



**DESIGN GUIDELINES  
FOR RESIDENTIAL PROPERTIES**

Key West Golf Club

Key West, Florida

September 19, 2012

Revised: May 20, 2024

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# I. INTRODUCTION

Key West Golf Club is a resort community in which the majority of homes are attached and all homes are owned in fee simple status with each owner responsible for the exterior appearance of the building and landscaping. The purpose of the Design Guidelines is to define uniform design themes and standards which will maximize benefit to all owners and residents. The Guidelines establish both architectural and landscaping themes as well as installation and maintenance responsibilities for owners. Adherence to these Guidelines will create a beneficial community experience as well as promoting maximum property values.

Article VIII of the "Declaration of Protective Covenants, Restrictions, and Easements for the Key West Golf Club" (hereinafter referred to as the "Declaration") establishes the right of the Architectural Review Committee (hereinafter referred to as the "Committee") to approve and disapprove, pursuant to a set of specific development and design guidelines, residential construction within Key West Golf Club.

This manual of Design Guidelines shall serve as a checklist for the Committee to use in evaluating and controlling the quality and adequacy of residential proposals, programs, and designs of owners within the Key West Golf Club community. The design review process and design guidelines, as administered by the committee, will encourage harmonious architectural design. They will also enhance the quality of life within the Key West Golf Club as well as protect property values.

The Committee has been established to review and approve all plans for architectural compliance. In addition to the process set forth herein, there are mandatory regulations and codes at the local and state levels which also must be followed. The responsibility for compliance with said regulations rests with each Owner. The criteria presented herein are not intended to take precedent over any rules, regulations, or requirements of any regulatory agency having jurisdiction over the Key West Golf Club. The approval of the Committee does not and shall not relieve the Owner of the responsibility of compliance with the rules and regulations of such agencies including, without limitation, the City of Key West.

Owners shall familiarize themselves with the sections of the City of Key West Zoning Ordinance, Building Codes, and other codes which are applicable to their respective architectural change. Plans presented to and approved by the Committee will be, by requirement, submitted to the city of Key West for compliance with current building codes. An architect's or engineer's seal is required for additions, structural changes and electrical or mechanical work. City review requirements vary and as such, it is the owner's responsibility to be familiar with City submission requirements as well as meeting dates to allow for personal representation at these meetings.

## **THEME**

The principal design theme promulgated by these design guidelines is:  
REFLECTION OF HISTORIC KEY WEST CONCH STYLE ARCHITECTURE

## **GOALS**

The Committee, by implementation of the design guidelines, seeks and intends:

- A. To establish and maintain a community scale and aesthetic that is respectful of, and compatible with, the Key West National Historic District.
- B. To establish physical conditions that will produce value and assure the long-term preservation of value.

## II. REVIEW AND APPROVAL PROCESS

The Architectural Control Committee will make all decisions based upon the "Declaration of Protective Covenants, Restrictions, and Easements for the Key West Golf Club," as the same may be amended and upon the design guidelines contained herein.

### **LEGAL BASIS FOR DESIGN REVIEW**

The Declaration provides the legal basis for reviewing and accepting construction and maintenance proposals. It covers a wide variety of subjects including site and land use planning, building design, materials, landscaping of property, and other development standards. Those standards and requirements included in the Declaration are legally binding. The Design Guidelines supplement the Declaration and provide further design guidance and information for property owners, architects, and builders.

Time and care have been taken to ensure that these guidelines do not conflict with the Declaration. However, should a conflict arise, the Declaration takes precedence. Careful review of the Declaration should be undertaken before the design process is begun.

### **DECISION CRITERIA OF THE ARCHITECTURAL CONTROL COMMITTEE**

1. The Committee encourages sensitive site planning and compatible architectural styles, which conform to the Design Guidelines and the Declaration. Owners should strive to preserve the integrity of the natural environment, remove no indigenous vegetation, remove no trees, and promote minimal disturbance of the natural site features. Identification of relocated plant materials statements of objectives are consistent with establishing criteria utilized.
2. If questions arise with implementation of the guidelines, policies, and procedures of the Committee, every effort will be made by the Committee to address the issues and clarify the intent of the Committee. The policies and guidelines will be subject to periodic review and revision by the Committee.
3. Should a particular feature of an entire design be determined to fall short of the development objectives but the overall project accepted, it will not be construed as a mandated precedent.
4. Housing should be designed for the specific site and for the particular need of its users. Therefore, construction proposals shall be reviewed on a site-by-site basis. Approval of a design for one site does not ensure the same design will be approved for any other site.
5. Existing Vegetation Preservation and Landscape Materials: the Owner shall preserve existing indigenous vegetation on each site and site plans shall reflect the effort. Appropriate procedures consistent with the

best practices of tree preservation must be employed at each site.

### **DESIGN REVIEW PROCESS**

Plans for all new construction, subsequent alterations, or additions must be reviewed and approved in writing by the Committee and submitted to the city with construction permit applications prior to the initiation of construction. If construction is started prior to the receipt of written approval by the Committee and permits from the City and the committee, the Owner shall be deemed in violation of the Design Review Process and shall be subject to penalties and corrective measures as determined by the Committee including removal of all work and restoration of prior conditions.

### **DESIGN AND REVIEW AND APPROVAL SEQUENCE**

To be reviewed by the Committee and submitted to the City with permit applications prior to initiation of construction.

Responsible Party	Action
1. Owner	Meets informally with Architectural Control Committee to discuss plans and to obtain assistance in the Application Process.
2. Owner	Submits application and plans: (see: Preliminary Review Application: Final Design Submittal and Review).
3. Committee	Upon acceptance of application the Architectural Control Committee conducts a review of the application and plans. Upon satisfactory compliance with guidelines, plans are stamped approved by the Committee and the owner will forward to the City Building Department.
4. Owner	Obtains City of Key West Building Permit.

### **CONSTRUCTION PLANNING**

It is strongly recommended that property owners consult an architect familiar with the development standards of the Key West Golf Club and with the applicable local and state codes and regulations.

The members of the Committee will assist in the interpretation of the Design Guidelines and offer informal suggestions about design concept prior to the initiation of the formal design review process and will work with the Owner during the application process to ensure that each proposal receives prompt consideration.

It is essential that the design approved by the Committee be built exactly as indicated on the approved plans. THE PLANS, WHERE REQUIRED BY LAW OR AS HEREIN SPECIFIED SHALL BE PREPARED, SIGNED, AND SEALED BY A REGISTERED PROFESSIONAL ARCHITECT, ENGINEER, AND/OR LANDSCAPE ARCHITECT LICENSED TO PRACTICE IN THE STATE OF FLORIDA. Deviations from

plans which occur will be subject to penalties unless such deviations are approved in writing by the Committee prior to construction.

### **STEP 1 - PRE-APPLICATION CONFERENCE**

The Owner and architect are encouraged to meet with the Committee to discuss plans. The Pre- Application Conference provides the Owner with the opportunity to talk over preliminary sketch ideas, discuss development philosophy, and answer any questions.

To avoid having design issues delay the review process and to help avoid generating costly architectural plans that may be inappropriate, it is recommended that the Owner and architect bring the following items to this meeting:

1. Scaled site plan sketch showing components of proposed parcel improvements including location of dwelling and existing vegetation.
2. Sketches of dwelling exterior (elevations) and other structures proposed.
3. Photographs of existing site features and improvements.

Keep in mind that this is an opportunity to exchange ideas and all drawings are considered conceptual. Extensive detail is not necessary at this point. The design review and approval process is intended to be a helpful and beneficial process. The Committee shall assist in expediting applications and approvals through this process.

The Pre-Application Conference is optional. We would; however, encourage applicants to take advantage of this opportunity. It should be noted that the pre-application conference will not be considered as `pre-approved` or endorsement.

### **STEP 2 - PRE-APPLICATION CONFERENCE**

The applicant shall complete a preliminary stakeout at the site showing approximate size and location of proposed improvements and submit an application to the Committee, which shall include two sets of the following documents:

1. Typical Site plan(s) (at a scale no smaller than 1"=10') indicating building location, locating of abutting structures, any improvements, internal site circulation, utility locations, and preliminary concepts for landscape (including a plant list), site lighting, signage, and any proposed construction or development phasing;
2. Floor plans, roof plans and elevations (at a scale no smaller than 1/8"=10");
3. Locations and species of existing vegetation at the same scale as the site plan;
4. Design data including total building area (gross) as measured out to

out, roof area, and total area of landscaping; not to exceed maximum lot coverage as stated in Ordinance 04-02, Section 4, Sec. 122-541. Attached as Exhibit A

5. A study model of the building and site or a perspective rendering is optional;
6. Name, address, and telephone number of architect, landscape architect, and engineer where applicable;
7. Name, address, and telephone number of any other special consultant(s);
8. Time schedule including target time periods for completion of plans;
9. Any requests for a variance from design standards.

APPLICATIONS FOR REVIEW OF SUBSEQUENT ALTERATIONS, RENOVATIONS OR ADDITIONS TO EXISTING BUILDINGS SHALL BE SUBJECT TO THE SAME APPROVAL PROCESS AS NEW CONSTRUCTION.

The Committee shall promptly comment upon the preliminary design documentation after delivery of all required materials. Personal representation is suggested. Upon receipt of said comments, the owner may then submit final design plans to the Committee. A response shall be given within four weeks (30 days).

### **STEP 3 - FINAL DESIGN SUBMITTAL AND REVIEW**

Final design plans, including all exhibits outlined below, are to be submitted to the Committee. The Committee will review this submittal and will respond within thirty (30) days after the delivery of all required materials which includes complete architectural, engineering and landscape plans and specifications required to construct the improvements.

The plans must consist of:

1. Site plan(s) (at a scale of not less than 1"=10` indicating building location and location of any abutting structures, accessory improvements, circulations, existing and final grade lines, drainage, utility locations and sizes, site lighting, and any development phasing existing vegetation;
2. Floor and roof plans (at a scale no smaller than 1/8"=1'0");
3. Typical exterior wall sections (at a scale no smaller than 2"=1'0") with both existing and proposed grade lines shown if different than existing;
4. Cross-sections of structures indicating existing and proposed grade lines;
5. Complete specifications for all exterior materials, shutters, hurricane shutters, landscaping (including a plant list), site furniture, site lighting, signage, paving materials, and building colors may be on drawing;



6. Samples and/or cut-sheets of all exterior materials and colors including windows, doors and glass (if other than clear) or indication of replicating existing details;
7. Landscape plan (at a minimum scale of 1"=10') and plant list showing the location, name, and size of all proposed plant material, swimming pools, spas, arbors, berming, and site lighting.
8. Site grading plan and storm water drainage plan; all water must be contained on site;
9. Irrigation plan (if required);
10. Paint color samples and design of any signage or architectural elements (i.e. gazebos, fences, sheds, etc.).
11. Exterior lighting whether building mounted or landscape type shall be indicated as to fixture type, light source and coloration, and vision cut off (where applicable) shall be indicated.

The submittal must also include a schedule of the Owner's proposed timetable to start and complete construction by phases, total floor area by phase, proposed completion of landscaping; proposed utility load of requirements, copies of any proposed joint agreements with other Owners relative to joint improvements such as walkways, drives, lighting, and landscaping.

A statement must be included by the Owner of all changes in design which are contained in this submission as opposed to the preliminary design review application.

UNTIL RECEIPT BY THE COMMITTEE OF ANY OF THE REQUIRED PLANS AND SPECIFICATIONS, THE COMMITTEE MAY POSTPONE REVIEW OF ANY PLANS SUBMITTED FOR APPROVAL AND SHALL PROVIDE NOTIFICATION OF INCOMPLETE SUBMISSIONS.

#### **COMMITTEE ACTION**

Within thirty (30) days of the receipt of the application, the Committee will review the application for completeness.

If incomplete, the applicant shall be notified of additional information required. The Committee shall not act on any application until such additional information is received. Once the application is complete, the applicant will be so notified in writing and the Committee shall then have thirty (30) days within which to review the application, inspect the site for compliance with the plans, and make its final decision. If no action is taken by the Committee within the thirty (30) day. period, the application shall be considered approved as submitted.

**ARCHITECTURAL CONTROL COMMITTEE APPROVAL:** When compliance has been ascertained, the plans shall be stamped by the Committee stating, "Approved for Design Compliance" and signed by the chair or designee.

**ARCHITECTURAL CONTROL COMMITTEE REJECTION:** The Committee may offer specific suggestions to assist in resolving problems which arise during the review process. The Committee can reject the plans for reason which include, but are not limited to the following:

- Insufficient information to adequately evaluate the design or design intent;
- Poor overall design quality;
- Incompatible design elements;
- Inappropriate design treatment;
- A design thought to have an adverse impact on the character of the Key West Golf Club.

In the event of any disapproval by the Committee of any of the required submittal, the resubmission will follow the same procedure as the original submittal.

#### **CITY OF KEY WEST BUILDING PERMIT**

Approval by the Committee and the issuance of the Construction Agreement (Exhibit One) and Design Building Permit (Exhibit Two) does not preclude the necessity of obtaining a Building Permit from the City of Key West, Once the City Building Permit is obtained, the applicant must post the City Building Permit on the construction site and follow all rules and regulations of the City of Key West.

#### **WORK IN PROGRESS**

The Committee may inspect all work in progress at any time and give notice of noncompliance. Absence of such inspection or notification during the construction period does not constitute approval of the work in progress or compliance with the provisions of these guidelines.

#### **PROJECT COMPLETION**

Upon completion of the improvement for which final plan approval is given by the Committee, the Owner will give written notice of improvement completion to the Committee.

Within such reasonable time as the Committee may determine, but in no case exceeding fifteen (15) business days from the receipt of such written notice of completion from the Owner or its duly authorized representative, the Committee may inspect the improvements. If it is found that such work has not been done in strict compliance with the final plan submitted or required to be submitted for its prior approval, the Committee shall notify the Owner in writing of such noncompliance within such period specifying in reasonable detail the particulars of noncompliance and shall require the Owner to remedy the same.

If upon expiration of thirty (30) calendar days from the date of such notification by the Committee, the Owner shall have failed to remedy noncompliance, the

Committee shall notify the Owner and may, at the Owner's expense, take such action to remove the non-complying improvements, as is provided in these Guidelines.

If, after receipt of written notice of completion from the Owner, the Committee fails to notify the Owner of any failure to comply with its directives within the period provided above, the improvements shall be deemed to be in accordance with the plan.

**RIGHT OF WAIVER**

The Committee reserves the right to waive or vary any of the procedures or standards set forth herein at its discretion.

**FEES**

Review fees of \$150.00 each for additions and enclosures, other than screen enclosures, made out to Key West Golf Club Homeowner's Association, shall accompany the Preliminary Review Application.

### III. SPECIAL PROVISIONS

#### **MASTER PLAN**

Key West Golf Club has obtained approval of the Master Plan for the Key West Golf Club. This Master Plan establishes the land use and density of development within all portions of the Key West Golf Club and, as such, is a basic reference document to these Guidelines. These Guidelines further define the design details which shall be applicable uses within the specific parcels of the Master Plan.

#### **ZONING AND VARIANCES**

All of the property within the Key West Golf Club is the subject of a Development Order issued by the City of Key West. Therefore, the development of all of the sites within the Key West Golf Club must be developed within the Development Agreement, and the provisions of the Declaration, these Guidelines, and any other applicable government regulation.

The Owner is hereby strictly prohibited under these provisions from applying or asking any regulatory agency for variances or modifications to the regulations governing the development of Key West Golf Club without representation by the Key West Golf Club Development or the prior written approval of the Key West Golf Club Development.

#### **MAINTENANCE**

Each owner is responsible for the perpetual maintenance of the property. Maintenance means aft normal and necessary building, site elements, landscape, irrigation, grass, signs, lighting fixtures, and paved walkway maintenance services required to properly maintain and operate any developed parcel, including but not limited to painting, patching, collecting, windblown debris, irrigating, mowing, weeding, fertilizing, repairing, maintenance, and adjustment of the irrigation systems and other devices within the development, spraying, replacement of dead or unhealthy plants, painting and repairing signs, light fixtures, replacement of light bulb, repairing walkways , payment of energy charges incurred including energy for lighting and such other activities and services indicative of good husbandry and maintenance practices in high quality residential areas.

#### **DRAINAGE**

Each Owner of each town house parcel is responsible for meeting all storm water quality requirements of the City of Key West, and South Florida Water Management District and State of Florida.

#### **UNDERGROUND UTILITIES**

All electric, television cable, and telephone service, as well as any other wired services, shall be located underground from the source to the building(s) and brought into the site and shall be documented and supplied to the Home Owner's Association.

## **OFF-SITE CONSTRUCTION**

Any required removal and replacement of existing improvements such as paving, grade lines, and landscaping located within a road right-of-way or easement or on the property of other Owners with respect to the construction shall be by a Committee-approved contractor and shall be in accordance with Committee-approved specifications.

## **SOLID WASTE AND REFUSE REMOVAL**

The disposal of solid waste and refuse must be in conformance with the system of disposal used in Key West Golf Club and must comply with the State Board of Health requirements. Construction approvals shall require identification for method of debris removal and a method of containment of airborne on-site generated nuisances which may impact neighbors or association improvements.

## **CONTRACTOR VEHICLES**

Prior to work; construction, landscape, etc. the owner or owner's representative shall submit a plan for the parking of contractor's vehicles which shall be approved by the Home Owner's Management.

## IV. SITE DESIGN GUIDELINES

This section sets forth standards which are intended as a guide to achieve the historic Key West rhythm of building spacing, site coverage and landscape placement.

### **SINGLE FAMILY HOME**

Most single-family lots have been planned with a front facing on a primary street and a rear facing on the golf course or wetlands areas.

The site elements and landscape planting standards are intended to create a front yard area which, while secure, is open to public view and thus contributes to the general street scene. Standards are established for minimum building setbacks (or maximum site coverage), placement of site elements, and location of landscape materials.

Rear yards are visible both from neighboring properties as well as the golf course and are therefore held to the same standards. Rear yards and rear porches, when used more intensely, shall be screened from public view either by black-out screening in the case of rear porches or landscape screening in the case of rear yards. Black-out screening shall effectively create an opaque visual screen and be installed inside the rails. If used on a second floor deck, it must also be used on the downstairs deck. Note that all screening, as with all exterior improvements, requires prior Association approval.

### **DUPLEX TOWN HOME**

Site planning of duplex properties shall be undertaken to achieve compatibility of scale and elements with the single family structures. Standards are established for minimum building setbacks, placements, and placement of perimeter landscape planting.

## V. ARCHITECTURAL DESIGN GUIDELINES

### **SINGLE FAMILY HOMES**

The objective for Single Family design is to produce a style that is reflective of "Historic Key West Conch Style Architecture" and its variations. This style is principally expressed in wood frame structures which have simple, classical proportions and ornamentation. Rectangular forms, usually one, one-and-a-half, or two stories in height, are accented by steep roofs, porches, balconies, doors and windows which are adorned with Colonial- or Bahamas-style shutters. Traditional architectural elements, such as wooden balustrades, traditional square columns, spindles and brackets adorn the facades. The overall character is derivative of many styles. Balance, symmetry, and consistent detailing is critical to achieving this objective.

### **DUPLEX TOWN HOMES**

It is the objective of the Committee to achieve development of duplex town home structures that are in scale and visual harmony with the single family structures of the project and historic Key West. This is to be achieved by use of articulated forms, broken roofs, balconies and porches. Long, flat, un-penetrated wall surfaces and flat roofs are to be avoided. Materials and color guidelines are the same as for the single family unit.

## VI. ADDITIONS TO EXISTING STRUCTURES

### ARCHITECTURAL DETAILS: MATERIALS

1. Walls: Horizontal wood or cementitious wood clapboard shall be the primary wall material (preferred exposure is 4" and not greater than 5" and shall align at corners). All exterior walls must be well maintained by power washing at regular intervals, and by painting as required. Exterior walls that show any evidence of peeling or weathering must be re-painted to the original color. If the entire house is to be re-painted, a list of approved colors is available from the Management Office.
2. Roofs: All roofs shall be V-crimp, galvanized metal. Roofs shall be silver in color. Roof types to be traditional gable, hipped, saw tooth, and eyebrow shapes. Gutters and downspouts shall be white "ogee" style or % round galvanized.
3. Foundations/Skirting: Foundations must be concrete piers. Space between the piers shall be skirted with framed lattice painted white for the front and rear exposures. In areas where used for under building storage, such areas shall be screened with similar lattice. Storage under the home shall be limited to items directly related to maintenance and/or protection of the home: ladders, shutters, garden tools, power washers, generators, garden hoses, etc. The crawl space shall not be used to store anything that might collect water and thus become a breeding ground for mosquitoes or any items that might be categorized as "junk", such as old furniture, paint cans or "spare parts".
4. Windows: Windows must be wood or solid vinyl framed / aluminum, true divided light double or single hung windows. Any glass other than clear shall be submitted for color approval. All interior window treatments (blinds and curtains) must be white or stained wood or vinyl when seen from the exterior. Windows must have aluminum or vinyl clad exterior with hurricane rated CGI windows with profile muntins. Glass divisions are to be similar in proportion to those of the door. Note: Window systems which are not currently pre-approved may be submitted for evaluation.
5. Doors: Doors must be wood or fiberglass with true divided light. Flat panel, jailhouse and belair doors, or stained glass doors are prohibited. Glass divisions must be similar in proportion to the windows. Note: Door materials which are not currently pre-approved may be submitted for evaluation. All doors must be well maintained by power washing at regular intervals, and by painting as required: Doors and shutters that show any evidences of peeling or weathering must be re-painted in a complimentary color that has been approved by the Architectural Committee
6. Screen Doors: Screen doors must be wood-frame or vinyl clad wood with black screen, ornamental design will be approved at the sole discretion of the Committee.



7. Shutters: Shutters must be Colonial or Bahama-style wood, aluminum, or committee approved material. All Shutters must be painted, and require approval. All shutters doors must be well maintained by power washing at regular intervals, and by painting as required: Doors and shutters that show any evidences of peeling or weathering must be re-painted in a complimentary color that has been approved by the Architectural Committee
8. Hurricane Shutters: Hurricane shutters must be approved by the committee. Permanent shutter systems will be reviewed when they meet the following: architectural integration with existing standards so as to not be an "add-on" to the structure. Architecturally correct impact window systems are allowed to meet shutter requirements.
9. Trim: Trim must be wood, cementious wood, or cellular PVC, in simple classical detail. All trim shall be painted Semi-Gloss Exterior Shipyard White regardless of material. All exterior trim and window frames must be well maintained by power washing at regular intervals, and by painting as required. Any walls that show any evidence of peeling or weathering must be re-painted.
10. Decks/Porches: Decks and porches must be wood with wood balusters, wood decking, and wood handrails. Composite materials are also acceptable but the end cuts must be finished, covered by use of endcaps or by using a picture frame border. Porch roofs must be consistent with roof style of building. Deck stain must be clear, approved wood tone or gray. All wood decks must be stained, sealed, or painted. Decks must be well maintained by power washing at regular intervals, and re-surfaced if there is any evidence of peeling, fading or discoloration. A list of approved paint colors and composite colors is available from the Management Office. Porch ceilings must be painted Shipyard Blue. This should be considered when choosing materials.
11. Screen Porches: Screen porches shall be consistent with the exterior trim of building with black screen on rear facades only installed on inside of railings. Other framing systems shall be considered if white in color and fully integrated into the detailing of the structure.
12. Rear Patios: Rear patios shall be brick, concrete, or decking.
13. Front Walks: Front walks shall be solid surface such as concrete, brick, interlocking pavers with straight edges or butt joint pavers, wood or composite decking, and must stop at property lines.
14. Dormers: Hip or gable roofed dormers are allowed. Large shed dormers are not allowed.
15. Roof Decks: Roof decks are not allowed.
16. Exterior Paint: Exterior siding shall be painted with flat or semi-gloss exterior paint. Changes in exterior siding colors are not permitted. Trim

paint shall be Semi-Gloss Exterior Shipyard White. Porch ceiling paint shall be Shipyard Blue.

17. Skylights: Flat skylights are allowed on rear and side roofs. No skylights are allowed if seen from public streets.

## **ARCHITECTURAL DETAILS: COLOR**

White is the preferred basic color for all structures. Gray tones, beige tones, and soft pastel colors are acceptable. Trim and window frames must be painted shipyard white. Shutters and doors may be complimentary darker shades. Color samples must be submitted as part of the design review package.

## **SITE FIXTURES**

Site fixtures consist of those non-building structures, elements or items which complement the building and landscape planting, and include such items as lighting and arbors, signs, fences, gates, screens, walks, walls, bollards, benches, statuary, fountains, pools, and spas, etc. It is the objective of the Committee that the site fixtures are designed so as to be compatible with all aspects of the site and Development and shall be non-intrusive to abutting residences. All site fixture additions are subject to design review prior to installation or implementation.

## **SIGNS/GRAPHICS**

Only three types of permanent signs are permitted:

1. Number Plates: Each dwelling unit shall carry a number plate as illustrated. Each unit shall have a. plate mounted on the facade of the building beneath the exterior light that is visible from the street unless otherwise instructed,
2. Community street, traffic and directional signage.
3. Individual owner signs as approved by the Committee. An example of an appropriate individual owner sign is included in the appendix.

The location of signs shall be clearly shown and the design provided with the submittal package.

The graphics sign system for Key West Golf Club will provide an identity for the project outside the physical limits of the site and an identification and directional system within the project. This internal system may consist of informational signs, individual site identification signs, traffic regulatory signs, etc, Completion of the system may result in modification of the above standards and environmental signs.

## **SITE LIGHTING**

The intent of lighting for housing sites is to produce an adequate degree of lighting to insure safety and visual appeal, In providing a functional and aesthetic solution, the location, design of the fixture, and light intensity and direction should be considered. The intensity, for example, may be varied, either increased or decreased, to change the mood in the rear yard area. (See submission

requirements) Accent lighting must be ground mounted and approved by Committee. All lighting sources (bulbs) must be white in tone projected.

### **FENCES/SCREENS/WALLS**

Site enclosure by ornamental fences and landscape planting is an essential part of the historic Key West site planning. The primary street frontage of each lot and parcel shall have a wood picket fence painted shipyard white system which permits an adult pedestrian to view the front of the yard or site. Front fences shall be a minimum of three (3) feet and no higher than four (4) feet in height.

Side yards of lots may be screened with wood fence enclosures. Side yard and rear yard fences shall not exceed SIX (6) feet in height. Fences of rear yards on the butterfly garden and pool shall not exceed FOUR (4) feet in height. (NOTE: Special lots with exception to 9'-0" height per ordinance 04-02)

Manufactured fence material may be considered upon submission of samples. Cellular PVC is an approved material. A current list of suppliers/brands is available from the Management Office. Vinyl/hardened vinyl fences are not permitted.

All fences must be painted Shipyard White, regardless of material. Any modification in design or material to a fence must be approved by the Committee. All fences must be well maintained and washed at regular intervals, and re-surfaced or replaced if there is any evidence of peeling, fading or discoloration.

### **ARBORS/TRELLISES/GAZEBOS**

The use of wood arbors, trellises planted with vines as screens, parts of gates, and general site fixtures is encouraged for rear yards and front entrances. Architecturally consistent tool sheds, not to exceed 8 feet in height, shall be permitted with prior approval. Metal sheds are prohibited. Rubbermaid sheds may be permitted when they are contained in an enclosure of six foot fencing and lattice, the fencing/lattice area must be planted with vines as screens so that the area is unobtrusive to the adjoining units. The location and design of any Arbor/Trellis/Gazebo/Shed or fenced in storage-gardening area must be approved by the committee.

### **SWIMMING POOLS & SPAS**

Swimming pools shall be sited to be out of view and screened from the adjacent street or golf course. Hot tubs or spas may be placed above ground with landscaping adequate to screen the spa from the adjacent units. No pools or spas will be allowed in front yards. Approved pools and spas may be conditional upon construction of pavilions or other enclosures as required by the Design Committee to protect pool or spa users from dangers caused by errantly hit golf balls. Pool house structures may not be configured to be living units. All pool and spa installations are subject to City of Key West permitting requirements. Sites restricted by ordinance for use of additional space along golf course are part of this guideline.

### **MECHANICAL EQUIPMENT**

All mechanical equipment: (air conditioner compressors, tanks, electrical meter, pool equipment, spa equipment, etc.) shall be screened from view from streets and adjacent properties by fences, arbors or shrubs. Window air conditioner units and through-the-wall air conditioner units are prohibited.

### **TRASH RECEPTACLES**

All trash receptacles, provided by the City's waste hauler, shall be stored in side yards and shall be screened from view by use of fences, Such receptacles shall be covered and marked with the address of the unit.

### **REAR DECKS AND PATIOS**

Concrete, brick, wood or composite decking, and interlocking pavers with straight edges or butt jointed pavers are the approved materials for residential rear decks and patio areas. A list of approved paint colors and composite colors is available from the Management Office. Rear deck ceilings must be painted Shipyard Blue. This should be considered when choosing materials.

**HOLIDAY LIGHTS** – Committee approves the use of color lights at Christmas. Lights cannot be put up before Thanksgiving and must be taken down by January 7. ( I think this should be in Rule Book – not here).

All under building storage areas shall be screened with white lattice panels.

### **PROHIBITIONS**

The following site elements are expressly prohibited, except as installed or approved by the Association:

- Garages, carports, and driveways
- Wire, chain link, barbed wire, and aluminum fencing.
- Mailboxes
- Antennas
- Satellite dishes in excess of one meter (placement of all dishes require prior approval)
- Clothes lines
- Domed skylights

## VII. LANDSCAPE REQUIREMENTS

The provisions of this section are intended to promote and maintain the aesthetic character of Key West Golf Club and to provide for the preservation of the vegetation existing within Key West Golf Club. This section shall not be construed as to prohibit the use of creative design in landscaping. The plans must also meet the requirements of the City of Key West Landscape Ordinance.

### **EXISTING VEGETATION PRESERVATION**

The Owner shall preserve existing indigenous vegetation and trees on each site and site plans shall reflect this effort. Appropriate procedures consistent with the best practices of tree preservation must be employed at each site. Removal or transplanting of any trees must have the approval of the City of Key West Tree Commission. All Melaleuca, Australian Pines, Brazilian Pepper, and Leatherleaf, which are extremely invasive exotic plants, must be removed and must not be allowed to reestablish.

### **GROUND COVER**

All portions of each site which are not devoted to building, paving, or special landscape features shall have complete plant ground coverage. Mulch shall not be utilized except as incidental to formal planting beds.. Concrete, brick, keystone, interlocking pavers with straight edges or butt jointed pavers and wood or composite deck patios are also permitted in approved colors, provided a perimeter planting area no less than three feet in width is maintained. Bare earth areas are prohibited.

### **YARD LANDSCAPING**

Every yard shall be completely landscaped.

Every yard shall have a hard surface front walk connecting the stairs to the sidewalk. The surface shall be concrete, brick, interlocking pavers with straight edges or butt jointed pavers or wood deck. All other walks within the yards shall be of these surfaces.

The front yards shall include densely planted foundation flower beds, perimeter plantings, one large tree/palm and one smaller tree/palm. Rear yards shall also include one large tree/palm and one smaller tree/palm plus densely planted perimeter planting beds. See below and the landscaping examples in the appendix for minimum tree/palm heights and calipers and minimum planting quantities. The amounts shown are minimum and larger amounts will be required for larger yards.

All other areas shall be covered by either 1) patios or walkways consisting of concrete, brick, interlocking pavers with straight edges or butt jointed pavers, or wood deck; 2) living plant ground cover; 3) formal planting beds in which mulch is used only incidentally; or 4) sod.

In the case of narrow side yards where sod does not thrive, living ground cover and butt jointed pavers are recommended. Wider side yards may require trees.

All yards shall include underground irrigation systems that adequately water all landscaping. See the separate section below on irrigation for more detail. In the case of full-time resident owners or long-term tenants, the owner may apply for an exemption from this requirement based on the representation that the owner or long term resident will water the yards. An exemption is also available in the event of a contract with a yard service that includes regular watering. However, if for any reason the yards are not adequately watered thereafter, the HOA shall immediately revoke the exemption.

For the purposes of determining the minimum landscape requirements at the building perimeter, a five (5) foot zone is hereby created around each unit constructed within Key West Golf Club. This zone is considered to exist around all projections of the building including screened service yards. Approved projections over ten (10) feet above finished grade such as balconies and roof overhangs will be included in establishing this zone.

The minimum building perimeter planting requirements consist of fifty percent (50%) of the area contained in this zone. One (1) tree shall be provided for each one hundred square feet or the majority portion thereof contained in the landscape area may be grassed; the balance is to be landscaped in shrubs and ground covers.

The distribution of the landscape area shall be at the discretion of the Owner; however, the majority shall be located along building frontages facing public road right-of-way. The minimum required landscaped area may be located outside the zone provided that such required building perimeter landscaping shall be located between the building and limit of the parking lot.

## **LAWNS**

All lawns shall be St. Augustine which may be installed by sodding. The term "sodding" shall be construed to mean the application of a solid cover of sod upon the surface specified except where the landscape plan calls for an acceptable ground cover. Solid sod shall be used in swales or other areas subject to erosion.

## **GROUND COVER PLANTS**

Ground cover plants are encouraged and may be used in lieu of grass and shall be planted in such a manner as to present a finished appearance and substantially complete coverage within six (6) months after planting.

## **TREES**

Large trees shall be of a species attaining an average natural spread of crown greater than twenty-four (24) feet and trunks which can be maintained in a clean condition and with more than seven (7) feet of clear trunk. Trees having an average natural spread of crown of less than twenty-four (24) feet may be substituted by a grouping that shall meet the spread requirements. Ornamental trees shall be of a species attaining an average natural spread of crown greater than twelve (12) feet. Owner must maintain 8'0" clearance over walks. Fruits may not fall on public walkways. Coconuts are to be removed from June through

September (Hurricane Season).

### **VINES**

Vines shall be a minimum of thirty (30) inches in height immediately upon planting and staked when used against walls, post or banisters.

### **SHRUBS**

Shrubs shall be utilized for screening purposes herein defined and shall be not less than thirty-six (36) inches in height at time of planting and shall not be planted more than thirty (30) inches on center and shall be maintained to form a continuous, opaque visual screen. Materials selected shall attain a minimum four (4) feet height within one (1) year after planting and be capable of forming a closed hedge at six (6) feet in height. Shrubs may be used to screen yard areas. Combined planting and screen walk may be used at the discretion of the landscape architect and with approval of the Committee. All hedges should be designed to reach six (6) feet in height with taller intermittent plantings.

### **BERMS**

Landscape berms which are sodded or planted at the time of construction shall be permitted. Where berms are used they shall be at least three (3) feet in height with additional landscaping at least one (1) foot in height.

### **VIOLATIONS**

Failure to properly maintain all landscape material and to promptly remove and replace any dead landscape material shall constitute a violation of the Declaration. Further, once a landscape plan has been approved by the Architectural Control Committee for a particular site, the Owner shall develop and maintain the site in strict accordance with the approved landscape plan. Upon approval by the Committee of the landscape plan and the construction plan, the Owner may not change or modify the plan or the site landscaping installed pursuant to such approved plan without the expressed, prior written approval of the Committee. See the provisions in Sec. III, Special Provisions, Maintenance for the procedures to be followed in the event of violations

### **IRRIGATION**

The Owner, unless exempt under the provisions of Yard Landscaping above, shall install, maintain, and properly utilize an automatically controlled landscape irrigation system for each site. Irrigation installation or repairs shall be performed by a contractor engaged full time in the installation of automatic underground irrigation systems. Such irrigation system shall be designed to conserve water and apply water in amounts appropriate to the plants and season. Irrigation devices shall not be installed above finish grade within roadside and pedestrian areas and adjacent roadway rights-of-way in such a manner as to be hazardous to pedestrian traffic. The system shall be designed and maintained so as to keep off-site walks and roads dry.

### **LIMITATIONS**

All landscape materials shall be planted in a manner which will not impede or create a hazard for vehicular or pedestrian traffic.

### **EXEMPTIONS**

The Association is authorized to grant common sense exemptions when the intent of these Guidelines may be better served by alternate methods. All such exemptions shall be based on unique conditions of the yards in question. An owner whose request for exemption is denied by the Association may appeal to the Architectural Review Committee which shall make a final decision based on its sole good faith discretion.



EXHIBIT ONE

CONSTRUCTION AGREEMENT

(GENERAL)

The Agreement made this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_  
among \_\_\_\_\_ ("Owner"), residing at

\_\_\_\_\_

and \_\_\_\_\_

not individually, but as members of the Board of Directors of the Key West Golf Club Home  
Owners Association (the "Association"),

and \_\_\_\_\_,

not individually, but as members of the Architectural Control Committee of the Key West Golf  
Club.

WITNESSETH:

WHEREAS, Owner is the Owner of \_\_\_\_ at the Key West Golf Club (the "Parcel") and has  
submitted plans to the ACC for approval of construction of improvements (the "Proposed  
Improvements") on the Parcel in accordance with the Design Review Guidelines; and

WHEREAS, Owner desires to commence construction of the Proposed Improvements and  
the ACC desires to give such approval and to issue a Design Review Permit.

NOW THEREFORE, in consideration of the mutual covenants and agreements contained  
herein, the parties agree as follows:

1. Owner acknowledges receipt of a copy of the Design Review Guidelines and  
Design Review Permit issued by the ACC and agrees to be bound by the  
conditions, if any, stated in the Design Review Permit.
2. Owner acknowledges that it is Owner's responsibility to supervise  
contractors, subcontractors, material men and all other parties involved in

the construction of the Proposed Improvements. Owner acknowledges that any damage caused and the repair of same to the common areas or facilities of the Key West Golf Club including the roads, drainage ditches, trees, water, sewer and other utility pipes and facilities, is the responsibility of Owner, and Owner hereby indemnifies and holds harmless the Association and the ACC against all loss, costs and expenses, including reasonable attorneys' fees, in connection with repairing any damage caused by any construction improvements for Owner, regardless of whether or not such damage was caused by the negligence of any such party, it being the intent thereof that Owner shall be strictly liable to repair any such damage, without regard to fault.

3. In the event of any damage to any of the common areas or facilities of the Key West Golf Club, the Association shall notify Owner of the existence of such damage and of the need for repairs. If Owner does not commence repairs within 10 days and diligently prosecute such repairs to completion thereafter, the Association is authorized to make such repairs for the account of Owner. Furthermore, Owner shall be liable for all consequential damage proximately caused by such damage to the common areas and facilities.
4. All construction of the Proposed Improvements shall be done strictly in accordance with the plans and specifications previously approved by the Committee, and any change shall require advance approval by the ACC before any work is commenced in accordance with the such changed plans and specifications. Furthermore, all construction must commence within sixty (60) days of the approvals from ACC of final plans and the completion of said construction must be finalized within the time period set forth in the Declaration of Covenants, Restrictions, and Easements for the Key West Golf Club.

5. Any violation by Owner of the provisions of this Agreement shall constitute a default under the Declaration of Covenants, Restrictions, and Easements of the Key West Golf Club and shall provide to the Association all of the enforcement remedies given to the Association upon the default of Owner set forth in said Declaration.

(Signatures next page)

IN WITNESS WHEREOF, the parties have executed this Agreement on the date first above written.

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Key West Golf Club

Home Owners Association

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Owner

Board of Directors

Architectural Control Committee

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EXHIBIT TWO

Post in visible manner on the construction site  
next to the City of Key West Building Permit

DESIGN BUILDING PERMIT

**KEY WEST GOLF CLUB, KEY WEST, FLORIDA**

Unit #: \_\_\_\_\_

Street Address: \_\_\_\_\_

Owner: \_\_\_\_\_

Owner Address: \_\_\_\_\_

Conditions: \_\_\_\_\_

Committee Approval: \_\_\_\_\_

**PROHIBITED TIMES OF CONSTRUCTION: 6:30 PM THROUGH 8:00 AM**

**PROHIBITED DAYS OF CONSTRUCTION: MAJOR HOLIDAYS**

**SATURDAY/SUNDAY CONSTRUCTION: REQUIRES PRIOR APPROVAL FROM THE HOA OFFICE**

**OWNER TO INSURE: CONTRACTOR SHALL PROVIDE SECURED CONSTRUCTION SITE, CONSTRUCTION VEHICLE PARKING IN AREA DESIGNATED BY HOA; 48-HOUR NOTIFICATION PRIOR TO HEAVY EQUIPMENT ACTIVITY (I.e. AUGER HOLES; PUMP TRUCKS, ETC.); NIGHTLY CLEAN UP OF CONSTRUCTION SITE; STORM TIE DOWN.**

**SHOULD ANY ISSUES ARISE CONCERNING ANY CONSTRUCTION ISSUE OR INTERACTION BETWEEN CONTRACTOR RESIDENTS OR STAFF, THE CONTRACTOR SHALL IMMEDIATELY CONTACT THE OFFICE OF THE HOMEOWNER'S ASSOCIATION, WHICH OFFICE SHALL ACT AS THE LIAISON BETWEEN THE OWNER AND**

**CONTRACTOR.**

**THE OWNER RECOGNIZES THAT THE INTEREST OF THE HOMEOWNERS ASSOCIATION IS PARAMOUNT AND WILL ENDEAVOR IN ALL RESPECTS TO FULLY COOPERATE AND ASSIST IN AN ORDERLY AND DILIGENT CONSTRUCTION PROCESS SO AS TO LEAST DISRUPT ANY OF THE PARTIES.**