

# ADDITIONAL RULES AND REGULATIONS RELATING TO PROPERTIES<sup>1</sup>



## ARC Rules and Regulations for Windows<sup>2</sup>

Approved on April 25, 2022

ARAs are available from the WLCA website [www.mywaterfordlakes.org](http://www.mywaterfordlakes.org) or from the WLCA office. External property improvement may not be started until the (1) homeowner submits Architectural Review Application (ARA), (2) the local Neighborhood Architectural Review Committee (ARC), if applicable, and the WLCA ARC approve the ARA, and (3) the homeowner receives a letter of approval from WLCA. If no response is received from WLCA after 30 days have elapsed from the receipt date stamped by WLCA, the ARA application is considered approved.

### What These Rules Cover:

This guideline covers windows, window security bars, window films, window decorative shutters, and hurricane shutters.

Also see:

- Rules and Regulations for Screens and Screen Enclosures
- Rules and Regulations for Awnings
- Rules and Regulations for Disaster Recovery

### Basic Information:

1. Applicants must comply with the present Rules and Regulations as well as any neighborhood HOA rules and regulations or guidelines that apply to their project. If there are no neighborhood guidelines, WLCA Rules and Regulations shall apply. For additional information, please see the WLCA Amended Declaration, Article IX Section 1-J (Shutters) and Article IX Section 1-W (Air Conditioners)
2. Definitions
  - a. Accordion shutters: a metal track containing a series of narrow, linked panels that unfolds accordion style, across a window or door to protect it.

---

<sup>1</sup> The WLCA declaration, as amended from time to time (the current version of which will be referred to as the "WLCA Declaration"), contains certain rules and regulations relating to properties that are subject to the WLCA Declaration. The WLCA Declaration permits the board of directors to adopt additional rules and regulations relating to properties that are subject to the WLCA Declaration. The present document reflects some of those additional rules and regulations.

<sup>2</sup> The requirements for Windows were formerly reflected in "ARC Guidelines for Windows, Security Bars, Films, Decorative Shutters, Front Doors/Screen Doors, Awnings, Garage Doors & Screening for Garage Doors;" and "ARC Guidelines for Hurricane Shutters, Aerials & Antennas". The requirements are now contained in the present "ARC Rules and Regulations for Windows".

- b. Bahama shutters: Louvered shutters on hinges along the top of windows that can be lowered to cover the window during storms and act as a canopy over the window at other times.
- c. Colonial shutters: Pairs of door-like panels hinged along the sides of a window that can be closed during storms and opened to become decorative shutters at other times.
- d. DIY shutters: Roughly sized sheets of unfinished plywood or other materials that are fastened to house over windows during storms and completely removed at other times.
- e. Roll-down shutters: a series of linked horizontal slats that can be pulled down over windows for protection during storms and rolled up into a case installed above the window at other times.
- f. Shutter Body: A shutter body is the portion of a shutter that, when closed, would protect the window.
- g. Storm panel shutters: a commercial set of metal or polycarbonate corrugated panels that are either individually bolted to the house over windows or inserted into tracks that are permanently mounted above and below windows.

### **Rules for Modifications:**

#### Windows:

1. All windows must be transparent except bathroom windows and sidelight windows beside doors.
2. Security bars are not allowed on windows.

#### Tinted Windows and Window Films:

3. With the exception of doors and sidelight windows directly adjacent to doors, tinted windows and window films shall be in shades of gray or brown and shall not have any visible patterns.
4. Decorative and privacy films on doors and sidelight windows directly adjacent to doors may have patterns and other colors.

#### Windows Decorative Shutters:

5. Shutters must be uniform in color and appearance. Permissible colors are black, white, the color of the house body, accent, or trim, or the color of the door.
6. The height of the shutter body shall be the same as the height of the window opening.

#### Hurricane Shutters:

7. Hurricane Shutters are permitted by WLCA. They are used to provide protection during official Hurricane Watches and Warnings.
  - a. Accordion shutters and any shutter enclosures must be the same color as the part of the house to which it is attached. For accordion shutters in recessed windows, shutters shall be secured in the retracted positions. For windows that are flush with the outside of the house, accordion pleats shall be retracted and secured in a protective enclosure. Accordion shutters may be extended during official Hurricane Watches and Warnings but must be removed within one week after the storm event is over.
  - b. Roll-down shutters may be installed on the sides and rear of the house but shall not be installed on the front of the house. Roll-down shutter enclosures must be the same color as the part of the house to which they are attached. Roll-down shutters may be rolled down during official Hurricane Watches and Warnings and must be removed or retracted within one week after the storm event is over.
  - c. Bahama shutters may be on the sides and rear of the house but shall not be installed on the front of the house. The color of Bahama shutters must be a color in the paint scheme of the house.
  - d. Colonial shutters are convertible to decorative shutters and are not removable. Permissible colors are black, white, the color of the house body, accent, or trim, or the color of the door.

- e. DIY shutters are used to provide protection during official Hurricane Watches and Warnings and must be removed or retracted within one week after the storm event is over.
  - f. For commercial storm panel shutters Individual panels are removable but tracks and mounting bolts are permanently attached to the house. If tracks are used, they must be the same color as the part of the house to which they are attached. Panels may be installed during official Hurricane Watches and Warnings but must be removed within one week after the storm event is over.
- 8. Shutters may not be used as security devices.
  - 9. Florida Statute 718.113 addresses hurricane shutters in condominiums. The rules about hurricane shutters in these WLCA Rules and Regulations also apply to condominiums.

**What Is Needed for the Architectural Review Application:**

- 10. Completed Application.
- 11. For windows, completed application indicating size and type of new/replacement windows
- 12. For decorative shutters, completed application indicating color, dimensions, and description of shutters.
- 13. For hurricane shutters, completed application including the location, type, material, and color of each shutter and shutter enclosure if applicable.