

Hidden Hills Country Club Estates Homeowners Association, Inc.
Architectural Review/Covenants Committee

DESIGN GUIDELINES

This packet includes:

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- COVENANT ENFORCEMENT PROCEDURES
- COMMUNITY ASSOCIATION GUIDELINES
- REQUEST FOR MODIFICATION REVIEW FORM

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Guideline No. 2	Exterior Decorative Objects, Front Porch Flowers, Lighting, Etc.
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APPLICATION INFORMATION

1. The following exterior modifications, and only these modifications, do not require a Request for Modification Review Form ("Form") to be submitted if certain conditions are met:

- Patios (Guideline 1)
- Exterior Lighting and Flag Poles (Guideline 2)
- Garden Plots (Guideline 3)
- Play Equipment (Guideline 4)
- Basketball Goals (Guideline 5)
- Children's Wading Pools (Guideline 6)
- Ornamental Trees and Shrubbery (Guideline 8)

2. A complete Form must be submitted through the Covenants Committee for all other types of modifications. The verbal approval of any sales agent or association representative is not sufficient. All modification approvals must be in writing. When plans are required, they must be submitted with the Form. A Form is attached to these guidelines. Additional Forms are available from the management office or the Covenants Committee.

3. The Covenants Committee ordinarily meets once a month. Owners generally receive a response to their request within ten days after the meeting at which the request is considered.

COVENANT ENFORCEMENT PROCEDURES

1. Apparent covenant violations - as reported by any source - must be submitted in writing to the Covenants Committee to be referred for appropriate action.

2. If a violation cannot be resolved by the Covenants Committee, the matter will be referred to the Board of Directors, who will send a letter requesting compliance and/or submissions for approval.

3. If necessary, follow-up correspondence requesting immediate action will be sent. Possible sanctions include: (i) suspension of the right to vote; (ii) suspension of the right to use the recreational facilities; or (iii) recordation of notice of covenant violation with the superior court; (iv) imposition of a fine on a per violation and/or per day basis; (v) commencement of legal procedures; (vi) correction of the violation by the association with all costs charged to the violator; and/or (vii) filing a lien for all fines and costs to correct the violation.

COMMUNITY ASSOCIATION GUIDELINES

GUIDELINE NO. 1

Patios and Walkways

1. Submission of a form for a patio is not required if:
 - (i) The patio does not extend beyond the sidelines of the house and does not extend to within 10 feet of side property lines; and
 - (ii) The patio does not exceed 6 inches above ground level at any point.
2. Submission of a Form for a walkway is not required if the walkway is located in the rear yard and:
 - (i) The walkway does not extend beyond the sidelines of the house and does not extend to within 10 feet of side property lines; and
 - (ii) The walkway does not exceed 4 inches above ground level at any point.
3. A Form must be submitted for patio covers, trellises, permanent seating, railing and other items not enumerated above.

GUIDELINE NO. 2

Exterior Decorative Objects. Front Porch Flower Pots. Lighting. Etc.

1. A Form must be submitted for all exterior decorative objects, both natural and manmade, except as specified below.
2. Exterior decorative objects include items such as bird baths, wagon wheels, sculptures, fountains, pools, antennas, flower pots, free-standing poles of all types, flag poles, and items attached to approved structures.
3. Except as provided below, a Form must be submitted for all exterior lights or lighting fixtures not included as a part of the original structures. A Form is not required if lights meet the following criteria:
 - (i) Lighting does not exceed 12 in height;
 - (ii) The number of lights does not exceed 10; and
 - (iii) All lights are low voltage (maximum 12 volts), non-glare type and located to cause minimal visual impact on adjacent properties and streets.
4. A form is not required to be submitted for a single flag pole staff attached to the front portion of a house.

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5. Front doors and entry area decorations must be tasteful and in keeping with the style and colors of the house. Plants and flowers in pots must always be neat and healthy. Neatly maintained front porch flower pots (maximum of 4) that match exterior color containing evergreens/flowers do not require submission of a Form.
6. Objects will be evaluated on criteria such as the site, proportion, color and appropriateness to surrounding environment.

GUIDELINE NO. 3

Garden Plots

1. A Form must be submitted for garden plots unless all of the following conditions are met:
 - (i) The plot is located behind rear line of house;
 - (ii) The size of the plot is limited to 150 square feet or 1/4 of the rear lot, whichever is smaller; and
 - (iii) The maximum height of plants is less than 4 feet.
2. All garden plots must be located behind the rear line of the house with the exception of cluster houses, houses set on lots at angles and houses on corner lots. These will be considered on an individual basis when a Form is submitted.

GUIDELINE NO. 4

Play Equipment. Play Houses and Tree Houses

1. Except for lots adjacent to a lake, the Form is not required to be submitted for play equipment if the play equipment is located: (i) within the extended sidelines of house (ii) in the rear yard; (iii) within the screened fenced area of the rear of the house, if yard is fenced; and (iv) such that it will have a minimum visual impact on adjacent properties.
2. Metal play equipment, exclusive of wearing surfaces (slide poles, climbing rungs, swing seats, etc.) will generally be required to be painted to blend into the surrounding environment (earth tone colors comparable to dark green or brown).
3. A baseball backstop or similar item is not play equipment and must comply with the fence guidelines.

Play Houses

1. A Form must be submitted for all play houses and tree houses.

2. Play houses and tree houses must be located where they will have a minimum visual impact on adjacent properties. In most cases, material used must match existing materials of the home and the tree house/play house may not be larger than 100 square feet.

GUIDELINE NO. 5

Basketball Goals

1. A Form is not required to be submitted if all of the following requirements are met: (i) goal backboard is perpendicular to primary street; (ii) backboard is white, beige, clear or light gray; (iii) post is painted black; and (iv) written approval of any neighbor who may be impacted by play is obtained.
2. If freestanding or portable, one rectangular guideline surrounding the hoop is permissible.

GUIDELINE NO. 6

Private Pools

1. A Form is not required to be submitted for children's portable wading pools (those that can be emptied at night) that do not exceed 18 inches in depth and whose surface area does not exceed 36 square feet.
2. Above-ground pools are prohibited.
3. A Form must be submitted for all in-ground pools.
 - (i) Appearance, height, and detailing of all retaining walls must be consistent with the architectural character of the house. Some terracing may be acceptable.
 - (ii) Preferred privacy fencing for lots with pools or spas consists of a cedar shadow box design and a maximum 6 feet height, except for golf course lots.
 - (iii) Maximum pool area - 1,000 Sq. Ft.
 - (iv) Glaring light sources that can be seen from neighboring lots may not be used.
 - (v) Landscaping enhancement of the pool area and screening with landscaping is required.
4. A Form must be submitted for exterior hot tubs and must be screened from adjacent properties and streets.

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GUIDELINE NO. 7

Fencing

1. The original design concept of Hidden Hills promotes a feeling of open space; therefore, fencing is not generally encouraged. A Form must be submitted for all fencing.
2. Chain link fences are prohibited.
3. All Forms must include the following information:
 - (i) Picture or drawing of fence type.
 - (ii) The maximum height may not exceed 6 feet.
 - (iii) Color - The fence must be natural or painted to match exterior color.
 - (iv) Site Plan - A site plan denoting the location of the fence must accompany the Form. Fences shall not be located closer to any street than the rear edge of the home. However, on corner lots, the fence shall not be closer to any side street than the building line of lot.
 - (v) Crossbeam - Crossbeam structure shall not be visible from any street (must face inside toward yard).
4. A Form must be submitted for all dog runs. Dog runs must meet all fence guidelines.
5. If other fencing exists on the property, fencing for dogs must be of the same type.
6. Interior Lots:
 - a. 16" square masonry columns/posts of brick or stucco to match house
 - b. Maximum spacing of 24 feet.
 - c. Maximum fence height is six feet.

Golf Course Lots:

- a. Iron or aluminum fence.
- b. Color – black.
- c. Maximum height is four feet.

GUIDELINE NO. 8

Exterior Landscaping and Maintenance

1. A Form is not required for ornamental trees and shrubbery. However, a Form must be submitted for screen planting (row or cluster style) and property line plantings.

2. Each owner is responsible for removal of debris, clippings, etc. from the property line to the center of the street. All planting areas should be properly maintained at all times, and, after the first frost, all affected material should be removed. At the end of the growing season, all dead plants should be removed. It is suggested that the bare earth be covered with straw, mulch or similar cover to prevent soil erosion.
3. Forms must include a description of the types and sizes of trees or shrubs to be planted and a site plan showing the relationship of plantings to the house and adjacent dwellings.
4. Landscaping should relate to the existing terrain and natural features of the lot, utilizing plant materials native to the Southeastern United States. The amount and character of the landscaping must conform to the precedent set in the surrounding community.
5. The preferred landscape bed edging is a neat 4' 6" deep trench. Other edging, if used, must be flush with the ground and be of a uniform type.
6. Each owner shall keep his lot and all improvements thereon in good order and repair including, but not limited to, seeding, watering, mowing, the pruning and cutting of all trees and shrubbery and the painting or other appropriate external care of all buildings and improvements. This should be done in a manner and with such frequency as is consistent with good property management and the precedent set in the surrounding community.
7. Outdoor storage of garden tools and hoses must be screened from view and kept behind shrubs. Any tools or items stored under a back deck or porch must also be screened from view.

GUIDELINE NO. 9

Firewood

1. Firewood stacks are to be maintained in good order and must generally be located within the sidelines of the house and in the rear yard in order to preserve the open space vistas.
2. Woodpile coverings are allowed only if the cover is an earth tone color and the woodpile is screened from the view of street. For example, a tarp-covered woodpile may be located under a deck with shrubs planted around it.

GUIDELINE NO. 10

Decks

1. A Form must be submitted for all decks.
2. The Form must include:
 - (i) A site plan denoting location, dimensions, materials and color;

- (ii) In most cases, the deck may not extend past the sides of the home;
 - (iii) Materials must be cedar, cypress, or No. 2 grade or better pressure treated pine; and,
 - (iv) Color must be natural or painted to match exterior color of home.
3. Vertical supports for wood decks must be a minimum 6 x 6 inch wood posts or painted metal poles, preferably boxed in as to appear to be 6 x 6 inch wood posts.
 4. The following, without limitation, will be reviewed: location, size, conformity with design of the house, relationship to neighboring dwellings, and proposed use.
 5. Owners are advised that a building permit may be required for a deck.

GUIDELINE NO. 11

Exterior Building Alterations

1. A Form must be submitted for all exterior building alterations. Building alterations include, but are not limited to, storm doors and windows, construction of driveways, garages, carports, porches, room additions, and exterior painting (both existing and new colors) to the home.
2. The original architectural character or theme of any home must be consistent for all components of the home. Once the character is established, whether it is traditional, contemporary, etc., no change may alter that character.
3. A paint application requires the following information:
 - (i) Paint sample (3" x 5") or picture of paint color used in or approved for this community. The address of the home where color has been approved must be identified.
 - (ii) Area of home to be repainted.
 - (iii) Photograph of your home and homes on either side (in most cases, adjacent homes cannot be painted the same colors).
 - (iv) \$500 deposit is required.
4. Storm windows and doors must be made of anodized bronze or anodized aluminum with baked enamel finish compatible with the primary and trim colors. The Form must contain the following information:
 - (i) Picture or drawing of all windows/doors on which storm windows/doors will be installed;
 - (ii) Picture depicting style of storm window/door to be installed; and

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(iii) Color.

5. If County authorities make any changes to the plans as approved by the Covenants Committee, the owner must submit such changes for approval prior to commencing construction.
6. A Form must be submitted for all tennis courts. Lighted courts (other than the community courts) are prohibited.
7. Detached buildings will be considered only for lots of 1 acre or more. If the lot contains less than 1 acre, only attached storage will be considered.
8. Owners are advised that a building permit will be required for certain exterior building alterations.
9. A Form must be submitted for all doghouses. All doghouses must be located where they will have minimum visual impact on adjacent properties.

GUIDELINE NO. 12

Vehicles and Parking

1. No boat, trailer, camper or recreational or any other type vehicle may be parked or stored in open view on residential property for longer than a 24-hour period.
2. All cars parked in open view and not in a garage must be operable and may not be unsightly.
3. No vehicle may be parked on any yard. As a general rule, parking of vehicles on the street is prohibited. Temporary parking (four hours or less) is allowed if not a nuisance to neighbors or impediment to traffic flows. Homeowners are responsible for guest parking and must ensure that guests park in a safe manner and do not impede access to other driveways and traffic.

GUIDELINE NO. 13

Satellite Dishes

1. Satellite dishes of 36" or less in diameter are allowed, provided they are shielded from view from the street or neighboring houses.
2. In the event the dish cannot be shielded with shrubs, the dish must be painted to blend in with the house or roof.

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REQUEST FOR MODIFICATION REVIEW

Name _____ Date _____

Address _____ Home Phone _____

City/State/Zip _____ Office Phone _____

Lot/Block _____ Hidden Hills Country Club Estates

Please provide the Architectural Review Committee (ARC) with all information necessary to evaluate the request thoroughly and quickly. **Requests must include, without limitation**, the following information: site plan (including all dimensions), color sample (as applicable), detailed description of request, list of materials, pictures (if applicable), and any other information as specifically required below or as required by the Design Guidelines approved for the community.

Effective June 7, 2006, a \$500 refundable deposit is required for all exterior modifications listed below. The deposit must be submitted with the application; any application received without the deposit will be deemed incomplete. The deposit check will be deposited into the association’s bank account and held until the project is completed and reviewed by the Committee. The deposit will be returned provided that the project is completed as approved and the Covenants and Restrictions are followed.

Description of Modification Requested:

Estimated Start Date _____ Estimated Completion Date _____

<p>Acknowledgment of Adjacent Homeowners (all homeowners sharing common boundary line): This acknowledgement will be considered by the Architectural Review Committee but will not be binding upon the ARC. No application will be considered unless this section is completed.</p>			
Signature _____	Lot (____)	Approve (___)	Disapprove (___)
Signature _____	Lot (____)	Approve (___)	Disapprove (___)
Signature _____	Lot (____)	Approve (___)	Disapprove (___)

Under each of the most common headings below, all the items listed must be submitted or are elements required. Please refer to the applicable guidelines for other necessary information required for modification such as detached structures, outdoor play equipment, pools, tennis courts, etc.:

It is the Homeowners responsibility to submit for application of modification and approval. Upon receiving the approval the ARC will update an ARC approval log located that the guard gate has access to. This access log will allow for access to the property for a specific period of **“Permit”** time for a specific **“Trade or Sub –Contractor”**. Once this time period is exhausted an extension is required in writing by the Home Owner to the ARC. **Permit** times are notated to the right of each category.

PLEASE NOTE:

Gaining access to HHCCE by a trade or sub-contractor is a privilege and is managed by the HHCCE Board of Directors, Architectural Review Committee and the Security Company within the Guard gate. The approval / access process is for the protection of your 500 plus Hidden Hills Home Owners and their personal and property safety.

We thank you in advance for being courteous and understanding.

Trucks Requiring ARC approved access Passes

- Cement Trucks - Roofing Material Trucks - 18 Wheeled Landscaping Trucks
- Heavy Equipment Trucks - Well Drilling Equipment Trucks - Screen Enclosure Material Trucks
- Fencing Trucks - Trucks pulling Bobcats, small Loaders - Construction Material Trucks
- Tree Removal Trucks - Stump Grinding Trucks - Window Trucks

_____ Patio, Walkway or Driveway modification (5 Day permit)

- _____ Professional Lot survey denoting location
- _____ List of materials to be used (Concrete, Pavers etc.)
- _____ Decorative patterns or colors requested for approval

_____ Tree Removal (3 Day Permit)

- _____ Lot survey / Site plan denoting what trees are being requested for removal.
- Any tree over 6 inches in diameter requires ARC approval for removal
- All trees removed require stump grinding
- All stumps ground need final landscaping with either sod or landscape beds
- Home owner intentions needs notated on the comment section below.

_____ Landscape modifications / Garden plot (5 Day Permit)

- _____ Location of Landscape modification identified on Lot Survey
- _____ Detailed list of plants to be installed in each location (picture, growing height and exposure tolerance)
- _____ List, description and location of any landscape building materials being utilized (landscaping stones, edging materials, planter beds, fountains)
- _____ Size of garden / identified on Lot Survey (picture, growing height and exposure tolerance)
- _____ Type of vegetable plants to be grown (picture, growing height, exposure tolerance)

_____ Rock or Artesian Well Installation (3 Day permit)

- _____ Location of Well Point located on Lot Survey/Site Plan
- _____ Well equipment hiding wall (must be made of same material/ color of home)
- _____ Home owner to provide HHCCE with a certified copy of drill depth for deposit refund
- _____ Landscape repairs (sod, landscape beds etc.) as required

_____ Private Pool (120 Day Permit)

- _____ Computer drafted drawing of pool type.
- _____ Dimensions (maximum size 1,000 square ft.)
- _____ Mar cite Color (must be blue or white).
- _____ Lot Survey / Site plan denoting pool and equipment location and applicable set backs

(Please note – Screen enclosure / fence setbacks vary on golf course lots and will not be granted a variance by the ARC nor the BOD. Fencing or a screen enclosure for pools is required by City/County regulations. All such plans must be reviewed and approved by the ARC.)

- _____ Type of lighting source / fountains / spas (if applicable).
- _____ Landscape Plan --- denoting a detailed list of plants to be installed in each location (picture, growing height and exposure tolerance)
- _____ Pool Equipment hiding wall (must be made of same material/ color of home)
- _____ Pool deck material (cool deck, pavers etc.) provide sample color and pattern

_____ Screen Enclosure (5 Day Permit)

- _____ Computer drawing of Enclosure
- _____ Cross section of attachment details to home
- _____ Lot Survey / Site plan denoting location and applicable set backs

(Please note – Screen enclosure setbacks vary on golf course lots and will not be granted a variance by the ARC or the BOD)

_____ Fencing (5 Day Permit)

- _____ Picture or drawing of fence type and material preference (wood or metal)
- _____ Site plan denoting location (fence may not be located closer to any street than rear edge of home. On corner lot, fence may not be closer to side street than building line of house. Please use copy of Lot survey/ Site plan)
- _____ Wood Fencing (4ft or 6ft) - crossbeam structure must not be visible from any street (must face inside toward yard). Materials must be cedar, cypress or No. 2 grade or better pressure-treated pine. All nails, screws or fasteners shall be aluminum or hot-dipped galvanized.
- _____ WOOD FENCING IS NOT ALLOWED ON GOLF COURSE or CORNER LOTS!
- _____ Black aluminum / wrought iron 4ft is allowable on any lot.
- _____ **Fence setbacks vary on golf course lots and will not be granted a variance by the ARC nor the BOD**

_____ Exterior Building Alterations (5 Day Permit)

- _____ Paint sample of body, trim and door of home
- _____ Manufacturer Name, Paint #
- _____ Address of home
- _____ Color Change ---- YES or NO
- _____ Areas of home to be repainted.
- _____ Photograph of your home plus homes on either side (adjacent homes cannot be painted the same colors)

_____ Roof Shingle Replacement (5 Day Permit)

- _____ Sample of Shingles
- _____ Manufacturer Name, Product #
- _____ Address of home
- _____ Color Change ---- YES or NO
- _____ Eave Drip Replacement ----- YES or NO.
- _____ Color Change ---- YES or NO
- _____ Eave Drip Replacement ----- YES or NO.
- _____ Photograph of your home plus homes on either side

_____ Chimney Caps/Windcreens (3 Day Permit)

- _____ Picture or drawing of Chimney cap to be installed
- _____ Address of home
- _____ Paint sample
- _____ Manufacturer Name, Paint #

_____ Windows/ Storm Doors (5 Day Permit)

- _____ Picture or drawing of all windows/doors on which storm windows/doors will be installed.
- _____ Picture depicting style of window/ storm door to be installed.
- _____ Color (window/door trim must be baked enamel and color must be compatible with primary and trim colors).
- _____ Location of addition and size of lot.
- _____ Size, color, and detailed architectural drawing of addition.
- _____ Materials (material used must match existing materials of home). Building permit (if required).

_____ Play Houses / Play Equipment (3 Day Permit)

- _____ Location (must have minimum visual impact on adjacent properties)
- _____ Size and Sketch (limited to an area not to exceed 100 square feet)
- _____ Play equipment must be made of Cedar or Pressure Treated Wood (Playhouse material used must match existing materials of home)
- _____ ***Either must be located behind rear corners of home**

_____ Satellite Dishes (1 Day Permit)

- _____ Survey or other plan showing location of dish.
- _____ Indicate size of dish, not to exceed 24 inches.
- _____ Indicate manner in which dish will be shielded from view from street and neighboring houses.
- _____ In the event that the dish cannot be shielded due to reduced signal, a letter from the satellite provider outlining the acceptable locations is required.)

_____ Exterior Decorative Objects, Front Porch Flower Pots, Lighting Etc.(3 Day permit)

- _____ Description of object _____
- _____ Location and picture or sketch of object

_____ Miscellaneous (request for a modification that is not addressed above)

- _____ _____
- _____ _____
- _____ _____

