



Architectural Guidelines and Rules and Regulations

January 19, 2017

Note: If you are planning to make any changes to your yard or the exterior of your Unit, written approval from the Vista Lakes Architecture Review Committee (ARC) is probably required.

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SECTION 1 OVERVIEW

This document replaces the following two Governing Documents: General Rules and Regulations for Vista Lakes, Including ARC Guidelines and Vista Lakes Architectural Control Guidelines.

1.1 Introduction. This document has been approved by the Vista Lakes Community Association Board of Directors in accordance with the Declaration and By-Laws and thereby becomes an official Governing Document except for paragraphs specifically stating, “This paragraph is for informational purposes only and has no legal standing.”

This document, referenced herein as “Guidelines”, is comprised of:

- Architectural Guidelines (Section 2).
- Rules and Regulations (Section 3).

Section 2 contains the architectural guidelines. These guidelines were defined by the developer to preserve the look and feel that your neighborhood had when it was first built. Preserving the appearance of our neighborhoods and common areas enhances and maintains our property values. If you are planning to make any changes to your yard or the exterior of your Unit, written approval from the Vista Lakes Architecture Review Committee (ARC) is probably required. If unapproved changes are made, you may be required to remove or modify the changes at your expense.

Section 3 briefly describes some administrative procedures regarding assessments and covenant enforcement procedures.

It is your responsibility to comply with these guidelines. You signed a legally-binding document agreeing to these architectural guidelines and use restrictions when you purchased your Unit.

1.2 CONTACT INFORMATION. For the email addresses and phone numbers of the management staff, ARC Administrator and the Vista Lakes Community Association Board of Directors, check the Vista Lakes web site at VistaLakesFL.com, the Vista Lakes newsletter, the pool staff, your Neighborhood Representative or a member of the Vista Lakes Board of Directors.

SECTION 2 ARCHITECTURAL GUIDELINES

Our Governing Documents state that “no structure or thing shall be placed, erected, installed or posted on the Properties and no improvements or other work (including staking, clearing, excavation, grading and other site work, exterior alterations of existing improvements, or planting or removal of landscaping) shall take place within the Properties, except in compliance with the Architectural Control Guidelines” (Declaration of Master Covenants, Conditions and Restrictions of Vista Lakes, 4.1). Furthermore, before external work commences, Unit-Unit-owners shall obtain written permission from the Architectural Review Committee (ARC) (Declaration, paragraphs 4.2 and 4.3). So when planning to change your yard or the exterior of your Unit, search for an applicable guideline to ensure you are in compliance. Usually you will be able to identify the paragraph you are looking for in the table of contents, but if not, look in the index. If you still cannot locate it, then contact the ARC Administrator (see the contact information in Section 1).

Paragraph 2.1 and its subparagraphs below describe how to seek approval from the Architectural Review Committee (ARC) for making a change to the outside of your Unit or your yard, what happens to the application after you submit it, and what your options are if the ARC denies your application.

Regarding compliance with these guidelines, the Vista Lakes Community Association (VLCA), our homeowners’ association of which all Unit-owners are members), continually inspects all properties to insure compliance with these guidelines; included are inspections to ensure that all changes were made in compliance with an approved ARC application. If a violation of the Guidelines is detected, a notice will be sent to the Unit-owner. Our Governing Documents grant the right of members of the Board of Directors and whoever they designate to go on properties to inspect for violations during reasonable hours and after notice to Unit-owners (Declaration 11.5).

The definition of “Unit”, basically a home, can be found in paragraph 2.35 of the Declaration.

Remember: If you are planning to make changes to your yard or the exterior of your Unit, even minor ones, approval from the ARC is probably required.

2.1 THE ARC APPLICATION.

2.1.1 How to Submit an Architectural Review Application. The ARC application form may be downloaded from VistaLakesFL.com or obtained from the VCLA Office or ARC Administrator (see Contacts, paragraph 1.2). If you are applying for multiple changes such as for a swimming a pool and screen enclosure, it is best to submit separate applications so that disapproval of one application will not affect any other application. Should you have any

questions, such as about the deadline to submit applications for the next ARC meeting, contact the ARC Administrator.

2.1.2 What Happens to the Application? [This paragraph has no legal standing; see Procedures, paragraph 4.3 of the Declaration for the legally-binding version].

The application should be submitted to the ARC Administrator who puts it on the agenda for the next scheduled ARC meeting.

The ARC may approve the application with or without conditions, or deny the application because the requested change does not comply with the Guidelines or because there is insufficient information. In cases of major changes to the exterior of your Unit, the ARC may consult with an architect (a fee may be charged, see paragraph 2.1.5, Fees). The ARC Administrator can provide explanations of the rationale for ARC decisions. Per paragraph 4.3, Guideline and Procedures in the Declaration, ARC members base their decisions on their interpretation of the guidelines, not on their personal likes and dislikes. ARC members may also consider other factors “including, without limitation, harmony of external design with surrounding structures and environment” and “aesthetic considerations” (Declaration, 4.3b), and the Guidelines are not the exclusive basis for decisions of the ARC, and compliance with the Guidelines does not guarantee approval of an application (Declaration 4.3a).

ARC meetings are open to the public; time and location are posted on the Vista Lakes website or you can ask the ARC Administrator. It is usually not necessary for residents to attend ARC meetings when their applications are reviewed. If ARC members have any questions or do not understand all of the application, the ARC Administrator will contact the resident for answers/clarifications. Note, however, that residents may attend any ARC meetings.

The ARC Administrator shall, within 30 days after receipt of a completed application and all required information, respond in writing to the applicant at the address specified in the application. The ARC Administrator will usually notify the applicant of the ARC decision via email or phone within a day or two after the meeting at which the ARC addresses the application. In the event the ARC fails to respond within 30 days after official receipt of an application, the Unit-owner seeking approval may request a response from the ARC. This request shall be made by certified mail, return receipt requested. If the ARC fails to respond within 30 days after receipt of such request, approval shall be deemed to have been given. However, no approval whether expressly granted or deemed granted pursuant to the foregoing shall be inconsistent with this document unless a variance has been granted (see Variances, paragraph 2.1.4). Notice shall be deemed to have been given at the time the envelope containing the response is deposited with the U.S. Postal Service. Personal delivery of such written notice shall, however, be sufficient and shall be deemed to have been given at the time of delivery to the applicant.

2.1.3 What if Your Application Is Denied? If you do not understand why your application was denied, what changes you can make to your application so the ARC may approve it, or if you

do not agree with the ARC members' interpretation of the guidelines, the best thing to do is to discuss it with the ARC Administrator or discuss it in person with ARC members at an ARC meeting. If you have additional information or feel the ARC did not understand your application, the ARC may reconsider its decision.

Regarding appeals, the Governing Documents state that the decisions of the ARC are final unless the Board of Directors has established a formal appeal process. As of the date of this document, no appeal process has been established, so ARC decisions are final. But as noted above, you are welcome to obtain an explanation of why your application was denied from the ARC Administrator or ARC members at an ARC meeting. However, if you feel there are special circumstances involved that apply to the change you wish to make, you may wish to apply for a variance (see below).

2.1.4 Variances. According to Article IV, Section 4.5 of the Declaration, the ARC "may authorize variances from compliance with any of its guidelines and procedures when circumstances such as topography, natural obstructions, hardship, or aesthetic or environmental considerations require". A variance will not be granted for any other reason.

2.1.4.1 Procedure. A Unit-owner may initiate a request in writing for a variance from the ARC explaining the circumstances that would support the granting of a variance. Applications must include supporting documentation such as the property survey, brochures describing the project and photos as appropriate. The ARC shall set a hearing date/time no more than 30 days from the receipt of the request and so advise the applicant and all owners of lots that abut and adjoin the lot in question by first class mail. The variance hearing shall be conducted according to due process standards and the ARC shall have full discretion regarding the scope, presentation and admissibility of evidence at and the testimony of witnesses at the hearing. The ARC will decide when the hearing is closed. The ARC shall have fifteen days after the close of the variance hearing to render its decision. This time period may be extended with the approval of the applicant.

2.1.4.2 Variance Standards. An approved variance will be the minimum variance that makes the requested change possible, will be in harmony with the general intent and purpose of the Declaration and not be injurious to the neighborhood or otherwise detrimental to the public welfare.

2.1.4.3 Variance Conditions.

- a. That, in addition to the Covenants, all construction is subject to governmental restrictions.

- b. That, at such time as it may be determined that the variance violates any provision contained in the Declaration, the owner shall remove the improvement at the owner's sole expense.
- c. That, the owner shall hold the Association harmless against any loss, injury or damage which might occur to the owner and any third party as a result of the granting of the variance.
- d. That, it is understood that the Association may not be in the final legal authority as it relates to the variance therefore, the owner will hold the Association harmless from any loss or damage that may arise from the granting of the variance
- e. No variance can be contrary to any provision of the Declaration.
- f. No variance approval shall have the effect of prohibiting the Association from denying similar variances based upon other circumstances.

2.1.5 Fees.

2.1.5.1 Application Review Fees. See paragraph 4.2c, Fees: Assistance, in the Declaration regarding application review fees. It states in part,

"The Reviewer [ARC] may establish and charge reasonable fees for review of applications hereunder and may require such fees to be paid in full prior to review of any application. Such fees may include the reasonable costs incurred in having any application reviewed by architects, engineers or other professionals."

2.1.5.2 Late Application Fees. Any request for architectural review filed after work is already started or completed may be subject to a late filing fee as established by the Vista Lakes Board of Directors.

2.1.6 Making the Modification. [This paragraph is a summary of the applicable parts of the Declaration paragraph 4.3. It is included for informational purposes only and has no official standing; see paragraph 4.3, Guidelines and Procedures, in the Declaration for the legally binding version].

The change shall be started within one year after the application was approved unless the ARC is notified in writing that the change will take longer. If the change is not made within the time limit, approval is automatically withdrawn and a new application shall be submitted and approved before commencing the proposed work. Once the implementation of the change starts, it shall be diligently pursued to completion. If the approved change is started but not completed within the required time, it shall be considered a violation.

2.1.7 Certificate of Compliance. [Note: this is an excerpt from paragraph 4.7 in the Declaration. See the Declaration for details.]

“Any Owner may request that the Reviewer [ARC] issue a certificate of architectural compliance certifying that there are no known violations of this Article or the Architectural Guidelines with respect to such Owner's Unit or Rental Property. ... Issuance of such a certificate shall stop the Association from taking enforcement action with respect to any condition as to which the Association had notice as of the date of such certificate.”

2.2. ACCESSORY STRUCTURES. All accessory structures shall conform to the applicable requirements in paragraph 2.3.1, General Considerations, and its subparagraphs. Applications to the ARC shall include a thorough description including dimensions, and the location shall be indicated on the lot plot. The guidelines in this paragraph apply to all structures similar to those listed even though the specific structure to be installed is not listed. Accessory structures shall be a maximum of 12 feet tall. Note that screen enclosures, defined as those with screen roofs, are not considered accessory structures and may be higher than 12 feet.

2.2.1 Barbeque Stations. This guideline applies to permanent detached barbeque stations/pits/grills. They shall be finished with stucco that shall match the Unit, or constructed of brick or stone. Proper screening and placement will be required as part of the review by the ARC. See paragraph 2.1, Barbeque Stations in Exhibit C of the Declaration, Use Restrictions for restrictions for using portable barbeque grills.

2.2.2 Children's Play Structures. Children's play structures are defined as structures without walls consisting of swings, ladders, a slide and other similar play apparatus. Permanent play and recreation structures shall be located in rear yards only; rear yards include that portion of the yard from the rear property line to the back of the Unit and extends from one side property line to the other. Play structures shall not be attached to Units. They shall be of quality wood construction. No part of the structure shall be higher than 12 feet from the original lot grade. The rectangular footprint of the structure shall be no larger than 275 square feet, including the slide, if any. The maximum length in any direction shall be no longer than 20 feet. The structure shall be a minimum of 5 feet from all property lines, and shall be placed inside of any fence.

2.2.3 Doghouses. Unit-owners shall obtain ARC approval if the doghouse will be visible from the street or adjacent properties. Some shielding suggestions would be to erect a fence, an enclosure, or install shrubbery around the doghouse.

2.2.4 Flagpoles. A flagpole may be erected in accordance with paragraph 2.8, Flags and Flagpoles in Exhibit C of the Declaration, Use Restrictions.

2.2.5 Mailboxes. No additional mailbox or paper box or other receptacles of any kind for use in the delivery of mail or newspapers or magazines or similar material shall be erected on any

Unit. When individual mailboxes are replaced in neighborhoods that have them, the new mailbox shall be metal, black and have the same appearance as those in the rest of the neighborhood.

2.2.6 Pergolas, Arbors, Gazebos, Pavilions, Cabanas and Trellises. They shall be finished in a natural wood finish or painted to match the main or trim color of the Unit.

2.2.7 Recreation Equipment. Permanent recreational equipment, including permanently-mounted basketball poles, shall not be placed in front yards, side yards or driveways of Units, nor shall recreation equipment be attached to Units or garages. Recreation equipment shall be placed in rear yards only. See 2.17, Exhibit C of the Declaration: Use Restrictions for guidelines for portable recreation equipment.

2.2.8 Storage Sheds. Storage sheds are not permitted. Unit-attached extensions for storage purposes are considered Unit additions and are covered in paragraph 2.3, Additions and Changes to the Exterior of the Unit.

2.3 ADDITIONS AND CHANGES TO THE EXTERIOR OF THE UNIT

This paragraph addresses modifying an existing part of a Unit such as the front elevation, and adding structures attached to the Unit such as a room or storage enclosure. Additions as defined herein do not include screen enclosures with screen roofs and accessory structures, each of which are defined in its own paragraph herein, but does include screen rooms with hard roofs.

Additions shall be compatible with the basic materials of the Unit, matching architectural details such as materials, window style, fascia, roof and colors. Columns shall be wood or concrete and be a minimum of 6"x 6". The roof of the enclosure shall be solid wood frame construction with composition or built-up roof. Flat roofs are discouraged unless drainage is provided and appropriate parapet walls are provided. Metal roofs are prohibited. Metal pan roofs are prohibited on screen enclosures.

The application shall include drawings, exterior dimensions, and details on exterior elevation, roofs, fascia trim, colors and finish of exterior doors. The ARC may seek input from its consulting architect at the expense of the Unit-owner before rendering judgment on applications for additions to Units (see paragraph 2.1.5, Fees).

You must obtain ARC approval before any of the changes described below are made unless these guidelines specifically state otherwise.

2.3.1 General Considerations.

All proposed changes to the exterior of a Unit and yard shall relate harmoniously to adjacent sites and structures that have a visual relationship to the proposed construction. In addition, the interests of neighboring properties shall be protected by making reasonable provisions for such matters as access, surface water drainage, sound and sight buffers, preservation of views, light and air and other aspects of design which have a substantial effect on neighboring properties. The proposed changes shall be compatible with the design characteristics of the property itself, adjoining properties, and the neighborhood setting. Compatibility is defined as harmony in style, scale, materials, colors and construction details.

2.3.1.1 Grading and Drainage. No person shall alter the established grading plan for the Properties without the prior written approval in accordance with paragraph 4.3 of the Declaration.

As a result of enhancing, modifying or maintaining landscaping, including in privately-owned easement areas, modifying Units or adding or altering accessory structures and sidewalks, changes in the elevations or contours of properties that adversely impact adjoining property or are inconsistent with the approved draining plans for Vista Lakes or any part thereof are prohibited. For example, patio or roof runoff shall not be intentionally or unintentionally be diverted onto neighboring property.

The City of Orlando has required the Declarant to install a storm water drainage and retention system within the boundaries of the Properties. No structure, fence or landscaping that interferes with the flow or retention of storm water shall be permitted, and no refuse shall be placed upon or allowed to remain on any part of any Unit within any easement area for storm water drainage. Retention areas, including drainage swales or retention ponds, shall not be filled or otherwise changed so as to alter or block the flow or the quantity of water. Owners of Units, within which any easement for storm water drainage or retention lines are located, shall be responsible for the maintenance of such areas to permit the flow and retention of water in accordance with the storm water drainage and retention system plan required and approved by City of Orlando. If any owner fails to comply with any part or all of the restrictions contained in this Section, the Association shall notify the Owner in writing, shall have the right to correct such failure to comply herewith, and assess and collect the cost thereof and shall have a Lien to secure payment of delinquent assessments pursuant to section 8.8 of the Declaration upon the Unit upon which the work was performed.

2.3.1.2 Lines of Sight. Fences and plantings shall be kept at least 10 feet from any corner of the property lines that are adjacent to a street so as not to affect reasonable lines of sight for vehicular traffic. Figure 1 shows the required lines of sight.

2.3.1.3 Setback Requirements. The principle building setbacks for Vista Lakes are 20 feet from the front property line and any side property line adjacent to a street, 5 feet from side property lines that are not adjacent to a street and 20 feet from the rear property line. Principle buildings are defined as the Unit and any additions such as rooms and screen rooms with hard roofs. The setback for accessory structures is the same for the front and sides, but is only 5 feet from the rear property line. Pool decks are considered accessory structures, but anything else that does not have height such as pavers, sidewalks or decks that are not raised are not considered accessory structures and are not subject to setback requirements.

2.3.2 Air Conditioners. Window and wall-mounted air conditioning units are prohibited.

2.3.3 Antennas. ARC approval is not required to install small dish-style satellite antennas which are one meter or less in diameter, or broadcast television antennas.

2.3.4 Cantilevered Porch Roofs. Cantilevered porches shall have columns, even if not structural, and shall be 6 inch by 6 inch minimum. An exception of 4 inch by 4 inch white or bronze aluminum columns may be granted if incorporated into the design of an attached screened pool enclosure.

2.3.5 Covered Porches. In general, the materials of any porch roof enclosure shall be compatible with the basic materials of the Unit, matching architectural details, such as fascia boards and typical colors. Columns shall be wood or concrete. Columns shall be a minimum of 6"x6". The roof of the enclosure shall be solid wood frame construction with composition or build-up roof. Flat roofs are discouraged unless drainage is provided and appropriate parapet walls are provided. Metal roofs are prohibited. Metal pan roofs are prohibited on screened enclosures.

2.3.6 Decks. The use of natural wood for deck construction is encouraged. This includes redwood, cypress, pressure-treated pine, etc. Materials such as plastic or fiberglass which looks like wood are permitted. Decks shall conform to setback requirements (see paragraph 2.3.1.3, Setbacks).

Decks may be permitted within the wetland setbacks with prior approval from the appropriate government agency. Construction within a wetland area constitutes an impact to that wetland which is discouraged by the ARC and considered a violation by permitting agencies.

ARC applications shall include an illustration of the material, a sample of the color, and a scale drawing of the deck, including dimensions, drawn on the lot plot.

2.3.7 Gutters and Downspouts. Gutters and downspouts shall be at least 4 inches in size and shall be white or match the color of the Unit. Drain pipes tied into rain gutter downspouts shall be completely hidden from view such as by shrubs or ground cover large and dense

enough to screen. Splash blocks and gravel should be used at the base of downspouts unless the downspouts drain onto a sidewalk or driveway.

2.3.8 Unit Numbers. All Units shall have their assigned numbers displayed in a color contrasting from the background. The numbers shall not be less than 5, or greater than 7 inches in height.

2.3.9 Painting, Exterior. ARC approval shall be required only for changes in paint color. Only paint color combinations defined in the Vista Lakes paint color books shall be used; the books may be inspected at the pool offices. Front doors shall be the color defined in the chosen color scheme, one of the additional optional door colors as defined in the color books or a natural wood color. Garage doors shall be the color defined in the chosen scheme in the color scheme book or white. The color schemes are also available on VistaLakesFL.com. If the online colors are not the same as the ones in the color books, the color books shall prevail.

2.3.10 Roofs. When the shingles on a roof are changed, ARC approval is required only for changes in color.

2.3.11 Window Treatments.

2.3.11.1 Awnings. Awnings are only permissible on the rear of a Unit. The color and size shall be compatible with Unit's exterior colors and dimensions. Metal awnings are prohibited. Awning color and style shall be harmonious with the neighborhood.

2.3.11.2 Bermuda shutters. Not permitted.

2.3.11.3 Hurricane Shutters. ARC approval shall be obtained prior to the installation of shutters that require permanent hardware. Permanent hardware such as mounting brackets and shutter storage housing when not in use shall unobtrusively blend in with the existing window with regard to color and size. For example, shutters that roll up into a permanently-mounted large canister are prohibited. Decorative hurricane shutters that also serve as storm shutters are permitted so long as they blend in with the external Unit décor in terms of color and style.

Note the use restrictions regarding the use of storm shutters in paragraph 2.11, Hurricane Shutters in Exhibit C of the Declaration, Use Restrictions.

2.3.11.4 Solar Tinting. Solar tinting on the front of the Unit shall not reflect more than 30% of visible light; tinting on the sides and rear of the Unit shall not reflect more than 40% of visible light. The intent of this guideline is to ensure windows do not look like mirrors.

2.3.11.5 Window Security Bars. Window bars of any material are not permitted on the exterior of any Unit

2.4 DRIVEWAYS AND SIDEWALKS.

2.4.1 Driveways. Approval from the ARC is required to change size or material of driveways and private sidewalks. The minimum turf and garden requirement in paragraph 2.6.2.1.1, Front Yard Turf and Gardens, shall be maintained. Asphalt, shell, mulch, stone and other types of driveways are prohibited. The painting or sealing of driveways that changes the color is prohibited. Clear sealers that do not change the original color are permitted on driveways and do not require ARC approval. The ARC encourages pavers. Circular driveways are prohibited on 50 foot and 60 foot lots. For maintenance requirements, see paragraph 2.12.2, Driveway Maintenance in Exhibit C of the Declaration, Use Restrictions.

2.4.2 Sidewalks. The public and VLCA-owned sidewalks along the street shall not be modified. Approval from the ARC is required to change size or material of private sidewalks. Note that the minimum turf and garden requirement in paragraph 2.6.2.1.1, Front Yard Turf and Gardens, shall be maintained. Permanent private sidewalks, such as made of concrete, or pavers or flagstones set in concrete, are prohibited within 5 feet of side and back property lines. Non-permanent sidewalks such as pavers or flagstones set in sand that can be easily modified in case of unanticipated drainage issues are permitted within 5 feet of property lines.

2.5 FENCES. Approval by the ARC shall be obtained before fences are constructed. Note that the City of Orlando requires that a City permit be obtained prior to the installation of fences, and the City requires an approved ARC application before they will issue a permit. All fences other than those specified below are prohibited including, but not limited to, chain link fences. Variations in fence height may be approved on a case-by-case basis for rear lot lines where the grades on adjoining lots are different.

2.5.1 Permitted Fence Styles and Specifications. Permitted fences are shadow box style made with wood or Vinyl, a solid panel fence made with Vinyl and picket fences made with aluminum or treated steel. The specifications for each type of fence are shown in Appendix A.

2.5.2 ARC Application. Applications shall include the completed and signed statement in Appendix A.4 and a scale drawing on the lot plot showing the location of the fence, including dimensions where the fence ties into the Unit. If installed fences do not meet these specifications, the Unit-owners may be required to remove the fence at their own expense.

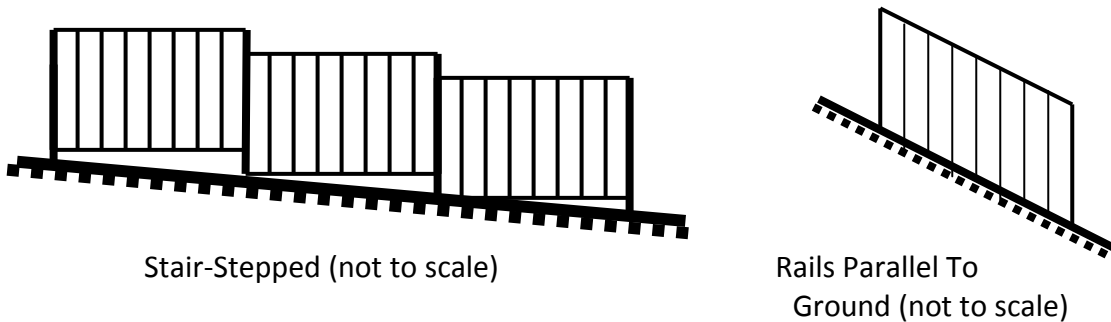
2.5.3 Fence Locations. Wooden and Vinyl shadow box fences and Vinyl panel fences are prohibited on properties immediately adjacent to lakes or retention ponds. Metal picket fences are permitted on all resident properties at permitted fence locations.

- Fences are prohibited in front yards.
- Fences in side yards shall be at least 10 feet back from the front corner of the Unit.

- On corner lots, shadowbox and panel fences in side and back yards that border on a side street shall be at least 2 feet from the property line.
- On reverse corner lots (those lots whose back yards abuts, i.e., shares a common property line with, a neighbor's front yard), fences shall be set back 15 feet from property lines that border a street.
- Generally, 6 foot fences fronting on side streets should maintain a height of 6 feet to the rear property line.

In Appendix A, Figure 2 shows the permitted and prohibited fence locations for interior and corner lots, and Figure 3 shows the permitted and prohibited locations for reverse corner lots.

2.5.4 Fences on Inclines. Pickets and panels in all fences shall be vertical. To meet this requirement on an incline, the fence shall be stair-stepped (also called staggered) as shown in the drawing. Each step shall be 12 inches or less. Alternatively, the horizontal supports (rails) shall be parallel to the incline with the pickets vertical as shown in the drawing on the right.



2.5.5 Joining Fences of Different Heights. The transition between a wooden fence and an existing wall or two fences of different heights shall be tapered. Vinyl fences shall be stair-stepped.

2.6 LANDSCAPING AND LAWN ORNAMENTATION

2.6.1 General. ARC approval and a City of Orlando permit is required for tree removal and land alteration/landscape plans.

No person shall alter the established grading plan for the Properties without the prior written approval in accordance with Article IV of the Declaration.

2.6.1.1 Purpose of Landscaping Guidelines. The general intent of the landscape guidelines is to define the minimum requirements for vegetation in front yards and side yards bordering streets, and to define a framework for site improvements through landscaping plantings. The object is to create an orderly planned landscape utilizing the minimum standards set in these Guidelines. All landscaped plants should be planted with the appropriate topsoil, peat moss and fertilizer mixtures.

2.6.1.2 Drainage. See paragraph 2.3.1.1, Grading and Drainage, for drainage guidelines.

2.6.1.3 Prohibited Plants. Certain plant species are prohibited because of their nuisance characteristics such as invasiveness, exotic origin, pest problems, or if considered unlawful to transport on State highways. Plant materials that are not hardy or significantly tolerant of Central Florida's climate are prohibited unless situated in a protected area, courtyard, or enclosure. An exotic, tropical landscape item is not appropriate to the natural landscape character in Vista Lakes and will be discouraged by the ARC.

2.6.1.4 Landscaping Details.

- a. The only acceptable grass in Vista Lakes, except for some common property, is Bitter Blue or Floratam St. Augustine. Exceptions for the purpose of water conservation purposes may be approved by the ARC on a case-by-case basis.
- b. It is recommended that topsoil, peat moss, and fertilizer mixtures be used to augment the native soil.
- c. Berms (if used) shall be graded in gentle, undulated, naturalistic forms. Straight or steep slopes exceeding maximum (4:1) are not permitted. Provisions shall be made for drainage around or through berms so as to not inhibit or divert flow on to neighbors' or common property (see paragraph 2.3.1.1, Grading and Drainage, for drainage requirements).
- d. The use of sand or pebbles or the like is prohibited for use or substitution for shrubs, ground cover or grass lawn. Rocks may be used to accent certain limited areas.
- e. Mulch is required. No bare ground or large areas of only mulch are permitted. All shrubs, ground cover, and tree beds shall receive a two-inch minimum layer of cypress, pine bark, pine straw or stone mulch. All trees shall have a mulched bed around them. ARC approval is required before mulch is replaced with mulch of a different material or color.

2.6.2 Minimum Landscaping Requirements.

2.6.2.1 Front Yards The front yard is defined as that portion of the yard between the front property line and the front of the Unit and from the property line on one side to the property line on the other.

2.6.2.1.1 Front Yard Turf and Gardens. At least 50% of the front yard, excluding the driveway, shall be sod. Front yards shall be landscaped with a combination of: turf, shrubs, vines, hedges, trees and/or palms. There shall be at least one solid row (a second row is recommended) of foundation plantings in a continuous planting bed along the

entire foundation of the front of the Unit. An additional row of ground cover (defined as annuals and vegetation less than 18 inches high) is highly recommended. One portion of a planting bed shall extend a minimum of 6 feet from the foundation.

See Figure 4 for a typical required front garden configuration.

2.6.2.1.2 Front Yard Trees. For front yards with a nominal width of 50 or 60 feet, at least one shade tree or palm is required. For lots with a nominal width of 70 or 80 feet, at least two shade trees or palms are required. Required trees when planted shall be of at least 3-inch caliper (diameter of the tree trunk) and 8 feet tall. Pruning or removal shall be required if the trees grow together and look like a hedge or fence or impede sight lines.

2.6.2.1.3 Streetscapes (Easement) The streetscape is defined as that area between the sidewalk and the street. Plantings are limited as a general rule to single-trunk trees of the following varieties: Red Maple, Sweet Gum, Southern Magnolia, Live Oak, Drake Elm and Laurel Oak. There shall be one tree in the streetscape in neighborhoods where the nominal front width of lots is 50-60 feet and two shade trees for lots with a nominal width of 70-80 feet. These trees are in addition to the trees required in the front yard. It is recommended that the trees be planted at least 25 feet apart where possible.

2.6.2.1.4 Removal of Trees. ARC approval is required for tree removal. The application shall include a request to replace the tree if tree removal results in a violation for not having the required minimum number of trees (note that a violation will not be issued if having the minimum number of trees results in overcrowding).

2.6.2.2 Corner Lots. Lots whose side and back yards border a street shall have a solid row of shrubs, hedges or both in a continuous planting bed along the entire foundation of the side of the Unit facing the street. Also, there shall be two additional trees planted in the streetscape along the side and back yards.

2.6.2.3 Mulch. See paragraph 2.6.1.4.e, Mulch.

2.6.2.4 Irrigation. Automatic underground irrigation systems of sufficient size and capacity are required to irrigate all sodded and landscaped areas to maintain the plant materials in good and living condition at all times. Sprinklers shall not spray on roadway, sidewalks or neighboring walks, driveways or patios. The irrigation system shall include:

- a. an automatic time clock to regulate time intervals (clocks to be placed in garage or out of public view). All City rules and regulations regarding watering of plants shall be followed;
- b. a rain sensor device or switch which will override the irrigation cycle of the irrigation system when adequate rainfall has occurred;

- c. pop-up risers in landscaped areas next to driveways, sidewalks and streets rather than rigid risers which may get damaged from traffic;
- d. back-flow preventers, which shall be placed out of sight from the street and screened from neighboring properties with landscaping; and
- e. separate irrigation zones with valves for shrubs and lawn areas which have different water requirements.

2.6.3 Landscaping Improvements. All landscaping shall follow the line of sight requirement in paragraph 2.3.1.2, Lines of Sight.

2.6.3.1 Hedges. The ARC application shall include the location, including dimensions, drawn on the plot of the lot, and identify the kind of vegetation to be planted.

- a. Hedges in the front yard adjacent to the public sidewalk shall be under 18 inches in height.
- b. Hedges in the front yard that run perpendicular to the front of the Unit shall be a maximum of 4 feet in height.
- c. Hedges shall not impede sidewalk traffic or interfere with lines of sight (see paragraph 2.3.1.2, Lines of Sight).
- d. Shrubs that are planted as a hedge are subject to removal or modification if they do not meet hedge guidelines.
- e. For lots that back up to a lake or retention pond, hedges over 4 feet high are prohibited within 20 feet of the back property line.

2.6.3.2 Gardens. Subject to ARC approval and the guidelines in this document including those for drainage, minimum percentage of turf in the front yard and easement restrictions, gardens may be added to yards. See paragraph 2.6.2.1.1, Front Yard Turf and Gardens for guidelines on gardens.

2.6.3.3 Garden Borders. Concrete, brick or block garden borders are permitted with ARC approval. Garden borders are not considered non-living ornamentation.

2.6.3.4 Lighting. Lighting fixtures shall be electrically shielded. All exterior lighting is to be installed in such a manner as to not cause distraction or annoyance, or be a nuisance to neighbors or be unsightly. Spotlights shall be concealed from direct view and directed to avoid light spill onto adjacent property.

2.6.3.5 Ornamentation (Non-Living). ARC approval shall be obtained prior to the installation of non-living ornamentation. Only ornaments that, in the sole judgment of the ARC, are compatible with the “look and feel” of the neighborhood and accent the yard, not overwhelm it, will be approved. Only a few ornaments are permitted, the number permitted depending on size and other visual impacts. Only one large ornament (defined as several feet tall occupying over 4 square feet of ground, but no greater than 9 square feet of ground) is permitted. Non-living garden borders, such as cement or stone, and accent stones are not considered ornaments. This guideline applies only to ornamentation that is visible from the street.

2.6.3.6 Trees. With ARC approval, trees in addition to those required may be added to properties, but shall not be added to the streetscape. Trees shall not be planted less than 10 feet apart. Pruning or removal will be required if the trees grow together and look like a hedge or fence or impede sight lines.

2.6.3.7 Vegetable Gardens. Vegetable gardens shall be planted behind the primary structure in the rear yard only and not be visible from the street.

2.7 PATIOS. The location shall comply with paragraph 2.3.1.3, Setback Requirements. The color and material shall be harmonious with the Unit. ARC applications shall include a description of the material, a sample of the color and a scale drawing of the patio, including dimensions, drawn on the lot plot.

2.8 PIPES AND TANKS. No water pipes, sewer pipes or drainage pipes shall be installed or maintained on the properties above the surface of the ground, except propane tanks, water treatment systems, treatment systems for pools and spas, garden hoses and movable pipes used for irrigation purposes. All water treatment equipment and tanks shall be installed in side or back yards. All above-ground equipment shall be shielded within fifteen days from the date of completion so that it is not visible to neighbors or from the street. The shielding shall be by an approved fence, shrubbery which is large enough at planting to provide a substantial screening effect, a stucco wall that matches the exterior color and stucco finish of the Unit or by a permanent brick or stone wall. The application to the ARC shall include how the screening will be done.

2.9 SCREEN ENCLOSURES. Screen enclosures are defined as enclosures whose walls and roof are constructed from screening. Various designs, materials, sizes, and locations are permitted. Pool screen enclosures shall be a dark brown (bronze) or white anodized aluminum with charcoal screening. All screened enclosures shall conform to paragraph 2.3.1.3, Setback Requirements, except that screen enclosures may exceed 12 feet in height.

2.10 SOLAR EQUIPMENT. Solar panels and related appurtenances and equipment shall be designed and constructed to appear as an integrated part of the building architecture. This generally means that the panels shall be flush mounted. Solar panels shall be located on the

rear or side roof of a Unit whenever possible. Exposed pipes extending up the sides of the Unit shall either be white or be painted the same color as the walls. Roof pipes shall match the color of the roof insofar as possible.

2.11 SOLARIUMS. Modest-sized solariums painted the same color as the body of the Unit are permitted.

2.12 SPAS. Spas that are not part of a pool and hot tubs and all related mechanical equipment shall be screened from view by neighbors by an approved fence, shrubbery which is large enough at planting to provide a substantial screening effect, a stucco wall that matches the exterior color and stucco finish of the Unit or by a permanent brick or stone wall.

2.13 SWIMMING POOLS

Applications shall include the location of pool and pool deck marked on the lot plot with dimensions, and a description and indication of the material and color of the decking surrounding the pool. ARC approval is also required for the City-required screening or fence. Materials, design and construction shall meet standards generally accepted by the industry and shall comply with applicable governmental regulations.

Above-ground pools are prohibited. Swimming pool accessories, such as ladders, slides, waterfalls, etc. shall not be over 6 feet high.

Access of construction machinery and personnel to the pool site shall be via the property of the Unit-owner installing the pool. If access is needed using property other than the Unit-owner's, a written permission of the other property owner shall also accompany ARC application.

All storage tanks, chemical feeders, heating equipment, and any other aboveground apparatus shall be shielded within fifteen days from the date of completion of the pool so that such equipment or apparatus is not visible to neighbors or from the street. The shielding shall be by an approved fence, shrubbery which is large enough at planting to provide a substantial screening effect, a stucco wall that matches the exterior color and stucco finish of the Unit or by a permanent brick or stone wall. The application to the ARC shall include how the screening will be done.

Also see paragraph 2.3.1.1, Grading and Drainage, for guidelines on drainage and water runoff, paragraph 2.10, Solar Equipment, for guidelines relating to solar water heaters, paragraph 2.9, Screen Enclosures, for screen enclosure guidelines, paragraph 2.3.1.3, Setback Requirements, for setback guidelines and paragraph 2.5, Fences, for fence guidelines.

2.14 WALLS. Masonry walls are not permitted in Vista Lakes other than the common area walls and small walls shielding air conditioning or pool equipment or low retaining walls used in landscaping that are approved by the ARC.

2.15 WATER CONDITIONERS. Water conditioners shall be shielded within fifteen days from the date of installation so that they are not visible to neighbors or from the street. The shielding shall be by an approved fence, shrubbery which is large enough at planting to provide a substantial screening effect, a stucco wall that matches the exterior color and stucco finish of the Unit or by a permanent brick or stone wall. The application to the ARC shall include how the screening will be done.

SECTION 3
RULES AND REGULATIONS

3.1 BILLING AND COLLECTION OF ASSESSMENTS. The Board of Directors determines the regular annual Association assessments and the procedures for collecting them. The Board informs residents of the amount of the assessments annually. Each owner will be mailed a written notice that specifies all Annual Assessments due. This written notice will include an Assessment payment coupon book that includes the quarterly payment amounts due and due dates.

The procedures for the billing and collection of current and past-due assessments are available from the Association management.

3.2 COVENANT ENFORCEMENT PROCEDURES. Vista Lakes Unit-owners and renters, by virtue of purchasing or renting a property in Vista Lakes, have agreed to abide by the architectural guidelines and use restrictions in the Vista Lakes governing documents. The procedures for covenant enforcement are available from the Association management.

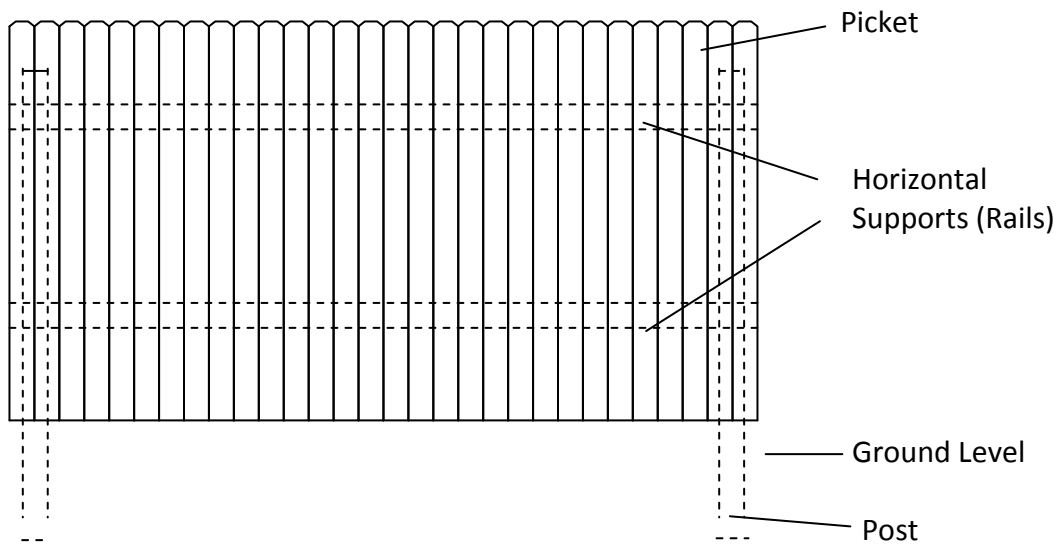
3.3 ARCHITECTURAL REVIEW. See paragraph 2.1, The ARC Application.

APPENDIX A
FENCE SPECIFICATIONS

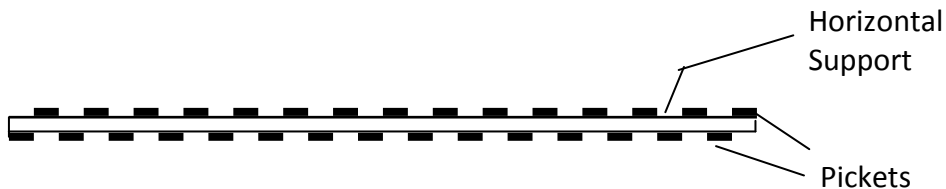
This appendix contains the specifications for fences. See paragraph 2.5, Fences, for fence requirements. Fence applications must include the completed and signed statement in paragraph A.4.

A.1 Wooden Shadow Box Fence – The completed and signed statement in paragraph A.4 must be included with the fence application.

Wooden shadow box fences shall be of the configuration shown below.



Shadow Box, Front View (not to scale)



Shadow Box, Top View (not to scale)

Installation: Fences shall be level, straight and aligned without wavering. Fences that tie into brick walls shall be tapered down to the height of the brick wall at a ratio no greater than 1 foot

drop in vertical height to 3 feet of horizontal length. The fence shall not be higher than an adjacent brick wall.

Height: 6' above ground level.

Pickets: Nominal dimensions shall be 1"x4"x6' spaced 3 inches apart and nailed to horizontal supports with 4D penny or larger galvanized nails; staples are prohibited. Pickets shall be made of cypress, western red cedar or pressure-treated pine.

Horizontal Supports (Rails): Nominal dimensions shall be 2"x4"x 8' , or 2"x4"x6' . The two horizontal supports shall be installed 12 inches from the top and bottom of the pickets and shall be nailed to the posts using 16D penny or larger galvanized nails. Horizontal supports shall be made of pressure-treated pine.

Posts: Nominal dimensions shall be 4"x4"x8' and made from pressure-treated pine. Posts shall be installed entirely within the Unit-owner's property.

Gates: shall be of shadow box style to match the rest of the fence. Gate supports, hinges and latches shall be sufficiently sturdy so the gates do not sag and become misaligned. They shall be aligned and hung so that they appear to be a continuous integral part of the rest of the fence.

Color: Shall be solid latex stain the same color as, "Dew Drop" by Sherwin Williams. Fences shall be painted on both sides within 30 days of installation.

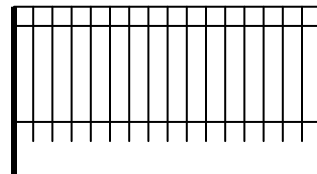
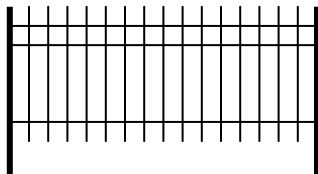
A.2 Metal Picket Fence. The completed and signed statement in paragraph A.4 must be included with the fence application.

Metal fences shall be engineered to resist high winds and have low lifetime maintenance costs.

Height: 5'

Configuration: Fences shall have three or four horizontal supports (rails). The top of the fence, whether it is a rail or pickets, shall be level. Three permitted rail and picket configurations are illustrated below (drawings are not to scale), but applications for other similar looking configurations will be considered.

The configuration of the pickets, including picket heights, shall be shown on the ARC application.



Material: The fence components shall be manufactured from aluminum or steel as specified below. The surface of all finishes shall be smooth and shall pass the standard pencil hardness test of at least 2H.

Aluminum: Extruded aluminum alloy pre-treated for oxide removal with a powder-coated black finish.

Steel: Shall come with a 20-year guarantee against rusting, peeling, cracking, chipping, blistering and corrosion. Components shall be treated with the following or equivalent: hot dipped zinc, zinc phosphate, epoxy primer and acrylic topcoat.

Color: Black.

Pickets: Pickets shall be a minimum of 5/8"x5/8"x5' hollow square, spaced 4 inches apart. Pickets shall be unadorned.

Horizontal Supports (Rails): shall be a minimum of 1"x1".

Posts: Posts shall be a minimum of 2"x2" hollow square with post walls at least 0.062 inches thick, and at least 8' long. Posts shall be covered with plain unadorned post caps. All posts shall be set in concrete.

Gates: Gates shall be sturdy and not sag. The configuration and appearance of gates shall match the rest of the fence.

A.3 PVC (Vinyl) Fence. The completed and signed statement in paragraph A.4 must be included with the fence application.

Vinyl fences shall be white and 6' high.

Material: Vinyl fence components shall be manufactured in the USA from virgin Vinyl resins. Recycled materials in any quantity are prohibited. The Vinyl shall contain an agent, such as titanium oxide (TiO₂), to prevent chalking. Vinyl fences shall have a documented lifetime warranty against peeling, flaking, blistering, rotting and corroding. The warranty shall be transferable at least one time.

Posts: Each post shall be set at least 3' deep in at least 60 pounds of concrete. Posts shall be no more than 6' apart (8' fence sections are prohibited). Posts shall have a wall thickness of at least 0.130 inches. The posts shall have an unadorned cap on top.

Gates: Gates shall be a minimum of 3' wide and match the appearance and configuration of the rest of the fence. For strength and rigidity, there shall be extruded aluminum inserts in the posts on both the hinge and latch sides of the gates.

Color: White

Permitted Vinyl Fence Configurations

Shadow Box: The configuration and measurements shall be in accordance with Figure A1 of Appendix A

Tongue and Groove (Panel): Construction shall be tongue and groove.

A.4 Fence Application Statement.

This statement shall be completed and signed by the Unit-owner and submitted with the application for a fence.

___ Wooden Shadowbox

___ Metal Picket

___ PVC (Vinyl) Shadowbox

___ PVC (Vinyl) Tongue and Groove (Panel)

I am the owner of this property. I have read and fully understand all of the fence guidelines in paragraph 2.5 and the specifications for the type of fence indicated above. I acknowledge that I am responsible for the fence being built and installed in accordance with these guidelines and specifications.

Unit-owner Signature

Date

Print Name

APPENDIX B Recommended Vegetation List

This list, composed by author and Orlando Sentinel columnist Tom MacCubbin, is provided as a service to Vista Lakes residents. It is **not** required that only this vegetation be planted in Vista Lakes.

Vista Lakes Sustainable Plant Palette: No plant list is ever complete as new species and varieties are being added daily. What this list represents is a starter recommendation of those plants found doing well in Vista Lakes and some that have potential of being good performers. Some should be tried on a small scale to see how well they grow and their durability. One of the biggest problem with plants is we become satisfied with just a few selections that are good performers and they are over planted. An objective is to try and diversify the plants to prevent out of control pest problems, environmentally caused plant decline and one of a kind over planted landscapes. More plants are sure to be added and some deleted over time. But this is a good starter list of Vista Lakes sustainables.

Perennials & bedding plants - this list could be greatly expanded with seasonal color but these are some of the more durable ones.

African iris - durable but needs well-drained soils
Alternanthera – colorful foliage plant that should be tried - warm season
Bulbine - durable in well-drained soil in sunny locations - yellow and orange varieties
Bush daisy - blooms year-round, cold tolerant, moist soil but not wet.
Caladiums - popular and durable Florida bulb with great warm season color for warm months
Coleus - doing well in Vista Lakes plantings - warm season
Cool season annuals to include petunias, dianthus, snapdragons
Cuphea – good for sun areas, several types
Farfugium - Leopard plant – limited use but good for filtered sun to shade - yellow fall flowers
Lantana – wide selection, needs sun, well-drained soil. Doing well in Vista Lakes communities.
Pentas – doing well in Vista Lakes plantings - warm season
Torenia – good for sun or light shade - warm season
Wax and similar begonias – obtain sun resistant types - warm season
Yellow alder - durable plant to 2 feet tall, year-round color, well-drained soil

Ground covers

Asiatic jasmine – tends to be overused but durable for sun or shade
Beach sunflower - tolerates poor soils, needs full sun, well-drained sites.
Bromeliads – would be good for shady sites where root competition is heavy.
Cast iron plant – must have shade, durable and survives most winters
Confederate jasmine - rambling vine but can be trimmed to ground cover
Coontie - doing well in all but overly wet soil.
Flax lily – rust is the major problem but still used a lot - spray program will be needed.
Holly fern – good for filtered sun to shade.

Liriope – very durable if not over watered
Mondo grass - good for the shade and dry spots - slow growing
Peacock ginger - has the hosta look - grows during the warm months
Philodendron Xanadu – good for the shade - tolerant of winters under trees
Purple queen setcreasea - grows in sun to filtered sun, tolerates poor soil but not wet soil

Ornamental grasses – most are durable and long lived. Will need seasonal maintenance with trimming in February

Fakahatchee Grass - tolerates wet soils
Lomandra - several varieties - seems to be doing well in local tests - try a small planting
Muhly grass - doing well and colorful in well drained soils.
Pampass grass - still a good attention getter - durable
Sand cord grass - very durable with good green color - tolerates wet conditions

Shrubs

Camellias – all types of japonica and sasanqua - best in filtered sun - dwarfs available
Chinese hollies - Burfordii variety commonly used as a low planting
Copperleaf shrub - performing well - good foliage color - can take some wet soil.
Croton – many varieties and color.
Downy jasmine – doing well in well drained soils.
Dwarf firebush - often called Mexican firebush - good in most areas but like a well-drained soil
Dwarf powderpuff - red and pink available, grow to 5 feet in sun to part shade.
Dwarf schefflera variety Trinette - has performed well- best used in shade or filtered sun.
Dwarf Walter viburnum - use in moist to damp soils
Dwarf yaupon holly - Schillings variety most used – tolerates damp soils
Feijoa – doing well as shrub in Vista Lakes in all but wet soils.
Gallberry - a native holly tolerates wet soil - Ilex glabra
Glossy abelia - full sun to part shade, selection like Edward Goucher & Rose Creek, moist soil
Gold mound duranta - soil well in well drained soils - is cold sensitive
Loropetalum - select dwarf varieties for naturally low growth - does not take well to shearing
Oakleaf hydrangea - good for moist soils and filtered sun
Philodendron selloum - good for shade and full sun if given acid and moist but not wet soils
Plumbago – still a good choice - use with good air movement and well-drained soils.
Shining jasmine - been a good performer in all but really wet soil
Thryallis - good summer color - medium shrub often used as a natural hedge
Torulosa juniper - doing well in sunny well-drained sites - good accent plant
Viburnum suspensum - good low growing hedge
Viburnum odoratissimum – tall growing - often used as a tall hedge - called sweet viburnum
Virginia willow - tolerates wet soils.

Small trees or tree forms of shrubs

Bottlebrush- full sun, doing well in Vista Lakes in well-drained soil

Chaste tree - full sun to light shade
Crape myrtles – all types - select proper size and variety for the location
Elaeocarpus - doing well in most Florida plantings and Vista Lakes.
Fringe tree - tolerates poor drainage, sun to filtered sun
Junipers varieties Spartan, Torulosa or Brodie - full sun, well-drained soil, doing well
Ligustrum – good for hedges and small trees - may need spray for cercospora leaf spot
Podocarpus - good hedge plant for shade to full sun - good for small spaces.
Red bud - good spring color - tolerates moist soil - a 25-year tree but good accent
Simpson Stopper - small evergreen native tree, tolerates damp soils
Southern wax myrtle – good for wet sites, would continue to use
Tree feijoa - full sun, doing well in Vista Lakes as a shrub
Tree ligustrums - full sun to light shade
Winged elm - tough native deciduous tree
Yaupon holly trees - full sun, should be used more

Trees - full size

Live oak - good durable tree for the Florida look
Loquat - doing well but keep from walkways as it produces fruit
Red maple - good for moist areas - shows good fall color
River birch - good bark color - moist soil tolerant - deciduous
Southern magnolia - select between tall and smaller varieties - Little Gem is free flowering

Palms - It is becoming hard to select good obtainable palms for landscapes due to pest problems including insects and diseases. Below are some that appear to be good survivors at this time. This list includes some cycads.

Cabbage palm - our state tree - usually does well in moist to dry soils
Cardboard plant - palm like cycad doing well - tolerant of full sun to light shade - shrub-like
Chinese fan palm - medium size palm with good green fan fronds - no problems at this time
Coontie - a cycad used as a ground cover - durable in moist to dry soils
European fan palm - small palm often planted with multiple trunks - no major problems
Lady palms – good for the shady sites - moist and dry soil tolerant
Pindo palm - large palm with blue green fronds - no problems at this time.

FIGURES

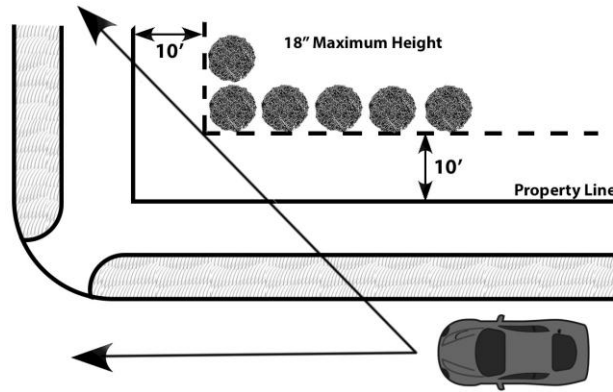
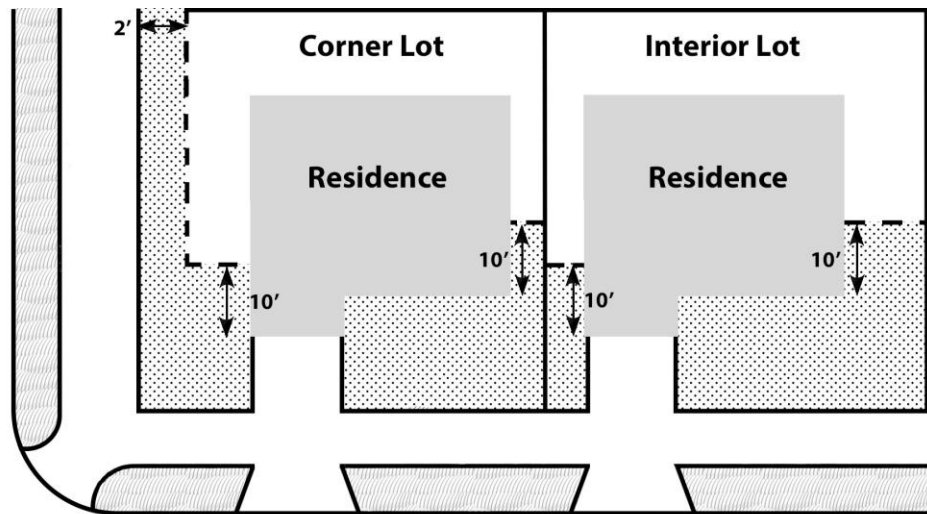


Figure 1
Line of Sight for Corner Lots



 Prohibited Fence Locations

Figure 2
Permitted Fence Location (Except Reverse Corner Lot)

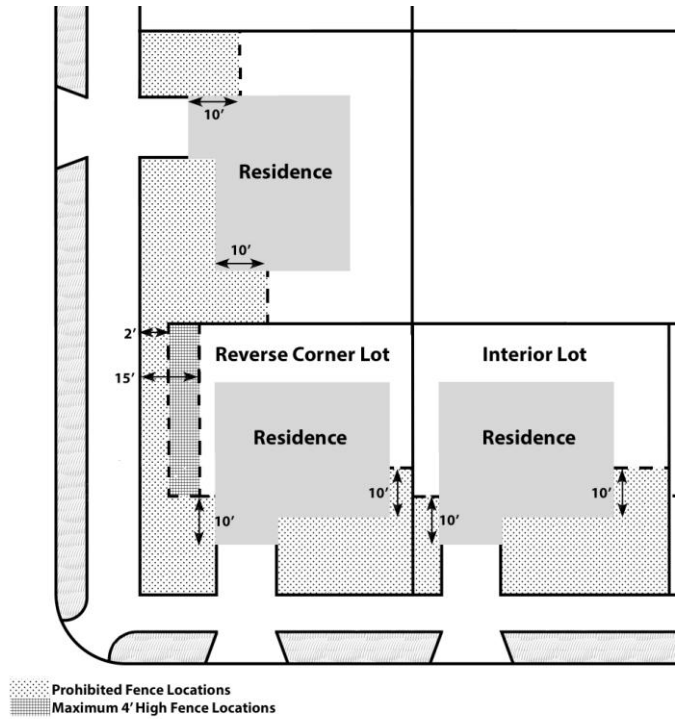


Figure 3
Permitted Fence Locations for Reverse Corner Lot

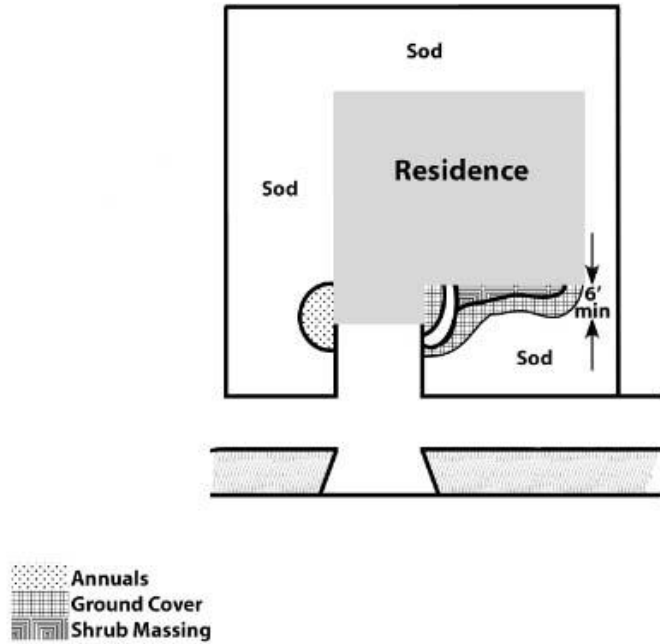


Figure 4
Typical Required Front Yard Garden



**Exhibit C of the Declaration of Master
Covenants, Conditions and Restrictions
of Vista Lakes:**

Use Restrictions

January 19, 2017

EXHIBIT "C" OF THE DECLARATION:
USE RESTRICTIONS

1.0 OVERVIEW This document replaces the version that was in effect since turnover in 2006. Section 2 describes the Use Restrictions which are those activities that are prohibited on your own and common property. The purpose of the Use Restrictions is to promote a harmonious environment by limiting activities that impinge on the living conditions of other Vista Lakes residents, thus helping to keep Vista Lakes a pleasant place to live.

The definition of "Unit", basically a home, can be found in paragraph 2.35 of the Declaration.

2.0 USE RESTRICTIONS

2.1 BARBEQUE STATIONS Portable barbeque grills may be used, but shall be stored so they cannot be seen from the front sidewalk after each use. See paragraph 2.2.1, Barbeque Stations, for construction of permanent barbeque grills/pits.

2.2 BASKETBALL HOOPS. Portable basketball poles are permitted on private property, but shall not be left any closer to the front sidewalk than near the garage door after dark. Permanently-mounted basketball poles are prohibited.

2.3 BUILDINGS, TEMPORARY. No storage sheds, tents (other than temporary tents for parties and non-business private events), trailers, shacks or temporary buildings or structures shall be erected or permitted to remain on the Properties.

2.4 BUSINESSES. Except where indicated on the Master Plan (as amended from time-to-time), no trade or business shall be conducted or carried on upon the Properties or in any building or other structure erected thereon, except that an Owner or occupant residing in a unit shall conduct business activities within the Unit so long as:

- a. The existence or operation of the business activity is not apparent or detectable by sight, sound or smell from outside the unit;
- b. The business activity conforms to all zoning requirements for the Properties;
- c. The business activity does not involve persons coming onto the Properties who do not reside in the Properties or door-to-door solicitation of residents of the Properties;
- d. The business activity is consistent with the residential character of the Properties and does not constitute a nuisance, or a hazardous or offensive use, or threaten the security or safety of other residents of the Properties, as shall be determined in the sole discretion of the Board.

The terms "business" and "trade", as used in this provision, shall be construed to have their ordinary, generally accepted meanings, and shall include, without limitation, any occupation, work or activity undertaken on an ongoing basis which involves the provision of goods or services to persons other than the provider's family and for which the provider receives a fee, compensation, or other form of consideration, regardless of whether: (i) such activity is engaged in full or part time; (ii) such activity is intended to or does generate a profit; or (iii) a license is required therefore. Notwithstanding the above, the leasing of a Unit shall not be considered a trade or business within the meaning of this section.

2.5 CLOTHES DRYING, OUTDOORS. No portion of any of the Properties shall be used as a drying or hanging area for laundry of any kind unless it is in the Unit-owner's back yard and not visible from the street.

2.6 COMMON AREAS. Common Areas are those properties owned either by the Association or the Community Development District (CDD). Common Areas are defined in the Declaration, paragraph 2.10.

2.6.1. Association-Owned Common Areas. The Association-owned common areas include, but are not limited to, the Amenities Center (pool complex, tennis courts, Residents' Club, Fitness Center), and the three parks and associated parking lots. The Association-owned common areas are for the exclusive use of Vista Lakes residents carrying a current Vista Lakes ID and their guests. The rules and regulations for pool, park, Fitness Center and tennis court usage, and rental agreements for the Amhurst Park and pool pavilions, the Residents' Club and the sports fields are available on the Vista Lakes web site and from Management. These rules have the same legal standing as these Guidelines; that is, residents are legally required to follow them.

Residents shall assume complete responsibility for the conduct and safety of their children, guests and pets; and reparation of any damage to recreation facility property resulting from misconduct will become the Unit-owner's obligation.

2.6.1.1 Dog Park. A fenced-in dog park is located in Amhurst Park. Dog handlers shall be Vista Lakes residents, have a Vista Lakes ID, agree to follow the rules and pay a user fee if required. The current rules are as follows:

- a. Dogs shall have a current County and Rabies Tag.
- b. Hours of operation are limited to park hours.
- c. Puppies under five months and females in heat are not permitted in the park.
- d. Dogs shall be accompanied by handlers who are responsible for and have the ability to control their dogs.

e. Handlers shall clean up after their dog(s).

2.6.1.2 Golf. Chipping or hitting golf balls on Association property is prohibited.

2.6.1.3 Parking Lots. Residents shall park vehicles in Common Area parking lots only when legally using the facility that is served by the parking lot. Temporary parking at other times is only permitted with prior permission from the Association.

2.6.2 Community Development District (CDD)-Owned Common Areas. The CDD-owned common areas include, but are not limited to, the lakes and ponds, the land surrounding the lakes and ponds up to private property lines, the entrance walls and the grass medians. See the CDD website, <http://www.vistalakescdd.org> for the location of all CDD property.

The use of all lakes and bodies of water existing or created in Vista Lakes shall be in accordance with rules and regulations adopted from time to time by the CDD.

2.6.2.1 Boats.

Small boats, not to exceed 14 feet, canoes and windsurfing boards are allowed in the lakes. No boats shall be parked or stored on any of the common properties or common areas or on any portion of a lot which is visible from any of the common properties or common areas or from any road or other lot within the property unless a permit is issued by the Vista Lakes Community Association to the resident. The liability for the boat, its security and subsequent insurance is the responsibility of the boat owner.

The use of internal combustion motors on any boat or craft including jet skis, wave runners and similar craft is prohibited on the lakes and waterways. Small electric motors are allowed as long as they do not exceed 50 lbs. of thrust.

Temporary parking for the purpose of loading and unloading boats will be allowed in unit owner's driveway, provided that the owner has given prior notice to the Association Manager. Parking will be allowed up to eighteen (18) hours for the purpose of loading or unloading.

2.6.2.2 Docks and Observation Platforms. The erecting of docks, observation platforms or structures of any kind by individual Unit-owners on or adjacent to any water body is prohibited. However, Neighborhoods may erect docks if approval is obtained from the CDD.

2.6.2.3 Fishing. Fishing on a catch and release basis is permitted in Vista Lakes lakes and retention ponds from sunrise to sunset. Fishing is prohibited within 100' of fountains and aerators.

2.6.2.4 Swimming. Swimming in lakes and waterways at Vista Lakes is prohibited except in emergencies.

2.7 CONSERVATION AREAS. Dumping anything into, disturbing in any way the area beyond Unit-owner's property line into a conservation area is prohibited. This includes clearing, installing sod, mowing, etc. Questions and issues should be directed to the St. Johns River Water Management District (SJRWMD).

2.8 FLAGS AND FLAGPOLES.

One flag, including any of the flags defined below, no more than 4 1/2 feet by 6 feet may be displayed from a pole no longer than 8 feet that is securely fastened to the front of the Unit or over the garage at one point only. Flags which are offensive in nature are prohibited. "Offensive" includes but is not limited to the following categories of words: profanity or curse words; vulgar or obscene expressions, graphics or depictions; language that uses insulting terms to refer to a race, sex, nationality, religion or handicap.

In addition, one freestanding flagpole no more than 20 feet high may be erected on any portion of the Unit-owner's real property if the flagpole does not obstruct sightlines at intersections and is not erected within or upon an easement. From this flagpole any Unit-owner shall display one portable, removable United States flag or official flag of the State of Florida in a respectful manner, and one portable, removable official flag, in a respectful manner, not larger than 4¹/₂ feet by 6 feet, which represents the United States Army, Navy, Air Force, Marine Corps, or Coast Guard, or a POW-MIA flag. Such an additional flag shall be equal in size to or smaller than the United States flag. Flags shall be in good condition and not torn or faded. If the United States flag is illuminated at night, the lighting shall be in compliance with paragraph 2.6.3.4, Lighting, in the Architectural Guidelines.

2.9 GARAGE SALES IN GATED NEIGHBORHOODS. Gated neighborhoods are prohibited from opening their gates for open houses and garage and yard sales or any other reason unless specifically approved by the Vista Lakes Board of Directors.

2.10 HOLIDAY DECORATIONS. Outdoor holiday decorations shall not be put up more than 30 days prior to the holiday and shall be removed within 30 days after the respective holiday.

2.11 HURRICANE SHUTTERS. Hurricane shutters and/or temporary protective coverings may be installed or closed only after the U.S. Weather Service has issued a hurricane, tropical storm or tornado watch or warning for Central Florida. Hurricane shutters shall be opened and protective coverings removed within 48 hours after the watch or warning has expired. They shall not be installed or closed under any other circumstances, such as during long absences.

See paragraph 2.3.11.3, Hurricane Shutters, in the Architectural Guidelines, for the guidelines for installation of hurricane shutter hardware.

2.12 MAINTENANCE REQUIREMENTS. Each Owner shall maintain his or her Unit or Rental Property and all landscaping and improvements comprising the property in a manner consistent

with the Governing Documents, the Community-Wide Standard and all applicable covenants, unless such maintenance responsibility is otherwise assumed by or assigned to the Association or a Neighborhood pursuant to any Supplemental Declaration or other declaration of covenants applicable to such property.

2.12.1 Maintenance of Unit and Accessory Structures. The owner of every Unit and structure is responsible at all times for keeping the buildings in good condition, and adequately painted or otherwise finished. In the event any building or structure is damaged or destroyed, the owner is responsible for the immediate commencement of repairs or reconstruction.

Unit-owners are required to paint and restore the exterior of their Units if 25% or more of the front, back, right or left side is faded or washed away, mildewed, chipped or cracked-(see paragraph 2.3.9, Painting, Exterior, in the Architectural Guidelines for guidelines related to repainting Units).

Unit-owners shall keep their roofs free of mildew. The Association will treat the situation as a violation if 25% or more is discolored. No ARC approval is required if a roof is replaced with shingles of the same color.

2.12.2 Maintenance of Driveways Driveways shall be maintained and kept in a neat and clean condition, and free of refuse and debris. Excessive stains shall be removed. Driveway stains will be reviewed on a case by case basis. See paragraph 2.4.1, Driveways, for changes to driveways.

2.12.3 Maintenance of Landscaping. Unit-owners shall maintain all landscaped areas on their property and to the paved public right of way (see below). Landscape maintenance shall include care of trees, shrubs, ground cover, annuals, turf grass, and irrigation systems. Minimum maintenance requirements include watering, mowing, edging, pruning, removal and replacement of dead or dying plants, removal of weeds and noxious grasses and removal of trash. Turf areas shall be regularly cut to maintain a consistent appearance of quality. St. Augustine grass shall be no higher than 6 inches. Grass at edges shall be no more than 2 inches from the paved edge. Grass shall be kept neatly trimmed around all stationary objects. Causing yard clippings, debris, etc. to go down storm drains or inlets is against City Ordinance and prohibited. If a lawn contains weeds, bare ground, or dying grass, it shall be restored. Once the Association has sent a notice to a Unit-owner to restore their lawn, that restoration shall be done or the Association will pursue the violation in accordance with paragraph 4.2 in the Declaration.

All damaged plant material, including ground cover and sod, shall be removed and replaced with similar, sound, healthy plant materials following common nursery methods since this methodology insures the plant material's natural integrity and quality appearance. Dead trees that help meet the minimum requirement of the number of trees in front yards, and between the sidewalk and curb, shall be replaced with trees approximately the same height as the original or minimum height of 8 feet, whichever is less.

For irrigation requirements, see paragraph 2.6.2.4, Irrigation, in the Architectural Guidelines. For maintenance requirements to maintain proper drainage, see paragraph 2.3.1.1, Grading and Drainage, in the Architectural Guidelines.

2.12.3.1 Maintenance of Landscaping to Public Right of Way and Water's Edge

Unit-owners are responsible for the maintenance of landscaping between their property line and the street; this area is called the streetscape. The CDD maintains the landscaping between private property boundaries and the water's edge.

All streetscape trees in Vista Lakes shall be trimmed so that the limbs are 14 feet high over the street, and 10 feet high over the sidewalk. However, to avoid disfiguring trees shorter than 18 feet, just the lower limbs shall be removed up to around 7 feet. For trees smaller than 10 feet, the limbs only need to be trimmed so they do not impede pedestrian or vehicular traffic. New limbs growing out of the bottom of trees shall be removed.

2.12.3.2 Maintenance of Parking Areas, Etc. All setback areas, yards, walkways, driveways, parking areas and drainage swales shall be maintained and kept in a neat and clean condition, free of refuse and debris.

2.12.3.3 Maintenance of Weeds and Underbrush. No weeds, underbrush, or other unsightly growths are permitted to grow or remain upon the Properties and no refuse pile or unsightly objects shall be placed or suffered to remain anywhere thereon. Causing yard clippings, debris, etc. to go down storm drains or inlets is against City Ordinance and prohibited. In the event an Owner fails or refuses to keep his Unit free of weeds, underbrush, sight obstruction, refuse piles or other unsightly growths or objects, then the Association will pursue the issue in accordance with the Covenant Enforcement Procedure approved by the Board of Directors.

2.12.4 Maintenance of Fences. Fences shall be kept clean and straight with gates hung squarely. Fences requiring repainting, cleaning, straightening, or replacement of damaged components or sagging gates are prohibited. Turf shall be trimmed at the base of fences.

2.13 NUISANCE. Nothing shall be done on the Properties which is illegal or which shall be or shall become an annoyance or nuisance to the Neighborhood. In the event of any questions as to what shall be or become a nuisance, such questions shall be submitted to the Board of Directors for a decision in writing and its decisions shall be final.

The Board of Directors has decided to enforce the nuisance violation in the following manner:

If the Association management receives a complaint from a resident that something is being done on the properties that is offensive to them but does not fall under a specific rule and in management's opinion can be classified as a nuisance, the party will be advised to submit the complaint in writing and that two other Residents from two other households will also need to

submit in writing that this complaint is also a nuisance to them. Once the Association receives three complaints in writing from three separate households a violation letter will be sent to the offending party. This procedure shall be repeated a total of 3 times before being presented to the Board for review to determine whether the Association should send the matter to the Association attorney to file for an injunction in accordance with Florida Statutes.

A dated picture or video along with a statement will be the equivalent of three signed letters used to report a violation to the Association. These are for violations that are not able to be monitored by the Association staff or members of the Board of Directors, i.e., unleashed pets, failure to remove and dispose of animal waste by a pet, and portable basketball poles in the driveway.

2.14 PARKING.

2.14.1. Vehicle Parking. Overnight parking or storage of commercial vehicles is prohibited. No unregistered or inoperable motor vehicle or trailer of any kind may be disassembled, serviced or repaired on the Properties in such a manner as to be visible from any point on adjacent property or the street.

No vehicle shall be parked on any lawn, landscaped portion of the Common Properties or Common Areas, roadways or other portions of the Properties which are not specifically designed and intended for the parking of vehicles.

No disassembly or repair of motor vehicles shall be made in any roadway, driveway, or parking area, except in the case of emergency breakdown. This rule does not include the changing of flat tires, checking or changing of oil or other maintenance checks. This rule will only apply to vehicles that are dismantled.

The intent of the Association is to restrict on-street parking for a more aesthetic streetscape and safer vehicle access. Vehicles of residents and their guests are to be parked in garages and driveways. The blocking of sidewalks with parked vehicles is prohibited. Short-term visitor parking on roadways is limited to six hours. No vehicles with commercial lettering are allowed to be parked in any areas other than garages except for short-term delivery. Exceptions to the provisions of this Section may be granted by the Board in its sole discretion.

2.14.2 Prohibited Vehicles. No "Prohibited Vehicle" shall be parked or stored on any of the Common Properties or Common Areas or on any portion of a lot which is visible from any of the Common Properties or Common Areas or from any road or other lot within the Property except while performing services for or on behalf of owners or residents of Vista Lakes. For purposes of this section, a "Prohibited Vehicle" is:

- a. Any vehicle longer than 21 feet or higher than 8 feet.

- b. Any commercial vehicle, i.e., one not designed and used for normal personal/family transportation.
- c. Any vehicle bearing commercial lettering, graphics, or other Commercial insignia, except if such lettering is completely covered with magnetic material (or other type coverings intended for outdoor use). The material shall be the same color as the vehicle. Exceptions: factory-applied logos depicting the name of the vehicle or, dealership, logos of non-profit car clubs, and college and University names and logos. The Board may make other exceptions from time-to-time.
- d. Recreational vehicles (RV), including campers, mobile and motor homes, all-terrain vehicles and dune buggies.
- e. Trailer of any type.
- f. Boats
- g. Derelict vehicles, including unregistered or inoperable motor vehicles or trailers.

For purposes of this Section, a "Prohibited Vehicle" will not be deemed to be (even if generally described above) any commercial vehicle or public service vehicle present in the Properties while performing services for or on behalf of owners or residents in Vista Lakes.

All motorized vehicles, including ATV's, motorcycles, go carts, and similar vehicles are prohibited from entering onto any common areas including parks, bike paths and walkways.

Temporary parking for the purpose of loading and unloading recreational vehicles, boats & trailers is permitted in unit owner's driveway, provided that the Owner has given prior notice to management. Parking is permitted for up to eighteen (18) hours for the purpose of loading or unloading.

Commercial vehicles that are less than 8 feet high and shorter than 21 feet long may, at the Board's sole discretion, be parked for certain short periods of time in the driveways of the resident driver. The commercial lettering does not have to be covered during these exempt times.

2.15 ANIMALS AND PETS

2.15.1 Animals. No horses, cattle, swine, goats, poultry, fowl including ducks, or any other animals not commonly considered household pets shall be kept on the properties. Under no circumstances will any commercial or business enterprises involving the use, care or treatment of animals be conducted on the properties without the express prior written consent of the Board. No breeding for commercial or business enterprises is permitted for any animal.

All pets shall be kept on a leash when not on the pet owner's lot or unit or on a designated area for such pets and no pet shall be permitted to roam unattended. The Board at its sole discretion may grant exceptions to the provisions of this section.

2.15.2 Pets. . Unit-owners may have the lessor of a maximum of four pets or a total aggregate weight of pets of one hundred fifty pounds. A maximum of three rabbits shall be kept. All pets shall be kept under continual control of the owner and dogs shall be kept on a leash when not on the pet owner's lot or unit. Residents shall remove and dispose of animal waste deposited by their pets. Dog waste shall not be placed in community trash containers except in containers marked for that purpose; otherwise residents shall take waste home and dispose of it properly. Pets are prohibited in Vista Lakes parks with the exception of the fenced dog run in Amhurst Park.

The Association will monitor verbal and written complaints concerning dogs off leash and/or dog waste nuisance within the covered property, including any common area, highway, street, or other public place or upon private property or premises, other than his own lot in Vista Lakes. A citation will be issued to the animal's owner if the violation is observed by the Association's staff members and, if not corrected, shall result in referral to the City of Orlando Code Enforcement.

Written complaints received by the Association concerning barking dogs, failure to remove and dispose of animal waste deposited by a pet and unleashed pets on private, public or common areas, will cause a warning by the Association if the alleged nuisance has affected at least three (3) other Residents, residing on separate lots in Vista Lakes. A written statement shall be submitted to the Vista Lakes Community Association along with the signatures of the other affected Unit-owners, stating the particulars (dates and times) of the alleged nuisance. All Residents signing the statement shall be willing to testify in court, if necessary. In addition, the Association shall monitor the alleged nuisance and will issue a citation to the animal's owner and contact City of Orlando Code Enforcement if appropriate.

2.16 POLLUTANTS. No owner shall discharge or allow to be discharged any pollutant, hazardous waste or toxic material and in the event of such discharge will be liable for all cleanup and cost incurred in connection therewith.

2.17 PORTABLE RECREATION EQUIPMENT Portable recreation equipment, other than basketball hoops (see paragraph 3.2 for basketball hoops) is permitted in driveways and front yards but shall be removed by sunset of each day.

The City of Orlando may have some restrictions against using play equipment in public streets. If a resident would like to report the act of playing in the street so that the Orlando Police Department can take action, they should call the police nonemergency number. There is County Ordinance restricting the use of BB guns, and their use is prohibited in Vista Lakes.

Also see paragraph 2.2.7, Recreation Equipment.

2.18 RENTAL RESTRICTIONS AND TIMESHARE. The Association observes the City of Orlando restrictions regarding the renting of Units. Currently, the City of Orlando has certain restrictions on the renting of Units for periods less than thirty (30) days. If any resident has a complaint regarding the renting of Units for less than thirty (30) days, they should call the City of Orlando Zoning. Any owner of a Unit shall be entitled to rent or lease such unit if:

1. There is a written rental or lease agreement specifying the tenant shall be subject to all provisions of this Declaration, and a failure to comply with any provision of this Declaration shall constitute default under the rental or lease agreement;
2. The owner gives notice of the tenancy to this Association and is otherwise in compliance with the terms of this Declaration.

No Unit shall be owned or used in multiple or time share ownership requiring registration pursuant to the provisions of the Florida Statutes, as amended from time to time, unless approved in writing by Declarant.

2.19 RESIDENTS' CLUB AND FITNESS CENTER. The policies and procedures for pools, parks, Residents' Club, Fitness Center and rental of certain facilities is available on the Vista Lakes website, the Pool Office and from the Vista Lakes management. These facilities are part of the Common Areas described in paragraph 3.6, Common Areas.

2.20 SIGNS. No signs of any kind shall be displayed to the public view on any Unit except those which are in compliance with these guidelines.

No signs which are visible from neighboring properties shall be erected or maintained on any lot except signs required by legal proceedings, political campaign signs, "For Sale" signs, "For Sale by Owner" signs and "For Lease" signs. "For Sale", "For Sale by Owner" and "For Lease" signs shall be Vista Lakes Board-approved standardized signs. A sample sign and information for signs are available for view in the Residents' Club Office. Only one real estate-related sign per lot shall be permitted. All signs are prohibited between the sidewalk and the curb. "Beware of Dog", "Keep Out", etc. signs may be posted on fences and shall be no larger than 8 inches by 10 inches.

One Open House sign per open house is permitted between the sidewalk and the street at the entrance to a Neighborhood. The signs shall be promptly removed at the conclusion of the open house. Open House signs shall be generic and not have any logos or company information on them other than a small realtor logo. They shall be no larger than 24 inches by 9.5 and say "Open House. All signs are prohibited along and in the median of boulevards and parkways including garage sale, moving sales, etc.

No signs shall be placed on common areas without the approval of Vista Lakes management.

2.21 SOLICITATIONS. Vista Lakes does not have a rule against solicitors; however, the practice of solicitation is highly discouraged.

2.22 STORAGE SHEDS. Not permitted.

2.23 TRASH AND TRASH CONTAINERS. No lumber, metals, bulk materials, refuse, lawn clippings, lawn debris or trash shall be kept, stored, or permitted to accumulate on the properties except building materials during the course of construction of any approved structure.

Trash shall be disposed of in accordance with City-approved regulations. Trash containers, trash and landscaping refuse shall not be placed by the curb before sunset the night before the regularly scheduled pickup is to be made. Trash containers shall be removed and kept out of view from the street by the end of the day collected. If the regularly scheduled pickup date is canceled due to a holiday or any other reason, then containers shall be removed and kept out of view from the street until after sunset of the night before the next regularly scheduled pickup date.

The Board of Directors, in its discretion, shall adopt and promulgate reasonable rules and regulations relating to the size, shape, color and type of containers permitted and the manner of storage of the same.

In addition to trash or other refuse being stored in the City-provided trash and recycling containers out of view from the street, if trash or other refuse is stored outside of the Unit, it must be stored in containers with secured lids on them. When trash is put curbside on trash pick-up days, trash and recycling material shall be placed in the containers supplied by the City.

Refuse Disposal - There shall be no usage of any commonly owned property, (including lakes) for the disposal of or dumping of any type of refuse, biodegradable or non-biodegradable, under any circumstance.

The CDD or the Association will only pick up trash that is in the lake or the pond that is adjacent to a Unit-owner's lot.

2.24 UNDERGROUND WIRES. No lines or wires for communication or the transmission of electrical current or electromagnetic pulses shall be constructed, placed, or permitted to be placed on Unit unless the same shall be underground, or unless specifically permitted in writing by the ARC.

2.25 WOODPILES. Fire woodpiles shall be clean and neat and they are restricted to rear yard locations.

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