

THE FAIRWAYS AT SANDESTIN HOMEOWNERS' ASSOCIATION, INC.

ARCHITECTURAL REVIEW COMMITTEE & MAINTENANCE POLICY

APPROVED BY THE FAIRWAY'S BOARD OF DIRECTORS ON NOVEMBER 9, 2022

ADOPTED WITH REVISIONS FEBRUARY 2023

ADOPTED WITH REVISIONS FEBRUARY 2023

ADOPTED WITH REVISIONS AUGUST 2023

ADOPTED WITH REVISIONS NOV 2023

ADOPTED WITH REVISIONS JANUARY 2024

ADOPTED WITH REVISIONS AUGUST 2024

ADOPTED WITH REVISIONS SEPTEMBER 2024

ADOPTED WITH REVISIONS FEBRUARY 2025

OVERVIEW:

The maintenance of our Fairways community is of utmost importance. This includes not only our residential units, but also porches, decks, docks, and our landscape, seawalls and retaining walls. Homeowners are responsible for maintaining their units, porches, decks, docks, as well as retaining walls, and all landscape (lawns, shrubs, and trees) within their property lines. The HOA is responsible for maintaining sea walls and landscaping in common areas. The 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 their property, please contact our Community Association Manager (CAM) to schedule a consultation with our landscape contractor; alternatively, or you may arrange for services by a third party.

Please be aware that any change, modification or addition to your property including landscape and hardscape is subject to prior approval of both the Fairways Architectural Review Committee (ARC) and Sandestin Owners Association Architectural Review Board (SOA ARB). Forms are available on the SOA website, or you may contact the CAM for forms and process assistance. The process for submitting requests and approval is shown on page 8 of this document.

It is important to remember that maintaining your property is an on-going responsibility. The Fairways governing documents require homeowners 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 CAM can assist with recommendations of contractors who specialize in needed repairs. All repairs must be done in accordance with these documents and the associated descriptions in Appendix I.

Painting and non-structural repairs (i.e., dock, deck, and porch replacement of the same design and material, wood rot on all exterior surfaces, etc.) may be completed by any qualified contractor/painter/handyman of your choice, that is registered in the state of Florida. The owner also has the option to make non-structural repairs to their own unit if all guidelines outlined herein are followed. The owner and his/her immediate family also have the option to paint his/her own unit if all guidelines in Fairways Maintenance / ARC Requirements are followed.

For structural repairs, which include additions, modifications, repairs, or replacement of load-bearing boards on frames are to be performed ONLY by Florida Certified or Registered licensed General

Contractors, confirmed via the submittal process to SOA ARB and Fairways ARC prior to start of construction. All completed structural repairs, additions, modifications, and replacements are subject to inspection to confirm compliance. Exact replacement of any area with same product does not require request be sent to SOA/ARB, but will require Field Approval by the SOA Compliance Officer. Owners need to fill out the same request form including pictures and dimensions of pre-existing area and send to the CAM to notify Fairways ARC and be kept on file. The CAM can assist with obtaining field approval. Owner should notify the CAM when replacement is complete. Forms can be found on the SOA website. Contact the CAM for further assistance.

The homeowner will be responsible for ensuring all contractors and/or painters have adequate insurance including Workman's Compensation.

### **PAINTING**

All units are on a six-year cycle of exterior painting. All units in a designated year of painting must be painted within that year. APPENDIX III, PAINTING PROCESS TIMELINE, lays out a detailed timetable for the annual process. A homeowner will be notified in December the year before it is time to paint. This kicks off the pre-painting inspections (at owners' cost) and this process leads through the year until final inspections are complete.

Owners who fail to have their unit painted within the designated year may be 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 townhome, all owners must agree to paint at that earlier time. Otherwise, the six-year schedule remains the same for ALL units in that building. Repainting at the same time ensures proper color coordination, and potentially allows for advantageous pricing.

Owners may select any experienced painter or contractor, registered in the state of Florida, who can make 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. Owners can make SMALL repairs to their unit IF they are not changing the size/footprint and only replacing the original damaged boards, caulking areas, touching up paint, etc.

The owner must notify the CAM prior to work commencing by completing the Unit Repainting Notification form found in Appendix IV, which identifies the painter and the painter's liability insurance coverage. 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 CAM confirms the information provided is satisfactory.

ALL WORK IS TO BE COMPLETED BY DECEMBER 31 OF ASSIGNED PAINT YEAR. FAILURE TO COMPLY MAY SUBJECT OWNER TO FINES and/or liens on the property. 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 the CAM. Both parties further agree that if the completed project does not comply with these requirements, it is the owner's responsibility to assure 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 their expense within 30 days of being notified. ALL WORK MUST BE COMPLETED CONSISTENT WITH APPENDIX I, PAINTING AND WOOD REPAIR SPECIFICATIONS, STANDARDS & PROCEDURES.

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 final inspection will be done by the ARC to ensure 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 may be subject to fines of up to \$1,000.

### **WOOD REPAIR/COMPOSITE MATERIAL**

Wood repairs, along with other on-going maintenance requirements, are always required, 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 manifest itself. It is the homeowner's responsibility to maintain their unit in good condition. ALL WORK MUST BE COMPLETED CONSISTENT WITH APPENDIX I, PAINTING AND WOOD REPAIR SPECIFICATIONS, STANDARDS & PROCEDURES.

- Owner to make repairs within 30 days of receipt of this notice by the community association manager.
- 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. See detailed contractor requirements In Appendix II.
- Owner is responsible for communication with contractor/carpenter regarding ARC Guidelines for wood repairs and corrections, such as caulking small cracks, paint touchup, and any other item noted in the post painting inspection.
- Owner to advise HOA's CAM when repairs/corrections such as additional caulking, paint touch up 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.
- When using composite materials for decks, porches or docks, color must be compatible with home color.
  - Approval by the ARC and SOA ARB for the selection of the material is required for color alignment and appearance.
  - Samples may be required prior to granting approval

### **WINDOWS & SCREENS**

- Based upon the homeowner's observance, or upon receiving notification by the CAM, 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 unit must be replaced at the same time. The ARC in emergency situations may grant temporary 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-in sunroom.

**SCREENED – IN PORCHES**

- Maximum screened-in porch additions are limited to 120 square feet in all instances. Townhome and cottage screened-in additions are based on professional land surveys and symmetry and may vary in shape to make them architecturally suitable.
- All additions of screened in porches must be aesthetically pleasing and NOT impede another owner's sightlines. Lot survey with all easements shown is required to be submitted with the Architectural Review Application.

**LANDSCAPE (rev August 24)**

- Major alterations to landscape must be submitted with a plan/drawing from a Landscape Architect and written approval received by the ARC committee and the SOA ARB prior to commencement. Rejuvenation of failing landscape or seasonal color bed modifications do not require approval. The SOA ARB Guidelines include specifics regarding what is considered rejuvenation and what plant material may be utilized.
- No prior approval is required for small/seasonal plantings. If unsure of qualification, please contact the CAM for assistance.
- Dead, degraded or missing landscape plants, must be replaced within 30 days of observation by the owner, or notification by the CAM.
- NO healthy trees can be removed unless there are circumstances such as, foundation damage, landscape disruption of water drainage, disruption of landscape grade or other circumstances, may be removed ONLY after review and approval by the ARC and the SOA/ARB and will be considered solely on a case-by-case basis. When trees are approved for removal, the stump must be ground up below ground level. Owners are allowed to have branches trimmed as needed.
- Homeowners have the option to compensate the Fairways Landscape Enhancement Fund in the amount of \$350 if they are unable to replant an approved species of tree(s) in the area approved for tree removal on their personal property

**EXTERIOR LIGHTING**

- Lamp posts, fixtures on posts, exterior wall sconces and house number lighting are the responsibility of the homeowner. ONLY approved fixtures are allowed. The CAM maintains a specification for approved exterior lighting fixtures that owners can purchase for their chosen electrical contractors to install.
- Non-compliant fixtures and conditions must be rectified within 30 days of notification by the CAM.
- Landscape lighting, up-lights on trees and deck accent lighting are encouraged. Plans for lighting must be approved by the ARC and the SOA/ARB. All Outdoor lighting must be permanently installed, and wires concealed.

**ROOFING (December 2024)**

- As of November 2024, SOA ARB requires all roofing projects, regardless of whether the roof tile brand, style, color, or material are same as existing, will require an Exterior Modification Application submitted to the ARB for consideration, followed by an ARB Letter of Approval, prior to commencement.
- Approved Roofing standard shingle: Owens Corning – Oakridge - Desert Tan (Feb 2023)  
Optional shingle: Owens Corning – Duration Series - Desert Rose (November 2024)
- Owners may contract with any roofing contractor licensed and insured to do business in Walton County for roof repairs and replacements. Townhome owners are encouraged to replace roofs of all units in a building block at the same time for maximum protection.

- If an owner of a single townhome unit in a building block, wants to replace only their unit's roofing, it must match the existing shingle specification of adjoining units. If an owner desires to upgrade to the Duration shingle, that owner must obtain written agreement by all owners in the block to replace all unit's shingles together at the same time.
- For roof replacements, roofing contractors 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, owner must provide the Fairways CAM with 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 on cottages, and doors with glass inserts are acceptable for townhomes.
- 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.
- Door colors are discussed in Appendix I.

## BRICK PAVERS AND PAVER MAINTENANCE (rev Feb 2023)

- Paver color for parking pads, golf cart extensions, walkways, decks/patios, benches and planter borders is: Two Piece Appian Stone in Buff/Dark Brown Blend currently made by Old Castle Pavers, DeFuniak Springs, FL. Any replacement product must match this color and receive prior approval.
- Regardless of location or elevation, paver installation must be approved by ARC and SOA ARB.
- Samples may be required prior to granting approval
- Extensions or any changes in parking pads must be approved by ARC and SOA ARB and done with approved pavers.
- No added walkways are allowed.
- Only approved pavers can be used for decks and must get approval to replace wooden and/or composite material decks with pavers.
- Four (4) foot wide paver extensions to a parking pad that includes the walkway 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 and will not encroach on neighboring property
  - Nearness to trees and existing landscaping
  - Pad must be same length as parking area including former walkway
  - Only sodded areas can be changed into a golf cart pad
  - Owner responsible to replace/repair landscaping and irrigation.
- If a tree on common property 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.
- **Please note;** maintenance and repair of walkways is each homeowner's responsibility. Periodic inspections by the HOA or its committees may observe trip hazards or other problem areas in the walkways. Upon notification by the Fairways CAM and under the Fairways guidelines the homeowner has 30 days to rectify the issues or possible compliance fines may be levied. If the homeowner has a reason that repairs cannot be made within the time frame, the homeowner must contact the CAM to see if a time extension will be allowed for the repairs.

**STORAGE SHEDS**

- Any unit may have one shed. This must be approved by the ARC and SOA ARB.
- Exterior shed size for cottages and townhouses should be no more than 8' x 10' or 80 square feet in all cases. However, shed shape may vary and are contingent on what is architecturally suitable in each individual case as decided by the ARC. A Lot survey showing all easements is required to be submitted with the Architectural Review Application.
- No windows are allowed on sheds.

**FENCING (rev August 2024, December 2024)**

- 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 or composite wood product fencing or shrubbery/bushes high enough to cover outside mechanical/equipment including, but not limited to, HVAC condensing units, water softeners, propane tanks, gas meters etc. and should be no more than 6 feet tall.
- Privacy fencing may be allowed, but it's restricted to blocking or screening views from one unit or building to the next from the side. They must guarantee and allow for everyone to view straight out the back of their unit privacy fencing should only be used on the backside of any unit.
- The fence may be no taller than 8 feet, must be minimized and shall not block neighbors views when viewed straight out the back of their unit, they shall not define a perimeter of an area.
- Perimeter fencing is not allowed except when enclosing a pool per Walton County code. In this case, Pool fencing must be on the unit owner's property.
- When required by county code, perimeter fencing must not be solid. Suggested types are aluminum, plexiglass or glass. Other types may be acceptable as approved by the Fairways Architectural Review Committee; they should be minimized when viewed from a distance so as not to block the views of the community.
- Dog or any other type of pet fencing are expressly not allowed in Fairways.
- All fencing shall fit within the characteristics of Fairways and should never be installed by an owner or HOA, SOA, or SDI property.

**MISCELLANEOUS**

- Railings on Decks and walkways shall be no taller than 42 inches from the deck, stair, or walkway level. Vertical spindles shall have a minimum of 4 inch spacing between them and be constructed of cedar wood which is painted to match the color of the home to which it is attached. Likewise, if the railings are horizontal, they shall have the same minimum 4 inch spacing and 42-inch height requirement and be made of painted cedar wood to match the home. These boards shall not be wider than 6 inches. All top rails must be mounted "flat". The top rail may be constructed of composite material if the deck boards are composite but must blend well with the color of the home. All horizontal railing boards must be painted cedar wood. The only exception is given for composite top rails. Other railing designs will be considered on a case-by-case basis so that the proposed railing "fits" the character of the Fairways neighborhood. (Adopted November 7, 2023)
- 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 must remain on pavement.
- Construction trailers are to be removed each day.
- 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. In the sole opinion of The Fairways



HOA or the SOA, the owner will remove the object (s) if required.

- Propane tanks used for gas fireplaces, stoves or fire pits must be certified for that use.
- Fire pits must have a cover to prevent errant sparks.
- No exposed concrete slabs will be allowed.

**Revision Adopted January 2024**

- Gutters are allowed. It is preferred to have Gutters and Downspouts match the approved existing house color. Alternatively Bronze to match the default window frame color would be acceptable. Plan must be submitted indicating gutter specifications and proposed locations of both gutters and downspouts with direction waterflow from each downspout. A drainage plan produced by a landscape architect or engineer may be required on a case-by-case basis.
- Electric receptacles for charging golf carts are required at the curb of the parking pad. They can be on a separate outlet on the lamppost pole. No extension cords from the unit will be allowed. Separate from pole may require approval by SOA ARB.
- Skylights can be removed from roofs of the townhouses if owner desires. Request must be submitted to Fairways ARC and SOA ARB for approval.

**FLAGS (September 2024)**

- DISPLAY OF FLAGS In accordance with Florida Statute 720.304: Any homeowner may display one portable, removable United States flag or official flag of the State of Florida in a respectful manner, and one portable, removable official flag, also in a respectful manner, not larger than 4½ feet by 6 feet which represents the United States Army, Navy, Air Force, Marine Corps, or Coast Guard, or a POW-MIA flag, regardless of any covenants, restrictions, bylaws, rules, or requirements of the association. Any homeowner may erect a freestanding flagpole no more than 20 feet high on any portion of the homeowner's real property, regardless of any covenants, restrictions, bylaws, rules, or requirements of the association, if the flagpole does not obstruct sightlines at intersections and is not erected within or upon an easement.
- No flags, other than the United States flag, official flag of the State of Florida or the United States Army, Navy, Air Force, Marine Corps, Coast Guard or POW-MIA flag (pursuant to Florida Statute 720.304), shall be flown or hung on the exterior of any home or on a lot at any time.
- Any frayed/discolored/torn flags shall be replaced or removed, and properly disposed of within 30 days.
- For safety reasons, flags must be removed prior to tropical storms and hurricanes.

**YARD ART (August 2023)**

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.

Defining the acceptable yard art items in the guidelines will provide the owners written definitions of what may be considered in lieu of "small and unobtrusive"

- Owners may have 1 flower pot on the front entryway
- Owners may have 1 small bench on the front entryway
- Owners may have 1 flower pot in front yard
- Items, such as trellises and wind chimes are not allowed within Fairway's community
- Units which back onto the golf course are allowed not more than 5 well maintained flower pots with seasonal plants and/or small shrubs on back deck

- No patio tables or chairs, including Adirondack chairs are allowed on front entry way

**UNDEFINED REQUIRMENTS AND REQUESTS**

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. The ARC will review each request and discuss with the homeowner to explain decisions and rule interpretations as we do not rely on precedents as a basis of decisions.

Owners with questions regarding any aspect of these standards/guidelines should contact the CAM prior to allowing work to commence. All exterior modifications including landscape and hardscape require written approval from the SOA ARB prior to commencement.

The Fairway's Board of Directors reserves the right to make administrative changes from time to time which does not change the underlining rules.



**Process for Fairways ARB Submittals Fairways HOA**  
**Approved January 28, 2020**  
**Amended 2023**

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 twice 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.
8. 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.

## **Appendix I PAINTING AND WOOD REPAIR SPECIFICATIONS, STANDARDS & PROCEDURES**

### **PREPARATION FOR PAINTING:**

- Owner will be provided a pre-paint inspection report, authorized by the Board of Directors, prepared by an independent 3<sup>rd</sup> 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) will be passed on to the owner. Additional defects/rotten wood may show up after power washing.
- 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 repainted 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 the Fairways ARC and the SOA ARB.
- Wood filler or “bondo” may be used in limited amounts, for example, to fill areas of a 1 sq. in. hole or other very small areas on the woodwork. If not done well, and the appearance is not acceptable it may need to be redone.
- 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 inches or more from the ground and not touching the ground when possible.
- Galvanized rust resistant nails or screws must be used for 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 CAM. Green units may revert to original brown or gray if permission is requested and approved. Brown and Gray unit colors cannot be changed. 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 a minimum of 12 hours.
- The unit must be power washed prior to painting. No painting can be performed on the same day as power washing.
- The entire unit must be painted including siding, corner boards, fascia, doors, windows, fences, latticework, decks, docks, porches, and screened porches, unless any of the surfaces are factory finished.
- All units have been assigned one of the approved colors. If you are unsure of your assigned color, please contact the CAM. Differing colors for trim and accent areas are not permitted.
- One application of the approved paint product and assigned color is required on all surfaces. Two full coats will be required if changing color from green to gray or brown, using whichever was the original color when the neighborhood was developed.
- 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. Wooden decks must use Sherwin-Williams Porch and Floor Enamel Satin tinted to match the color of the unit.
- All Surface Enamel Oil, Satin sheen should be used for non-wood surfaces. For wood surfaces, either All Surface Enamel Acrylic, Satin sheen or the oil-based product may be used.
- **Unit Exterior Assigned paint colors:**
  - Svelte Sage (SW6164)
  - Functional Gray (SW7024)
  - Artisan Tan (SW7540)
- **Front Door approved colors:**
  - 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, may 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 decision cannot be reached on a new door color, the Board of Directors will make the decision and all units must comply with that color.

#### WOOD REPAIR & INSTALLATION:

- 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.
- Fences must be repaired or replaced with cedar.
- NOTE: ANY CHANGES FROM EXISTING MATERIAL, i.e., replacing existing pressure treated lumber with composite material or use of in a new installation, REQUIRES PRIOR APPROVAL BY FAIRWAYS ARC & SOA ARB
- The color must match the approved colors listed. A list of colors in other brands will be kept with the CAM for referral by all owners.
- Wood filler or “bondo” may be used in limited amounts, for example, to fill areas of a 1 sq. in. hole or other very small areas on the woodwork. If not done well, and the appearance is not acceptable it may need to be redone.
- 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 ground, and not touching ground.
- Galvanized rust resistant nails or screws must be used for all exterior wood replacements.

## **Appendix II**

### **Contractor Requirements**

#### **Types of Contractors**

Fairways Owners may select any experienced painter, handyman, or contractor, registered in the state of Florida, who is capable of painting and making non-structural repairs, i.e., replacing rotted, damaged boards, siding, etc. Structural repairs and additions must be performed by a licensed general contractor. The homeowner will be responsible for ensuring all contractors and/or painters have adequate insurance including Workman's Compensation.

#### **SOA CONTRACTOR REQUIREMENTS**

The following is required to be submitted to the ARB and must be applicable and in force for the duration of every project:

- A. Certificate of Insurance with the SOA listed as a certificate holder
- B. Proof of Liability Insurance
- C. Proof of Workers Compensation Insurance or waiver certificate

All contractors must sign an Agreement provided by the SOA ARB that states they have read, understand, and will comply with these Guidelines.

If the homeowner is serving as contractor, the following is required to be submitted to the ARB:

- A. Certificate of Insurance
- B. Proof of Liability Insurance
- C. Proof of Workers Compensation Insurance or waiver certificate.
- D. The signed Owner Agreement

### Appendix III

#### PAINTING PROCESS TIMELINE:

- December 1<sup>st</sup> **CAM:** Forwards the next year's painting schedule to the Board of Directors  
**CAM:** Distributes the painting schedule for the coming year to all affected owners via the CAM's on-line portal.
- January 5<sup>th</sup> **CAM:** Distributes to owners scheduled for painting in the new year
- Cover letter which includes a notice that failure to complete repainting and repairs within the calendar year is subject to potential fines.
  - Fairways Maintenance Policy requirements
  - Orders for pre-paint inspection report
  - Pre-paint inspection reports upon receipt of the completed report. March 1<sup>st</sup>
- CAM:** Distributes a follow-up notice to affected owners

#### March 1<sup>st</sup> to December 31<sup>st</sup>

**CAM:** Receives completed Unit Repainting Notification form from owners

- Reviews for corrections/clarifications
- Communicates with owners for corrections/clarifications
- Monitors progress with occasional site visits

**Owners:**

- Notify CAM of completion of painting & repairs

**CAM:**

- Requests inspection vendor make a post-paint inspection
- Forwards reports to ARC as soon as they are received

**ARC:**

- Reviews post-paint inspection report
- From inspection report photos, identifies missed wood rot & other conditions the owner MUST repair
- Forwards reviewed reports to the CAM with a copy to the Board of Directors with comments/instructions
- ALL items mentioned in the post painting inspection must be repaired/corrected
- Preforms final inspection to confirm all repairs were done and are satisfactory

**CAM:** Provides the Board with a copy of the Unit Repainting Notification forms for completed units **Board of Directors:** Documents acknowledgement of completion by signing the Unit Repainting Notification forms and records that acknowledgement in the meeting minutes.

**CAM:**

- Forwards letter to owner confirming completion via email or US Mail immediately following the Board's acknowledgment of completion.
- Maintains a record of completion.

**Appendix IV**  
**THE FAIRWAYS AT SANDESTIN HOMEOWNERS' ASSOCIATION, INC.**  
**UNIT REPAINTING NOTIFICATION**

Unit Number \_\_\_\_\_ Assigned Paint Year \_\_\_\_\_

Assigned Paint Color:      Functional Gray (SW7024) \_\_\_\_\_ Svelte Sage (SW6164) \_\_\_\_\_  
   Artisan Tan (SW7540) \_\_\_\_\_

Existing Front Door Color:      Fireweed (SW63280) \_\_\_\_\_ Red Theater (SW7584) \_\_\_\_\_  
   Homestead Brown (SW7515) \_\_\_\_\_ Loyal Blue (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 \_\_\_\_\_

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 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 and Homeowner agree to be liable for any damage or claims related to The Common Area.

Painting Contractor Signature: \_\_\_\_\_

Work to Commence Date \_\_\_\_\_

Unit Owner Signature \_\_\_\_\_

Post inspection completion (date) \_\_\_\_\_

Fairways ARC Acceptance (date) \_\_\_\_\_