



## ARCHITECTURAL(ARB) REVIEW AND LANDSCAPE MAINTENANCE MANUAL

**This version of the ARB Manual was approved by a vote of the Board of Directors and became effective on: January 5, 2024. Approved at a Board Meeting on 12/13/23. Amended on 2/25/26.**

- **All property improvements and issues pertaining to the Cypress Head Club, after this date, are subject to the terms of this manual.**
- **Prior improvements and issues are subject to the manual in force at the time of the improvement.**

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## **INTRODUCTION**

Cypress Head has evolved into a community of truly elegant, luxury, estate-like custom homes on large lots. This manual was created to preserve the beauty, quality, and value of the community. The ARB Review Board (ARB) has a duty to ensure that all residences meet an established minimum standard of luxury and quality.

All property within Cypress Head Club, Inc. shall be developed in accordance with applicable municipal building codes and ordinances and are subject to the Declaration of Covenants and Restrictions for Cypress Head Club, Inc., as amended from time to time. **The Covenants and Restrictions, and the Articles of Incorporation for Cypress Head Club, Inc., provide that no exterior improvements of any kind shall be made without prior written approval of the ARB. This includes without limitation, any building, wall, fence, swimming pool, tennis court or screen enclosure, landscape, addition, modification or change to any improvement or structure. Any change to the exterior of any property that is visible from the street, side yard or adjacent property requires prior written approval without exception.**

This Manual is binding on all owners or contract purchasers of property within Cypress Head Club, Inc. Remedies for failure to comply are not limited to those outlined in this Manual, but also in the Declaration of Covenants and Restrictions for Cypress Head Club, Inc. The HOA may adopt such measures that are reasonably necessary to encourage compliance with said Declarations of Covenants.

## **ARCHITECTURAL REVIEW BOARD (ARB)**

Members of the ARB are appointed by the Board of Directors, consisting of not less than three (3) and no more than five (5) people who need not be members of the Club. These volunteers may include professionals from the following disciplines: Architecture, Engineering, Landscape Architecture and Land Planning and Property Management.

The ARB, subject to Board of Directors (BOD) approval, reserves the right to make revisions, additions, or deletions to this Manual and its requirements, as it deems appropriate. Every attempt will be made to distribute amendments of the Manual to those registered as owners, but it will be the sole responsibility of the Homeowners to keep their manuals updated. Amendments and related updates will always be available at the Association Management office and on the community website.

## **DESIGN STANDARDS**

Design Standards set forth in this manual provide criteria on which the ARB bases their review and decisions of all proposed improvements. The ARB does not seek to restrict individual taste or preference. The ARB is not intended to be overly restrictive or to create hardships. The ARB intends to be fair and objective in the design review process and maintain sensitivity to the individual aspects of design.

The ARB may require the submission of additional information and materials that may be reasonably necessary for the ARB to evaluate the proposed construction, landscaping, or alteration. The ARB shall have the right to refuse to approve any proposed plans or specifications which, in its sole discretion, are not suitable, desirable, or harmonious with the other homes in the community.

It is the intention that these “standards” will be a guide towards maximizing the residents’ enjoyment of their chosen lifestyle within an overall family-oriented community that is both harmonious and environmentally sound.

The architectural and landscape concepts are to complement each other as well as the surrounding open space. The ARB reserves the right to waive, modify or add any requirement to achieve the purpose contemplated herein for architectural planning.

### **APPLICATION PROCESS**

- ARB applications are available from the Association Management Office, or online on the community website [www.CypressHeadHOA.com](http://www.CypressHeadHOA.com). ARB Applications are found under “forms” within the Resident Resources tab.
- **Applications packages shall consist of:**
  - a) **ARB Application / Description of Project**
  - b) **Project Checklist**
  - c) **Contractor acknowledgement of Rules and Regulations**
- Completed applications should be returned to the Association Management Office with the required plans, surveys, samples, and all other supporting documents required on the ‘Project Checklist’. All Applications must be submitted no later than the Friday before the next scheduled ARB Meeting.
- Applications must include (as applicable):
  - Exterior Building Elevations (all sides)
  - Site plans (24’x 36’) to scale with dimensions of property improvements.
  - Dimensions of setbacks in proximity to property line. (Referring to building setbacks).
- Approval or Disapproval will be provided in writing no more than forty-five (45) days from the date of submission.

### **APPEALS PROCESS**

- If the plans submitted for final review are not approved, the Applicant will have the opportunity to modify and resubmit back to the ARB. If the Applicant has a difference of opinion with the comments or conditions of the review, the Applicant may request, within five (5) days, a formal hearing before the ARB. Any request for a hearing shall be made in writing, stipulating all pertinent facts bearing on the nature of the appeal. Within two (2) weeks, the applicant will be notified of the time and place of the hearing. After the hearing, the ARB will review its decision and notify the Applicant within thirty days (30) of its results.

### **ARB’S RESPONSIBILITIES:**

- Review, in a timely manner, all applications for improvements to comply with this Manual and with the standards established by the ARB.
- Periodically monitor home appearance and notify each Homeowner of violations of the criteria and standards established herein and/or resulting from the ARB review.
- Require revisions at any time to construction and improvement items that were overlooked during the review process.
- Suggest certain modifications to ensure compliance with community standards.
- Amend the criteria in this Manual, and the other design standards of the ARB, as may be required.

### **HOMEOWNERS' RESPONSIBILITY:**

- Homeowners must comply with all applicable ordinances, rules, regulations, laws and policies enacted by any district, association, local, state, regional, or federal government, or regulating body with jurisdiction over Cypress Head Club, Inc.
- Residents should ensure the performance and quality of work by the contractor they hire by requesting a copy of their license and insurance.
- Ensure that the contractor has acknowledged Cypress Head's contractor rules and regulations (see contractor rules and regulations). Contractors are considered guests of the community. The Homeowner is responsible for their guests, contractors, and family members.
- Provide a detailed explanation of the project that illustrates the work being done including, but not limited to, colors, manufacturer, and style.
- Provide additional documentation when requested.
- **Applications must be submitted the Friday before the next scheduled ARB meeting.**
- Any work performed without prior written approval may be subject to removal/restoration at the Homeowners' expense. Fines will be assessed to the homeowner for each day the property remains in non-compliance, which includes receipt and approval of the ARB application.

### **PROPERTY MANAGEMENT'S ROLE**

- Assist Homeowner in ensuring the necessary supporting documents are included in the ARB submission.
- Visually inspect property and proposed project to make any recommendations and ensure documentation provided is sufficient.
- Conduct a pre- and post-inspection to ensure work is completed according to plan and approval.
- Issue notices for compliance based on the Declaration and Covenants.

### **CONSTRUCTION RULES**

- Any contractor working within Cypress Head must sign and acknowledge Cypress Head's contractor rules and regulations.
- All construction sites are to be maintained in a clean and orderly fashion, daily, throughout the construction process. Construction material is to be neatly piled; debris and rubbish are to be contained and periodically removed.
- All construction shall be in strict compliance with the approved plans.
- Contractor Hours is intended for all service and construction to commence during these times. When Contractor hours end, all service vehicles and trailers must vacate the property.
- Ensure Contractor complies with Cypress Head's Contractor hours:
  - Monday - Friday 7:00 a.m. to 6:00 p.m.**
  - Saturday- 9:00 a.m. to 3:00 p.m.**
  - No work is permitted on Sundays and Holidays** (New Year's Day, Easter, Memorial Day, Independence Day (July 4th), Labor Day, Thanksgiving Day, the day after Thanksgiving, Christmas Day).
- Contractors are prohibited from soliciting or advertising within Cypress Head. No yard signs are allowed.
- Contractors, guests, visitors, and employees must obey the speed limit and stop signs within the community. Traffic citations will be issued for noncompliance.

- Cypress Head Club, Inc. reserves the right to penalize or restrict access to a vendor, contractor, or service personnel that cannot conduct themselves in accordance with these guidelines while within Cypress Head.
- Contractors, subcontractors, and employees that receive two (2) tickets within a twelve-month period can be blocked access for up to three weeks into the community. Vendors must adhere to the Fine Schedule established for guests.

#### **NEW CONSTRUCTION APPLICATIONS:**

- A complete set of full-size plans (24" x 36") and specifications for proposed construction and landscaping must be submitted. Such plans and specifications should include, as appropriate, all necessary details to allow the ARB a complete understanding of the proposed work. This includes Property survey, elevations and floor plans.
- The Applicant, contractor and those responsible for preparing the plans or documents to be reviewed, bear all liability and responsibility for the plans and the final improvements. The Applicant shall also be responsible for meeting the criteria and standards in this Manual and any other requirement of the ARB.
- Construction of any improvement must commence within six (6) months of approval and all work must be completed within one (1) year of approval. Otherwise, plans must be resubmitted for re-approval after one (1) year.
- All construction must commence within six (6) months of Permit approval by the City of Parkland. If additional time is required, reapplication to the ARB for an extension is a requirement. Plans are considered null and void after one year and must be resubmitted for approval.
- Landscaping plans must be submitted with all building additions plans. The plan should be submitted on a full-size property survey (24" x 36"); this will allow the ARB to see the dimensions of each area. The Landscape plan must show proposed plant materials, quantities, botanical name, size heights, and spacing.
- All materials must match the existing finished color, style, texture, and type of material of the existing home. Samples will be required to determine accuracy.
- One plan / permit box is allowed within the front setback of the lot. The plan/ permit box cannot be attached to a contractor advertisement or sign and should not be visible from the street.
- Construction Security Deposit and City Approved Requirement **A \$1000 security deposit is required for all construction projects that require approval from the City of Parkland.** Once the City has approved and permitted the proposed project, the owner must submit a final set of City approved and permitted plans to the Architectural Review Board (ARB) prior to the commencement of any construction activity. Construction may not begin until the ARB has received and approved the final approved plans. Failure to submit the required City- approved plans to the ARB before beginning construction will result in a \$1000 fine, in addition to any other remedies available to the Association under the governing documents. The property will be re-inspected during construction, and post construction to ensure the plans remained the same. Upon completion the deposit will be reimbursed.

#### **DUMPSTERS, STORAGE UNITS, PORTABLE TOILETS**

- **Before any of these items are delivered, an ARB application must be submitted providing the date of delivery and the length of time the item will be on the premises.**
- Portable toilets placed on construction sites must be placed in an inconspicuous location and must be kept in a neat and orderly manner. Portable toilets must face away from the street and neighbors and be placed in an inconspicuous location. Privacy fences should be used when appropriate.

- Dumpsters can remain on a property for thirty (30) days, or through the duration of a permit, with proper documentation. Dumpsters should be placed in the driveway or side yard where they are least visible from the street. Dumpsters should be covered while not in use. Any project (Interior and Exterior) that requires a dumpster must be indicated on the ARB application along with the purpose of the dumpster.
- **Trailers must vacate the property each day at the end of the business day. Trailers cannot remain onsite after hours unless they are completely enclosed within a garage.**

## GUIDELINES

### ARCHITECTURAL ALTERATIONS AND ADDITIONS

**7.6 EXTERIOR TREATMENTS.** The ARB shall encourage the treatment of masses, volumes, and voids on the exterior of dwelling rather than surfaces in order to create interesting exteriors. Finished materials such as stucco, decorative block, wood, brick, and stone shall be allowed, and the ARB may prohibit the use of imitation and artificial materials for facades. The use of more than (2) materials (other than material and glass) shall be discouraged. The use of any type of material other than the foregoing or such use of more than two (2) materials shall not be permitted unless otherwise specifically approved by the ARB. Additionally, the front elevation material treatment shall have reasonable continuity on the side and rear elevations. All finish materials and color plan shall be submitted for approval by the ARB, and such materials and color plan shall be consistent and harmonious with the other homes in the neighborhood.

### SETBACKS

- No structure shall be located nearer than 35 feet to the front lot line.
- On any lot having a curved front lot line, no structure shall be located nearer than 35 feet to any point on the curved front lot line.
- No structure shall be located nearer than 35 feet to any street line, nearer than 30 feet to the rear lot line and nearer than 17.5 feet to a side lot line, provided however that the distance between the two structures shall be a minimum of 35 feet and the width of a lot at the front building line is 100 feet.

### SQUARE FOOTAGE

- Minimum square footage lake front homes - 4,000 square feet under air.
- Minimum square footage all other homes - 3,000 square feet under air.
- Maximum adjusted square footage of homes - 11,000 square feet (as defined by Broward County Property Appraiser Office).

### BASKETBALL NETS; PERMANENT OR PORTABLE

- Location must be approved by the ARB. Setback as far away from the street as possible. Choose a position on the side of the driveway that is furthest from the street.
- No backboards may be attached to the house or any other structure other than a pole designed for backboards.

- Must be sufficiently landscaped. The intent is to be fully screened from neighboring views with a landscape treatment planted with a minimum of one canopy tree 14-16' on average, 10' spread, every twenty- five foot, along with continuous hedging a minimum of 36 inches in height when planted and 24 inches apart, on center.
- Exterior lighting must be approved by the ARB prior to installation.
- Equipment must be maintained and in good working order, which includes backboard, net and post.
- In the event the basketball backboard becomes a nuisance, the Board reserves the right to request removal of any basketball backboard.

### **CAR CHARGERS**

Must be installed in a location that is concealed. The area can be concealed with a wall or hedge so that is not visible from the street or adjacent homes and must be approved by the ARB in advance of installation.

### **CONCRETE BUTTONS**

- Concrete buttons cannot exceed 12" in diameter and 4" in height.
- The location is 1.5 feet from the edge of the pavement and 4 feet apart from the center.
- The approved color is Behr Pacific Pine 430D-7. All buttons must be repainted regularly and maintained in good condition.

### **DRAINAGE EASEMENTS**

- Prior to making any alteration or adjustment, please refer to the Master Drainage plan; Block Grading prepared by Williams Hatfield and Stoner, Inc. The ARB will verify that no plantings alter or interfere with any easement.
- No structure, planting or other material, shall be placed or permitted to remain on a lot which may damage or interfere with the installation and maintenance of utilities or drainage facilities located in the utility and drainage easements shown on the plat or the installation and maintenance of a hedge, tree or other improvement. Swale conformity, including but not limited to drainage pipes, must be carefully portrayed on plans before alterations or grading can commence.
- Maintenance of the swale, including grading, is required to maintain the natural flow of water towards the street drains. All hedge material must be setback from the property line past the easement on all three sides.
- All Homeowners are required to comply with these easement restrictions. Failure to comply will result in removal or restoration.

### **DRIVEWAYS**

- All driveways must be at least 12 feet in width at the entrance of the driveway, and no larger than 16 feet paved, and in stable condition. The back up area at the basin of the driveway adjacent to garage cannot exceed 30 feet at the backup/ turning area of the driveway. The total width of the driveway cannot exceed 16 feet.
- Expansion of driveway must be setback at minimum 10 feet from side interior lot line.
- No ribbon driveways, concrete or asphalt driveways are allowed.

- All driveways should be constructed with brick, stone, pavers, or patterned concrete unless specifically approved by the ARB. Elected finishes should be consistent with building finishes.
- Existing concrete driveways can be stained but cannot be painted.
- Cracks and lifted areas must be repaired immediately. Root barriers will be required to prevent further damage.
- All driveways must be constructed with swales to conform to the master drainage plan.
- Swales cannot be eliminated on new construction; the goal is to maintain or improve the existing grade and to create positive drainage not to eliminate the swale. The City of Parkland will require additional approval.
- **On the corner lots abutting Cypresshead Drive, the driveway entrance may not be from Cypresshead Drive.**

## **FENCES**

- Fence applications require a five-hundred-dollar \$500 deposit, along with the ARB application request, to install a fence. Deposits will be reimbursed after a closed permit is provided and the property is inspected. Fences will be reviewed on a case-by-case basis in situations where the fence angles, it must angle toward the rear of the Home. Fences for homes on a cul-de-sac will be reviewed based on the shape of the lot and location of the home on the lot. Landscaping on the exterior of the fence is required to soften the look and maintain a more natural appearance from lot to lot.
- Height of fences cannot exceed five (5) feet and can only be dark bronze or black aluminum. No chain link fences are allowed.
- All fences are required to have landscape which consists of shrubbery planted around the entire perimeter on the outside of the fence. Plants in front of the gates can be installed as a staggered hedge to conceal the gates from the street or adjacent properties.
- Plants must be installed at a minimum height of thirty-six (36) inches and placed 1.5' on center. Plants must mature to the same height as the fence but not taller than 8ft.
- The landscape around the pool fence must comply with the "Pool Landscape Treatment".
- Fence Installation will require Proof of an open and closed permit.
- **Lakefront properties** can have a pool fence surrounding the pool patio, twenty (20) feet off the rear of the pool patio and ten (10) feet on each side of the pool patio, not to exceed the outside wall of the home on either side. Please refer to 'Pool Landscape Treatment'.
- **Interior and perimeter properties** can have backyard perimeter fences based on the following criteria.
  - Rear of Home; Fence must be connected to the back elevation of the home. The corner of the home closest to the side property line determines the back elevation of the home.
  - Fences must be installed three (3) feet outside the utility or drainage easement. This will provide adequate space for the placement and maturation of a hedge.
  - Gates should not be facing the front elevation of the home. If there is no other reasonable location other than the front elevation, additional landscape will be required to conceal the gate from the street. In this case a "staggered" hedge will be required.
  - Landscape is required on all exterior sides of the fence. If there is an existing hedge separating your property from your neighbors, your property survey should illustrate the location of the hedge and who is responsible for that hedge. The ARB will determine if the existing hedge provides adequate coverage or if an additional hedge is needed. Perimeter properties and lake front properties are not required to have hedges along the rear portion of the fence.

- An existing hedge that is currently concealing the appearance of the fence may eventually require replacement. The placement of the fence must include the easement plus three (3) feet to provide enough room for the installation of a hedge when needed.
  - All hedges must be maintained and replaced as needed to properly conceal the appearance of the fence and maintain a more natural appearance. Fences should not be visible from the street or adjacent properties.
- **INVISIBLE FENCES:** For Invisible Fences, Residents are encouraged to secure their back yards with invisible fencing rather than their front yards. Pets are easily provoked when they have access to both the front yard and back yard. Invisible Fence signs must be conspicuously placed in front yards to alert pedestrians of invisible fence installation on your property.

### **FINISHES**

- Finish Materials: stucco, decorative block, wood, brick, and stone are permitted.
- Artificial or imitation materials are not permitted.
- The use of more than two (2) materials for exterior finishes is discouraged.
- Provide a clear picture and/or samples of the materials being used.
- Building finishes must match existing finished color, texture, and type of material of home.

### **FIRE PIT**

- Fire pits are allowed in the rear of the yard.
- Side setback will run in line with the side of the house. Rear setbacks are a minimum of thirty (30) feet from the property line.
- The maximum height of the structure should not exceed twenty-four (24) inches.
- The fire pit must be adequately landscaped in a manner that provides a buffer between neighbors and are out of sight from view.

### **FLAG POLES**

- All flagpole materials, lighting and heights are subject to ARB approval. A homeowner can display a flagpole no more than twenty (20) feet high.
- A homeowner can display one portable removable United States official flag, or State of Florida official flag, in a respectable manner. American Flags not exceeding 4' 1/2 feet by 6 feet, can be displayed which represent the United States Army, Navy, Air Force, Marine Corps, or Coast Guard, or a POW-MIA flag. These flags can be attached to your street tree, your home, or a non-tethered flagpole.
- Personal flags (ex: sports teams, seasons, holidays) can only be mounted to a flagpole attached to the home. Flagpoles should not exceed five (5) feet in length and flags should not exceed three (3) feet by five (5) feet in size.
- No banners are permitted to be displayed on your property.
- All flags must be kept in a respectful manner. Faded, torn, or soiled flags must be removed and replaced.

### **FOUNTAINS /STATUES**

- All statues, fountains, and garden ornaments must be submitted to the ARB, prior to placement, for approval.

- Religious statues are not allowed in the front of the property.

### **GARAGES**

- Each home must have a minimum of a two (2) car garage and a maximum of a four (4) car garage.
- All garages should have a minimum width of:
  - Twenty (20) feet for a two-car garage.
  - Thirty (30) feet for a three-car garage
  - Forty (40) feet for a four-car garage
- All garages must operate with an electric door opener.
- Garage doors may not face any street. Front loading garages are not allowed, all garage doors should be sideloading and not on the same elevation as the front of the house.
- Garage doors should complement, if not match, the front doors style and color.
- All garages must be attached to the house; detached garages or single car garages are not allowed.
- Garage landscape treatment- All garage doors should be screened from neighboring views with a landscape treatment planted with a minimum of one canopy tree 14-16' on average, 10' spread, every twenty- five feet, along with continuous hedging a minimum of 36 inches in height when planted and 24 inches apart, on center.
- Personal items stored inside garage (i.e.. Vehicles, storage) should be obscured from view. Shades or neutral color blinds can be used.

### **GAZEBOS and PERGOLAS**

#### **GAZEBOS** – Gazebos are free standing structures on the rear of the lot.

- Gazebos and other structures will only be allowed in the rear of the lot. The gazebos should not be visible from the street or side yard.
- Side setbacks will run in line with the side of the house. Rear setbacks are a minimum of thirty (30) feet from the property line.
- Gazebos should be no taller than twelve (12) feet in height and no larger than twelve (12) feet in diameter.
- Structures must be adequately walled, fenced, or landscaped in a manner that provides a buffer between neighbors and are out of sight from view.
- Gazebo roof must match that of the existing roof of the home.

#### **PERGOLAS** - Pergolas are located on the pool deck at the rear of the house.

- Pergolas and other structures will only be allowed in the rear of the lot on the pool deck (all four posts on pool deck).
- The pergola should not be visible from the street or side yard.
- Side setback will run in line with the side of the house.
- Pergolas should be no larger than ten (10) feet in height (including all appendices such as a chimney), sixteen (16) feet in depth, and twenty (20) feet in length.

- The nature, material and color of the structure must be provided. Roof coverings must be approved by the Architectural Review Board.
- Structures must be adequately walled, fenced, or landscaped in a manner that provides a buffer between neighbors and are out of sight from view.

### **METAL PERGOLAS**

- Powder coated factory finished metal pergolas that are 170 mph wind rated are approved. The installation of the structure would need to be engineered and permitted.
- Only decorative insulated aluminum roofs are allowed, similar to the Renaissance product line.
- Submit all specifications of the product for ARB approval.

### **GENERATOR/ UTILITIES**

- The model of the generator and/or tank must be included in the ARB application, including the specifications of the generator width and height. All utility lines and gas tanks must be underground.
- All generators must be 100% screened from view by landscaping. The landscaping must be in accordance with ARB landscaping requirements and must be as high as the tallest piece of equipment and maintained to that height. Plants must be a minimum of 36 inches at installation.
- Please choose the least conspicuous area of your home to install the generator.
- The generator must be at least 17 ½ feet from the side property line and no less than halfway back from the front elevation of the home.
- A property survey must indicate the exact location of the generator and/or gas tank.

### **HOLIDAY LIGHTS AND DECORATIONS**

Holiday Lights and decorations are temporary. Temporary lights and decorations are not permanent structures or attachments to the house. For display purposes Cypress Head recognizes the following holidays to display lights and decorations:

- Thanksgiving- Winter Holidays; November 10<sup>th</sup> through January 10<sup>th</sup>
- Fourth of July; July 1<sup>st</sup>- July 7<sup>th</sup>
- Halloween; October 15<sup>th</sup>- November 3<sup>rd</sup>
- All other times of the year lights attached to the house or considered landscape lights must be a soft white color, not exceeding 3500 kelvin, and must be approved by the ARB prior to installation.

### **HURRICANE SHUTTERS**

Hurricane Shutters and other forms of storm protection such as an “armor screen” are to be erected or closed no more than seventy-two (72) hours prior to the date that a storm is predicted by the National Weather Service to impact our area and must be opened or removed within seven (7) days after the National Weather Service storm watch / storm warnings have expired. Roll down or accordion shutters may only be used for storm protection and are not to be used as a security measure. No building or residence may be closed or “boarded up” by any means (shutters, awnings, etc.) for extended periods of time to create a “vacant” appearance. Non-removal of storm shutters upon notification shall be deemed a violation of the Cypress Head Rules & Regulations. Installation of

new hurricane shutters and fabric panels require approval. Indicate which windows specifically will have shutters installed. Color and style of the shutter will be required.

### **MECHANICAL AND ELECTRICAL EQUIPMENT**

- All mechanical and electrical equipment such as a transformer, air conditioner units, sprinkler and pool pumps shall be completely screened from the street and neighbors' view by a three-foot wall or landscape which shall carry the theme of the house (i.e., banding or cap carried through).
- Window and /or wall conditioner units are not permitted.

### **MAILBOXES**

- A standard mailbox and address decals have been approved by the ARB. All Residents are required to have the approved style of mailbox. Order forms are available with different decorative accents to choose from approved by the ARB. Order all mailboxes directly from the approved supplier established with the Association.
- All Residents are required to maintain their mailboxes. This includes cleaning, painting, and replacing decals as needed.
- If your mailbox needs to be replaced, a temporary mailbox provided by the vendor must be installed. Mailboxes cannot be propped on chairs, or any other temporary solution other than the approved temporary mailbox from the vendor.
- Residents are always required to keep their mailbox post straight and in good repair.

### **MAILBOX PLANTING REQUIREMENTS**

- Homeowners are encouraged to add plants and/or ground cover to a maximum of nine (9) square feet around the mailbox. (i.e.,3x3) Improvements must be approved prior to installation. Plants should not obstruct the visibility of the roadway, especially on corner lots.

### **OUTDOOR COOKING AREA**

- Outdoor cooking areas should be within the covered lanai or another covered area on the pool patio. All locations must be approved by the ARB.
- The location of the outdoor cooking area must be presented on a property survey. No structure of the kitchen can be visible from the side yard. Dimensions and heights are required.
- All structures must be adequately walled, fenced, or landscaped in a manner that provides a buffer between neighbors and are out of sight from the street or side yards. City of Parkland approval required.
- Portable barbeques may not be visible from the street or adjacent property.

### **OUTDOOR FIREPLACE**

- Outdoor fireplaces should be constructed within the pool deck. The location chosen should not be visible from the street or side yard.
- The side setback must run in line with the side elevation of the home.
- Structures must be adequately walled, fenced, or landscaped in a manner that provides a buffer between neighbors and are out of sight from view.
- The maximum height of the structure should not exceed ten (10) feet.

## **PAINING**

- Paint colors must be selected from the Cypress Head approved Color Palette. The Color Palette is available in the Cypress Head Management Office and through the community website at [www.Cypressheadhoa.com](http://www.Cypressheadhoa.com); under Resident Resources.
- The ARB is responsible for the final approval of all exterior paint and stain colors.
- The palette of exterior paints and stains for each residence shall be selected to complement, coordinate, and harmonize with the colors of the building materials which are used in their natural states such as brick, stone, copper, etc.
- Please note the color of the homes adjacent to yours and avoid choosing the same color. The ARB is ensuring a variation of color throughout the community.
- Complimentary colors can be used to effectively highlight certain architectural details and materials.
- A picture of your home showing the color of the roof and driveway must be included with your application request.
- Re-painting your home with the existing paint colors will still require prior ARB approval.
- If touching up more than 50% of the house a whole house painting will be required to maintain a consistent color.
- Downspouts must be painted the same color as the body of the house. Gutters will be painted the same as the trim or fascia. The intent is to have gutters not contrast with the home.

## **PATIO SCREENING/ SCREEN ENCLOSURE**

- Screened pool enclosures can be installed to surround a pool.
- Aluminum frames must be anodized black or dark bronze. The screen must be charcoal colored fiberglass and hurricane rated.
- Screens cannot exceed the dimensions of patio or height of home.
- Insulated roofs made of plastic or metal are not permitted.

## **PLAYGROUNDS / TRAMPOLINES**

- ARB approval is required for placement of these temporary or permanent structures. Your property survey should indicate where these structures are being proposed.
- Recreational construction or structures must be adequately walled, fenced, or landscaped in a manner that provides a buffer between neighbors and are out of sight from view. Landscape plan must be submitted along with ARB application. This includes plant material selected, height, and size.
- Structures should not be visible from the street or side yard.
- Structures should not exceed the width of the house.
- Setbacks required on lake lots are thirty (30) feet from property line. Side setback will run in line with the side of the house.
- Additional approval may be required from the City of Parkland.
- Playgrounds cannot be larger than twenty-one (21) feet long, sixteen (16) feet wide, and twelve (12) feet tall.

## **POOL MODIFICATIONS AND POOL RESURFACING**

- Patio width should not exceed the side elevation of the home.

**If you are NOT changing the size of your deck and are only making cosmetic changes, you will be required to submit the following:**

- Material for patios must be approved by the ARB.
- Stamped concrete, pavers, travertine are all approved surfaces.
- Color selections must be submitted to the ARB for approval.

**Changing the deck size or building a structure; water features, rock walls, waterfalls, spas or any other structure that can be seen by an adjacent property will require additional documentation and approval.**

- ARB application including a drawing, property survey (24"x36")
- Exact dimensions of structure. Patio width should not exceed past the side elevation of the house.
- Renderings and elevations.
- Landscape plan.

#### **PRIVACY WALLS**

- Privacy walls can greatly enhance a home's presence since the perception of the building mass will be greater. They are encouraged to conceal trash cans.
- Walls must remain attached to the exterior wall. The location and specifications of privacy wall may only be placed at certain locations.
- Desired privacy walls should be shown on the preliminary elevation and site plan for possible approval. Include engineered plans for permitting.
- Each lot shall be viewed separately based on the configuration of the house and lot.

#### **RECREATIONAL**

- Recreational facilities as defined in the Covenants include the following:
  - All recreational facilities, including, without limitation by specification, swimming, pools, tennis courts, and any other play or recreation structures, including basketball backboards, platforms, playhouses, dog houses, or other structures of similar kind or nature (collectively referred to herein as "Recreational Facilities").
- ARB approval is required for placement of all recreational courts. Your property survey must indicate where these courts are being proposed. No pickleball courts allowed.
- Court usage is allowed only during the times of 8 am till 10 pm.
- Recreational and sports structures should not be visible from the street.
- Recreational and sports structures should not exceed the width of the house.
- The use of chain link or "cyclone" fences is allowed for the recreational and sports court on a case-by-case basis – approved colors are tennis green, bronze or black.
- Additional approval may be required from the City of Parkland.

## **RECREATIONAL LANDSCAPING**

- Recreational courts must be adequately walled, fenced, and/or landscaped in a manner that provides a buffer between neighbors and are out of sight from view. The landscape plan must be submitted along with ARB application. This includes plant material selected, height, and size.
- Minimum planting requirements: A landscape screen consisting of a continuous hedge 2' on center. All sides of the court facing neighbors must be concealed. Plants at installation must be a minimum of 36 inches. Hedges must mature to eight (8) feet in height to properly conceal the fence.
- For courts with lights, there must be at least one (1) canopy tree, 14-16' on average. 8-10'spread @ 25'on center on each side of the court facing neighbors.
- The ARB may require additional landscaping before or after approval to conceal the court and to add noise abatement.

## **SPORTS COURT**

- Sport Courts cannot exceed 550 square feet and must meet all other setback requirements. No pickleball courts allowed.
- The usage must be clearly explained in the application. If the usage of the court is to change, for example, from a tennis court to a sports court, a new application must be submitted prior to any changes.
- A sport court must comply with all "Recreational" guidelines.

## **TENNIS COURT LOCATION AND MATERIALS**

- Rear Property Line at twenty (20) feet; Side Property Line at ten (10) feet; Corner Lots at twenty (20) feet to street right of way.
- Setbacks required on lake lots are thirty (30) feet from property line. Side setback will run in line with the side of the house.
- The court will be placed in a location to maximize the distance from other homes.
- All court fences must be adequately walled with a combination of landscape and trees.
- All courts constructed on a lot shall be composed of materials that have been thoroughly tested and accepted by their respective industry for such construction. Colors acceptable are green, tan and blue – all colors must be approved before installation.

## **TENNIS COURT LIGHTING**

- Light Fixtures cannot exceed twenty (20) feet in height above the playing surface.
- Lights shall be less than 5000 kelvins. High Pressure Sodium will not be permitted.
  - The light shall be focused on your court and should minimize the amount of light that goes onto your neighbor's property.
- Poles shall be round fourteen (14) inch mechanical tubing with base plate for reinforced concrete base mounting. The entire assembly shall be capable of withstanding wind speeds of up to 120 mph.
- The entire assembly shall have a tennis green, black or bronze finish.
- Tennis: On a standard court (120' x 60') with three (3) stations per side, mounted at twenty (20) feet in height and spaced approximately thirty (30) feet apart.

## **ROOFS**

- New roofs or roof extensions must be pitched roofs and must have roof tiles that match the existing surface.
- Flat roofs are only allowed over Florida rooms, porches, patios, and terraces upon written approval from ARB.

- Roof materials will be tile or concrete. The color should be impregnated clay tile or pre-colored concrete.
- The roof pitch shall not be less than 4/12 unless otherwise approved by the ARB.
- Prohibited roof colors include the following: White, Blue, Black, Green, Purple, Yellow, Pink or Red (other than Terracotta tile on a Mediterranean or Spanish design).
- The roof color can be altered with a Teflon acrylic that has a 20-year warranty/life expectancy. This product must be mold and mildew resistant and water repellent. Color must be submitted and approved by the ARB, along with proof of purchase.
- An actual sample of the materials being proposed; concrete roof tile or acrylic Teflon coated.
- A picture of the exterior of the home is needed for the ARB application. It is ideal for the roof and driveway to complement each other.

#### **DECORATIVE METAL AWNINGS**

- Under no circumstance will a metal roof be considered for use as a main roof covering and or any roof that is visible from the street.
- Metal will be considered on a case-by-case basis for use as a decorative accent on a house, side wall, or bay window.
- All requests to install decorative roof elements, canopies, shutters, or awnings, must include the color, material, dimensions, and exact location.

#### **SOLAR**

- Criteria for approval will be based on Florida Statute; 163.04; Energy devices based on renewable resources. The Association understands energy devices and solar collectors cannot be prohibited and the intended purpose of this criteria is not to prohibit the homeowner, it was designed to ensure the individual systems will fit into the Architectural integrity of the neighborhood.
- The Association reserves the right to review the specific location where solar collectors may be installed on the roof. It is understood the ideal location is south or within forty-five (45) degrees east or west of due south.
- The proposal must indicate the exact location chosen for installation, the number of panels and the total square footage being occupied by panels.
- The proposal must indicate the number of panels/max kilowatt capacity must not exceed FL State regulations for a residential solar facility (commercial size facilities will not be approved).
- All piping (wiring) leading to inverters should be painted to match the exterior of home, depending on the equipment's location.
- All ground equipment must be concealed by plant material.

#### **SATELLITE DISHES**

- Placement of satellite dishes will be permitted on the rear of the house or the halfway point to the back side of the house.
- Satellite Dishes are not permitted on the front elevation of the house or chimney.
- Satellite wiring must be concealed from view.
- The satellite dish itself should blend in with landscape to conceal visibility.

#### **SECURITY CAMERAS**

- Security Cameras located on the front elevation of the home should be strategically placed at inconspicuous positions. Prior to installation an application with the number of cameras, camera specifications must be submitted.

### **SHEDS**

- Personal detached storage sheds are not allowed on property.

### **SIGNS**

- No signs of any kind shall be in view of the street or adjacent properties.
- Contractor signs and solicitation signs are strictly prohibited.
- Signs for health and safety items that are required will be reviewed on a case-by-case basis and will be restricted in size (ex: invisible fence, alarm).

### **SITE UTILITIES**

All site utilities such as air conditioners, generators, communication towers, electric meters, etc., need to be screened with a three (3) foot wing wall or planting material minimum thirty-six (36) inches height, planted eighteen (18) inches on center terraced with ground cover and one (1) canopy tree 14-16' on average 8-10' spread which will have an immediate effect on screening.

# Cypress Head Club, Inc.

## Landscape Standards

**Section 7.13** of the Declaration requires a landscape plan to be submitted to the ARB for approval before removal or replacement of any plants. The goal is to review each plan to ensure that each homesite has adequate landscape to create and maintain an estate like image. Each plan must consist of neatly layered landscape that consists of a minimum of two tiers that provides coverage to 85% of all open wall space screening element between hard blank building surface and the public private view. All three side elevations of the house should consist of the same neatly layered hedges or other terraced plant material strategically placed and a ground cover. Each lot should consist of a minimum of ten (10) trees. All homes should be consistent and harmonious with the landscaping in the neighborhood and no artificial vegetation is allowed. Please see “shrub list” with approved plant choices and exclusions.

**Section 7.15; Non- Interference with Easements;** prohibits any plantings inside of the easements. Each property owner has a responsibility to maintain the swales and drainage on their lot. Plants prohibited from being planted inside of the easements.

### **LANDSCAPE DESIGN GUIDELINES**

Consult the Architectural Review Board Manual for a list of approved plants and related information. There are no exceptions to exempt any prior landscape modification from first having ARB approval: no prior implied approval (as with the sale of a home), no prior verbal approval, and no grandfather clause. Unapproved landscape modifications may impact future projects and/or result in a violation. The violation process often ends with the removal of the modification, at the Homeowner’s expense. Potted plants or yard art are also an example of modifications requiring ARB approval. Landscape must be maintained in a good condition to present a healthy neat and orderly appearance. Landscape shall be kept free from visible signs of weeds, insects, and disease and must be appropriately irrigated and fertilized to maintain a healthy condition. The ground cover should be visible from the street and should only consist of mulch or rock.

**Landscape plans must be submitted on a full-size property survey (24”x36”), this will allow the ARB to see the dimensions of each area. The plan must include proposed plant materials, quantities, botanical name and/or common name, sizes, and installation specifications, (i.e., Distance apart, heights, spread and spacing of trees, shrubs, etc.). Please include a plant legend to illustrate your plan as precisely as possible.**

### **FRONT/REAR/ SIDE YARD LANDSCAPE TREATMENT**

#### **APPEARANCE**

Landscape maintenance must be neat, clean, and manicured. Choose material that will be kept neat and clean that will create an estate-like image that is harmonious with the other homes in the community. The design solutions for the homes must conceal large sections of blank/open wall space.

#### **1. FRONT YARD LANDSCAPE TREATMENT**

Hedge and shrub material must be maintained to create a continual hedge and must be properly maintained with an estate-like appearance. However, both tiers do not have to be continuous hedges. Materials should be selected with mature desired height with the intent of visually concealing large empty wall space. In addition, taller, more mature materials should be incorporated to break up the height of walls.

**2. REAR YARD LANDSCAPE TREATMENT**

This area includes that portion of the yard from the rear property line to the rear of the house, including the back-half of the side yards. In cases where pools, tennis courts, and garage doors face adjacent neighbors' homes, they shall be completely screened from their view. Treatments of rear yards will depend on the location of each residence, i.e., lakes, or neighbors' backyards.

**3. REAR YARD LAKE FRONT LANDSCAPE TREATMENTS**

Planting should be designated to frame the views of waterfront homes. Placement of trees at rear corners of the property lines one (1) foot outside the twenty (20) foot lake maintenance easement can be an effective means of defining lots. Pools and other side features should integrate with the landscape rather than compete with mounding, trees, and grass. Lakes are intended to furnish visual amenity. Lake edges shall be treated with soft landscape character and informal tree plantings.

**4. SIDE YARD LANDSCAPE TREATMENT**

This area includes that portion of the yard from the edge of the street pavement to the front wall of the house and half of the side yards. Corner lots with side yards towards the street shall be landscaped in character like the front yard. The coverage on the side of the house must conceal 85% of the open wall space.

**5. BLOCK GRADING**

Individual lot owners shall be required to perform grading of their lot and swale to conform with the typical block grading plan as described on Page 16 of Paving and Drainage plans as prepared by Williams, Hatfield and Stoner, Inc., dated June 18, 1979, as revised December 26, 1979, which is available upon request.

**6. GARAGE LANDSCAPE TREATMENT**

Garage doors should be screened from neighboring views with a landscape treatment that consists of a continuous hedge minimum of thirty-six (36) inches in height. The hedge must be at a minimum the same length as the garage doors. The objective is to conceal the doors from your neighbors.

**7. GROUND COVER**

All landscape should include a ground cover to complete the appearance of the flower bed. This includes mulch and rock only. No white rock is permitted. For mulch, brown, black, and red are permitted.

Rocks should not be used in more than 50% of all flower beds. The ratio between rock and mulch needs to be balanced.

**8. HEDGES**

Hedges, especially continuous hedges, are desired around the three sides of the house. Hedges are required around the exterior of pool fences, perimeter fences, and to screen garage doors. Hedges cannot exceed eight (8) feet in height and cannot extend past the front elevation of the home. When using a hedge to separate one property from the next, hedges must be 1.5' outside of the easement (basically hedges cannot be closer than 7.5' from the property line).

#### **9. HEDGES ON THE EXTERIOR OF FENCES**

All fences and gates are required to have landscape which consists of shrubbery planted around the entire perimeter on the outside of the fence. Plants must be installed at a minimum height of thirty-six (36) inches and placed 18"-24" apart on center. Plants must mature to the same height as the fence but not taller than 8ft. In addition to hedges surrounding the fence, staggered hedges must be used to conceal the appearance of the gates from the street or adjacent properties.

#### **10. HEDGES ON HOLMBERG ROAD**

The landscape plan must comply with regulations of the City of Parkland and Cypress Head. The plan must consist of a dense hedge to buffer your property from Holmberg Road consisting of both hedges and trees per Holmberg Road Landscape Theme; Section 22-429. Please adhere to the following specifications that applies to both Holmberg Road.

##### **Requirements:**

- Large trees a minimum of four (4) large trees for every one hundred (100) lineal feet.
- Trees must be fifteen (15) feet in height with a six-foot spread, and three (3) inch caliper.
- A dense hedge must mature to a maximum height of eight (8) feet. Minimum of 7 gallons at installation; 1.5' apart on center. The hedge must run continuously with the berm.

#### **11. HEDGES ON PARKSIDE DRIVE**

A dense hedge must mature to a maximum height of eight (8) feet. Minimum of 15 gallon/ 4 foot in height at installation; 1.5' apart on center. The hedge must run continuously with the berm.

#### **12. IRRIGATION GUIDELINES**

Proper irrigation will avoid unsightly conditions, ensure safe performance of the system, and improves long-term reliability of the system.

All lots must be irrigated with an underground automatic sprinkler system providing 100% coverage to all sod and landscaped areas. Ground water wells are encouraged, except on lots which have access to a lake. If a ground water well is used, a de-rust unit should be provided. If the irrigation supply is from the lake, the PVC intake is to be submerged in the lake with a non-visible supply even during low lake levels. The intake end is to be screened and is to be provided with a foot valve or check valve to prevent hitting the bottom and to prevent clogging. It is suggested to have a minimum of five-foot water depth to maintain intake during periods of low water. The pump is to be placed adjacent to the house structure, not isolated at the lake shore or in some other area. The pump enclosure structure is to be made a part of the home's architectural entity and to be as inconspicuous as possible.

#### **13. LANDSCAPE LIGHTING**

- Must be setback from the road, so as not to interfere with vehicular travel or become a nuisance to adjacent properties.

- Soft white lights are required to keep uniformity in the community. All landscape lighting must have clear lens (colored lens are not permitted). No color light bulbs are allowed.
- Homeowners must provide a description of the fixture and the lumens that is between 2000 and 3500 kelvin.
- Landscape up lights must be of the well mounted type, or if mounted above finish grade, they must be screened within a shrub or ground cover beds.
- Property Survey 24x 36 showing exact locations of lighting is needed to understand layout of lighting.

#### **14. SITE LIGHTING**

- No pool, tennis court or other exterior lighting shall be installed without prior approval by the ARB. Lighting specifications such as light color (degrees kelvin 2600-3500) and intensity (lumens) must be disclosed.
- Site lighting is intended to be low-key; intensity should be no greater than required for auto and pedestrian safety.
- Exterior lights should be used to accent entrances and special features.
- Tree up-lighting is accomplished with clear warm white lights (colored lights are prohibited).
- All light sources shall be hidden from public view.
- All lights should be consistent on the exterior of the house in color. Warm white color and temperature must be 3500 kelvin or less.
- No animated lights, just solid steady lighting is allowed.
- Plastic and battery-operated lights are discouraged.
- Residential in nature, no commercial applications allowed.

#### **15. NON-INTERFERENCE WITH EASEMENTS OR RIGHT OF WAYS**

No structure, planting or other material, may be planted inside the easement, or are permitted to remain on a Lot inside of the easement. Damage or interference with the installation and maintenance of utilities or drainage facilities located in the utility and drainage easements shown on the Plat or the installation and maintenance by the Club of any fence, wall, hedge, planting, tree or other improvement of landscaping located on a no-access or screen fence easement on a lot. The easement area located on each Lot and all improvements thereon shall be maintained continuously by the Lot Owner except for those improvements the maintenance of which is the responsibility of a public authority, private utility, or the Club. Landscaping and mounding are prohibited in the road right of way.

#### **16. PRUNING**

All shrubs will be pruned monthly or as needed to maintain a neat and manicured appearance, throughout the year. Coconut palms must be cut back each year prior to hurricane season.

#### **17. RECREATIONAL STRUCTURE AND OBJECTIONABLE VIEW LANDSCAPE TREATMENT**

Any recreation facility such as a pool enclosure, fence, tennis court fencing, recreational (trampoline, playground, etc.), structure of any kind, shall be adequately screened by landscaping or any other method deemed necessary by the ARB. All structures must be concealed from the view of an adjacent property or from the street.

**18. SHRUB/ HEDGE STANDARDS**

A shrub is a small to medium size perennial woody plant. Shrubs have persistent woody stems above ground. When planting shrubs, stagger plants to achieve graduation in height and density. Plant size must be a minimum of 3 gallons at installation. All fencing, air conditioners, generators, garage doors, exterior equipment, must be concealed by plants at a minimum of 36 " in height at installation.

Ideal locations for small shrubs: Open wall space, outlining flower beds, concealment of air conditioner and pool equipment:

		<b>APPROVED SHRUBS</b>	<b>24"</b>
<b>Type</b>	Planting	<b>Type of Plant</b>	<b>Minimum size</b>
Small	Shrub	Allamanda	3 gallons
Small	Shrub	Arborical	3 gallons
Small	Shrub	Bougainvillea	3 gallons
Small	Shrub	Clusia	3 gallons
Small	Shrub	Crotons	3 gallons
Small	Shrub	Jasmine	3 gallons
Small	Shrub	Gold Mound	3 gallons
Small	Shrub	Green Island Ficus	3 gallons
Small	Shrub	Japanese Boxwood	3 gallons
Small	Shrub	Ixora	3 gallons
Small	Shrub	Plumbago	3 gallons
Small	Shrub	Cocoplum	3 gallons

Ideal location for medium size shrubs: Hedge or bushes, single entry accents, privacy around pool landscape, yard specimen, back drop for smaller hedges, height in flower bed, to hide unsightly areas.

		<b>APPROVED SHRUBS</b>	<b>24"</b>
<b>Type</b>	Planting	<b>Type of Plant</b>	<b>Minimum size</b>
Medium	Shrub	Allamanda Bush	3 gallons
Medium	Shrub	Azalea	3 gallons
Medium	Shrub	Birds of Paradise	3 gallons
Medium	Shrub	Copper Plant	3 gallons

Medium	Shrub	Fire Bush	3 gallons
Medium	Shrub	Gardenia	3 gallons
Medium	Shrub	Hibiscus	3 gallons
Medium	Shrub	Ligustrum	3 gallons
Medium	Shrub	Thunbergia	3 gallons
Medium	Shrub	Yesterday Today Tomorrow	3 gallons

**19. SITE GRADING**

**Site grading shall plan to balance the following objective:**

Satisfactory drainage of open areas, maximum preservation of existing plant material, minimum erosion and siltation.

**20. SWALE MAINTENANCE**

Cypress Head was built with drainage swales that ensure natural drainage from one lot to the next flows properly. Each property owner is responsible for the maintenance of their swales to prevent obstruction to the flow of water. Refer to property surveys with specifics of your swale location and proper block grading in the original recorded plats. Creating a swale naturally by grading your property requires an ARB application for approval. Casual maintenance and upkeep are encouraged to all swales.

**21. TURF STANDARDS**

Sod is required on the lot. St. Augustine and Floratam turf is the most common and preferred

**22. ARTIFICIAL TURF**

Will be Reviewed on a case-by-case basis. Artificial turf shall not be installed in any area visible from the front elevation of the property, including the front yard or any portion of the lot visible from the street.

Additionally, artificial turf may not be visible from adjacent properties. Approved artificial turf must be high-quality, natural-appearing artificial turf products specifically approved by the ARB. The turf must replicate the appearance of natural grass in color, texture, and blade height. Samples and manufacturer specifications must be submitted with the application for review.

Homeowners are responsible for obtaining any required permits prior to installation. The City of Parkland requires a permit before commencement of artificial turf installation. Proof of permit approval must be provided to the Association prior to beginning work.

**Installation Standards**

Installation must be professionally completed and include proper base preparation, drainage, edging, and secure anchoring to prevent lifting, shifting, or deterioration. Seams must be concealed and installation must present a uniform appearance.

**23. TREE STANDARDS AND REQUIREMENTS**

**7.14 Trees.** No tree greater than three (3) inches in diameter and greater than five (5) feet in height above the natural grade of the Lot shall be cut or removed without the specific prior approval of the ARB.

Trees must be a minimum size of 25-30 gallon (12'- 14') 3" inch caliper at installation and no saplings are allowed. The city of Parkland regulates the minimum size for all tree replacements. All specimen grade trees are considered "Florida Fancy" these can be found online under "Florida Friendly Landscape Practices".

**24. TREE REQUIREMENTS**

**1a. Specimen Grade:**

All trees to be grade "Florida Fancy".

**2b. Minimum size of palms to be:**

Queen Palms	6-8' of grey wood
Royal Palms	4-6' of grey wood
Coconut Palms	4-6' of grey wood
Sabal Palms	14-16' of clear trunk
Washington Palm	14-16' of clear trunk
Alexander Palm	10-12' of clear trunk

**3c. Specimen Palms:**

A minimum of 1 specimen palm is required at the front façade. From the following list at 16'-18' height:

Ptychosperma elegans	Alexander Palm (clump, 5 stem min.)
Caryota mitis	Fishtail Palm
Paurotis wrightii	Saw Thatch Palm
Phoenix canariensis	Canary Island Date Palm
Phoenix dactylifera	Date Palm
Phoenix reclinata	Senegal Date Palm
Pandanus utilis	Screw Pine
Ravenala madagascariensis	
Travelers Palm	

**4d. Specimen Canopy Tree:**

Provide one specimen canopy tree at a height of 18 feet to 20 feet within the front yard.

**5e. Specimen Multi-Stem Tree:**

Provide one specimen multi-stem character tree within the front yard from the following list at 14 feet to 16 feet in height:

Calophyllum inophyllum	Beauty Leaf
Clusia Rosea	Pitch Apple
Coccoloba Diversifolia	Pigeon Plum
Conocarous Sericius	Silver Buttonwood
Lagerstroemia Speciosa	Queen Crape Myrtle
Ligustrum Lucidum	Glossy Privet
Noronhia Emarginata	Noronhia
Psidium Littorale	Cattley Guava
Podocarpus species	Florida Holly

**6f. Minimum size for Palms**

<b>Palm/Tree</b>	<b>Trim Standard</b>
Queen Palms	6'-8' of grey wood
Royal Palms	4'-6' of grey wood
Coconut Palms	4'-6' of grey wood
Sabal Palms	14'-16' of clear trunk
Washington Palm	12'-14' of clear trunk
Alexander Palm	10'-12' of clear trunk

**7g. Specimen Palms**

A minimum of 1 specimen palm is required at the front façade, from the following list:

<b>Approved Specimen Palms</b>	<b>16'-18'</b>
Alexander	Royal
Canary Island Date	Sylvester
Date Palm	Silver Bismarck
Queen	Travelers

**25. Minimal Tree Planting Around Exterior Building Walls:**

Within fifteen (15) feet of the exterior building wall there must be a minimum of one (1) canopy tree every thirty-five (35) foot of wall; 14'-16' on average, eight (8) foot spread or three (3) palms in a grouping. (See Minimum Size for Palms 2.4.2)

**26. Tree and Plant Clustering for lakes and canal:**

Trees sited alone are not encouraged. Rather, selective placement of groupings of trees and shrubs which frame certain views of a home or lake are more appropriate. Balanced on both sides of the lot one (1) foot out of the drainage easement, utility, or lake maintenance easement.

Placement of three (3) canopy trees 14'-16' height on average: a cluster of five (5) palms, see Minimum Palm Groupings for specifications; or one (1) canopy tree 14'-16' height on average and three (3) flowering trees 10'-12' height on average.

**27. Street Trees:**

Street trees type shall be Live Oak twenty-two (22) foot minimum height with a minimum sixteen (16) foot canopy spread; Laurel Oak twenty (20) foot minimum height with a minimum of sixteen (16) foot canopy spread; or Live Oak Grade A Florida Fancy sixteen (16) to eighteen (18) foot minimum height with a minimum fourteen (14) foot canopy spread. All street tree types shall have clear trunk of six (6) to seven (7) feet planted one (1) foot inside the easement, at every forty (40) feet along the street as prescribed by the ARB for uniformity. At installation these trees must be a minimum of **25-30 gallon (11'-14') 2" calipers**. The road right of way on Cypresshead Dr, Woodridge, and Upper Ridge is approximately 18 feet off the edge of the pavement to the property line. All other roadways on the right of way is approximately 14 feet off the edge of the pavement to the property line. All street trees must be maintained with a minimum canopy clearance of 14' above the roadway.

**28. Undesirable Front Yard Trees:**

The following tree are not acceptable within the front yard:

**Mimosa, Rosewood, Red Maple, Black Olive, Florida Holly (Brazilian Pepper)  
Sabal Palm, Acacia, Ficus**

**29. STAKES**

Stakes and guides for newly planted trees should only remain in place for the appropriate time period and removed as soon as trees have developed to the point when they're able to withstand normal winds without falling.

**30. TREE PRESERVATION**

1. Existing understory planting may be kept in its natural state and is exempt from sodding and irrigation.
2. Grading- The grading around existing trees must be left at the existing grade to within ten (10) feet of the drip line.
3. Citrus Trees- Fruit trees are to be pruned and placed in the rear of the lot only. Setback twenty (20) feet from property line in the rear of the lot only.

**31. TREE REMOVAL**

No tree greater than three (3) inches in caliper and greater than five (5) feet in height above the natural grade of the lot shall be cut or removed without the specific prior approval of the ARB. The ARB may require that any such trees removed from a lot be transplanted to a common area at the expense of the respective lot owner. In the event of a conflict regarding tree removal between the provisions of this Declaration and the City of Parkland Tree Ordinance, the City of Parkland Tree Ordinance shall prevail. The tree removal plan must be submitted to the ARB for approval along with proof of the City of Parklands permit approval. If the City of Parkland requires a replacement plan an illustration of where these trees will be placed must be provided.

### **32. FRUIT AND CITRUS TREE STANDARDS**

Fruit trees are only permitted in the rear yard. The locations of these trees must be approved before installation.

### **33. PROHIBITED PLANT MATERIALS/ TREES:**

The following is a list of undesirable plant materials not permitted upon the exterior portion of any residential property:

- A. Artificial grass or plant materials
- B. Noxious weeds
- C. Norfolk Island Pines
- D. Melaleuca
- E. Agave-all species
- F. Cereus Peruvians, hedge cactus
- G. All Euphorbia species, excusing crown of thorns.
- H. Areca Palms
- I. Shell cap boulders within sodded areas will be permitted only withing a ground cover bed.
- J. Florida Holly (Brazilian Pepper)

## **USE RESTRICTIONS, COVENANTS AND RULES & REGULATIONS**

### **Maintenance of the Exteriors:**

A. Each owner shall maintain the exteriors of all structures on a lot and all fixtures attached thereto in an approved manner. All structures (including landscape features) within Cypress Head shall be kept in good repair to maintain their approved appearance. This includes but is not limited to painting, repair of storm damage or the effect of weathering or age, routine maintenance, etc. This includes Road right of way, drainage and utility easements, existing trees.

B. Landscape shall receive routine maintenance (water, fertilizer, weeding, trimming, mowing, pest control, etc.) to ensure that the plant material will remain healthy and growing. Landscape shall at least meet the minimum sizes and quality at which it was installed. If plant material is damaged by freeze, storm, accident or other natural event, or if plants die back because of a lack of maintenance, the Homeowner will have thirty (30) days from notification to replace the plant(s) with material that will meet the original specifications. Hedges must be trimmed and once planted shall not be allowed to grow into trees. Potted plants must be planted below ground.

C. Pressure Cleaning is required as often as needed. All homes should be scheduled for pressure cleaning every year to prevent mildew accumulation. Areas to be pressure washed on a regular basis include the Roof, Driveway, Body of House, and Walkways

D. No covered vehicles are allowed to be parked in the driveway at any time.

E. Vehicles and Repairs. Inoperative vehicles cannot be on property for a period of time to exceed 48 hours.

F. No garbage or trash should be kept on property unless enclosed inside a sanitary container. All trash cans must be stored out of sight on the same day as service, immediately after the trash service has removed the garbage. Personal items should be stored inside the garage and out of view from adjacent properties.

G1. Commercial or Recreational Vehicles. No maintenance, repair, or storage of any boat or vehicle is allowed on property unless it takes place inside an enclosed garage. Vehicles with advertisements must be parked inside an enclosed garage.

G2. Boats and Recreational Vehicles and Trailers are allowed on property only for loading and unloading. These vehicles can remain on property for a twenty-four (24) hour period, not to exceed one overnight stay.

H. Bulk trash is scheduled once a month through the City of Parkland. Trash designated for bulk trash pickup can only be placed curbside no more than forty-eight (48) hours before the scheduled service day. The City of Parkland reserves the right to issue citations for trash that is placed for collection earlier than forty-eight (48) hours in advance of the scheduled collection. Cypress Head can remove any pile of trash and require the homeowner to reimburse the Club for all applicable costs. Debris placed on the road will warrant an automatic fine.

I. Garage doors. Garage doors should always be kept closed. Garage doors should be open for ingress and egress only. Leave garage doors closed throughout the day. The windows to the garage should have a white or off-white color blind to conceal personal items from view.

J. Operation of Watercraft. Boats without motors, and electric motors are allowed on the lake. Gasoline powered engines are strictly prohibited on the lakes of Cypress Head. Boats that do not have a motor, such as a canoe, paddle boat, kayak, and sailboat can be stored at the rear of the property. It is each homeowner's responsibility to secure their boats during a storm. The Association reserves the right to require boat registration from each owner.

K. Boat Launching is allowed on all lake front properties. Any homeowner that does not have a lake front property can use the vacant lot on West Cypresshead Drive just past the tennis court entrance to launch their boat. This is for residents only and not for guests.

L. Signs. Internal signage will not be allowed, including but not limited to – For Sale, Open House, Flags, Banners or other similar promotional or commercial devices. No consultants, subcontractors, financing, etc. signs will be allowed.

## **COMPLIANCE**

Property Inspections are conducted to preserve the beauty, quality and value of the community. The Board of Directors and the Architectural Review Board's duty is to enforce these standards to maintain the integrity and appearance of the homes throughout Cypress Head. The standards and obligations of each member are provided in the Association's governing documents. This includes covenant restrictions, use restrictions, and rules and regulations that all members must adhere to. This manual includes an extensive list of exterior maintenance items that should be addressed regularly and as needed.

The Property Manager will conduct regular property inspections. If a minor violation exists, an "Advisory Notice of Violation" will be sent to the resident. This letter will include the nature of their violation and the requirement to remedy that violation within **30 days of the Notice**. During the time frame provided, the resident may alternatively provide, in writing, pertinent information to the Association disputing the issuance of the Notice.

**Once the Advisory Notice Expires: Formal Notice:**

The property will be re-inspected. If the violation has not been brought into compliance, a second **Formal "Notice of Violation"** will be issued. The resident will have **14 business days to fully comply** with the Notice and correct the violation. If the violation is valid and still exists, a daily fine of \$100.00 will be assessed against the property for each day, until the violation is corrected not to exceed \$1,000. This notice also provides the Homeowner with 14 days' notice of a hearing date to contest the violation. Pursuant to Florida Statute 720.305, each person sought to be fined has an opportunity to request a hearing before a fine can be assessed.

**IMMEDIATE ACTION REQUIRED (3, 7, 14, days to comply)**

The violation noticed is a direct conflict with the rules and regulations and does not require a correction period. Fines will be assessed each day the violation remains open. Pursuant to Florida Statutes you are afforded the opportunity to appear in front of the Cypress Head Covenant and Traffic Enforcement Committee to present testimony and reasons as to why the fine should not be imposed.

**CEASE AND DESIST:**

You are hereby advised to immediately cease all work on this project until you have submitted a written Application for consideration by the ARB. Failure to do so will subject you to fines or other legal consequences.

**APPEAL PROCESS**

You are hereby being given fourteen (14) days to correct the violation. Pursuant to the Florida Statutes you are afforded the opportunity to appear in front of the Cypress Head Covenant and Traffic Enforcement Committee to present testimony and reasons as to why the fine should not be imposed Residents will be heard on a first come first serve basis or provide a written explanation in their absence. Please be advised that failure to correct the violation or attend the hearing will result in a \$100.00 fine each day the violation is not corrected, not to exceed \$1,000.00 per the Florida Statute 720.305 (2) (B).

**90 DAY SUSPENSION:**

Please be advised that pursuant to 720.305 of Florida Statutes, until monetary obligations and/or violations for your property are corrected the Association reserves the right to exercise the right to suspend your gate privileges and voting rights. This includes you and any of your parcel's occupants, licensees, or invitees are suspended from using the common areas of the community (including but not limited to access to the community by the "resident lane", as well as the clubhouse, tennis courts, fitness center, and related facilities). Furthermore, your voting rights as a member of the Association have also been suspended until your monetary obligations to the Association are paid and your violation is corrected.

