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KELLY GREENS MASTER ASSOCIATION, INC.

MEMBERS/OWNERS GUIDE TO

***A) EXTERIOR MODIFICATIONS,
ADDITIONS OR IMPROVEMENTS,
AND LANDSCAPING,***

B) EXTERIOR MAINTENANCE, AND

C) COMMUNITY STANDARDS

OF SINGLE AND MULTI-FAMILY PROPERTIES

Contents

Table of Contents	1
Introduction	2
A & E Committee, Applications and Procedures	2
1. The A& E Committee	2
2. Association Approval Required for Visual Changes	2
3. A & E Procedures	3
4. Expiration of Approved Application	4
5. Additional Procedures and Appeal of denied Application	4
Exterior Maintenance	4
1. Lawn and Landscape Maintenance	4
2. Exterior Home and Condominium Repair and Maintenance ...	4
3. Driveways and Walks	5
4. Mailbox	5
5. Pools and Spas	5
6. Fencing	5
Community Standards	5
1. Artificial Vegetation	5
2. Decorations	5
3. Fencing	6
4. House, Driveway and Landscape Curbing Colors	6
5. Holiday Lights and Other Lights	7
6. Mailboxes	7
7. Pools	7
8. Removal of Soil and Additional Landscaping	7
9. Roof Replacement	8
10. Satellite Dishes and Antennae.....	8
11. Signs	8
12. Playground and Sports Equipment	8
13. Storage Structures	8
14. Visibility on Corners	9
15. Window or Wall AC Units	9
16. Multi-Family Communities, Pods or Groups	9
17. Storm Shutters	9
18. Pool Cages	9

Introduction

Property owners/Members of Kelly Greens have certain restrictions and obligations to the Association and other property owners/members with regard to the exterior appearance of their property. This guide sets forth some of the major restrictions, obligations, community standards, and procedures of which owners should be cognizant. This guide does not in any way supersede the Second Amended and Restated Declaration of Covenants, Conditions and Restrictions or the Kelly Greens Golf & Country Club Rules, Regulations & Policies, but does contain additional materials as provided for in ¶¶13.3 and 13.4 of the Second Amended and Restated Declaration of Covenants, Conditions and Restrictions.

A & E Committee, Applications and Procedures

1. A & E Committee. The A & E Committee (Architectural & Engineering Committee) is a permanent committee of the Association and administers and performs the architectural and landscape review and control functions relating to non-common areas (homes, lots and living units) in Kelly Greens. The A & E Committee provides approval or disapproval recommendations to the Master Board of Directors of Kelly Greens for all exterior residential modifications applications submitted by residents. The committee shall have exclusive review jurisdiction over construction, modifications, additions or alterations and landscaping to all residential properties within Kelly Greens. (Second Amended and Restated Declaration of Covenants, Conditions and Restrictions, ¶ 13.1 and Kelly Greens Golf & Country Club Rules, Regulations & Policies, A & E Committee Policies and Procedures).

2. Association Approval Required for Visual Changes. No improvements shall be constructed upon any Lot or Condominium Parcel; no exterior of a Home shall be repainted; no major landscaping, sign, or improvements erected, removed, planted, or maintained on any portion of Kelly Greens; nor shall any material addition to or any change, replacement, or alteration of the improvements as originally constructed (visible from the exterior of the Home) be made until plans and specifications showing in nature, kind, shape, height, materials, color scheme, and the location of the same shall have been submitted to the A & E Committee and are in compliance with the approved community guidelines and are approved by the Board of Directors. (Second Amended and Restated Declaration of Covenants, Conditions and Restrictions, ¶ 13.6). Notwithstanding the foregoing, mulch

or stone may be added to the existing mulch/stone without prior approval to maintain the landscape appearance. If, however, the owner is changing the type or color of the mulch/stone, or is changing from mulch to stone or stone to mulch, approval of the Association must be first obtained. (Modification approved 2/23/2015 by Board of Directors). Also, if an individual lot owner or condominium association wants to plant annuals, in existing flower beds, at the beginning of the season and remove them at the end of the season, no approval is needed. If, however the existing flower bed is being expanded, or a new flower bed is being added, approval of the Association must first be obtained.

The Board shall have the right to refuse to approve any plans and specifications which are not suitable or desirable, in the board's sole discretion, for aesthetic or any other reason, or to impose qualifications and conditions thereon. (Second Amended and Restated Declaration of Covenants, Conditions and Restrictions, ¶ 13.7.3).

3. A & E Procedures. As is pointed out above, members are required to follow certain procedures when making specific external changes to their units. These changes include such things as replacing windows, replacing doors, replacing a garage door, roof replacement and repair, gutter replacement, curbing for landscaping, hurricane protection, flag poles installation, painting driveways, changing landscaping, planting additional shrubs/trees, fencing, exterior painting, trees removal, expansion, adding pool/pool cage, installing mulch/stones, and adding decorative objects on lawn or outside home. Should members be in doubt as to whether permission is required, they are advised to inquire in the Executive Offices rather than just proceed and later discover that they are in violation. The procedure to be followed is:

- a. obtaining the requisite application form from the Executive Offices;
- b. completing the form and attaching to it any applicable plans, drawings etc.;
- c. submitting the application to the member's own association for approval (see last paragraph of this part 3),
- d. only when that approval has been obtained, submitting the application to the A&E Committee via the General Manager;
- e. proceeding with the requested change only upon being advised by the General Manager that the application has been finally approved by the Board. (Kelly Greens Golf & Country Club Rules, Regulations & Policies, A&E Procedures. See also Second Amended and Restated Declaration of Covenants, Conditions and Restrictions, ¶ 13.7.1). The application must

be received by the General Manager no later than Wednesday before the Master Association Board Meeting held on the last Tuesday of each month.

Association approval is indicated by the signature of the association president, unless unavailable, in which event by the signature of another officer of the association. Electronic or digital signatures are acceptable. Association officers may not sign their own application. (Modification approved 2/23/2015 by Board of Directors).

4. Expiration of Approved Application. An approved application shall be in effect for one (1) Year from the date of approval. If the project is not started within that time, a new application must be submitted. (Second Amended and Restated Declaration of Covenants, Conditions and Restrictions, ¶13.7.1).

5. Additional Procedures and Appeal of denied Application. For additional procedures and appeals see Second Amended and Restated Declaration of Covenants, Conditions and Restrictions, ¶¶ 13.7 – 13.7.5.

Exterior Maintenance

1. Lawn and Landscape Maintenance. Individual lot owners and condominium associations which administer and operate condominiums shall cut and edge all landscape areas and, further, will fertilize, weed and mulch the yard of each Home, and shall trim the bushes and trees to the pavement edge or curb. Each Owner is responsible for replacing any trees, shrubs, grass, sod, or landscaping that requires replacement in the yard. The individual lot owners and respective condominium associations shall be responsible for the operation, maintenance, repair, and replacement of all the irrigation equipment including lines, switches, timers and sprinkler heads. If the Board, the A & E Committee or management determines the Home needs landscaping cleanup or improvements, owners are required to respond to such directive within Fifteen (15) days and complete the work at their own expense within a reasonable time. (Second Amended and Restated Declaration of Covenants, Conditions and Restrictions, ¶ 6.2).

2. Exterior Home and Condominium Repair and Maintenance. Owners are further required to regularly paint and repaint all home exteriors and to keep all home improvements in clean, presentable and good condition. If the Association determines that a home needs to be painted or its roof needs to be cleaned Owners are required to respond to such directive

within fifteen (15) days and complete the work at their own expense within a reasonable time. (Second Amended and Restated Declaration of Covenants, Conditions and Restrictions, ¶ 6.3).

3. Driveways and Walks. With the exception of sidewalks adjacent to the road right-of-way, all pavement including, but not limited to, walks and drives, shall be cleaned and kept free of debris, grime and dirt by the Lot Owner or respective Condominium Association. (Second Amended and Restated Declaration of Covenants, Conditions and Restrictions, ¶ 7.21).

4. Mailboxes. Each owner shall be responsible for the maintenance, upkeep, repair and replacement of his/her individual mailbox, mailbox post and mailbox light which must, in all events, conform to community standards or be approved by the Association by way of the A & E procedure. (Second Amended and Restated Declaration of Covenants, Conditions and Restrictions, ¶ 7.14).

5. Pools and Spas. All pools and spas shall be properly maintained at all times in accordance with applicable Florida Laws. (Second Amended and Restated Declaration of Covenants, Conditions and Restrictions, ¶ 7.19).

6. Fencing. Owners are responsible for maintenance, repair and replacement of fences and hedges encompassed within lots. (Second Amended and Restated Declaration of Covenants, Conditions and Restrictions, ¶ 6.4).

Community Standards

1. Artificial Vegetation. No artificial grass, plants or other artificial vegetation shall be placed or maintained upon the exterior portion of any house or parcel, unless approved by the Association. (Second Amended and Restated Declaration of Covenants, Conditions and Restrictions, ¶ 7.3)

2. Decorations. Except for seasonal holiday decorations, no decorative objects including, but not limited to, birdbaths, light fixtures, sculptures, statues, weather vanes, or flagpoles shall be installed or placed upon any portion of Kelly Greens without the prior written approval of the Association. Preexisting decorations and objects may be “grandfathered” and allowed to exist, but may not be replaced. Notwithstanding the foregoing, nothing shall impair any member from displaying a flag under the conditions expressly permitted under Chapter 720, Section 304, Sub-Section 2 of the

Florida Statutes. (Second Amended and Restated Declaration of Covenants, Conditions and Restrictions, ¶ 7.6).

3. Fencing. Fences shall be allowed only with the approval of the Association. With the exception of those privacy fences, walls, etc. which pre-existed as of the date of the Second Amended and Restated Declaration of Covenants, Conditions and Restrictions, and which may be “grandfathered in” for the duration of their existence, no other walls, fences or hedges shall be erected or installed on any home or lot which abuts a lake or water body which, in the opinion of the A & E Committee, unduly interferes with any adjacent lot owner’s view of such lake or Water body. (Second Amended and Restated Declaration of Covenants, Conditions and Restrictions, 6.4).

4. House, Driveway and Landscape Curbing Colors. The Master Board of Directors has approved palettes of colors for home and condominium buildings that must be adhered to when any driveway, landscape curbing, home or condominium building exterior is painted, no matter what the original color. The color palettes can be seen in the Executive Offices where additional information may be obtained.

Paint samples can be left on an exterior surface of any dwelling, associated garage or storage unit for a maximum period of thirty (30) days. (Approved 2/24/2015 by Board of Directors).

Each single and multi-family home (including the lanai) may have only one body color and one trim color. Front entry doors may be painted a third, accent color, if desired, provided it is selected from the standard, approved color palettes. Overhead garage doors shall be painted either the body color or trim color. Garage service door color must be either the house trim or body color. Concrete driveways can be left concrete or painted an approved concrete color. (Modification approved 2/23/2015 by Board of Directors).

Under no circumstances is a curb side sidewalk to be painted except for that portion which is part of the driveway, and, when painting or repainting that portion of a curb side sidewalk which is part of the driveway it must have an anti-skid surface. Anti-skid additives shall be as recommended by the manufacturer of the paint used.

Landscape curbing shall, if painted or repainted, be painted a color from the standard color palette designated for driveways.

Even though certain colors may be included on the standard palettes, the Master Board may deny the use of the colors if, in the Master Board's sole discretion, any of the final house colors, driveway colors or landscape curbing colors would not be aesthetically pleasing with each other or the roof color, or if the house colors would not be aesthetically pleasing when viewed with neighboring houses,.

5. Holiday Lights and Other Lighting. Except for seasonal holiday lights, all newly installed exterior lights shall require the approval of the Association by way of the A & E procedures. The Board of Directors may require the removal of any lighting that creates a nuisance. The holiday season shall extend from Thanksgiving to January 10. (Second Amended and Restated Declaration of Covenants, Conditions and Restrictions, ¶ 7.12).

6. Mailboxes. No reflectors of any type may be attached to mailboxes or mailbox posts (Second Amended and Restated Declaration of Covenants, Conditions and Restrictions, ¶ 7.14) and no newspaper sleeve, such as or similar to those provided by the News-Press, shall be installed on mailbox posts (Rules and Regulations, Architectural & Engineering, A & E Procedures ¶3). No decorations of any type may be placed on the mailboxes or mailbox poles except during the December holiday season (Second Amended and Restated Declaration of Covenants, Conditions and Restrictions, ¶ 7.6)

7. Pools. No above-ground pools shall be permitted. All in-ground pools and accessories installed shall require the approval of the Association as set forth above under A & E Committee, Applications and Procedures. (Second Amended and Restated Declaration of Covenants, Conditions and Restrictions, ¶ 7.19).

8. Removal of Soil and Additional Landscaping. Without the prior consent of the Association, no Owner shall remove soil from any portion of Kelly greens, change the level of the land within Kelly Greens, or plant landscaping which results in any permanent change in the flow and drainage of surface water within Kelly Greens. (Second Amended and Restated Declaration of Covenants, Conditions and Restrictions, ¶ 7.20).

9. Roof Replacement. When roofs are replaced,
- a. irrespective of what roofing material they may have had at the time, all roofs on single family and villa homes shall be replaced with tile or tile appearing metal roofs consistent in color and style with current tile roofs within KG.
 - b. Shingle roofs on condominium buildings shall be replaced with shingles or shingles appearing metal roofs and tile roofs or tile appearing metal roofs on condominium buildings shall be replaced with tile or tile appearing metal only, and
 - c. in all cases the quality of shingle or tile shall be equal to, or of higher quality, than the existing roof and must be approved by the Master Board by way of the A & E procedures.

10. Satellite Dishes and Antennae. No exterior visible antennae, radio masks, towers, poles, aerials, satellite dishes, or other similar equipment shall be placed upon any Home or Lot or other portion of Kelly Greens without the prior written approval of the Association. The master Association may require, among other things, that all such improvements be screened so that they are not visible from adjacent homes, or from the Common Areas. (Second Amended and Restated Declaration of Covenants, Conditions and Restrictions, ¶ 7.22).

11. Signs. No signs, banners, billboards or advertisements of any kind including, without limitation, those of realtors, politicians, contractors, or subcontractors, shall be erected or displayed anywhere within or upon the community, including in windows and on motor vehicles, unless approved, in writing, by the Master Association's Manager. However, one (1) "For Sale" and three (3) "Open House" signs that comply with the provisions of ¶¶ 7.23.1 – 7.23.4 of the Second Amended and Restated Declaration of Covenants, Conditions and Restrictions, are permitted without prior approval of the Master Association's Manager. (Second Amended and Restated Declaration of Covenants, Conditions and Restrictions, ¶¶ 7.23 – 7.23.4).

12. Sports Equipment. No recreational, playground or sports equipment shall be installed or placed within or about any portion of Kelly Greens without prior written consent of the Association. (Second Amended and Restated Declaration of Covenants, Conditions and Restrictions, ¶ 7.24).

13. Storage Structures. No temporary or permanent utility or storage shed, storage building, tent, or other structure or improvement shall be

permitted, and no other structure or improvement shall be constructed, erected, altered, modified or maintained, without prior approval of the Association. (Second Amended and Restated Declaration of Covenants, Conditions and Restrictions, ¶ 7.25).

14. Visibility on Corners. No obstruction to visibility at street intersections shall be permitted and such visibility clearance shall be maintained as required by the Association and government agencies. (Second Amended and Restated Declaration of Covenants, Conditions and Restrictions, ¶ 7.30).

15. Window or Wall AC Units. No window or wall air conditioning unit may be installed which protrudes from any window or wall of a home. (Second Amended and Restated Declaration of Covenants, Conditions and Restrictions, ¶ 7.32).

16. Multi-Family Communities, Pods or Groups. All multi-unit or multi-family building within the same community, pod or group must adhere to this Members/Owners Guide, the Second Amended and Restated Declaration of Covenants, Conditions and Restrictions, and the Multi-Family Community Guidelines including guidelines for painting, roof color, exterior lighting and mailboxes (modification approved 11/18/2014 and 2/23/2016 by Board of Directors). Any suggested changes/improvements within multi-family 'pods or groups' will require the agreement and signature of each Association's presidents.

17. Storm Shutters. No storm shutters added to a condominium unit lanai shall be constructed on the exterior of the building. This prohibition applies to all Terrace units, all Manor units, and all Veranda units. This prohibition does not apply to window shutters which must be constructed on the exterior of the building. Without the prior approval of the Association, no storm shutters shall be added to any unit within Kelly Greens which is not white in color or otherwise matches the color adopted by the relevant multi-family pod or group (i.e., beige or white slates with storage box to match building color). (Approved 11/18/2014 by Board of Directors).

18. Pool Cages and Screen Frames. All pool cages or any metal framing that supports screening material shall be constructed white or bronze (black) in color. Any other color requires the prior approval of the Association. (Approved 11/17/2020 by Board of Directors).

Kelly Greens Standard Color Palette Program

Architectural Theme

Kelly Greens Golf & Country Club is a community that reflects the outdoor environment, nature and the theme of light natural colors and clean lines. To balance and achieve the architectural theme of this community now and for future generations, the Kelly Greens Standard Color Palette Program was developed based on input and recommendations from a professional color consultant and the A & E Committee.

Exterior Paint Colors

To maintain this theme within Kelly Greens, all home and multi—family building colors will be selected from the Kelly Greens Standard Color Palette. The Kelly Greens Standard Color Palette are those colors in four Kelly Greens brochures for House Body Colors, House Accent Colors e.g., trims, including fascia, and gutters, and doors, Front Door Only Colors and Concrete Colors, e.g., driveways and landscape curbing. The purpose and intent is twofold; first, assist homeowners and associations with the selection of exterior colors and secondly, preserve the harmony of the exterior color of homes and multi-family buildings within Kelly Greens.

Each single family and multi-family home (including the lanai) may have only one body color and one trim color. All multi-unit or multi-family buildings within the same community, pod, or group may have the lanai walls and ceiling painted either the body color or the trim color for the entire multi-family within the same community. Front entry doors may be painted a different color provided it is selected from the Accent Color Brochure or the Front Door Only Brochure. Overhead garage doors shall be painted either the body color or trim color. Garage service door color must be either the house trim or body color. No duplicate colors shall be allowed with adjacent homes. Selected colors shall be in continuity with the existing or replacement roof tile color.

Multi-family homes must remain consistent in exterior colors throughout each condominium community. This means buildings in a group/pod must have the same building Front Door and trim colors. Under most instances, multi - family home residents are required by Florida law to have a vote of approval by the residents when building colors are changed. The colors selected to be put to a vote by a multi - family building Association must be from the Kelly Greens Standard Color Palette.

During normal maintenance existing homes and multi-family buildings previously painted a color(s) not included in the Standard Color Palette will need to select a recommended color(s) from the Kelly Greens Color Palette.

All exterior colors to be used shall be noted on the A & E application form. Kelly Greens Master Association does not endorse any vendor. If paint(s) are preferred from another source, the A & E

Application should include color swatches obtained from the chosen paint vendor. Any changes after approval has been obtained must be resubmitted for approval.

Driveways

To maintain and reflect the natural outdoors and keeping with an aesthetic appeal, colors selected for driveways shall be from the Kelly Greens Color Palette for Driveways. This includes normal maintenance to resurface or repaint a driveway. If painting a concrete driveway is contemplated, it should be considered an extension of the protocol governing house painting, except the driveway may be painted a single-color. At the discretion of the House/Villa owner, an additional color may be applied as a border (trim) not to exceed 18 inches in width. In all instances, the color(s) chosen must be from the approved KG color palette for concrete.

Etching and pavers are permitted with prior approval through the A & E application process. Concrete driveways can remain unpainted. We recommend only paint formulated specifically for a driveway should be used.

Under no circumstance is a curb side -sidewalk to be painted except for that portion which is part of your driveway, and, when painting or repainting that portion of a curb side sidewalk which is part of the driveway it must have an anti-skid surface.

Curb side sidewalks adjacent to roadways in single family and multi-family communities are part of the Kelly Greens Common Areas and are maintained by the Kelly Greens Master Association.

The Master Association has the authority to require a property to be repainted at the owner's expense if approval was not obtained prior to the initial painting. The Kelly Greens Standard Color Palette will be the property of the Kelly Greens Master Association and maintained in the office.

Recommended by Kelly Greens A & E Committee
October 24, 2016
Original recommended December 17, 2012

Approved by the Kelly Greens Master Board of Directors
October 25, 2016
Original approved December 18, 2012

Amended and approved June 27, 2017
Amended and approved November 13, 2018

Amended and approved February 23, 2021
Amended and approved March 1, 2021

Kelly Greens
Exterior Paint Standards and Program
As Amended October 25, 2016
As Amended November 13, 2018
Original Dated November 2012

House Colors:

Select the following exterior house paint colors:

1. Body Color from House Body Color Brochure (43 choices)
2. Trim Color from House Accent Color Brochure (57 choices)
3. Front Door Color from House Accent Color Brochure (57choices) or the Front Door Only Brochure (15 choices)

Restrictions

- Garage overhead door must be the same color as the trim or body color
- Garage service door color must be either the house trim or body color
- Fascia, gutters and downspout shall be considered part of the trim.
- Keep your roof color in mind when making your selections.
- If Sherwin-Williams is not your selected paint company, a color match sample MUST be supplied for approval.

NOTE: Even though certain colors may be included in the standard color brochures, the Master Board may deny the use of the colors if, in the Master Board's sole discretion, any of the final house colors, driveway colors, or landscape curbing colors, would not be aesthetically pleasing with each other or the roof color, or if the house colors would not be aesthetically pleasing when viewed with neighboring houses. (See current Kelly Greens Master Association, Inc. Members/Owners Guide).

(Brochures are available in limited numbers in the Administration Office).

Concrete Driveway and Landscape Curbing Colors:

Driveways and landscape curbing can be left bare concrete or painted a concrete color. You may use any of the colors listed in the Driveway and Landscape Curbing Color Brochure to paint your driveway and/or landscape curbing. If both the driveway and landscape curbing are to be colored, they must be the same.

See your Sherwin-Williams or other paint dealer for recommendations on appropriate paint bases and driveway preparation. Suggested preparation instructions and paint prices can be seen in a letter from Sherwin-Williams available in the Administration Office.

REMEMBER, the Master Board reserves the right to reject any combination.

(Brochures are available in limited numbers in the Administration Office)