Cypress Woods
GOLF & COUNTRY CLUB

ARC Guidelines

January 2026

I. Architectural Review Committee (ARC) (Re: Declaration Section 7)

A. General

1. The ARC serves to administer and perform the architectural and aesthetic review and control the aesthetics of the entire Cypress Woods Golf & Country Club community.
2. The ARC shall promulgate and publish guidelines to ensure the responsibilities of the ARC are adhered to. These guidelines will include, but not be limited to:
   - *a) HURRICANE PROTECTION STANDARDS*
   - *b) STANDARDS FOR PERMANENT LANAI GLASS ENCLOSURES*
   - *c) EXTERIOR LIGHTING (Re: Declaration Section 5.16)*
   - *d) LANAI AND POOL CAGE ENCLOSURES*
   - *e) SCREENED ENTRY DOORS*
   - *f) LANDSCAPING*
   - *g) SATELLITE DISHES, ANTENNAS and FLAGS (Re: Declaration Section 5.13)*
   - *h) SOLAR COLLECTORS AND ROOF VENTS*
   - *i) EXTERIOR COLOR GUIDELINES*
   - *j) SECURITY CAMERAS, SECURITY LIGHTS and SIMILAR DEVICES*

B. Approval Process (Re: Declaration Section 7.3)

1. ARC applications/approval request forms can be obtained from the administrative office in the Clubhouse. Please observe the following guidelines prior to submitting ARC requests:
   - *a) All ARC submissions for approval must be submitted and approved by the respective Neighborhood Association prior to being submitted to the ARC for consideration.*

C. ARC Guidelines

1. A separate document, ARC Guidelines, is available on the Club's web with more details on the ARC requirements and processes.

II. ARCHITECTURAL AND AESTHETIC CONTROL. (Declaration Section 7)

The ARC shall consist of at least three (3) Members of the Club appointed by the Board. The Board may act as the ARC and in the absence of the Board's appointment of an ARC, the Board shall be the ARC. The majority of the ARC shall constitute a quorum to transact business at any meeting. The Board in its sole and absolute discretion may remove members of the ARC at any time, with or without cause.

7.1 Purpose. The ARC shall regulate the external design, construction, materials, appearance, use, location, and maintenance of the Parcels and any Structures or Improvements thereon, or work done thereto, in such a manner as to preserve and enhance values and to maintain a harmonious relationship among Structures and the scheme of vegetation and topography.

7.2 Conditions. No work which in any way adds to, removes, or alters the exterior appearance of any Lot, Unit, Structure or Improvement, or which causes the Parcel to be different in appearance than its natural or improved state existing on the date such Parcel was first constructed and improved and conveyed to an Owner, shall be done without the prior written approval of the ARC. Without limitation, no building, fence, enclosure or visibility shield, wall, landscaping, planting, swimming pool, mailbox, boat piling, boat dock, lot lighting, tennis or other sports court, screen enclosures, deck, porch, awning, shutter or other exterior hurricane protection, spa/hot tub/jacuzzi, garage, residence, or other Structure or Improvement of any kind shall be commenced, erected, maintained, improved, altered, made, or done without the prior written approval of the ARC. Exterior painting shall require ARC approval except when the area being painted is being repainted in the exact same color of which it was previously painted.

7.3 Powers and Duties of the ARC. The ARC shall have the following powers and duties:

(A) To recommend from time to time to the Board of Directors of the Club modifications or amendments to the Guidelines, which shall be part of the Rules and Regulations. Such modifications shall not be effective until adopted by the Board.

(B) To require submission to the ARC of two (2) complete sets of all plans and specifications for any work. The ARC may also require submission of samples of building materials proposed for use or any other additional information as reasonably necessary, such as a report issued by a licensed engineer or other licensed professional, for the ARC to completely evaluate the proposed work in accordance with the Declaration and the Rules.

(C) To adopt a reasonable schedule of fees to be paid for by the submitter for processing requests and for reviewing subsequent compliance inspections by the ARC for approval of improvements. Such fees, if any, shall be payable to the Club at the time the plans and specifications are submitted to the ARC for approval. The ARC or other designee of the Club shall have the right to inspect construction work that has been performed

(D) Approval or disapproval by the ARC shall only be evidenced by a written instrument executed by at least one (1) member of the ARC, provided, however, that should the ARC fail to act upon any submission within forty-five (45) days from the receipt thereof by the Board, such inaction shall be deemed denial of the submission. Any disapproval of the ARC, whether by inaction or affirmative denial may be appealed to the Board, and the Board shall have the obligation to review such appeal within a reasonable time.

(E) The ARC shall not be held responsible for approving plans that may be inconsistent with local, state, or federal regulations. Any inconsistencies or discrepancies with local, state or federal permits are the responsibility of the Lot Owner and home builder. As a condition of the ARC's review of plans, every Parcel Owner grants members of the ARC and the Board, or other designees of the Club, the right to enter upon the Owner's Lot for the purpose of inspecting for compliance with approvals that have been given, although there shall be no duty to inspect by the Club. The Owner is responsible to make his/her contractor and all other parties aware of the Club's architectural review process.

(F) All ARC submissions for approval must be submitted and approved by the respective Neighborhood Association prior to being submitted to the ARC for consideration.

HURRICANE PROTECTION STANDARDS

While the ARC recognizes that it is highly recommended that homeowners protect their Lots and Living Units in the event of storms, it is also incumbent upon the ARC to develop standards for the community regarding the acceptability and usage of the various protective devices. There are several types of protective devices available in today's market and it is likely that new devices will be developed in the future. Rather than specifying standards for each type of device, this guideline should be applied to any currently available or future protective devices. Also, since there are several types of Living Units within Cypress Woods, the ARC has taken into consideration the overall character of each neighborhood when developing these standards.

HURRICANE PROTECTIVE DEVICE STANDARDS FOR WINDOWS - SINGLE FAMILY HOMES

While it is up to the individual homeowner to decide on the protective devices to be used, the following guidelines must be adhered to:

1. Protective devices other than roll-down models must be transparent or painted to match the primary house color. These may be installed and removed at the owner's discretion. Transparent devices may be tinted or clear. Mirrored (one way) glass may not be used.
2. Roll-down or accordion type models may be transparent, white, beige, or painted to match the primary color of the residence.
3. Protective devices that do not adhere to the above color guideline (e.g., unpainted corrugated metal) may be used temporarily so long as they are installed no earlier than seven (7) days prior to a predicted storm and removed no later than seven (7) days after the storm has passed.
4. Any permanent portion of the protective devices (tracks, bolts, etc.) may be transparent, white, beige, or painted to match either the primary house color or trim.
5. Plywood or similar material may never be used as a protective device.
6. Any protective devices, other than those provided by the builder at the time of closing (e.g., roll-down devices, accordion shutters, etc.) must be approved by the respective homeowners association and the ARC prior to installation. Upon completion, the homeowners association must inspect the final installation to ensure compliance with these standards.

HURRICANE PROTECTIVE DEVICE STANDARDS FOR MULTI-UNIT STRUCTURES CYPRESS TRACE, LAUREL GREENS, AND GRAND CYPRESS

It is up to the Living Unit owner to decide on the protective devices to be used, consistent with the following guidelines. In order to preserve the uniformity of the look of multi-unit structures, a somewhat different set of guidelines has been established:

1. All protective devices must be transparent, white, beige, or painted to match the primary color of the building. These may be installed and removed at the owner's discretion.
2. Protective devices that do not adhere to the above color guideline may be used temporarily so long as they are installed no earlier than seven (7) days before a predicted storm and removed no later than seven (7) days after the storm has passed.

3. Any permanent portion of the protective devices (tracks, bolts, etc.) must be transparent, beige, or white.

4. Plywood or similar material may not be used as a protective device except in an extreme emergency and must be removed within 72 hours after the emergency occurs.

5. Any lanai protective device must be installed completely inside the existing screens. The screens must always remain in place. No alteration to the building structure is permitted.

Plans to install any protect devices must be submitted to the respective condominium association and the ARC for review and approval prior to commencement of work. All work, once completed, must be inspected by the respective condominium association's authorized representative to ensure compliance with these standards.

STANDARDS FOR PERMANENT LANAI GLASS ENCLOSURES FOR MULTI-UNIT STRUCTURES

Due to the varied architecture and building code requirements of the multi-unit structures within the Club, two (2) essentially similar sets of standards for permanent glass lanai enclosures have been established. These standards differ where building and fire codes require the installation of sprinklers. Cypress Trace and Laurel Greens units would require sprinkler systems. Grand Cypress units would not require sprinkler systems.

CYPRESS TRACE AND LAUREL GREENS

Collier County building and fire codes require the addition of sprinkler systems to these units. The following guidelines refer specifically to permanent glass enclosures installed within the confines of the lanai in any multi-unit structure within Cypress Trace and Laurel Greens.

1. Any glass enclosure must be installed completely inside the existing screens. The screens must always remain in place. No alteration to the building structure is permitted.

2. Glass enclosures must be "full height" within the glass and frame reaching from the lanai floor to its ceiling.

3. Any glass used for lanai enclosures must be impact resistant (i.e., hurricane proof) and must be certified as meeting all Miami-Dade hurricane code requirements.

4. Glass may be tinted or clear. Mirrored or one-way glass may not be used.

5. Any framing must be made of aluminum or vinyl, must match the color of the existing screen framing, and must line up evenly with the existing screen framing so as to be as unobtrusive as possible.

6. All work must be completed by licensed and insured contractors.

7. Any additional modifications required by Collier County building and fire codes, including required sprinkler systems, must be completed by licensed and insured contractor(s) at the Unit owner's expense.

8. The Unit owner must provide a written release to both the Master Association and condominium association absolving the associations of any liability should anyone in a common area be injured by broker glass.

9. If the Unit owner choose to remove the enclosure, the lanai must be returned to its original design and condition at the Unit owner's expense.

10. Plans to install any glass enclosures must be approved by the respective condominium association and the ARC prior to commencement of work. All work, once completed, must be inspected by the respective condominium association or Club general manager to ensure that it complies with the standards herein.

EXTERIOR LIGHTING

1. No spotlights, floodlights, or similar high-intensity lighting shall be placed or utilized upon any Lot or structure which, in any way, cause light to be reflected on any other Lot or Living Unit (or the improvements thereon) without approval of the condominium association or homeowners association and the ARC.

2. No lights may be placed or utilized on any common area (or any part thereof) without approval of the condominium association or the homeowners association and the ARC.

3. Other types of low-intensity clear or white lighting which do not unreasonably disturb other Owners or residents of Cypress Woods may be utilized on private property.

4. Low-intensity holiday lighting which does not unreasonably disturb Owners or residents of Cypress Woods shall be allowed for a period beginning at Thanksgiving and continuing through the first week of January, and may remain illuminated from dusk until 10:00 pm.

LANAI AND POOL CAGE ENCLOSURES - SINGLE FAMILY HOMES

1. All enclosures must be installed by a licensed contractor to current county hurricane specifications.
2. A copy of the contractor's license and certificate of insurance must be submitted with the ARC application.
3. All framing must be white aluminum or vinyl.
4. All screening must be charcoal mesh; this does not include Florida Glass Screen or like products. Exceptions include the lower section of single home units and first floor units. No area should exceed 30" or above the lower crossbar.
5. Panoramic screens are not permitted to have Florida Glass Screen.
6. The top of any enclosure may not extend above the height of the structure to which it is attached.
7. All walls, lanais, etc. inside the cage that are visible from the outside are considered to be exterior and will continue to be governed by all association rules.
8. All exterior cage doors must match the basic design and color of the cage itself.

SCREEN ENTRY DOORS

1. A screen entry must be installed by a licensed contractor.
2. A copy of the contractor's license and certificate of insurance must be submitted with the ARC application.
3. All framing must be white aluminum.
4. All screening must be charcoal mesh; this does not include Florida Glass Screen or like products. Exceptions include the lower section of single home units and first floor units. No area should exceed 30" or above the lower crossbar.
5. The transom screen may be either plain or compatible with the design of the door.

LANDSCAPING

A. Multi-unit structures

1. Only the condominium structure (where appropriate) or the Board may change landscaping (including trees, bushes, flowering plants, etc.) in any common area.

2. Individual plantings (including trees, bushes, flowering plants, etc.) are not permitted in the common areas.

B. Single-family Structures

1. Only the HOA may change landscaping (including trees, bushes, flowering plants, etc.) in any common area.

2. Residents may not replace, add, or remove plantings without written approval of the HOA and the ARC.

3. NO approval is needed to replace any landscaping with exactly the same planting of similar size.

SATELLITE DISHES AND ANTENNAS

A. Single Family Homes

1. Every effort must be made to install a satellite dish or antenna in a location that affords the minimum visibility from both the residential road and the golf course (side wall installation is preferred).

2. Prior written approval of both the HOA and the ARC is required. Any disapproval will be based upon existing statutes and will take into consideration cost, signal reception, and delay.

B. Multi-Unit Structures

1. No installation will be allowed in common areas (roof, walkways, exterior walls, common grounds, etc.).

2. Installation is permitted only in exclusive use areas (patio, lanai, screened in porch, etc.). No extension out of an exclusive use area into a common area will be permitted.

3. Drilling through (or into) an exterior wall (common area) for any purpose is not permitted.

4. Prior written approval of both the condominium association and the ARC is required. Any disapproval will be based upon existing statutes and will take into consideration cost, signal reception, and delay.

SOLAR COLLECTORS AND ROOF VENTS

1. Solar collectors, roof vents, and other installations on the roof of structures shall be permitted only in locations approved by the local HOA and the ARC.

2. Installations may be required to be screened from the view by landscaping or other suitable barriers at the discretion of the ARC.

EXTERIOR COLOR GUIDELINES

When painting homes or condominiums, the ARC approval is not necessary if the exterior house color and trim remain essentially the same as the original colors.

1. Any color change (exterior house walls, trim, or lanai floor) must be approved by the local condominium association, HOA, and the ARC.

2. The rear house wall and lanai floor is considered part of the exterior wall, even if inside a cage.

3. The pool color must remain essentially the same as the original installation unless a color change is approved by the local condominium association, HOA, and the ARC.

4. The roof color must remain essentially the same as the original installation unless a color change is approved by the condominium association, HOA, and the ARC.

5. Color chips must be submitted along with the ARC application form if any color is to be changed.

6. The ARC will make every effort to approve color changes taking into consideration the existing character of the neighborhood.

7. While not directly related to color changes, it is imperative for both the cleanliness and integrity of a concrete tile roof that there is no visible mold or mildew growth. Every local condominium or HOA must periodically inspect all roofs within their respective community. Visible mold or mildew growth must be cleaned by the local condominium association or HOA (multi-unit structures) within thirty (30) days after the inspection. In those communities with single family structures, the local HOA must notify the homeowner within fourteen (14) days after the inspection that the roof must be cleaned. The homeowner will then be given thirty (30) days to have the roof cleaned and inspected by the local HOA. Non-compliance will be considered a violation of the Cypress Woods Golf & Country Club rules and may be subject to a penalty.

ARCHITECTURAL CRITERIA FOR SECURITY CAMERAS AND VIDEO SURVEILLANCE DEVICES

1. Purpose and Authority

These Architectural Criteria for Security Cameras and Video Surveillance Devices (the Criteria) are adopted pursuant to the Association's authority under Declaration Section 7 and in accordance with Florida Statutes sections 720.3035 and 720.3045. These Criteria are intended to provide clear, objective, and uniformly applied standards governing the installation, placement, use, and appearance of security cameras and video surveillance devices on Parcels within the Association, while preserving community aesthetics and privacy consistent with applicable law.

2. Approval; Submittals

- ARC approval is required before installing or moving any exterior camera.
- What to submit: a photo or site plan of where the camera will go, device details (size/color), diagrams showing the viewing area meets the limitations of Section 3, and proof of color matching.
- The ARC will apply these standards and may approve, approve with conditions, or deny within required timelines; conditions can ensure compliance with viewing area, color matching, and mounting rules.

3. Placement, Use, and Aesthetic Standards

- Camera view limits: Cameras must be set so they only capture your own lot and the areas directly around your home (driveway, walkways, porches, patios, yard, street adjacent). Do not intentionally capture neighbors' lots, common areas beyond what's needed for your own entry/exit, or any area where others expect privacy. Use lens choices, privacy masks, and inward orientation to comply.
- No bright or flashing lights: Cameras and their lights, including integrated or accessory lighting, must not emit flashing light or bright motion-activated light visible from next-door lots. If included, lighting must be set or shielded so neighbors can't see it. The ARC can require fixes or removal if this rule is broken.
- Match the home: Cameras, mounts, conduits, and visible wires must match the color and finish of the surface they're on; factory-finish or paint to match.
- Install: Mount neatly with low-profile housings when possible, hide wires in walls/soffits, or use painted conduits. Owners are responsible for maintaining color matching following repainting of the home.
- Number and size: An owner is only permitted as many devices, and of such size, as reasonably needed to cover your lot and immediate home area; the ARC can require combining or moving devices to reduce visual clutter while keeping coverage.
- Audio: If your device records audio, you must follow all laws on audio recording and consent.

4. Maintenance and Operational Requirements

- If trimming vegetation or device issues change the camera view or lighting so it violates the view or lighting Criteria, the owner is required to promptly fix by the issue by re-aiming, updating privacy masks, shielding, or disabling lighting.
- If asked in writing, an owner must provide proof of compliance, such as screenshots of views or privacy mask settings, and color-matching details.

5. Changes, Enforcement, and Effective Date

- Any change or replacement after this Criteria take effect is deemed a new installation and must meet these standards.
- Violations are enforceable under the governing documents and law. The Association may require removal, re-aiming, reconfiguring, shielding, repainting, or other remedies.
- If a part of these Criteria is invalid or unenforceable, the remaining provisions shall continue in full force and effect.
- The Board can amend these standards as set forth in the governing documents.

These Criteria take effect on January 19, 2026.