

# **THE VILLAGES AT CYPRESS CREEK**

## **DESIGN GUIDELINES**

### **NON-RESIDENTIAL**

**Revised February 15, 2017**

#### I. Purpose

The goal of these Guidelines is to ensure development of a consistently high quality, thereby protecting and enhancing the investment and property values of all owners and residents within The Villages at Cypress Creek. These Design Guidelines do not supersede but rather supplement the Declaration of Covenants, Conditions, and Restrictions (Declaration) and any other regulations of Hillsborough County which may be in effect. Where the Design Guidelines and Declaration are more stringent than Hillsborough County Regulations, the most stringent regulations shall apply.

#### II. DESIGN REVIEW COMMITTEE (DRC)

##### A. DRC Submittal and Review Procedures

No improvements shall be constructed, erected, placed, altered, maintained, or permitted on any Site until plans and specifications have received final approval in writing by the DRC. All plans and specifications shall be submitted in a manner and form satisfactory to the DRC in accordance with the submittal and review procedures outlined below.

##### B. Pre-Design Conference

Prior to submitting preliminary plans, the Applicant shall meet with the DRC along with the applicant's architect, and other consultants to review and clarify these Design Guidelines, the characteristics of the particular Site, and the technical issues related to review procedures.

##### C. Schematic Design Review

Preliminary plans shall include the information outlined below and shall be submitted to the DRC ten days prior to the DRC meeting:

1. Application/Project Summary Form.
2. Boundary survey of site including topography, contour intervals, existing easements and rights-of-way.
3. Site development plan indicating:
  - a. location of any existing buildings or improvements;
  - b. preliminary grading and drainage plan;
  - c. building location, envelope and setbacks including dimensions;
  - d. parking layout, number of parking spaces, setbacks and sizes;
  - e. drives and entrances, loading and service areas;
  - f. easement locations;
  - g. pedestrian walks and/or paths; and
  - h. preliminary location and type of sign age.

4. Massing Model (optional).
5. Floor Plans.
6. Elevations
7. Building Sections.
8. Utility Plan.
9. Conceptual Landscape Plan.
10. Any additional information requested by the DRC at the pre-design Conference.

The DRC shall review and respond to the applicant in writing within 30 days from the date that all of the above information is received.

D. Design Development Review

The final plans shall include the information below in addition to any revisions of the drawings submitted during the schematic design phase. Design development plans shall be submitted to the DRC ten days prior to the DRC meeting.

1. Application/Project Summary Form.
2. Samples of exterior building materials.
3. Final design, specifications, copy layout and location of all sign age.
4. Final specifications and location of exterior lighting.
5. Final landscape plan, including location and screening of all utility Appurtenances such as transformers.
6. Grading plan and drainage study.
7. Declaration of rights, privileges and easements, sign age easements, landscape easements and pedestrian easements.
8. Any other information as may have been requested by the DRC.

The DRC shall approve or disapprove in writing all final plans within 30 days from the date all of the above information is received.

E. Construction Documents Review

The purpose of construction documents review is to assure the DRC that final plans comply with the design approved by the DRC. No construction may take place until approval from the DRC is obtained. Fifteen working days prior to the pre-construction meeting with the DRC, applicant shall submit:

1. Complete set of Construction Documents, Plans and Specifications.
2. Final Color Boards of chosen (exterior) materials
3. A Construction Site Plan

F. Changes after Final Review

There may be occasions when an Owner or his design professionals desire to make change during construction which affects the exterior of the Building or the Site. When an Owner wishes to make a change which deviates from the plans as approved by the Committee, the Owner must submit a written request to the Committee along with a "red-lined" set of plans clearly delineating the proposed change. The Committee shall review and respond to such request within 15 working days from the receipt of the request. No changes will be made unless approved by the Committee.

G. Fee Schedule

Fees for DRC review of any documents submitted under the procedures outlined here shall be as established by the DRC and as may be amended from time to time.

### III. ARCHITECTURAL DESIGN

#### A. Architectural Style

1. General: The purpose of the Architectural Guidelines is to produce orderly and aesthetically pleasing developments of high quality architecture in harmony with the overall theme established for the villages at Cypress Creek and consistent with the intended use of the buildings. Building construction and design shall be used to create a structure with substantially equally attractive sides of high quality appearance, rather than placing all emphasis of the front elevation of the structure and neglecting or downgrading the aesthetic appeal of the remaining side elevations. Any accessory buildings and enclosures, whether attached to or detached from the main building, shall be of similar, compatible design and materials.
2. Exterior Materials. Exterior materials shall conform to and be in harmony with the external design of neighboring structures and the overall design of neighboring structures and the overall design of improvements described throughout these Guidelines. The approval of exterior materials, including type, color, texture and durability as well as the extent of use of any single material or combination of materials shall be solely at the discretion of the DRC. The DRC shall not arbitrarily or unreasonably withhold its approval of such plans and specifications.
3. Tiled pitch roof building elevations are encouraged however, flat deck roofed buildings will be considered. In the event a flat deck building is permitted, it shall top-out with a continuous architectural frieze designed in proportion to and in the style of the buildings architecture. The acceptance of the proportion and style of the frieze shall be at the direction of the Design Review Committee.

#### B. Building Sizes

1. Maximum Floor Area Ratio. Building sizes shall be limited to provide Maximum Floor-to -Area Ratios (FAR's) as specified in the Deeds for each individual parcel.
2. Minimum Open Space. Building, parking lot and roadway paving coverage shall be limited to provide a minimum of twenty percent (20%) unobstructed open space on all development parcels. Unobstructed open space may include any pedestrian pavements (sidewalks, plazas, etc.), recreational amenities other than buildings, and landscaped parking lot islands.

#### C. Rooftops

To ensure the preservation of views, all roof top surfaces, equipment and accessories shall be reviewed and approved by the DRC according to the following guidelines:

1. Roof Surface Materials:
  - a. The roof surface of all pitched roofs shall be cement tile, **or an alternative material that has an appearance of clay/cement tile. Asphalt, fiberglass or like kind shingle products are not permitted.**
  - b. The roof surface materials, texture and reflectivity of non- pitched roofs shall be reviewed considering their effects on the views of other Cypress Creek sites and structures.

2. Roof top Equipment Screening. Rooftop mechanical equipment, vents and ducts shall be screened, covered and installed in a manner which prevents obstruction or distraction of views from other Cypress Creek sites and structures. Such equipment shall be well organized and not scattered in its rooftop location.
  
3. Solar Collectors and Skylights. Rooftop solar collectors, skylights and other potentially reflective rooftop building elements shall be designed and installed in a manner which prevents obstruction or distraction of views from other Cypress Creek sites and structures.
4. Rooftop Antennas. Rooftop radio, TV and microwave antennas and towers are prohibited unless specifically approved by the DRC as to their height and location and screening of such equipment, including satellite receiver dishes shall be required.

#### IV. SETBACKS

##### A. Building Setbacks- Absolute Minimums

- |                   |         |
|-------------------|---------|
| 1. Arterials      | 50 feet |
| 2. Collectors     | 30 feet |
| 3. Local Streets  | 20 feet |
| 4. Private Drives | 15 feet |

##### B. Parking Setbacks

- |                                 |         |
|---------------------------------|---------|
| 1. Arterials/Collectors         | 20 feet |
| 2. Local Street/Private Drivers | 10 feet |

Parking setbacks shall be landscaped in accordance with the landscape guidelines contained herein and any requirements of Hillsborough County.

##### C. Open Space/Golf Course Setbacks

- |                           |  |
|---------------------------|--|
| 1. Building Setbacks      | 10 feet to open space boundary<br>30 feet to Golf Course |
| 2. Parking Setbacks       | 10 feet to open space boundary<br>30 feet to Golf Course |
| 3. All Other Improvements | As approved by DRC                                       |

#### V. VEHICULAR CIRCULATION AND PARKING

##### A. Vehicular Circulation

###### 1. General.

The location and width of access points allowed to a Site will be evaluated by the DRC in view of the size of the Site, the adjacent building sites, engineering considerations, existing circulation patterns,

landscaped areas and drainage requirements. In order that the experience of employees and visitors to The Villages at Cypress Creek will be pleasant and comfortable, special effort should be made to create clear and understandable circulation patterns within each Site. Circulation which is easily understood, flexible and attractive should be a goal in the design of each Site.

## B. Parking Standards

### 1. Location.

All parking facilities for each Site shall be sufficient to serve the business conducted without using adjacent streets or parking lots. No parking shall be permitted on any street or at any place other than on the paved parking spaces provided for and described below. Each Owner and each tenant shall be responsible for compliance by his employees and visitors. The location and size of parking areas shall be subject to the approval of the DRC. Compliance with all Hillsborough County standards and regulations with regard to parking shall be the responsibility of the Owner/builder.

### 2. Number of Spaces.

#### a. Office Uses

- 1) One off-street parking space for each 300 square feet of gross leasable floor area used for offices.
- 2) One off-street parking space for each 240 square feet of gross leasable floor area used for medical, dental and optical offices and clinics, and in no case less than two spaces per practitioner.

#### b. Retail/Commercial Uses

- 1) One off-street parking space per 75 square feet of dining or seating area for restaurants, bars and similar dining and drinking establishments, and one additional space for each three employees on the maximum shift.
- 2) One off-street parking space for each room, plus one off-street parking space per two employees for hotels.
- 3) One off-street parking spacer per 250 square feet of gross leasable area or as required by Hillsborough County for other business and commercial use.

#### c. Industrial Uses

- 1) One off-street parking space per 1,000 square feet of gross leasable area, or as required by Hillsborough County for manufacturing uses (See also #4)
- 2) One off-street parking space per 1,000 square feet of gross leasable are for warehouses.
- 3) 2.5 parking spacer per 1,000 square feet of gross

- leasable area for office/showrooms
  - 4) Four parking spaces for 1,000 square feet of gross leasable area for research and development uses, including labor-intensive light fabrication and assembly.
  - 5) Three off-street parking spaces per facility for utility service facility.
3. Drop off Zones and Employees Parking Spaces.
- a. Visitor Drop off zones and parking shall be provided near visitor entrance.
  - b. All-day employee parking shall be provided and separated from visitor and front entrance traffic.
4. Parking Lot Landscaping and Screening
- a. In parking lots, landscaped islands must be provided at maximum intervals of every twenty parking spaces and at the ends of all rows of parking. Parking islands shall have a minimum width of nine (9) feet, and each island shall include at least one tree. A continuous poured-in-place concrete curb shall be provided around parking islands to prevent vehicular intrusions.
  - b. Parking areas shall be broken into sections not to exceed 200 cars through the use of landscaped bay dividers.
  - c. All parking shall be screened from public streets by appropriate private landscaping (See Section IV. B.)
  - d. Parking will not be permitted on any street or in parking setbacks areas. Automobile bumpers may not overhang into the parking setback.
5. Handicap Parking Requirements: Handicap parking spaces shall be provided at a ratio of one space per 50 off-street parking spaces. Spaces shall be a minimum size of 12 feet by 19 feet.
6. Shared Parking. Off -street parking may be provided in areas designed to serve two different land uses (such as retail and office or residential and office) at a reduced ratio of up to 20%, provided that evidence substantiating different peak use hours is provided by applicant. A copy of an easement of agreement by the owners involved in such joint use must be submitted to the DRC for approval. Shared parking shall be approved for specific uses. If such uses change, a review of the parking requirements shall be made and additional parking provided as necessary.
7. Curb Requirements.
- a. The use of parking bumpers in surface parking lots is prohibited.
  - b. A continuous poured-in-place concrete curb shall be provided around all vehicular parking and circulation areas, including landscaped islands.
  - c. All curb cuts onto public streets shall be on grade- curb return types. Residential type , ramped curb cuts are prohibited.
8. Driveway Requirements. All driveways shall be a minimum of 20' in width and all drive curb returns shall be a minimum of 25' in radius, where intersecting (accessing) public streets.

## VI. LOADING AND SERVICE AREAS

A. Screening Requirements

Loading and servicing areas shall be screened from public streets in a manner acceptable to the DRC.

B. Integrated Design

Loading and servicing areas shall be designed as an integral part of the building architecture.

C. Location

Loading and servicing areas shall be designed so that the entire loading and Servicing operation is conducted within the confines of the site.

VII. PEDESTRIAN AND BICYCLE CIRCULATION

A. Access Requirements

Pedestrian/bicycle access shall be provided from public streets and parking lots to building entries. With the design of each site, linkage to existing or planned bikeways and pedestrian walks shall be considered. A path system to link buildings to green belts, common amenities and other buildings shall be established.

B. Sidewalk Dimensions

All sidewalks shall have an unobstructed width of at least four feet, (minimum width of six feet where attached to a curb adjacent to perpendicular parking stalls). Bikeways should have a minimum width of eight feet.

C. Bicycle Parking

Bicycle parking shall be provided for each building and shall be screened from the building entry in a manner approved by the DRC.

VIII. SITE LIGHTING

A. Foot Candles

All parking lot and driveway lighting should provide: uniform illumination in compliance with the following minimum levels.

Parking lots	0.50 foot candle
Driveways:	0.25 foot candle

B. Elimination of Glare

1. Glare.  
Lights shall not be placed to cause glare or excessive light spillage on neighboring sites.

2. Concealed Light Source.

3.

All light fixtures are to be concealed source fixtures except for pedestrian oriented accent lights.

C. Security Lighting

1. Shielding.

Security lighting fixtures are not to project above the fascia or roof line of building and are to be shielded. The shields shall be painted to match the surface to which they are attached. Security lighting fixtures are not to be substituted for parking lot or walkway lighting fixtures and are restricted to lighting only loading and storage locations, or other limited service areas.

2. Floodlights.

Exterior wall-mounted floodlights are expressly prohibited except for security lighting in limited areas described above.

D. Exterior Lighting Fixtures.

Exterior lighting fixtures are to be as follows:

1. Parking Lot Fixtures

Cut-off type, high pressure sodium, rectilinear style, aluminum extrusion luminaire, thirty (30) foot maximum mounting height. Single or double luminaire configuration on square pole. Select from Cardco Form Ten or Kim Phase One. Luminaire and pole shall have dark bronze anodized finish.

2. Driveway Fixtures.

Same as parking lot fixtures.

3. Pedestrian Area and Walk Lights.

At Applicant's option; to be approved by DRC.

E. Location of Lighting

1. It is recommended that accent illumination be provided at such key locations as building entries, driveway entries, etc.
2. Lighting of all pedestrian walkways, plazas, etc., is recommended.
3. Lighting of building faces is permitted.

IX. HEIGHT LIMITATIONS

A. Maximum Height of Building

- |                               |          |
|-------------------------------|----------|
| 1. Commercial/Retail Uses     | 40 feet  |
| 2. Office/Business Uses/Hotel | 160 Feet |

B. Roof-Top Structures

No structure or appurtenance including, but not limited to, water towers, standpipes, penthouses, elevators or elevator equipment, stairways, ventilating fans or similar equipment required to operate and maintain any building, fire or parapet walls, skylights, tanks, cooling or other towers, wireless radio or television masts, or flagpoles shall exceed a height above the finished building rooftop of 12 feet, except as may be specifically approved in writing by the DRC.

X. FENCING AND WALLS

A. DRC Approval

No fence or wall of any kind shall be constructed unless specifically approved by the DRC.

B. Compatibility

1. Materials and colors of fences and walls shall be compatible with the building architecture.
2. Objects such as water towers, storage tanks, processing equipment, cooling towers, communication towers, vents and any other structures or equipment shall be compatible with the building architecture or screened from adjacent properties, parking areas, public streets and pedestrian walkways by sing fences and/or walls and shall be approved in writing, by the DRC before construction or erection of said structures or equipment.

C. Location

No fence or wall shall be located within twenty-five (25) feet of the front property line or of any street right-of-way line. Fences shall be constructed in such a way as to provide for visual variation in order to avoid a barrier-like appearance. No fence shall obstruct visibility for motorists.

D. Chain Link Fences

Chain link fencing is not permitted in areas visible from adjacent properties, parking areas, public streets, or pedestrian walkways. Exceptions outdoor tennis courts.

E. Screen Fences

Screen fences or walls shall be of a height at least equal to that of the materials or equipment being stored or screened.

XI. STORAGE AREAS

- A. Trash Kept in Open  
No articles, goods, materials, machinery, equipment, vehicles, animals, plants, trash or similar items shall be stored, kept in the open, or exposed to view from adjacent properties, parking areas, public streets, or pedestrian walkways.
  
- B. Enclosure (modified 2-5-09)  
All articles, goods, or material to be stored other than in an enclosed, covered building shall be stored in an enclosed area. All sides of the enclosure are to be constructed from painted, stucco finished, block, with an appropriately sized opening allowing for one point of entry. The entry must be secured by a door or gate that can be constructed from painted metal or vinyl privacy gate/fence material. (Not chain link fencing with "PVC" slats or like products) The entry door/fence will be hinged and latched with appropriate metal fittings. The height of the total enclosure shall be greater than the height of the contents stored within.  
  
Prior to its installation, the proposed location and color of the enclosure are to be approved by the Design Review Committee.
  
- C. Storage of Vehicles  
  
Vehicles shall be stored in specifically designated areas only. If vehicles are stored for more than 48 hours, they shall be stored in an area screened from adjacent properties, parking areas, public streets and pedestrian walkways.

## XII. SITE UTILITIES

- A. Under grounding required  
All permanent utility lines shall be underground, except as may otherwise be approved by the DRC.
  
- B. Limitations on Sewage Disposal Systems  
No cesspool, septic tank or sewage disposal plant shall be erected or maintained upon any part of The Villages at Cypress Creek.
  
- C. Grouping of Transformers and Meters  
Group transformers with utility meters where possible. Screen in a manner approved by the DRC.
  
- D. Location of Utility Appurtenances  
Utility appurtenances including telephone pedestals, utility meters, irrigation system back flow preventors, transformers, etc., are not to be visible from adjacent properties, parking areas, public streets and pedestrian walkways, whenever possible. Screen in a manner approved by the DRC.

## XIII. SIGNAGE

There are four basic types sign age types that will be addressed individually in these Design Guidelines.

- Identification Signs
- Informational Signs
- Temporary Signs
- Commercial/Retail Use Signs

In all cases, signage will be submitted to the DRC for review and approval.

A. General Guidelines for all Signage

1. All signage within the project shall comply with these Design Guidelines, as interpreted by the DRC and with appropriate coded and requirements of Hillsborough County.
2. An analysis of the number, type, and location of signs shall be submitted for each project as a part of the Schematic Design Review. Consideration shall be given to existing and neighboring site conditions, project identification, and safe and efficient circulation for vehicles and pedestrians. Both the functional and aesthetic elements of sign age shall be an integral part of the site planning process. All signs shall be designed, proportioned and positioned as a integral element of the design of the buildings and site.
3. As a minimum signage requirements, the addresses of all buildings in The Villages at Cypress Creek Business Park shall be identified either on a free-standing identification sign or on the building. Placement is dependent on the type of project and number of buildings on the site. It is referable to not place addresses on the building unless there is more than one building per site. Numbers shall be only large enough to be read from the nearest public street.
4. The Owner is responsible for maintenance of signage within his site. This includes lamp replacement and repair of any damaged signs. This repair must be completed within ten days of damage or the DRC may repair and charge Owner, according to the procedures established in the Declaration.
5. No sign shall be located in such a way as to create a traffic or other hazard, obstruct any other sign, or restrict visibility for vehicular or pedestrian circulation or views of the surrounding buildings and environment.
6. No identification signage is allowed within the right-of-way of a dedicated public street, nor any other areas not approved by the DRC.
7. All electrical conduit and wiring must be concealed from view and/or placed underground.
8. Signs shall not advertised a product or service, except as may be approved by DRC.
9. No sign shall flash, blink, or be animated in any way. No flood lighting of signs will be permitted.
10. No sign manufacture's name, union label or other lettering shall be visible an any sign.
11. Where identification signs are to be illuminated the light shall be derived from concealed sources. No exposed lamps, globes, tubes, electrical raceways, conduits, electrical appurtenances, etc., will be permitted. Illuminations shall be required in the Business Park.

B. Identification Signage-Business Park

Any sign giving identity to a building, building group, shopping center, firm or company either by corporate mark or name for the purposes of locating that entity is an identification sign. The content of such signs usually is limited to building or project name and address. Individual tenant names would not usually appear on such signs unless the building is named for a large tenant, or some major use occurs on the ground or plaza level of the building.

1. All identification signs shall adhere to the standardized design system adopted by the DRC. The size of such signs and their location shall be as determined by the individual Owners/developers of the building and as approved by the DRC.
2. Free-standing identification signage shall be metal with a minimum of

visible fasteners. The sign shall be designed to accommodate a light box in the hollow main body of the sign. The supports are also hollow so that wiring from an underground source can be concealed.

3. Identification signs shall be limited to 15 feet in height and 100 square feet per face. Identification signs for individual sites shall not exceed 80 square feet per sign face and 6 feet in height and shall be limited to ground signs.
4. In most cases, one identification sign will be sufficient for any given project. Exceptions will be considered in those cases where a Site has more than one vehicular entrance, or more than one major structure with each structure housing a different use or major tenant.
5. In general, identification signs will be designed for viewing from a vehicle on the adjacent public street.
6. Office Uses- Wall Mounted Identification Signs. Individual buildings may be identified by wall mounted signs. The signs shall be architecturally compatible and shall meet the following criteria. One sign per street frontage up to a maximum of two signs. Sign shall not extend above or project out ward from the building to which it is affixed. Roof signs are prohibited. Signs shall not exceed 20 square feet in grass area. Office /showroom/light assembly buildings with direct access to tenant space from parking may have one sign per major tenant located on the buildings have. Each sign shall not exceed 20 square feet in grass area. If buildings have more than one sign, these signs are required to be of similar design and appearance. Where offices are located along Interstate 75, one free-standing sign may be permitted up to 15 feet in height and 80 square feet per face. Only one such sign, either wall or free-standing, shall be permitted per project.
7. Joint Identification Signs are intended to provide a map and/or listing of individual tenants within a building or complex of buildings. If free-standing, such signs shall be limited in number to one per building, or one per entrance to the site of a complex of buildings. In general, such signs should not be visible, legible or distracting to a motorist on the adjacent public street, but should function internally to the site. Joint identification signs shall not exceed 60 square feet per sign face and 8 feet in height. These signs may be combined with an identification sign for a project in which case it shall not exceed 30 square feet in the sign area per sign.

#### C. Informational Signage

Any sign age within The Villages at Cypress Creek that provides information or direction is an information sign. Messages on such sign age direct vehicular traffic to parking areas, connective drives, passenger drop offs, etc. informational signage can also be pedestrian oriented in order to direct people to plazas, walkways, entrances and specific functions.

1. As with identification signage, informational sign age will follow the standardized design system.
2. Informational signage will generally not be lighted at The Villages at Cypress Creek. All such signage will be white reflective lettering on a black background.
3. The type face chosen shall be upper and lower case Helvetica Medium. The following type style rules will be allowed. Word spacing will be even. Large variation in line length will be avoided. No punctuation marks shall be used. Only capitalize the first word in a sentence, unless they are proper names. All words/lines will be flush left.

D. Temporary Signage

1. Construction signs are limited to identification of the project, and the list of contractors, architects, engineers, developers and financing institutions. One sign per project will be allowed and shall be removed at the completion of the project. Site placement and appearance of temporary signs shall be approved by the DRC and shall not exceed 50 square feet in total sign area, nor 15 feet in total sign area, nor 15 feet in height.
2. "For Lease" or "For Sale" sign age may be a separate sign for each building. "For Lease" or "For Sale" sign age may have the real estate company or agent address, phone numbers, building information, photo or rendering or project design, etc. Such signs shall not exceed 12 square feet per face and six feet in height. The signs shall be limited to one sign per street frontage of the lot.
3. Temporary sign must be removed at the completion of construction or at a time acceptable to the DRC.
4. Location, color, height, materials and design graphics are to be submitted to the DRC for approval, prior to installation.

E. Commercial/Retail Use Signs

Individual Use Signs

1. For individual uses located within a larger building under 50,000 square feet of gross leasable area only wall signs shall be permitted, with a maximum permitted size of 20 square feet. All signs for each building shall be of uniform design and size. Business names may also be listed on a joint identification sign for the shopping center. For individually uses, under 50,000 square feet area which are free-standing, one free-standing sign of up to 40 square feet, with a height limitation of 8 feet may also be permitted. Free-standing uses have the option of a wall sign of up to 20 square feet, or a free-standing sign, but not both.
2. For individual free-standing uses over 50,000 square feet of gross leasable area, either a wall sign of 30 square feet or a free-standing sign of up to 60 square feet with a height limitation of 10 feet shall be permitted. Business names may also be listed on a joint identification sign for a shopping center. Informational identification (project and Joint), and temporary sign age requirements specified previously herein also pertain to commercial/retail uses.
3. Commercial/Retail sign age shall conform to a standardized design system including size, format and color.

F. Flagpoles

1. **Any commercial property owner may display one portable, removable United States flag or official flag of the State of Florida**

**in a respectful manner, and one portable, removable official flag, in a respectful manner, not larger than 4 1/2 feet by 6 feet, which represents the United States Army, Navy, Air Force, Marine Corps, or Coast Guard, or a POW-MIA flag**

- 2. Any commercial property owner may erect one freestanding flagpole no more than 20 feet high on any portion of the lot real property as long as the flagpole does not obstruct sightlines at intersections and is not erected within or upon an easement. The commercial property owner may further display in a respectful manner from that flagpole, one official United States flag, not larger than 4 1/2 feet by 6 feet, and may additionally display one official flag of the State of Florida or the United States Army, Navy, Air Force, Marines, or Coast Guard, or a POW-MIA flag. Such additional flag must be equal in size to or smaller than the United States flag. The flagpole and display are subject to all building codes, zoning setbacks, and other applicable governmental regulations, including, but not limited to, noise and lighting ordinances in the county or municipality in which the flagpole is erected and all setback and locational criteria contained in the governing documents.**

**G. Banners, Window advertising and window murals:**

**No banners, window advertising or window murals of any type are permitted on any privately owned site or building unless approved in advance by the DRC. Banners would only be permitted on a temporary basis for special events.**

**XIV. LANDSCAPING**

**A. Landscape Plan**

The Landscape Plan required for submission by the Applicant must be prepared by a qualified registered landscape architect in Florida.

**B. Specific Guidelines and Plant Palate**

A listing of permitted plan materials, along with specific landscaping design guidelines will be furnished by the DRC. The list contains recommended plant materials that are compatible with the soils and are native plants to the Villages and surrounding regions or are ornamental, which can be easily introduced. Four (4) categories of planting types have established with alternatives provided within each category. Both common and botanical names are given in each category. The plant types are:

- 1) Trees (evergreen and deciduous);
- 2) Shrubs (evergreen and deciduous);
- 3) Dwarf Shrubs, Vines, and Ground covers; and

The specific landscaping guidelines contain recommended landscape treatments based on planting intensities required for certain areas, along with graphic illustrations of the same.

C. Installation

Landscaping in accordance with the approved plan, by development phase, must be installed before building occupancy except where seasonal limitations prohibit, in which case the landscaping must be installed within thirty days from the time planting operations can be undertaken. When seasonal conditions do not permit planting, erosion control measures must be taken to the satisfaction of the DRC.

D. Parking Lot Landscaping

All parking lots shall be landscaped as follows:

1. Provide landscaped islands in parking lot interiors per the requirements of Section V. VEHICULAR CIRCULATION AND PARKING.
2. The setback space between public streets and parking lots shall fully landscaped where possible, berming shall be provided in order to screen parked cars.
3. Where berm are not possible due to space limitations, the parking shall be screened through use of evergreen and coniferous trees and/or appropriate shrub plantings or screen walls.

E. Trees Per Lot/Acre

1. One tree, minimum, for every 250 square feet of planting space in parking lot bay dividers or in center medians. One tree, minimum, for each parking lot island.
2. No fewer than 60 trees per acre of landscaped open space. Required parking lot island trees may not be included in this count unless they are contained in spaces larger than 500 square feet in size. Street trees planted in accordance with the Street Tree Master Plan may be used as a credit toward the required tree count.

F. Street Tree Master Plan

Street trees shall be of the size, species and location called for in the Street Master Plan. Refer to the Specific Landscape Design Guidelines for The Villages at Cypress Creek.

G. Unbuilt Areas

All areas not paved or under structures must be landscaped with trees and irrigated turf. Shrub beds may be substituted occasionally for turf, but shrub plantings shall be used judiciously and carefully. Large uninterrupted areas of gravel or bark mulch or bare mulch or bare soil are prohibited.

H. Irrigation Systems Required

All irrigation systems are to be below ground, fully automated systems in compliance with all applicable building code requirements. All back flow control devices are to be located or screened so that they are not visible from

public streets or parking lots. Irrigation systems are required in all landscaped areas.

I. Temporary Facilities

Temporary facility sites such as trailers, etc. shall be landscaped in conformance with the landscaping guidelines contained herein excepting construction sites.

XV. MAINTENANCE

A. Owner/Occupants Responsibilities

All owners or occupants of property shall maintain all buildings, drives, parking lots, or other structures located upon said property in good and sufficient repair and shall keep such premises painted, windows glazed, paving swept and otherwise maintain the property in an aesthetically pleasing manner.

B. Repair After Damage

Any structure, driveway or parking lot surface which is damaged by the elements, vehicles, fire or any other cause shall be repaired as promptly as the extent of damage will permit and no later than 30 days after the date of written notice by the DRC.

C. Protection Against Vandals

Buildings which should happen to be vacant for any reason shall be kept locked and the windows shall be glazed in order to prevent entrance by vandals.

D. Maintenance of Grounds

All grounds shall be maintained in a safe, clean and neat condition free of rubbish and weeds. Lawn shall be kept in a mowed condition. Roads and pavements shall be kept true to line and grade and in good repair. Drainage ditches shall be kept clean and free of any obstacles.

E. Maintenance of Plant Material

All plantings shall be maintained in healthy growing condition. Fertilization, weeding and pruning are to be carried out on a regular basis.

F. Replacement of Plants

Dead or dying plants shall be removed and replaced as quickly as possible (30 days maximum) and pruning are to be carried out on a regular basis.

G. Maintenance of Irrigation Systems

Irrigation systems are to be kept in proper working condition. Adjustment, repair and cleaning are to be done on regular basis.

XVI. CONSTRUCTION PHASE

A. Soil Erosion Prevention

1. Expose the smallest practical area of cleared land during construction.
2. Temporary ditches, dikes, vegetation and/or mulching shall be used to protect areas exposed during development or construction.
3. Sediment basing (debris basins, desalting basins or silt traps) shall be installed and maintained to remove sediment from runoff waters during all phases of development.
4. Permanent landscaping shall be installed as soon as practicable after construction activities and in general, within 30 days of substantial completion of major buildings and site construction.
5. Temporary mulching or grassing shall be used to control erosion on construction projects.

B. Storage and Equipment Fencing

All construction storage and equipment yards shall be fenced in a manner approved by the DRC and shall be located on the site in a manner to minimize their impact on adjacent properties and public streets.

C. Maintenance of Construction Sites

Construction sites shall be maintained in a neat and orderly manner. All trash shall be kept in enclosed containers and emptied weekly or at such greater frequencies as may be required by the DRC.

D. Construction Access

Construction access shall be coordinated with and approved by the DRC. Special care and consideration shall be given to protect existing pavements from damage.

E. Submission of Utility Drawings

At the end of the construction period by phase, the Applicant shall submit to the DRC reproducible copies of record drawing (as-builts) showing the actual locations of all underground utilities and irrigation systems.

F. Pre-Construction Meeting

1. Prior to starting construction of each major project phase, a pre construction conference shall be conducted by the Applicant. The Applicant shall arrange for representatives of the following organizations to attend the conference.

a. General Contractor.

- b. Applicant's design consultants
  - c. Cypress Creek Design Review Committee
  - d. Applicable service companies, governmental agencies.
2. The general purpose of the pre-construction conference is to outline the phasing and the responsibilities of key tasks such as:
- a. Utility connections
  - b. Final grading and drainage construction
  - c. Project driveway/sidewalk interface with The Villages of Cypress Creek roads and sidewalks.
  - d. Fine grading and landscaping
  - e. Coordinate construction access points

## XVII. REMEDIES

All remedies in the Declaration are available for enforcement by the DRC for noncompliance with these Design Guidelines.

Failure to conform to these Guidelines or obtain necessary approvals from the Design Review Committee will constitute a violation of the Declaration of Covenants, Conditions, and Restrictions for The Villages of Cypress Creek (the "Declaration") and shall require modification or removal at the expense of the Owner. If the violation is not corrected within the time frame specified by the DRC, the DRC or the Association may levy appropriate fines and/or, after a hearing procedure, take action to correct the violation, the cost of which would be assessed to the Owner. Fines or assessments not paid by the Owner will result in a lien filed on the property and possible foreclosure on the lien.