

The Owners Association of Oxford Estates Inc.

Homeowner's Architectural Review Criteria and Review Process Manual

April 2024

1.0 Purpose (Ref: Florida Statute (F.S.) Chapter 720; Saint Johns County Land Development Code (LDC), Covenants, Conditions, Easements, and Restrictions (CCER), Article IV, Sec 1; Articles of Incorporation (AI), Article V (a); Bylaws (BL), Article VII, Section 1, paragraph vii and Section 2, paragraph xiv)

1.1 The Declaration of Covenants, Conditions, Easements, and Restrictions for Oxford Estates LLC establishes an Architectural Review Committee and a review and approval process for all improvements proposed within the community.

1.2 The primary goal is to ensure that homes in the community maintain a harmonious architectural scheme in conformity with community standards and guidelines, and to maintain to the extent practical, the exterior design, appearance, and landscaping of the improvements located on the property in substantially the same appearance and condition as existed at the completion of construction and to maintain the value and desirability of the properties. The ARC is at the frontline of owners' alterations and improvements to their homes, and is instrumental in ensuring that the community standards and guidelines are met.

1.3 The purpose of this manual is to inform homeowners of the design guidelines for the community and submittal procedures to be followed when requesting approval of an exterior modification or addition to their property. Any improvement including but not limited to, exterior paint and roof color, pools, screen enclosures, walls, fences, landscaping, landscape curbing, flagpole, play structure, satellite dish, driveway, architectural lighting, string (party) lights, permanent cage lighting, sheds or any other improvement visible from any road of adjacent lot must first receive approval from the Architectural Review Committee prior to installation.

2.0 Authority (Ref: CCER, Article IV, Sec 1 & 2)

2.1 The authority for this manual is set forth in Article IV of the Declaration of Covenants and Restrictions for the community which was received by all homeowners when they purchased their homes.

2.2 The Declaration encumbers all the homes and lots within the community and is a contract between the homeowners and the Association, wherein, per Article IV, the

homeowners agree to refrain from making any modifications to the exterior of their homes without first receiving approval.

2.3 Participation in the architectural alteration review process is exclusive to homeowners. Renters or other occupants may not execute or sign ARC applications acknowledging proposed changes to be made by an ARC applicant. (Ref: CCER, Article IV, Sec 3)

2.4 These Architectural Criteria (“Guidelines”) are supplemental to the Declaration of Covenants, Conditions and Restrictions for the community. Included herein are minimal standards for development, construction, improvements or modifications. The Guidelines are intended to be a living document that will be modified as needed to add, clarify or change the Guidelines for the betterment of the community. Non-compliance with these Guidelines will be used as the basis for disapproval of the modification or construction plans, and may result in enforcement proceedings including, but not limited to, an injunction or the imposition of a fine, or both. (Ref: CCER, Article IV, Sec 2)

2.5 Although these guidelines strive to provide homeowners with adequate information regarding approved alterations, please note these guidelines shall not be considered all-encompassing, and items not explicitly covered under these guidelines shall be subject to Board review and approval. In addition, in any areas where these Guidelines are not consistent with the applicable laws and regulations that govern home ownership in Saint Johns County, such applicable laws and regulations shall control. Furthermore, homeowners are responsible for compliance with all federal, state and local regulations whether expressed or not in these guidelines.

2.6 Homeowners are also responsible for restoring any common/limited common property and any adjoining neighboring property damaged during the course of the project including but not limited to curbs, sidewalks, and landscaping.

3.0 Enforcement Procedures (Ref: CCER, Article IV, Sec 2 & 17, and Article VIII, Sec 1, and CCER, Article VIII, Sec 5)

One of the responsibilities of the Owners Association of Oxford Estates is enforcement of the governing documents (Articles of Incorporation, Declaration of Covenants, Conditions and Restrictions, and By-Laws). By purchasing a home, all owners, their tenants and guests, are obligated to abide by the governing documents. To that end, management and a committee of homeowners are empowered to perform periodic inspections of the community and conduct hearings in order to assist in protecting home values and the peaceful enjoyment of all residents by maintaining the aesthetics of the community at a high standard. Details of the enforcement procedures can be found in the Oxford Estates Covenant Enforcement Committee Manual, a copy of which can be found on the Oxford Estates/Management Company Website. The following is a short overview of the CEC process:

3.1 Drive-through inspections of the community are conducted periodically by the management company or complaints may be received from other homeowners, resulting in violation notices being sent by the management company to property owners concerning noticed or reported non-compliance deficiencies.

3.2 If the reported deficiencies are not corrected within the time specified in a violation notice, the owner of the property can be fined by the Board of Directors. The property owner will be provided an opportunity to attend a hearing conducted by the Covenant Enforcement Committee (CEC) Hearing Committee, dispute any imposed fines and to explain why corrections have not been made or what steps have been taken to make the corrections.

3.3 The CEC Hearing Committee has the right to confirm or reject fines imposed by the Board. A fine, if needed, may be up to \$100 per day for a maximum of 10 days for any one unresolved violation.

3.4 This same CEC hearing process will also be followed in situations where Architectural Review Committee approved projects have not been completed in accordance with the approved specifications or plans.

4.0 Architectural Review Process (Ref: CCER, Article IV, Sec 2 & 16)

4.1 No improvements, additions, alterations, repairs, change of paint colors, excavations, changes in grade or other work which in any way alters the exterior of any Lot, or Common Area or the improvements located thereon from its natural or improved state, existing on the date such, property was first subject to this CCER declaration shall be made or done without the prior approval of the ARC, unless specifically exempted by this document. Failure to submit the form and get written approval from the ARC to proceed before starting the improvement may result in a fine of \$100 being imposed. Once the fine is paid the Homeowner must submit a retroactive Application Form for the Improvement and receive written approval from the ARB. If the ARB denies the application due to not complying with the Association's covenants, restrictions, rules and regulations, then any improvement started without approval must be undone at the sole cost and expense of the owner, and the owner may be subject to a lawsuit by the Association for injunctive relief for failure to undo an un-approved improvement, which is why it is imperative that the owner receive prior written approval of the application by the ARB before commencing the improvement

4.2 Each application is reviewed on an individual basis. For example, a homeowner who wishes to make an exterior alteration identical to one already approved by the ARC (or existing elsewhere in the neighborhood) is still required to submit an application for approval.

4.3 An ARC application form can be found at the Oxford Estates/Management Company website.

When submitting the application, all documentation must be included or the application cannot be approved. Attention and care to this part of the process will avoid frustration and delay. An application that lacks any requirement is deemed as “incomplete,” and the 45 day review period does not begin until the application is complete and has all required information and documents. If the ARC does not approve or disapprove any application in writing within forty-five (45) days after receipt of a completed application the ARC’s approval will be deemed given as to all applications not prima facie in violation of the terms of the CCER.

The following items are required by the ARC in order to review and approve or disapprove an application including but not limited to:

4.3.1 Fence Plan and Detail: Submit 1 copy of survey with fence location sketched onto it; submit color sample, fence type, height.

4.3.2 Pool Plan and Detail: Attach 1 copy of survey with pool location sketched on it; submit pool plans, photos of current exterior of home, material color samples, and pool equipment location.

4.3.3 Play Equipment: Attach 1 copy of survey with location of equipment indicated on it, photo of play equipment, proposed landscape plan, and any fence location.

4.3.4 Exterior Color Selections: Attach color chip samples, denote body, trim, and roof colors. Include photos of current exterior of the home.

4.3.5 Screen Room or additions: Attach 1 copy of survey showing footprint, color and material, all elevation drawings and landscape plan. Include photos of current exterior of the lot/home.

4.3.6 Landscaping: Include survey and attach 1 copy of proposed landscape plan. Include photo of existing landscape.

4.3.7 Pavers and Landscape Curbing: Attach 1 copy of survey showing location, provide material description, color, and size. Include a photo of the existing area where pavers or curbing would be installed.

4.3.8. Driveways: Attach 1 copy of survey showing location of the driveway expansion/changes, provide paver material description, color, and size if not using concrete. Include a photo of the existing driveway.

4.3.9 Permits: Homeowners are responsible for obtaining a permit(s) prior to initiating any work in accordance with any Federal, State, or Saint Johns County requirements.

Note: Attachments to your application can only be in the following formats: PDF, Word Doc, Excel, PNG, JPG, JPEG, GIF, and TIF.

4.4 Inspection of Completed ARC Projects (Ref: CCER, Article IV, Sec 17)

Homeowners will notify the Management Company when the project is completed. The ARC or Management Company may inspect or require pictures of the approved and completed architectural changes to ensure compliance with the approved plans and specifications and report to the Board any matters of noncompliance. Matters of noncompliance will be processed in accordance with paragraph 3.0 Enforcement Procedures.

5.0 Architectural and Building Criteria (Ref: CCER, Article IV, Sec 2)

5.1 The following criteria may be changed or modified at the sole discretion of the Architectural Review Committee. Each Homeowner will be provided with written notification of any such changes thirty (30) days prior to its effective date. The Architectural Review Committee retains the right to waive or modify any of the following provisions if in its sole discretion it determines such a change is not a detriment to the community as a whole.

5.2 All plans submitted for review shall be evaluated for total effect and may be disapproved by the Architectural Review Committee, in its sole discretion. Each request for approval should contain the required information and be delivered to the offices of the Architectural Review Committee or its designee. Upon receipt of all needed information, the Architectural Review Committee will approve, disapprove or require modifications within 45 days. (Ref: CCER, Article IV, Sec 16)

5.3 Building Setbacks (Ref: CCER, Article IV, Sec 8)

Front - 20 feet
Front with front facing garage – 20 feet
Side – 5 feet
Rear – 10 feet

5.4 Conservation Areas (Ref: CCER, Article IV, Sec 15)

Areas designated “**Conservation Areas**” or “**Tree Preservation Areas**” on the community’s recorded plat are protected areas and should not be entered into or disturbed in any way in accordance with the Deed of Conservation Easement

Standard, a copy of which can be located in the Oxford Estates website documents folder.

5.5 Pool Setbacks

Pool setback (with or without a screen enclosure) and setbacks for pool equipment and air conditioning units shall be in accordance with the approved PUD or St Johns County standards. Major Modification 2017-06 was approved adding a waiver to LDC, Section 2.02.04.B.5 to allow mechanical equipment and pool equipment to be located a minimum of three (3) feet from the side or rear lot line.

5.6 Garages (Ref: CCER, Article IV, Sec 5, Article V, Sec 1 and Sec 7)

5.6.1 Houses in Oxford Estates may have either a two or three car garage. Garages may not be converted to living space. All garage doors should have electrically operated garage door openers. Homeowners are encouraged to leave garage doors closed, when possible, to improve neighborhood appearance and prevent intrusion of potentially dangerous wildlife. Homeowners are also encouraged, when possible, to garage vehicles overnight to reduce the potential for vehicle break-ins.

5.6.2 Inoperable or unregistered, or tarped/covered automobiles are not permitted in driveways.

5.7 Exterior Color Plan (Ref: CCER, Article IV, Sec 2)

Any changes to the initial exterior color scheme of the exterior of the house including roof, trim, shutters and front door must be submitted to and approved by the Architectural Review Committee prior to the change. The approved OE color palettes can be found on the Oxford Estates/Management Company website.

5.8 Swimming Pools (Ref: St Johns County Land Development Code (LDC), Section 2.02.04, B, 8c; CCER, Article IV, Sec 2 and 5)

All pools shall be enclosed by a screen enclosure or approved pool fence meeting the applicable safety codes of St Johns County Land Development Code. Pool screen enclosures may not be visible from the street in front of the dwelling unless approved by the Architectural Review Committee. Above ground pools are prohibited.

5.9 Solar Panels (Ref: Florida Statute 160.4)

Solar panels may be installed as long as they face with an orientation of south or within 45 degrees east or west of due south.

5.10 Fences (Ref: CCER, Article IV, Sec 13 and 15, and CCER, Article VI, Sec 1)

5.10.1 The Architectural Review Committee has an approved fence type for each lot for Oxford Estates. This fence plan may be modified at the discretion of the Architectural Review Committee, if in its sole opinion such a change will not

negatively impact the neighborhood as a whole. Except as approved by the ARC, no fence, wall or hedge may exceed six feet in height above the natural grade of a lot. The Oxford Estates approved lot and perimeter fence plans can be found on the Oxford Estates/Management Company website.

5.10.2 Fences shall not be installed within easements labeled “**Unobstructed Access Easement**” on the community’s recorded plats. These easements provide the Homeowners Association and its contractor’s access for maintenance of the ponds.

5.10.3 Fences and landscaping may be installed within easements labeled “**Drainage Easement**” on the plats; however, the Association shall not be responsible to any homeowner for the repair or replacement of any damaged fence or landscaping within the easement that occurs during maintenance. Homeowners may not install any fence or landscaping that in any way damages or materially impacts the drainage function within these easements.

5.11 Satellite Dishes (Ref: CCER, Article IV, Sec 4)

Satellite dishes should be installed in the rear or side of the home site out of view from the street. Additional landscaping may be required to properly screen the dish from view of the adjacent house. Location should be submitted to the ARC for approval prior to installation.

5.12 Landscaping (Ref: CCER, Article IV, Sec 2 and Sec 10, and CCER, Article V, Sec 6)
Landscaping will be maintained, to the extent reasonably practical, in substantially the same appearance and condition as existed at the initial completion of the landscaping improvements. The replacement of any dead or diseased trees with the same species tree is allowed without prior approval. Cypress mulch, pine bark or similar material is acceptable for use as mulch. The use of stones, rocks, or gravel will first need approval from the Architectural Review Committee. Grass lawns should be neatly cut and edged. There should be no weeds or grass growing in driveways, sidewalks, or flowerbeds.

5.13 Street Trees (Ref: CCER, Article V, Sec 6, as amended by Amendment 4)

Upon completion of each residence, the Builder or Developer may have planted a “street tree” in accordance with the community’s County approved plans between the edge of the roadway and the front lot line of the home defined in the Declaration as “Limited Common Area”. These trees are to be considered part of the landscaping for the home and properly maintained and irrigated by each homeowner.

5.14 Irrigation and Maintenance (Ref: CCER, Article V, Sec 6, as amended by Amendment 4)

All landscape beds and sod should be fully irrigated with an automatic irrigation system. Irrigation should extend to the edge of the water if the lot is adjacent to a pond or the edge of natural vegetation if the lot is adjacent to a preservation area. Individual wells are not allowed. Lake parcel-owners are responsible for maintaining grass, trees and vegetation to the embankment or shoreline as part of their landscape maintenance obligations.

5.15 Driveways and Sidewalks (Ref: CCER, Article I, Sec 25, and Article IV, Sec 14, as amended by Amendment dated 7 Oct 2014, SJC LDC Section 6.04.05)

Driveways may either be constructed of concrete with a broom finish or concrete pavers which may be used in all or part of the driveway. In either case (concrete or pavers) the sidewalk section that extends through the driveway should be constructed of concrete with a broom finish to match the sidewalk in other locations. Painting of these and other limited common area sidewalks is not allowed due to potential safety and Owners Association of Oxford Estates liability. Driveway changes are approved by the ARC on an "exception only basis" and are very limited in order to preserve the community appearance and greenscape of each property. Driveways entering on one street and exiting on another are prohibited. ARC decisions can/will supersede St. Johns County guidelines, if proposed driveway enhancements are deemed unsuitable for community standards.

5.16 Outside Mechanical Equipment (Ref: CCER, Article IV, Sec 9) Outside mechanical equipment such as LP tanks, water softeners, pool pumps and heaters shall be properly screened from view from the street by approved landscape material or fencing high enough to block the view of the equipment but not less than 4 feet high.

5.17 Window Coverings (Ref: CCER, Article V, Sec 9)

No plastic, foil or similar material shall be permitted on any window of a residential dwelling constructed on any lot. All coverings, as should be white, beige, or neutral in color as seen from the outside of the house.

5.18 Window, Air-Conditioning units, Fans (Ref: CCER, Article V, Sec 8) No window air-conditioning units, window fans, or exhaust fans shall be installed or permitted on any residential dwelling constructed on any lot.

5.19 Residential Signs (Ref: CCER, Article V, Sec 4)

5.19.1 Residential signs include "For Sale", "For Rent" and "Open House" signs placed on lots by residents and/or their real estate agent. The sign shall not exceed 9" x 12" in size and must be professionally made. At no time should any sign be placed in a window.

5.19.2 The use of "Bandit" real estate signs is prohibited. All other signs are prohibited without specific written approval from the Architectural Review Committee.

5.19.3 Political signs no larger than 3 feet x 4 feet may be installed on a lot no earlier than 10 days prior to the election and must be removed the day after the election. Each lot is limited to one political sign at a time.

5.19.4 Commercial care signs (e.g. lawn care, pest control, property maintenance, etc.) are permitted but must be removed within 24 hours of service completion.

5.20 Sheds, play Structures and other outdoor detached structures (Ref: CCER, Article IV, Sec 5 and Article V, Sec 2)

No sheds, carports, or auxiliary structures shall be permitted to exist on any lot except as approved by the ARC. Sheds are not permitted on pond lots or back-to-back shared fenced lots unless built-in to the existing home structure. Sheds should match the general appearance, color and structure of the house, not to exceed 144 square feet.

Play structures, either permanent or temporary, are prohibited in front yards. Play structures, and trampolines in the back yard will be reviewed for height and color and generally should not be visible from the street. Any such structure must be approved by the Architectural Review Committee prior to installation.

5.21 Sports Equipment (Ref: CCER, Article IV, Sec 1, 4 and 9)

5.21.1 Permanent, and movable/removable basketball goals are allowed, provided that goals are placed along the side of the driveway and are at least twenty (20) feet from the edge of the asphalt road. At no time may moveable goals be located at the end of driveway so that play is in the street/cul-de-sac. Basketball goals must be maintained in a neat condition and removed when weathered. When possible, basketball goals are to be stored in the garage or in the back of the home site when not in use.

5.21.2 Lacrosse and soccer goals/nets are permitted but should be used in side or rear yards. Goals/nets used in front yards should be removed from view when not being used.

5.22 Trash Receptacles/Garbage Cans (Ref: CCER, Article V, Sec 7)

Trash receptacles shall be placed curbside no earlier than the evening prior to the collection day and the emptied receptacles must be removed the evening of the day of collection. Trash receptacles must be hidden from view at all other times either stored in the garage or screened from view using ample vegetative cover or fencing that matches the house color.

5.23 Seasonal Holiday Decorations (Ref: CCER Article IV, Section 4, CCER Article V, Section 7) Decorations for Christmas and Halloween including traditional string lights may not be put up earlier than thirty (30) days before the event and should be removed within fifteen (15) days following the event. Such items will not be counted as part of the yard décor limitations.

5.24 Exterior Lighting (Ref: CCER, Article V, Sec 2)

5.24.1 Any exterior lighting should be designed and used in a manner that will minimize unduly bright lights and not create a nuisance to adjacent homeowners. All lighting in the rear and side yard should be off after 11pm or set to motion detector.

5.24.2 Flood lights - should be directed towards the ground and not towards any adjacent property, structure or windows. Flood lights should be set to motion detectors or timers.

5.24.3 Up-lighting and Landscape Lighting - should be soft/warm/cool white in color, non-flashing, and non-chasing throughout the year. Use of other colors should be reserved only for holidays.

5.24.4 Permanent Soffit lighting – Gemstone or Trimlight style of lighting should be soft/warm/cool white/amber in color, non-flashing, and non-chasing throughout the year. Multi-color use should be limited to the 30 day seasonal rule from section 5.23 above. Other holidays or special events should be limited to one (1) week prior to the event and returned to white within forty-eight (48) hours post event.

5.25 Off-Street Parking See the Oxford Estates/Management Company Website for the latest off-street parking information.