

Design Review Guidelines



**For Lake Ashton Homeowners
(Lake Wales)**

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Lake Ashton HOA – Design Review Guidelines

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Introduction

When we purchased our homes in Lake Ashton, the curb appeal of the homes in our community was one of the key factors we all considered. Communities with fantastic curb appeal have consistently the highest resale value and are better places in which to live. Builders recognize this value and make the obligation to maintain the appearance of the community a part of the obligations of each purchaser. In the case of Lake Ashton, each homeowner becomes a party to a document called the Master Declaration of Covenants, Conditions and Restrictions (the "CC&Rs"). Every homeowner receives a copy of this when they purchase a home in Lake Ashton. A major portion of the CC&Rs is devoted to rules governing the exterior appearance of our homes.

The CC&Rs provide that a Homeowners Association (the "HOA") be established to carry out the requirements of the CC&Rs once the builder is no longer in the picture. Here in Lake Ashton, our HOA's primary responsibility is to ensure that Lake Ashton remains a beautiful place to live. The CC&Rs require that the HOA establish an Architectural Review Committee (the "ARC") to assist homeowners in maintaining and beautifying their property consistent with Lake Ashton's community standards. Over the years, the ARC has established these "Guidelines" to help clarify those standards. These Guidelines are not intended to be overly restrictive or burdensome but rather to give the Homeowner a well-thought-through framework within which to work and eliminate unnecessary stress. An ARC Request form is the basic tool used to implement the Guidelines.

Fundamentals

The basic rule is that work done on a property or to the exterior of a home that is not simply for maintenance or repair, needs to be cleared by submitting an ARC Request. Simply put, if the appearance of the property will be changed - no matter how minor - an ARC Request is needed. For example, changing the color of the front door needs an ARC Request. Repainting the front door the same existing color does not. Another example, repairing some wind damaged roof shingles with exactly the same type, style and color of replacement shingles does not require an ARC Request. Replacing a large section of roof shingles requires an ARC approval. There are some items which do not require an ARC request *as long as the item conforms with the Guidelines*. Those items are noted in these Guidelines. **When in doubt, please submit an ARC Request.**

Submitting an ARC Request Form

Homeowners are asked to submit their ARC Requests online at arc.lakeashtonhoa.org, using their computer, tablet or phone and follow the directions. Homeowners without Internet access, without an appropriate device or otherwise needing assistance should contact any ARC Representative or HOA Board member for help. This online process is intended to be as painless and non-intrusive as possible and Homeowners are encouraged to suggest improvements.

Please Check the Guidelines

Homeowners are cautioned to validate their ARC Request in terms of these Guidelines and not to assume that their request is valid simply because a similar situation already exists within Lake Ashton. The Guidelines have evolved over time as we learn more, identify safety and other issues, and consider Homeowner input and desires. Something that may have been acceptable in the past, may no longer meet the needs of our community. See "Grandfathering," below. In other cases, the Guidelines may not be perfectly clear. If there are questions or you think your situation might be unique, please add as much clarifying information as possible with your ARC Request.

Building Permits

Besides following these Guidelines, it is the Homeowner's responsibility to ensure that all work meets the regulations and permit requirements of the City of Lake Wales. If uncertain whether the City of Lake Wales requires a building permit, the homeowner should contact the Department of Permits and Inspections or visit the City of Lake Wales website at lakewalesfl.gov. Generally, a building permit is required for any change that may impact the structural integrity of the Living Unit, such as; electrical and HVAC systems, and modifications to the driveway at the street. Since the City revises permit regulations from time to time, be safe and contact the City to find out if your project requires a permit.

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The Approval Process

Assuming the information in the request is complete and meets the Guidelines, preliminary approval usually happens within 2 days. In Florida, there is a mandatory 48 hour waiting period following request submission before final approval can be granted and you can begin work.

You will be notified of progress on your ARC Request by email. Those who do not have email service will be notified by an ARC Representative. You can login at any time at arc.lakeashtonhoa.org to see the status of your ARC Request. You should keep a copy of your approval for your records.

A very small number of ARC Requests may require discussion by the ARC Committee at an open public meeting. These typically occur when a Homeowner is asking for something that is not well covered by the Guidelines or when the Homeowner is asking for an exception to the rules. Those meetings are held monthly and publicly noticed at least 48 hours before.

Emergency Situations

If you are in a **true** emergency situation - for example, your air conditioner fails during a summer heat wave or you have an unexpected roof breach due to high wind - please have the emergency repair initiated as soon as possible. Please file your ARC Request as soon as possible and note the situation in the request. Be advised, that the city building permit requirement may not be waived, even in an emergency. However, reputable contractors will manage this for you.

What If My ARC Request is Turned Down?

We understand that there will be situations where a Homeowner may feel that their request was improperly turned down. For example, their situation may truly be unique and the Guidelines may be in conflict. Any Homeowner who feels that their ARC Request has been inappropriately denied may appeal that decision within 30 days to the HOA Board which will make a determination as to the approval or denial of the Request. The HOA Board wants to hear these appeals so that it can consider whether to modify the Guidelines or otherwise better serve the needs of the Homeowners.

After Approval

Once your ARC Request is approved, you may begin work. When your work is finished, please login to your original ARC Request and indicate that the work is completed. The ARC Compliance Team will use that as a trigger to verify that the completed work is in line with your ARC Request and will let you know if there are any issues that should be addressed. Your contractors will want to know this as soon as possible.

Other Information

Any Homeowner can log in at any time and view all of the active ARC Requests (except for information limited by Privacy laws). Homeowners may comment on those requests if they so desire and those comments will be considered by the ARC. All comments become part of the permanent record.

How Will I Know If Something is Wrong?

We understand that repair and maintenance issues can creep up on us. It's easy to miss little things when you pass them every day. Yet sometimes those little things can detract significantly from curb appeal. To help with this, the ARC Compliance group regularly tours our neighborhoods and makes notes of any issues needing attention or not meeting the current Guidelines. Homeowners are then notified and asked to make any needed changes or repairs as soon as possible. Homeowners are also encouraged to notify the HOA of any issues they see by email to compliance@lakeashtonhoa.org.

Grandfathering

Times change and the Guidelines evolve as the needs of Lake Ashton change. Elements that met the Guidelines in the past may no longer be acceptable. The HOA Board has established this rule for these situations:

Any element not conforming to the requirements of the Guidelines which was erected or constructed with an approved ARC Request or which has been in existence for more than 12 months with no complaints or proper notice of non-compliance is granted a variance allowing it to remain as is until such time as the element is modified or repaired. For example, a Living Unit currently painted an unapproved color may remain so until it is repainted. For further example, a landscaping bed with a currently unapproved style or

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color of edging may remain so until the shape or size of the landscaping bed is changed or the currently non-conforming edging is in need of repair at which time the edging must be brought into conformance.

Such variance and the obligations thereunder shall survive the sale or transfer of the Property. At such time as the Homeowner sells or transfers the Property and prior to closing, the Homeowner is required to notify the buyer or transferee in writing of the existence of the variance and the obligations of the buyer or transferee thereunder.

Please Let Us Know

We want this process to be as simple and accommodative as possible. Please let the HOA know how it can be improved.

Definitions

The Definitions set forth in the Master Declaration of Covenants and Restrictions for Lake Ashton Golf Club (the "CC&Rs") as amended and restated are incorporated herein as if set down in this place.

Area Measurements such as square feet shall be as measured by an enclosing rectangle or circle as it interacts with the plane upon which it will be placed or installed.

A **Door Pad** is an exterior hard surfaced (for example, built of concrete) area not exceeding four feet by four feet and immediately adjacent to an exterior door.

Exterior Walls are any concrete block and stucco walls, and walls covered with vinyl or other siding materials, that are exposed to the elements including those within any screened or unscreened Lanai or within any courtyard, that are Publicly Visible.

A **Flower Pot** is a container which is visible above ground in which to grow and display living plants.

Front of the Living Unit is defined as the side of the house that contains the main entrance and house number of the Living Unit.

Front Yard is the yard across the full width of the plot facing the street extending from the front line of the building to the front property line.

Guidelines mean the various rules and provisions contained in this document.

Height is the measurement from ground level to the top of the item being measured unless the context of use differs.

Main Color means the paint color of the Exterior Walls.

A **Name Plaque** is a flat plate or tablet of metal, stone, tile, porcelain, plastic or wood, not larger than 144 square inches, that may include an inscription of a homeowner's name and house number. Lettering on Name Plaques may not exceed 5 inches in height.

A **Patio** is any exterior hard-surfaced, ground-level area that is not a driveway, walkway, or door pad.

Paver means a concrete paving stone identical to the TriCircle Pavers Euro two-piece in Redwood Coconut Charcoal color.

Publicly Visible means easily and readily seen by a casual observer with the naked eye from any street or public area, or Common Area such as a golf course or cart path.

Rear Yard - The yard across the full width of the plot opposite the front yard and extending from the rear line of the building to the rear property line.

Setbacks are the minimum distance that a structure shall be placed from a property line.

Side Yard - The area between the sideline of the building and the adjacent side property line, extending from the front yard to the rear yard.

Trim Color is the paint color used on the trim elements of Exterior Walls and is 25% strength of the Main Color (three parts white to one part Main Color).

Yard Art is any non-living, non-growing item or object in, on, or above ground and located outside of the Living Unit on the Lot.

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1. Adornments

All adornments may in no way suggest or represent lewd, immoral, obscene, or political characteristics.

1.1. Bird Feeders /Birdhouses

Bird feeders or bird houses shall not be located in the Front Yard, shall not exceed two cubic feet each, must be at least six feet and less than 25 feet above ground at the bottom. There shall be no more than two bird feeders and/or birdhouses on a Lot. ARC approval is required for this category.

1.2. Flower Pots

Flowerpots are generally not considered Yard Art. However, if a Flower Pot is part of a figurine, statue, sculpture or animal, it is considered Yard Art and must comply with the requirements for Yard Art. Such Flower Pots are to be included in the overall count of Flower Pots.

A flowerpot shall be no larger than three feet in diameter and no taller than four feet. There shall be no more than nine flowerpots in the Front Yard. The total number of Publicly Visible Flower Pots shall not exceed 20 on a Lot. Flowerpots containing dead plants shall be immediately removed from the yard. No artificial flowers are permitted. ARC approval is NOT required as long as the proposed item conforms to this Guideline.

1.3. Trellises and Arbors

Trellises and arbors shall be constructed of metal, plastic or treated wood only. A sketch or picture must be submitted with the Architectural Change Request. If the purpose of the trellises is to screen outside equipment, some type of plant foliage must be part of the plan and must achieve the required coverage within one year. Trellises and arbors may be up to five feet wide, two feet deep and eight feet high. The color of trellises and arbors shall be the Trim Color, white, black, dark green, or bronze. No more than a combined total of four trellises and/or arbors are allowed on a Lot. *ARC Approval is required for Trellises and Arbors.*

1.4. Green Walls

Vegetation growing on or against a vertical surface, including green walls (also known as plant walls, living walls or vertical gardens) is permitted but must be kept well-manicured, in healthy condition and free of dead or diseased areas. *ARC approval is required for this category.*

1.5. Wall Art

Wall art is any non-living, non-growing item, object or collage attached to an exterior wall. Wall art shall not be included in yard art. Each Publicly Visible Wall Art is limited to eight individual elements within a sixteen square feet area. No more than two Publicly Visible walls may display Wall Art. *ARC approval is NOT required as long as the proposed item conforms to this Guideline.*

1.6. Decorative Stones, Rocks and Boulders

Natural or synthetic rocks or boulders larger than 1.5 cubic feet OR not easily movable by hand ("Large Rocks") require ARC approval. Large Rocks greater than sixteen cubic feet or three feet in any one dimension are not permitted. For safety reasons, Large Rocks may not be within seven feet of the street edge. A maximum of two Large Rocks is permitted in the Front Yard. A maximum of five large rocks is permitted on the Lot.

Natural or synthetic rocks or boulders smaller than 1.5 cubic feet AND easily movable by hand ("Small Rocks") do not require ARC approval if located within a landscaping bed.

Small stones less than 6 inches in any dimension and easily movable by hand ("Stones") do not require ARC approval. Such Stones, even if painted or otherwise decorated, are not considered Yard Art.

Piles of Stones having a total volume of more than 0.2 cubic feet are considered a Small Rock; Piles of Stones and/or Small Rocks having a total volume of 1.5 cubic feet or more are considered Large Rocks. *ARC approval is NOT required as long as the proposed item conforms to this Guideline.*

1.7. Water Features

Water Features, such as fountains, ponds, waterfalls etc. are limited to a total of three on any Lot.

Fountains shall not exceed more than four feet in Height and shall not exceed more than four feet in diameter. Ponds and waterfalls shall not exceed 64 square feet in area or four feet in Height. Water Features must always be kept clean and flowing. When Water Features are not in operation, they must be drained. No standing water is permitted in any Water Feature.

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Birdbaths are permitted and included in the total count of Water Features. The bowl of a bird bath shall be no larger than 30 inches in diameter and must be kept clean and free of any algae or debris, and refilled every two days to prevent mosquito growth. *ARC approval is required for any Water Features.*

1.8. Window Boxes

Window boxes shall not exceed a depth of eight inches, a height of eight inches, or the width of the window adjoining the window box by more than three inches on each side. Window Boxes shall be constructed of metal or plastic only and shall be the Trim Color, white, black, dark green, or bronze. *ARC approval is required for any proposed Window Boxes.*

1.9. Yard Art

Yard art is defined as any non-living, non-growing item or object in, on, or above ground and located outside the Living Unit.

Yard art items are limited to five in the Front Yard, five in the Rear Yard, and five in each Side Yard.

Statues and figurines are considered yard art and shall be no more than four feet in height. Yard art must be no larger than twenty inches in a horizontal diameter at the widest point as displayed. Yard art taller than twelve inches must be at least seven feet from the street curb.

Art that contains a simple greeting such as "Welcome" is considered Yard Art and not a Sign.

Outdoor furniture located on any patio, pool or entryway area is not considered Yard Art. Other outdoor furniture is considered Yard Art and is limited to three Publicly Visible pieces. Wood outdoor furniture is not permitted in landscaped areas. *ARC approval is NOT required as long as the proposed item conforms to this Guideline.*

1.10. Garden Flags

Garden Flags are considered Yard Art, not a Sign, Flag or Banner, and shall be no larger than 18 inches by 12 inches and can only be displayed in a landscape bed. A maximum of two in the Front Yard, two in the Rear Yard, and two on each Side Yard are permitted. *ARC approval is NOT required as long as the proposed item conforms to this Guideline.*

1.11. Shepherd Hooks

Shepherd Hooks are considered Yard Art. A maximum of two are allowed in the Front Yard with a maximum height of six feet. *ARC approval is NOT required as long as the proposed item conforms to this Guideline.*

1.12. Overall Count Limitation

The item-specific limitations notwithstanding, the overall count of Publicly Visible Garden Flags, Shepherd Hooks, Pieces of Outdoor Furniture, Yard Art, Decorative Rocks and Boulders, Water Features, Bird Feeders and Birdhouses shall not exceed nine in the Front Yard and not exceed fifteen on the entire Lot.

1.13. Holiday Decorations

Except for Winter Holiday Displays, lighted and unlighted holiday decorations and associated sound-generating equipment may be active no more than two weeks prior and one week after the date of the holiday. Examples include, but are not limited to: Valentine's Day, Easter, Memorial Day, Independence Day, Labor Day, and Halloween.

Winter Holiday Displays and lights may be illuminated starting Thanksgiving week and must be removed no later than January 15th.

Lighted decorations and displays and sound levels must not create a nuisance. Sound shall not be active between 11PM and 9AM. *ARC approval is NOT required as long as the proposed decorations conform to this Guideline.*

1.14. Garage Door Ornaments

Garage door ornaments are allowed on both car and golf cart garages and are limited to magnetic stick-ons designed to emulate hinges and door handles and must be black in color. One set of four hinges and two door handles per door are allowed with two hinges at each side edge and door handles centrally located. Hinges must be placed adjacent to the joints of the top two panels and bottom two panels of the door. Hinges may be up to seventeen inches long and three inches wide; handles may be up to twelve inches long, three inches wide and one inch high. *ARC approval is required for this category.*

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2. Awnings

2.1. Door and Window Awnings

Except as described in the following related categories, awnings are permitted over windows and doors only.

All awnings must be canvas or fabric and be one of the following solid colors: black, brown, tan, beige, ivory, dark green, or the Main Color. Awning edge trim/valance is permitted and shall not exceed ten inches in width. Approved awning trim/valance colors are white, black, brown, tan, beige, ivory, dark green or gray. All awnings on a house must be of the same color and trim/valance style. Awnings may not extend beyond the property line. Water runoff from any awnings must not flow onto another property. The requirements of this paragraph are the "**Awning Parameters**".

ARC approval is required for Door and Window Awnings.

2.2. Golf Cart Awnings

One Golf Cart Awning is permitted on the exterior wall that faces the side property line. Maximum awning size is fifteen feet long by five feet wide and set back from the Front of the Living Unit by at least twelve inches. The area beneath a Golf Cart Awning must be finished with Pavers. The Awning Parameters apply to Golf Cart Awnings.

ARC approval is required for Golf Cart Awnings.

2.3. Patio Awnings

Fixed or retractable "Patio Awnings" on the back of the house are permitted and may extend up to 12 feet from the wall. The Awning Parameters apply to Patio Awnings. *ARC approval is required for Patio Awnings.*

3. Driveways/Door Pads/Patios/Walkways

Except as noted below, all Publicly Visible driveways, exterior patios, and walkways shall be made of Pavers.

Exterior patios and walkways in the rear of the Living Unit shall be constructed of Pavers, flagstone, or tile. Stepping-stones are not permitted. Front door pads must be constructed using Pavers or paving bricks of similar color to Pavers. Door pads in the rear and side may be constructed of concrete. Floors in Patios or Lanais fully enclosed by a screened cage may be of any suitable material.

Driveways, door pads, exterior patios, and walkways must be kept clean and free of dirt, rust, oil, stains and vegetation. Barriers at driveway entrances, including but not limited to flowerpots, are not permitted. *ARC approval is required for new or modified Driveways, Door Pads, Patios and Walkways.*

A matte-finish clear sealant may be applied to the pavers. No painting, tinting, recoloring or staining is permitted. *An ARC request is NOT required for sealing as long as the proposed sealant conforms to this Guideline.*

4. Enclosures and Screens

Screen enclosure frames of any description for front entryways shall be bronze, black or white in color. White frames are allowed on the front entry only. Screen enclosures frames for pools or patios shall be bronze or black in color and shall be set back at least five feet from any property line.

Solid roofed enclosures must be at least 15 feet from the rear property line and five feet from each of the side property lines. Solid roofs over lanai, patios, and/or pool areas must comply with the requirements set forth in the "Roofing" section. *ARC approval is required for the installation of Enclosures and Screens.*

4.1. Garage and Entry Door Screen Ornamentation

The total area covered by magnetic, stick-on and/or painted Screen Ornaments is limited to one square foot on Garage Door Screens and one-half square foot on entry Door Screens. The total number of Screen Ornaments is limited to six on any Garage Door Screen and three on any Entry Door Screens. Screen Ornaments must not convey a written or implied message. *ARC approval is NOT required as long as the proposed item conforms to this Guideline.*

4.2. Garage Door Screens and Door Rollup Screens

Garage Door Screens of roll-up, tilt-up, or sliding configuration and Entry Door Rollup Screens shall be white, tan, beige, ivory, brown, or black.

The frames of such Garage Door screens or Entry Door Rollup Screens frames may be white, tan, beige, ivory, brown, black, the Trim Color or the Main Color.

ARC approval is required for the installation of Garage Door Screens or Entry Door Screens.

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5. Flagpoles and Flags

5.1. Flagpoles

A homeowner may erect one free-standing flagpole no more than 25 feet high and with a diameter of no more than six inches on any portion of the Lot that does not pose a safety hazard. The homeowner may display in a respectful manner from that flagpole, one official United States flag, not larger than four and one-half feet by six feet and may additionally display one official flag of the State of Florida or the United States Armed Forces, or a POW-MIA flag ("**Approved Flags**"). Additional flags must be equal in size to or smaller than the United States flag. No other flags may be displayed on the flagpole.

One wall-mounted flag holder is permitted on which only one Approved Flag may be displayed. Wall-mounted flags shall be no larger than three feet by five feet. *ARC approval is NOT required as long as the proposed item conforms to this Guideline.*

5.2. Banners

For the purpose of these Guidelines, a Banner is defined as something larger than eighteen inches by twelve inches resembling a flag but not the flag of the United States, the flag of one of the United States armed forces, the United States Prisoner of War Flag, or the flag of any Sovereign Nation.

Publicly Visible Banners are not permitted. This includes Banners in windows, lanais and screened enclosures. Banners are permitted in garages provided that the garage door is kept closed whenever the resident is not physically present outside. *ARC approval is NOT required as long as the proposed item conforms to this Guideline.*

6. Mailboxes

6.1. Mailbox Maintenance and Repair

Lot owners are responsible for the maintenance and appearance of their mailboxes. If a mailbox is damaged in any way or must be replaced, it shall only be replaced with an approved unit.

Approved Mailboxes:

1. Creative Mailbox Design SB33/DB29/M-10/3x65 Fluted Red Flag/Metallic Gold. This is the mailbox originally installed by the builder.
2. Imperial Mailbox Solutions configurations CS D2-8007K (Single) and CS TD2-8007K (Twin). This is an approved substitute. It is available from B&F Lawn and Landscaping.

If you intend to relocate your mailbox, you must obtain the written approval of the new location from the Lake Wales Postmaster. See Appendix C for mailbox vendor information.

ARC approval is required for mailbox replacement or relocation. Please include a copy of the Postmaster's approval if you are relocating the mailbox.

6.2. Mailbox Decoration

Winter Holiday Display items such as covers, ribbons, and other adornments on mailboxes are allowed consistent with the rule for Holiday Decorations. Other mailbox decorations may only be displayed as authorized by the HOA. *ARC approval is NOT required as long as the proposed item conforms to this Guideline.*

7. Signage

7.1. House Numbers/Name Plaques

House numbers are required and must be visible from the street in front of the Living Unit. The characters shall not exceed four digits and be no larger than five inches in height. House numbers must be affixed to the front of the Living Unit. Name plaques must be affixed to the front of the Living Unit or located in a landscaping bed. *An ARC request is NOT required as long as the proposed item conforms to this Guideline.*

7.2. Signs

Publicly Visible signs are not permitted except for home-security signs. This includes Signs in windows, lanais and screened enclosures. Name Plaques are not considered signs and are permitted as described below. Home-security signs may be displayed in a landscape bed no more than ten feet from any entry. Such signs are limited to no more than one at each entry door and they can be no larger than ten inches by ten inches in size.

Window security stickers are limited to one window at front and back of the home and they can be no larger than five inches by two inches. *ARC approval is NOT required as long as the proposed item conforms to this Guideline.*

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8. Living Unit Exterior

Except as noted in these Guidelines, any change to the color, shape, footprint, or external appearance of the Living Unit, in any manner, must have ARC approval prior to implementation of such change.

For clarity, the inside of any screened lanai or pool enclosure is considered to be interior space except for the walls which are considered Exterior Walls.

8.1. Paint

The exterior of the Living Unit shall be maintained in a finished, painted, and attractive condition and shall be clean and free of dirt, rust stains, and mildew. *All exterior painting must have ARC approval, prior to any painting.* Homeowners should be aware that sun fading and weathering may make it impossible to achieve an exact match when touching up a portion of a painted surface, necessitating repainting the entire section or house. Any painting resulting in a clearly visible difference in the color of any portion of the exterior will necessitate repainting the entire Living Unit.

The Main Color shall be selected from the Approved Paint Colors and Samples list, shown in Appendix A and also available from ARC representatives or the HOA office.

The Trim Color of the Living Unit are to be 25% strength of the Main Color (three parts white to one part Main Color). Front doors and decorative shutters shall be painted a color from the list of approved door and shutter colors, or the Main Color or Trim Color. All shutters on the Living Unit shall be the same color. Fascia and Soffits shall be white or bronze.

Garage doors and garage pedestrian doors must be painted the Main Color and be kept in a painted, attractive condition. Damaged doors shall be promptly repaired or replaced. Railings and Gates may be painted white, bronze, black, the Main Color or the Trim Color.

8.2. Roofing

Roofs of 4:12 pitch or greater (such as the roofs of Living Units as originally built in Lake Ashton) must be shingled. Roof shingles may be one of the Approved roofing materials listed in Appendix B. Alternate shingle roofing materials may be approved after review by the ARC.

Roofs less than 4:12 pitch, such as roofs typically used on screen-enclosed areas, may utilize shingles or a mineral-surfaced membrane roof system. Approved membrane roof materials are listed in Appendix B:

Flat roofs are not permitted. *Except for minor maintenance or repairs, ARC approval is required for any new or replacement roofing.*

8.3. Gutters/Downspouts

Gutters shall be six inch, seamless, K-style, or identical to the current gutters of the Living Unit, and be the same color as the fascia and soffit of the Living Unit. Super gutters that are part of a screen enclosure shall match the color of the screen enclosure framing.

Drainage downspouts shall be white, bronze, the Main Color or the Trim Color. Downspout “Rain Chains” are permitted and shall be white, copper, bronze, black, the Main Color or the Trim Color.

Drainage shall be directed so water flow is not toward neighboring properties. Ponds and wetlands are not considered neighboring properties. *ARC approval is required for the installation of Gutters and Downspouts.*

9. Windows and Shutters

9.1. Replacement Windows

Replacement windows shall be of the same style as currently installed, except that window grids are not required. The window frame color must match the current frame color or the color of the soffit and fascia. All window frames on the Living Unit must match in color. *ARC approval is required when replacing windows.*

9.2. Storm Windows

Storm windows are defined as framed clear panels and are attached to the outside of the window opening. They may be left up permanently. The storm window frame color must match the color of the window frame and be the same for all windows. *ARC approval is required when installing storm windows.*

9.3. Storm/Hurricane Shutters

Storm/Hurricane shutters of all types, excluding temporary shutters as described below, require ARC approval. All Shutters must be opened or removed at any time the Living Unit is occupied except during an active storm warning. Permanent hurricane shutters shall be either accordion, track or rollup style, shall be white, beige, bronze, the Main

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Color, or the Trim Color, and must meet current City of Lake Wales building code standards for hurricane shutters. Clear Lexan polycarbonate panels are also permitted. Temporary storm and hurricane shutters, defined as when any part of the shutter is not permanently attached to the building structure, such as unpainted plywood, or galvanized metal, can only be installed when an official local NOAA named storm/ hurricane warning is in effect. *These temporary storm/hurricane shutters do not require ARC approval but must be removed within 72 hours after the cancellation of said warning.*

9.4. Decorative Shutters

Decorative shutters must be of a style consistent with those installed by the builder on similar Living Units within Lake Ashton. All shutters on the Living Unit must be the same style and shall be painted a color from the list of approved door and shutter colors, or the Main Color or Trim Color. *ARC approval is required for the installation of Decorative Shutters.*

10. Outside Equipment

All outside equipment including, but not limited to, pool and spa equipment, water treatment equipment, and grills must be screened so as to not be Publicly Visible. Screening material shall be of living plant foliage and be maintained to a minimum dimension of six inches higher and six inches wider than the object being screened. Such foliage must achieve the required minimum dimensions within one growing season. Air conditioners do not require screening.

10.1. Propane Tanks

A maximum of two portable propane tanks of greater than 20 pounds capacity and up to 100 pounds capacity each may be placed outside provided that they are placed on a concrete pad and screened as described above. Propane tanks of greater than 100 pounds capacity are considered permanent tanks and must be buried. For safety, each portable tank must be securely anchored to the concrete mounting pad, to the exterior Living Unit walls or with ground anchors, to prevent dislodging and movement by high winds. *ARC approval is required for the placement and installation of Propane Tanks.*

Portable propane tanks of twenty pound capacity or less, as commonly used with gas grills and outdoor heaters, are exempt from this Guideline.

10.2. Rain Barrels/Compost Bins

Rain barrels/rain catchers must be in the Rear Yard and blend with the Living Unit and landscaping. Compost bins must be placed in the Rear Yard, fully enclosed and no larger than three feet by three feet by three feet and not within five feet of the lot line.

10.3. Clothesline Systems

Pursuant to Florida Statutes Section 163.04, Clothesline Systems are permitted. The purpose of this Guideline is to support the use of renewable energy sources while protecting the aesthetics of the community and ensuring the health and safety of the community in the event of a hurricane or other windstorm.

For purposes of this Guideline, Clothesline Systems include the following outdoor systems:

1. Pole-to-pole clotheslines
2. Fixed-head rotary clotheslines
3. Folding rotary clotheslines
4. Retractable clotheslines
5. Wall-mounted drying racks
6. Fold-down drying racks
7. Window-mountable clothing drying racks
8. Other systems designed for the outdoor drying of clothing

All materials shall meet or exceed applicable building codes in effect at the time of installation of the clothesline system. To the extent possible, without materially affecting system operation, exterior Clothesline Systems shall be located in the Rear Yard and shall not be Publicly Visible. No exterior Clothesline System shall be attached to trees, perimeter walls, fencing, or any other object not specifically designed for use as part of a Clothesline System.

In-ground mounts or supports (support poles) for the Clothesline System may be installed under the following conditions:

1. Ground-mounted supports must be removable and must be set to the depth recommended in the manufacturer's installation instructions
2. Prior to digging, Homeowner shall ensure compliance with F.S. Chapter 556, Underground Facility Damage Prevention and Safety.
3. Supports must be removed and stored out of sight when not in use.

No items are permitted to remain on a Clothesline System overnight. All items being dried must be removed by dusk.

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10.4. Utility Equipment

Screening of utility equipment (e.g., switchgear, telecommunications and cable pedestals, etc.) shall be in compliance with utility company requirements and not hamper or deny access to utility equipment by emergency personnel.

11. Air Conditioners/Heat Pumps

The City of Lake Wales requires a permit for all A/C installations, upgrades and changeouts. Because air conditioners may need to be replaced on an emergency basis, prior ARC approval is not required provided that the unit is installed in the same location as the unit being replaced. *An ARC request must be submitted within 14 days of any such emergency replacement. For non-emergency installation, ARC approval is required prior to commencing work.* If the new unit is not being installed in the same location as the previous unit, a dimensioned sketch showing the location of the unit must be submitted with the request.

12. Generators

Generators shall be run only during a power outage or regularly scheduled run time in order to maintain proper operation. Permanently affixed house generators must be placed upon and anchored to a concrete pad, and screened as described in Outside Equipment. Only propane gas powered permanently mounted emergency generators are permitted. Any permanent propane tank for generators must be underground. A maximum of two **portable** propane tanks may be used as described in “Outside Equipment.” The City of Lake Wales requires permits for installation of underground propane tanks and permanently mounted generators. The Homeowner or the contractor must obtain all permits prior to installation. *ARC approval is required when installing a permanently mounted generator or permanent fuel storage tank.*

Freestanding and portable A/C units powered by a generator may be installed and used during power outages; they shall be removed from view from the exterior of the Living Unit within 72 hours after power has been restored.

Maintenance runtime must be during daylight hours.

13. Roof Mounted Fixtures

Any roof-mounted structures or installations such as attic fans, solar tubes, and their respective non-transparent parts must be black or bronze in color. The City of Lake Wales requires a Building Permit for any work involving a roof opening. *ARC approval is required for the installation of these items.*

13.1. Lightning Protection Systems

Lightning protection systems (lightning rods) are allowed but must utilize ARL Certified components and be installed in accordance with National Fire Protection Association Standard 780. *ARC approval is required. Include a copy of the contractor’s proposal, if any, with the ARC request.*

13.2. Weather Stations

Electronic weather stations for taking, recording, and reporting meteorological conditions are permitted *with ARC approval*. The installation height should not exceed two feet above the roof peak of the Living Unit. Weather vanes or similar movable mechanical devices for showing the direction of the wind are not allowed.

13.3. Antennas

Over-the-Air Reception (OTAR) antennas and satellite dishes are only permitted to the extent that they are consistent with the requirements of the Federal Telecommunications Act of 1996.

Per Lake Wales Ordinance §23-525, satellite dishes shall be neutral in color and compatible with the appearance of the neighborhood, may not be mounted on the roof of the Living Unit, shall be located on the rear one-third of the structure, and may not extend more than 15 feet above the ground. Every effort must be made to mount satellite dishes so that they are not Publicly Visible.

OTAR antennas should be mounted to minimize Public Visibility and should not exceed a height of 2 feet above the roof peak of the Living Unit unless required to provide an acceptable level of performance. Installation of outdoor antennas and dishes must comply with the requirements of the National Electrical Code. Adequate grounding is required.

ARC approval is NOT required as long as the proposed OTAR antenna conforms to these Guidelines.

13.4. Solar Panels

Structural plans and electrical plans (if applicable) must be submitted with the permit application. *ARC approval is required for the installation of solar panels.* Include a sketch with the ARC Request showing the location of the proposed solar panel installation and any ancillary equipment, such as battery backup systems which will be located on the exterior of the house. The non-transparent parts of any solar panels must be black or bronze in color. The

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Homeowner is advised that the City of Lake Wales has specific requirements and requires a permit or permits for the installation of solar panels for electrical generation or pool heating.

14. Portable Temporary Storage Units and Dumpsters

Portable Temporary Storage Units, such as PODS, and dumpsters must fit completely in the driveway. Such units are only allowed to be present on a Lot for the time required to load or unload them, not to exceed ten days. The City of Lake Wales requires that storage units or dumpsters may not be placed in any manner that might impede the transit of emergency vehicles. *If a storage unit or dumpster will be present for more than ten days, ARC approval specifying the expected duration must be obtained before the storage unit or dumpster is placed.*

15. Outside Lighting

No outside lighting shall be placed or utilized upon any Lot or Living unit directed in any way that creates a nuisance. *Except as noted below, ARC approval is required for all Outside Lighting installations.*

A sketch showing the proposed fixture locations must be included with the ARC request. Catalog sheets or photographs depicting the proposed fixture are required for review and approval prior to installation.

15.1. Solar powered walkway and garden lights

Solar powered walkway and garden lights do not require ARC approval. However, no fixture to illuminate a walkway may be placed more than a maximum height of 24 inches above the adjacent walking surface. Solar-powered garden lighting shall not exceed 24 inches in height with a minimum spacing of four feet between lighted units. Walkway and garden lighting must be uniform in color.

15.2. Holiday Lighting

Holiday Lighting is permitted without ARC approval in accordance with the Guidelines for Holiday Decorations provided that neither a nuisance for other Homeowners nor a distraction for drivers is created.

15.3. Motion-activated Lights

Motion-activated Lights may not have an activation time of more than 10 minutes and may not shine brightly onto neighboring properties. *ARC approval is NOT required as long as the proposed item conforms to this Guideline.*

15.4. Flag Lighting

Flag Lighting that is mounted below the flag must be upward-illuminating with the source shaded such that it is not directly viewable from the ground and that light directed at surfaces other than the flag is minimized. Lights mounted at the top of a flag pole must shine directly at the flag only and not onto adjoining properties. *ARC approval is NOT required as long as the proposed item conforms to this Guideline.*

15.5. Existing Lighting

Outside Lighting in place at the time of adoption of these rules may remain, but any alteration of said installed lighting for repair or replacement shall require new lighting to conform with these rules. At any time, the HOA may re-evaluate lighting installations that create a nuisance to adjacent Homeowners or are the subject of lighting complaints. Safety considerations will be paramount against aesthetic or nuisance considerations.

16. Landscaping

Lawns, shrubs and flower beds must be maintained. This includes mowing, edging, watering, pruning, pest and weed control.

16.1. Lawns

The height of lawn grass shall not exceed eight inches. Lawns must be adequately irrigated; however, the Homeowner is encouraged to ensure that their irrigation system is operating correctly, and in accordance with local ordinances, in order to minimize water waste and excess runoff. When re-sodding or re-planting, all grass in a lawn within a Lot shall be the same variety. Lawns that have substantial bare or brown areas are considered a violation. Usually this is an indication of insect infestation or lack of irrigation. The Homeowner is responsible for correcting lawn problems.

16.2. Landscaping Beds

Any landscaping project that adds a new bed or changes the size of an existing bed requires ARC approval including a landscape sketch showing the distance to Lot boundaries.

All work shall be within the Lot boundaries. Except for trees and shrubs exceeding six feet in height, *replacing or adding plants with other plants of like size to an existing bed does not require ARC approval.*

No invasive plants, as specified by the Florida Invasive Species Council, are permitted.

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New or existing plantings shall not impede the line of sight at street intersections. No planting or Yard Art item may conflict with Lake Wales Ordinance sec. 23-304.b.1.

16.3. Landscape Mulch and Maintenance

Landscape beds shall be covered with mulch materials as described below and must be maintained and replenished as needed. Mulch in the Front Yard must be uniform in color and material. Materials used as mulch may be: (1) treated wood – tan, red, black or brown in color; (2) stone river rock (various sizes and natural colors), lava rock, or chipped marble; (3) rubber black, brown, or red in color; (4) shell; (5) pine bark and/or pine straw; (6) melaleuca; or (7) eucalyptus plant material. Rock must be clean and free from weeds, dirt and mildew. Plant materials in mulched areas should be pruned, disease free and weeded. *ARC approval is NOT required as long as the proposed mulch conforms to this Guideline.*

16.4. Landscape Curbing/Edging

Landscape beds may be curbed or edged. All curbing/edging on a property visible from any adjacent street shall be of uniform material/color and design to what is used in the Front Yard. Acceptable materials include landscape pavers, concrete landscaping blocks, formed clay edging, flat metal edging, pour-in-place concrete edging and formed rubber or urethane edging. Black curbing and edging in plastic or rubber is permitted, but not recommended, and shall be no more than two inches above the soil line. No wood or simulated wood shall be used as landscape curbing/edging. The color of curbing/edging shall be brown, beige, gray or red-earth tone, or match the color of the driveway Pavers. Curbing may not be painted. All curbing/edging for a landscape bed shall be maintained in as-new condition. Metal edging shall be no higher than two inches above the soil line for safety reasons.

The finished curbing/edging shall be no higher than ten inches above the soil line, unless required by the topology of the area being edged, including the cap stone, and not more than nine inches wide, and may be stepped or tiered. Curbing must be uniform in color and material as seen from the street. Brick designs must be secured so individual bricks do not separate.

ARC approval is required for the installation of curbing or edging and must include a sketch and/or pictures of the property showing property lines, the dimensions of the landscaped bed, the dimensions of the curbing/edging, and color and type of materials to be used. The sketch should show the relationship and dimensions of the bed, which is to be curbed/edged to all other landscape and building features on the property.

16.5. Trees

Unless the new tree replaces another of the same variety, ARC approval is required including a sketch showing the location and variety of the new tree. All trees, including replacement trees, must be planted such that the outer edge of the mature tree is within the property lines.

Trees with edible fruit are permitted only in the Rear Yard. No fruit or leaves are allowed to accumulate under or around the tree.

Trees overhanging roadways must be periodically trimmed to a height of 14.5 feet above the roadway per FDOT regulation. Dead and dying tree elements must be trimmed or pruned.

16.6. Tree Removal

If a tree is being removed and not replaced, the stump must be removed or cut below grade so it is buried out of sight. *Unless the removal area is to be grassed over, ARC approval is required showing the proposed landscaping.*

16.7. Florida-Friendly Landscaping

Prior to installation of Florida-Friendly Landscaping on a Lot, the Homeowner must obtain ARC approval. The ARC request must specify the specific plants and/or turf grass to be used.

The Florida-Friendly Landscaping concept of “right plant, right place” is encouraged. The landscape should be designed such that plants serve a number of functions including, but not limited to, cooling, privacy screening, shade, aesthetics, wildlife habitat, runoff pollution prevention, and directing traffic flow onto and within the property. Existing native vegetation must be retained and incorporated into the landscape whenever feasible.

Homeowners must use plants listed in the most current version of the [UF/IFAS Florida Friendly Landscaping Guide to Plant Selection and Landscape Design](#) and should have at least five species of plants in the yard, consistent with the new [FFL Home Landscape Recognition Checklist](#). Be aware that many plants that are listed may be unsuitable in some locations. Where doubt exists, the ARC may refer the matter to the UF/IFAS County Extension Service Florida Yards & Neighborhoods agent or the Commercial Horticulture agent for assistance. However, the role of these agents is strictly educational, and all final decisions about plantings, including the appropriateness thereof, are to be made by the ARC.

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The ARC will follow the [University of Florida Institute for Food and Agricultural Sciences and Florida Department of Environmental Protection Green Industries Best Management Practices](#) recommendations for turfgrass, including (i) selection of grasses that may be maintained through use of the low end of the maintenance recommendations for irrigation and fertilizer for the particular type of turf selected and (ii) use of Integrated Pest Management (IPM) in selection of pesticides. Turfgrasses shall be allowed to develop deep roots and enter a dormancy stage during the winter or drought periods. Functional turfgrass areas, such as buffers for landscape beds and to hold mulch into place, along with use of turf as a filtration buffer for runoff from organically mulched areas, will be allowed. Any predominantly naturalized area with stone or mulch within two feet of either the street or adjacent property must be contained with approved permanent edging. See “Landscape Curbing/Edging.”

All mulching must be conducted in accordance with the most current version of the [Florida Green Industries Best Management Practices](#) guidelines. Mulch should be placed at least 3 to 4 inches from the trunks of trees or the stems of landscape plants and should be maintained at a depth of 2 to 3 inches. Large mulched areas that slope to impervious surfaces or water bodies must be bordered by a turf or other groundcover to slow and absorb nutrient-laden runoff from the mulched area.

Organic mulch must be weeded and replenished as needed to maintain a total depth of two to three inches. Mulch will be applied to a tree’s drip line or beyond at least an eight-foot diameter around the tree. Organic mulch and recycled mulch (including leaves, pine needles, grass, and shrub clippings) are recommended. The use of cypress mulch is prohibited, as its origins may be difficult to determine.

Shell, crushed stone, or pebbles can be used as mulch but will not contribute to the soil’s nutrient and organic content or water-holding capacity. Limestone and shell both raise soil pH and reflect heat, increasing the water needs of plants. If these products are used, they must be installed over top of a woven or other pervious ground cloth to keep them from sinking in sandy soils. These mulches last a long time, but must be cleared of debris as needed to look their best. Impervious surfaces, including plastic sheeting, must not be placed below mulch.

All plant installations must be conducted in accordance with the most current version of the [Florida Yards and Neighborhoods Handbook](#).

An Irrigation plan designed for efficiency, and at a minimum, that meets all local ordinances and state [Standards for Landscape Irrigation in Florida](#) must accompany the ARC Request. Homeowners are encouraged to conduct routine maintenance including fertilizer use, as needed, and mowing in accordance with the most current version of the [Florida Yards & Neighborhoods Guide to Florida-Friendly Landscaping](#). Mowing must be performed such that no clippings are deposited into any swales or water bodies. Any clippings that may have been deposited on impervious surfaces must be swept back into the vegetated area. Unless the turf is diseased, turf clippings may be left on turf areas or composted to recycle nutrients.

ARC approval of any proposed Florida-Friendly Landscaping will only be made upon receipt of a positive review and analysis by a [Certified Professional in Florida Friendly Landscaping](#), that is, a person who possesses a certificate of completion in the Florida Green Industries Best Management Practices. Homeowners may submit an analysis by a Certified Professional of their own choosing to expedite the processing of the ARC request. All costs incurred by the ARC to attain a review and analysis by a Certified Professional in Florida Friendly Landscaping will be at the member’s expense and will be accessed as a lot specific assessment.

Once installed, Florida-Friendly Landscaping must be re-recognized every two years per the [Florida-Friendly Landscaping Program](#). Re-recognition shall be at the member’s expense. If the member fails to obtain a re-recognition after two requests to do so, the ARC may request a re-recognition by a Certified Professional in Florida Friendly Landscaping. All re-recognition costs incurred by the ARC will be at the member’s expense and will be accessed as a lot specific assessment. Remediation actions required due to failure to meet Florida-Friendly Landscaping Program requirements will be at the member’s expense.

17. Boundaries

Lot owners shall not extend their yard boundaries beyond their property lines. Environmental areas shall not be modified. No walls or fences shall be installed or constructed. Hedges must be neatly maintained and shall not exceed six feet in height except for those hedges adjacent to the fenced boundaries of Lake Ashton, which shall not exceed a height of six inches above the fence. It is the Owner’s responsibility to keep vegetation trimmed back so that it does not extend over property lines. Per Florida State Law “You may remove vegetation encroaching onto your property both above and below ground”.

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It is the Homeowner's responsibility to obtain a property lot survey if there is a question regarding property lines or setbacks. Current pin locations may not accurately reflect a legal survey as these pins could have been moved during construction activities.

The Homeowner is responsible for any and all damage to utilities within the property.

18. Trash and Yard Waste

Trash containers and recycle bins shall be stored in the garage or screened from view so that they are not Publicly Visible in the same manner as Outside Equipment. Trash containers and recycling containers shall not be placed at the curb before 6:00 PM or an hour before sunset, whichever is earlier, on the day before scheduled pickup. Please verify your schedule with your waste service provider.












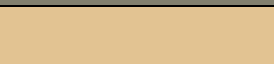
Bulk trash (old appliances, furniture, etc.) shall be placed outside no more than 24 hours before the scheduled pickup. Contact your waste service provider to schedule a special pickup of bulk trash.

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APPENDIX A Approved Paint Colors

Homeowners are cautioned that the colors shown may not be accurate representations. Use the Hex Values shown with a calibrated monitor or obtain a paint sample chip from your paint vendor.

Exterior Wall Colors – Main Color

PPG Paint Number	Hex Value	Color Name	Color Sample
1079-5	#AA8F7A	Cocoloco	
1102-4	#B9AB8F	Prairie Dust	
1025-4	#B1AA9C	Sharkskin	
1084-4	#CDB69B	Happy Trails	
1024-2	#E1DACA	Antique White	
1082-4	#DFC0A6	Weathered Sandstone	
1082-5	#C89B75	Doeskin	
1084-5	#B19576	Coffee Kiss	
1025-3	#D1CCC2	Whiskers	
1020-5	#A6978A	Earl Gray	
1028-5	#817F6E	Autumn Gray	
1091-4	#E2C392	Halo	







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The following colors are Approved but are considered Obsolete and may not be available. Use is discouraged for new work but is allowed for refreshing of existing paint.



Porter Paint Numbers	Hex Value	Color Name	Porter Color Sample & Recommendation
6725-2	#AF927A	Light Spice	Cocoloco
6898-2	#C7B396	Lincoln Home Beige	Prairie Dust
7198-1	#AC9F8E	Umber Shadow	Sharkskin
6705-2	#D3BDA2	Beige Chiffon	Happy Trails
6915-1	#E1D7C3	Poplar White	Antique White
6807-1	#ECC2A0	Apricot Ice	Weathered Sandstone
6766-2	#C79A7B	Summer Spice	Doeskin
6701-1	#C29D7A	Elmwood	Coffee Kiss
6746-1	#D3CAC0	Soft Taupe	Whiskers
6747-2	#B5A99D	Shadow Taupe	Earl Gray
6947-2	#948A75	Mountain Poplar	Autumn Gray
6832-2	#EAC595	Lantern Glow	Halo
6867-2	#D9BB91	Salem Gold	Discontinued

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Door and Shutter Colors

PPG Paint Number	Hex Value	Color Name	Color Sample
1005-7	#4F443F	Dark Granite	
1025-4	#B1AA9C	Sharkskin	
1016-7	#664942	Spiced Wine	
1134-5	#899A8B	Birch Forest	
1069-7	#915F43	Cinnamon Spice	
1001-7	#414040	Black Magic	
<p>The following colors are Approved but are considered Obsolete and may not be available. Use is discouraged for new work but is allowed for refreshing of existing paint.</p>			
Porter Paint Numbers	Hex Value	Color Name	Porter Color Sample & PPG Recommendation
7164-1	#483D39	Brown Earth	Dark Granite
6654-6	#603E38	Deep Rose	Spiced Wine
6774-4	#9A6248	Muted Copper	Cinnamon Spice
7198-1	#AC9F8E	Umber Shadow	Sharkskin

Soffit and Fascia Colors

Color	Hex Value	Color Name	Color Sample
White	#E9EAE4	Alcoa White	
Bronze	#3C3632	Alcoa Bronze	

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APPENDIX B Approved Roofing Materials

This is a list of the roofing materials currently approved for use within Lake Ashton.

Asphalt

1. Owens-Corning (Oakridge) Desert Tan color, which is the original shingle.
2. Owens-Corning (Duration) Desert Tan color
3. Certainteed Resawn shake color
4. Atlas (ProLam) Desert Shake color
5. GAF (Timberline HDZ) Shakewood color
6. TAMKO / Titan XT / Rustic Cedar

Metal

1. Rosen Plano stone coated shingle – Cedar color package (Sunniland Corp.)

Membrane

1. Adesco Polyglass SBS with appropriate base sheet – Color: Chestnut

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APPENDIX C Mailbox Vendor Information

Creative Mailbox Designs can be contacted at:

- retail@creativemailboxdesigns.com, or
- 813.818.7100

B&F Lawn & Landscaping can be contacted at:

- bflawnlandscape@aol.com, or
- 813.713.7099, or
- 813.267.9715

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APPENDIX D Record of Changes

Document restated and reissued by unanimous consent of the Board of Directors on December 7, 2022

Amendment 1 approved by unanimous consent of the Board of Directors on January 11, 2023

- Paragraph 2.1 updated relative to awing trim/valences
- Paragraph 6.1 updated to reference Appendix C as a source of information for mailbox vendors
- Appendix C on Mailbox Vendor Information added