

**RULES AND REGULATIONS**  
**HIDDEN HILLS COUNTRY CLUB ESTATES HOMEOWNERS ASSOCIATION**

The Board of Directors (**Board**) of the HHCCE Homeowners Association (**Association**) has the right to adopt rules and regulations clarifying the Covenants of the Association, in order to protect and enhance community property values and maintain the quality of the neighborhood. The Board also has the authority to establish the Fining Policy to enforce these regulations.

**A. ARCHITECTURAL MODIFICATION TO RESIDENCE AND/OR PROPERTY**

The Architectural Review Committee (**ARC**) has the right and responsibility to review any changes made to existing property as well as approving any new construction. A resident must submit an ARC Application Form (**Form**) for any proposed changes as listed below.

**1.0 Patios and Walkways**

- 1.1 Submission of a Form for a Patio is not required if:
  - a. The patio does not extend beyond the sidelines of the house and does not extend to within 10 feet of the side property line; and
  - b. The patio does not exceed 6 inches above ground level at any point.
- 1.2 Submissions of a Form for a walkway is not required if the walkway is located in the rear yard and:
  - a. The walkway does not extend beyond the sidelines of the house and does not extend to within 10 feet of the side property line: and
  - b. The walkway does not exceed 4 inches above the ground at any point.
- 1.3 A Form must be submitted for patio covers, trellises, permanent seating, railings and other items not enumerated above.

**2.0 Exterior Decorative Objects: Front Porch Flower Pots, Lighting, Etc.:**

- 2.1 A form must be submitted for all exterior decorative objects, both natural and man-made, except as specified below.
- 2.2 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.
- 2.3 Except as noted below, a Form must be submitted for all exterior lights or lighting fixtures not included as part of the original structures. A Form is not required if the lighting meets the following criteria:
  - a. Lighting does not exceed 12 inches in height.
  - b. The number of lights does not exceed 10; and
  - c. All lights are low voltage (maximum 12 volts), non-glare type and are located to cause minimal visual impact on adjacent properties and streets.
- 2.4 A Form is not required to be submitted for a single flag pole attached to the front portion of a home.
- 2.5 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.

- 2.6 Objects will be evaluated on criteria such as the site, proportion, color, and appropriateness' to surrounding environment.

### **3.0 Gardens**

- 3.1 A Form must be submitted for garden plots unless all of the following conditions are met:

- a. The plot is located behind rear line of house;
- b. The size of the plot is limited to 150 square feet or ¼ of the rear lot, whichever is smaller; and
- d. The maximum height of plants is less than 4 feet.

### **4.0 Play Equipment, Play Houses and Tree Houses:**

- 4.1 Except for lots adjacent to the lake, the Form is not required to be submitted for play equipment if the play equipment is located:

- a. Within the extended sidelines of the house and in the rear yard;
- b. Within the screened/ fenced area of the rear of the house, if the yard is fenced; and
- c. Such that it will have minimum visual impact on adjacent properties.

- 4.2 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).

- 4.3 A baseball backstop or similar item is not play equipment and must comply with the fence guidelines.

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

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

### **5.0 Basketball Goals:**

- 5.1 A Form is not required to be submitted if all of the following requirements are met:

- a. Goal backboard is perpendicular to primary street;
- b. Background is white, beige, clear, or light gray and the post is painted black; and
- c. Written approval of any neighbor who may be impacted by plat is obtained.

- 5.2 If freestanding or portable, one rectangular guideline surrounding the hoop is permissible.

### **6.0 Private Pools**

- 6.1 A Form is not required to be submitted for a children's portable wading pool (those that can be emptied and stored out of view at night) that does not exceed 18 inches in depth and whose surface area does not exceed 36 square feet.

- 6.2 Above ground pools are prohibited.

6.3 A Form must be submitted for all in-ground pools.

- a. Appearances, height and detailing of all retaining walls must be consistent with the architectural charter of the house. Some terracing may be acceptable.
- b. Preferred privacy fencing for lots with pools or spas consist of a cedar shadow box design with a minimum height of 6 feet.
- c. Maximum pool area-1,000 sq. feet.
- d. Glaring light sources that can be seen from neighboring lots may not be used.
- e. Landscaping enhancement for the pool area and screening with landscaping is required.

6.4 A Form must be submitted for exterior hot tubs and they must be screened from adjacent properties and streets.

## **7.0 Fencing:**

7.1 A Form must be submitted for all fencing. The original design concept of Hidden Hills promoted a feeling of open space; therefore, fencing is not generally encouraged.

7.2 Chain link fences are prohibited.

7.3 All Forms must include the following information:

- a. Picture or drawing of the fence type.
- b. Height. The maximum height may not exceed 6 feet.
- c. Color. The fence must be natural or painted to match exterior color.
- d. 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 house. However, on corner lots, the fence shall not be closer to any side street than the building line of lot.
- e. Crossbeam. Any crossbeam structures shall not be visible from any street(must face inside toward the yard).

7.4 A Form must be submitted for all dog runs. Dog runs must meet all fence guidelines. If other fencing exists on property, fencing for the dog run must be of same type.

7.5 Allowable Fence Construction Type.

### Interior Lots

- a. Wood with 16 inch square masonry columns/posts of brick or stucco to match house.
- b. Maximum spacing of columns is 24 feet.
- c. Maximum fence height is 6 feet.

### Golf Course Lots:

- a. Fence will be iron or aluminum.
- b. Color will be black.

- c. Maximum height will be 4 feet.

## **8.0 Exterior Landscaping**

- 8.1 A Form is not required for ornamental trees and shrubbery. However, a Form must be submitted for screen plants (row or cluster style) and property line planting.
- 8.2 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 planting to the house and adjacent dwellings.
- 8.3 Landscaping should relate to the existing terrain and natural features of the lot, utilizing plant material native to the Southern United States. The amount of character of the landscaping must conform to the precedent set in the surrounding community.
- 8.4 The preferred landscape bed edging is a neat 4 to 6 inch deep trench. Other edging, if used, must be flush with the ground and be of a uniform type.

## **9.0 Decks:**

- 9.1 A form must be submitted for all Decks.
- 9.2 The form must include the following:
  - a. A site plan demoting location, dimensions, materials and color.
  - b. In most cases, the deck may not extend past the sides of the house.
  - c. Materials must be cedar, cypress or No. 2 grade or better pressure treated pine; and
  - d. Color must be natural or painted to match the exterior color of home.
- 9.3 Vertical supports for wood decks must be a minimum 6x6 inch wood posts or painted metal poles, preferably boxed in as to appear to be 6x6 inch woos posts.
- 9.4 The following, without limitations, will be reviewed: location, size, conformity with the design of the house, relationship to neighboring dwellings and proposed use.
- 9.5 Owners are advised that a building permit may be required for a deck.

## **10.0 Exterior Building Alterations:**

- 10.1 A form must be submitted for all building alterations. Building alterations include, but are not limited to, storm doors and windows, construction of driveways, garages, carports, porches and room additions and exterior painting (both existing and new colors) to the home.
- 10.2 The original architectural character of the theme of any home must be consistent for all components of the home. Once the character is established, whether it's traditional, contemporary, etc. no change may alter the character.
- 10.3 Exterior painting requires the following information:
  - a. Paint samples (3" x 5") or picture of paint color used in or approved for this community. The address of a home where color has been approved.
  - b. Area of home to be repainted.
  - c. Photograph of your home and homes on either side (in most cases, adjacent homes cannot be painted the same color.

- d. \$500 deposit is required.
- 10.4 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:
  - a. Picture or drawing of all windows/doors on which storm windows/doors will be installed.
  - b. Picture depicting style of storm window/door to be installed: and
  - c. Color
- 10.5 If County authorities make any changes to the plans as approved by the ARC Board, the owner must submit such changes for approval prior to commencing construction.
- 10.6 A Form must be submitted for all tennis courts. Lighted courts (other than the community courts) are prohibited.
- 10.7 Detached buildings will be considered only for lots of 1 acre or more. If the lot is less than 1 acre, only attached storage will be considered.
- 10.8 Owners are advised that a building permit will be required for certain exterior building alterations.
- 10.9 A Form must be submitted for all doghouses. All doghouses must be located where they will have minimum visual impact on adjacent properties.

**11.0 Antennas and Satellite Dishes**

- 11.1 A Form must be submitted for any exterior radio or television aerial or antenna or satellite dish.
- 11.2 Satellite dishes of 24 inches or less in diameter are allowed provided they are shielded from view from the street or neighboring houses.
- 11.3 In the event that the dish cannot be shielded with shrubs, the dish must be painted to blend with the house or roof.

**12.0 Fines:**

12.1 The Association may, at its discretion, **Fine** any resident who commences modification to his residences without making proper application to the Architectural Review Committee and receiving approval before commencing. The amount of the **Fine** may be from \$10.00 to \$50.00.

**B. GENERAL COVENANTS**

**1.0 Detached Structures**

- a. Play equipment: Refer to section A
- b. Exterior mechanical equipment, tanks, etc.: These should be shielded from the golf course, adjacent properties and the street by the use of landscaping, a low wall or fence, in keeping with the standards of the community.

**2.0 Temporary, Movable Structures:**

- 2.1 Normally, no temporary structures should be placed on a property.
- 2.2 Temporary construction sheds, dumpster, etc. will only be allowed during permitted permanent improvements.

- 2.3 Moving vans and temporary containers (such as PODS) will only be allowed during the actual loading and unloading process. In any event, the time frame should not exceed three days.
- 2.4 Resident will be given one warning. A fine of \$25.00 will be assessed every day thereafter until the violation is remedied.

### **3.0 Trash:**

- 3.1 All garbage, trash and lawn debris must be stored in closed containers and in such location so as to be hidden from view from adjacent dwellings, the street and the golf course.
- 3.2 Lawn debris should not be put at the curb earlier than 6:00 p.m. of the day prior to the normal pick up day designated by the City of Jacksonville.
- 3.3 Trash, household garbage, recyclables, etc. should not be put at the curb earlier than 6:00 p.m. of the day prior to the normal pick up day designated by the City of Jacksonville.
- 3.4 No trash or debris should be put on the curb or roadway at any time. This is an unsafe condition.
- 3.5 All trash receptacles should be returned to your garage as promptly as possible.
- 3.6 Residents will be given one warning. Upon the second offense, HHCCE will have the debris picked up at the owner's expense.
- 3.7 Lawn and tree services must remove any debris resulting from their service. They must not leave debris at the curb.

### **4.0 Signs**

- 4.1 A sign denoting the street number of a residence, located and designed in accordance with approved standards, is required.
- 4.2 One small sign with resident's name is allowed.
- 4.3 No other signs are allowed. This includes all vendor signs, security company signs (other than the small decal in the window required by the City), etc.
- 4.4 For sale signs, using the Hidden Hills green design, will be allowed providing:
  - a. Signs are placed near the front entrance, parallel to the street. Signs may be placed 4 to 5 feet in front of the landscaping, **but not out in the center of the yard.**
  - b. For sale signs for unimproved lots are placed 20 feet from the curb or at the edge of the tree line, parallel to the street.
  - c. Signs do not exceed the standard 18" by 24" real estate size.
  - d. Specialty signs (such as Showcase of Homes, etc.), Open House and Directional Signs are allowed, provided they are removed immediately after the event.
  - e. "Sold" signs in the form of a rider or separate sign are allowed, but must be removed as soon as the new buyer closes or moves in, whichever comes first.
  - f. Non-standard signs and those improperly placed are subject to removal.

### **5.0 Parking and Vehicles**

- 5.1 No boat, trailer, jet ski, camper or recreational type vehicle may be parked or stored on residential property. Such vehicles may only be parked on owner's property for purpose of loading, unloading and cleaning. They may not be left on property for no longer than a 24 hour period.
- a. One warning will be given. The second time, a fine of \$15.00 will be assessed for each subsequent infraction.
- 5.2 All cars parked n open view and not in a garage must be operable and may not be unsightly.
- 5.3 No repairing or overhauling of any vehicle is allowed on any part of the property.
- 5.4 No commercial vehicle or resident's vehicle with a commercial sign may be parked in the driveway overnight.
- 5.5 No vehicle may be parked on the street overnight. All property owners have the obligation to inform any guest of this policy.
- a. If a vehicle is left in the street overnight, the homeowner of that property will be ticketed, whether the vehicle is owned by the property owner or a guest. The first offence (within 30 day period) will be a warning; the second and subsequent offences will be a \$15.00 fine payable to the HHCCE Homeowners Assoc.
- 5.6 No construction container, boat or other object may be left in the street overnight. Moving vans may only be parked in the street overnight if unloading that day or the next.

## **6.0 Maintenance by Owner:**

### **6.1 Perimeter Fence:**

The individual Homeowner will maintain any perimeter fencing on his property in good condition. All boards shall be securely attached and kept intact to the standards of the rest of the community. He shall not allow any opening in said fence without prior permission of the Board and shall provide for a temporary, secure fence in the advent that the fence is damaged or removed.

### **6.2 Unimproved Lots:**

- a. Any unimproved lot shall be mowed on a regular basis, and in any case, the grass/weeds shall not be higher than 12 inches. The owner will be given one warning if the property is found to be in default. He shall have 15 days to mow said lot. If he doesn't comply, property will be mowed at owner's expense and he will be billed for the cost. If bill is not paid, a lien will be placed on this property.
- b. If property is wooded, at least a 10 foot strip shall be mowed at the road and a 5 foot strip will be mowed next to adjacent properties.
- c. No debris shall be allowed to accumulate on property. The property owner has 15 days to remove said debris upon receipt of a notice from the Association, and will be billed for the cost of clean-up, if not completed by property owner.

### **6.3 Improved Lots:**

- a. Each owner shall keep his lot and all improvements thereon in good order and repair, including, but not limited to, seeding, watering, mowing, pruning and cutting all trees and shrubbery.
- b. 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 materials 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.

- c. All improved lots shall be mowed on a regular basis. Grass shall not exceed 8 inches in length and shall be relatively free of weeds. The shrubbery shall be trimmed and maintained on a regular basis. Both grass and shrubbery shall be maintained within the norm of the neighborhood.
- d. The homeowner will have 15 days upon receipt of a notice from the homeowner's association to correct any deficiency.
- e. If property is not in compliance within the 15 day period, HHCCE will proceed to maintain the property and the homeowner will be billed for the cost. A lien may be placed on the property if the bill is not paid.
- f. 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.
- g. Woodpile coverings are allowed only if the cover is an earth tone color and the woodpile is screened from the view of the street. For example, a tarp-covered woodpile may be located under a deck with shrubs planted around it.

#### **6.4 Building and Improvements**

- a. Each owner shall paint and take any 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. This includes power washing walls and roof when required.
- b. Outdoor storage of garden tools and hoses must be screened from view and kept behind shrubs. Any tools or items stored under a back porch or deck must also be screened from view.

#### **7.0 Animals**

- 7.1 All animals must be properly controlled by their owners, according to the City of Jacksonville Animal Control Ordinances. The Association does have the right, at its sole discretion, to require an Owner to promptly remove any pet it determines to be dangerous or an annoyance to other residents. Therefore
  - a. If a resident's pet is cited as running loose, threatening another resident or causing a nuisance, the Association will issue one warning to that pet owner.
  - b. A fine of \$15.00 will be assessed for each subsequent violation, and
  - c. The Owner may be given 24 hours notice to remove pet from the community, if deemed necessary.

#### **8.0 Roadways, Traffic Control:**

- 8.1 The roads in Hidden Hill community are private roads, under the direction of the HHCCE Homeowner's Association. JSO patrols the streets with the approval of the Association and all regular vehicular laws apply. But, The Association does have the right to regulate all types of traffic.
- 8.2 Motorized scooters, mopeds, motorized go-carts or similar vehicles are not allowed on the roadways of the community.
  - a. Anyone disobeying this regulation will be given one warning to cease.
  - b. If infraction continues to occur, the resident will be fined \$15.00 fir second and for each subsequent offense.
- 8.3 Golf Carts are allowed on the roadways of the community.

- a. While driving/riding during daylight hours, the minimum age for driving the golf cart is 13 and there must be at least one licensed driver in the golf cart on our roadways.
- b. While driving/Riding at night, only licensed drivers shall drive the golf carts.
- c. Golf Carts must have proper lighting, (headlights and taillights), if driving at night.
- d. Any resident cited will be given one warning to cease, followed by a \$15.00 fine for subsequent offense.