

# Chelsea Ridge

## Architectural Standards & Guidelines

### *Approved September 2023*

The Architectural Guidelines within the Declaration of Covenants, Conditions and Restrictions for Chelsea Ridge (Declaration) or (Covenants) have been supplemented by the Architectural Review Board (ARB) and approved by the Board of Directors (Board) pursuant to the authority granted in the Declaration.

The “aesthetic harmony of external design” is what makes Chelsea Ridge look and feel like a community. The Architectural Review Board (ARB) has been appointed by the Board to make determinations on the addition, removal or modification of any exterior aesthetic matters.

To ensure consistency in determinations, these Architectural Standards and Guidelines have been adopted by the ARB and approved by the Board, but no substantive modifications, amendments, or changes have been made to the Declaration. The Architectural Standards and Guidelines provide an overall framework and more comprehensive set of architectural and aesthetic standards consistent with our current community: however, the document may be amended to allow the community standards to evolve as the community changes and grows and as unprecedented architectural and aesthetic matters arise, so long as said amendments are consistent with the provisions of the Declaration (as it exists at the time) and are approved by the Board.

The ARB cannot rule on, nor is the HOA liable for, any structural, functional or safety aspects in regard to any modification, improvement or addition as the ARB’s area of inquiry is limited to aesthetic compatibility. Further, obtaining all county permits shall be the responsibility of the homeowner and must be obtained prior to commencing any work, which must comply with all applicable regulations.

Lot orientation shall be defined as follows:

- Front: The “front” is defined as the plane of the Dwelling Unit which allows driveway garage entry. The “front yard” is defined as the area covered in vegetation or vegetation beds extending from the plane of the Dwelling Unit which allows driveway garage entry to the immediate common sidewalk used by Chelsea Ridge pedestrians.
- Rear: The “rear” is defined as the plane of the Dwelling Unit opposite of the “front” of the Dwelling Unit. The “rear yard” is defined as the area within Lot lines that is covered in vegetation, vegetation beds or pavement opposite of the “front” plane of the Dwelling Unit. The “rear yard” extends no closer to the front yard than the “rear” of the Dwelling Unit.
- Side: The “side” is defined as either or both of the two planes of the Dwelling Unit not the “front” or “rear.” The “side yard” is the space between either or both “sides” of the Dwelling Unit and the Lot’s property line which is/are not part of the “front yard” or “rear yard.” If a home is on a corner

Lot, the "side yard" extends only to the immediate common sidewalk used by Chelsea Ridge pedestrians

Back: The "back yard" is defined as the area of the "rear yard" which lies between the planes of the "sides" of the Dwelling Unit.

"Modification" shall mean to perceptively and materially change the form, function, or appearance of any structure or landscaping, including the drainage or grading of the lot, whether temporary or permanent.

The following improvements shall be deemed to be consistent with the current scheme of development in the community and, depending on location, design, materials, and method of construction, in harmony with surrounding structures and topography:

**ACCESSORY ENCLOSURES** - Attached accessory enclosures, including screened enclosures, sunrooms, Florida Rooms, porch additions, and the like that are determined to be complementary to that of the Dwelling Unit shall be allowable with prior written ARB approval.

**CONSTRUCTION DAMAGES** - Any damage caused by any homeowner, his / her contractors, sub-contractors, agents, guests or employees, whether to vegetation or improvements on any Lot or Common Area or to the personal property of any resident or the Association, must be corrected immediately to the satisfaction of the ARB and / or the owner of the damaged property.

**DECKS, GAZEBOS, PERGOLAS** – All structures related to decks, gazebos, pergolas and the like shall be approved by the ARB prior to construction. Decks and gazebos shall not be constructed on any part of the lot located in front of the rear line of a living unit constructed thereon. Pergolas may be constructed as part of a gate at the front fence line or in the rear yard.

**FENCES & WALLS** – Whether it is a decorative fence, a privacy fence, or a block wall – must achieve the balance of function (establishing a boundary) and maintaining or enhancing the appearance of the property.

A. General

- a. Fulfilling their general purpose to corral (or contain), fences must begin at a structure and end at a structure. If the structure is the community front entrance wall, the fence must be even with or lower than the terminal point meeting the community wall.
- b. Installing a fence where none exists requires that the new fence meet all of the conditions in the current Design Guidelines.
- c. Replacing an existing fence requires that the replacement meets all of the conditions in the current Design Guidelines (height, opacity, landscaping)

except that the fence may be installed in precisely the same location as the prior fence which may vary from the current setback requirements.

- d. Construction of parallel fences (two fences built one alongside another) will not be approved because they contribute to visual clutter. A new fence may not be installed parallel to an existing fence with less than 20 feet between the fences. This is also known as a “double fence.” Fences between neighboring lots shall be placed just inside the shared property line.

## B. Materials

- a. **Permitted:** wood (painted white or stain approved by ARB), PVC (white), aluminum (white or black) with or without finials, stucco-finished cement block walls (painted – color to match living unit), brick and natural stacked stone.
- b. **Not permitted:** Chain link, cement block walls without a finishing surface material, rough-hewn split rail, stone veneer.
- c. Posts shall be set in concrete for stability or a comparable post stabilizing method.
- d. Posts and vertical fence elements shall be plumb (vertical).
- e. Top of the fence shall be level and no more than 6” in height.
- f. With the exception of brick or stucco piers connected by wrought iron or black aluminum, mixing multiple materials or styles on a single property is generally not permitted. A combination of materials may be approved only if they are compatible with each other. For example, one section of tongue-and-groove PVC connected to a section of aluminum rail fencing or a section of white aluminum rail fencing connected to a section of black aluminum fencing would not be approved.
- g. Other than landscaping, only these items may be attached to a fence:
- h. “Beware of Dog” sign, not larger than 3 inches high and 12 inches wide (sign design must be submitted for approval prior to installation). Signs are limited to the gate(s) which enter an enclosed area; only one sign permitted per gate.
- i. Light fixtures attached to brick or masonry walls (fixtures must be submitted for approval prior to installation). Lighting may not spill onto adjacent properties.
- j. Barbed wire (or similar) materials are not permitted.

- C. Height - Fences shall be no taller than 6” as measured from the outside face of the fence. Posts cap heights should be the industry standard but may vary depending on product size.
- D. Style
  - a. Hardware - Black hardware on black aluminum fences are approved; black or white hardware on white vinyl fences are approved. All other hardware must match the approved fence.
  - b. Gates
    - A. Gates are not permitted on shared property lines – thus a gate may not open from one owner’s property into the property of another owner.
    - B. Gates must connect to a fence or piers on one or both sides.
    - C. Gates must match the height, material, style and color of the adjoining fence.
    - D. Faces - Whenever a fence, wall, or gate by nature of its construction and materials has a “good side,” the good side shall face outward from the property towards the adjacent street or neighboring property. Any exposed framing, braces, support material, etc. shall face inward to the property and may, at the owner’s option, be finished with approved material. The owner who looks at the inside face is responsible for maintenance of the fence (inside and outside).
- E. Setbacks (measured from the property line to the face of the fence). Following are the general setback requirements for fences:
  - a. Front Yard - Front fence must not extend beyond the front setback of the living unit.
  - b. Side Yard – Side yards adjacent to a side street must be a minimum of 3 feet from the sidewalk; The ARB may require additional setbacks if line of sight around corners is a concern or there is a utility easement. Landscaping is required in front of the fence.
  - c. Rear Yard – Requires a minimum of 6 inches back from the property line. Landscaping is required if rear yard is visible from street but in all cases fence must be kept clear of foliage growing on it.

**GAME & PLAY STRUCTURES** – All basketball backboards and any other fixed game and play structures, including skateboard ramps, shall be located at the rear of the dwelling and not visible from the street. Tree houses or platforms of a like kind or nature shall not be constructed on any part of the lot located in front of the rear line of a living unit constructed thereon. Any non-permanent game structures including basketball backboards, skateboard ramps, when not in use, shall be stored out of sight from the street.

**GARAGE DOOR/ WINDOWS** - All panel inserts must be maintained, repaired and replaced as needed to maintain their original appearance and condition. The ARB reserves the right to approve or disapprove any garage door based purely upon aesthetic reasons.

**GUTTERS** - Installation of gutters to any Dwelling Unit requires prior written ARB approval before being installed. Gutters and downspouts must match existing trim in color, style and design and must be constructed of aluminum, PVC or vinyl. All gutters and spouts shall be inspected and maintained in a reasonable manner. All gutters and downspouts must be installed and positioned in a manner so as not to interfere with the established drainage pattern over any Lot or the Common Areas.

**HURRICANE SHUTTERS** - No hurricane or storm shutters shall be installed unless approved in advance and in writing by the ARB.

**LANDSCAPING** – These are minimum standards. Property owners are encouraged to consider designs which will result in a higher quality installation and appearance. ARB approval is required for any major landscaping design visible from street frontage.

A. General Requirements:

- a. Approval is **not required** to replace a dying, dead, or missing shrub with one of the same plant type, in the same location, nor is approval required for other minor landscaping changes that are in keeping with the original design.
- b. Potted plants may be used within planting beds or porches, but are not permitted on driveways or walkways. Potted plants must be well-cared for.
- c. No artificial plant materials in the form of shrubs, vines, trees or ground covers shall be used for landscaping residential properties except for those used as part of a holiday design and for a temporary period (ie less than 1 month). In any case, no artificial plants shall be planted in the ground.
- d. Installing “plugs” of sod to create an initial yard or to restore an extensive area which has deteriorated is not approved. Strips of sod are required.
- e. Bare ground is not permitted. Any ground not covered with sod, plants, driveway, walkway or mechanical equipment (such as pool pumps and A/C unit) or other ARB-approved structure must have mulch.

B. Landscape Installation:

- a. When considering a major landscaping design change, owners are encouraged to research plant types and designs which complement the architecture of their homes. All replacement plants should be Florida No.1 grade or better and to the extent possible be irrigation friendly. All landscape areas shall be properly maintained\*. Proper maintenance includes, but is not limited to, watering, weeding, edging, fertilizing, pruning, insect control, and/or replacement of dead or diseased plant materials.
- b. New Canopy Tree(s):
  - a) Must be a minimum of 6 feet from any property line, fence, structure or edge of any driveway or sidewalk.
  - b) Ornamental trees or understory trees (defined as having a mature growth of 6-8 feet) must be a minimum of 3 feet from any property line, fence, structure or edge of driveway or sidewalk.
  - c) Must be maintained at a minimum of 8 feet above sidewalks and 12 feet above driveways\*.
- c. Planting should be clustered rather than widely spread. A three-dimensional appearance of planting is desired by augmenting trees and taller shrubs with low spreading shrubs and/or ground cover.
- d. A hedge, which is defined as three or more shrubs planted in a symmetrical design (either a straight line or an arc), must be maintained\* at a uniform height. If a hedge plant dies it must be replaced with the same type of plant and as close as possible.
- e. Vines shall not be permitted as a landscaping feature on trees, fences or the sides of houses.
- f. Irrigation systems shall be maintained\* so that adequate coverage is provided to the lawn. Existing irrigation systems shall be modified to maintain coverage where changes in landscaping, walkways or driveways have occurred.
- g. Using plants to screen mechanical equipment:
  - a) Plants must be at least 36" or 75% of the height of the equipment being screened to not be visible from the street or side street.
  - b) Allow enough space between equipment and plants for proper air flow, maintenance and access for service technicians.
- h. Mulch:
  - a) Organic materials such as pine needles, cypress bark, shredded pine bark, and pine bark chips may be used as mulch. For optimum benefit mulch installation should be 2 -3 inches in depth.
  - b) Stone or rock may be substituted for mulch if underlain with a landscaping material, thick enough so that the landscape material

is not visible from visual inspection and approved by the ARB. Stone or rock must be maintained and cleaned to keep it free of dead plant material and to maintain a clean appearance.





- c) Mulch must be maintained around trees and plants within beds.
- d) A large area with only mulch and no plants is not acceptable. If the bed is to remain, then plants should be installed otherwise the area must be sodded.
- e) All stand-alone canopy and ornamental trees should have a mulch ring that has a minimum radius of 2 feet measured from the tree trunk. As trees mature, the mulch may extend to a maximum of 3 feet measured from the tree trunk.
- f) Mulch should not extend more than 9 inches beyond the edge of the plants in a bed. Shrubs or ground cover planted in masses should have a continuous mulch bed.

**MAILBOXES** – These are minimum standards. Property owners are encouraged to consider designs and materials which will result in a higher quality installation and appearance.

A. Standard Mailbox Configurations:

Mailboxes must be either:

- a. Concrete/stucco and brick columns with an approved metal mailbox set within the column (meeting height and setback requirements listed below) to match the character and design of the residence it serves, or
- b. Metal/Black Polycarbonate Plastic Mailboxes as listed in table below or better:

Traditional Black	Pony Express	Geneva	Estate
			
<p>Mailbox: Traditional                      Post: 3" round, fluted                      Cap: Required; select from options                      Bracket: Required; select from options</p>	<p>Mailbox: Pony Express                      Post: Included                      Cap: Not Applicable                      Bracket: Not Applicable</p>	<p>Mailbox: Geneva                      Post: Decorative                      Cap: Not Applicable                      Bracket: Not Applicable</p>	<p>Mailbox: Estate                      Post: 5"x4" fluted                      Cap: Not Applicable                      Bracket: Not Applicable</p>

B. Standard Conditions for ALL mailbox applications:

- a. Mailboxes should be installed at a height of 41-45 inches from the road surface to the inside floor of a mailbox and are set back 6-8 inches from the front face of the curb or road edge to the mailbox door.
- b. Curbside mailboxes are to be located at the curb in front of the home.
- c. Mailboxes may be installed in enclosures such as brick columns or concrete/stucco in keeping with the home's appearance and architectural style or black metal or polycarbonate plastic mailbox posts as listed in paragraph A(b) of this section.

C. Metal/Black Polycarbonate Plastic Mailboxes

- a. Mailboxes must be constructed entirely of aluminum, steel, zinc, cast iron or black polycarbonate plastic with UV inhibitors.
- b. Mailboxes (including handle on door) and posts must be black (excluding the flag); no two-tone style or differing trim color. The only exception is the "Pony Express" style which includes minor brass/gold-tone components.
- c. Mailboxes may not be modified from the original manufactured design by any means which is visible on the exterior of the mailbox.
- d. Mailboxes must be mounted either to the top of a post (for example, the Estate style) or to a bracket attached to the post. Mailboxes may not be physically attached directly to each other.
- e. Mailboxes must have an operable carrier service flag.

D. Address Identification

- a. Resident, owner and/or business names are not permitted.
- b. Address numbers are required on mailboxes if there is no address number on the home and must be:
  - a) No less than 1" in height
  - b) Color as approved by the ARB.
  - c) Die-cut; if not die-cut the background material must be the same color as the plate or mailbox to which it is mounted.
  - d) Vertical orientation. (For example, not italicized.)



- e) All numbers/letters on mailbox(es) for the property must be the same style (font), material, size and color.
- c. Mount numbers directly on the mailbox. Address must be visible regardless of the position of the flag and the house number may be:
  - a) On the mailbox door facing the street, or
  - b) On the side which is visible to the carrier's normal approach to the mailbox, visible when the flag is down.

E. Posts, Caps and Brackets are subject to ARB approval

F. Accessories

- a. Receptacles (e.g., tubes, boxes, etc.) for newspapers or other matter are not permitted.
- b. Temporary holiday and religious decorations may be displayed on the post and/or mailbox not to exceed 30 days.
- c. Graphic "wraps" made of cloth, vinyl or any other material are not permitted unless they meet the requirements of "Temporary holiday and religious decorations" above.
- d. Decals, graphics and/or advertising of any kind are not permitted.

G. Maintenance \*

- a. The property owner associated with the mailbox is responsible for maintenance.

**PAINTING** – All exterior walls of the house shall be an earth tone or white color and must be approved by the Architectural Review Board.

Trim colors must be complimentary to the exterior color of the house and approved by the Architectural Review Board.

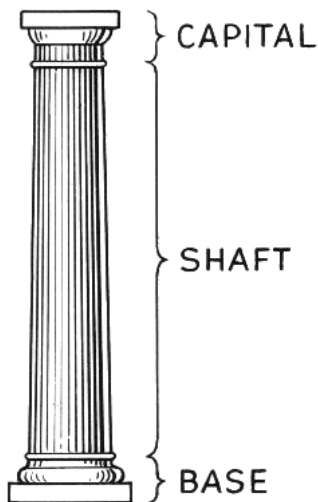
Door colors may be chosen outside of the earth tone color palette but must be approved by the Architectural Review Board.

A Community Palette Booklet of pre-approved colors is available from the ARB to assist the homeowner in making selections. Please contact the ARB chairman or other ARB members for access to the Community Palette Booklet.

The attached image depicts a sampling of earth tone colors to help homeowners when choosing their own color palette.



The paint color for columns of any home must be painted white or the lightest color tone in the requested color palette. This requirement applies to the shaft section (see figure). Capital and base sections may be painted a trim color if approved by the ARB.



**PAVING DRIVEWAYS, WALKWAYS, AND PATIOS** - Owner must receive written ARB approval prior to paving, or covering an existing pavement, with any paving material, including, but not limited to, concrete, brick, tile, stepping-stones, staining or painting, (on the side of the driveway or as a walkway only), and prior to installation of concrete pavers, for any purpose, including, but not limited to, walkways, driveways, or patio areas.

**PET FACILITIES** – Pet Facilities shall mean any facilities erected on a Lot to house or contain pets. Pet Facilities must have prior written ARB approval and must be constructed in the back yard to match the Dwelling Unit, i.e., texture, roof and paint. Pet Facilities may not be visible from the street and must be of the type commercially available at an average pet store. Pet Facilities may not be any larger than the ARB deems reasonably necessary for the size and type of pet for which it is intended. The maximize size Pet Facility the ARB will allow, regardless of the animal's size and type, is four (4) feet in height, four (4) feet in width, and four (4) feet in length.

**RESIDENTIAL USE** – The lot shall be used for residential use only. No building shall be erected upon any lot without the prior approval of the ARB.

**ROOFING** – Any reroofing or changes to roofing require prior written ARB approval. Roofing material must be as outlined in the Deed Restrictions for Chelsea Ridge HOA.

**SIGNS** - Without prior written ARB approval, two security signs provided by a professional security company are permitted so long as one is in the front yard located in close proximity to the front entrance of the Dwelling Unit and the other is in the rear of the Dwelling Unit.

**SOLAR PANELS / EQUIPMENT** - Solar panels / equipment shall not be installed without the prior written approval of the ARB. Solar panels must be installed by a licensed contractor.

**STORAGE SHEDS** – Additional structures. i.e. storage sheds or the like, can only be placed within a “Rear” yard as described in Section 3.b of Article VII and must be fenced with a 6-foot tall opaque material. Any such structure over 6-foot tall shall be placed against the rear wall of the house unless owner obtains written approval from all adjacent Chelsea Ridge neighbors prior to approval (Neighbor Approval Document available on website or from management company). Any such structure 6-foot tall or less may be placed at any location in the “Rear” of the property including adjacent to the rear fence. Any structure over 6-foot tall that has verified Neighbor Approval will only be approved for placement in the location agreed to by the neighbors which signed the approval document. No other location will be considered. Structures shall be securely anchored in accordance with the manufacture’s specifications and/or in accordance with applicable building codes.

**STORM DOORS** - storm doors and decorative screen doors may be installed; however, all materials, styles and designs are subject to prior written ARB approval. No "burglar bars," steel or wrought iron bars, or similar fixtures shall be installed on the exterior of any windows nor on any doors of any Dwelling Unit, nor on the interior of same, if visible from outside the Dwelling Unit.

**SWIMMING POOLS** – All swimming pool construction must be approved by the ARB prior to construction or installation. No above ground pools are permitted. Safety enclosures must conform to county requirements. Pools without screen enclosure may have decorative metal fences around pool deck consistent with county codes.

**UTILITY EASEMENTS** – Any easements shown to be on the property may require further evaluation by the ARB in regard to approved location.

**WALKWAYS** - Installing any permanent walkway requires prior written ARB approval.

**WINDOW AWNINGS** - No window awnings shall be allowed.

\*Maintenance is covered under Chelsea Ridge Rules and Regulations.