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HERITAGE HARBOR

ARCHITECTURAL GUIDELINES, STANDARDS, AND CRITERIA

**HERITAGE HARBOR ARCHITECTURAL
GUIDELINES, STANDARDS, AND CRITERIA**

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I. INTRODUCTION

The intent of the contents of this guide, as well as the existence of the Design Review Board (DRB), is to provide the guidelines required for maintaining an aesthetically pleasing community. Adhering to these guidelines is beneficial for all involved in that they are meant to protect the investment of the homeowners, as well as portray a quality community of well-planned homes constructed with long lasting materials maintaining high constructions standards.

In conjunction with the Covenants, Conditions and Restrictions for Heritage Harbor Golf and Country Club Association (HHGCC), the design standards are binding on all parties having interest in any portion of HHGCC, and each homeowner is required to comply with the requirements as set forth. Any failure to comply with these requirements will be subject to remedies provided for in the documents.

Terms such as "good taste" and "sound design" are difficult to define and even more difficult to legislate. It is the intent of these Guidelines to encourage "good design" by showing examples of the desired result. Elements such as deed restrictions, appropriate attention to scale, proportion to the community should be considered with all requests. These standards do not cover every possible situation that may require DRB approval. The DRB is authorized to exercise discretion in approving or disapproving a specific proposal.

Nothing contained in these Guidelines shall obligate any agency, governmental or otherwise, to approve plans submitted, nor shall the approval of the HHGCC be construed as meeting the requirements of the City of Lutz, nor any governmental agency required for approval.

The DRB, upon approval of the Board, has the right to modify, revise, add, delete or make any changes to this manual without notification or approval of any party except the HOA Board of Directors.

II. REVIEW PROCESS

General

The design and construction review process is a 4-step procedure: Initial Review, Submission of Plans, Construction Commencement, and Inspection. Thorough and timely submission of information as well as adherence to the guidelines set forth in the process will prevent delays and minimize frustration of all parties involved. Questions concerning interpretation of any matter set forth in the Guide should be directed to the DRB.

Per section 10.3 of the Heritage Harbor Golf and Country Club Covenants, dated August 2003:

No buildings, structures, walls, fences, pools, patios, paving, driveways, sidewalks, landscaping, planting, irrigation, landscape device or object,

or other improvements of any kind, nature, or description, whether purely decorative, functional or otherwise, shall be commenced, constructed, erected, made, placed, installed, or maintained upon any of Heritage Harbor, nor shall any change or addition to or alteration or remodeling of the exterior of any previously approved buildings, structures, or other improvements of any kind, including, without limitation, the painting of the same (other than painting, with the same color and type of paint which previously existed) shall be made or undertaken upon any properties within Heritage Harbor except in compliance and conformance with and pursuant to plans and specifications therefore which shall first have been submitted to and reviewed and approved in writing by the Design Review Board.

As a general “Rule of Thumb”, if you are planning to undertake an exterior project that will materially alter your current exterior, you will need to submit a Modification Request Application. If you are not sure, contact the current property management company or a DRB member for clarification.

STEP 1 - Initial Review

It is required that a homeowner submit a complete Modification Request Application for the modification that is being requested with the information listed below to the DRB, either by providing it directly to the current property management company or to the reception desk attendant at the clubhouse when the desk is attended. The information required for the application review is as follows:

- (1) A Modification Request Application with a detailed description of the planned modification.
- (2) Site Plans showing the approximate location and dimensions of all modifications, including driveway, irrigation, and swimming pools. Two set of plans will be required for additions to existing homes.
- (3) Floor Plans if applicable.
- (4) Exterior elevations (all sides) if applicable.
- (5) Concept Landscape Plan if modification involves substantial changes to the current landscape.
- (6) Any other information, data, and drawings as may be reasonably requested by the DRB.

The DRB shall review the information and indicate its approval, disapproval or recommendations for change to the plan. The DRB will review the accompanying documents within forty-five (45) days of receipt by the DRB. One set of plans will be returned to the Owner with the appropriate response. NO MODIFICATION shall be made on any property until the Modification Request Application has received final approval by the DRB. In the case of an incomplete application or the request by the DRB for more information, the applicant will have fifteen (15) days to respond. The

Applicant may request in writing additional time to comply. All owners shall be required to submit a \$50.00 fee with their application for improvement. The fee will be returned if the project is not started prior to approval from the DRB.

STEP 2 - Submission of Plans to the Building Department

Following the approval of Step 1, the Owner may submit plans to the Building Department or the required agencies that have jurisdiction for the required permits that may be needed for the modification project. Changes required by the said agencies must be reported to the DRB.

STEP 3 - Construction Commencement

Upon completion of Step 2, a copy of any and all permits must be submitted to the DRB prior to the Owners beginning construction. Any modification to the original application must be re-approved.

STEP 4 - Final Inspection

The DRB shall have the right to enter upon and inspect any property. Any damage to community property including streets, curbs, drainage inlets, sidewalks, street signs, walls, community signage, landscaping, irrigation, etc., must be repaired or the damage will be repaired by the Association and such costs will be charged to the Owner. After approval by the DRB and any appropriate agency, the following projects should be completed within the following time frame:

Pool Installation - 6 months

Fence Installation - 1 month

Home Additions - 6 months

If projects will require additional time, the Owner should contact the DRB with the anticipated completion date.

NOTE: All Homeowners shall be held responsible for the acts of their employees, subcontractors, and any other persons or parties involved in construction or alteration of the home site. The responsibilities include but are not limited to the following:

- Ensuring that the construction site, community properties and roadways are kept clean and free of all debris and waste materials, and that stockpiles of unused materials are kept in a neat and orderly fashion.
- Material shall be stored and disposed of in a lawful manner. No material or debris shall be dumped in conservation or common areas.
- Prohibiting the consumption of alcoholic beverages, illegal drugs or other intoxicants that could hamper the safety or well being of other personnel on the site.
- Noise pollution shall be kept to a minimum and within approved decibels as defined by county regulations.

- Work shall take place between the hours of 7:00 a.m. and 7:00 p.m.

Exemptions

The following modifications do not require prior approval by the DRB:

- Replace existing screening with screening materials previously approved by the DRB.
- Replace existing exterior doors with exterior doors previously approved by the DRB.
- Replace existing mailbox or security lighting with mailbox or security lighting previously approved by the DRB.
- Reconstruction - In the event that a residential structure, or any part thereof, is destroyed by casualty or natural disaster, the Owner must commence the reconstruction process within 60 days. The DRB will make every effort to accommodate the Owner in the application process in order to repair or rebuild in a timely manner. If special architectural or other professional review is required of any particular modification, the applicant shall also be responsible for reimbursing the DRB for the cost of such review.

Appeals Process

In the event that the DRB disapproved any plans and specifications:

The applicant may resubmit a revised request to the DRB for additional review of the disapproved plans and specifications. The meeting shall take place no later than thirty (30) days after written request for such meeting is received by the DRB, unless applicant waives this time requirement in writing, or the DRB extends the deadline of review of an applicant for an additional 45 days for cause.

The DRB shall make a final written decision no later than thirty (30) days after such meeting. In the event the DRB fails to provide such written decision within thirty (30) days, the plan and specifications shall be deemed Approved.

Upon final disapproval, the applicant may appeal the decision of the DRB to the HHGCC Board of Directors within thirty (30) days of the DRB'S written review and disapproval.

Review by the Board shall take place no later than forty-five (45) days after receipt of the applicant's request therefore. If the Board fails to hold such a meeting within forty-five (45) days after request for such meeting, then the plans and specifications shall be deemed APPROVED.

The Board shall make a final decision no later than forty-five (45) days after such meeting. In the event the Board fails to provide such written decision within forty-five (45) days after such meeting, such plans and specifications shall be deemed APPROVED.

The decision of the Board shall be final and binding.

III. SITE MODIFICATIONS STANDARDS

A. Fences, Walls, and Hedges

- i. No fences, walls or shrubs of any nature may be erected, constructed or maintained upon any Lot unless approved in writing in advance of construction or planting.
- ii. Fences no higher than 3 feet are permitted on lots on the golf course only if said lot is located with a pond between it and the golf course. For all new applications for fences, shrubs shall be required to conceal the fence from the golf course.
- iii. Golf course lots may be permitted to plant shrubbery as a buffer between the home and course, but it must be maintained at a maximum height of 36" with prior approval from the DRB.
- iv. Owners wishing to install a fence on properties that back up to a conservation area may install fencing six feet in height, starting at least ten (10) feet from the corner of the house on either side to the rear building line. The fence must then step down to four feet in height in the last eight foot panel section on either side of the fence and continue across the rear of the lot.
- v. Home sites on ponds that are completely surrounded by homes (Cypress Green/Fishermans Bend, Harbor Lake/Inlet Cove/Waterford Landing, Aqua Springs/Harbor Lake/Sandy Springs) are restricted to the installation of a 4ft white, pvc, picket style fence, or shrubs.
- vi. Except for the fencing in SeaCove, fencing must start at least ten (10) feet from the front corner of the house on either side.
- vii. Fences may be six feet in height for the entire length only on properties that back up to another house.
- viii. Irrigation systems must be re-configured, if necessary, to provide 100% coverage of property.
- ix. Fences will be erected so that posts will face to the interior of the property.
- x. All fences will be white poly-vinyl chloride (PVC).
- xi. Acceptable types of fence are listed in Appendix A.
- xii. Fences on Seamist Lane that back up to Heritage Harbor Parkway (exclusive of the Villa Homes in Seacove) may install four foot picket style fences around their backyards with prior approval.

- xiii. Owners wishing to install fences in the rear yards of the villa homes on Sea Mist Lane in Seacove are required to install the same style and height of fences that are currently located in the rear yards of the home at a height of four feet.
- xiv. Fences on drainage easements shall be in sunken, removable sleeves.
- xv. Corner lot homes will require landscaping along the side(s) of the fence exposed to a road. Landscaping will also be required if the rear property line abuts the side lot line of the house behind it.
- xvi. The DRB may require additional landscaping.

B. Antennas, Aerials, and Satellite Dishes

- i. No television, radio or other electronic towers, or aerials will be permitted without prior approval of the Board, unless they fall under the FCC OTARD rule.
- ii. Satellite dishes must be no larger than 2 feet across in any direction.
- iii. Installation of satellite dishes must be as unobtrusive as possible from the street or neighboring units.
- iv. Exposed wiring and junction boxes shall be painted to match the existing base color scheme of the house.
- v. Ground-mounted satellite dish installation must be surrounded by appropriate landscape buffers.
- vi. Antennae/Satellite Dish shall be installed in compliance with all state and local laws and regulations, including zoning, land use and building regulations.

C. Mailboxes

- i. Mailboxes shall be the exact same style as originally conveyed by the builder. See Appendix D. Replacement posts are now available in PVC material if desired.
- ii. Mailbox house numbers must be clearly displayed and maintained in the same style as originally conveyed by the builder. See Appendix B.
- iii. Light bulbs must be white or clear, except during the winter holiday season (defined as October 1st to January 15th of the following year).
- iv. Light bulbs must be lit between dusk and dawn.

- v. Newspaper or other tubes on mailboxes will not be approved or permitted.

D. Signs

- i. No sign, billboard, or advertising of any kind shall be displayed without the prior written approval of the Design Review Board. Homeowner is to maintain house numbers suspended from mailbox and posted on garage door.

Exceptions:

- a. One (1) security alarm sign in front yard, not to exceed one (1) foot square. With the exception of corner lots where front and side of home is exposed to two streets. One may be placed on the back entrance or screened enclosure.

- b. For Sale or Rent: One (1) discreet professionally prepared sign not to exceed twenty- four (24) inches in width and eighteen (18) inches in height, to be attached to a 2 x 4 no higher than three (3) feet from the ground. Such sign shall contain no other wording than "For Sale" or "For Rent", the name, address and telephone number of one (1) registered real estate broker or a telephone number of an Owner or his agent. In no event shall more than one (1) sign ever be placed on any Lot. The sign shall be that of the approved style for Heritage Harbor. See Appendix B for illustration.

E. Landscaping/Trees

Per section 9.13 of the Heritage Harbor Golf and Country Club Covenants, dated August 2003:

No owner shall remove, damage, trim, prune, or otherwise alter any tree in Heritage Harbor, the trunk of which is eight (8) inches or more in diameter at a point twenty-four (24) inches above the adjacent ground level except as follows:

9.17.1 With express written consent of Association

9.17.2 If the trimming, pruning or other alteration of such tree is necessary because the tree or a portion thereof creates an eminent danger to person or property and there is not sufficient time to contact Association for approval.

9.17.3 Notwithstanding the foregoing limitation, an owner may perform, without the express written consent of the association, normal and customary trimming and pruning of any such tree, the base or trunk of which is located o said Owner's lot, provided such trimming or pruning

does not substantially alter the shape or configuration of any such tree or would cause premature deterioration or shortening the life span of any such tree.

9.17.4 It is the express intention of this Section 9.17 that the trees existing on Heritage Harbor at the time of the recording of this Declaration, and those permitted to grow on Heritage Harbor after said time, be preserved and maintained as best as possible in their natural state and condition. All street trees will have a canopy maintained at a minimum of eight feet (8'). Accordingly, these provisions shall be construed in a manner most favorable to the preservation of that policy and intent.

- i. Trees will be approved or permitted in the utility easement. The tree cannot exceed 12' in height and cannot hang over the street or the sidewalk.
- ii. If a laurel oak or live oak located in the easement is damaged, it can be replaced with another tree or left without a tree.
- iii. The installation of additional landscape beds and trees on a home site shall receive pre-approval from the DRB before installation. This requirement is not intended to cover the planting of flower beds or vegetable gardens no greater than 40 square feet. If size and shape of existing landscaped bed is increasing, DRB approval required.
- iv. Tree installations on golf course home sites shall not block the view of the golf course without written permission from all surrounding neighbors.
- v. Trees listed on the State of Florida's Invasive Plant List will not be approved.
- vi. See Appendix C for acceptable types of landscape borders.
- vii. Only low voltage landscape lighting is acceptable.
- viii. Above ground tanks and water softeners must be screened from view of the neighboring properties, golf course and from the streets with DRB approved landscaping.
- ix. Artificial grass is not authorized to replace natural grass in a homeowner's yard.

F. Wells

- i. No wells will be allowed.

G. Swimming Pools and Spas

- i. Any swimming pool to be constructed upon any home site must be applied for and approved by the DRB.

- ii. All pool equipment must have DRB approved fencing or shrubs placed around it so as to screen it from public view.
- iii. All irrigation systems must be re-installed, or modified, to ensure 100% coverage of sod and landscaped areas.
- iv. No above ground pools will be allowed.
- v. Pool must be caged or fenced to comply with local laws and these guidelines.
- vi. All spas must be enclosed and attached or within the dwelling.

H. Patios, Screen Doors, Sunrooms and Screen Enclosures

- i. Patios and Screen Enclosures must be located on the areas shown as "Patio" or "Lanai" on the plans. If a patio extension is requested on the rear of the home, plans must be submitted with the Modification Request, including a plot plan showing where the proposed extension will be placed.
- ii. Irrigation systems must be re-installed, or modified to ensure 100% coverage of the property.
- iii. All screened enclosures (including screen doors) shall be constructed of white aluminum.
- iv. All screening (including screen doors) shall be charcoal in color.
- vi. A white kick plate will be permitted up to 18".
- vii. Front screen doors must be approved by the DRB
- viii. Screen roofs must be mansard or pitched style.
- ix. Roofs on all sunrooms or patio / lanai conversions to sunrooms must be the same material and color as the existing roof of the house.

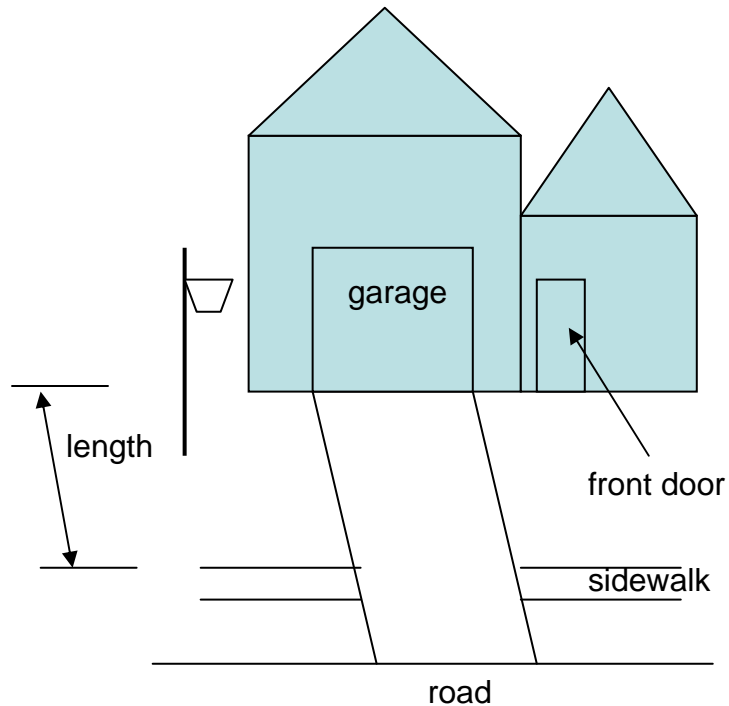
I. Garage

- i. No garages shall be enclosed or converted into a (heated or air conditioned) living area.
- ii. No screening is allowed temporarily or permanently on garage door openings.
- iii. House numbers located above the garage door must be re-installed or replaced when a house is painted.

J. Play Equipment and Accessory Structures

- i. All approved play equipment must be maintained on a regular basis by the Owner to preserve standards.
- ii. All DRB approved exterior recreation and play equipment, except basketball hoops, but including trampolines, swing sets, play sets, must be located within the rear yard of the property and must be screened from public view with DRB approved shrubbery or a DRB approved fence (fences not permitted on golf course lots unless there is a pond between property and golf course).
 - a. Play structures must not exceed 12 feet total in height.
 - b. Applications for play structures must include a site plan clearly showing its intended placement
 - c. The structure's visual impact to neighboring units and/or the street must be buffered with landscaping. A landscaping/buffering plan must be included with the Application.
 - e. No permanent play equipment, with the exception of basketball hoops, may be located in the front yard. No permanent play equipment may be attached to a tree (i.e. tree swings, tree forts, etc.) in the front yard.
- iii. There shall be no metal play sets erected or installed within the community.
- iv. Golf course lots shall not have any of the above exterior recreation equipment or play equipment stored in the rear of the home site facing the golf course unless it is screened from view with shrubbery installed at a minimum of three feet in height and shall not exceed six feet in height.
- v. Permanent and portable basketball goal are allowed with the following requirements:
 - a. Permanent and portable basketball goals must be installed in the grass on the opposite side of the driveway from the front door. The goal must be installed between the garage and no more than half-way down the driveway toward the sidewalk.
 - b. Portable basketball goals may not be positioned in such a way that the street is used for play or the sidewalk blocked to pedestrian traffic.
 - c. The pole shall be black or white, 7-10 feet high.
 - d. The base of the portable basketball goal must be filled with sand or water per manufacturer's guidelines. Nothing can be used to weigh the basketball goal base down. For example, bags of sand or mulch can not be piled on the base.

- e. The basketball net and backboard must be maintained in good repair. No metal chain nets are allowed.
- f. To prevent serious damage, in case of storms or if you are away from your home for more than 24 hours, take precautions and secure portable basketball goals.



Place the basketball net between the garage and $\frac{1}{2}$ the length of the driveway to the sidewalk on the opposite side of the driveway from the front door.

- vi. Shade or shelter tents may be placed in the rear yard, but must be removed after 48 hours.

K. Exterior Painting

- i. An application must be submitted and approved by the DRB prior to the start of project.
- ii. Paint colors must be selected from the HOA approved Heritage Harbor Color Scheme book which is available at the clubhouse for check out, and on-line at www.heritageharborgolf.com.
- iii. Color schemes may not be interchanged.

- iv. All exterior utility fixtures and wiring/cable on the house must be painted the existing color scheme of the house.
- v. Garage door must be painted the same color as base color of the house.
- vi. House numbers located above the garage door must be re-installed or replaced when a house is painted.

L. Gutters and Downspouts

- i. The addition of gutters and downspouts is authorized.
- ii. All gutters must match the exterior house color, trim color and/or window metal color.
- iii. Gutter down spouts must not concentrate water flow onto neighboring properties.
- iv. Homes with a horizontal continuous roof line must place gutters across the entire front of the garage. Homes with a pitched roof, decorative peak or non-continuous horizontal roof line will be considered on an individual basis.

M. Solar Collectors

- i. Solar Collectors require DRB approval and shall be installed with minimal visual impact from the street. Exposed pipes, wiring and junction boxes must be painted to match the existing color scheme of the house.

N. Additions to Existing Homes

- i. An application for additions to a house must include the following: plan view, elevation view, irrigation plan, electrical plan, mechanical plan, structural plan, engineer's certification, county approval, and permit.
- ii. Rainwater from a new addition roof or new grade of Home terrain must not run on neighboring property as to create a nuisance.
- iii. The location of all windows in a new addition must not adversely affect the privacy of adjoining neighbors.

- iv. The architecture of the addition must match the existing home.

O. Awnings, Shutters and Window Treatments

- i. Decorative shutters installed flush onto the home on either side of the windows will be permitted upon require DRB approval of style and color.
- ii. Hurricane shutters may be DRB approved, under the following conditions:
 - a. Hurricane shutter type must be approved from the DRB
 - b. Housing of shutter and tracking is painted the same color as the house.
- iii. Awnings require DRB approval and must be color coordinated with the house color.

P. Driveway Construction

- i. Driveway and sidewalk extensions require DRB approval and must conform to the standard for that Owner's Neighborhood.
- ii. No gravel driveways will be permitted.
- iii. Driveway pavers must be approved by DRB and must coordinate with house color.
- iv. Painted or stained driveways must be approved by the DRB. Driveways may only be stained to a neutral color, earth tone or color that matches the color the house is painted.

Q. Decorative Lighting

- i. Holiday decorations or lighting can be displayed from 10/1 to 1/15.
- ii. Lighting display must not create a nuisance to neighbors or excessive traffic.
- iii. Only low voltage landscape, walkway or lighting attached to the exterior of the home will be permitted.

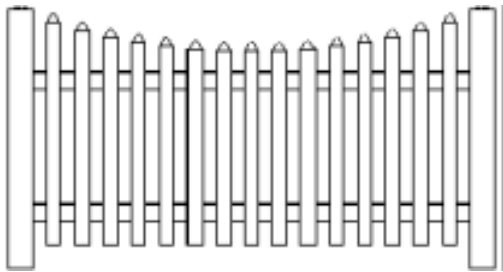
R. Flags and Flagpoles

- i. One permanent flagpole no greater than twenty feet (20") per property will be allowed upon approval by the DRB. Applications must include the following: height of the pole, size of the flag, elevation view of house, and plan view showing location and landscaping.
- ii. DRB approved shrubbery or buffering landscaping must be installed directly around the base of the structure to soften the effect and alleviate the starkness of the pole.
- iii. Proper flag etiquette must be observed at all times when flying the National or State flags.
- iv. One flag assembly may be installed on the front of a home without approval of the DRB, to a maximum flag size of 24" x 36".

APPENDIX A: ACCEPTABLE TYPES OF FENCE

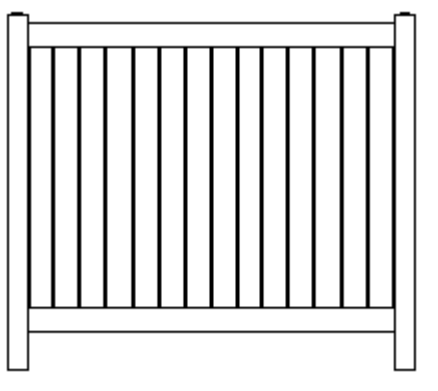
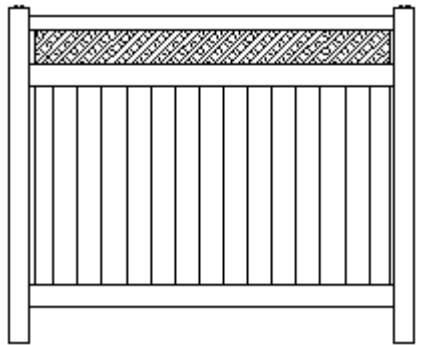
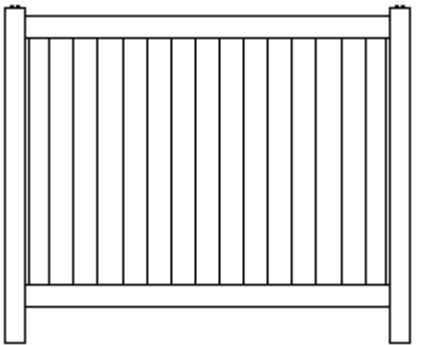
PICKET STYLE

Acceptable: Straight or Scallop Top (example of scallop top shown)



PRIVACY or SEMI-PRIVACY STYLE

Acceptable: Straight or Scallop Top



APPENDIX B: ACCEPTABLE FOR SALE SIGNAGE

Heritage Harbor HOA Sign Specifications

24in



18in

Painted Wood with Wood Post
Background Ronan Dark Blue
Lettering White
Logo White
Border Gold
Post White

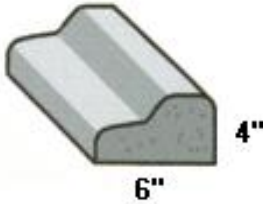
18in

APPENDIX C: ACCEPTABLE TYPES OF LANDSCAPE BORDERS

CAST-IN-PLACE CURB-TYPE

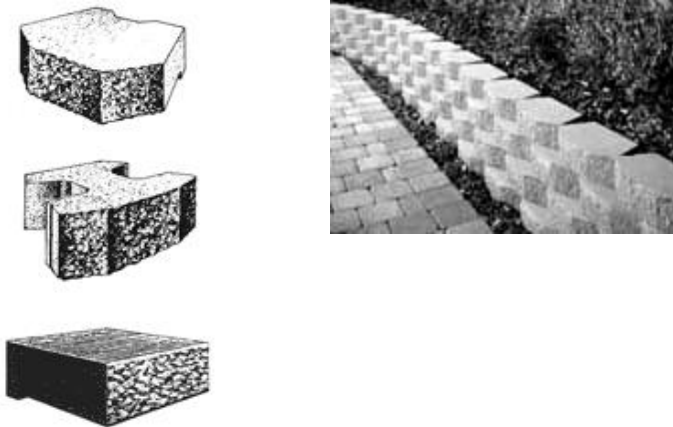
(Decorative) Acceptable Color: Natural Gray

Committee Approval required on all other colors.



RETAINING WALL TYPE

Acceptable Color: Natural Gray or Sandstone



FAUX STONE EDGING TYPE

Acceptable Color: Natural Gray or Sandstone

Acceptable Types:



“Bullet”



“Log”



“Scallop”

Mailbox and Lightpost Description:



White 1-light 6-clear panel carriage style lantern on an outdoor post mounted from the bottom (lantern must be > 15"H) - Lantern is optional.

White post 4" x 4" (installed approx. 52" from ground)

2-Sections of four sided blue trim (each side is approx. 6 ½" W x 2 ½" H)

1-White 9 ½" curved arm to attach mailbox to post

1-Blue metal mailbox

1- White oval house number plate 12" x 6 ¼" with blue numbers

1 - Sensor to automatically turn on the light after dark - Sensor is only required with a lantern.

Color specifications:

Home Depot Paint Alternative
Heritage Harbor Blue
Heritage Harbor White

BEHR Paint (quart size)

RUSTOLEUM

Bright White Hi Gloss enamel

Deep base	8300
Colorant	02 48 96
C Yellow Oxid	0 5 0
E Thalo Blue	2 8 1
Kx white	0 20 1
V Magenta	0 13 1

The post mounted lamp must be 6 sided and made of either plastic or metal. You can purchase new lights or replacement parts at hardware stores, light stores or online. It is recommended you hire an electrician to replace your light, if needed. Trim for your mailbox post can be found at hardware stores as bare wood that you will need to paint. You can take the color scheme information above to any paint or hardware store and they can mix up the correct color for you. If you need to replace your light, it should be the same as, or very similar to, one of those pictured below. The acceptable model #s below are from the manufacturer and may be different on retailer websites. The base may need to be purchased separately.

Styles of Mailbox Lamps in Heritage Harbor



Kichler
Chesapeake Collection
Model # 49256

Transglobe Lighting
Alicante
Model # 4352

Below is a third style of lighting that is in use throughout Heritage Harbor. This style of light has been “grandfathered in” by the HOA for those that have it on your mailbox post today. “Grandfathered in” means it is acceptable to have; however when it breaks one day, it must be replaced with one of the two styles above.



A PVC cover may also be used over the mailbox post. This will prevent the need for trim replacement and will last longer than a wood post. The approved style will slide over a 4" x 4" post. The arm is below the mailbox instead of above so the hanging of the address numbers will need to be adjusted to hang from the arm. The sleeve will require painting around the inside edge of the lower rectangles on all sides and painting of the trim around the middle and top of the post to look like the picture on the first page of Appendix D. To attach your lantern on the post, you will need to remove the cap at the top of the post. It is recommended you use an electrician to install the carriage style light and sensor. You can conduct an internet search using the brand, collection and model information below to find multiple on line stores from which you can purchase it,

The approved replacement is

Brand: Mayne

Collection: Newport

Model: 5813

