

GATELY OAKS UNIT 4 ARCHITECTURAL GUIDELINES

INTRODUCTION

This document is intended to serve as architectural guidelines for Gately Oaks Unit 4, a single-family subdivision in Duval County, Florida. It contains the necessary information to guide homebuilders and homeowners through preparation of design requirements of our Community and other governing authorities.

This document is prepared specifically for this Community and it is suggested that it be reviewed thoroughly and plans be prepared accordingly as plan review will be based on its requirements.

Please refer to the Covenants and Restrictions when using these guidelines. Homeowners who do not have a copy of the Covenants and Restrictions may request a copy in writing to the address below.

All plans are reviewed exclusively for the **Gately Oaks Unit 4 Subdivision**.

The plans should be addressed for review to:

Gately Oaks Unit 4 ARB Committee
PO Box 350267
Jacksonville, FL 32235-0267
gatelyoaks4@comcast.net

This document shall be known as the Architectural Guidelines, hereinafter referred to as "Guidelines" for "Gately Oaks Unit 4".

The purpose of these Guidelines is to provide certain minimum standards, provisions and requirements for appropriate and acceptable design for Preferred Builders, homebuilders and homeowners for construction of improvements within Gately Oaks Unit 4.

The recommendations and requirements in these Guidelines govern final approval of plans for all the above ground construction of improvements in Gately Oaks Unit 4 by and at the discretions of **Gately Oaks Unit 4 Architectural Review Board (the "ARB")**. These Guidelines are compatible and in continuity with the Declaration of Covenants and Restrictions of Gately Oaks Unit 4.

New structures hereafter erected within Gately Oaks Unit 4 shall conform to the requirements of these Guidelines. Additions, alterations, repairs or any other type of change in any structures that affects the exterior appearance shall conform to the requirements of these Guidelines. Items to be reviewed by the **ARB** will include any improvements to the structure of any kind, including without limitations to any building, dwelling, fence, wall, sign, site paving, grading, sewer, drain, disposal system, decorative lighting schemes, painting or alteration of a dwelling (including doors, windows, roof), installation of solar panels, or other devices, construction of fountains, swimming pools, screened enclosures, Jacuzzi, construction of privacy fences, additions of awnings, shelters, gates, flower boxes, shelves and statues. The evaluation of each submittal to the **ARB** relates to matters of judgment and taste which cannot be reduced to a simple list of measurable criteria.

It is possible a submission may meet all guidelines and criteria listed below and still not receive approval, if in the judgment of the **ARB** its overall aesthetic impact is not acceptable. The approval of an application for one proposed improvement shall not be construed as creating any obligation on the part of the **ARB** to approve application involving similar designs for proposed improvements pertaining to different lots. The purpose of the **ARB** review/approval process is to insure that the overall quality level of Gately Oaks Unit 4 is maintained at the highest level possible while allowing for each owner's individual taste in design, colors and materials.

1. PROCESS FOR APPROVAL OF IMPROVEMENTS

- A. Homebuilders or homeowners will review the guidelines for items required to be submitted as plans and specifications.
- B. Mail plans to the **ARB** (PO Box 350267, Jax., FL 32235-0267). In cases of custom homes, or individual modifications, an individual submittal form will be required for each (form found at the back of this document).
- C. The **ARB** will release the plans submitted by the homebuilder or the homeowner for Building Permit after full plan review and approval by **ARB** is accomplished. Approval of plans and specifications by **ARB** does not release the homebuilder or the homeowner from fully complying with all applicable codes and requirements. The **ARB** review proves is strictly for compliance with our Community design parameters.
- D. Any minor changes to existing landscaping to provide space for perennial or annual flowers does not have to be submitted for approval as long as the improvement area does not exceed 50 square feet equaling an approximate 7'x7' area.
- E. Mail all revisions to the plans and specifications to the **ARB** for approval in accordance with the above outlined procedure and with the requirements listed herein. Should deviation from approved final plans become apparent during or after construction, without having been approved previously, these shall be subject to removal at homebuilder's or homeowner's expense and at the discretion of the **ARB**.
- F. Allow the **ARB** thirty (30) days from receipt of plans to process each request. Any special requests to expedite the approval process will be considered.
- G. The homebuilder or homeowner may start construction of improvements upon written approval by the **ARB** and receipt of all required permits from municipal or other authorities having jurisdiction over the project.

2. PLANS SUBMISSION REQUIREMENT

- A. The homebuilder or homeowner will submit plans and specifications which shall include but not be limited to the following:
 - 1. Architectural/Construction plans
 - a. Site Plan: Showing the location of the house with all property lines, easements, setbacks and restriction lines, drives, walks, roof plan, pools, fences, walls, patio, etc.
 - b. Floor plans at 1/8" and 1/4" scale with dimensions.
 - c. Elevations with finish notations at 1/8" and 1/4" scale with dimensions:
 - i. Showing all exterior materials noting colors textures.
 - ii. Note type, size and material of all openings.
 - iii. Roof pitch, type and quality of roof covering materials.

- iv. Doors, windows, fences, and mechanical equipment.
 - d. Typical exterior wall sections (front, sides and rear elevations)
- B. Landscaping and irrigation plans:
Showing location, quantity, sizes and species of all plants, trees, shrubs and ground cover proposed as well as the irrigation system.

Show driveways, sidewalks, patios, and existing trees of 6" in diameter and above at a point three feet (3') above ground level.
- C. Specifications:
Provide information on type and quality of all exterior materials.
- D. Square footage (first and second floor)
 - a. Air-conditioned space (living area)
 - b. Garage
 - c. Enclosed areas other than above (i.e. screened enclosures)
 - d. Other
- E. Fees:
Any fees for plan submittals may be waived if deemed appropriate by the Association based on any fees being incurred to review plans.

3. **HOMESITE (LOT) REQUIREMENTS**

ZONING

Existing zoning requirements per City of Jacksonville Zoning Ordinance. Setbacks and building separation shall be as per current zoning ordinances. Unless otherwise noted, the set back requirements are: twenty-five (25) feet (front R.O.W.), ten (10) feet rear (from property line, or CVNB easement, or lake bank) and seven and one-half (7-1/2) feet minimum side setback from property line, providing however, a minimum of ten (10) feet from eave to eave is maintained.

SITE CONDITIONS:

- A. All lots in Gately Oaks Unit 4 have curb and gutter at the front or side of the lots. This paving and drainage design shall not be altered in any way.
- B. Homebuilders and homeowners shall refer to site development drawings for any information of these areas. Must use Finished Floor elevations as shown on such plans.
- C. Preservation of existing trees shall be made for trees with a trunk caliper of 6" or greater at a point 3 feet above ground level, unless they interfere with the house pad or driveway.

PARKING

- A. No parking will be permitted on areas where the subdivision drainage flow may be interrupted. No additional driveway will be permitted for parking purposes except in front of the garage or on a circular driveway, unless prior approval is obtained by **ARB**. Curbside parking is permitted. Overnight parking is strongly discouraged.

LANDSCAPING REQUIREMENTS

- A. All landscaping will be in accordance with the requirements of the City of Jacksonville Landscape Ordinances.
- B. Landscape plans submitted shall not be at a smaller scale than 1"= 20 feet. All trees, shrubs, screen materials, berms, paving patterns, ground cover areas and any other elements necessary to convey the design intent shall be shown. Plans submitted for approval shall have botanical and common names, height, spread and quantities of all plant material. Plant distances, in the case of hedge material and ground covers, and spot elevations where earth is part of the design intent, may also be required.
- C. Sidewalks shall be constructed of concrete as per standard City of Jacksonville standards and specifications. Patterns or alternate paving surfaces (driveways, walkways, patios, cool decks, etc) may be used if they are in keeping with the materials of the structure. These materials must be submitted and are subject to review and approval.
- D. The **ARB** considers landscaping to be a critical design element to the community and to the individual homes within the community. Landscape design should be integrated into the design of the home. Plans should strive to have as strong of an impact as possible at the time of installation.
- E. Preservation and enhancement of any lot area retaining native vegetation is strongly encouraged. No trees measuring six inches (6") or more in diameter at a point three feet (3') above ground level may be removed unless proof of disease or endangerment to the safety of the home-site is provided. In any event, written approval of the **ARB is required**. Compliance to this requirement continues the growth of the Gately Oaks community aesthetics. Preferred Builders are excluded from this paragraph, provided however, care is taken to preserve as many trees as possible.
- F. The front yard and side yard shall be completely sodded with St. Augustine or Floratan sod unless another ground cover in selected areas of the lot is approved. Ground covers other than sod shall be planted in such a manner to present a finished appearance within three months after planting. All lake banks shall be sodded (water level to top of bank), and be free from all erosion.

- G. Shrubs and hedges shall be a minimum three-gallon plant, be of a minimum height of twenty-four inches immediately after planting and shall be planted at a distance of 18" on center and a maximum of 24" on center, conditioned upon a hedge capable of growing to close all gaps within the first year of growth.
- H. Trees shall be species with a height of twelve feet minimum and having a trunk which can be maintained in a clean condition of a least three feet of clear trunk. Trees having a height of less than twelve feet may be grouped together and will count on a 3:1 basis. [Three (3) trees counts as (1) tree].
- I. Irrigation is strongly encouraged on all homesites at Gately Oaks Unit 4. Provisions shall be made for the removal of rust or stain if it is present in the water supply. In the event rust or stain in the water supply, filters shall be installed in the irrigation system. If staining occurs the homeowner shall be responsible for the removal of the stains and for providing the appropriate filters to the system.
- J. Lighting may be used to accent entrances and special features. High levels of light are not desired. The scale of this lighting should be at pedestrian level. Exterior lighting must be shielded from disturbing adjacent properties.

STRUCTURES

- A. The following structure guidelines pertain to specific items of a structure that give the character and the overall impression of the house and which must be constant for the design continuity of all the buildings at Gately Oaks Unit 4.
- B. For the minimum square footage of living area (air conditioned) of any home, refer to the last Section herein "Square Feet".
- C. Homes in Gately Oaks Unit 4 shall be erected of frame construction or concrete block. All block and framing must be covered.
- D. Roof structures shall be conventional frame or wood trusses. Finish materials for pitched roofs must be consistent throughout Gately Oaks Unit 4. Not permitted are wood shakes or gravel roofs. Other materials not specifically mentioned are subject to review and approval by the **ARB**. Shingles may be used as long as they are specified to be fiberglass and fungus resistant. Mansard roofs and Gambrel roofs, characterized by lower slope and flatter upper portion shall not be permitted. Roof top mechanical equipment must be so located to reduce or eliminate its visibility from street, sidewalk or adjacent property. Cutters and down spouts may be exposed only if painted properly to match the color of the fascia, wall or column. All exposed roof vents, valleys, flashing and pipes extending through the roof shall be painted the same color as the roof. Minimum roof pitches in Gately Oaks Unit 4 shall be 6:12, unless approved by the **ARB**.
- E. The following requirements apply to all exterior walls and all kinds of façade applications for all structures. All elements of all elevations shall complete a total and continuous design. All materials must be in compliance with the

Standard/Southern Building Code. Exterior wall finishes will be consistent in color schemes. All exterior finishes will be subject to review and approval by the **ARB**. Exposed concrete block walls are not permitted nor walls with any other type of exposed modular concrete units. No unfinished metal finishes will be allowed.

The acceptable finishes are the following:

- a. Brick
 - b. Hardiplank (sides and rear only)
 - c. Stucco
 - d. Lap Siding (in very limited situations only)
- F. All window framing will be bronzed or white, cream or sandstone anodized aluminum or wood. Window shutters may be used; painted wood, plastic or fiberglass will be acceptable.
- G. When finish materials for the exterior of the structures require painting, the color selection shall be based on compatible colors throughout Gately Oaks Unit 4. Paint colors are subject to review and approval by the **ARB**.
- H. All homes shall have a minimum of two (2) car garages. When garages protrude more than 24 feet from the primary front exterior wall of the house, it shall be incorporated as side entrance. No metal or fiberglass carports will be permitted throughout our Community.
- I. Storm doors shall be compatible with the design and color of the house. Entrance doors shall be compatible with the house design. Material shall be solid wood or metal insulated type. Garage doors shall be compatible with entrance doors and may include glass panels.
- J. No screened enclosure shall be permitted on the front of the house. Patio or pool screened enclosures shall be permitted with the previous review and approval by the **ARB**. If the proposed enclosure comes with a roof, it shall be consistent with the main house roof, i.e.: use same color and type of roof shingle. If the roof of the proposed enclosure is made of metal, then the metal shall match the color of the main house roof. If the roof of the proposed enclosure is made of screen then the metal structure shall match the color of the window frames of the house. Awnings shall be permitted only at the discretion of the **ARB**.
- K. Any free standing structure contemplated for a property such as, but not limited to, a pavilion, gazebo, platform, playhouse, storage room, cabana, etc. must be submitted for approval with the required drawings and information. Approval will be granted only upon the merit of the structure's affect to adjacent owners, and the desirability for the neighborhood. All free standing structures shall be landscaped as to screen from view of adjacent property owners and should be in the same color and material scheme as the main residence.

Sheds meeting the following criteria will be considered for approval. The appropriate ARB form and drawings are required. The shed must be placed behind a 6 foot high wood shadow box or board on board fence and comply with

the City of Jacksonville building ordinances pertaining to the location of the shed. The shed's finished height must not exceed 6 feet and exceed 8' x 8' in diameter and be constructed of durable all-weather vinyl, resin or other non-corrosive material. Any objects placed on top of the shed cannot exceed the height of the 6 foot fence.

- L. Fencing of the home sites is not preferred in Gately Oaks Unit 4. In some instances, fencing is required, as explained below.

- 1. Frontage Fence

This fence type is used to define the **frontage of the homesite, not to exceed 50 percent of the sidewall**. This fence type is 6' high wood shadow box or board on board and painted or stained an approved color by the **ARB**.

- 2. Enclosure Fence

This fence is used to define side/rear property lines. This fence type is 4'-6' high wood design or bronze or black aluminum. For the details of the wood fence contact the **ARB**. This fence type can be installed to the edge of wetland and lakes. In lots fronting the ponds, the fencing will stop at the drainage easements. No fencing shall extend beyond the mid-point of the sidewall of the structure. Curved and cul-de-sac lots will receive special consideration. Fencing sections with gates may be installed, where allowed, on the side yards. Pool enclosures, related to children's safety or other reasons, shall be subject to consideration by the **ARB**, on an individual basis. Unless specifically approved otherwise by the **ARB**, all lot fencing shall be constructed of cedar or cypress and may not be painted. Landscape will be required. Exceptions to these requirements may be granted upon review, based upon architectural merit, especially where brick or stucco walls, or trellises, or other similar extensions of the structure are incorporated as part of such fence enclosures at the sole discretion of the **ARB**.

- M. All recreation structures (excluding basketball backboards) shall be located at the rear of the dwelling or on the inside portion of a corner lot with the setback lines. No platform, doghouse, tennis court, playhouse or structure of a similar kind or nature (except basketball backboard) shall be constructed on any part of the lot located in front of the rear line of the residence structure and shall be constructed so as to not adversely affect the adjacent lots or the use thereof.

- N. All such structures must be landscaped and subject to prior approval by the **ARB**. The **ARB** shall review the height of such structures to assure the privacy of neighboring homeowners. No basketball backboards may be installed adjacent to the street or on any cul-de-sac. Basketball backboards must be temporary and removed after use. **Window or wall air conditioning units are prohibited.**

- O. Any swimming pool or tennis court to be constructed on any lot shall be subject to the review and approval of the **ARB**. No above ground swimming pools will be approved.
- P. Any wells to be installed and constructed on any portion of the property shall be for irrigation purposes only. Filters will be required when the source of water could stain the exterior walls. Satellite dishes are permitted and shall be subject to FCC Guidelines and other restrictions by **ARB**.
- Q. All single family homes built at Gately Oaks Unit 4 are required to have an approved mailbox, unless a cluster mailbox system is used. Such mailbox structures shall be installed at the front lot line, to the left of the driveway, as seen from the street. Design to be approved prior to installation. Exclusions from this paragraph may be made in a community pod as approved by the **ARB**.
- R. The architectural planning criteria set forth herein are intended as guidelines to which adherence shall be required by each homebuilder and homeowner in the property; provided, however, the **ARB** shall have the express authority to waive any requirement set forth herein if, in its professional opinion, it deems such waiver is in the best interest of the property and the owner.

4. **MAINTENANCE**

During construction all debris shall be placed in a single location on the lot of the construction site only. The debris shall be contained by some type of barrier (e.g. silt fencing) to assist in keeping the debris from being scattered. Builders and owners are responsible for all debris put onto adjacent lots, lakes or streets.

After construction no debris or trash of any kind shall remain on any lot, or on sidewalks or streets contiguous thereto; no excess building material, storage shed or trash shall remain on such lot, sidewalk or street. It is hereby made the duty of the homebuilder or their agent, or the homeowner, to remove or cause to be removed any and all of the above debris within 72 hours of notification by the **ARB**. Failure to comply with the request will cause removal of the debris by action of the **ARB** and all related costs will be charged to the homebuilder or the homeowner.

5. **FEES**

The **ARB** has approved certain fees to be paid by the homebuilder or homeowner for their Plan Review by Gately Oaks Unit 4 Homeowner's Association as its Agent. These fees are subject to change without notice.

6. **SQUARE FEET (HEATED AND COOLED)**

All single family homes building in Gately Oaks Unit 4 must have at least 1,450 square feet of heated and air conditioned space.

After the initial construction of the home, any modifications to the home must be approved by the **ARB**.