

Mailboxes and posts to be standardized per the following:

A. All mailboxes to be standard size, white with a red flag

B. All mailbox posts to be wood 6" x 6", painted off-white in color with green trim and the address numbers of brass (Gold in color) and attached to both sides of post.

C. Mailbox posts color to be Sherwin Williams, Sand Dollar – SW6099, striped trim to be Isle of Pines – SW6461

**ARCHITECTURAL MODIFICATION REQUEST FORM**  
**Keystone Homeowners Assn.**  
**Submission of Plans to**  
**Architectural Control Committee**

**Page 1**

Name: \_\_\_\_\_

Mail to: Ameri-Tech Property Management

Address: \_\_\_\_\_

24701 US Hwy 19 N Suite 102

Clearwater, FL 33763

Email: DFedash@Ameritechmail.com

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Fax: 727-723-1101

Phones(s) H: \_\_\_\_\_ W: \_\_\_\_\_ C: \_\_\_\_\_

Email: \_\_\_\_\_

Date Submitted: \_\_\_\_\_ Date Received by ACC: \_\_\_\_\_

In accordance with the Declaration of Covenants, Restrictions, Easements and the Association's rules and regulations, I request your consent to make the following changes, alterations, renovations, additions and/or removals to my lot:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Please attach a detailed (to scale) drawing, blueprint or sample picture of your plan(s) and a copy of your property plat in duplicate.

Regarding painting exterior of home, please paint swatch on house prior to submitting the request. Failure to do so will delay your approval process.

Is this a change to a previous request? \_\_\_\_\_

If yes, approximate date of previous request: \_\_\_\_\_

I understand that under the Declaration and the rules and regulations, the Committee will act on this request and provide me with a written response of their decision within thirty (30) days.

1. No work or commitment of work will be made by me until I have received written approval from the Association.
2. All work will be done at my expense and all future upkeep will remain at my expense.
3. All work will be done expeditiously once commenced and will be done in a good workman-like manner by myself or a contractor.
4. All work will be performed at a time and in a manner to minimize interference and inconvenience to other unit Owners.
5. I assume all liability and will be responsible for all damage and/or injury which may result from performance of this work.

- 6. I will be responsible for the conduct of all persons, agents, contractors, and employees who are connected with this work.
- 7. I will be responsible for complying with, and will comply with, all applicable federal, state and local laws, codes, ordinances, regulations and requirements in connection with this work, and I will obtain any necessary governmental permits and approvals for the work. I understand and agree that the Keystone Homeowners Association, its Board of Directors, its agent and the committee have no responsibility with respect to such compliance and that the Board of Directors or its designated committee's approval of this request shall not be understood as the making of any representation or warranty that the plans, specifications or work comply with any law, code, regulation or governmental requirement.
- 8. I understand that a decision by the Committee is not final and that the Board of Directors may reverse or modify a decision by the Committee upon the written application of any Owner made to the Board of Directors within ten (10) days after the Committee makes its decision.
- 9. The contractor is: \_\_\_\_\_ and is aware, or will be made aware, of the fact a sign may only be displayed during working hours.
- 10. If approved, the work would start within thirty days, on or about \_\_\_\_\_ and be completed by \_\_\_\_\_

Signature: \_\_\_\_\_

ACC:

\_\_\_\_\_ Approved \_\_\_\_\_ Date

\_\_\_\_\_ Not Approved \_\_\_\_\_ Date

Reason not approved:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Architectural Control Committee:

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Printed: \_\_\_\_\_

Date completed as approved: \_\_\_\_\_

\_\_\_\_\_ Approved

\_\_\_\_\_ Not Approved as Submitted

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Printed: \_\_\_\_\_

**ARCHITECTURAL STANDARDS OF  
KEYSTONE HOMEOWNERS ASSOCIATION, INC.**

The Declarations of Covenants, Conditions and Restrictions of Keystone provides in Article VII, Section 2, that the Architectural Committee shall from time to time adopt, promulgate, amend, revoke and enforce guidelines referred to as "Design Standards". The following general design guidelines are hereby adopted in accordance with that authority. It is noted, however, that these guidelines are not all inclusive and are issued as general guidelines to aid in the preliminary design process. They are not in any way, intended to supersede any provisions contained in the Covenants, Conditions and Restrictions of Keystone.

1. Exterior walls and gable ends of the structure shall be finished with brick, stucco, stone or such other cementitious material coatings or horizontal siding as may be approved by the Architectural Committee. T1-11 or similar type plywood sidings are prohibited. Fascia to be cedar or wrapped in aluminum.
2. Roof materials shall be dimensional fiberglass architectural shingles with a minimum design weight of 245 lbs. per square or a manufacturer stated life of at least 20 years. All shingles used shall be mildew resistant.
3. All garages must be a minimum of two (2) car designs and must be attached to the dwelling. Garage doors must be equipped with automatic garage door openers.
4. Driveway and/or walkway to be concrete or use of 4" pavers as approved by the Architectural Committee. Driveway pavers to be flush with existing sidewalk so not to create trip zone for pedestrians. Pavers are to begin at the curb of the street and end at the garage entry.
5. Garage service doors and mechanical and pool equipment must be screened from view from front streets. Screening may be accomplished by the use of architecturally-designed masonry walls or landscaping. Wood or metal fences will not be approved for such use.
6. All plans, including Architectural plans, plot and landscape plans shall be submitted to the Architectural Committee prior to clearing of the lot. Submittals shall also include, at a minimum, samples and/or specification sheets of the exterior finish materials, paint colors, outside electrical fixtures. The committee, in its sole discretion, may require additional submittals if it deems them necessary to ensure conformity with the architectural harmony of external design and general quality of the neighborhood and with the standards of Keystone.
7. All other requirements under Article VII, Architectural control, shall be required as if stated herein.
8. Fences. The following standards shall be used for individual lot fencing in Keystone:
  - A. The general fence standard is a wood shadowbox fence, limited to a height not to exceed six (6) feet.

- B. The height of the fence adjacent to the retention ponds and the conservation area and the first eight (8) feet of connecting side yard is limited to a height not to exceed four (4) feet, and may transition back to the six foot height of connecting fence, if any, at the rate of one foot in height for each eight (8) feet in length.
  - C. That part of the fence, which is adjacent, borders or closest to and readily visible from the street, common area, detention pond (wet or dry bottom) shall require a planted hedge of Viburnum, Ligustrum or similar plant along the entire length of that part of the fence. Hedge plants shall be planted three (3) feet on center and shall be at least three (3) feet high when planted and maintained at a height not to exceed six (6) feet. The purpose is to screen the fence from view in all areas where it may be viewed by the general public or an adjacent property owner.
  - D. The fence may connect to the side of the house at a point no closer than ten (10) feet behind the front corners of the house. On corner lots the fence may not connect to the side of the house beyond the rear of the house and must be installed at least fifteen (15) feet from the right-of-way line.
  - E. All wood fencing is to be left unpainted and unstained. The natural wood color is preferred to ensure conformity and compatibility in the Community. The Architectural Committee recommends annual pressure washing and sealing with a clear sealant.
  - F. The wood fence should be of a quality which does not have exposed bark or knotholes.
  - G. All fence posts shall be installed on the installing lot owner's side of fence.
  - H. A plot plan or survey of the property showing the proposed fence location and height(s), gate location(s), and hedge plant location must be submitted to the Architectural Committee and approved prior to the start of the construction of the fence.
  - I. The Architectural Committee reserves the right to deny any fence construction that would materially adversely affect the view from surrounding property.
9. Lawn Maintenance and Landscaping. Each lot Owner shall comply with all of the following landscaping requirements.
- A. Each lot on which a home is completed shall be equipped with an automatically controlled irrigation system which provides 100% irrigation coverage for all sodded and landscaped areas within a lot.
  - B. Each lot on which a home is completed shall be sodded with Floratan, St. Augustine sod or the equivalent, in all areas not mulched and planted with other landscaping and shall be maintained to the association standards.

- C. All trees, hedges and plants other than sod must be in mulched beds. The lot Owner shall be responsible for maintaining all mulch beds and landscaping therein. Hedges shall be maintained to a height not to exceed six (6) feet. Lot owners that abut the communities' association wall are responsible for maintaining any hedge height not to exceed four (4) feet and two (2) feet distance from the wall.
  - D. Landscape package for each lot to have a minimum retail value of at least \$1,500 excluding sodding.
10. All mailboxes and posts to be standardized per the following:
- A. All mailboxes to be standard size, white with a red flag
  - B. All mailbox posts to be wood 6" x 6", painted off-white in color with green trim and the address numbers of brass (Gold in color) and attached to both sides of post.
  - C. Mailbox posts color to be Sherwin Williams, Sand Dollar – SW6099, striped trim to be Isle of Pines – SW6461

Adopted this 7<sup>th</sup> day of August, 1995  
Amended this 3<sup>rd</sup> day of December, 2006

Architectural Committee

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_