

RESOLUTION 2019-2

Osprey Landing Master Homeowner's Association, Inc.
c/o Sunstate Association Management Group
5602 Marquesas Cir. Ste. 103 Sarasota, FL 34233
(941) 870-4920

**RESOLUTION REGARDING STANDARD OPERATING PROCEDURES FOR
ARCHITECTURAL REVIEW COMMITTEE**

I certify that I am the Secretary, and the keeper of the records and minutes of meetings of the Osprey Landing Master Homeowner's Association, Inc., a Florida non-profit corporation (the Corporation), and that pursuant to a meeting held by a majority of the Board of Directors of the Corporation on May 28th, 2019, the following resolution was duly and legally adopted and has not been revoked, altered or amended:

WHERE AS, that the Board of Directors for Osprey Landing Homeowners Association has the authority under the governing documents of the association to make certain rules, regulations and procedures regarding association matters.

BE IT RESOLVED, pursuant to a meeting held by a majority of the Board of Directors of the Corporation on May 28, 2019, the following Standard Operating Procedures for Architectural Review Committee (ARC) is here by adopted:

Standard Operating Procedures for Architectural Review Committee (ARC)

Purpose: The purpose of these regulations is to provide a systematic and uniform method of operations of the Architectural Review Committee (ARC) and Board of Directors.

Scope: These regulations cover the membership of Architectural Review Committee (ARC), meetings, architectural standards, duties, responsibilities and methods of requesting, reviewing and approving individual matters by the Architectural Review Committee (ARC).

Action: Effective this date the Architectural Review Committee (ARC) shall conduct their business in accordance with the procedures listed herein. Furthermore, the (ARC) shall bring any extraordinary business that comes before the (ARC) to the Board of Directors for direction.

Authority: These procedures have been approved by the Board of Directors and are in accordance with the Articles of Incorporation, Declaration of Covenants, and Bylaws.

Membership: The ARC shall consist of three (3) qualifying home owners of record creating the committee, these members shall be appointed by the Board of Directors. The first appointment shall serve at the pleasure of the Board of Directors for a two (2) year term and shall be chairman of the ARC. The second member appointed shall serve at the pleasure of the Board of Directors for a two (2) year term on the committee. The third member appointed shall serve at the pleasure of the Board of Directors for a one (1) year term on the committee. As the individual ARC seat terms expire each committee seat shall convert to a two (2) year term with a member appointed by the board in a staggered rotation. Expiring ARC terms shall be appointed during the month of December to start their respective two (2) year term on January 1st. Should a vacancy occur on the ARC, it shall be filled with a qualified home owner of record for the unexpired term by appointment from the board.

Meetings: The ARC shall meet on the fourth Tuesday of every month at 5:30 p.m. or at a time as granted by the board of Directors of Osprey Landing. The ARC meeting may be held in person at a public location. Location to be determined by the Osprey Landing Board of Directors, or via teleconference hosted in a fashion that any homeowner, having business on the agenda with the ARC may attend. Osprey Landing board of directors may attend any ARC meetings, however, board attendance is not required. The ARC shall follow an agenda of business to discuss, the agenda items shall be submitted to the ARC no later than 2 business days prior to the scheduled regular meeting, the agenda shall be forwarded to the ARC members, and Osprey Landing board of directors no later than one business day before the meeting. In the event that there is no ARC business on the agenda, the ARC Chairperson may cancel the regular meeting by so notifying the ARC members via electronic correspondence and or via direct telephone call.

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In the event that that a quorum of at least fifty-one (51) percent is not present, the meeting shall be rescheduled for the earliest possible time, when quorum can be established.

Special Meetings: The ARC may meet specifically to conduct its business as required by these regulations. Only an ARC member or the Board of Directors may call a special meeting. The ARC meeting may be held in person at a public location. Location to be determined by the Osprey Landing Board of Directors, or via teleconference hosted in a fashion that any homeowner, having business on the agenda with the ARC may attend. The ARC shall follow an agenda of business to discuss, the agenda shall be forwarded to the ARC members, and Osprey Landing board of directors no later than one business day before the meeting time, the time of such meeting shall be at 12 p.m. The delivery of the agenda shall serve as notice of special meeting, the agenda shall include the location details or the teleconference details. Reasonable efforts shall be made to provide notice of the meeting to all ARC members and each board of director. Reasonable efforts shall be completing any one of the following: notice in person, notice telephonic, notice via electronic written communication, or notice via certified USPS mail post marked at least 3 business days before the scheduled special meeting.

Responsibilities: In an effort to prevent conditions that could adversely affect the architectural integrity or property value of the Osprey Landing community. The ARC must review all requests for exterior additions or modifications, prior to the property owner initiating the addition or modifications. The ARC will concentrate on keeping all requested additions or modifications within the original architectural style established by the builder, including choice of colors. ARC requests shall be made on the board of Directors approved request form and submitted to the Osprey Landing Home Owners Association ARC.

Commencement Time: All approved requests for exterior additions or modifications to the exterior of any property must be commenced within eighteen (18) months of approval date, and completed within six (6) months of the specific line item commencement date. Additional time to complete an approved project item shall not be not be reasonably withheld by the ARC upon receipt of a written request from the property owner, provided the one-time requested extension does not exceed 6 months.

Duties: The ARC shall:

1. Conduct semiannual surveys for the exterior condition and maintenance of each home in the Osprey Landing Community. A written report of the surveys will be conveyed to the Board of Directors. The report shall contain as a minimum any violations of community regulations and any improvement recommendations of the common areas accessible by the general home owners. The board will direct the means by which any reported violations are to be noticed to the homeowner.
2. Act promptly on any request(s) pending before the ARC. Any and all requests received at least two (2) business days before the scheduled meeting shall be acted upon during the next meeting. Written notification of approval or disapproval shall be conveyed to the requestor within five (5) business days upon ARC decision.
3. Keep complete and accurate minutes of all meeting including records of all actions and votes taken.

ARC Action: At each regular or special meeting of the ARC, all homeowners' requests shall be reviewed and unless a site inspection is required, shall be voted upon by the ARC and a written approval or disapproval notification shall be prepared. In cases where an on-site inspection is required the ARC chair person shall schedule and coordinate with the home owner.

Appeals Process: The home owner(s) who submitted the ARC request reserve the right to appeal any decision of the ARC to the Board of Directors. The Board of Directors will make a final decision after reviewing the case as presented by the home owner who submitted the ARC request.

Standing architectural approvals as directed by the Board of Directors: From time to time the board of directors may create additional standing approvals to be added to the existing standing approvals list duly adopted on October 30th 2018 restated and attached herein. In the event that a new standing approval is created the ARC shall be notified of the additions to the list. Any item in the standing architectural approval list does not need to be approved by any further process, and may be commenced at any time by

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the home owner. Provided the home owner does not deviate from the expressed approvals as they are written in their entirety. If an improvement does not comply with any part of an approval, as it is written in the standing architectural approval list it is not approved and must be presented to the ARC for approval.

Restated Standing Approvals

1. Any home owner may enclose the original covered lanai that was constructed when the home was built, with a aluminum framed screen enclosure either in white or bronze aluminum frame. The frame enclosure may not protrude beyond the existing lanai structure, screen colors may be bronze, charcoal and grey or match the existing color of window screen. In no event may the home owner enclose any covered lanai with windows or a similar product by attachment to the frame of enclosure. However, the home owner may use outdoor rated curtains for the purpose of providing privacy provided they are in consistent with the aesthetic of the community and in good condition free from tears and stains. If a home owner intends on enclosing beyond the original structure ARC approval must be obtained.
2. Any home owner may replace dead or dying plantings fronting the home with the same type of plant species.
3. Any home owner may install up to three commercially available planters not to exceed 28 inches tall and 30 inches wide. The planters are to be located in front the home within 8 feet of the exterior wall. The planters may be any earth tone color, or any color within the home exterior color palette. The planters shall be planted with healthy plant material at all times, and may be planted with any seasonal planting except vegetable or edible fruit plants.
4. Any home owner may install aluminum rain gutters provided, the rain gutters match the fascia color of the home, and the down spouts are either white or any color within the home exterior color palette. Rain gutter and downspout systems designed as a part of a approved screen enclosure may be the color of the enclosure building material. Rain gutters and downspouts must be maintained in good condition.
5. Any home owner may install a storm or security door on the front door provided, The material must be of substantial construction with a standard or decorative design with suitable decorative looking mechanisms. Door designs shall be consistent with the aesthetic of the community and not overly ornate or cluttered. The storm or security door must match the exterior color of the house trim color. Security doors must be maintained to their original condition, free from rust, torn screens, bent frames and damaged hardware.
6. Any home owner may replace existing bark mulch areas with a earth tone (i.e. buff, beige, charcoal or brown) color complementary stone, that meets the following minimum dimension of 0.75 and a maximum dimension of 1.75 inches. The home owner may not use any artificially colored stone, lava rock, shell, or crushed concrete as ground cover. The ground cover must be maintained weed free and sufficient to cover the soil.
7. Any home owner may replace existing bark mulch with a earth tone (i.e. buff, beige, charcoal or brown) color tinted or natural earth tone color mulch. The home owner may not use any mulch that is green, red, orange, or yellow in color. The ground cover must be maintained weed free and sufficient to cover the soil.
8. Any home owner may remove, after obtaining permission from Manatee County the live oak tree fronting the property located in the grass space between the street and the side walk. Immediately after such removal the hole must be filled with soil and the sod replaced with Floratam sod. Please visit the following Manatee County web site for the tree removal form. https://www.myanatee.org/departments/building_development_services/environmental_review/tree_removal_authorization_per_mits/residential_tree_removal/street_tree_removal_form/
9. Driveway extensions are allowed. No driveway expansion shall not be permitted beyond the external side lines of the garage or twenty-four (24) inches which ever width is shorter. Driveway extensions must be constructed of the same type of material used in the main driveway. Driveway extensions are for the purpose of entry and exit into a vehicle, driveway extensions shall not be used to increase original driveway capacity as designed by the builder (i.e. if the home has a two (2) car garage door then only two (2) vehicles may be parked in the driveway, or if the home has a three (3) car garage door then only three (3) vehicles may be parked in the driveway). For the

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purpose of property ingress and egress home owners may also select one side of the home to receive a walkway from the front corner of the home to the back of the home. If the home is located on a outside corner lot this walkway shall be located on the opposite side of the home from the corner side. The walkway shall not exceed 48 inches in width and may not encroach within twenty-four (24) inches of the lot line, as not to impede with drainage.

10. Any home owner may install a Satellite Dish, TV air antenna, cell phone booster/ wifi antennas. The Association requests that you make every effort to install the preceding in the preferred locations unless there is a problem obtaining a quality signal in those locations. Homeowners may install one (1) twenty (20) inch satellite dish, one twenty (20) inch TV air antenna, and up to two (2) ten (10) inch cell phone booster/wifi antennas. The preferred installations are as follows in descending order of preference:

- a. Locate in the back yard of the lot where the Receiver will be screened from view by landscaping or other improvements.
- b. An unscreened location in the backyard of the lot.
- c. A location in the side yard of the lot where the Receiver and any poles or mast will be screened from view by landscaping or other improvements.
- d. An unscreened location in the side yard.
- e. A location in the front yard of the Lot where the Receiver will be screened from view by landscaping or other improvements.
- f. On the roof, below the roof line. All exposed wires must be in conduit and/or painted to match the home.

11. Any home owner may install a permanent outdoor 110 volt regulated power supply / low voltage transformer below the vegetation height, and 12 volt or 24-volt outdoor lighting in front of their home. Provided that the total of all light fixtures shall not exceed a cumulative illumination intensity budget of 1,500 lumens, if using L.E.D light fixtures the lamps shall not exceed a color temperature of 3,000K, the fixtures blend with the decor of the home, the fixtures are either be black or earth tone in color, the lighting is directed such that the light shines primarily on the owner's lot, and minimizes glare visible from adjacent lots. Low pressure Sodium bulbs, Mercury and Metal Halide fixtures are not permitted. Color light bulbs, lenses or reflectors are not permitted except as decorative items during holidays.

12. Permanent window shutters, which have been certified as hurricane shutters, are permitted for permanent installation on all homes. Colonial shutters may be mounted to one or both side of a window. Bahama shutters are hinged at the top and held in place by support rods. All installed permanent shutters must match the door color of the home color palette or match the existing color of the decorative shutters being replaced on the home.

Adopted at a meeting of the Board of Directors held May 28th, 2019

Director

Director

Director

Director

Director