

**AFFIDAVIT AND CONFIRMATION OF ARCHITECTURAL DESIGN GUIDELINES  
FOR SUNSET VILLAGE**

Before me, the undersigned authority, personally appeared Ralph P. Rish, who being first duly sworn, deposes and says:

My name is Ralph P. Rish. I am over the age of 18 and have personal knowledge of the matters described herein. I was a Director and Officer of R&R Gulf Properties, LLC ("R&R"), the developer for Sunset Village in Gulf County, Florida.

As developer, R&R promulgated and adopted certain architectural design standards and criteria ("ARC Guidelines") meant to be recorded in 2003 with the Declaration of Covenants, Conditions and Restrictions of Sunset Village, which is of record in Gulf County, Florida, at Book 300, Page 170.

A true and accurate copy of the ARC Guidelines created by the developer in 2003 is attached to this affidavit. These are the ARC Guidelines referenced and incorporated into the Declaration at Article VII(4)(D), which provides "[t]he architectural and site design standards and criteria are contained in the design and building guidelines of Sunset Village which are incorporated herein by reference."

FURTHER, AFFIANT SAITH NOT.



ZPR  
RALPH P. RISH  
For R&R Gulf Properties, LLC

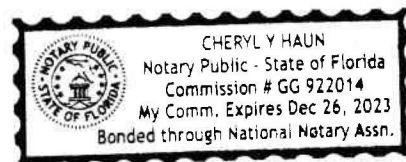
STATE OF FLORIDA  
COUNTY OF Gulf

The foregoing instrument was acknowledged before me by means of  physical presence or online notarization, on June 2, 2022 by RALPH P. RISH,

- who is personally known to me OR  
 who has produced (type of identification) as identification.

Cheryl Y. Haun  
(Signature of person taking acknowledgment)  
(Name typed, printed or stamped)

[Notary Seal]



# DESIGN AND BUILDING GUIDELINES

## DESIGN PHILOSOPHY

The design philosophy for Sunset Village is derived from two fundamental, but compelling ideas. First, the architecture will be directly responsive to the natural elements. Secondly, the design vocabulary will strive for beauty through simplicity. It will be an honest approach where design, materials, and construction methods avoid unnecessary complexities. By adhering to these simple ideas, we hope to see an architecture integrally linked to the physical and cultural environment, with an elegance born from brevity, clarity and craftsmanship.

Sunset village is a coastal environment in a southern climate.

As such, the architecture at Sunset Village will be defined by elements that address these issues:

- Porches will provide space for leisurely outdoor living.
- Significant overhangs will provide rain protection and shade.
- Screened enclosures will extend indoor spaces to the outdoors.

- Raised foundations will provide protection from storms and encourage ventilation under the home.
- High ceilings and well-organized plans will facilitate natural ventilation.
- Shutters will offer privacy as well as provide security from wind and storm.
- Window's walks, towers, cupolas and dormers will provide observation points.
- Wind and weather vanes will provide amusing ways to enjoy as well as assess climatic conditions.

In composition, these elements will be assembled from materials, which are consistent with a local vernacular, logical for their appointed use and serviceable against climatic forces. Further, the methods of assembly will be skillfully crafted, yet measurably simple. Clarity of resolution; free of unnecessary ornament or pretension, will characterize Sunset Village. While these ideas are further explained within this guide, some fundamental material and compositional notions include:

- Restrained detailing
- Predominately wood or cementitious board siding in board-on-board, board and

- batten, shiplap or shingle configuration
- Metal roofs or architectural grade shingles
- Raised foundations on brick, masonry or wood piers with open crawl spaces
- Wood decks and porches
- Windows and doors with full trim and shutters
- Exposed rafter tails and roof framing
- Color schemes in harmony with the sky, water, ground and vegetation natural to the site and accented by selective points of emphasis within the composition
- Expressions of individuality in specific details or key elements of design.

It is the intention of this guide to describe a philosophy that echoes the history and character of the region.

The community will preserve the richness and dignity that defines the region and celebrates the re-discovery of the original Florida.

## SITE PLANNING

### **BUILDING/ACCESSORY STRUCTURES SETBACKS - IN ACCORDANCE WITH LOCAL STANDARDS**

### **SQUARE FOOTAGE**

All single-family structures shall have a maximum square footage of 2000 SF. *Minimum*

### **FINISH FLOOR ELEVATIONS**

All homes at Sunset Village will be required by county and federal flood regulations to be elevated at least one foot above the base flood elevation.

The minimum finished floor (first floor) level will be dictated by the provisions of the FEMA flood maps for Gulf County. The maximum finished floor elevation of residences shall be no more than 36 feet above the natural elevation, unless county standards dictate otherwise.

The covered area between the finished floor elevation and the natural elevation may be sued for parking, but must be constructed in accordance with all applicable Gulf County building regulations.

The area between the finished floor elevation and the natural elevation will be screened so that the visual impact of the structural pilings is minimized. Screening must be integral to and in keeping with the overall appearance of the building and may include horizontal slats or louvers. All screening must be able to breakaway in the event of flooding. See "Elements of Composition Foundations", for detailed criteria.

### **ELEMENTS OF COMPOSITION**

The elements of composition are a response to the previously discussed Design Philosophy. Consistent application of harmonious elements is critical to ensure that each Sunset Village home strengthens and enhances the community. Primary elements of composition include:

- Foundation
- Walls
- Doors, Windows, & Shutters
- Roofs
- Accessory Structures
- Details

## FOUNDATIONS

The foundations shall be designed to facilitate above grade finish floor construction. Above grade floors permit breezes and shade to ventilate and cool under the house. In addition to the climatic advantages, raised floors assist in isolating the finished floor from high water conditions. Proper screening of these foundations is an important aesthetic component, which requires focused attention.

### **Materials, Methods of Construction**

The foundation is comprised of two key components, footings and piers for support, and beams and joists, which support floors. The architecture dictates that these piers will be clad in either brick, stucco or wood. Screening between piers is required and can be achieved with vertical or horizontal wood boards, open brick pattern, or an approved synthetic material.

### **Details & Examples**

Successful details balance the use of materials. The examples show combinations of foundation screening coupled with the brick, stucco or wood foundation piers.

## WALLS

The architectural design throughout Sunset Village is based on simple wood-frame construction.

### Materials

Acceptable siding materials include pressure treated pine, cedar, cypress, vertical and cement board. Shakes (or shingles) may be of similar materials, including synthetic options that are more resistant to salt spray.

Stucco is not permitted, except on piers at the foundation.

### Methods of Construction

The method of wall construction for these homes is commonly referred to as a frame vernacular. These walls will be comprised of 2x4 or 2x6 stud wall construction with structural sheathing substrate topped with either a wood shake, wood siding design or combination.

### Details & Examples

The simple use or combination of the siding materials permitted will allow for a number of appropriate and unique

designs to occur. Below are a few examples of such combinations.

## WINDOWS, DOORS, & SHUTTERS

### Materials

Wood frame windows are strongly suggested, as are the use of French doors in combination with windows. They should be carefully proportioned to enhance the exterior appearance and interior light quality. Vinyl or aluminum clad wood windows will be permitted, subject to color approval.

Lightly tinted glass is acceptable for windows & doors, but foil or reflective material is not allowed. Specific guidelines for homes with windows facing the beach can be found on Page \_\_\_\_\_ (Exterior Lighting - Beachfront).

### Details & Examples

Front doors should make a strong architectural statement. Wood or glass exterior doors are recommended to exceed a height of seven feet (7'). The use of double front entry doors, or doors enhanced by side and/or transom panels are encouraged. Sliding patio doors are

not permitted where they are visible from the street or used as a front entrance.

Window shutters such as louvered, bevel board and panel shutters are encouraged. Louvered shutters can tilt from the top or swing open. All shutters must be operable, sized to fit the window, and be of painted wood or a pre-approved authentic-looking material. Anodized aluminum is not an acceptable shutter material.

Roof over-hangs, awnings and shutters are appropriate sun screening devices that will require approval of design, material and colors.

## ROOFS

The practical intention of the roof is to provide protection from the elements. Complementing the practical components of the roof is the nature of the craftsmanship that goes into the aesthetics of the design. Such protection and aesthetics are defined as follows:

### Materials

Roof materials may be chosen from a selection of shakes, shingles, imitation cedar shingle, low profile standing seam metal, corrugated or 5V crimp metal.

## Colors

Roof colors will be limited to natural wood color, mill finish or shades of gray. All color selections for the property shall be subject to the DRB approval.

## Details & Examples

The roofs of all residences within the community shall have a similarity of form to provide for a homogeneous character. All gable and hip roofs shall have a minimum roof slope of 5/12 and maximum of 12/12/. Secondary roof structures shall not exceed 30% of the footprint.

Low slope roofing of 3/12 is acceptable only in minor areas (not to exceed 15% of roofing area) where it is used as a connection to or between larger roofed areas, attached shed roofs or sheet roofs at porches. All connecting roofs shall use a material that is compatible with the main building structure.

Typical roof styles used for most Sunset Village homes are represented here in the following illustrations.

All roof accessories, such as vent stacks and roof vents shall be painted to match the roof color. Wherever possible, vents shall be located away from the entry elevations. Copper

flashing is recommended, except in the case of metal roofs where it shall be of the same material as the roof. Roof overhangs shall be a minimum of twenty-four inches (24"). Rain gutters and vinyl soffits are not permitted.

The use of solar energy producing devices (active and/or passive) and personal satellite dishes are entirely subject to the DRB approval, and in all cases must be completely hidden from view from the street and adjacent properties.

## Methods of Construction

Roof overhangs are an essential part of the Sunset Village home. Overhangs should be maximized wherever possible to provide shelter from both the sun and rain. Roof overhangs that incorporate balconies, decks and screened porches are encouraged.

The detailing of these overhangs should allow for a clear understanding of the nature of the craftsmanship and use of materials, such as simply profiled exposed rafter tails, bird/vent boards and exposed roof purlins.

## ACCESSORY STRUCTURES

### Out Buildings: Gazebos and Cabanas

Gazebos and cabanas serve as areas of leisure allowing residents a place to read, meditate or relax while breezes and shade help to insure comfort. These structures shall be detailed similar to the porches of the main house.

### Miscellaneous Equipment Screening

Compressors, meters, and miscellaneous equipment shall be grouped and screened to minimize the impact on neighbors and the community. Screens can be comprised of either landscaping or wood that is compatibly detailed to harmonize with the exterior. Exposed vents, grilles and other mechanical, electrical and plumbing components shall be coordinated with building elements and rhythms. Consider locating the dryer exhaust vent, hose bibs, waterproof outlets, etc. below the first floor beam. Conceal these items to the extend possible and coordinate visible items with the foundation piers and screens. Where it is feasible, conceal other vent/grilles etc. in the eaves.

## DETAILS

The details at Sunset Village will ultimately define this architecture. While specific elements of composition were addressed earlier, this section focuses on the little extras that give Sunset Village its distinction:

### Weathervanes

The design of the weathervanes should reflect the uniqueness and personality of the owner. These weathervanes should monitor many of the climatic changes along this coastline ranging from wind direction and speed to navigational bearing directions. Weathervanes should be made of copper or non-corrosive metal components.

### Widow's Walk & Cupolas

Widow's walks or cupolas may be added to the main body of any B, C, or D house. Widow's walks and cupolas will be centered in the middle of the main house mass. The footprint of the cupola may not exceed 15% of the footprint of the house. Respectively, widow's walks shall be no greater than 25% of the building footprint. Both cupolas and widow's walks shall be

appropriately proportioned to the main body of the house.

### Porches

Porches should be on at least two sides of every house and are a minimum of 8 feet deep. Wrap-around porches are encouraged. Porches can be one or two stories. See examples and possibilities for suggested porch compositions. Flat porch roofs utilized as connectors to accessory structures will be permitted.

### Columns

The columns at Sunset Village are a simple interpretation of coastal-framed houses. These columns are square with or without chamfered edges with nominal dimensions of 6x6 or 8x8. Square box columns of a 10x10 dimension will be permitted. Column heights will be typically 8' to 10'. Columns shall be proportioned to one story and two story conditions. Guardrail details will be comprised of square balusters with tight spacing coupled with simple newel posts or pedestal bases for the columns. See details.

### Chimney

Chimney dimensions shall be compatible in scale with the structure; however, the minimum size shall be two feet six inches (2' 6") by four feet six inches (4' 6"). Prefabricated metal fireplaces, when used, must have coverings for all exposed flue pipes. No direct vent fireplaces will be permitted.

## LANDSCAPE GUIDELINES & STANDARDS

### Introduction

All lots will be required to landscape within 60 days of completion of home. Landscaping is up to the individual owner. However, grassing is required and native plants and trees are strongly urged.

### Design Requirements

The general landscape theme for Sunset Village is intended to be natural and informal, using sufficient plant material to present an established appearance at time of installation. The goal is to achieve, between the street and the front of the house, a harmonious and consistent flow of natural, indigenous landscape from one lot to another.

# LIGHTING

## Exterior Lighting – General

Exterior lighting may be provided for safety and security. Recessed or down lighting, and vertical landscape lighting are acceptable; however, floodlights are prohibited.

No lighting should be located as to interfere with vehicular traffic or become a nuisance to neighbors by adversely affecting the nighttime environment of adjacent properties.

## DESIGN REVIEW ADMINISTRATION

### Design Review Procedures

The following is an outline of the procedures for plan submissions for single-family detached homes. All plans are to be submitted to the Homeowners Association for review and must be approved by the HA for execution.

### Professional Consultants

To ensure the architectural quality and integrity of the Sunset Village community, an architect will be required to assist the owner in the design

of the property. All submissions must be signed and sealed by the designing architect.

### Final Submission

Two sets of architectural and landscape site plans and specifications signed and sealed by registered Florida architects are required in order for the HA to consider approval or disapproval. This provides a systematic and uniform review of the proposed construction for all applicants. Plans and specifications shall be completed and detailed to the point that all significant aspects of construction are clearly identified and understandable by construction professionals. As a minimum, the Final Submission drawings shall include:

#### 1. Site Plans

The drawing scale should be not less than 1" equal to 20' - 0". The plans should include:

- (a) Access street(s) and walkway(s), drives, and other exterior improvements, including material and color.
- (b) A grading and drainage plan, including on-site retention areas, if required.

(c) A fill plan, if any (indicating run-off and a tree preservation method).

(d) All culverts (location and size and flow direction.)

(e) A foundation plan.

(f) An exterior lighting plan (see lighting requirements and specifications)

(g) Service yards and/or contractor lay down areas.

(h) Locate all utility service entry points to the site – water, natural gas, electric, communications/media, etc.

(i) A tree survey showing the location and species of trees four inches or larger in diameter at a point four feet above ground.

(j) A building plan to scale, overlaid on the tree survey identifying all structures and other improvements to be included in the scheme with an indication of trees to remain and trees to be removed (at the same scale as the boundary/tree survey).  
(k) The location and identity of special features (e.g. drainage ditches, dunes, adjacent structures, etc.).

- (l) Mechanical equipment location and showing details – AC compressors, LP gas tanks, natural gas meter, water meters.
  - (m) All visible mechanical, electrical and plumbing components shall be shown in the site plan, floor plan and the relevant exterior elevations.
  - (n) Location of contractor ID sign and outdoor toilet facility.
2. **Floor Plans**  
In an appropriate scale no less than 1/8 " = 1' that shows all detail including an exact computation of the stated square footage (by floor in the case of multi-floored residences) and finished floor elevations.
3. **Roof Plans**  
In an appropriate size to show detail.
4. **Foundation Plans**  
In an appropriate size to show detail.
5. **Building Elevations**  
Depicting all sides of the building(s), including hidden views. The elevations should indicate:
    - (a) The existing and finished grade.
    - (b) The total building height.
    - (c) The relevant plate heights with respect to maximum allowable heights set for the by lot location.
    - (d) The exterior treatment (including all materials, door and window fenestration, walls, fences, etc.)
6. **Typical Wall and Building Sections**  
Depicting:
    - (a) Materials
    - (b) Roof Pitch
    - (c) Fences, screens, exterior walls, etc.
7. **Details**  
Depicting:
    - (a) Design features and other improvements requiring clarifications.
    - (b) Fascia, eave and trim details.
    - (c) Doors and windows.
    - (d) Patios, Decks, Balconies, Verandas, Porches, etc.
8. **Exterior Lighting**  
Details with product photos
- Building Permit**
- Upon approval by the HA of the final plans and the stakeout, as required the owner may then submit to the county or to other agencies for a building permit.
- Construction Start**
- Upon receipt of the HA approval and the county building permit, the owner may commence construction subject to the construction conditions set forth in Section Three of this document. The HA reserves the right to enter and inspect the lot for compliance during any stage of construction.



# BUILDER & CONTRACTOR STANDARDS

## Contractor Standards

The following shall apply to any and all construction, improvement, alteration or maintenance of any structure, any change to the exterior of any structure and to grading, excavating, tree removal, landscaping or any other change to the grounds of a single-family site within Sunset Village. In the event of a violation of these criteria and guidelines, the construction or work being performed shall cease until conformance. Infractions of the construction rules may be cause for a \$500.00 fine per infraction and/or suspension of a contractor or subcontractor from the community.

## Building Contractors

To ensure the construction quality of the Sunset Village community, all builders and general contractors must have the appropriate, current Florida business licenses.

## Start of Construction

No lot clearing or placement of portable toilets will be permitted until formal written approval of the HA has been granted and all required governmental permits are obtained.

## Portable Toilets

Prior to commencing work, a portable toilet must be placed on the job site and in a manner so as to least disturb other residences and other construction.

## Construction Traffic

All construction traffic shall access the community through the designated construction entrance. All contractors must register, with the homeowners association, a complete list of their sub-contractors and other employees who are permitted entry into the community.

No vehicle shall be parked on any lots, other than their specific job site. There will be no washing of any trucks on the streets.

## Site Clean Up

Construction sites must be maintained in a neat and orderly fashion. All contractors are required to provide at least one (1) covered trash dumpster for every residence under construction. Dumpsters must be emptied on a regular basis. The builder is responsible for trash that blows off the site and shall retrieve such trash immediately.

## Clearing

Any plants, vegetation or trees uprooted or cut down on the job site shall be removed from the job site and from the community as soon as is practical but no later than five (5) working days.

## Construction Damage

Any damage to streets and curb, drainage inlets, sidewalks, street lights, street markers, mailboxes, walls, etc. will be repaired by the Declarant or the homeowners association and such costs billed to the responsible contractor.

### **Construction Spillage**

Operators of vehicles are required to see that they do not spill any damaging materials while in the community. If spillage of a load occurs, operators are responsible for cleaning it up. Clean-ups done by the association will be billed to the responsible party. Please report any spills as soon as possible.

### **Severed Lines**

If any electrical, water, telephone, cable television or other line is cut; it is the contractor's responsibility to report the accident to the Declarant within thirty (30) minutes.

### **Dress**

All construction workers will be required to wear clothing compatible with their specific job requirements. Shirts will be worn at all times.

### **Construction Site Appearance**

All personnel working in the community are to keep all of their areas free of discarded materials such as lunch bags and odd materials. Objects should not be thrown out of cars and trucks.

### **Noise Levels**

Loud radios or noise will not be allowed within the community. Normal radio levels are acceptable; however, speakers mounted on vehicles or outside of homes under construction are not permitted.

### **Vehicles and Equipment**

No vehicles (trucks, vans, cars, etc.) may be left in the community overnight. Construction equipment may be left on the site while needed, but must not be kept on the street, unless prior permission has been granted.

### **Signage**

During construction, one (1) construction sign built in accordance with HA published standards will be located within the front setback of the lot to assist sub-contractors and others in locating the job site.