake Lots

1. Minimum standard fencing for non-lake lots is wooden shadowbox fencing with the following specifications:
 - a. pressure treated pine a minimum of 5/8's of 1 inch thick
 - b. slats minimum of 4 inches wide
 - c. posts on 8 foot centers must be "dressed" 4x4x8 minimum and must be treated to a .40 for below ground treatment
 - d. maximum height is 6 feet
 - e. Colored stain or paint requires specific approval from the Architectural Review Committee.
2. Fences located on corner lots have special requirements as to location. Generally, a lot may not have a fence which would impede the sight line to the front of a house on an adjacent lot.
3. The structural side and all support posts for fencing must be toward the inside of the lot.

Fencing for Lake Lots

1. All fencing on lake lots must be black non-opaque anodized aluminum.
2. Maximum height is 5 feet.
3. Fencing adjacent to lakes must be located at the top of the lake bank unless specific approval is given by the architectural review committee.
4. Any gates allowing access to any lake must contain child-proof latches.
5. Per the landscaping and irrigation requirements under the Architectural Guidelines in the Covenants, lake banks must be sodded and irrigated to the water's edge. Owners are

reminded that fencing will not negate the obligation to maintain the lake bank all the way to the water's edge.

Fencing for Pools

All fencing for pools must conform to any codes, ordinances or regulations imposed by any authority, council or legislative body empowered to enact rules and regulations regarding swimming pools.

All fences in Victoria Lakes require approval of the Owners Association of Victoria Lakes as to siting and conformity with the foregoing minimum standards. Upgraded fencing may be approved on a case by case basis. Requests for fence approval should be submitted by builders as part of the house submittal package or by homeowners pursuant to the guidelines for submittal for approval of an improvement or structure other than a residence (see page 2 of the Victoria Lakes Architectural Review Committee Policies and Procedures).