

ARCHITECTURAL GUIDELINES AND REVIEW PROCEDURES
FOR
THE VINES COMMUNITY ASSOCIATION

November 2020

I. PURPOSE AND PHILOSOPHY

The Architectural Guidelines provide standards for the design and construction of custom single-family estate homes at The Vines Golf and Country Club.

The Vines has high standards for architectural and landscaping design. The intention is to enhance the value of real estate by encouraging innovation and to set minimum requirements that place The Vines a notch above other luxury country club communities.

Your cooperation is required to bring out the beauty of the land plan and golf course. The Architectural Review Board (ARB) will serve the best interests of all homeowners at The Vines. The following points summarize the philosophy of the Architectural Review Board:

- A. The Vines Golf and Country Club is a carefully planned residential community with natural beauty, quality recreational amenities and controlled development contributing to the lifestyle of its residents.
- B. For single-family estate homes, The Vines encourages architectural styles that conform to these development guidelines.
- C. The ARB will evaluate building plans, styles and techniques at The Vines to determine fulfillment of overall development objectives.
- D. It is not necessary for every home at The Vines to be unique; however, frequent repetition of designs within a neighborhood will not be acceptable.
- E. Although building costs may escalate, it is not in the interest of The Vines to permit lesser quality development in response to cost considerations.
- F. Speculative builders can provide an important service within the community by providing homes for people who do not wish to have a custom home built. The same standards, however, will be applied in reviewing designs submitted by speculative builders as for all other applicants.

II. PLANNING THE HOME

The building of a home at The Vines Golf and Country Club should be an exciting and pleasurable experience. For many property owners, it represents one of the major investments made in their lifetime. Therefore, it is recommended that owners consult an architect or builder familiar with the development standards at The Vines. Without the services of an architect or qualified designer, owners may find it difficult to achieve the desired development objectives of The Vines. A home should be designed for a specific site and for the particular needs of its residents.

For additional information regarding architects, designers and builders, contact the Current Management Company. The staff is available to help you interpret the guidelines, offer suggestions about your home concept and assist you in contacting qualified people for design and construction.

III. ARCHITECTURAL CRITERIA

A. General Comment - The following paragraphs provide specific guidelines for planning your new home. One caution: the overall impact of a home design involves issues of taste and judgment which cannot be completely reduced to measurable standards of size, setback, roof pitch, etc. A home which meets all the statistical criteria may be unacceptable for The Vines if its overall aesthetic impact is unacceptable in the judgment of the ARB.

B. Flood Plane Elevation - The Vines is exempt from flood plane requirements and restrictions; mortgagors, therefore, will not require flood insurance coverage. Minimum finished floor height is 14" above the crown of the adjacent road.

C. Exterior Design - In evaluating the exterior appearance of a home, the Committee takes into consideration all of the elements of design which contribute to a successful design solution, including but not limited to:

1. Site Utilization - Relationship of proposed construction to existing natural and man-made features; views from the home and adjacent structures; effect on the streetscape, common open space, neighbors, drives, parking and landscape treatment.

2. Scale - Relationship of proposed structure to surrounding structures and site size in terms of lot coverage, height, width and overall visual impact.

3. Massing - Relationship of the elements of the structure to one another.

4. Fenestration - Relationship of exterior openings (doors, windows, etc.) to the solid portions of the design and to one another, compatibility with the design of the home, materials used and the manner in which the fenestration is detailed.

5. Roof Scape - Relationship of roof shapes and treatment to the overall design concept of the home. No flat deck or built-up roofs will be permitted as any portion of a roof design plan.

6. Aesthetics - Overall design quality based on the professional judgment of the ARB.

D. Building Development Standards

MINIMUM REQUIRED:

Living Area

Single Story

2,200 Sq. Feet

Two Story

Not less than 1,800 Sq. Feet on the first floor

Front Setback

30' Minimum

Rear Setback

20% of Lot Depth as a minimum and may be increased at discretion of the ARB

Side Setbacks

15' Minimum or 10% of Lot Width

NOTE: No stilt (piling) home or "mobile" or "modular" structure of any kind will be permitted at The Vines.

Definitions:

Setback – The distance between an exterior wall of the main structure and the nearest lot line.

Height – As measured from the finished first floor.

E. Service Area - The planning of the home should include areas to accommodate air conditioning compressors, garbage cans, the electrical meter, generators, propane tanks, service entrance and other items that by their nature present an unsightly appearance. The service area or areas should be convenient to the utility service of the site and screened from view by an enclosure that is an integral part of the site plan using materials and colors that are harmonious with the home it serves.

F. Off-Street Parking and Driveways

1. Because lots are large at The Vines, side-entry garages shall be the standard driveway plan. In some instances, however, lot geometry may preclude a side-entry garage and a direct, frontal arrangement may be approved by the ARB.

2. All homes will have a defined driveway constructed of concrete, pavers, brick or other suitable impervious material. Driveways must not

be located closer than ten feet (10') from a side property line and should offer off-street parking for at least two automobiles. Where a lot fronts on more than one street, the lot shall be entered from the secondary street.

G. Garages - Garage doors are to be closed at all times except when in use. Electric garage door openers should be used. Garages must provide space for a minimum of two cars. Since private golf carts are permitted, a garage design that includes space for the cart is recommended. Golf carts and all other motorized vehicles, motorcycles, scooters, etc, except automobiles must be stored in the garage.

1. Motorhomes can only be parked on parking pad for 24 hours.

H. Fences, Screens and Sheds - Fences are not permitted to enclose or define property lines of individual homesites. Fences or screens may be used, however, upon approval of the ARB to enclose service areas, patios, swimming pools or other areas requiring privacy. No outside sheds of any type are permitted.

I. Television Antennas - Cable television is available at The Vines. Only small dish type antennas will be allowed. An ARC form and approval must be granted prior to installation. Installation must be positioned to allow waive access but not to detract from the exterior of the residence.

J. Landscaping - A Landscape Plan shall accompany every new home application. The requirements of this plan are provided by Article IV of these Guidelines. A landscape plan created by a landscape designer must accompany the ARC form.

K. Exterior Materials, Colors and Textures - The material used to clad a building is very important to exterior appearance. At The Vines, exterior materials and colors are expected to harmonize with the natural surroundings. Materials which are appropriate to achieve this harmony include rough -sawn woods, brick and stucco; earth-tone colors are appropriate and are normally more subdued. Building materials used should be fundamental to the house design. Non-indigenous materials should be avoided.

Exterior finished materials are expected to be of the very highest quality. Woods used for siding or trim shall be durable by type and/or treatment. Wood, brick, stucco and other materials proposed for exterior use shall be submitted to the Board and approved before installation.

The roof of a building is a complimentary design feature of a home and the material selected for covering it is very important. The proposed roofing material, color and application will be critical parts of the ARB's design evaluation.

Acceptable roofing materials include the following:

TILE –

Clay or Cement – Spanish Tile (large and small barrel roof tile)

Clay or Cement – Interlocking Tile such as Shake, Smooth, Slate, Glazed

METAL/COMPOSITE –

Will be allowed only if it resembles Spanish Tile or Interlocking Tile mentioned above.

It must be noted that an ARC Form must be filed with the Architectural Review Committee along with a sample of the material that will be used and an exact color PRIOR TO ANY AND ALL CONSTRUCTION! It is also recommended to attach a photo showing the material on a building.

Also note, the process for possible approval may take up to 60 days

The ARC will have full authority to grant an application or deny any application they deem inappropriate for The Vines Community.

With the acceptance of metal /composite roofing stated above, we will encourage the use of this product on existing builder approved asphalt shingled residences because this light weight material does not require additional structural changes to the home.

The use of windows, glass doors and glass walls is very appropriate to take advantage of views, breezes and natural light. Good quality windows and doors are required, with all aluminum units being finished in an earth-tone or white, factory-applied finish. Window shutters are appropriate when sized to match window openings and mounted to appear functional. Awnings must be approved for color, material and shape by the ARB.

Samples of all exterior materials, colors and textures shall be submitted at the time of the application for final review. Paint and stain color samples shall be submitted on the actual material to which they will be applied.

L. Repetitive Designs - Some house designs may be unacceptable for a particular lot because of similarity to homes in the immediate neighborhood. If, in the judgment of the ARB, the massing, basic style, roof line, exterior materials, colors or other features of a home are too similar to its neighbors, the design will not be approved.

M. Mailboxes - The ARB will provide criteria for this subject in a supplement to these Guidelines.

N. Solar/ Renewable Energy- Installation of solar or other renewable energy devices will be installed on the roofs of the building in accordance with Florida State Laws. High impact windows and hurricane shutters are encouraged. This will include: roll downs, accordions, storm screens, Bahama shutters and panel hurricane shutters. All must look appropriate with the residential exterior. All must adhere to Florida State Laws.

IV. ARCHITECTURAL REVIEW PROCESS

All new construction, exterior alterations and additions must be approved before beginning any construction or installation. A \$100 per day penalty (or the maximum allowed by Florida State Laws) and the revocation of the residents automated gate pass will be enforced if no ARC is filed and approved.

A. Application Policies and Procedures- Application form must be submitted in a timely manner and on the current ARC form.

1. Preliminary Application - Prior to the preparation of construction drawings, the ARB recommends that the applicant submit a preliminary application for its comment. In this manner, conceptual errors may be resolved, and the possibility of a lengthy review period avoided. The preliminary application will be accompanied by two sets of plans and may be drawn in "sketch" form. A preliminary application includes:

a) Site Analysis:

(1) Provide a tree and vegetation drawing that clearly identifies significant sized species and location.

(2) Indicate views and vistas to and from the site

(3) Show the position of any neighboring homes and their effect on proposed construction.

(4) Designate other natural or man-made features which could affect the design.

b) Site Plan:

(1) Drawn at a scale of 1" = 10' superimposed over the existing tree survey.

(2) Show and identify species and diameter of vegetation as described above and indicate any trees to be removed and reasons for removal.

(3) Show existing and proposed topography (approximate grades).

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- (4) Show setbacks from property lines.
- (5) Indicate site development including walks, drives, patios, decks, fences, etc.
- (6) Show proposed landscaping indicating general massing of plants and trees and intended use of plant material.

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- c) Floor Plans:
 - (1) Drawn to a minimum scale of 1" = 10'.
 - (2) Show changes in level, relationship to important site features, etc.
- d) House Elevations:
 - (1) Drawn at the same scale as the floor plans.
 - (2) Show four elevations or provide a model.
- e) Submit any additional information which will aid the ARB in the evaluation of the proposed design.

2 Final Application - Two complete sets of documents shall accompany the application. If approved, one set of documents will be stamped "Approved" and returned to the applicant. Each sheet of drawings and the first page of other documents shall include the lot number, street names, applicant's name, architect or designer and the date of drawings. Documents submitted include the following:

a) Site Plan:

(1) Show all information required for a preliminary submittal except as shall be accurately drawn "hard line", identify all materials, be fully dimensioned and show the roof plan (unless shown in a separate drawing) and exterior lighting, if any.

b) Landscape Plan:

(1) Superimposed over the site plan, indicating the locations, bounds, numbers and species of all plants, trees, shrubs and ground covers.

c) Floor Plans:

(1) Drawn to a scale of $1/4" = 1'$.

(2) Show any changes in floor level.

(3) Show all dimensions.

(4) Include all door and window symbols and schedules.

(5) Show all attached decks and other appurtenances.

d) Elevations:

(1) Drawn to a scale of $1/4" = 1'$.

(2) Show all exterior views of the house including those which will be partially blocked from view by garages, fences or other parts of the building.

(3) Indicate all exterior finish materials.

(4) Show finished floor elevations and existing and proposed grade lines.

(5) Show all exterior openings.

e) Wall Sections:

(1) Drawn to a minimum $3/4" = 1'$.

(2) Indicate roof pitch.

3. Submission of Typical Building Materials - Except when the ARB specifically elects to waive this requirement, where the colors or materials are known to the ARB, both the names of proposed exterior materials and physical samples will be included or will accompany the application as listed below. An application will not be considered complete without these exterior samples:

- a) Include the name, grade, description, color and sample of roofing to be used.
- b) Include the name, grade and sample of any siding with chosen color applied.
- c) A typical example of brick to be used.
- d) Any other exterior materials of significance to the design.

4. Fee (For New Construction Only) - An administrative fee, currently \$50.00 (made payable to the Vines Community Association) is due with each application.

5. Stake-Out Prior to Final Approval - Before final approval and the commencement of any site clearing, the applicant shall stake and string all property lines, corners of the proposed structure and identify with orange tape all trees to be removed. The Vines Management Company shall then be notified to inspect the site for compliance with the approved plans. When compliance has been ascertained, the ARB will sign the site plan as "Approved".

6. Approval Process- All ARC forms will be submitted to the VCA Management Company who will email to all ARC committee members. Upon review and finding the ARC form in order, the ARB will email all VCA Board members for approval. NO project is to be started without approval by the VCA Board. It could take up to 45 days for approval.

7. Architectural Review Board Response - The ARB may offer specific suggestions for further consideration which may resolve any design problems found by the ARB. The ARB can, however, reject an application based on the professional judgment of its members without citing specifics for the following reasons, among others:

- a) Insufficient information to adequately evaluate the design or design intent.
- b) Poor overall design quality.
- c) Incompatible design elements.

- d) Inappropriate design concept or design treatment.
- e) A design found to have an adverse effect on the character of The Vines or its residents.

The ARB will not normally comment on or reject a custom-designed home because of its interior elements except in cases where those features affect the exterior appearance. Observations by the ARB which it believes could make the home acceptable will be passed on to the applicant for consideration. The ARB may, however, reject the design of speculative houses because of interior design features, when, in its judgment, the livability of the submitted design does not meet the standards expected of speculative houses at The Vines.

B. Construction

1. Pre-Construction Activities

- a) No lot is to be cleared or construction otherwise started without written approval of the plans and issuance of a Vines construction permit for that lot by the ARB. Before approval is given, the applicant must sign the Buildings Construction Agreement in which the applicant agrees to pay for any damages to street, curbs, common areas or adjoining lots occurring during lot clearing, house construction or landscaping.
- b) Approval by the ARB does not preclude the necessity for obtaining a Building Permit from the Lee County Building Department.
- c) The builder, lot owner or architect should ensure availability of all utilities. An application should be made to Florida Power and Light Company for temporary and permanent electrical service. Application for water and sewer service must be made to Gulf Utilities. Water and sewer hook-up fees have been pre-paid for all lots.
- d) The connections for water and sewer are indicated on each lot. Care should be exercised in clearing of the lot. Prior to excavation at the site, Comcast Cablevision should be contacted to determine the location of the buried television cable.
- e) Florida Power and Light Company will run the electric service from the transformer to the residence by the most direct route to a point on the building nearest the transformer at no cost to the contractor. Additional cable required to enter the building at any other point may result in a charge to the builder by FPL.

- f) There is no dumping area available at The Vines. Provisions for these services should be made with other sources in compliance with the Lee County code.
- g) If assistance is needed in locating lot corners or determining points of elevation, contact the Vines Management Company.
- h) Fire protection at The Vines is provided by the San Carlos Park Fire District at 267-7525.

2 During Construction

- a) Damage to curbs, streets and common areas as a result of construction will be charged to the owners.
- b) Only those trees marked and indicated to be removed on the approved site plan will be removed. Care should be exercised to protect all other trees from equipment damage and/or filling. Use protective barriers or bulkheading where necessary so as not to cover the roots of remaining trees with soil.
- c) The use of adjoining properties for access to the site or for the storage of materials without the written permission of the adjacent owner is forbidden.
- d) The storage of materials must be in an inconspicuous area of the site. Cleanliness will be practiced, and contractors are required to make frequent clean-ups of surplus materials, trash wrappers, etc. A trash barrel must be maintained on each site for the disposal of small trash and eating litter. Unsightly building sites constitute nuisances to the community and will be handled according to the covenants and restrictions.
- e) Because sewer, water, electric, TV and telephone service to the home are underground, care should be taken to ensure that these lines have been installed and the water and sewer connections made prior to paving drives, walks, etc. Any questions about location of underground lines should be directed to The Vines Management Company.
- f) A portable toilet is required for all construction sites.
- g) No loud radios, stereos or other broadcasting devices are permitted that are disruptive to play on the golf course.

3 General Information for Builders

- a) The gatehouse at The Vines for the purpose of monitoring incoming and outgoing traffic for property owners and the contractors

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as a deterrent against theft, vandalism, etc. The gatehouse personnel will also assist in the delivery of materials by directing suppliers and subcontractors to your job site. We ask your cooperation in working with the gatehouse staff by following these rules:

- (1) All incoming vehicles must stop at the gatehouse for identification by the staff.
- (2) Drivers should be prepared to stop at the gatehouse when leaving The Vines if signaled to do so by gatehouse personnel.

b) The working hours for construction personnel at The Vines will be from 7:00 a.m. to 7:00 p.m., Monday through Friday, and 8:00 a.m. to 5:00 p.m. on Saturday. No work will be performed on Sunday. If you wish to send your workmen or subcontractors after hours or on Sunday, you must notify The Vines Management Company of your plan to do so. We would expect you to advise your personnel of the above regulations prior to sending them to The Vines.

Appendix A – Standard Mailbox

The standard mailbox design for the Vines is shown below. It is constructed of anodized aluminum and powder coated in a medium bronze color. The mailbox is available from the current mailbox supplier.



