

ARC NEW HOME/REPLACEMENT POLICY

The purpose of the Lot Resolution Committee is:

1. To protect the integrity of all lots within Zellwood Station so that each lot will be a usable and an attractive lot now and in the future.
2. To see that new homes coming into the community fit on the lots without impinging on existing homes or lots.
3. Assist in facilitating the installation of homes consistent with our rules and regulations and consistent with submitted and reviewed construction plans.
4. To give an opinion to the CA board concerning the acceptability of proposed architectural changes to new homes.
5. This approved document takes precedence over all previous rules. This approved document can change without notice due to Governmental Regulations. All changes must follow the current approval process in place; ARC, CA Board of Directors, Condo Board of Directors and Co-op Board of Directors. Will also provide notification to all Presidents of all boards.

BRINGING IN A NEW HOME

STEP 1: Application for residency is done through the Administrative office.

STEP 2: At a REQUIRED first meeting with two representatives of the ARC and a condo representative if in a condo village and prospective new residents of Zellwood Station, the following items will be discussed and the checklist will be given to them. (This is to be done before a home is purchased)

1. The prospective homeowner's intent and plans for a new/replacement home will be discussed.
2. The Realtor will show the buyers all lots available, the size and the usable space of the lots and what will fit on particular lots. Zellwood Station will provide water accessibility, including water meter and sewer to the lot. The location of the water meter, sewer and backflow preventer locations will be marked on a plat plan and Zellwood Station Water Department will be required to sign off on all set ups. Hookups to the house, including the electrical meter pedestal and service lines will be the homeowner's responsibility. Buyers are aware of pet and no pet lots.
3. Owner or owner's agents are responsible for surveying the lot and verifying lot lines.
4. While the ARC desires to assist prospective homeowners in bringing in new homes, it is to be understood that the prospective homeowner is responsible for all documentation and to provide a site plan indicating the proposed location of the home on the lot and dimensions to adjacent homes or lot lines if there is not adjacent home, stake out new homes once plans have been reviewed and to assume the responsibility that the proposed home is not violating Zellwood Station requirement or Rules and Regulations of Zellwood Station. New homeowners typically will have brokers and or contactors do this work for them but the homeowner is the one ultimately responsible.
5. Home Spec requirements are as follows: (All measurements are overhang to overhang)
 1. Lots are of different widths and depths with some irregular shaped lots in Zellwood Station. Minimum side and rear yard setbacks applicable are as follows:

Front: Minimum 15' from front lot line, 10' if on cul-de-sac and 25' on Cayman Circle.

Side and Rear: Minimum Five (5) feet from side and rear lot lines, except where the side and/or rear lines adjoin a common element or common area of at least 20' in width. The improvements may be located to the lot line, provided however, the improvement shall not go over or encroach the lot lines.

Must coordinate delivery of home with Zellwood Station Maintenance Supervisor.

A representative of the builders/contactor and if applicable a representative of the condo village is to be present for each home delivery.

The contractor is responsible for preparing the lot. The home should be coordinated properly so there will be no need for temporary staging. Home will be measured by Maintenance Supervisor prior to installation to verify home dimensions. Example: A home cannot exceed 66' front to rear including roof overhang on an 86' deep lot.

2. If there are steps in front of the house the material used must be concrete, masonry or brick. Open stairs are not permitted. All stairs front, side or back of house are to be concrete, masonry or brick.
3. Curb appeal is important thus all homes must be front-loaders (the end facing the street should have windows or a porch at minimum). Existing homes may not meet these requirements however all new homes must. On corner lots it is important that both sides facing the street have curb appeal. The committee must approve all sides facing the street. Garage door windows must be in top section. Preferably clear but frosted windows are acceptable.
4. All homes must have a concrete driveway with a minimum width of 11 feet and maximum of 22 feet plus a maximum of 7' wide for golf cart path skirted to the driveway.
5. All homes must have an attached carport or a garage with concrete driveway and carport.
6. If a golf cart path is included it must be concrete not exceeding 7' in width, skirted to the driveway the length of the carport or the garage.
7. All homes must have an attached screened porch or Florida room.
8. All homes must have indoor or attached utility room.
9. All homes must have white or cream masonry brick skirting.
10. The electric meter is to be in the back of the house whenever possible. May not be located in the front half of the house.
11. The air conditioner is to be in the back of the house whenever possible. May not be located in the front half of the house.
12. The ground around the house is to be leveled with proper drainage and sodded. The lot must not be graded so as to cause any runoff to adjacent lots greater than that existing prior to installation of the new home. All houses are to have gutters

for proper drainage and if necessary a swale to avoid drainage towards a neighbor's house.

13. All home sites must have an irrigation system, sod, at least one canopy tree or 2 ornamental trees and landscape design for front of home. A landscape design and plant list will be required. Trees not allowed are Sycamore, Sweet Gum and Water Oak. Strongly discouraged is Magnolia.
14. The exterior of the home must exhibit consistency of design, level of finish and materials used in construction and finish. This applies to the home, carport, garage, utility room, and any addition to any part of the unit, porch/lanai, steps and ramps. This applies to new construction and to anything that is added after the home is in place. When submitting plans for approval, all configurations must be adequately dimensioned and materials clearly identified. It is the homeowner's responsibility to ensure that submitted plans comply with these requirements. If something is missed in the submittal/review process, the homeowner is not excused from compliance with this.
15. Any modifications from these requirements must be specifically identified and approved by the Architectural Committee.
16. All homes must have only one lamp post.
17. Shutters are to be plastic or aluminum. Awnings are to be metal. No fabric awning of any kind.
18. All siding should be horizontal. Vertical siding will be considered on an individual basis.

STEP 3: At a required second meeting with the two representatives of the ARC and the prospective new resident of Zellwood Station, we will go over the final detail and any changes. The prospective owner is to bring the following to the meeting:

1. Broker's name and contact information.
2. Plat plan – This must show house layout **to scale**.
3. ARC change request is required to include plat plan with layout to scale, color samples, information as defined on ARC request form along with a copy of the front elevation of home.
4. Verification in writing that house layout dimensions include roof overhang.
5. Home must be a double or triple-wide single story mobile/manufactured new home only.
6. Roof details – Can be shingle, single-ply coated, single ply membrane or aluminum roof. Must provide sample of colors chosen from the approved roof colors from approved books.
7. Home may be aluminum, vinyl or hardie board siding.

STEP 4: The site plan/drawing is to be provided by the homeowner/dealer/contractor, which must be reviewed by the Architectural Review Committee.

ADDITIONAL POLICY COMMENTS:

1. All new homes coming in must meet the rules that are stated above which are a summary of the Zellwood Station prospectus and our Rules and Regulations. All new homeowners should read these documents as they are our governing documents.
2. The homeowner/dealer must be onsite to place the home, the Zellwood Station Maintenance Supervisor and a representative of the ARC will review for proper placement. Should any issue arise out of the placement of the home; the responsibility is that of the homeowner to correct.
3. Before the homeowner can move into the house a CO (Certificate of occupancy) from Orange County is required and everything needs to be completed (driveway, carport, utility room, skirting, ground leveled, irrigation, sodded, gutters and swale as needed).
4. Homeowner is responsible to see that their contractors respect the adjacent homeowner's property. The contractors need to stay off the adjacent lots (vacant as well as occupied lots) as much as possible. If the grass is torn up by the contractor the homeowner is responsible to see that the contractor fixes the issues. They are also responsible to see that construction trash is picked up and the surrounding lots are left as they were before construction. A \$500.00 refundable deposit will be required by contractor to be responsible to restore any issues with neighboring properties.
5. Any issue of dispute must be referred back to the Architectural Review Committee (ARC) escalating to the CA Board of Directors as needed.

Architectural Review Committee