

WINSTON TRAILS FOUNDATION, INC.
COMMUNITY MAINTENANCE AND ARCHITECTURAL STANDARDS
Dated January, 2013

INTRODUCTION

All properties within Winston Trails were developed within municipal building codes and ordinances and must be maintained as such. All properties are subject to the governing documents and Rules and Regulations of Winston Trails as amended from time to time. The governing documents of Winston Trails provide that no exterior modification of any kind shall be made without written approval of the Architectural Review Board (ARB). Further, no application for exterior modification may be submitted to Winston Trails without first obtaining approval from the sub-association in which the property is located. Where these Design Guidelines conflict with deed restrictions, the most restrictive requirement any governmental code, by-law or regulation will apply.

The following Design Standards set forth the criteria upon which the ARB will base their review and approvals or rejections of proposed exterior modifications. The ARB does not seek to restrict individual tastes and preferences. The ARB intends to be completely fair and objective in the design review process and maintain sensitivity to individual aspects of design.

It is the intention that the "standards" will guide the development towards maximizing the residents' enjoyment of their chosen lifestyle within a community that is harmonious and environmentally sound. Homeowners may not in any way infringe on their neighbors privacy or tranquility. Members of the ARB are selected at the sole discretion of the Board of Directors.

The architectural and landscape concepts are to complement each other as well as the surrounding open space. The ARB reserves the right to waive, modify or add any requirement in order to achieve the purpose contemplated herein for architectural planning.

This manual also includes the maintenance standards and a brief summary of the Rules and Regulations of Winston Trails. It is important to remember that each sub-association has governing documents and community standards separate from Winston Trails Foundation. The stricter of the two association's standards and or rules and regulations must be upheld. Any homeowner in Winston Trails should always check the sub-association standards and rules and regulations in addition to Winston Trails.

Exterior Modifications not specifically addressed in this document will be reviewed by the ARB of the sub-association and the Winston Trails ARB for their recommendation. All exterior modifications submitted to the Winston Trails Board of Directors are subject to the final decision by the Board of Directors.

This manual is binding on all homeowners within Winston Trails. Remedies for failure to comply are outlined in the governing documents.

ARB Membership and Procedures

The ARB shall consist of at least three, but no more than five equal voting members who shall serve terms subject to the sole discretion of the Board of Directors of Winston Trails Foundation, Inc.

The ARB shall determine its rules of order, meeting dates, meeting locations, submission deadlines and meeting format. A majority shall constitute a quorum, all motions shall be stated in the positive and a simple majority vote of those members present shall be required. The ARB may accept consultation from non-voting consultants as deemed necessary by the committee to advise on matters that may come before the committee.

The purpose of plan review by the ARB is to insure compliance with the exterior design and aesthetic standards required in Winston Trails as well as to insure compliance with the governing documents of Winston Trails. Please see the specifics noted below.

- IMPROVEMENTS AND/OR ALTERATIONS ARE SUBJECT TO APPLICABLE PERMITS. PERMITTING PROCESS IS THE SOLE RESPONSIBILITY OF THE HOMEOWNER.
- INVESTIGATION OF ALL CONTRACTORS, LICENSES AND INSURANCE ARE THE RESPONSIBILITY OF THE HOMEOWNER.
- APPROVALS GRANTED FOR MODIFICATIONS ARE BASED ON AESTHETIC POINT OF VIEW AND DOES NOT CONSTITUTE AN APPROVAL FROM AN ENGINEERING/STRUCTURAL POINT OF VIEW.
- ANY MODIFICATIONS, ADDITIONS OR DELETIONS MADE TO THE ATTACHED PLANS AFTER APPROVAL WILL VOID ANY APPROVAL GRANTED AND REQUIRE A NEW APPLICATION TO BE SUBMITTED AND REVIEWED.
- ALL WORK MUST BE COMMENCED WITHIN 90 DAYS AND COMPLETED WITHIN 180 DAYS FROM THE DATE OF THE SIGNED APPROVAL.
- ACCESS TO AREAS OF CONSTRUCTION MAY ONLY BE ALLOWED THROUGH YOUR PROPERTY. NO PERMISSION IS GRANTED TO ACCESS YOUR PROPERTY ACROSS COMMON AREAS OR NEIGHBORING LOTS.
- SUB ASSOCIATIONS IN WINSTON TRAILS HAVE THEIR OWN ARCHITECTURAL STANDARDS WHICH MUST BE ADHERED TO IN ORDER TO GAIN APPROVAL FROM WINSTON TRAILS FOUNDATION.

The ARB intends:

- To review in a timely manner all applications for improvements for compliance with the standards of the community.
- Provide an approval or rejection of the application within 30 days after a completed application is submitted.
- To require revisions at anytime to improvement items overlooked during the review process.
- To place conditions on plan approvals as it deems necessary and reasonable.
- To recommend amendments to the criteria in this manual as may be required.

Responsibilities of Applicant:

The applicant, contractor and those responsible for preparing plans and documents to be reviewed bear all liability and responsibility for the plans and the final improvements. The applicant shall also be responsible for meeting the criteria and standards in this manual and any other requirements of the ARB.

The following responsibilities of the Applicant include but are not limited to:

- To comply with all applicable ordinances, rules, regulations, laws and policies enacted by any district, association, local or state, regional or federal government or regulating body with jurisdiction over Winston Trails Foundation.
- To ensure that all structural, electrical, mechanical, civil, architectural or landscaping design or health, safety and welfare requirements are met
- To secure all applicable governmental and utility company approvals and permits
- To hire only professionals insured and licensed by the State of Florida
- To ensure the performance or quality of work of any contractor
- That any and all construction and modifications will be in strict compliance with the approved plans.
- To submit completed application and plans for construction or improvements

Homeowner Responsibility after Approval

- Ensure that all contractors gain access to their property through the homeowner's property and not common area or neighboring lot or easement.
- Ensure that the site is cleaned daily and that no dangerous situation is created for other neighbors or guests.
- All damage to common area or neighboring lots will be restored immediately to the prior condition.
- Submit all changes or revisions in plans to the ARB before proceeding to make changes.
- Once the improvement is completed, the homeowner must notify the ARB of completion and opportunity to inspect the project to verify compliance with the plans.

Non Liability of ARB

Members of the ARB or the Board of Directors of Winston Trails Foundation will not be held liable to the Association, any homeowner or Applicant, or any other person arising out of or related to the performance or nonperformance of the ARB's duties or review.

APPEALS

If a homeowner wishes to appeal the decision of the ARB a request in writing stating the reasons for appeal must be submitted within 30 days of the ARB decision to the Board of Directors of the sub-association in care of the management company. Winston Trails Foundation will NOT hear an appeal for an application that has not been approved by the appropriate sub-association. The Board will consider all appeals at the next regularly scheduled Board meeting.

Winston Trails Fence Standards

- All fences within Winston Trails must be white in color and maintained so that there is no discoloration, rotted wood or peeling paint. Posts must be maintained to keep the fence sturdy.
- Maximum fence height is 6 feet and minimum height is 4 feet.
- All fences bordering on a golf course lot or lake view lot may only have white, aluminum, straight rail fence of 5 feet in height with no additional ornamentation on top of the rails. The portion of the fence on the sides not facing the golf course or lake view lots may be constructed of another type of approved fencing in order to allow for privacy.
- Interior lots may use one of the following type fence materials:
 - Wood Shadowbox fence (no ornamentation on the top of fence or posts)
 - PVC Shadowbox fence (no ornamentation on the top of fence or posts)
 - Vinyl Stockade fence (not wood)
 - Aluminum straight rail fence as used on lake view or golf course homes (no ornamentation on the top of fence or posts)
- No other fence material including chain link, chicken wire, lattice (see exception below to conceal outdoor equipment), fabric, etc. may be used on a residential Winston Trails lot.
- The fence must be located on a single homeowner's property and that homeowner will be responsible for maintenance and repair of the fence. Fences must be cleaned and/or painted as needed to avoid any discoloration from irrigation or mold and mildew. Slats must be replaced as need to avoid rot and dislocation. Gates must be closed at all times except when in use. Gates must be in good repair at all times.
- Zero lot line homes must maintain the white, wooden shadowbox fence on the side of the home as installed by the builder. These dividing fences can not be removed unless replaced with an approved fence.
- Fences shall not be approved which extends in front of the front corner of the property home OR a neighbor's home.
- No animal runs will be permitted. Therefore a significant portion of the side and back lot must be fenced.
- No more than two types of fence material maybe used on any single lot within Winston Trails.
- The only exception to the fencing requirements is that smaller, lattice type fencing material may be used to conceal outdoor equipment such as an air conditioning unit or pool pump. This may only be used if the material completely covers the equipment from three sides as well as one continuous line to cover all equipment and must be securely installed.

Winston Trails Paint Standards

All homes within Winston Trails must first abide by the paint standards of the neighborhood community in which the home is located.

If the home is located within a neighborhood that does NOT have specific written color guidelines, then all exterior colors must be selected from any one of the specified neighborhood color palettes in the same manner as directed by that specific neighborhood. For example: if a homeowner in Bay Hill (no written paint color palette) selects a color from The Greens written color palette, then the body of the house, trim and doors shall be painted as directed in The Greens.

Contrasting Trim Colors will not be approved with the exception of brown and wood grain doors and garage doors. All other trim shall be lighter or darker in the exact shade and tone of the body of the house. Trim paint can also always be either white or an off-white color as defined in the Benjamin Moore color palette named "Whites".

Garage Door Replacements: Garage doors must be replaced with a metal door closely matching the original door but without windows to meet the current Palm Beach County codes. Wood doors are not permitted at this time.

Driveway and Walkway Stains:

No concrete driveway or walkway can be painted. Any concrete surfaces such as driveways and sidewalks may be coated with a concrete stain such as Behr Solid Color Concrete Stain or Behr Semi Transparent Concrete stain and applied by the manufacturer's guidelines. All colors will be approved based on the exterior color of the home and roof in a neutral color. The portion of sidewalk between the driveway and the driveway apron or (driveway approach) may NOT be coated.

Decorative Driveway patterns and colors: These maybe approved in neutral colors with a stone paver pattern.

Stone Driveways: Only brick pavers are permitted to replace concrete driveways. The sidewalk within the driveway (if any) must stay concrete. Brick pavers must be approved by the ARB Committee and must be of similar style and color to the original pavers installed on properties by the original builder.

Neighborhood Color Palettes: As of this date the following neighborhood associations have approved color palettes. Any other neighborhood that desires to have a specific color palette for their association must have approval from Winston Trails Foundation.

Catalina on the Green

Barton Creek

Indianwood Village

Oakmont Village

Prairie Dunes

Sand Hills

Shadow Creek

Las Colinas

Village on the Green (Golfview)

Winston Trails Standards (Misc.)

Sheds – Storage units

Sheds and storage units must be of a portable nature similar to Rubbermaid storage units. Storage units such as this may be placed on a patio in the rear of the lot or within a screen enclosure. All other sheds or storage units such as this must be completely screened from view of anyone not standing on the lot with landscape material approved by the ARB Committee.

Landscape Beds

Each home is required to have landscape beds in the front of their home planted with trees, shrubs and hedge like material substantially similar to the original builder landscape installation. This includes a hedge-like material under the front walls in a two tier landscape scheme. Landscape beds can be expanded as approved by the ARB Committee. No home is permitted to remove all ornamental shrubs resulting in empty plant beds or replaced with sod. All outdoor equipment such as A/C units, irrigation pumps and pool equipment must be concealed from view of the street and neighboring lots with a hedge-like material at a height to conceal the equipment.

Landscape Lights

Low voltage landscape lighting is permitted to highlight trees, shrubs and walkways provided it is with materials designed for landscape use and not Holiday decorative in nature. Tree lighting is holiday decorative in nature and may only be used year round in the back yard.

Lawn Ornaments, Fountains and Statues

All items such as this must be approved by the ARB Committee and can not be greater than 5 feet in height. The item must be designed for use as a permanent outdoor garden decoration. No "whirly birds" or indoor household furniture may be use as a lawn ornament.

Mulch/Landscape Rock or Ground Cover

One of these materials is required for all plant beds and tree rings visible from the street (side or front lawn). No dirt beds are permitted.

Trees

All homes in Winston Trails not located on a Zero Lot line property will be required to have one hardwood tree at least twelve (12) feet in height and three (3) palm trees at least eight (8) feet in height in the front area of the property.

All homes in Winston Trails on a Zero Lot line property will be required to have a minimum three (3) palm trees at least 8 feet of clear trunk in the front of their home.

All homes will be required to have a minimum of one hardwood (canopy) tree 12' or taller on the lot.

Trees in the easement, swale and/or common area will not be counted as a property tree and no homeowner may plant trees in the easement or common area.

A triple or double palm trees can only be counted as multiple trees if the clear trunk on each limb meets the minimum requirement of eight (8) feet.

Slow growth palm trees (Robelinis) will be required to have a clear trunk of four (4) feet and will be counted as one (1) tree though it may have multiple trunks.

No Hardwood trees, palm trees or shrubbery may be planted in the front or on the side of the property that will hinder the view of oncoming vehicle traffic or block pedestrian traffic.

Zero lot line homes-No trees (palms or canopy) will be permitted on the zero lot side of home.

No fruit trees with the exception of coconut palms are permitted within Winston Trails

All trees must be trimmed to allow clearance over sidewalks of a minimum of 7 feet at all times. All trees must be trimmed so that no portion of the trees is touching a neighbor's house or fence.

Hedges: Hedges must be maintained at a height of no more than 8-10 feet. Hedges must be planted on the owner's property so that the owner of the hedge has access to trim the hedge from their own property. Hedges are like fences and must be maintained on all sides by the owner of the hedge.

Exterior Home lighting

All exterior lighting must be approved by the ARB Committee and a size that is compatible to the home and comparable to those already in use in the neighborhood.

Driveways/Sidewalks - Extensions

No sidewalk within the driveway may be treated in any manner. No driveway may be painted. All driveway coatings must be designed for concrete use and kept in good repair if stained or worn. All colors and designs must be approved by the ARB Committee. Driveways and sidewalk extensions may be approved by the ARB Committee provided the driveway extension is to the interior of the front elevation and not beyond the front edge of the home. (No extensions to the side of the house) All extensions must extend the full length of the driveway and the front sidewalk to the home and driveway must be of similar material.

Antennas / Satellite Dishes

As provided for by the FCC satellite dishes are approved to be installed in the most inconspicuous place on the lot that allows for reception. This will typically be in the rear of the house. No more than two dishes are permitted per lot.

Gazebos / Tiki Huts / Outdoor Awnings

All of the above must be approved by the ARB Committee. All fabric must be maintained fully installed and in good repair. Torn and faded awnings must be replaced or the structure must be removed.

Screen Enclosures and Aluminum Roofs

All structures must be approved by the ARB Committee and the frames must be either white or bronze. Screens must be replaced as needed. Aluminum roofs and framing must be kept clean and free of dirt, mold and mildew. All screen enclosures must be in the back of the house with the exception of those homes have side courtyard area or front door enclosures.

Swimming Pools

No above ground pools of any size are permitted.

Mailboxes

All sub associations are required to have no more than one standard mailbox and post which have each been approved by the Winston Trails ARB Committee that may be used by homeowners. Each has to meet the US Postal Service standard and be kept in good condition, free of mold, mildew, dents, rot and chipped paint.

Roof Replacements:

All roofs must be replaced with either barrel tile or flat concrete tiles as originally installed on all homes. Only metal roofs may be permitted if the material is substantially similar in appearance of the roof as originally installed. The intent is to retain the look of the roofs that were originally installed.

ARCHITECTURAL REVIEW BOARD

ANY AND ALL MODIFICATIONS TO BE MADE TO THE EXTERIOR OF THE HOME, I.E. PAINTING HOUSE AND/OR DRIVEWAY, LANDSCAPING, TREE REPLACEMENT, FENCES, SWIMMING POOLS, ETC. MUST FIRST HAVE THE APPROVAL OF THE INDIVIDUAL HOA AND THE WINSTON TRAILS FOUNDATION BOARD. PRIOR TO MAKING ANY ADDITIONS OR MODIFICATIONS TO THE PROPERTY, THE NECESSARY PERMITS FROM PALM BEACH COUNTY MUST BE OBTAINED

WINSTON TRAILS FOUNDATION MAINTENANCE STANDARDS

Lawn Maintenance When mowing the lawn, edging along all concrete surfaces is mandatory. Grass clippings must be blown back onto the lawn, not into the street, on sidewalks or adjoining properties. Remove any grass or weeds growing in the expansion cracks of the driveway and sidewalks. Trimming with a "weed whacker" must be done each time the lawn is cut around all plant beds, landscape borders, house, trees and fence lines. All trees, shrubs, plants and flowers must be trimmed and maintained in a neat and orderly manner. Shrubs may not overgrow to the point of blocking sidewalks, doorways and windows. All plant beds and tree rings must be finished with mulch, landscape rock or ground cover. All landscape borders must be maintained in good repair and placement and kept free of mold and mildew. During the months of May through September, mowing and edging should be done at least once every eight days. During the months of October through April, mowing and edging should be done once every ten days. Water lawns on a regular basis, and check that sprinkler systems are working. Comply with any water restrictions which may be in force by Palm Beach County Water Utilities. Fertilization must be done a minimum of four times annually and pest control must be done on an as needed basis. If there is a drain in front of the home, please inspect it on a regular basis and remove any debris to prevent it from clogging. Clogged drains increase the possibility of street flooding.

- Decorative pots are permitted if placed in a plant bed with live, healthy material. Plant containers which are used to grow and sell plant materials are not permitted to be used as decorative pots.
- All outdoor equipment, such as A/C units, pool pumps, irrigation pumps, etc. must be concealed from view of the street and neighboring lots with a hedge like material of Hibiscus, Eugenia, Ficus or cocoplum.
- Landscape lighting on a property must be approved by the ARB Committee prior to installation and be designed to accent rather than illuminate. The lighting must be maintained in neat condition and in working order or removed.
- No artificial plant material is permitted.
- In order to uphold a uniform compliance of the covenants of the Winston Trails Foundation, the Board of Directors has compiled the following guidelines which are to be utilized by all villages. These guidelines are designed to assist in the preservation of the individual and common area properties within Winston Trails. This document in, no way, takes precedence over the Articles of Incorporation and By-Laws of the Association, applicable rules and regulations, the Foundation Covenants or other applicable provisions of any agreement, document or instrument governing the properties or administered by the Association or the Foundation.

Vehicles No commercial vehicles, campers, mobile homes, motor homes, trailers of any kind, recreational vehicles, boats, shall be permitted to park or to be stored at any place on The Properties; nor in dedicated areas, except within an enclosed garage. Regular size cars, vans, SUV and pick up trucks that are issued to public safety personnel (example:PBSO, Palm Beach County Fire Department, City Police vehicles) are permitted to be parked on the property within the parking guidelines.

Commercial Vehicle Defined:

Trucks or vans primarily designed for commercial use.
Tools or tool box visible in the truck bed.
Tandem rear wheel trucks (1/2 ton rear dual axle)
Any vehicle with lettering or signs
Cargo Vans

Other Prohibited Vehicles:

Any vehicle modified beyond the manufacturer's original specifications for passenger vehicle (Off road vehicles)
Any vehicle that is not in good repair and maintenance
Covered Vehicles
Vehicles may not be on blocks outside an enclosed garage for any reason.

PODS – Dumpsters

These units are permitted to be parked on a driveway if the unit fits completely on the driveway without blocking the sidewalks for no more than three days without a special permit due to construction and no time shall be permitted for more than ten days.

Parking: Parking on the street between the hours of 2:00 a.m. and 6:00 a.m. is not permitted and is subject to ticket and / or tow at the sole expense of the owner. No vehicles may be parked on the grass, i.e. common areas, grass swales, front lawns, etc.

Speeding: The speed limit within each village is 15-20 miles per hour and 35 miles per hour on the main roads. Obey the speed limits and all stop signs throughout Winston Trails.

Trashcans: All trashcans and recycling bins should be stored out of view from the street and neighboring lots. Trashcans should be placed out at the curb the evening prior to pickup and removed the day of the pickup. Trashcans should never be stored on driveways or anywhere on the property visible from the street. Currently trash collection is scheduled on Monday and Thursday each week. Landscape debris and recycling pails are collected on Thursdays only.

Each property MUST use a sealed plastic container to place trash at the curb. No plastic bags are permitted.

Landscape Debris Landscape cuttings should not be placed out for collection until Wednesday evening before collection on Thursdays. Collection hours may change according to the contractor supplied by Palm Beach County.

Pets There is a maximum of two household pets allowed. "Household Pets" shall mean dogs, cats and other animals expressly permitted by the Foundation, if any. Pets may not be kept, bred or maintained for any commercial purpose and may not become a nuisance or annoyance to any neighbor by reason of barking or otherwise. No household pets shall be permitted to leave excretions on any areas and OWNERS shall be responsible to clean up and properly dispose of any such excretions. Pets must be controlled by a handler as outlined in Palm Beach County Animal Control guidelines or on a leash when outside the home.

Motorized Vehicles and Golf Carts Motorized scooters, go-peds or golf carts are not permitted within Winston Trails. This includes gas or battery powered motors.

Basketball Hoops: May be placed in an area which does not disturb the neighbors and only on the driveway next to the garage on the lot. Portable hoops must be removed and placed in storage when

1. Hurricane warnings are issued or weather conditions require the removal in order to prevent danger to others.
2. The owner of the lot plans to be away from the home for a period of 72 hours or more.
3. When the owner sells their home or plans to vacate the premises, the hoop must be removed and placed in storage immediately
4. The hoop shall always be positioned for play in the driveway and not in the street.

Signs Each residential lot may display a sign of reasonable size provided by a security services contractor within ten (10) feet of any entrance to the Residential Unit dwelling and one "Beware of Dog" sign, which does not exceed 10 inches by 14 inches. All other signs are prohibited to be displayed on a lot including displayed on or inside a home or vehicle.

Hurricane Protection/Shutters NO hurricane protection/shutters shall cover window or door openings until a tropical storm or hurricane watch has been issued by the National Weather Service for the Winston Trails area. After a tropical storm or hurricane has exited the Winston Trails area, all hurricane shutters must be removed within seven days.

Garage Sales and Open Houses Not permitted at any time