

Coco Wood Lakes Association, Inc.  
6269 W. Atlantic Avenue  
Delray Beach, FL 33484

September 26, 2017

Dear Member,

At the duly noticed Board of Directors meeting on September 25, 2017, the Board of Directors adopted the Coco Wood Lakes Architectural Standards and Guidelines as required by Florida Statute 720.

Enclosed is a copy of the CWL Architectural Standards and Guidelines that requires every member to submit an application to the Board of Directors (BOD)/ Architectural Review Committee (ARC) prior to commencing any exterior alterations to your home or property.

The Architectural Standards and Guidelines provide the membership with information concerning which exterior alterations will be approved and which exterior alterations may be denied by the BOD/ARC.

If there are any conflicts between the Architectural Standards and Guidelines and the Coco Wood Lakes Rules and Regulations, the Architectural Standards and Guidelines shall prevail.

The Architectural Standards and Guideline have been adopted in an effort to maintain property values within the community. The BOD/ARC will attempt to accommodate any deviation from these standards and guidelines providing the request does not adversely effect any property values within the community.

If you have any questions concerning the Architectural Standard and Guidelines, please feel free to contact Desiree Reed, our property manager, at (561) 495-1133.

Sincerely,

Coco Wood Lakes Board of Directors



# CWL

Coco Wood Lakes Association, Inc.

# Architectural Standards and Guidelines

The Coco Wood Lakes Association, Inc. Board of Directors has adopted this document.

## ***Introduction***

This document provides specific design standards and guidelines that have been adopted by the Board of Directors (BOD) of the Coco Wood Lakes Association, Inc. These guidelines and standards address improvements for which homeowners will submit applications to the Board of Directors or the Architectural Review Committee (BOD/ARC). The guidelines are not intended to be all-inclusive or exclusive, but rather serve as a guide to the improvement that may be made in the Coco Wood Lakes community. The guidelines are subject to amendment from time to time.

### Important Notes

- Homeowners are reminded that approval by the ARC for a proposed change does not remove the need for appropriate Palm Beach County building permits or other necessary documentation.
- Grandfather Clause: Any change made to a homeowner's property, which has been approved by the Association and is properly documented prior to the adoption of the following guidelines, need not be modified in accordance with the guidelines specified herein.

## **Purpose of this Document**

- Establish uniform guidelines and maintain consistency in exterior alterations made by homeowners to their property.
- Assure residents that the standard of design quality is maintained, thus protecting and preserving property values.
- Increase homeowner awareness and understanding of the Declarations of Covenants, Restrictions and Easements.
- Allow homeowners to develop exterior improvements that are in harmony with the immediate neighborhood and community.

## **Declaration of Covenants, Restrictions and Easements**

The legal documents for the Coco Wood Lakes Association, Inc. include the Declaration of Covenant, Restrictions and Easements. They impose use restrictions for changes, improvements and alterations to an owner's lot. The authority for maintaining the quality of design in the community is founded in the Declaration of Covenants, Restrictions and Easements, which are part of the deed for each home and are binding upon all initial homeowners and successors in ownership, irrespective of whether or not owners are familiar with such Covenants. All homeowners should have received a copy of the Declaration of

Covenants, Restrictions and Easements at settlement. The Covenants establish the Coco Wood Lakes Association, Inc. (HOA) and the Architectural Review Committee (ARC).

### **Association Responsibilities**

The Association is responsible for providing maintenance of the common area grounds and improvements, the payment of expenses for common area water, sewer and electricity, hazard and liability insurance for common area and the Board of Directors, the management of the pool and recreational facilities and the establishment of reserve funds for the repair and replacement of capital improvements. The Association also plays the very important role of architectural review and enforcement of the covenants of the community.

### **Enforcement**

The Board of Directors reserves the right to refer any matters concerning the Covenants, Restrictions and Easements to legal counsel for appropriate action to secure compliance with the Association's governing documents.

### **Design Guidelines**

The Board of Directors has adopted the specific Guidelines detailed in this document. This guide may not address every situation. If you wish to make a permanent or significant visual modification to your property that is NOT covered in the document, you MUST submit an application to the Architectural Review Committee. Please follow the application procedures and note that your request is a special circumstance.

### **Application Procedure**

This section describes the procedure for submitting proposed improvements to the managing agent for approval.

1. Applications: All applications for proposed improvements must be submitted in writing using the application forms authorized by the Board. Applications must be complete in order to commence the review process. Incomplete applications will be returned to the applicant with a statement of deficiencies that must be corrected before they will be considered.

Unless notified to the contrary, homeowners should mail or drop off their applications to the following address:

Coco Wood Lakes Association, Inc.  
6269 West Atlantic Avenue, Delray Beach, FL 33484

## Important Notes

Please check with Palm Beach County to ensure your project meets all building code requirements. If you are digging, call Sunshine 811 so any underground lines can be marked.

2. Supporting Documentation: The application must include a complete and accurate description of the proposed improvement(s). To permit evaluation by the Architectural Review Committee, supporting exhibits will frequently be required. Examples include: a site plan showing the location and dimensions of the proposed improvement; architectural drawings or plans, as applicable; landscape plan; material and/or color samples, etc.
3. Time Frame for Completion of the Review: The Board of Directors/Architectural Review Committee is required to approve or disapprove any proposed improvement within thirty (30) days after the receipt of a properly completed application. However, the 30-day review period commences upon the receipt of a complete application form, including any required exhibits. It is therefore advisable for homeowners contemplating substantial improvements to first ensure that they are aware of all required supporting documentation prior to submitting a design review application.
4. Notice of Approval/Disapproval: Homeowners who have submitted design review applications will be given written notice of the decision. All approvals are valid for a period of sixty (60) days. If the improvements have not commenced or Palm Beach County permit application has not been submitted within the sixty (60) days, a new application must be submitted.
5. Appeals Procedure: Homeowners who have submitted design review applications may appeal decisions of the Architectural Review Committee to the Board of Directors. A homeowner may appeal a decision by submitting a written request to the Board of Directors within fourteen (14) days after the date of the action by the Architectural Review Committee/Board of Directors. This request should include any new or additional information that might clarify the requested change or demonstrate its acceptability. The Board may, at its discretion, conduct an informal hearing related to the appeal. The Board will respond in writing to an appeal within thirty (30) days from the date of the receipt of an appeal.

## ***Architectural Standards and Guidelines***

The guidelines in this document are applicable to Coco Wood Lakes. Please note that Palm Beach County may have additional guidelines and permit requirements.

### **Additions**

All additions to the dwelling and/or enclosures of deck, patio, etc. require ARC approval and must match the style, color and material of the main dwelling.

### **Awnings**

All types of awnings require BOD/ARC approval.

### **Birdhouse**

Permanent birdhouse structures are prohibited in the front yard.

### **Concrete**

All poured concrete requires BOD/ARC approval.

### **Clotheslines**

Clotheslines are permitted however no clotheslines may be erected or maintained in the front or on the sides of any Lot. Clothes shall not be hung overnight.

### **Decks, Patios and Screen Enclosures**

- a) All decks, patios and screen enclosures require BOD/ARC approval.
- b) All materials at minimum must match style, color and material of main dwelling.
- c) Screening or enclosing an existing deck or patio requires ARC approval. Aluminum and vinyl enclosure are permitted in white, bronze, black or gray.
- d) All new decks, patios and screenings require Palm Beach County permits.
- e) All decks or patios must be in the rear of the house and not extend past the side of the house.

### ***Information required with Application***

- a) Plot plans showing the location of the deck or patio in relation to the dwelling and property lines.
- b) Two elevation drawings (front and side) showing style of deck or patio, including railing, steps, screening, etc.
- c) Description of materials to be used, including samples of stain or paint, if applicable.

### **Driveways**

- a) All driveway, parking pad, or walkway modifications require BOD/ARC approval.
- b) Close attention must be paid to placement in regards to adjoining property lines, setbacks, and encroachment onto buffer areas, common property, neighboring lots, etc.
- c) Walkway extensions to garage side doors are allowed but require ARC approval.
- d) Modifications must be of the same materials as the existing driveway.
- e) A permit may be required from Palm Beach County for any modifications.
- f) No sidewalks or driveway apron belonging to Palm Beach County may be painted or stained. The painting of any other sidewalk or front patio area requires BOD/ARC approval.

### ***Information Required with Application***

- a) Plot plans showing location of driveway, walkway, or parking pad.
- b) Elevation drawing(s) showing the measurements of the parking pad (length, height, and width) as well as any landscaping that will be added along the perimeter.
- c) Description of materials used.

### **Dog or Pet Houses**

Dog or pet houses are not permitted.

### **Exterior Lighting**

- a) Low-voltage or solar-powered landscape lighting, including low-voltage floodlighting, is permitted along walkways, planting beds, or other landscaped areas, so long as all wiring is concealed from view and light fixtures do not stand more than 18” above the ground.



- b) The Board of Directors shall be responsible for determining whether exterior lighting is an annoyance or unreasonably illuminates other owner's property.
- c) Addition of any light post requires BOD/ARC approval.

### **Exterior Painting**

- a) An application is not required to repaint or re-stain an object or structure to match the original color. This requirement applies to doors, shutters, trim, and other appurtenant structures.
- b) Any exterior modification to house, doors, shutters, trim and other appurtenant structures that does not match the original color must be submitted and approved by the BOD/ARC.
- c) The ten (10) paint colors available through the Solid Waste Authority paint program as of the enactment of this document are approved for use for the exterior painting of houses within Coco Wood Lakes. The colors are Island Blue, Earthy Tan, Beige, Peach Beach, Gray Mist, Off White, Linda's Lemonade, Creamsicle, Key West Green, and Sweet Celery. Other colors may be approved by the BOD/ARC by application.

### **Fences**

The following guidelines shall be considered when evaluating requests for fences. Even in the event of strict compliance with the following guidelines, prior approval from the /Board of Directors/Architectural Review Committee shall be required for each and every fence installation. These are merely guidelines and compliance with them does not guarantee approval.

1. Only bronze, powder-coated smooth top aluminum rail fences shall be approved. (See exceptions below.)
2. No style of wood or chain-link fencing shall be approved. (See exceptions below.)
3. All entry gates must be of sufficient size to allow access to landscaping equipment.
4. No fence shall be approved which is not setback a minimum of five (5) feet from lot lines.
5. No fence shall be approved which encroaches on Association property or other lots.
6. No fence shall be approved which extends beyond the rear corner of any house. (See diagram #1)

7. The height of aluminum rail fences shall not exceed four (4) feet. If the fence serves as a pool barrier and the Palm Beach County requirements provide for a minimum height of the fence in excess of four (4) feet than the height of the fence shall be the minimum height required by the County. The pickets of the aluminum fence shall not be spaced closer than three (3) inches on center unless required by the County as a pool barrier and the pickets shall not be thicker than one (1) inch.
8. All fences installed which are visible from an adjacent street or adjoining property must be screened by a live landscape hedge. The hedge may not exceed 8 feet in height but shall not be less than the height of the fence. The landscaping screening shall be installed on the outside of the fence. All landscaping screening must be maintained by the property owner at all time. No screening shall be necessary in front of gates. No landscaping screen will be permitted on lake lots nor along the fence on the side of the lake lots within fifteen (15) of the lake. No lake lot fence or landscaping screen shall block any view of lake from adjoining property. Only approved live hedges will be utilized for the screening requirements.
9. Homeowners should check their recorded plot plan and/or survey before constructing any fences to identify easement, buffers or restrictions on their lot. Any fence that is constructed over an easement, buffer, or other restrictions shall be done at the owner's risk and must be removed upon request of the easement/buffer owner at the homeowner's expense.
10. The homeowner/applicant is responsible for obtaining any required permits and inspections as required by Palm Beach County.
11. It is the property owner's responsibility to maintain the fence on the property in an "as new condition" which includes but is not limited to no leaning or missing fence sections, broken rails or faded paint.

### **Exceptions**

1. The perimeter fences located along Atlantic Avenue shall be eight (8) foot wooden board on board dog ear fencing (equivalent to the existing fencing style).
2. The perimeter fencing behind the homes located on the east side of Sunnyview Lane and bordering the commercial property shall be six (6) foot high wooden board on board dog ear fencing (equivalent to the existing fencing style).
3. Perimeter fencing along El Clair Ranch Road, Jog Road, and South Oriole Boulevard shall be bronze, powder coated aluminum rail fence and may be a maximum of five (5) feet high. All fencing along these roads shall be screened by a live landscape hedge which must be

maintained on a regular basis as not to exceed eight (8) feet in height and not to encroach upon the County right of way.



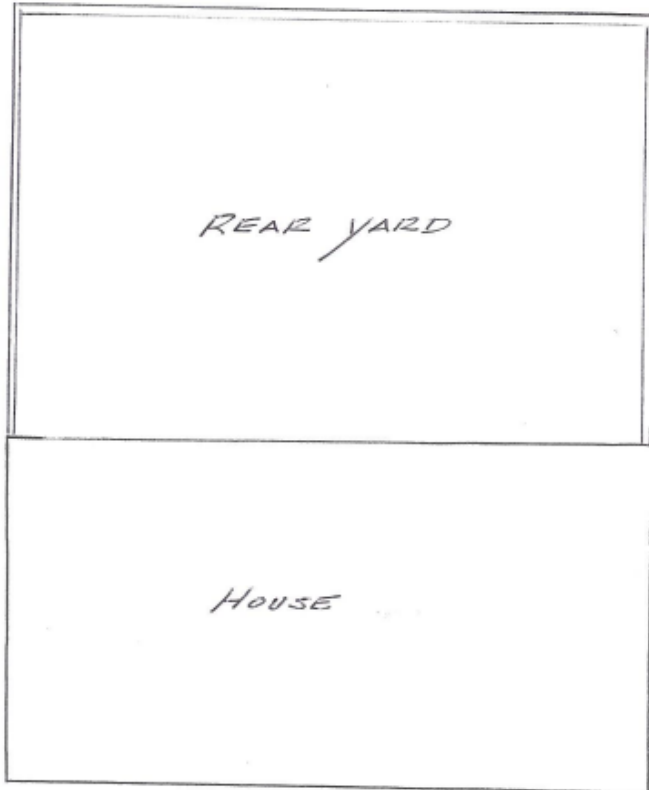
**Example of permitted bronze-coated smooth top aluminum rail fence.**



**Examples of permitted Board on Board wooden fencing.**

Diagram #1

Fence does not extend beyond rear corners of house.  
Rear lot setbacks with a minimum of five (5) feet from lot lines.



### **Fire Pits**

All fire pits, brick or stone chimneys, outside fireplaces, chiminea's or permanent fire structures require BOD/ARC approval. Portable wood or propane fire pits do not require approval.

### **Flag Poles**

- a.) Flag pole height - maximum 25 feet.
- b) Flag size - maximum of 5 feet by 8 feet.
- c) No commercial messages.
- d) Homeowners utilizing a flag pole should follow United States guidelines for display of the flag including nighttime illumination.

### **Gazebos and Pergolas**

All gazebos and pergolas require BOD/ARC approval.

### **Gutters and Down Spouts**

Gutters and down spout should match those existing in color and design and must not adversely affect drainage on adjacent properties.

### **Irrigation Systems**

- a) Automatic irrigation systems are permitted.
- b) Residents must follow the Palm Beach County watering schedule.

### **Landscaping and Ground Maintenance**

- a) Each homeowner is responsible for ensuring his/her home's lawn is mowed and properly maintained. Lawn and weed growth shall not exceed six (6) inches in height. Turf areas need to be mowed at regular intervals.
- b) Homeowners away for extended periods of time must make arrangements for proper lawn maintenance. Planted flowerbeds and mulched areas must be kept trimmed, orderly and weed free.
- c) Plant beds, trees and borders visible from the street may be mulched with pine bark, hardwood, or cypress mulch. No other type of mulch is acceptable.
- d) White rock, drainage rock or decorative rock may only be used as a decorative item.

- e) All property must be maintained in good condition. If not properly maintained by the homeowner, Coco Wood Lakes Association, Inc. may make arrangements for any necessary maintenance and bill the homeowner for said maintenance.
- f) All ponds and fountains require BOD/ARC approval.
- g) Removal of dead trees and shrubs is mandatory.
- h) Coco Wood Lakes Association, Inc. encourages minimal tree removal to ensure the existing tree canopy in the community. Exceptions to this are based on safety concerns or undue restriction of the reasonable use of property. An application must be submitted for removal of trees more than six (6) inches in diameter.
- i) Major landscaping including, but not limited to excavation, re-grading, hedges, beds, walkways and modification to sidewalk easements including swales require ARC approval.
- j) No approval is necessary for minor landscape improvements to the front and side yards. This includes foundation plantings, single specimens plants, or small scale improvements which do not materially alter the appearance of the lot, involve a change in topography or grade and which do not have an adverse affect on the drainage. No invasive plantings are permitted at anytime.
- k) Podocarpus shall be used to replace ficus bushes used as screening along El Clair Ranch Road, South Oriole Blvd., and Jog Road. Podocarpus is low maintenance, takes shearing well and is disease and insect free. The minimum height of the replacement bush shall be four (4) feet. The use of any other type of replacement plantings requires BOD/ARC approval.

### **Mailboxes**

- a) Mailboxes are a functional necessity, not a decorative item. They may be black, tan or white. They must be located so as not to obstruct sidewalks or sight lines in accordance with all regulations.
- b) Any mailbox substitution requires BOD/ARC approval.
- c) Any modifications made to a mailbox requires BOD/ARC approval.

### **Patios**

All patio construction requires BOD/ARC approval.

### **Portable Storage**

All portable storage containers, PODS, and the like must be removed from the property within three (3) business days unless a variance is obtained from the Board of Directors.

### **Real Estate or Other Signs**

- a) All signs must meet Palm Beach County regulations.
- b) No sign of any kind shall be displayed to the public view on any lot or residence except a professional sign of not more than one square foot advertising that lot or residence for sale or rent and except such signs as the Association may from time to time approve in writing. All real estate signs must be removed within 48 hours of closing.
- c) The Board of Directors approve in writing the following signs:
  - 1) Real estate signs not exceeding eighteen (18) inches by twenty-four (24) inches in size mounted in an “H” frame or a yard arm. Only one real estate sign permitted on the property for sale.
  - 2) Commercial contractor signs may be displayed when the work is in progress. The sign must be removed with 48 hours of work completion. Signs shall be no larger than eighteen (18) inches by twenty-four (24) inches in size. Only one contractor sign permitted on the property.
  - 3) Political signs are considered a seasonal display and can only represent a declared candidate. All signs must be removed within 48 hours after election. Signs must not exceed 6 square feet.

### **Recreation and Play Equipment**

All recreation and play equipment requires BOD/ARC approval.

### **Roofs**

All roof replacements require BOD/ARC approval. Composite roof shingles in a color which compliments the existing color of the dwelling should be submitted for approval.

### **Satellite Dishes**

- a) Satellite dishes may not be more than three (3) feet in diameter.

- b) Satellite dishes shall not be mounted in the front of the house.
- c) Satellite dishes mounted to the outside of the house should be mounted in the location that best minimizes its visibility from the street. The dish should be located to obtain reception while being as unobtrusive as possible.
- d) In the case where reception cannot be obtained from the above stated locations, an application shall be submitted to the BOD/ARC for placement approval.

### **Sidewalks and Pathways**

- a) Sidewalks and pathways require BOD/ARC approval.
- b) The scale, location, and design should be compatible with the lot, home, and surroundings.

### **Solar Panels**

Solar panels and solar collectors are permitted by subject to BOD/ARC approval.

### **Storage of Items**

Storage of items, such as but not limited to, bicycles, trash or trash containers, barbecue grills, work out equipment, lawnmowers, tires, work tools, boxes, building supplies, patio pavers, etc. in the front (including on porches or stoops) or side of yards of the property is not permitted. Items permitted on front porches are exterior furniture items and planters.

All exterior storage visible from the street is subject to BOD/ARC approval.

### **Storage Sheds or Outdoor Sheds**

Storage sheds or outdoor sheds are not permitted.

### **Swimming Pools**

All swimming pools require ARC approval. Temporary or above ground pools are prohibited. Palm Beach County permits are required.

### **Vehicles**

- a) The following vehicles are prohibited from parking or being kept on any lot: abandoned, partly disabled, inoperative, buses, trucks in excess of one ton, commercial vehicles, trailers, boats, boat trailers, motor homes, campers or other recreational vehicles. The exception are boat trailers not exceeding eighteen (18) feet in length.



- b) No portion of the Association shall be used for the repair of automobiles. Minor maintenance completed within the same day is allowed.
- c) No unlicensed vehicles, including but not limited to, motorized bicycles, motorcycles, mini-bikes, or go-carts shall be operated on or parked upon any common area of the Association.
- d) Any vehicle parked in violation may be removed at the expense of the Owner.
- e) Vehicles parked in the common area parking lot overnight are subject to towing at the owner's expense.

### **Windows and Doors**

All windows and doors require BOD/ARC approval. Doors and windows require a permit from Palm Beach County. Bronze and white frame colors are permitted.