

FAIRWAYS AT SANDESTIN
2021 MAINTENANCE/ARCHITECTURAL
REVIEW GUIDELINES
WITH APPROVED REVISIONS
(FEBRUARY 2023)

**THE FAIRWAYS AT SANDESTIN HOMEOWNERS ASSOCIATION, INC.
MAINTENANCE /ARCHITECTURAL REVIEW COMMITTEE (ARC) GUIDELINES**

Approved by Fairways Board of Directors September 17, 2021

Revisions adopted February 2023

Listed below are guidelines and requirements that are acceptable in Fairways. All exterior modifications/additions must be pre-approved by Fairways ARC and SOA/ARB via submittal & application processes.

PAINTING POLICY

OVERVIEW:

All units are in a six (6) year cycle of exterior painting. All units in a designated year of painting must be painted within that year. Owners who fail to have their unit painted within the designated year are subject to fines of up to \$1,000, and will nevertheless remain in the same rotation cycle (i.e. you cannot gain a year by skipping a year). If an owner wants to repaint his/her unit more often, that is allowed and the new six (6) year cycle will start with the year painted. If the residence is a town home, all owners must paint at that earlier time. Otherwise the six-year schedule remains the same for ALL units in that building.

It is HIGHLY RECOMMENDED that owners of townhouse units in a given building undertake repainting at the same time. This ensures proper color coordination, and potentially allows for advantageous pricing.

Owners may select any experienced painter or contractor who is capable of making non-structural repairs, i.e. replacing rotted, damaged boards, siding, etc. A Florida certified or registered licensed general contractor is not required for non-structural repairs and painting. The owner and his/her immediate family also have the option to paint his/her own unit as long as all guidelines in Fairways Paint Policy and Fairways Maintenance / ARC Requirements are followed.

*The owner must notify the property manager's office prior to work commencing, completing the Unit Repainting Notification form, which identifies the painter and the painter's liability insurance coverage. Painting contractor must provide a current Certificate of Liability Insurance addressed to The Fairways At Sandestin Homeowners Association, Inc. as Certificate Holder. **No work shall commence until the property management office has been provided the completed Unit Repainting Notification form signed by the owner and painter and the property manager confirms the information provided is satisfactory.***

ALL WORK IS TO BE COMPLETED BY DECEMBER 31 OF ASSIGNED PAINT YEAR. FAILURE TO COMPLY WILL SUBJECT OWNER TO FINES AND/OR PENALTIES. By signing the Unit Repainting Notification form, both the owner and the painter are confirming they have read the FAIRWAYS MAINTENANCE/ARC REQUIREMENTS

provided by HOA's association management. Both parties further agree that if the completed project does not comply with these requirements, it is the owner's responsibility to assure any and all corrections are made within 30 days of being notified of non-compliance. If the owner or their painter fails to comply with the noted corrections within the allotted time, the painter will be barred from further work within Fairways and the property owner will be required to bring the property to compliance at his/her expense within thirty days of being notified.

All repainted units are subject to inspection and approval by the Board and/or its representative, to ensure compliance with these standards. The inspection reports will be provided to the owner. All deficiencies must be repaired and a second inspection will be done to insure that the unit is in compliance.

An owner (or their contractor) who fails to use the correct building materials or paint colors, or who solicits or condones (explicitly or implicitly) any alteration to the recommended maintenance requirements and procedures will be notified by the HOA and required to correct any deficiencies. Non-compliance is subject to fines of up to \$1,000.

PREPARATION FOR PAINTING:

- Owner will be provided a pre-paint inspection report, authorized by the Board of Directors, prepared by an independent 3-rd party. The purpose of the pre- paint inspection is to identify damaged, degraded and/or rotted wood to be replaced prior to painting. The cost of this pre-paint inspection (approximately \$60.00) will be passed on to the owner.
- *All damaged, degraded and/or rotted wood identified on unit exterior must be replaced with cedar.*
- *All damaged, degraded and/or rotted wood on porches, decks & docks must be repaired or replaced with pressure treated lumber or an acceptable composite wood product. Fences must be repaired or replaced with cedar or an acceptable composite wood product. NOTE: ANY CHANGES FROM EXISTING MATERIAL, i.e. replacing existing pressure treated lumber with composite material, REQUIRES PRIOR APPROVAL BY FAIRWAYS ARC & SOA ARB.*
- *No wood filler or "bondo" may be used anywhere on the woodwork.*
- *No splices should be made on any wood. Replacement of whole boards or strips is required.*
- *Gaps, joints or seams must be less than 1/8 inch. It is recommended these be caulked with exterior acrylic latex caulk.*
- *Siding must be 8" or more from the ground, and not touching ground.*
- *Galvanized rust resistant nails or screws must be used for any and all exterior wood replacements.*
- *All units have been assigned one of the approved colors. If you are unsure of your assigned color, please contact the property manager's office. Differing colors for trim and accent areas are not permitted*

PAINTING REQUIREMENTS:

Damaged, degraded and/or rotted wood identified must be replaced prior to painting.

All new wood must be primed and allowed to dry for 6 hours minimum.

The entire unit must be painted, including siding, corner boards, fascia, doors, windows, fences, latticework, decks, docks, porches and screened porches.

One application of the approved paint product and assigned color is required on all surfaces. .

Paint may only be applied with a brush or roller. Spray painting is only allowed for latticework.

Only Sherwin-Williams FLAT exterior paint products DURATION Exterior Acrylic Coating Paint or EMERALD Exterior Acrylic Latex Paint may be used. Correct paint mixtures are available at Sherwin-Williams Destin and Santa Rosa Beach stores.

Unit Exterior Assigned paint colors:

- *Svelte Sage (SW6164)*
- *Functional Gray (SW7024)*
- *Artisan Tan (SW7540)*

Front Door Approved paint colors:

- *Sealskin (SW7675)*
- *Fireweed (SW6328)*
- *Red Theatre (SW7584)*
- *Homestead Brown (SW7515)*
- *Loyal Blue (SW6510)*

Storm Door Approved colors:

- *Bronze (factory finish)*
- *Anderson Wineberry*
- *Anderson Teratone*

All exterior doors, other than the front door, have the option to be painted the same color as the unit or the approved front door color.

If a majority of townhouse units in a given building agree on one of the approved paint colors for exterior doors & screen doors, the remaining unit must comply with the majority choice. If a decision cannot be reached on a new door color the Board of Directors will make the decision and all units must comply with the chosen color.

PAINTING PROCESS TIMELINE:

December 1	<p>Management Company Forwards Painting Schedule for next year to Board of Directors</p> <p>HOA Secretary Distributes Painting schedule for next year via newsletter to <u>all Owners</u> via December newsletter</p>
January 5	<p>Management Company Distributes to owners scheduled for new- year:</p> <ul style="list-style-type: none">• Cover letter which includes notice that failure to complete repainting & repairs within calendar year scheduled is subject to fine up to \$1000.00• Fairways Unit Repainting Notification Form• Fairways Painting Policy and Maintenance Policy Requirements• Orders Pre-paint inspection reports for all units on yearly schedule• Upon receipt, distributes Pre-paint inspection reports to respective owners
March 1	<p>Management Company Distribute follow-up to owners scheduled for new -year</p>
March 1- December 31	<p>Receives completed Unit Repainting Notification form from owners:</p> <ul style="list-style-type: none">• Reviews for corrections/clarifications• Communicates with owners for corrections/clarifications• Monitors progress with occasional site visits in Fairways <p>Owner Notifies Management Company of completion of painting & repairs</p> <p>Management Company Requests inspection vendor to make <u>post-paint</u> inspections Forwards report(s) to ARC as received</p> <p>ARC</p>

Promptly reviews post-pant inspection report(s)
NO ARC PHYSICAL INSPECTION REQUIRED AT THIS TIME
From inspection report photos, ARC identifies missed wood rot & other conditions
the owner MUST repair

- Forwards reviewed reports to Management Company with ARC comments/instructions; copies Board

NOTE: Repair of gaps, cracks and other cosmetic issues that may be identified in inspection reports are recommended but are at owner's discretion.

Management Company

Provides Board copy of respective Unit Repainting Notification form(s) for completed units at next available Board Meeting

Board

Documents acknowledgement of completion by signing & dating respective Unit Repainting Notification form(s). Documents recorded in meeting minutes

Management Company

Forwards letter to owner that confirms completion via email or US Mail immediately following Board's acknowledgment of completion. Maintains record of completion.

FAIRWAYS AT SANDESTIN HOMEOWNERS ASSOCIATION INC

MAINTENANCE POLICY

OVERVIEW:

The maintenance of our Fairways community is of utmost importance. This includes not only our residence units, but also porches, decks, docks, and our landscape, seawalls and retaining walls. Homeowners are responsible for maintaining their resident units, porches, decks, docks, as well as retaining walls and all landscape (lawns, shrubs and trees) within your property lines. Your HOA is responsible to maintain seawalls, and landscaping in common areas. Your HOA contracts basic landscape maintenance for ALL of Fairways that includes mowing, trimming and fertilization, weed control, lawn pest control and maintenance of the irrigation system. If an owner wishes additional services or has specific needs or assistance with landscaping your property, please contact our property manager to schedule a consultation with our landscape contractor or you may arrange for services by a third party.

Please be aware that any change, modification or addition to your property is subject to prior approval of both Fairways Architectural Review Committee (ARC) and Sandestin Owners Association Architectural Review Board (SOA ARB). Please contact Fairways association manager for forms and process assistance.

It is important to remember that maintaining your property is an on-going responsibility. The Fairways governing documents require homeowners to make repairs or corrections of non-compliant conditions within 30 days of being notified of an issue. This includes wood rot, fogged windows, degraded porches, decks and docks, roof conditions, etc. Our property manager can assist with recommendations of contractors who specialize in needed repairs and corrections.

Effective August, 2021, your Board of Directors authorized changes to the ARC / Maintenance Guidelines. Painting and non-structural repairs (i.e., wood rot on all exterior surfaces) may be completed by any qualified contractor of your choice. The owner and his/her immediate family also have the option to make non-structural repairs to his/her own unit as long as all guidelines outlined herein are followed. There is no change, however, for structural repairs, which include additions, modifications, repairs or replacement of load-bearing boards on frames, as well as replacement of porches, decks and docks. All such structural repairs, additions, modifications and replacements are to be performed ONLY by Florida Certified or Registered licensed General Contractors, confirmed via the submittal process to SOA ARB and Fairways ARB prior to start of construction. All completed structural

repairs, additions, modifications and replacements are subject to inspection to confirm compliance.

WOOD REPAIR

Wood repairs, along with other on-going maintenance requirements, are required at all times, not just when repainting a unit. While the repainting process mandates wood repair as part of the 6-year repaint cycle, wood repairs are required AT ANY TIME an unacceptable condition manifests itself. It is the homeowner's responsibility to maintain their unit in good condition.

- *All damaged, degraded and/or rotted wood identified on unit exterior must be replaced with cedar.*
 - *All damaged, degraded and/or rotted wood on porches, decks & docks must be repaired or replaced with pressure treated lumber or an acceptable composite wood product. Fences must be repaired or replaced with cedar or an acceptable composite wood product. NOTE: ANY CHANGES FROM EXISTING MATERIAL, i.e. replacing existing pressure treated lumber with composite material, REQUIRES PRIOR APPROVAL BY FAIRWAYS ARC & SOA ARB*
 - *No wood filler or "bondo" may be used anywhere on the woodwork.*
 - *No splices should be made on any wood. Replacement of whole boards or strips is required.*
 - *Gaps, joints or seams must be less than 1/8 inch and it is recommended these should be caulked with exterior acrylic latex caulk.*
 - *Siding must be 8" or more from the ground, and not touching ground.*
 - *Galvanized rust resistant nails or screws must be used for any and all exterior wood replacements.*
 - *All units have been assigned one of the approved colors. If you are unsure of your assigned color, please contact the property manager's office. Differing colors for trim and accent areas are not permitted*
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- *Owner to make repairs within 30 days of receipt of this notice*
 - *Non-structural repairs may be performed by a qualified carpenter or contractor of owner's choice.*
 - ***Structural repairs and additions must be performed by a licensed general contractor***
 - *Owner responsible for communication with contractor/carpenter regarding ARC Guidelines for wood repairs and corrections*
 - *Owner to advise HOA's association management company when repairs/corrections are completed*

- Within 30 days of receiving owner's completion notice, ARC makes physical inspection of repaired unit(s) to confirm compliance
- ARC reports non-compliance issues to Board of Directors for direction

WINDOWS & SCREENS

- *Based upon their own observance or upon receiving notification by the HOA's association management office, owners must replace clouded or broken windows and torn screens within 30 days of observation or receipt of notice.*
- *If aluminum framed windows are being replaced with vinyl-framed types, all windows on any given side of the building must be replaced at the same time. The ARC in emergency situations may grant exceptions.*
- *No mullions or grids allowed.*
- ***Bronze** is the only acceptable exterior color for window frames.*
- *All window or door replacement projects must be submitted for approval along with a manufacturer's specification sheet and/or an exact photo of product used.*
- *Ceiling to floor glass windows/doors are not permitted. For example, an entire glassed sunroom.*
- *Maximum screened-in porch additions are 120 square feet in general. Townhome and cottage screened-in additions are based on professional land surveys and symmetry and may vary in order to make them architecturally suitable. All additions of screened in porches must be aesthetically pleasing and NOT impede another owner's sightlines. Lot survey is required to be submitted with the Architectural Review Application.*

LANDSCAPE

- *Major alterations to landscape must be submitted with a plan/drawing from a Landscape Architect. Minor additions or deletions of landscape material do not require approval. SOA website has a list of plants that can be used in Sandestin without prior approval.*
- *No prior approval is required for small/seasonal plantings. If unsure of qualification, please contact HOA association management office for assistance.*
- *Dead, degraded or missing landscape plants, must be replaced within 30 days of observation by the owner, or notification by the HOA association management office.*

EXTERIOR LIGHTING

- *House number lights should be maintained by the homeowner. However, your HOA provides a scheduled inspection & replacement of burned- out bulbs at HOA expense.*
- *Lamp fixtures on posts and posts are the responsibility of homeowner; ONLY approved fixtures are allowed. Our property manager maintains a supply of approved fixtures that owners or their chosen electrical contractors may install. Post fixtures cost is approximate \$60.00. The HOA manager also maintains a supply of exterior wall scone fixtures for purchase by homeowners. Non-compliance fixtures and conditions must be rectified within 30 days of notification by the HOA's association management office.*
- *Landscape lighting, up-lights on trees and deck accent lighting is encouraged. Plans for lighting must be approved.*
- *Front Porch sconces and lamppost lights are available through the Association Management Company.*

ROOFING

- *Approved Roofing shingle color is **Owens Corning AR Laminate Desert Tan.** **Approved Roofing shingle is Owens Corning – Oakridge –Color - Desert Tan***
- *Owners may contract with any roofing contractor licensed to do business in Walton County for roof repairs and replacements.*
- *Townhome owners are encouraged to replace roofs of all units in a building at the same time.*
- *Prior approval of Fairways ARC and SOA ARB for roof repairs and replacements is not required, though recommended for record keeping purposes. However, for roof replacements, the roofing contractor must obtain permit from Walton County Building Permit Department prior to starting work. All work is subject to Florida Building Code as described by Walton County Building Permit requirements. Upon completion, the owner must provide to HOA's association manager a copy of Certificate of Completion received from Walton County Building Permit Department Inspector.*

DOORS

- *Only standard six (6) panel or eight (8) panel are acceptable for front doors.*
- *Invisible screen doors, i.e. Phantom Doors, are allowed.*
- *Front storm doors with only clear glass or full light or partial light will be permitted.*
- *All other exterior doors must meet Florida Building Code requirements.*

BRICK PAVERS

- *Paver color for parking pads and golf cart extensions is Two Piece Cobblestone in Buff/Dark Brown Blend made by Hardscapes USA.*
- *Extensions or any changes in parking pads must be approved by ARC and*

SOA ARB and approved pavers must be used. Four (4) foot wide paver extensions to a driveway that includes the sidewalk area may be added for golf cart parking. Not all driveways will allow this extension. Each request will be approved on a case-by-case basis. Approval will be considered based on the following criteria:

- *Adequate space; should not encroach on neighboring property*
- *Nearness to trees and existing landscaping*
- *Pad must be same length as parking area including former sidewalk*
- *Only sodded areas will be considered to be changed into a golf cart pad*
- *Owner responsible to replace/repair landscaping and irrigation.*
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BRICK PAVER MAINTENANCE RESPONSIBILITIES

If a tree is on common property and causes buckling of owner's pavers, the association will be responsible for cutting the tree roots and repairing the pavers. If the tree roots are from a tree on the owner's property, the owner would be responsible for repairs to their pavers due to buckling from tree roots.

STORAGE SHEDS

- Exterior shed size for cottages and townhouses, in general, should be no more than 8' x 10' or 80 square feet; however, shed sizes can vary and are contingent on what is architecturally suitable in each individual case. Lot survey is required to be submitted with the Architectural Review Application.
- No windows are allowed on sheds.

FENCING

- *Townhome units which have a door leading to the outside fenced-in storage/HVAC air handler area are allowed to remove this door and enclose the opening with cedar siding/composite wood consistent with bordering walls.*
- *All units are required to have cedar fencing or composite wood product or shrubbery/bushes high enough to cover outside HVAC condensing units and/or propane tanks.*

MISCELLANEOUS

- *No high back seats are allowed on docks*
- *Construction dumpsters are to be replaced when contents are visible from the street. Dumpster delivery/removal vehicles to remain on pavement.*
- *Construction trailers are to be removed each day.*
- *Yard art definitions will be the same as the SOA/ARB as long as those rules do not conflict with the Fairways documents and the character of the Fairways Neighborhood. (See section below)*

- *Propane tanks used for gas fireplaces, stoves or fire pits must be preapproved. Fire pits must have a cover to prevent errant sparks.*
- *When using composite materials for decks, porches or docks, color must be compatible with home color.*
- *Gutters are allowed and need to match house color. Drainage plan must be submitted with request.*
- *Electric receptacles for charging golf carts are required at the curb of the parking pad. They can be on a separate outlet or on the lamppost pole. No extension cords from the unit will be allowed.*
- *Skylights can be removed from roofs of the townhouses if owner desires. Request must be submitted for prior approval.*

YARD ART

Excerpt from the Fairways ARC Committee and Maintenance Policy Document

Section: Miscellaneous: Yard Art (Revised February 2023)

"Yard art definitions will be the same as the SOA/ARB if those rules do not conflict with the Fairways documents and the character of the Fairways Neighborhood. In all cases these must be small, unobtrusive, and blend in with the environment. Prior to placement of any yard art, it must be submitted to the SOA ARB. Any patio furniture placed in a location **other than** back deck, must be submitted to the Fairways ARC for consideration of approval.

Process for Fairways ARB Submittals Fairways HOA

The HOA Board agreed to the following process for items requiring both HOA and SOA approval.

1. All requests will be submitted to SOA ARB.
2. Once all items are received and the submittal is considered "complete", it will move forward to the SOA Tech Review meeting.
3. Following the Tech Review meeting, the submittal, along with the tech review notes will be sent to the Fairways ARC, who will have 30 days to review and respond. The Fairways ARC will hold a formal meeting once a month when all recent submissions will be reviewed permitting homeowners to attend.
4. After review, The CAM will send written communication to the owner to advise them of the Fairways ARC decision and copy SOA/ARB. (Be sure the owner is aware that SOA ARB approval is still needed prior to commencement)
5. If the request is approved by Fairways ARC, the request will be forwarded to SOA/ARB for the processing and final review. The SOA ARB decision will be sent via email to the owner with a copy sent to the Fairways ARC. Work may not commence until the SOA ARB decision letter is received.
6. If the request is disapproved by Fairways ARC, the owner will have a thirty-day (30 day) window to appeal the Fairways ARC decision to the Fairways Board. Fairways BOD has a 60-day window to meet and hear the appeal. Submittal will not move forward to SOA ARB for approval/disapproval before the 30-day appeal

window expires UNLESS the owner advises he/she will NOT be appealing the Fairways ARC decision.

7. After the Fairways BOD hears the appeal, their decision and the submittal will move forward to the SOA ARB for processing.

If SOA/ARB overrides the Fairways ARC and/or the Fairways BOD decision, Fairways BOD has the right to appeal within 30 days from the date of the SOA/ARB letter. Notice of this appeal will initiate a compromise meeting amongst all entities. If no compromise is met, the SOA Board will hear the appeal. The SOA Board's decision is final and binding on all parties.

Anything not specifically addressed in the above guidelines will be considered on a case-by-case basis consistent with our documents and character of the neighborhood.

Owners with questions regarding any aspect of these standards/guidelines should contact our representative at the Association Management Company prior to allowing work to commence.

THE FAIRWAYS AT SANDESTIN HOMEOWNERS' ASSOCIATION, INC.

UNIT REPAINTING NOTIFICATION

Unit Number _____ Assigned Paint Year _____

Assigned Paint Color Functional Gray _____ Svelte Sage _____ Artisan Tan _____
(SW7024) (SW6164) (SW7540)

Existing Front Door Color Fireweed _____ Sealskin _____ Red Theater _____
(SW6328) (SW7675) (SW7584)

Homestead Brown _____ Loyal Blue _____
(SW7515) (SW6510)

Existing Storm Door Color Bronze _____ Anderson Wineberry _____ Anderson Teratone _____

Unit assigned paint colors are not subject to change. Owners may change front door color, with approval from HOA. THE HOA BOARD HIGHLY RECOMMENDS all townhome units repaint at the same time. Front Doors will need to be painted when townhomes or cottages are painted. If the majority of townhome owners cannot decide on a new door color the Board will make the decision. Fairways Brown trim and door colors are no longer permitted.

Painting Contractor Name _____

Email _____ Phone _____

Liability insurance certificate: Attached _____ Already on File _____

All work is to be completed by December 31 of assigned paint year. Failure to comply will subject owner to fines and/or penalties. Prior to commencing work, the painting contractor must submit proof of insurance. By signing this unit form both the owner and the contractor are stating that they have read the Fairways Maintenance / ARC Requirements provided them. Both parties further agree that if the completed project does not comply with said requirements, it is the owner's responsibility to assure any and all corrections are made within 30 days of being notified of non-compliance. If the contractor fails to comply with the Painting Policy and make noted corrections within the allotted time, the contractor will be barred from further work within Fairways and the property owner will be required to bring the property to compliance at his/her expense within thirty days of being notified.

Painting Contractor Signature: _____

Work to Commence Date _____

Unit Owner Signature _____

Post inspection completed (date) _____ Fairways ARC Acceptance (date) _____