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Riley Oaks Homeowners Association

“The Planning Criteria”

Objective: The objective of this document is to serve as a uniform guide to both the Riley Oaks Homeowners, the Riley Oaks Homeowner’s Board of Directors, and the Riley Oaks Architectural Review Board (ARB) in maintaining and enhancing our carefully designed community. These guidelines and standards address maintenance and improvements items for which Property Owners most often submit applications to the ARB. They are not to be all-inclusive or exclusive, but rather serve as a guide to identifying changes / improvements / upgrades permissible in the community.

All changes/improvements/upgrades/significant maintenance items example painting, roofing, exterior elements replacement, etc. to the exterior of properties within the Riley Oaks Community require prior approval from the ARB in compliance with the Planning Criteria. The community is encouraged to support the Riley Oaks Homeowner’s Association Board and the ARB as they endeavor to maintain standards which improve property value and the quality of life for all residents within the Riley Oaks Community. Property Owners should also refer to the Community Association’s Covenants, By-Laws, Rules & Regulations in addition to this document when considering ARB submissions.

A. Introduction and Authority

1. The Riley Oaks Homeowners Association is a Florida Homeowners' Association and operates under Florida law and its own governing documents. These establish the breadth and restrictions of the Association's responsibilities and authority. This Planning Criteria shall apply to all homeowners and residents of the Riley Oaks Community.
2. Under F.S. 720.3035 and as described in Article 7, Architectural Control, of the Covenants, the Riley Oaks Association has the authority to establish and enforce standards for the external appearance of individually owned "parcels", a term from the Florida Homeowners' Association Act that includes land, homes, buildings, structures, and other "improvements" to land within the community. The Association has the authority to publish its standards and appoint an ARB to administer and enforce them. This Planning Criteria and Rules and Regulations is a statement of the Association's current appearance standards and the process for securing approval of prospective exterior changes, improvements, upgrades to parcels from the ARB, as well as the process for appealing ARB decisions.
3. Note that the ARB does not have authority over common areas of the Community. The common areas include streets, street lighting, sidewalks, preserves, community fences, entry gates and other areas within the Community that are not owned by any individual member. Authority over common areas rests with Riley Oaks HOA Board of Directors.
4. This ARB Planning Criteria and all revisions of it must be approved by the HOA Board of Directors. .
5. This ARB Planning Criteria shall be posted on the Association website and be available to all community members.

6. Any provision of this Planning Criteria that is contrary to Duval County Building Code or any requirements set by the State of Florida, or the Federal Government shall be void and unenforceable.
7. Appendix A. is a further discussion of the statutory authority and reference to the Association's current Covenants on the authority of the Association and the ARB. Appendix B. is a copy of the form for homeowners to request permission to make changes to their properties. Appendix C. is a set of rules for independent contractors working on parcels within the community. Appendix D. is the Community Color Palette applicable to original design of paint colors for parcels of the community. Appendix E. is the Landscape Matrix Guide applicable to original landscaping design for parcels of the community.

B. ARB Mission Statement

The mission of the ARB is to fairly and uniformly evaluate all requests from owners for changes, improvements, upgrades to the exterior appearance of their parcels. In responding to these requests and applying the directives of this Planning Criteria, the ARB's paramount considerations are the preservation of the character of the community, and maintaining the value of Homeowners' properties.

C. General Requirements

All proposed changes for categories listed below must be submitted to the ARB by the Homeowner prior to work commencement and work shall be initiated only after written approval by the ARB is received or, in the case of an appeal, the HOA Board of Directors:

1. No site modification landscaping, utility extension, drainage improvements, paving, driveway, swimming pool, pool enclosure, building, sheds, fence, landscape edging walls sidewalk, or any other

physical or structural improvement, change or alteration to the exterior of any existing structure or improvement, or to any existing landscaping, shall be commenced, erected until plans showing such details as the size, design shape, finish grade elevation, height, materials and color of the same, together with a landscape plan, and a plot survey showing the location relative to boundaries, and adjacent improvements of such proposed changes, improvements of upgrades, have been approved in writing by the ARB.

2. Changes, improvements, upgrades, or additions to the exterior of any parcel, including roofing, gutters, storm shutters, awnings, security bars, lanai enclosures, exterior lighting, or other exterior alterations must be approved in writing by the ARB prior to installation.
3. Construction or modification of any building, sheds, garage, decking, fencing, wall, patio, screened enclosure, walkway, or other structure must be approved in writing by the ARB prior to installation.
4. Additions to landscaping and grounds (including shrubbery and trees) need to be submitted on the Home Owner's Lot Survey showing locations and plant type and must be approved in writing by the ARB prior to installation.
5. Exterior painting of any structure must be approved in writing by the ARB prior to installation.
6. Any other modifications, maintenance or repair which changes the external appearance of a home on a parcel must be approved in writing by the ARB prior to installation.

D. Guidelines & Standards

Decisions of the ARB shall be governed by the following guidelines and standards:

1. **Easement Restrictions:** The Home Owners of the Lots subject to storm water, drainage, or conservation easements as shown on the Home Owners Lot Surveys and Community Plat shall follow the guidance set forth in Federal and Florida Statutes, St Johns River Water Management District (SJRWMD) plans of the City of Jacksonville (COJ) regulations and the Riley Oaks HOA Covenants and Restrictions relating to the usage and care of their particular easement.
2. **Additions & Structural Changes:** Additions to parcels must maintain the architectural elements of the original structure including number of stories, roof, windows, paint color, landscaping and lighting. The addition must not violate the requirements of the original Riley Oaks Community development approved by Duval County and must not infringe on neighboring units. No external structural additions or alterations may be made without the prior written approval of the ARB. Interior work done to the structure that is not visible from the exterior does not require ARB approval.
3. **Other Structures:** No shacks, sheds, trailers, tanks, storage buildings, pods, arbors, gazebos, swimming pools, playground equipment or other structures of any type temporary or permanent may be erected or used as a residence on a Lot without written ARB approval.
4. **Fences:**
No fence or wall may exceed six (6) feet in height and no hedge may exceed four (4) feet in height in the front or side of home or

where it could impede view of traffic. Exceptions will be considered for screening purposes as long as it is within the fenced area of the property and does not hinder view of traffic or cause a safety concern.

- a) No fences, walls, or similar structures may be erected on a Lot until the location, quality, style, color and design have been approved in writing by the ARB.
 - b) Chain link, barbed wire or other forms of wire or steel fences are not permitted.
 - c) Temporary Construction Fences must be erected and maintained by the contractor during construction, repairs, renovations, etc. to create a safety barrier around the construction area.
5. **Driveways:** All driveways must be maintained in their current form, format, material and color, e.g. plain concrete or approved pavers or stamped colored concrete. Any changes to the current driveways, whether the driveway is made of concrete or paver material requires ARB written approval and all changes must blend with community driveways scheme
- a) Driveway material change/replacement: Changing driveways from pavers to pavers or concrete to concrete or concrete to pavers is allowed. Changing driveways from pavers to concrete is not allowed. Paver driveway materials cannot be similar to property on either side or directly across from subject property.
 - b) Applications to the ARB must be submitted using the appropriate architectural approval form with all required and necessary documentation. As part of the process to obtain approval from the ARB for pavers installation or replacement on a common

area driveway and adjacent walkway, the applicant must provide the following: Paver Type, Color, Size, and Pattern Design: The applicant must also include plans showing the specific areas on the Lot Owner's Survey being taken over with concrete pavers. At the ARB's discretion, proper architectural plans or drawing developed by the contractor may be requested that more accurately depicts the area and scope of work.

6. Exterior Lighting and House Numbers:

a) All exterior lighting including landscape lighting should be white and minimal. Lighting must be located within the boundaries of the parcels, must not impose on adjacent parcel or parcels located across from the installation and must not impair the vision of motorists or pedestrians.

b) Focused accent lighting is allowed provided that the beam is limited in both intensity and height. Installation of accent lighting requires submission of the Home Owner's Lot Survey showing where the accent lighting will be installed and focus points (House /Tree). ARB approval is required prior to installation

c) High intensity flood lights are only allowed in the back of properties. **They are not allowed to face other properties located across retention pond or conservation marsh.**

d) All parcels should have permanent house numbers clearly visible from the street. If replacement is needed it should be as close to original as possible.

7. Exterior Painting: Any repaint of original color or change and/or variation from the color currently used on the exterior of the house will require written approval of the ARB. Paint colors may be chosen from the approved HOA color palette for the Community (see exhibit

“D”). A color outside the HOA color palette may be acceptable as long as it blends with the community’s color scheme. Front door, windows and trim colors should blend with the color scheme of the house.

8. Lawn Ornaments, Signs, Furniture and Personal Property, Flag Poles and Flowerpots:

a) Lawn ornaments and statues must be minimal, discreet, unobtrusive and artistic in nature. They must be in good repair and located in areas that are not mowed. They must not interfere with irrigation and ground maintenance activities.

b) Holiday and Seasonal lights and decorations may be displayed removed within 2 weeks of the passing of such Holiday. Seasonal lights and decorations may be displayed between the last week of October Thanksgiving and 2nd week of January. The ARB may limit the number and size of inflatables on any Home Owner’s Lot.

c) Contractor signs placed on lawns may only state the company’s name that is performing approved work on a Home Owner’s property.

d) Political affiliation and election campaign signs are limited to one and no larger than 2x3ft. All signs must be removed immediately at the conclusion of work or at the end of an election campaign. “No Trespassing” or signs that can be considered offensive in nature are not permitted on Home Owner’s Lots

e) Vendor supplied security and or video notification signs must be within 10 feet from entrance and be less than 1x2 feet.

f) “For Sale” signs are limited in size (4x4 ft max) and may be displayed only while the unit is on the market. However, “Open

House” signs are permitted only on those days when the open house is actually being conducted to prospective buyers.

g) Barbecue grills or other outdoor cooking equipment, trash containers, patio or other furniture, bicycles, toys, or other personal property must be kept out of view from the front of the property or street area. If equipment can't be concealed from view, a screening enclosure compatible with the property's architectural elements or vegetation must be placed to conceal it from view. Items may also be stored in an orderly and unobtrusive manner in the area between the connecting houses, concealed from view. Any enclosure plan to conceal equipment from view must be approved in writing by the ARB.

h) The Home Owner may display one approved portable, removable United States Flag and/or one official flag of the State of Florida, no larger than 4.5 x 6 feet, in a respectful manner on his or her Lot. Any homeowner may erect, with ARB approval, a freestanding flagpole no more than 20 feet high on any portion of the homeowner's property, so long as the flag and pole do not obstruct sightlines on sidewalks and streets and is not erected within or upon an easement. The flagpole must be removable in cases of extreme weather. If the United States Flag is to be displayed at night, it is recommended the flagpole be equipped with the proper mast or base lighting necessary to demonstrate that respect for the flag. Additionally, flags of the Military Branch and POW/MIA may be flown in a respectful manner, on the following: Armed Forces Day, Memorial Day, POW/MIA Day, Flag Day, Independence Day and Veterans Day. College and Sport Teams flags are allowed during game days and significant sports events (World Series, Super Bowl, and College Bowls. Etc.). Flags that can be considered offensive in nature are not permitted.

i) Ornamental flowerpots are permitted, provided that they blend into the landscape and are located in areas that do not interfere with lawn maintenance. Pots should be properly secured during windstorms as a safety precaution.

9. **Air Conditioning and Pool Equipment:** Air Conditioning equipment (condensing units, heat exchangers, etc.) must be concealed from view from the street via shrubbery, plantings or minimum height structures that blend in with the surroundings. Any pool, hot tub, or Jacuzzi outside of the house must have written ARB approval.

10. **Lanai Screen Panels:** All lanai screen panels must be uniform in color and maintained in good condition with all panels securely in place without perforations.

11. **Awnings, Shutters and Shade Devices and Storm Shutters:**

- a) Exterior awnings and shutters must blend with the color scheme of the house and be approved by the ARB.
- b) Shading devices must be attached to the home and aesthetically integral to the building. A retractable feature shall not extend more than 10 feet out from the side of the home when deployed.
- c) Removable storm shutters may be installed 10 days prior to imminent (Named) storm threats and shall be removed within 10 days after the threats have passed. Florida's hurricane season is officially between June 1 and November 30.

12 **Solar Panels:** Are permitted provided such installation shall be in accordance with the following:

- a) Panels must be roof mounted, coplanar with the roof and as unobtrusive as possible with limited visibility from the front of the house.
 - b) All elements including electrical junction boxes and piping mounted to the home shall be painted to blend with the existing structure as to color, location, and configuration. Equipment control panels (ie. Pool Filter Controls, Pool Heaters Generators, Tank less Heaters etc.) shall be screened from view of the street and neighboring properties with landscaping or approved fence/blind screening fixture.
13. **Roof Replacements:** Home Owners may replace their existing roofs with an Architectural style shingle that is an ARB approved replacement. Color, material, texture will all be considered at the time of the review process.
- a) 4-Week Construction Period Goal: In order to reduce the time that the roof underlayment (primary roofing membrane) is exposed to the elements and to minimize the visual impact and inconvenience on adjoining properties, owners are strongly encouraged to ask roofing contractors to commit to completing roof replacement project in less than four (4) weeks from start of demolition to installation of final, new roof components and arrangement of final code required inspections.
14. **Roof Repairs:** Damaged roofs must be repaired in a timely fashion. Repairs must be accomplished in a manner that is virtually indistinguishable from the unrepaired portion of the roof. It may be deemed by the ARB that after a repair has been made that a Full Section of the roof or a Complete Roof replacement is required if repairs do not meet this criterion. Painting roofs is not an acceptable method of repairing a roof.

15. **Window Treatments:** No owner shall install or maintain aluminum foil or other reflective material on any window or glass. All portions of the drapes, blinds, and other window coverings visible from the exterior of the unit must be white or an earth tone color that is compatible with the exterior color of the house as determined in the sole discretion of the ARB or other colors approved in writing by the ARB.
16. **Exterior Maintenance:**
- a) Roof and building sides must be maintained damage free and free of mold and mildew.
 - b) Driveways and walkways must be maintained damage free and free of mold and mildew.
 - c) Overgrown, damaged or dead landscaping plants and shrubs must be remedied.
 - d) Garage doors must be kept in good condition and closed when not in use.
 - e) Only those colors on the HOA color palate (Exhibit “D”) or as approved by the ARB will be approved for painting the exterior of a house.
- .
17. **Procedures for Compliance with Article 16, Exterior Maintenance:**
- a) Residents may (anonymously) advise the Property Manager, members of the ARB or members of the Association’s Board of Directors of a Home Owner’s lot or home that requires exterior maintenance items that are not in compliance with the Covenants and Restrictions or the Planning Criteria Rules and Regulations.
 - b) The Property Manager will conduct periodic inspections of the Community. If the Property Manager observes items of

non-compliance, the Property Manager shall review the item of non-compliance and check for approved requests prior to taking any action.

c) The Property Manager will issue non-compliant letters to Home Owner stipulating a required date for correction of non-compliant items. The letters will outline the consequences of non-correction.

d) The Property Manager will conduct follow-up inspections to verify that corrections are made within the stipulated time frames.

18. **Outdoor Equipment:** Communication antennas, dishes, lighting rods, weather stations, etc. must be located as unobtrusively as possible consistent with transmitter contact antennas. The size, color and type must be approved by the ARB prior to installation.
19. **Security Cameras:** Owners may install security cameras so long as the unit's exterior elements are minimally observable from the street and have a limited field of view to assure the neighbor's right to privacy.
20. **Landscaping:** ARB review and approval required for all major changes to the type of landscaping, to include Florida landscaping. In-kind landscape replacement projects such as replacing mulching, sod, damaged plants, trees, or dead bushes, flower replacement or planting grass upgrade DOES NOT require ARB review and approval.
21. **Properties along Brady Rd:** The back side of the lots along Brady Rd. each have a 20 foot buffer identified between some portion of the home and the property lot line on each Home Owner's Lot Survey. Depending on each individual Lot Survey, a portion of this buffer could sit both on the inside of vinyl fence and on the outside of the vinyl fence backing up to Brady Rd. The property on the outside of the vinyl fence is property owned by each Home Owner along Brady Rd. and it is suggested

that the appearance state is that plants be natural and non-sculptured in appearance.

- a) Submit for ARB Approval for any work being done along Brady Rd. Include a copy of the Home Owner's Lot Survey marked with the changes and additions, plant type, and locations, being made to ensure that those changes are within the Home Owner's property lines.
- b) Replacement or new landscaping vegetation, whether trees or shrubs, must follow a theme of natural and non-sculptured appearance, using indigenous varieties that grow well in the local area. Additionally, all landscaping changes should complement and maintain visual consistency with neighboring properties to ensure a cohesive and harmonious streetscape along Brady Rd.
- c) Trees needing removal must be stump-ground since they are visible and, on a public,-facing street.
- d) Mulching bed cover material for this area is standard pine straw to keep consistent with natural vegetation.

22. **Tree and Other Plant Removal:** No tree measuring four (4) inches or more in diameter at a point two (2) feet above the ground may be removed without written approval of the ARB (Trees presenting a safety hazard or impeding utility usage or access to a Home or Lot may be remedied on an emergency basis). Trees must be cut or stump ground below ground level. In the Event stump grinding possess as a safety concern to utility or structural damage, stump boring and chemical decaying methods may be deployed. No hedge-like grouping of plants exceeding four (4) feet in height shall be permitted in front of each homestead. No weeds, underbrush or other unsightly vegetation shall be permitted to grow or remain on the Lot. This Planning Criteria and Rules and Regulations Standard of Practice does not supersede any Federal, State or local laws or regulations concerning easements or land usage.

23. Acceptable Reasons for Tree and Plant Removal:

- a) Trees or other plants causing damage to structures such as buildings, driveways or walkways.
- b) Trees or other plants damaging or interfering with water, sewer, electrical or other utilities.
- c) Trees or other plants presenting a safety hazard.
- d) Trees that are diseased or substantially damaged based on assessment by a certified arborist.
- e) Dead trees or other dead plants.

*Note that the accumulation of pine needles, leaves or acorn debris is not an acceptable reason for replacement.

24. **Mulch:** Single colored mulch whose color/type has been previously used for all parcels is acceptable. Landscape bed cover: Acceptable landscape bed cover may include Mulch, Pine Straw, or Rocks.

25. Propane Gas Tanks

Propane gas tanks used for barbecue grills are limited to 20 lb. in size and must not be visible from the street in front of the lot. New large propane gas tanks used for emergency generators, stoves, cooktops, fireplaces, etc. must be installed underground in conformance with City Code requirements.

26. Gutter and Downspout Requirements:

Gutters and downspouts that are mounted on the front, sides and rear of a house and must be either white or a color uniform in nature to the colors of the house and must approved in writing by the ARB, prior to installation. Gutters and downspouts must be kept in a clean and functioning condition.

E. Operating Procedures

Initial Submission of an Exterior Change/Improvement Request:

A Home Owner requesting an exterior change or improvement must complete and submit an ARB Exterior Change Request (ECR) form to the Property Management Company for review. This form may be supplemented by additional information including plans and specifications of material and equipment to be installed. The Home Owner is responsible for obtaining any permits that may be required by any and all governmental agencies for modification and changes being requested. The ARB may request further information, including samples of proposed materials and architectural or a copy of the Home Owner's Lot Survey showing locations of changes being proposed. If the Home Owner plans to use contractors to perform any portion or all of the proposed changes, the contractors and the scope of their work must be identified. Insure that contractors have Certificates of Insurance and Workman's Compensation (See Appendix B. Exterior Change Request form and Appendix C. Notice to Contractors). The ARB form can be submitted electronically to the Property Manager's Website.

Failure to Submit an Exterior Change Request: Starting exterior changes without first receiving an approved Exterior Change Request (ECR) from the ARB will result in actions by the Property Management Company. The Association may require stoppage of work and removal of work installed in a non-compliance with the stipulations of the ARB Planning Criteria. Costs associated with removal of non-compliant work and restoration to original condition will be the responsibility of the Homeowner.

ARB Decisions: Exterior Change Requests (ECRs) submitted to the ARB that are fully compliant with the ARB Planning Criteria requirements generally will be approved and the ARB will promptly notify the homeowner via the Property Management Company. Upon approval of a request for modification the homeowner assumes all liabilities for any damages incurred as a result of this modification.

Time Frame for ARB Decisions: ARB decisions will be rendered within thirty (30) days of receipt by the ARB of the ECR and any additional information. The ARB may request additional information and delay approval pending the submission of additional information. In the event additional information is requested, the timeline for the ARB decision is thirty 30 days from receipt of the additional information.

Appeal of ARB Decisions: Home Owners may appeal ARB decisions to the Association Board of Directors. The procedure for an appeal is as follows:

- a) Within ten (10) days of receipt of the written ECR ARB's decision to disapprove, the Home Owner can submit a written request for an appeal hearing to the Property Manager. The written request must include a copy of the Exterior Change Request form, the full response from the ARB, and the applicant's basis for the appeal with the specific approval being sought.
- b) The Property Manager will notify the ARB of the appeal hearing request and will schedule a hearing meeting with the Association Board of Directors, the ARB, and the Home Owner a minimum of ten (10) calendar days from notification of the appeal to prepare briefing material.
- c) The ARB shall initiate the appeal hearing by presenting the reason(s) for their decision in both a verbal and written form.
- d) The Home Owner will then have the opportunity to present the reasons for their appeal as well as the specific approval they seek.

- e) Upon hearing both sides of the question, the Association Board of Directors shall proceed to vote to either sustain the ARB position, grant the homeowner's request, or approve an alternative for consideration. If the Association Board of Directors fails to reach a decision within thirty (30) days of the date of the hearing, the decision of the ARB shall govern.
- f) The Exterior Change Request (ECR) form will be amended to document the Association Board of Directors decision, and the Home Owner will be obliged to act in accordance with the final ruling.

Open Meeting Requirements: Florida statutes require ARB meetings be open to the community membership. This imposes a significant impediment to the ARB's ability to render timely responses, particularly in the off-season when some committee members may not be in Florida. The ARB shall adhere to the following procedure:

ECRs submitted to the ARB that are fully compliant with the ARB Planning Criteria generally will be approved at the next ARB meeting as long as quorum is available, and the applicant is notified of the approval.

ECRs that are rejected for non-compliance or are conditionally approved may be referred to the Association Board of Directors for review and disposition.

Monitoring of Approved Projects: Approved projects will be monitored for conformity with the ARB approval decision. Compliance with the requirements on activities of independent contractors as indicated in this Planning Criteria. The ARB or a Home Owner can bring to the attention of the Property Manager concerns with the work being conducted and an investigation will be performed. Any unauthorized variations must be corrected. Failure to do so may result in a "stop work" directive from the Property Manager and if necessary, by the Association Board of Directors.

Permits: Home Owners are responsible for obtaining any permits from any and all governmental agencies pertaining to any projects involving their Lots, Units or Landscaping on Riley Oaks.

Timely Completion of Projects: Projects must be completed in a timely fashion as provided on the ECR form. The ARB reserves the right to reject requests that, in its judgement, are excessive in duration or, in cases involving damage repair, are not initiated in a timely fashion. With the approval of the Association Board of Directors, special exceptions may be granted for time extensions to make repairs necessitated by unusual conditions such as severe weather events.

APPENDIX A: Authority of the Community Association and the ARB

1. Riley Oaks Homeowners Association, Inc. is a Florida Home Owners' Association authorized by Florida Statute 720, The Home Owners Associations Act. Paragraph 720.3035 of the Act permits an association or a committee of the association to "review and approve plans and specifications for the location, size, type, or appearance of any structure or other improvement on a parcel or enforce standards for the external appearance of any structure or improvement located on a parcel only to the extent that authority is "specifically stated or reasonably inferred as to location, size, type, or appearance in the covenants or other published guidelines and standards authorized by the declaration of covenants."
2. The authority of the Association is restricted to parcels/lots. A "parcel" is defined in the Act. The statute specifies, among other requirements, that a parcel be a subdivision of real property that can be separately bought and sold, and the Home Owner must be a member of the Association and obligated to pay assessments to the Association.
3. The Association's Covenants 7.2 authorize the Association Board of Directors to appoint an Architectural Review Board (ARB).
4. This Planning Criteria establishes the Association's guidelines and standards, the ARB's enforcement and approval process and Home Owner's right to a review by the Association Board of Directors the ARB decisions.
5. The Covenants provide that "Except for direct replacements of items installed by Developer as part of the Work, the ARB's prior approval is required for any and all changes (including color changes), alterations, additions, reconstruction, improvements, or

attachments of any nature whatsoever to the exterior of any Lot or Unit within the Property unless structure, use, or activity is expressly permitted by the ARB's promulgated rules and regulations.

6. Section 7.3 of the Covenants provides that "the ARB has full authority to regulate the use and appearance of the exterior of the Property to: a) assure harmony of external design and location in relation surrounding buildings and topography;" Further, the Section provides that such approval will be based upon whether the "improvements will be consistent with the Architecture of the buildings in the Association and similar to other improvements previously allowed."

APPENDIX B: Exterior Change Request Form**RILEY OAKS HOMEOWNERS ASSOCIATION EXTERIOR
CHANGE REQUEST (ECR)/ARB form**

This ECR form is to be completed by the Owner for any exterior changes, alterations, or construction on any homeowner's lot. The ECR can be submitted electronically via the Property Managers Website.

Riley Oaks Covenants require approval by the Association, acting through the ARB, be obtained prior to any work beginning. Some examples of projects requiring preapproval are construction, dumpsters, pools, spas, awnings, shutters, storm shutters, alterations, changes of exterior color of unit, roof replacement, driveway coatings (excluding sealants), mounted exterior lighting changes, accent lighting, flagpoles, tree removal including stump grinding, changes to new types of landscaping, ground elevations or grade changes, or any other change to the exterior of your property. Please see the ARB Planning Criteria requirements.

LOCATION OF PROPOSED PROJECT

Name _____ email: _____

Address _____

Phone _____ Date: _____

DESCRIPTION OF PROPOSED PROJECT:_____

Commencement Date _____

Completion date _____

TO ACCOMPANY THIS FORM:

- Blueprints for new construction and/or additions
- Plot plan of Lot, showing location of proposed changes or additions
- Diagram of proposed structural changes, dimensions and color must be noted on the plan.
- For re-roofing, include proposed material and color, with sample for ARB approval.
- If re-painting, identify proposed colors from HOA Color palette, with trim colors indicated.
- The Property Owner needs to identify any Permits or Permissions required for the proposed work. The Property Owner is responsible for obtaining all required Permits and Permissions, in writing, prior to starting any work. The Property Owner is responsible for any and all inspections required during the process to continue to complete work

RETURN COMPLETED FORM TO: Property Manager, attention: Riley Oaks ARB.

ARB DECISION: Approved _____ Denied _____

Comments _____

ARB CHAIR _____ Date _____

This section reserved for Owner's appeal of ARB decision only.

Board of Directors, Appeal of Decision:

Approved _____ Denied _____ Date _____

APPENDIX C: NOTICE TO CONTRACTORS

1. Work is permitted within the Riley Oaks Community as follows:
Monday through Saturday: 8:00 AM to 6:00 PM
Sunday and Holidays: No work without prior approval is permitted.
Exceptions may be granted for unusual circumstances or emergencies with the approval of the Board of Directors, ARB or Property Manager.
2. Parking of contractor vehicles must be on one side of the road only and in such a manner as to not obstruct normal traffic as well as emergency vehicles.
3. Loud noise, voice or audio equipment, is not permitted at any time.
4. Dumpsters and construction equipment must be located entirely on the owner's property. Placement of dumpsters must be approved in advance via submittal of an Exterior Change Request (ECR). Dumpsters must be removed within 2 weeks after being placed. (Contractors may install a new dumpster for a 2-week duration more than once during a project).
Construction equipment must be removed promptly when no longer required to perform work.
5. All work sites must be left neat, orderly and clean at the end of each day. All leftover food and food packaging must be removed each day.
6. The Home Owner having the work done is accountable and must restore any damage caused by contractor's activities to the conditions that existed prior to starting work (e.g., damaged turf, landscaping, concrete curbing, gutter, etc.) by restoring to match adjacent, undamaged conditions.
7. All chemicals must be stored in a secure location and not comingled in a way that could create a hazardous environment. (Example. Chlorine with Ammonia or Acetone and Sulfuric Acid)

8. All work must be in compliance with local, county, state, and federal regulations and permits must be obtained prior to commencement of work where required.
9. Work shall not begin until all necessary materials are available for use (e.g., removing existing roof before replacement roof materials are available) and all permits and licenses are approved. Work, once started, must continue with sufficient manpower so as to conclude within the time period approved via the “Building and Exterior Change Request” form approved by the ARB for the project. Any exceptions require prior ARB approval.
10. The maximum speed limit in Riley Oaks is 15 miles per hour.

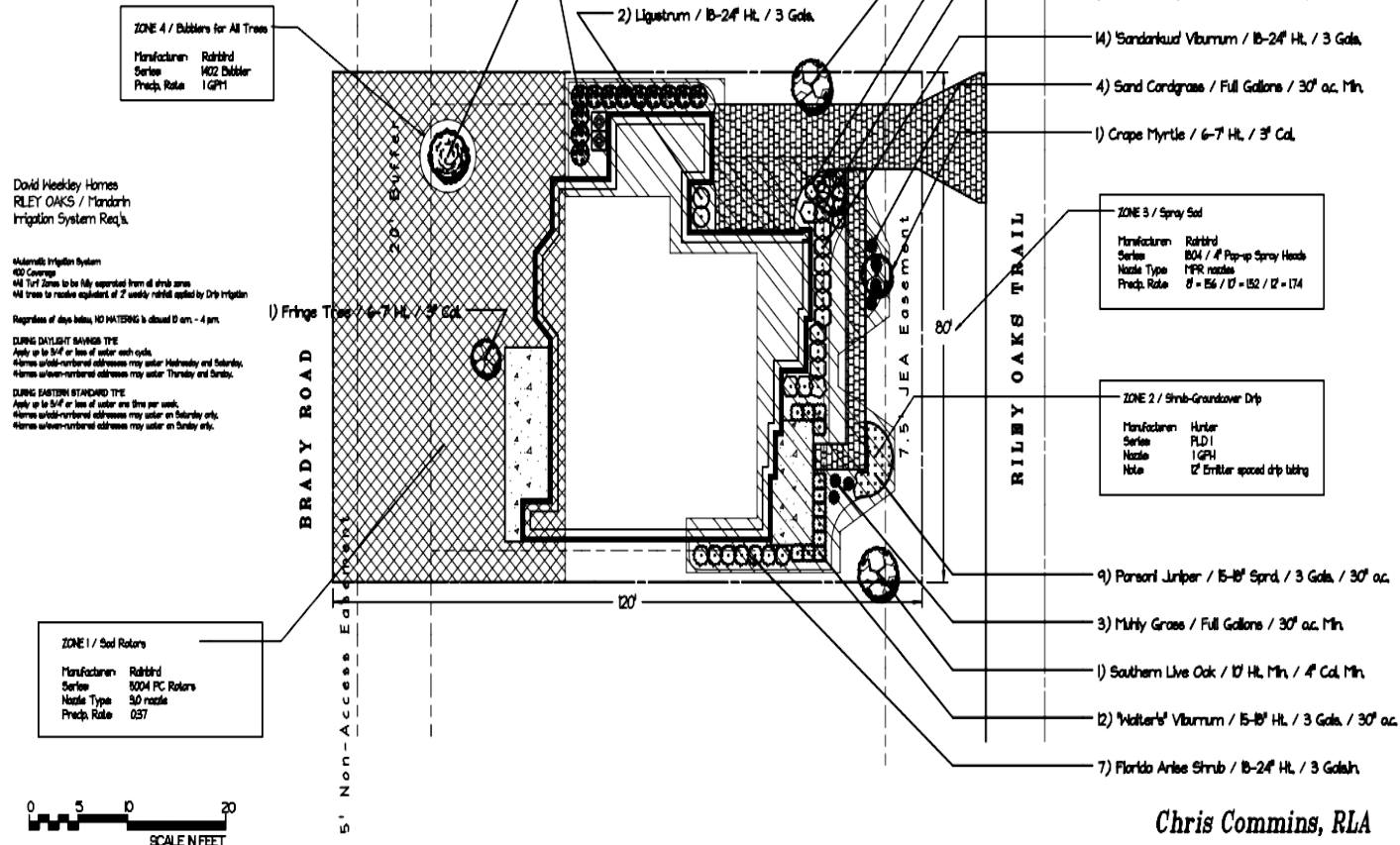
APPENDIX D: HOA COMMUNITY COLOR PALATE - Color Palate Guide applicable to original design of paint colors for all parcels of the community.



Riley Oaks Exterior
Paint Color Schemes.pdf

APPENDIX E: LANDSCAPE MATRIX GUIDE - Landscape Matrix Guide applicable to original landscaping design for parcels of the community.

NOTE: Minimum of 50 per cent Native Plant material to be utilized.

[illegible]

Chris Commings, RLA

A circle with a shaded sector. The central angle is labeled α .



Exhibit E - Riley Oaks
Landscape Matrix.pdf