

**ARCHITECTURAL GUIDELINES
GLENLAKES UNIT ONE PROPERTY OWNERS ASSOCIATION**



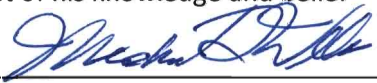
The attached documents, enumerated below, comprise the Glenlakes Unit One Property Owners Association Architectural Guidelines and are the current architectural guidelines for all phases of Glenlakes Unit One, also known as Carnoustie Place, as of March 21, 2018.

1. Architectural Requirements for Glenlakes Unit One (Carnoustie Place) Subdivision, March 21, 2018 (two pages).
2. Architectural Design Guidelines For Glenlakes Phase 1, Carnoustie Place Development Code & Land Use Standards, ADOPTED 9/6/2003, REVISED 11/21/06 (30 pages).

By: 
Michael L. Willis, President
Glenlakes Unit One Property Owners Association, Inc.
P.O. Box 373, Foley, AL 36536

**STATE OF ALABAMA
BALDWIN COUNTY**

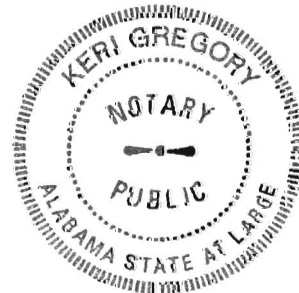
Before me, the undersigned a notary public in and for the County of Baldwin, State of Alabama, personally appeared Michael L. Willis, President of Glenlakes Unit One Property Owners Association, Inc., an Alabama non-profit corporation, who being duly sworn doth depose and say: That he has personal knowledge of the facts set forth in this document and that same are true and correct to the best of his knowledge and belief


Michael L Willis, President
Glenlakes Unit One Property Owners Association, Inc.

Subscribed and sworn to before me this ____ day of March, ~~2017~~ ²⁰¹⁸ by said affiant.


Notary Public
MY COMMISSION EXPIRES

**MY COMMISSION EXPIRES APRIL 24, 2018
STATE OF ALABAMA AT LARGE**



Architectural Requirements for Glenlakes Unit One (Carnoustie Place) Subdivision March 21, 2018

Background – Architectural Guidelines for Carnoustie Place, Phase 1, were adopted and issued by Declarant on September 6, 2003. They were updated with further standards on September 11, 2005. After a few years of enforcement, Declarant became inconsistent in enforcement of published covenants and guidelines. Management of the Property Owners Association (POA) was handed to the lot owners in 2017. At the annual meeting of the POA on March 12, 2018, the lot owners of the Glenlakes Unit One POA voted to return to enforcement of the existing architectural guidelines issued by Declarant in 2003 and 2005. At its board meeting on March 21, 2018, the board clarified and adopted the following guidelines for enforcement by the Architectural Review Committee for all new construction in all phases of Glenlakes Unit One.

General - The house shall be designed with a minimum of 1,600 square feet on the first floor, a two-car garage, and additional room in the garage for a golf cart with side-opening cart door. The lot shall be completely landscaped with sod and plants/shrubs/trees and be watered by an automatic sprinkler system. The roof system shall have a minimum of 8:12 pitch. The finished floor elevation shall be a minimum of 12” above the crown in the road for drainage purposes. The house shall be designed to meet the IBHS Fortified Home Hurricane “Gold Standard” for strength.

Similarity – Efforts will be taken to prevent “cookie cutter” looks. No house plan, no front façade, no brick, nor no roof material shall be repeated closer than four lots on the same side of the street, nor on the lot immediately across the street.

Roof System – The roof system shall be framed/trussed on 16” centers. The roof sheathing shall be a minimum of 5/8” CDX plywood, not OSB. The sheathing shall be covered by a rubber membrane material (similar to “wind and ice shield”) adhered to the sheathing instead of nailed/stapled. The roof surface shall be either 30 year (or better) architectural designed shingles reinforced with fiberglass material, or metal architectural shingles. All draining edges of the roof system shall have a gutter system with downspouts, color coded to the exterior wall surface.

Exterior Wall System – The exterior wall system shall be framed on a minimum of 16” on center. The exterior surface shall be brick, stucco, or other products approved by the ARC designed to withstand the fury of hurricanes, heavy rains and termites. Vinyl siding is not permitted. Heavy duty vinyl or wood framed exterior windows are required, with hurricane-rated safety glass with insulated double pane design. Vinyl or copper screens are required on all operable windows. Exterior window protection systems are not permitted in lieu of safety glass.

Driveways – All driveways shall be concrete with a minimum of 4” thickness, with steel wire or fiberglass fibers for strength. Intersections with the road shall be feathered to facilitate access

from/to the road without running over the curb. Driveways must drain away from the garage and house towards the street.

Exterior Doors – The front door must be part of an architectural design system incorporating windows above/ beside the door. The front door must be constructed of hurricane-rated fiberglass or metal. Other swinging exterior doors must be hurricane-rated and constructed of fiberglass or metal. Glass swinging or sliding doors must be hurricane-rated and designed for substantial rain and wind gusts.

Interior Finishes – All sheetrock must be covered with a textured finish before painting. Popcorn ceilings are prohibited. Public spaces such as living room, dining room, family room and kitchen shall have crown molding or other finish to dignify the areas as upscale quality. Floorings must be covered with carpet, ceramic tile, wood, or vinyl plank tile. The living room, family room, and master bedroom shall have some type of architectural feature in the ceiling, such as a tray, cathedral, or other accent.

Kitchen Areas – All counter tops shall be granite or other hard-surface approved by the ARC. The cabinets shall be constructed of wood or plywood, not press board. Sinks must be stainless steel, granite, or composite material designed for under-mount and color coordinated with the kitchen design. Washer and dryer area cannot be part of the kitchen and must be in a separate utility room.

Bathroom Areas – The master bathroom will have a walk-in shower, with grab bars, and with walls of tile, cultured marble or equivalent. Above the cabinets will be a 42" mirror, with recessed can lights in the ceiling. A storage closet shall be included in the master bath area. At least one bathroom shall have a tub/shower made of cultured marble or porcelain coated steel/iron. All showers shall have at least one wall-mounted grab bar for safety. Any bathrooms upstairs shall have iron vertical drain pipes to deaden any drain sounds for areas below. All toilets shall be the elongated and higher comfort style.

Electrical System – The electrical system shall include a disconnect provision for future installation of a standby generator system. Decorative light systems are encouraged, to include at least 20 can lights throughout the house. The kitchen shall have under-cabinet lights. Ceiling fans with double switches to operate the fan and light kit will be provided in the living room, family room, study/den, and master bedroom. Decorative rocker light switches shall be provided throughout the house, shall be color coordinated with the paint scheme.

Air Condition and Heating System – The unit shall have a SER rating of at least 15. If not gas heated, the heater system shall be a heat pump design with emergency heat strip capability. Thermostats shall be programmable for one week. The outside condenser unit shall be located to minimize noise for adjacent houses. Any houses with an upstairs area shall have a separate system for the upstairs area. No window air conditioning units are permitted.

Architectural Design Guidelines For Glenlakes Phase 1

**Carnoustie Place Development Code
& Land Use Standards
ADOPTED 9/6/2003
REVISED 11/21/06**

INTRODUCTION

This book is intended to serve as a reference for home design in Carnoustie Place. In order for the community to reach its full potential, the enthusiastic participation of individual homeowners is essential.

These guidelines have been created to introduce you to the development and acquaint you with the role owners will play. A diligent effort has been made to communicate information that should be both interesting and useful to owners and designers. The contents will save many hours of research and, consequently, expense in the design of your home.

The concept of Carnoustie Place is unique. Accordingly, these guidelines will help you understand and appreciate the attention to special detail that will make each Carnoustie Place residence individual and yet compatible.

REVIEW PROCESS

Approval of plans and Specifications.

(A) TO PROTECT AND PROMOTE THE VALUE OF THE DEVELOPMENT. NO IMPROVEMENTS OF ANY NATURE SHALL BE COMMENCED, ERECTED, INSTALLED, PLACED, MOVED ONTO, ALTERED, REPLACED, RELOCATED, PERMITTED TO REMAIN ON OR MAINTAINED ON ANY LOT OR DWELLING BY ANY OWNER, OTHER THAN THE **DECLARANT**. UNLESS PLANS AND SPECIFICATIONS THEREFOR HAVE BEEN **SUBMITTED TO AND APPROVED** BY THE **ARCHITECTURAL COMMITTEE**. WITHOUT LIMITING THE FOREGOING, THE CONSTRUCTION AND INSTALLATION OF ANY DWELLINGS, SIDEWALKS, DRIVEWAYS, PARKING LOTS, MAILBOXES, DECKS, PATIOS, COURTYARDS, SWIMMING POOLS, GREENHOUSES, PLAYHOUSES, AWNINGS, WALLS, FENCES, EXTERIOR LIGHTS, IRRIGATION SYSTEMS, SATELLITE DISHES, RADIO OR TELEVISION ANTENNAS, GAZEBOS, GUEST OR SERVANT QUARTERS, GARAGES OR ANY OTHER OUT BUILDINGS, SHALL NOT BE UNDERTAKEN, NOR SHALL ANY EXTERIOR ADDITION OR CHANGE OR ALTERATION BE MADE (INCLUDING, WITHOUT LIMITATION, PAINTING OR STAINING OF ANY EXTERIOR SURFACE) TO ANY DWELLING OR IMPROVEMENTS, UNLESS THE PLANS AND SPECIFICATIONS FOR THE SAME HAVE BEEN SUBMITTED TO AND APPROVED BY THE ARC IN ACCORDANCE WITH THE PROVISIONS BELOW.

(B) The Architectural Committee is hereby authorized and empowered to approve all plans and specifications and the construction of all Dwellings and other Improvements, on any part of the property. Prior to the commencement of a Dwelling or other Improvements on any Lot or Dwelling, the Owner thereof shall submit an application to The Architectural Committee requesting the Architectural Committee to review plans and specification and related data for all such Improvements, as more particularly provided in the Design Code.

(C) The Architectural Committee shall, in its sole discretion, determine whether the Plans and specifications and other data submitted by any Owner for approval are acceptable. One copy of all plans, specifications and related data so submitted to the Architectural Committee shall be retained in the records of the Architectural Committee and the other copy shall be returned to the Owner submitting the same Marked "approved", "approved as noted" or "disapproved". The Architectural Committed shall establish a fee to be charged to and paid by each Owner who Submits plans and specifications to the Architectural Committee for approval, which Fee shall be sufficient to cover the expense of reviewing plans and related data and to Compensate any consulting architects, landscape architects, designers, engineers, Inspectors and/or attorneys retained to approve such plans and specifications and to Monitor and otherwise enforce the terms hereof. Notwithstanding anything provided herein to the contrary, an Owner may make interior improvements and alterations

within his dwelling that do not affect exterior appearance without the Architectural Committee approval or consent.

(D) The Architectural Committee shall have the right to disapprove any plans and Specification upon any ground that is consistent with the objectives and purposes of These Covenants, including purely aesthetic considerations, any failure to comply with Any of the provisions of these Covenants or the Design Code, failure to provide Requested information, objection to exterior design, appearance or materials, objection On the ground of incompatibility with the scheme of development proposed for the Development or the Property, objection to the location of any proposed Improvements on any such Lot, objection to the landscaping plan for such Lot or Dwelling, objection to the color scheme, finish, proportions, style of architecture, height, bulk or appropriateness of any Improvement or any other matter that, in the sole judgment of the Architectural Committee, would render the proposed Improvement inharmonious with the general plan of development contemplated for the Development. The Architectural committee shall have the right to approve any submitted plans and specifications with conditions or stipulations with which the Owner of such Lot or Dwelling shall be obligated to comply and which must be incorporated into the plans and specifications for such Improvements or Dwelling. Approval of plans and specifications by the Architectural Committee for Improvements To one particular Lot or Dwelling shall not be deemed an approval or otherwise Obligate the Architectural Committee to approve similar plans and specifications or any Of the features or elements for the Improvements for any other lot or Dwelling within The Development.

(E) If the Architectural Committee fails to approve, or approve as noted, in writing any such proposed plans and specifications within sixty days after such plans and specifications have been submitted, then the plans and specifications so submitted will be deemed to have been disapproved. **ARC WILL NOT MEET ON ANY PLAN UNTIL ALL REQUIREMENTS ON THE ARCHITECTURAL REVIEW CHECK LIST HAVE BEEN SUBMITTED.**

(F) Any revisions, modifications or changes in any plans and specifications previously approved by the Architectural Committee must be approved by the Architectural Committee in the same manner specified above.

Variances. The Architectural committee, in its sole and absolute discretion, shall Have the exclusive right to grant variances and exceptions with respect to the Provisions of above Articles with respect to any Lot or Dwelling. Any request for a Variance or exception submitted to the Architectural Committee shall be in writing and, Upon approval of the same by the Architectural Committee, shall be evidenced by a Written document executed by either the chairman or vice chairman of the

Architectural Committee, a quorum of members and the number of votes necessary to Approve action taken by the Architectural Committee shall be binding upon the Architectural Committee in any matters regarding the granting of variances.

Ownership of lot or Dwelling Near Golf Facilities. By acceptance of a deed to a Lot or Dwelling, each Owner acknowledges and agrees that owning property near a Golf Facility has benefits as well as detriments and that the detriments include (a) the risk of damage to property or injury to persons and animals from golf balls that are hit onto An Owner's Lot or Dwelling, (b) the entry by golfers onto Owner's Lot to retrieve golf balls, (c) over spray in connection with the watering of the roughs, fairways and greens on the Golf Facilities (d) noise from golf course maintenance and operation equipment (including, without limitation, compressors, blowers, mulchers, tractors, utility vehicles and pumps, all of which may be operated at all times of the day and night and/or continuously), (e) odors arising from irrigation and fertilization of the turf situated on the Golf facilities, and (f) disturbance and loss of privacy resulting from golf cart traffic and golfers. Additionally each Owner acknowledges that pesticides and chemicals may be applied to the Golf facilities throughout the year and that reclaimed water, treated wastewater or other sources of non-potable water may be used for irrigation of the Golf Facilities. Each Owner expressly assumes such detriments and risks and agrees that Developer, nor any of their successors or assigns shall be liable to any Owner or anyone claiming any loss or damage, including, without limitation, indirect, special or consequential loss or damage arising from personal injury (Including death), destruction of property, trespass or any other alleged wrong or entitlement to remedy based upon, due to, arising from or otherwise related to the proximity of the Owner's Lot or Dwelling to the Golf Facilities, including, without limitation, any claim arising in whole or in part from the negligence of Developer, or their successors or assigns. Each Owner hereby agrees to indemnify and hold harmless the developer and the Owner and manager of the Golf Facilities, and their successors and assigns, against any and all such claims by Owner's invitees. No Owner, Occupant or any other party shall engage in any activity whatsoever that shall interfere with a player's performance on the Golf Facilities, including, but not limited to excessive noises. Further, no obnoxious, unpleasant, unsightly or offensive activity shall be carried on, that shall interfere with play on such Golf Facilities, including, but not limited to, the selling or vending of items or other types of commerce.

Reservation of Easement for Golf balls. Every Lot and dwelling is burdened with an easement permitting golf balls to unintentionally come upon the lot or Dwelling and for golfers at reasonable times and in a reasonable manner to come upon exterior portions of any Lot or Dwelling to retrieve errant golf balls; provided, however, if any Lot or Dwelling is fenced or walled; the golfer shall seek the Owner or Occupant's permission before entry. All Owners, by acceptance of delivery of a deed to a Lot or Dwelling, assume all risks associated with errant golf balls, and all Owners agree and covenant not to make any claim or instituted any action whatsoever arising or resulting

from any errant golf balls, any damages that may be caused thereby, or for negligent design of the Golf Facilities.

Approval process Checklist

An Architectural Committee has been established to evaluate all proposed structures to be built in Glenlakes residential community. There is a six-step process to facilitate your preparations for building.

1. **Review** the Glenlakes architectural Design Guidelines; Master declaration of Covenants and Supplemental Covenants, Conditions and Restrictions.
2. **Select** design consultants and provide these guidelines to them.
3. **Site Evaluation** – Proper positioning of your home on its lot requires that you understand all of its unique natural features including views and topography. The following is a typical list of features to evaluate in designing an overall concept for your home:
 - a. Preserve the existing major trees and other natural low shrubs, especially along the edge of wetlands.
 - b. Note any drainage swales or ditches that need to have unimpeded flow.
 - c. Locate your driveway to preserve trees and other natural features.
 - d. Note the location of the utility corridor in front of your home.
 - e. Locate your garage so the garage when driving into the development does not obscure the front view of the house.
 - f. Homes on corner lots shall be designed so both street elevations have the same character and detail.
 - g. Homes on golf course lots shall be designed so both the street and golf course elevation have the same character and detail.
4. **Conceptual Sketch Review** – This optional step allows an owner to submit the design and layout concept to the Committee for comments and suggestions. The Committee will either make recommendations and/or authorize proceeding to the next step. This “working together” step has been included early in the process to both confirm a correct analysis of the site and save you from making major alterations after substantial architectural design time has been accrued.
5. **Architectural Review and Approval-** submit two (2) copies of construction documents and specifications to the Architectural Committee for review and approval. This review verifies that the Architectural Design Guidelines have been followed and the home conforms to the restrictive covenants.
NO REVIEW WILL BE SCHEDULED WITHOUT ALL SUBMITTAL REQUIREMENTS.

6. **Building Permit** – After the Architectural Committee has given approval, your plans and specifications shall be submitted to the City of Foley for the final building permit before construction can begin.

Submittal Requirements

1. **Review Fee** - A review fee of \$150.00 .
2. **Samples** - Submit a true sample of the proposed exterior material, roof material, exterior paint or stain; trim color, and door color.
3. **Drawings** – Submit two sets of architectural drawings that are bound, 24” x 36” and include the following:
 - a. Site Plan
 - b. Floor Plan
 - c. Elevations
 - d. Landscape Plan
 - e. Detail Sections
 - f. Additional Plans

Site Plan requirements:

- ❖ 1” = 20-0” scale
- ❖ North arrow
- ❖ Property lines with dimensions and bearings, and corner markers
- ❖ Existing and proposed contours.
- ❖ Dwelling to be indicated as exterior walls with entry, exterior stairs, roof and deck lines shown and noted.
- ❖ First floor elevation (FFE) indicated to be a minimum of 1’-6” above centerline of road.
- ❖
- ❖ Setback shown.
- ❖
- ❖ Building accurately located from property lines within setback limits.
- ❖
- ❖ Drives and walks shown. Location, dimension, and materials for walks and driveways.
- ❖
- ❖ Show all existing roads, utilities, and other improvements.

- ❖
- ❖ Location and width of easements and setback lines.
- ❖
- ❖ Existing ditches, streams, drainage ways, structures and wetlands.

Floor Plan requirements:

- ❖ 1/4" = 1'-0" minimum
- ❖
- ❖ Square footage calculated for each floor and totaled
- ❖
- ❖ Room use labeled
- ❖
- ❖ All windows and doors with swing shown.
- ❖
- ❖ All overhangs of floors or roofs above shown as dashed lines.
- ❖
- ❖ All fixtures, cabinets, and appliances shown.
- ❖
- ❖ Dimension overall limits of plans.
- ❖
- ❖ Ground Level Plan must indicate driveway location, stairway, garbage, and HVAC enclosures.
- ❖
- ❖ Location of HVAC unit, trash enclosure(s) and pool equipment with screening wall location type for each.
- ❖
- ❖ Utility meter location(s)
- ❖ Roof plan with roof penetrations shown (may be shown on separate sheet)

Elevation requirements;

- ❖ All four elevations required
- ❖ 1/4" = 1'-0" scale
- ❖ Show how building relates to actual grade level at site
- ❖ Show utilities screening type and location

- ❖ Indicate overall height from grade to highest ridge of roof

Landscape Plan requirements:

- ❖ At 1" = 20' scale (minimum)
- ❖ Variety, size, location, and number of all materials
- ❖ Type and limits of sodded areas
- ❖ Irrigation System

Detail Section requirements:

- ❖ Deck and railing details at appropriate scale (if applicable).
- ❖ Screened porch details (if applicable)
- ❖ Typical fence or screening details at appropriate scale

Additional plans requirements:

- ❖ Specifications – finish, doors, windows.
- ❖ Electrical plans – include exterior lighting.

Contractors and Subcontractors must file proof of **Liability Insurance** and **Workman's' Compensation** with the Architectural Committee.

Contractors must submit proof of **Financial Ability** to perform project to the Architectural Committee

Note: For more detail on restrictions and allowances see Declaration of Covenants, Conditions and Restrictions

SITE PLANNING, DESIGN AND CONSTRUCTION

A great deal of care has been taken in the planning of Carnoustie Place. Detailed plans have been created to preserve the vegetation, topography, and the delicate balance of natural drainage systems and wetlands.

All improvements that have been planned will be strategically implemented to minimize alteration to the land and impact to the ecosystems. This philosophy will be continued at all levels of development, including individual home sites.

We have included specific criteria and guidelines in the following section to help you accomplish these goals.

Natural Lot Restriction

There are guidelines for setbacks and vegetation control on all Carnoustie Place lots. No removal of trees is permitted without prior approval of the Architectural Committee. No trees larger than 4" in diameter measured two feet above grade will be allowed to be removed unless they fall within the building pad or driveway or unless the trees have been damaged or diseased.

Setbacks

There are minimum setback standards for Glenlakes home sites that govern the location of the home, fences, pool enclosures, etc. All setbacks are measured from and perpendicular to your property lines.

Refer to the subdivision plat for setbacks on each lot

Building Height Restrictions

First floor-finished elevation must be a minimum of 1-6" above the centerline of the road. If lot slopes as much as four feet from street to back the Architectural committee will consider granting variance.

Square Footage Requirements

THE TOTAL OF ALL HEATED AND COOLED AREA FOR A DWELLING SHALL NOT BE LESS THAN 2200 SQ. FT. FOR LOTS 1-35 AND 40-90 (IF ONE STORY) AND NOT LESS THAN 2550 SQ. FT. FOR TWO STORIES, WITH THE GROUND FLOOR REQUIREMENT OF 2200 SQ. FT. FOR TWO STORY DWELLINGS.

FOR LOTS 36,37,38, AND 39 THE MINIMUM REQUIREMENT IS 1700 SF FOR ONE STORY DWELLINGS AND 2200 SQ. FT. FOR TWO STORY DWELLINGS WITH 1700 SQ. FT. REQUIRED FOR THE GROUND FLOOR.

Total of all heated and cooled areas shall not be less than outlined in the following table. The numbers in parentheses (0,000 SF) are the minimum square footage required on the ground floor.

Stories	Lots 1-35 and 40-90	Lots 36,37,38,39
1 Story	2200 SF	1700SF
2 Story	2,550 SF (2,200 SF)	2200SF (1700SF)

Building Coverage's

No roof coverage may exceed 33% of lot including garage.

Garages

No separate detached garage or utility/storage building will be permitted

Garages shall have a maximum of two (2) doors and one cart door.

Garage doors shall be constructed of such materials as are approved by the AC. Garage doors shall be kept closed at all times except when in use. No garage shall be converted to any use other than for the parking of vehicles therein without approval of the AC.

Boats, Mobile homes, motor homes, trailers of any kind, campers, vans, motorcycles, bicycles, motorized carts and all terrain vehicles, lawnmowers, tractors, tools, construction machinery and equipment of any nature, golf carts, boats and any other type of watercraft, including boat trailers, and any other similar types of vehicles, machinery or equipment shall not be permitted, stored or allowed to remain on any Lot, OR PARKED OVERNIGHT ON THE STREET. THESE ITEMS MUST BE STORED IN AN ENCLOSED LOT structure, with roofing and doors, on such Lot or Dwelling. Any

such enclosed structure must be approved by the AC. The Common Areas shall not, unless expressly permitted by the Master Association, be utilized for the parking or storage of any of the foregoing vehicles, recreational vehicles, machinery or equipment.

Site Grading

Retaining walls may be used to reduce areas that need grading or to preserve vegetation. However, this must reflect the architecture of the house, be well integrated into the site and be approved by the Architectural Committee.

Runoff during construction must not cause damage to adjacent properties. If it is determined that erosion or surface runoff may be a problem, then erosion control devices such as temporary silt fences will be required throughout the construction process.

In addition, there shall be no direct channeling of runoff into natural water bodies or wetlands unless methods of filtration are provided.

Driveways

All driveways and parking areas shall be surfaced with concrete, brick pavers, or similar approved material. No asphalt, shell, gravel, or dirt driveways will be permitted.

The lot purchaser, if damaged during home construction shall repair all curbs, aprons and sidewalks, on or off, the residential lot to the original quality.

Driveways must be a minimum of (3) feet from the property line.

Driveway widths shall be a maximum of 20 feet for front-loading garages and 12 feet for side loading garages.

Lighting

Outdoor lighting will be carefully reviewed to assure that neighboring properties and the street are protected from bright light sources. Illumination necessary for evening activities must be directed totally within the confines of your lot and only bright enough to provide for security or the safe traverse of steps and paths. Whenever possible, functionally required lighting should be integrated into such features as steps, handrails, posts and curbs.

Pleasant accent effects can also be achieved through the use of landscape lighting. Accent spotlight fixtures direct upwards into tree foliage can provide low intensity but often-dramatic illumination of nearby pedestrian areas.

Landscape up lights should be unobtrusive in appearance and hidden from view. Exterior light fixtures on homes must not create a nuisance for adjoining property owners. All landscape fixtures must be shielded by planting and concealed in daytime. No color lens or lamps will be allowed.

Decks, Patios and Porches

Yards and terraces should be designed to be an extension of the home's architecture. A well-planned patio/deck adds living area to your property.

In order to decide the location of your patio/deck, it is important to know the physical assets of your property as well as the requirements of deck design and construction, setbacks, and deed restrictions.

The paving surface material used should be consistent with or complement the architecture of your house; brick, stone, tile, wood or concrete is recommended.

The area under decks, patios and porches shall not be open to view. The approved exterior finished building material of the house or painted lattice shall be used to enclose the underside of all decks, patios and porches. Written approval from the Architectural Committee is required before other screening material is used.

Landscaping alone will not provide the amount of screening required.

Swimming Pools

The size, shape, and placement of swimming pools must be carefully considered to achieve a feeling of compatibility with the surrounding natural and man-made elements.

Pool and equipment enclosures must be architecturally related to the house and other structures in placement, materials, and detail.

Screened pool enclosures must be within the lot's setback requirements.

The form and configuration of the pool should reflect the architectural character of the residence. Traditional shapes of windows, doors, and other ornaments can be interpreted creatively into pool designs.

Fountains and re-circulating water add character to patios and will be accepted. Inflatable 'bubble' covers will not be allowed.

Due to the potential disruption of natural features, the Architectural Committee will review all proposed pools on an individual basis. No above ground pools will be allowed.

Gazebos, Arbors and Trellises

These functional structures can also be very pleasing landscape elements that fit well into Glenlakes theme. It is important to view these as permanent structures and to design them accordingly.

Trash

Garbage containers shall be kept clean and sanitary condition, and shall be screened by a wall as not to be visible at any time except during refuse collection. No exceptions will be permitted.

Mailboxes

The Architectural Committee will provide design and location. The property owner is also responsible for purchasing the mailbox selected by the Architectural Committee. Standard mailboxes must be ordered through the Committee. Please call in advance to place your order.

Signs

Signs may not be larger than 24 inches in height and 24 inches in width. Name riders can also be added but can be no larger than 8" x 24" EA. Signs cannot be higher than 55 inches above ground (from the top of the sign to the ground). Only 816 SQUARE INCHES OF DOUBLE FACE SIGNAGE are permitted on any lot. All signs must be removed when the property is sold and closed.

EXCEPT FOR THE DECLARANT, HIS SUCCESSOR, AND OR HIS ASSIGNS, NO PARTY, HOME OWNER, LOT OWNER, BUILDER, SUB. OR ANY OTHER ENTITY MAY PLACE OR CAUSE TO BE PLACED ANY ADVERTISEMENT, DIRECTIONAL,

BALLOON, BANNER, FLAG OR ANY OTHER ADVERTISEMENT ON ANY OF THE PROPERTIES IN GLEN LAKES UNIT ONE

Any other signs, material suppliers, subs, etc., will not be permitted. Security alarm decals can be placed in windows or doors of houses.

Signs may not be attached to any tree but shall be staked into the ground.

DECLARANT MAY ISSUE VARIENCES FROM THIS SECTION AT HIS DISCRESSION.

Fence Guidelines

Fences shall not exceed six (6) feet in height.

Fences are not to exceed four (4) feet in height along the golf course boundary and extending to the rear setback line.

Fences are limited to a natural hedge, brick, stucco, wrought iron, aluminum simulated 'wrought iron', or any combination there of.

All metal fences must be primed and painted and have a minimum of two horizontal rails.

Wood, Chain link and other wire fences are prohibited.

ARCHITECTURAL STANDARDS FOR DESIGN AND CONSTRUCTION

The following section outlines architectural features and building materials suggested for use in the planning of your Glenlakes home.

It is not the intent of the developer or Glenlakes to force residents into a strict, uniform building design. It is desired and intended that all the homes compliment and are in harmony with each other. In doing so, you will be assured that your significant investment of time and resources will be rewarded with an environment and quality of living that will be highly desirable.

Foundations

No exposed concrete block or similar unfinished foundation walls are allowed. The underside of the house shall be screened from view by the approved finish building materials, which shall be taken to finish grade level on all sides.

Exterior Walls

Continuity and consistency of exterior color materials is required.

The approved finish building materials shall be applied consistently to all sides of the exteriors of the house and approved detached buildings. Materials shall be taken from the soffit to the finish grade level on all sides, including around decks, patios and porches.

Recommended materials shall be brick, concrete plank siding, stone, stucco or wood or other material approved in writing by the Architectural Committee.

No exposed unfinished concrete walls or block will be permitted.

No vinyl siding or aluminum siding will be permitted.

Vinyl material will be permitted only on soffit and fascia of homes.

No unstained or unpainted siding or trim will be permitted.

Windows and Dormers

Proper scale and proportion are encouraged for dormers.

All windows shall be wood, aluminum or vinyl. The Architectural Committee shall specifically approve other alternatives in writing.

No mill finish aluminum windows will be permitted.

Reflective glass is prohibited.

Shutters

If provided, shutters must be proportioned to fit the windows.

Doors

Screen doors are not allowed on the front elevation of the home. Security or storm doors may be approved by specific approval of the arc.

Roofs

No flat roofs, towers or turrets will be permitted unless approved by the Architectural Committee.

No "A" frame roofs or geodesic domes will be permitted.

Interlaced shingles are required over all valley flashing.

Minimum roof pitch is EIGHT (8) inches rise in a twelve (12) inch run. The Architectural Committee under certain circumstances may approve lower slopes.

Roofing shall be textured. Architectural type shingles compatible to GAF Timberline series, cedar shakes, slate or other natural roof materials.

No roof penetrations, for plumbing or heating vents, fans, etc., shall be placed on the front side of the roof or the side roofs facing the street. A minimum roof penetration is encouraged and all protruding elements shall be painted the same color as the roof covering.

Chimneys

No exposed pre-fab chimney flue pipes will be permitted. Any exposed portion of a chimney outside of the building shall be constructed solely of brick, stone or stucco. If the fireplace is a metal, (self-insulated) type with a metal spark arrester at the top of the chimney, it must be enclosed by a visual screen of a material approved in advance by the Architectural Committee.

Material Equipment

Outside air conditioning units, electrical meters and grinder pumps may not be located in the front yard. A wall or adequate landscaping from adjacent property owners, golf course and the street must screen them.

No exposed piping, electrical or heating/air conditioning system components will be permitted with the exception of air conditioning compressors.

No window air conditioning units shall be permitted.

Interior Design and Construction

Drapes, curtains and shutters or any other similar element seen from the exterior shall be compatible in color and style with the exterior of the building.

Site Furnishings

No birdbaths, frog ponds, flag poles, lawn sculpture, artificial plants, birdhouses, rock gardens or similar types of accessories and lawn furnishings are permitted in any front yard or in rear yard of lots without approval of the Architectural Committee.

Game and Play Structures

All basketball backboards and any other fixed play structures **ARE PROHIBITED** WITHOUT PRIOR APPROVAL OF THE Architectural Committee and shall be located at the rear of the building and must not be visible from street. **Tree house or platforms of a like kind or nature shall not be permitted.**

LANDSCAPING

The landscape design of each home site in Carnoustie Place offers the opportunity to exercise your individual commitment to preserving the native vegetation. Nature has conveniently given a basic outline of the plant material that thrives in this area. Preserving that gift and enhancing the setting for the residence is the goal for this section.

Site Concept

The preliminary site plan addresses the formative considerations of the home site, building placement and relationship of adjacent homes.

As you begin to refine the layout of your grounds, it is important to understand the value of well-designed landscape. Not only will you be at home on your grounds, but also you will be increasing the total value of your investment.

To coordinate each homeowner's plans with the intended landscape concept for Glenlakes, a cooperative effort is needed. On each lot and along roadways, we ask that each lot owner plan shrubs and under story trees that will flower and/or provide color to enhance the scenery for all Glenlakes residents. We also ask that random masses of flowering shrubs and annuals be planted beneath the existing tree canopies.

Each homeowner is required to landscape and maintain the area between the front property line and the street curb.

Landscape Plan

A landscape plan must be submitted for approval along with your house plan submittal. Locations with the greatest visual contact from the public street should have top priority in deciding where to spend money for planting.

The landscape plan should indicate the use of various classifications of plants including size, quantity and species. These include:

- ❖ Trees

- ❖ Shrubs
- ❖ Ground cover, annuals, perennials
- ❖ Grassed areas
- ❖ Mulched bed areas

Immediately after the construction of the initial dwelling on a lot, the yard of such lot shall be fully grassed with solid sod (not sprigged or partially sodded).

An underground irrigation system is required for all landscaped areas.

The selection and placement of the new material is a complex task. Sizing should be noted on the plan. For detail design, a careful study of sizes, shapes and textures is warranted, as well as plant types, growth habits, hardiness, moisture, arid shade requirements and soils.

Tree Preservation

The conservation of as many existing trees as possible is desired. Where necessary to raise the grade around an existing tree, soils should be prevented from coming in contact with the bark. If filling is required within the drip line, rock or drywall walling should be installed adjacent to the tree trunk. Additionally, a retaining wall extending to the final grade for 2/3 of the diameter of the drip line should be installed. If a tree is to survive, its roots, bark and leaves must be largely undamaged. Preserving trees necessitates preserving existing grade. Cutting within the drip lines of the trees should be minimized. When it is necessary to lower the grade adjacent to a tree or group of trees, the cut should occur outside of the drip line.

Although the cost of building around trees may initially be more than on open land, the replacement of vegetation on a site can be costly and never look quite the same. The Architectural Committee requires that a landscape plan be submitted.

The following proposals will be denied:

1. Unwarranted removal of specimen trees
2. Intensive use of plants with forms or colors not native to the area
3. Earth fill that threatens existing trees
4. Large unplanted windowless walls.

FINAL CONSIDERATIONS

This section provides guidelines for your contractor and architect. Outlined are some commitments expected of them and some construction responsibilities that ultimately fall to the owner.

Construction Guidelines

In the interest of maintaining an appealing image for residents and visitors, the construction process must be regulated. **Before any clearing may begin on your home site, the Architectural Committee must give final approval of your plans in writing.**

Reviews while construction is in progress will be conducted by the Architectural Committee to ensure conformance with the approved drawings. Any revisions made during construction must receive approval by the Architectural Committee prior to change. Major changes may require resubmission for final approval. Final inspection will be made after the contractor has completed construction, including all site work and landscaping, cleaned the site of debris, removed contractor signs and any temporary utilities, and notified the Architectural Committee in advance of finish date.

Glenlakes and its agents assume no responsibility for reviewing construction in progress for compliance with any codes or with approved plans. The owner assumes full liability for failure of contractor to comply with approved documents.

Construction access will be allowed only between 7:00 am and 7:00 pm Monday through Friday and 8:00 am and 5:00 pm on Saturdays. No construction on Holidays.

The contractor must provide toilet facilities for the workers on the job site in a discreet location. **Contractors must be licensed in the State of Alabama** and permits must be posted and protected from the weather. Tool and equipment sheds must be approved.

The construction site shall be kept as neat as possible and be cleaned up at the end of each day to prevent the build-up of debris.

Radios, tape players and similar equipment will not be allowed on the job site in a manner, which creates possible noise nuisance for adjacent homeowners. The use of intoxicants and drugs is strictly prohibited.

Any contractor found to be in obvious non-conformance of these regulations may be denied access and work may be suspended.

The Developer specifically reserves the right to periodically issue reasonable rules and regulations, as it deems appropriate to maintain the general character and environment of the Glenlakes.

All contractors and contractor personnel are asked to abide by all OSHA rules and regulations (i.e., wearing hard hats in designated areas, etc.)

NO FIRES ARE ALLOWED!

Unlawful firearms and weapons are prohibited.

Speed limit is posted and enforced.

All construction vehicles must comply with applicable state laws, re: inspections, licensing and authorization for operation.

Site Regulations

All reasonable means shall be taken during and after construction to protect and preserve all existing vegetation.

Boards or other materials shall not be nailed to trees during construction.

Storage, temporary or otherwise, of equipment or materials is not permitted under the drip line (area on ground equal to limits of vegetation above) of trees. Storage should occur within driveway and parking limits of the site. The Architectural Committee must approve construction trailers.

Sediment and erosion control provisions shall be employed during construction.

All planting, fixtures, fencing and landscaping which is damaged during construction or after, by vehicles, fire or other cause on or off the site, including

streets, shoulders and common areas, shall be repaired or replaced by the owner. The owner is responsible for the contractor's actions during construction.

An on site dumpster is required during construction. Any clearing, grading or building on the site without approval by the Architectural Committee may result in suspension of work and denial of access to the contractor. During construction all trash, debris and waste shall be contained daily and kept neat. **Burning of debris is not permitted.** Architectural Committee reserves the right to have the site cleaned as needed due to noncompliance, and the owner will be back charged the cost of such work. Building sites will be inspected weekly for conformance.

Utilities

Telephone, electric, water, and sewer services are available through the local utility companies.

Completion Deadline

Construction shall be completed within nine (9) months of the clearing of the lot. Approved landscaping must be in place **within same 9-month period** occupancy or completion of the building. The Architectural Committee under extraordinary circumstances may grant extensions.

Architectural Committee

The Architectural committee or AC as referred to in this document, is the point of contact for the property owner who plans to build. It has been established to provide for standard review and promotion of quality design in keeping with the special qualities and conditions of Glenlakes. All property owners are bound by the Master declaration of Covenants, Conditions and Restrictions and Supplemental Covenants and Architectural Design guidelines. These provide for the preservation of the natural beauty of the property and its setting, preservation of a harmonious design for the community.

The Covenants provide that no building, fence, swimming pool, garage, paving materials of any nature or addition shall be erected, placed, or altered until the proposed plans, specifications, exterior color and finish, lot plan, building height, landscape plan and construction schedule have been approved in writing by the Architectural Committee.

Application Format

Each submission must be complete with all of the required information outlined in the 'Approved Process Checklist' in order to be scheduled for review. The property owner and architect/designer may attend the Architectural Committee meetings to explain a submission.

Review Fee

In order to defray the expense of reviewing plans and related data, and to compensate consulting architects, landscape designers, and other professionals, the Covenants establish a fee of \$150 for each submission. The fee is payable upon submittal of plans for formal review.

Effect of Approval

Final approval from the Architectural Committee shall be dated and in writing. It shall be effective for commencement of construction for one-year (12) months after the approval. If construction of the dwelling or the improvements has not substantially commenced (by clearing and grading, pouring of footings and otherwise commencing framing and other related construction work) within one year (12) months of approval, then no construction may be commenced (or continued) on such Lot or dwelling. A new submission for final approval is required, with an additional submission fee.

Reasons for Disapproval

Plans submitted for review, or any portion thereof, may be disapproved upon any grounds, which are consistent with the objectives of the general Covenants and/or the Architectural design guidelines, including purely aesthetic considerations so long as such grounds are reasonable and not arbitrary or capricious.

Future Improvement Review

No modifications of any existing building or landscape improvements may be undertaken without prior review and written approval of the Architectural Committee. A request for review of the proposed improvements or modifications must contain:

1. Site plan of proposed location of improvements drawn to scale.

2. Letter of intent including description and purpose of improvements.
3. Material and color samples (preferably to match existing materials).
4. Name and address of adjacent property owners.

Minor Changes

An Architectural Committee representative can approve minor changes of elevations at the site. The Committee representative will determine distinction between minor and major changes.

Damaged Construction

If a building, either under construction or completed, is damaged so that major reconstruction is required, intention for rebuilding should be communicated within 90 days to the Architectural Committee.

Building Inspection Department

The City of Foley issues all permits for structures including single-family homes. Additionally, this department assigns the minimum building floor elevation, based on the flood insurance rate maps for each individual house. This department must also do periodic inspections during construction to see that the minimum building code standards are being met. Upon completion of construction a final inspection is made and Certificate of Occupancy is required from this department prior to occupying the house.

Restrictive Covenants

The recorded covenants, conditions and restrictions apply specifically to the development of Glenlakes and are designed to protect every property owner. They have been drafted to ensure the highest quality of life by establishing specified development standards for which each lot owner is legally responsible. This property is subject to the covenants, conditions and restrictions of the Glenlakes.

The Glenlakes Master Association, Inc.

Each property owner is a member of Glenlakes Master Association and is subject to all rules, regulations, and assessments of the Association.

At the time of submission of plans all builders must provide a Home Builders License from the State of Alabama.

ALL APPROVALS FROM THE ARCHITECTURAL COMMITTEE SHALL BE IN WRITING.

ARCHITECTURAL REVIEW CHECKLIST

(Partial submittals will not be reviewed for approval)

1. SUBMITTALS:

- a. Two (2) copies of construction documents and specifications submitted?
Y__N__
- b. Changes made to the preliminary Sample submitted?
Y__N__
- c. Application fee of \$150.00_____ submitted?
Y__N__

2. Samples

- a. Provided sample of proposed exterior material?
Y__N__
- b. Provided sample of roof material?
Y__N__
- c. Provided sample of exterior paint/stain?
Y__N__
- d. Provided sample of exterior trim color?
Y__N__
- e. Provided sample of window color?
Y__N__
- f. Photo of similar house enclosed?
Y__N__

3. DRAWINGS: SITE PLAN

- a. Scale = 1" = 20"?
Y__N__
- b. Walks and drives located, dimensioned and materials indicated?
Y__N__
- c. Exterior lighting type(s) and location(s) shown?
Y__N__
- d. Utility enclosure(s) with screening shown?
Y__N__
- e. Utility meter location shown?
Y__N__
- f. Roof plan at appropriate scale shown?
Y__N__
- g. Are existing/proposed contours shown?
Y__N__
- h. Lot number?
Y__N__
- I. North arrow?
Y__N__
- j. Property lines shown with dimensions and bearings?
Y__N__
- k. First floor elevation (FFE) indicated?
Y__N__
- L. Building accurately located from setbacks?
Y__N__
- m. Are the garage doors facing the street?
Y__N__
- n. Dwelling indicated as exterior walls with entry area, stairs,
Are roof and deck shown?
Y__N__

- o. Setback, easements and "greenbelt" limits shown?
Y__N__

4. LANDSCAPE PLAN

- a. Drawn at an appropriate scale (min. 1/20" = 1'-0")?
Y__N__
- b. Variety, size, location and number of all planting materials shown?
Y__N__
- c. Types and limits of sodded areas?
Y__N__
- d. Irrigation system?
Y__N__

5. FOUNDATION PLAN

- a. Minimum scale 1/4" = 10'
Y__N__
- b. Footing details shown?
Y__N__
- c. Framing system noted?
Y__N__
- d. Foundation walls have finish material to grade?
Y__N__

6. FLOOR PLAN

- a. Minimum 1/4" = 1'0" scale?
Y__N__
- b. Room use labeled?
Y__N__
- c. All windows and doors with swing shown?
Y__N__

d. All overhangs of floors and/or roofs above shown as dashed lines?

Y__N__

e. All fixtures, cabinets, and appliances shown?

Y__N__

f. Ground level plan indicates driveway location, garbage, and HVAC enclosures?

Y__N__

g. Square footage calculated? _____SF

Y__N__

7. EXTERIOR ELEVATIONS:

a. All four elevations required.

Y__N__

b. Roof pitch is minimum of 8 on 12 and maximum of 12 on 12?

Y__N__

c. Shingles are GAF "Timberline" series or equal?

Y__N__

d. HVAC screening shown?

Y__N__

e. Approved chimney cap shown?

Y__N__

f. Finish materials remain consistent?

Y__N__

g. Show how building relates to actual grade level at site.

Y__N__

h. Indicate overall height from grade to highest ridge of roof.

Y__N__

8. DETAILS/SECTIONS

- a. Typical deck and railing details drawn at an appropriate scale?
Y__N__
- b. Typical screened porch details drawn?
Y__N__
- c. Typical fence or screening details at appropriate scale?
Y__N__

9. ADDITIONAL PLANS

- a. Electrical plan(s) presented?
Y__N__
- b. Are there any detached buildings proposed?
Y__N__
- c. Is there a swimming pool proposed?
Y__N__
- d. Driveways meet minimum and maximum standards?
Y__N__
- e. Paving materials are consistent with or complement the architecture of the house?
Y__N__

10. GENERAL REQUIREMENTS:

- a. Corners of the house staked on the lot in the Proposed locations?
Y__N__
- b. Trees to be saved flagged with surveyor's tape?
Y__N__

11. GENERAL COMMENTS:

Home Builders License from the State of Alabama?

Y__N__

Proof of Financial Ability to perform project?

Y__N__

STATUS

Approved Not Approved Approved as Noted Revise & Resubmit

By _____ Date _____

By _____ Date _____

By _____ Date _____

(Three Committee Members signatures are required before approval is complete)

**CHECKING IS ONLY FOR COMPLIANCE WITH THE REQUIREMENTS OF
THE ARCHITECTURAL COMMITTEE'S GUIDELINES OF
GLENLAKES PHASE I, FOLEY, ALABAMA
Carnoustie Place**