



PGA VILLAGE
ARCHITECTURAL REVIEW MANUAL
VERSION 2.4.3

Approved
PGA Village Board of Directors
August 14, 2024

PGA VILLAGE ARCHITECTURAL REVIEW MANUAL

REVISION HISTORY

REV.	DATE RELEASED	CHANGE SUMMARY
-	Various	The original document was titled Design Review Manual. The various updates and changes to the document were not tracked. The document was not revision controlled.
2.2	Apr. 2023	<p>DRAFT REVISION Changes</p> <p>Format Changes:</p> <ul style="list-style-type: none"> • Name of Document changed to Architectural Review Manual to be consistent with Declaration definitions. • Title page, TOC, and History page added. <p>Substantive Changes:</p> <ul style="list-style-type: none"> • Language redundant to ARC charter and responsibilities removed to eliminate inconsistencies between multiple documents. • Sub-Associations are responsible for Category 1 changes by default. • Appeals process clarified. • Definition of variance changed to agree with Declarations. • Clarifications to all four change Categories • Minor clarifications made to Design Standards • The Application and its associated Exhibits and forms removed from this document. A separate Application Document using the applicable forms is maintained by the Management Company as part of their process. • Schedule and timeline requirements modified in consideration of supply chain issues. • Drawing requirements modified to accept raised seal equivalent electronic drawings for review purposes in line with industry practices. • Fee structure modified. • Minimum landscape budgets modified.
2.3	Aug. 2023	<p>DRAFT REVISION Changes to accommodate legal review:</p> <ul style="list-style-type: none"> • Remove requirement to submit an application to install satellite antenna to be consistent with Florida law • Change requirement for solar collectors. • Clarify Sub-Association CAT I authority.
2.4	Feb. 2024	<p>Submitted for Board Approval</p> <p>Supersedes and replaces all previous Design Review Manual revisions released prior to Feb. 2024..</p> <ul style="list-style-type: none"> • Corrected several references, formatting issues, and spelling errors per community comments. • Added Home generators and propane tanks to common examples of Category 2 changes. • Added fee for preliminary review • .

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REV.	DATE	CHANGE SUMMARY
2.4.3	JULY 2024	<p>Sect. III. Para A item 15, 16 added gardens, clotheslines, and moved like for like roof replacement to CAT 1</p> <p>Sect. III Para B added reqmnt to submit boundary survey drwg for patios and enclosures</p> <p>Sect. III Para B item 2. Modified roof replacement for CAT 2 to be materials or colors change only</p> <p>Sect IV. Para F item vii Added patios for reqmnt to be within setbacks</p> <p>Sect IV Para F item xii added veg gardens and clotheslines</p> <p>Sect VI Para A item 3 – added Florida law reqmnt to specify references in governing documents when denying an application</p> <p>Sect. V. B. para 3 modified to require compliance with all applicable laws and regulations governing control of erosion and silt during construction activities (Contractor’s Covenants).</p>

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I. INTRODUCTION

A. PURPOSE

These guidelines are to provide information to Parcel/Lot Owners, their Architects, Engineers, Landscape Designers and Builders for the procedures, design, construction, and modifications regulating all Parcels/Lots in the PGA Village.

B. DEVELOPMENT PHILOSOPHY

PGA VILLAGE was planned as a golf community designed to complement the existing pine flatwoods terrain and to take advantage of the local climate and culture. The programmed elements such as the golf courses, roads, and home sites were intended to integrate with the natural landscape and with each other to create an environment offering a variety of views, exposures, and settings. The design objective was to blend the introduced development into the original scenery rather than compete or contrast with it.

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II. ARCHITECTURAL REVIEW COMMITTEE (MASTER ARC)

A. PURPOSE

To assure the continued protection of the PGA Village design concept, the environment, and individual property values, the New Construction Committee, or N.C.C. (hereinafter referred to as “Master ARC”), of the PGA Village Property Owners’ Association, Inc. (hereinafter referred to as “Master Association”) reviews all applications and design documents for both new construction and modifications to existing Parcels/Lots. Each application will be evaluated based upon compliance with the Declaration of Covenants, Conditions and Restrictions for the Reserve, now known as PGA Village, recorded in Book 618, Page 978 of the Public Records of St. Lucie County (hereinafter referred to as the “Declaration”); the By-Laws of PGA Village Property Owners’ Association, Inc. (hereinafter referred to as “By-Laws”); and these Architectural requirements (hereinafter referred to as the “Architectural Review Manual”), all as amended from time to time.

B. AUTHORITY

Authority has been granted to the Master ARC as set forth by the Declaration, and the By-Laws that shall encumber each and every Parcel/Lot within PGA Village.

C. RESPONSIBILITIES

The Master ARC charter and responsibilities are defined in the Declarations and in the ARC Committee Charter.

D. DELEGATION OF AUTHORITY FOR CATEGORY ONE

Category One Project Applications (as further defined in Article III, Section A. of this Architectural Review Manual) are the responsibility of the applicable Sub-Association to approve. If a community does not have a Sub-Association the Master ARC will act as the approving authority. The Master ARC delegates the responsibility for the review and approval of Category 1 applications to the Sub-Associations if they exist. This delegation may be revoked at the sole discretion of the ARC at any time should they deem that the Sub-Association ARC’s are not acting in the best interest of the community.

- a. The Sub-Association shall minimally use the same requirements and standards as specified in this Architectural Review Manual as derived from the Declarations and all applicable County, State, and Federal requirements. Failure to do so will result in withdrawal of this delegation of authority and authorization of the project.
- b. One copy of the approved/denied application shall be sent to the Master Association’s management company who will forward it to the members of the Master ARC.

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- c. The Sub-Association architectural review committee may enforce additional, stricter, requirements as provided in its controlling documents but may never remove or bypass any requirement of the Declarations and/or this Architectural Review Manual.

E. LIMITATIONS OF RESPONSIBILITIES

Master ARC approval of structures or modifications shall not imply responsibility for their design, plan, or construction. The owner seeking approval shall be responsible for, but not limited to, the following:

1. The design, drawings or specifications for any proposed building or structure.
2. The structural adequacy, capacity or safety features of the proposed improvement or structure.
3. Whether the location of the proposed improvements or structure on the building site is free from possible hazard from flooding or from any other possible hazard, whether caused by conditions occurring on or adjacent to the property.
4. Soil erosion and incompatible or unstable soil conditions.
5. Mechanical, electrical or any other technical design requirements for a proposed project.
6. Compliance with any and all building codes, safety requirements, or governmental laws, regulations, codes or ordinances.
7. Performance or quality of work of any contractor.
8. Title defects on any portion of the Parcel/Lot.
9. Contractual or verbal agreements between Builders, Landscapers, other Contractors, and Homeowners.
10. Surveying errors.

F. APPEALS

1. Appeal of denied Sub-Association Application

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If an application has been denied by a Sub-Association ARC pursuant to authority delegated to it by the Master ARC to review Category 1 applications (see Section III of this Architectural Review Manual), or the approval is subject to conditions that the Parcel/Lot Owner deems unacceptable, the Parcel/Lot Owner has seven (7) days to request a formal hearing before a regular meeting of the Master ARC. At the hearing, the owner can present the owner's position, and the Sub-Association decision will be reviewed, and the Parcel/Lot Owner notified of the outcome in writing within fourteen (14) days. All reviewed decisions are final.

2. Appeal of Denied Master ARC Application

If the Master ARC denies an application for any Category change (1-4), the Parcel/Lot Owner has seven days to request a formal hearing to be scheduled by the ARC. The ARC, at its own discretion, may consult with the PGAV Board of Directors for advice and guidance on issues that may have a financial impact to the PGAV, concerning any appeal. At the hearing, the owner can present the owner's position, and the initial decision will be reviewed, and the Parcel/Lot Owner notified of the outcome in writing within fourteen (14) days. All reviewed decisions are final.

G. VARIANCES

The ARC may grant variances from the requirements contained herein or as elsewhere promulgated by the ARC on a case-by-case basis provided however that the variance sought is reasonable and does not impose hardship upon other Owners. The granting of such variance by the ARC shall not nullify or otherwise affect the ARC's right to require strict compliance with the requirements set forth herein on any other occasion.

H. INSPECTIONS

The Master ARC reserves the right to perform periodic inspections for the purpose of monitoring the progress of the activities to be performed as described in the Application and ensuring conformance to the approved Application. The Master ARC has been empowered to enforce conformance and will do so, including seeking administrative penalties or referring the matter to the Master Association Board of Directors for appropriate legal action if necessary. Final inspection shall be made by the Master ARC or their designated representative prior to return of deposits.

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III. CATEGORIES OF CONSTRUCTION & IMPROVEMENT

The categories that describe the various types of improvement and their requirements are dynamic rather than static classifications, with each submitted application being individually examined and classified by the Master ARC or their designee. Category One applications are delegated to the Sub-Association ARC. Owners whose Sub-Association HOA does not process Category One applications for any reason, or Owners who do not have a Sub-Association shall apply to the Master ARC for all Categories.

A. CATEGORY ONE – HOME IMPROVEMENT (MINOR)

Category One items do not require Master ARC review or approval, as noted in the introduction to this section, if the Sub-Association has its own ARC. Otherwise, owners in neighborhoods without Sub-Associations shall submit these items directly to the Master ARC. The Sub-Association ARC must be aware that all covenants and use restrictions found in the Declaration, By-Laws, Rules and Regulations, and/or Master ARC rules and regulations shall apply. No modifications or new construction shall negatively impact PGA Village Common Property, surrounding properties, or golf courses. If approval is required and obtained from the Master ARC, the project must be completed within the specified and approved time frame in the application, or an extension of the time required must be agreed with the appropriate ARC.

This category includes the following:

1. Basketball backboards;
2. Gutters & Downspouts;
3. Hurricane Shutters;
4. Minor Landscaping;
5. Minor Outdoor Lighting;
6. Painting;
7. Roof repairs;
8. Sculptures and/or Statuary less than twenty-four (24) inches tall;
9. Screen enclosure replacement on existing footprint;
10. Solar Panels;
11. Replacement of doors/side lights;
12. Replacement of windows of like shape/size;
13. Replacement of driveways on existing footprint with similar materials;
14. Additional pool equipment, (e.g. heaters)
15. Addition of gardens / clotheslines.
16. Roof replacements where the replacement material and color are the same as the roof being replaced.

Some items designated above may require St. Lucie County Permits.

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B. CATEGORY TWO – HOME IMPROVEMENTS (MAJOR)

Improvements that require either professional review, the introduction of heavy equipment into the PGA Village Community, or most projects that require a St. Lucie County Building Permit are included in Category Two.

Architectural, Landscape, and/or Drainage Plans must be submitted that include the boundary survey for the property. The drawing must show setbacks and easements, spot elevations and water flow (where required), and color samples, if applicable. An elevation drawing is required for any patio that is not ground level.

An Application Fee is required (see Section VIII of this document for applicable fees), and a Construction Deposit may be necessary. All Master ARC Rules and Regulations apply. Once approval is obtained from the Master ARC, the project must be completed within six (6) months. Should it not be possible to complete in this time frame the Owner shall inform the ARC and provide an updated schedule for approval.

This category includes but is not limited to the following:

1. Accessory Structures: All screen enclosures and unscreened patios other than those approved under Category Three as part of a new pool and/or spa, decorative columns, walks, and awnings. Accessory structures shall also include, but are not limited to: playhouses, playground equipment, gazebos, tiki huts, cabanas, fences mounted on the pool deck, raised planters, planter walls, recreational areas, sculptures, and/or statuary taller than twenty-four (24) inches, decorative art objects, fountains, urns, water features, rock gardens, etc. Screening required where necessary (e.g., generators). Note that vegetation used to screen generators, pool equipment, and air transfer units placed outside the structure must be of sufficient height when planted to effectively screen the equipment within nine months of planting.
2. Roof Replacements that propose using different material and / or color than the roof being replaced.
3. Landscaping: Changes considered “significant” due to planting or removal of trees, hedges, entire planting beds, or changes requiring heavy equipment, or modifications that alter the drainage flow on the Parcel/Lot.
4. Installation of new driveways, decking, golf cart paths, and walkways.
5. Play Equipment.
6. Screen enclosure modification, if extending or modifying the original footprint.
7. Home generators and propane tanks

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C. CATEGORY THREE – ADDITION TO PRINCIPAL STRUCTURE

i. Definition

- a. The addition of square footage to an existing structure or the addition of an unattached auxiliary building resulting in an increase in the overall estate size or the building of a pool and/or spa is included in Category Three.

ii. Documentation

One hardcopy (22"x34") of complete Architectural, Engineering, and Landscape Plans must be submitted. The plans must be from the engineering company in the form of Raised Seal plans to be filed for records. An additional copy of all plans is required for review purposes. This additional copy may be an equivalent electronic version of the drawings in lieu of hard copies. The engineering drawings must include Drainage Plans showing spot elevations and water flow, Exterior Color Samples, and additional information as may be deemed necessary by the Master ARC shall be submitted.

Refer to Section VIII. Fee Schedule, for applicable fees.

All Master ARC Rules and Regulations apply.

iii. Schedule

Once approval is obtained from the Master ARC, the project must be completed within one (1) year, or the Owner must submit an updated schedule for review and approval of the ARC. If the Owner has justifiable reason to believe the target schedules cannot be met the owner is responsible to notify the ARC and agree on a reasonable completion date.

The targeted schedule for landscaping shall be to be completed within one (1) month of receipt of a Certificate of Occupancy (CO) granted by St. Lucie County.

iv. Auxiliary Buildings

- a. Storage sheds of any description are not permitted.
- b. Sub-Association approval is required for any type of auxiliary structure whether or not it is attached to the main residence, prior to submitting an application to the Master ARC. It is important that the local community support any auxiliary building project, and that the project is seen to augment the estate aesthetics and add to local property values.
- c. Auxiliary buildings must have county permits.
- d. Auxiliary buildings must augment the value of the property and the community.
- e. Included in this class are cabanas, offices, gyms, libraries, garages, casitas, and others. The buildings must be finished and be composed of materials and colors that enhance and are like the main structure.

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D. CATEGORY FOUR – NEW CONSTRUCTION

1. Definition

New construction on all or part of a Parcel/Lot of vacant land or land cleared of its original structures is included in Category Four.

2. Documentation

One hardcopy (22"x34") of complete Architectural, Engineering, and Landscape Plans must be submitted. The plans must be from the engineering company in the form of Raised Seal plans to be filed for records. An additional copy of all plans is required for review purposes. This additional copy may be an equivalent electronic version of the drawings in lieu of hard copies. The engineering drawings must include Drainage Plans showing spot elevations and water flow, Exterior Color Samples, and additional information as may be deemed necessary by the Master ARC shall be submitted.

3. Schedule

Once approval is obtained from the Master ARC, the project must be completed within one (1) year, or the owner must submit an updated schedule for review and approval of the ARC. If the Owner has justifiable reason to believe the target schedule cannot be met, the Owner is responsible to notify the ARC and agree on a reasonable completion date.

The schedule for landscaping shall be to be completed within one (1) month of receipt of a Certificate of Occupancy (CO) granted by Saint Lucie County.

4.

Fees (See Section VIII. Regarding the Fee Schedule)

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IV. DESIGN STANDARDS AND CRITERIA

A. GENERAL

Property owners are reminded that PGA Village is located in St Lucie County and that all laws, rules, codes, and ordinances of the County apply. In the case of a conflict between County, State or Federal requirements and Master ARC requirements, the more stringent shall apply (e.g.; if the height restriction that St. Lucie County allows is 40 feet, but PGA Village is 35 feet, the lower height prevails). In the case of a conflict between the Declaration, Conditions and Restrictions of the Master Association or the Rules and Regulations, the Declaration shall apply.

B. SETBACKS

1. It is the intention of the Master ARC to ensure that each residence or auxiliary structure is situated on each Parcel/Lot so as to minimally impact existing trees or particularly sensitive natural vegetation, while at the same time placing the home in its most advantageous position for the Parcel/Lot and neighboring Parcels/Lots.
2. Roof eaves may project a maximum of three (3) feet into a required setback.
3. Cantilevered elements, such as bay windows, porches, etc., that provide usable interior space are considered part of the structure and shall not project into a setback.
4. A setback matrix describing the minimum setbacks for the various Sub-Associations is attached as Exhibit 1 entitled "Setback Standards".

C. BUILDING SIZE

A list of minimum permitted building sizes is attached as Exhibit 2 entitled "Minimum Permitted Building Size and Minimum Landscape Budget".

D. HEIGHT

1. Maximum building height will be thirty-five (35) feet measured vertically from the lowest finished floor to the highest part of the roof, excluding chimneys.
2. St. Lucie County Building Code posts MINIMUM lowest finished elevation at eighteen (18) inches above the crown of the road. The County requirement may change based on Flood zones and new legislation. The ARC shall use the same

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requirements as the County for this measurement if it varies from 18 inches. Health Department Code for Septic Systems and FEMA flood zones require additional attention for finished floor elevations.

3. Final finished floor elevation will be noted on “As-Builts.”

E. SITE DESIGN

1. CLEARING:

No clearing of any type whatsoever shall be permitted until engineering drawings showing the nature and location of all site work have been approved by the Master ARC.

2. GRADING/DRAINAGE:

- a. Any cuts shall be done to compliment the natural topography of each Parcel/Lot.
- b. Fill shall not be placed in any location without the approval of the Master ARC.
- c. The drainage plan for each Parcel/Lot shall respect natural topography of the Parcel/Lot and will ensure that storm water collection and runoff will not create any puddling in paved or swale areas, obstruct any pedestrian or vehicular traffic, or negatively impact neighboring Parcels/Lots.
- d. Certain sections of PGA Village require the installation of a driveway culvert to provide proper drainage across the property along the roadside. Culvert design, including pipe size and material must be shown on the submittal site plan for review.

3. DRIVEWAYS:

- a. Driveways and walkways must be of a finished concrete, brick/concrete pavers, or impressed concrete. Driveway aprons must be patterned in the same finish and manner as the driveway.
- b. Wherever possible, single driveway access to a corner Parcel/Lot shall be from the least traveled street. However circular drives may originate from both streets.
- c. No curbside parking will be permitted by the extension of any portion of the street pavement.

4. MECHANICAL EQUIPMENT:

- a. All mechanical equipment, including, but not limited to air conditioners, water softeners, irrigation equipment, pool equipment, and similar items shall be screened from any street or adjacent house by landscaping.
- b. Window or wall air conditioning units are prohibited.

5. TRASH CONTAINERS:

All trash and garbage containers and similar items shall be screened from any street or adjacent house by landscaping.

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6. MAILBOXES:

All mailboxes must be of Master ARC approved design.

7. FENCES AND WALLS:

All fences or walls, regardless of size, material, etc. shall be approved by the Master ARC and shall only be permitted when mounted on a pool deck. Chain link fences are not permitted, except that chain link fences may be utilized temporarily during periods of construction.

8. SIGNAGE:

No signs, advertisements or notices of any kind, free standing or otherwise displayed, or erected shall be erected or displayed to the public view on any Parcel/Lot. No signage of any type shall be permitted on any portion of the Common Property unless otherwise permitted by the Master Association Board of Directors.

9. SWIMMING POOLS:

- a. Above ground swimming pools are prohibited.
- b. Pools and/or spas may not be located on the street side of a residence.
- c. Free-standing, detached swimming pools are permitted only when open, with no screen enclosure. However, a free-standing pool shall have a four (4) foot fence around it.
- d. Pool installations are also subject to the requirements and limitations as provided in Article X, Section 1. (Y) of the Declaration.

10. TENNIS/PICKLEBALL COURTS:

- a. A tennis court, or pickleball court will be approved if, in the sole and absolute discretion of the Master ARC, the Parcel/Lot is large enough to accommodate it and it shall not encroach upon the privacy of neighbors or encroach on the setback areas for the Parcel/Lot.
- b. A tennis or pickleball court shall not be located on the street side of a residence.
- c. Lighting is strictly prohibited.
- d. To maintain vistas, tennis courts/pickleball courts are prohibited on golf and/or waterfront Parcels/Lots.

11. EXTERIOR LIGHTING:

All exterior lighting must be detailed on the approved plans. Exterior lighting shall include, but is not limited to: floodlights, post lights, driveway lights, etc. Any exterior lighting that the Master ARC decides would create a nuisance to adjoining property owners shall not be permitted.

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12. ACCESSORY STRUCTURES:

- a. All accessory structures, which shall include, but not be limited to: playhouses, playground equipment, gazebos, tiki huts, cabanas, raised planters, recreational areas, sculptures, statuary, decorative art objects, fountains, urns, water features, rock gardens, etc., shall be approved by the Master ARC.
- b. Location of accessory structures is critical. Recreational and functional accessories shall be placed in the rear of the Parcel/Lot in the least obtrusive location if permitted by Sub-Association ARCs. Such accessories must not be visible from street view.
- c. Tool sheds, storage sheds and dog houses are prohibited.
- d. Basketball backboards when permitted by the individual Sub-Associations shall be subject to the following:
 - i. Backboards shall not be attached to the house or any other structure.
 - ii. Backboards shall not be illuminated.
 - iii. Backboards shall be mounted on a black or dark colored metal pole with a clear backboard and be mobile for storage when not in use.
 - iv. Equipment shall be maintained in good order.
 - v. Location is subject to Sub-Association's approval on an individual basis, but shall not impact Master Association property, rights-of-way, or easements.
 - vi. In the event the basketball backboard becomes a nuisance, the Sub-Association and/or the Master Association reserves the right to require the removal of any basketball backboard.

F. EXTERIOR BUILDING DESIGN

i. GENERAL:

Each architectural design will be evaluated individually with specific emphasis on harmony with existing residences and the natural setting.

ii. EXTERIOR MATERIALS:

Acceptable materials are:

Walls: stucco, stone, brick. Other materials will be evaluated on an individual basis.

Roofs: cement tile, clay tile, cedar shakes, and seamed metal roofs will be evaluated on an individual basis. (No reflective roof shall be approved.)

iii. ROOFS:

Minimum roof pitch is 5/12.

Asphalt and fiberglass shingles are prohibited.

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Roof vents and stacks shall be placed in the least obtrusive location and painted to match roofing.

iv. GARAGES:

Each residence shall have a minimum of a two (2) car garage with automatic door opener(s).

Side entry garages are required in some subdivisions as provided in the applicable Sub-Association's governing documents.

Carports are not permitted.

Garage screen doors shall not be permitted.

v. COLORS:

New construction, alterations, renovations (Categories Two, Three and Four): A complete color schedule, including color sample chips, of all exterior surfaces of The Work is required to be approved by the Master ARC. The Master ARC will consider how the proposed colors conform to the natural scheme and existing color palette of the PGA Village community. Inharmonious colors will not be permitted.

Existing structures (Category One): When an existing structure is to be repainted the existing color, Master ARC review/approval is not required. However, the Sub-Association's ARC may require submission of the proposed color to confirm that it is consistent with the existing color of the structure as originally applied. The Owner shall select from the approved Sub-Association color palette and/or obtain Sub-Association ARC approval for the owner's preferred paint chips. Colors shall be in harmony with the color palette of existing homes in that Neighborhood.

vi. DOORS, WINDOWS:

Bright finished metal exterior doors, screens, louvers, structural members, etc. shall not be permitted.

Reflective or mirrored glass is prohibited.

vii. SCREEN ENCLOSURES AND PATIOS:

All screen enclosures must be attached to a house or auxiliary structure. Free-standing enclosures are prohibited.

Applications submitted for screen enclosure and/or patio approval must include the following drawings (if applicable):

- A complete, dimensioned site plan showing the enclosure location and other improvements on the property.
- A complete roof plan of the house showing the configuration of the enclosure with framing members indicated.
- All affected exterior elevations of the house showing the enclosure with all the framing members indicated.

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- A complete set of drainage plans showing spot elevations and water flow. Screen Enclosures or patios may not encroach into the Parcel/Lot's setback area or be located on a property line.

viii. RETRACTABLE AWNINGS:

All retractable awnings shall be approved by the Master ARC prior to installation or mounting on the exterior of a residence. Retractable awnings shall not be approved unless they are on the rear of a home and on a patio and/or within a screen enclosure.

All designs, materials, finishes, colors and hardware shall be consistent with the main house and are subject to approval.

ix. HURRICANE SHUTTERS:

All designs, materials, finishes, colors, and hardware should be consistent with the main house and are subject to Sub-Association ARC approval, or if no Sub-Association governs the Parcel/Lot in question, then the Master ARC.

Hurricane shutters are only permitted to be installed or closed in accordance with PGA Village Master Board rules.

x. SOLAR HEATING PANELS (POOL AND/OR DOMESTIC WATER):

All solar heating panels shall be approved by the Sub-Association ARC prior to installation, or if no Sub-Association governs the Parcel/Lot in question, then the Master ARC must approve. Note that by law Solar Panels must be allowed.

Each application will be reviewed on an individual basis by the Sub-Association ARC (or Master ARC in the absence of a Sub-Association ARC) considering only the necessary owner indemnification and contractor insurance requirements. Solar panels or collectors shall be approved per applicable Federal Statute 163.04.

xi. SATELLITE DISHES:

The installation of all satellite dishes less than 39.37 inches in diameter shall not require ARC or Sub-Association ARC approval. No application to install is required.

xii. VEGETABLE GARDENS / CLOTHESLINES:

Vegetable gardens shall be permitted in the back of the house as long as they are not visible from the front drive or from adjacent properties or golf courses. Clotheslines shall be permitted in the back of the property as long as they are not visible from the front drive, adjacent properties or from golf courses.

G. LANDSCAPING (for Categories Two, Three and Four)

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1. DESIGN CRITERIA:

Our Development Order requires preservation of a minimum of 25% of the native upland habitat. The Master ARC considers this requirement in its review and approval of each individual site. Property owners are encouraged to preserve a greater amount of native upland habitat where possible on their Parcel/Lot. Additionally, the Master ARC shall encourage the use of native, indigenous trees and plant material in the creation of new landscape areas.

2. MINIMUM BUDGET:

- a. A minimum landscape budget for trees and plant materials only (excluding sod) for each neighborhood has been established and is attached as EXHIBIT 2 entitled "Minimum Permitted Building Size and Minimum Landscape Budget".
- b. Master ARC may allow credit for natural vegetation.
- c. In addition to compliance with the minimum budget requirement, landscape drawings shall be evaluated on coverage and aesthetic design.

3. GENERAL:

- a. Any tree large enough to require heavy equipment such as cranes, back hoes, etc. to take down and/or remove the tree will be deemed a Category 2 modification., and is required to be reviewed by the Master ARC. A county permit is most likely required. If the tree can be removed without use of heavy equipment it is a Category 1 modification.
- b. All landscaping is to be completed in accordance with the approved landscape plan. Any additions or changes must be approved by the Master ARC prior to installation.
- c. Each Parcel/Lot shall be sodded with floritam or other approved sod. All easements, canal banks, lake banks, etc. must be sodded and irrigated in accordance with the requirements of the Master ARC and South Florida Water Management District (SFWMD). These areas are to be maintained by the Parcel/Lot Owner or his/her agent.
- d. All landscaping and sod are to be maintained on a regular basis by the Parcel/Lot Owner or his/her agent. This maintenance includes, but is not limited to: mowing, weeding, fertilization, pest control, pruning, removal and/or replacement of dead or diseased trees and other plant material. Any debris or refuse is to be removed to keep a neat and orderly appearance at all times.
- e. Any pine tree lost to any construction activity shall be replaced with two (2) new pine trees of a minimum height of 6 feet and of specimen quality. These trees will not be a part of the minimum landscape budget but shall be listed separately.

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f. Screening plants. Note: All exterior equipment such as pool pumps, Air Transfer Units, and home generators must be screened from view by hedges or other vegetation of sufficient height to effectively screen the equipment. The original plantings of such hedges must be of sufficient size to provide effective screening within nine months of planting.

4. IRRIGATION:

- a. An automatic irrigation system of adequate capacity shall be designed, installed and used to maintain all landscaped and sodded areas in a good and healthy condition at all times.
- b. Irrigation wells may be used if properly treated for rust, staining, odor, etc. A permit from the St. Lucie County Department of Health is required to drill a shallow well for irrigation.
- c. No wells may be installed and/or used in The Reserve Creek subdivision.
- d. The lakes or canals may not be used as an irrigation source unless approved by the Master Association Board of Directors.
- e. All irrigation systems shall be equipped with a time clock and rain sensor.

H. MISCELLANEOUS

1. ANTENNAE

Exterior antennae for radio, amateur radio (HAM), TV's (other than satellite antennas that are professionally installed by the service provider), etc. are prohibited.

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V. JOB SITE CONDITIONS/RESTRICTIONS

A. GENERAL

1. WORK HOURS/DAYS

Work hours, including delivery of materials/supplies: Monday through Friday - 7:00 AM to 6:00 PM; Saturday - 8:00 AM to 5:00 PM. Work and deliveries are prohibited on Sundays and all national holidays.

2. SIGNS

No signs are permitted on any Parcel, Lot, or Common Property unless otherwise approved in accordance with Section IV, sub-section E.8. of this Architectural Review Manual. All signs shall be removed when a Certificate of Occupancy/Completion is received or as otherwise instructed by the Master ARC at the time of approval.

B. SITE UNDER CONSTRUCTION/DEMOLITION

1. SITE MAINTENANCE

- a. Site shall be maintained in a clean and orderly condition throughout the construction process.

2. DUMPSTERS

- a. Dumpsters, if employed, shall be provided by the owner or contractor for trash and promptly emptied when full. They must be covered in an appropriate manner to prevent trash from blowing onto neighboring property. In addition, they shall be placed so as not to obstruct sidewalks or roads.

3. SITE DRAINAGE

- a. Provision for run-off of water must be made during construction and at the completion of The Work to ensure that no water flows into neighboring properties and the drainage is functioning as designed

4. EROSION AND SILT CONTROL

Preventive control of erosion and the build up of silt in storm drains caused by construction activities is of utmost importance to the PGA Village environment. It is incumbent upon all contractors to assure that precautions are taken to avoid erosion and silt build up.

- a. Any new construction or modifications and additions to existing structures shall be done in accordance with all applicable Florida and Saint Lucie County laws, rules and regulations for erosion and sediment control, during the entire construction timeframe.
- b. If additional Engineering inspections are necessary pursuant to item a. above, the costs shall be to the owner.

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5. PORTABLE SANITARY FACILITIES

- a. Portable sanitary facilities, if any, shall be anchored and enclosed with a “U” shaped wooden fence with the “U” opening facing away from the street. Sanitary facilities shall be placed only on the property under construction and may not be located on Common Property or in the street.

6. CONSTRUCTION ACTIVITY LIMITS

- a. All construction activity must be confined to the site only.

7. RADIO/LOUD NOISE

- a. Loud radios or unnecessary noise are not permitted.

8. DELIVERY LOCATIONS

- a. All deliveries to the site must be placed on the site only. The Parcel/Lot Owner shall be held responsible for damage caused to adjacent properties or Common Property by delivery vehicles.

9. ALCOHOLIC BEVERAGES

- a. No alcoholic beverages or drugs of any kind shall be consumed by the Parcel/Lot Owner’s employees, contractors, sub-contractors, suppliers, etc. while in PGA Village.

10. CHILDREN, ANIMALS, PETS

- a. No small children, pets, or animals of any kind, shall be permitted on the job site by the Parcel/Lot Owner’s employees, contractors, sub-contractors, suppliers, etc.

11. ABUSIVE/PROFANE LANGUAGE

- a. Abusive or profane language is not permitted on the job site.

12. CLEAN STREETS

- a. Streets adjoining project site shall be cleaned of construction debris on a daily basis including any residual materials used for sub-surfaces, fill, etc.

13. CARE OF ADJACENT PROPERTIES

- a. Construction procedures and/or processes and equipment shall not cause damage or be a nuisance to neighboring property. Any and all damage to common areas or roadways resulting from construction activity will be the responsibility of the Parcel/Lot Owner.

14. CONTRACT EMPLOYEE RESPONSIBILITY

- a. Contractors are responsible for the conduct of their employees while they are in PGA Village.

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C. DEMOLITION OF EXISTING HOMES OR OTHER STRUCTURES

1. TYPE OF APPLICATION

- a. A Category Four application shall be filed with the Master ARC for the demolition of an existing house.

2. DEMOLITION FEE

- a. The fee schedule for demolition of a house will be the same as Category Four for New Construction. (Note: If a new house is constructed, another fee, as specified for New Construction, will be due.)

3. SCHEDULE FOR THE DEMOLITION PROCESS

- a. The Parcel/Lot owner shall have sixty (60) days from approval of the application to complete the demolition of the existing house/structure and remove all building materials, debris, etc. from the site.
- b. The applicant shall have sixty (60) days from the end of the demolition to (1) submit an application for the construction of a new house or (2) sod the empty lot in accordance with the specifications listed in Section III., sub-section D of this Architectural Review Manual and provide an irrigation system to maintain the sodded areas (See Section IV, sub-section G.4 of this Architectural Review Manual).
- c. The conditions/restrictions of the demolition site shall be the same as those listed in Section V, sub-section B, Site Under Construction, of this Architectural Review Manual.
- d. Explosives shall not be allowed.
- e. The homeowner shall obtain a Specialty Permit for Demolition from St. Lucie County.
- f. Drainage on the Parcel/Lot shall be maintained as it was prior to the demolition, or a new drainage plan shall be submitted with the application.
- g. Any changes to the timeframes defined in this paragraph shall be presented to the ARC for approval.

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VI. APPLICATION REVIEW PROCEDURES

A. APPLICATION PROCESS

Included in this section is an outline of the procedure for the review and approval of proposed construction/exterior modifications within PGA Village.

1. SOURCE OF APPLICATIONS

Master ARC Applications are available at the PGA Village Master Association Office. A separate document titled “ARC Application”, defines the required documentation for the specific Category of Change requested. The PGA Village Management Company has copies of the ARC Application and it can also be downloaded from the website www.pgavillagepoa.com. This Application must be completed and all required attachments along with applicable fees and deposits submitted to the PGA Village Management Company.

2. RETURN APPLICATION TO THE MASTER ASSOCIATION MANAGEMENT OFFICE:

- a. One (1) copy of the Application, and where applicable one hardcopy each of the Architectural, Engineering (including site plan and drainage plan), and Landscape plans. An additional (second) hardcopy or equivalent electronic version of the “raised seal” drawings is required for ARC review purposes. NOTE: When required, the engineering drawings must conform to Florida State Professional Engineering requirements. A hard copy of the drawings will be maintained by the Management Company for archival purposes.
- b. Deposits and Fees (See Section VIII) shall be paid to “PGA Village POA, Inc.” at the Management Company Office.
- c. Signed approval by Sub-Association ARC, is required for all applications to the Master ARC unless no Sub-Association ARC exists. .

3. APPLICATION PROCESSING

- a. Management Company 1 week to review for completeness and prepare package for ARC assuming a complete package is submitted. If there are missing parts this timeframe will be extended until a complete submission is received.

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- b. Master ARC – Depending on the application, the Master ARC may need time to perform a site inspection. In this case two weeks should be allotted. For changes where site inspection is not required the application may be processed at the next available ARC meeting.
- c. The Application shall be scheduled for review and approval at the next Master ARC meeting date following processing. The Master ARC meeting schedule is available at the PGA Village POA Office and on the website www.pgavillagepoa.com.
- d. Master ARC reserves the right to request additional information before an Application can be processed.
- e. Following the ARC meeting where the application is reviewed, the Master ARC shall notify Applicant of its decision in writing within one (1) week following the meeting. If the application is denied the notification of denial shall state with specificity the reference(s) to the PGA Village POA rule or covenant on which the ARC relied when denying the application, and the specific aspect or part of the proposed work that does not conform to such rule or covenant.

B. APPLICATION WITHDRAWAL

The Applicant, as a matter of right, may withdraw an application without prejudice, and have fees refunded, provided the request for withdrawal is made in writing and filed with the Master ARC prior to any review or action on the application by the Master ARC or the use of Professionals for which a fee was paid.

C. OPTIONAL PRELIMINARY REVIEW

1. ARC Review (**Optional step**)

A preliminary review (at Owner's option and expense) shall enable the Applicant to communicate their design intentions to the Master ARC prior to investing in fully detailed construction documents. In order to receive a preliminary Master ARC review the applicant shall submit a complete Master ARC application and the Preliminary Review Fee as provided in Section VIII of this Architectural Review Manual. The Master ARC will provide "comments only" on preliminary reviews which do not vest the Parcel/Lot Owner with any rights whatsoever.

- a. Applicant:

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Submit one (1) copy of Application forms (“Master ARC Application Form”), appropriate Preliminary Review fee, and one set of preliminary plans composed of all or any of the following:

- i. Architectural plans.
- ii. Landscape plan(s) indicating but not limited to: location of all existing trees with a 4” or greater diameter; locations where trees are to be transplanted; conceptual proposed plantings, landscape berming, etc.
- iii. Any other plans necessary to show Master ARC elevations, materials, colors, etc. of structures or features not listed above.
- iv. Drainage plan showing spot elevations and water flow.

2. MASTER ARC REVIEW

a. Master ARC:

Review of the application and plans. Professionals may be called upon to review plans to assist the Master ARC. Applicant shall be advised in writing of the Master ARC determination by the Management Company.

D. CONSTRUCTION / WORK

The Applicant shall grant the Master ARC designee the right to conduct periodic inspections to determine compliance with its policies and with approved plans. If The Work is found to be in non-compliance, the Master ARC has the right to request the Master Association’s Board of Directors to take necessary action(s) to correct the situation.

In the instance where an existing home is to be demolished, Master ARC approval of the demolition shall be given prior to the start of demolition. In the event demolition or construction is initiated prior to Master ARC approval, all work shall immediately cease. The Parcel/Lot Owner shall have two (2) weeks to comply with the Master ARC regulations.

E. PROPOSED CHANGES

Any changes after final approval by the Master ARC shall receive the prior written approval of the Master ARC. Changes shall be submitted in writing showing revised color and material, exterior door and window openings, dimensions and all site improvements, etc.

Construction or modifications not approved by the Master ARC will be deemed as violations.

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a. Parcel/Lot Owner:

Parcel/Lot Owner is responsible for satisfying all requirements of the Master ARC for all changes. Licensed professionals shall prepare all plans submitted with applications, unless the Master ARC waives this requirement for minor changes.

Applicant shall submit two (2) copies of all proposed changes, in writing to the Master ARC prior to making the changes.. If modification is substantive, a new application, attachments, and drawings, and fees may be required.

b. Master ARC:

Review proposed changes. Applicant will be advised in writing within seven (7) days of the Master ARC's determination.

F. COMPLETION OF THE WORK AND FINAL INSPECTIONS

Master ARC designee may inspect the Parcel/Lot. For new construction, the Parcel/Lot owner or designee shall request St. Lucie County to inspect the Parcel/Lot and issue a Certificate of Occupancy/Completion (CO).

The Master ARC and/or the Sub-Association ARC, if applicable, will inspect the Parcel/Lot and the completed construction/modifications and the Sub-Association ARC, if applicable, will inform the Master ARC of any damage to neighboring or community properties and will request the owner to repair same. The Master ARC or Sub-Association ARC, as applicable, will issue to the owner and/or contractor the "Repair of Damaged Property Notice and Remedy/Certificate of Completed Repair(s)," attached hereto as Exhibit 4. A "Request for Deposit Return," attached hereto as Exhibit 3, shall be signed by the Sub-Association ARC (If applicable) and Master ARC designee(s) when an approved project is satisfactorily completed.

G. RETURN OF CONSTRUCTION / WORK DEPOSIT

Upon receipt of a completed "Satisfactory Completion of Work/Approval of Deposit Return" (See Exhibit 3 attached hereto), a copy of the Certificate(s) of Occupancy/Completion from St. Lucie County and a satisfactory inspection of the new construction by the Master ARC's designee(s), the construction deposit may be refunded. However, if a Common Area has been damaged, a Repair of Damaged Property Notice and Remedy/Certificate of Completed Repair(s), attached hereto as Exhibit 4, shall be presented to the Master ARC along with the CO prior to release of the deposit. The deposit will be returned to the owner unless the Master ARC receives the owner's written consent to distribute the deposit to another person or entity. If changes have occurred from the

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approved plans or are required by the Master ARC, a copy of the final “As-Builts” survey and a copy of the Certificate(s) of Occupancy/Completion from St. Lucie County shall be presented to the Master ARC prior to release of the deposit.

The Master ARC or its designee (normally the Management Company) will track project completion dates and any changes thereto, to ensure the project stays on agreed schedule and is completed as approved. Refusal to request deposit refund within 30 days of project completion will trigger a review of the completed project by the ARC in relation to approved plan.

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VII. REQUIRED DESIGN DOCUMENT SPECIFICATIONS

***Important!* Drawings for final review shall be the final, complete set of drawings with raised seal identical to those being submitted to St. Lucie County for the building permit, where applicable. Equivalent electronic drawings in PDF format may be used as long as the PDF copy is derived from the 22x34 hardcopy equivalent.**

A. DRAWING PREPARATION

1. Drawings, with dimensions, for minor improvements such as fences, screen enclosures, storm shutters, or similar items may be prepared by an appropriate specialty contractor.
2. Drawings for all new construction, house additions, alterations and other major improvements shall be prepared by an Architect, or other specialized professional as appropriate for a particular item of work, who is licensed in the State of Florida. One (1) set of drawings shall be signed and have a raised seal with a legible Florida registration number.

a. Copies of the following shall be provided to the Master ARC:

- One (1) copy of the Application.
- One (1) hardcopy signed and raised seal set of drawings
- One (1) copy (may be electronic versions) of each of the Architectural, Engineering (including site plan and drainage plan), and/or Landscape plans, where required.

b. Drawings shall depict the following:

i. Boundary (Vacant Land) Survey (min. scale @1" = 20.0')

- a. Property lines
- b. Existing Trees
- c. Easements and rights-of-way
- d. Roadways, streets
- e. Culverts
- f. Existing grade elevations at crown of road, four (4) corners of Parcel/Lot, six (6) equally spaced locations in the interior of the Parcel/Lot.

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ii. Plot/Site Plan (min. scale @ 1/8" = 1'- 0")

- a. Property lines
- b. Setback lines
- c. Building location, dimensioned from all property lines
- d. All hardscape, i.e., driveways, walkways, patios, decks, pools, screen enclosures, etc. dimensioned from all property lines
- e. Relationship to adjacent buildings (if applicable)
- f. Location of wells and septic system (if applicable)
- g. Finished grade elevations of floor, all hardscape (decks, patios, driveways, etc.), landscape/sodded areas as necessary to indicate finish grade
- h. Fences
- i. Drainage plan showing spot elevations and water flow
- j. Boundary line indicating limits of clearing
- k. Boundary lines of Parcel/Lot showing "natural habitat preserve areas" that are required. A minimum of 25% of the Parcel/Lot shall be preserved.

c. Floor Plan(s) (min. scale @ 1/4" = 1'- 0")

d. Roof Plan(s) (min. scale @ 1/4" = 1'- 0")

e. Exterior Elevations (min. scale @ 1/4" = 1'- 0")

- i. Materials and finishes.
- ii. Show all doors, windows, decorative bands, trim, etc.
- iii. Color schedule and sample color chips.
- iv. Show screen enclosure if present.

f. Building Sections/Details (min. scale 1/2" = 1'-0")

g. Electrical Drawings

- i. Site/landscape lighting plan (may be combined with Drawing 4.b. Plot/Site Plan).
- ii. Drawings or catalog cuts for exterior fixtures.

h. Landscape Plan/Schedules

- i. Detailed landscape plan showing existing trees of 4" or greater diameter, significant existing plant material, new trees and plant material. Scale to be same as Site Plan.

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- ii. Plant material and tree inventory with itemized cost breakdown. (See the “Minimum Permitted Building Size and Minimum Landscape Budget” form attached hereto as Exhibit 2).

- i. Final Survey New homes only (min. scale @ 1” = 20.0’)
 - i. Prepared by surveyor.
 - ii. Update of drawings reflecting final design, showing the same improvements plus the house and all hardscape fully dimensioned from all property lines.
 - iii. Finished grade elevations for house floor, all hardscape elements, and landscape/sodded areas.

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VIII. ARCHITECTURAL REVIEW COMMITTEE FEES¹

A. CATEGORY ONE – HOME IMPROVEMENTS (MINOR)

All Category One projects:
Application Fee \$ 100

B. CATEGORY TWO – HOME IMPROVEMENTS (MAJOR)

Application Review Fee \$ 150
Construction Deposit* \$ 2,500*

*Required only when/if heavy equipment is used

C. CATEGORY THREE – ADDITION TO PRINCIPAL STRUCTURE

Application Review Fees \$ 600
Construction Deposit \$ 5,000

D. CATEGORY FOUR – NEW CONSTRUCTION

Application Review Fee \$ 1000
Construction Deposit \$12,000

E. ADDITIONAL FEES

Application for Variance Fee \$ 200
Preliminary Review Fee \$ 100

F. RETURNED CHECKS

Any returned checks will automatically negate the approval process. Normal banking fees will be added along with a \$50.00 handling fee.

¹ Note: Fees are used to cover the administrative and engineering costs incurred by the PGAV to process the applications.

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G. NOTES

ARCHITECTURAL REVIEW FEES MAY BE AMENDED FROM TIME TO TIME BY THE MASTER ARC AS APPROVED BY THE PGA VILLAGE BOARD OF DIRECTORS.

THESE FEES **DO NOT** INCLUDE DESIGN SERVICES

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IX. Exhibit 1: SETBACK STANDARDS

Community	Building			Patio/Pool Deck/Screen		Height
	Front	Side	Rear	Side	Rear	
Callaway Place	35'	7'	25'			
Cypress Point	25'	7.5'	15'	7.5'	3'	25'
Fairway Lndngs	35'	15'	25'	7.5'	7.5'	35'
Island Point	20'/25'**	6'	15'	6'	3'	
Kingsmill	20'/25'**	6'	15'	6'	3'	
Maidstone	20'25'**	6'	15'	6'	3'	
Muirfield	20'/25'**	6'	15'	6'	3'	25'
Oakhill	25'	7.5'	15'	7.5'	3'	25'
Pinehurst	25'*	10'	15'	10'	3'	25''
Reserve Creek	50'	15'	25'	7.5'	15'	35'
Reserve Plantation	70'	25'	50'	25'	50'	35'
Sabal Creek	75'	20'	50'	10'	10'	35'
Scarborough	10'	6'	.	6'		
Spyglass	20'	6'	15''	6''	3'	
The Enclave	50'	20'	35'	10'	1.5'	35'
The Lakes	20'/25'**	6'	15'	6'	3'	
The Laurels	35'	15'	25'	7.5''	7.5'	35'
The Pines	20'/25'**	6'	15'	6'	3'	25'
Thompson Point	20'/25'**	6'	15'	6'	3'	

* 70' to front door consistent with community

** Side Loaded/Front Loaded Garage

The setbacks in all single family Parcel/Lots developed by Kolter but not listed above are as follows:

Front, Side Loaded Garage	20'
Front, Front Loaded Garage	25'
Side	6'
Rear	15'
Pool/Patio enclosures	3'/6' Rear/side

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X. Exhibit 2: MINIMUM BUILDING SIZES

Listed below are the minimum permitted air conditioned living areas, not including garages, patios, porches, etc. for each community.

Community	Square Feet
Callaway Place	2,350
Cypress Point	2,000
Fairway Landings	2,800
Muirfield	1,500
Oakhill	1,600
Pinehurst	2,600
Reserve Plantation	2,400
Sabal Creek	3,600
The Enclave	3,600
The Laurels	2,800

For those communities not listed the minimum requirements shall be as described in the Sub-Association Declaration.

Minimum Landscape Budget

Community	Minimum Budget
Callaway Place	\$10,000
Cypress Point	\$10,000
Fairway Landings	\$10,000
Muirfield	\$10,000
Oakhill	\$10,000
Pinehurst	\$10,000
Reserve Plantation	\$15,000
Sabal Creek	\$25,000
The Enclave	\$25,000
The Laurels	\$15,000

For those communities not listed the minimum requirements shall be as described in the Sub-Association Declaration.

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XI. EXHIBIT 3 REQUEST FOR DEPOSIT RETURN

PGA VILLAGE PROPERTY OWNERS' ASSOCIATION, INC. ARCHITECTURAL REVIEW COMMITTEE (MASTER ARC) Owner REQUEST FOR RETURN OF CONSTRUCTION DEPOSIT	
Applicant Name:	Date of Application:
Address:	Daytime Phone:
Cell or Work:	Email:
Project Description:	
PROPERTY MANAGER TO INITIAL AND DATE AS DOCUMENTS ARE PROVIDED	
Final "As Built" Plans Provided Yes____ No_____	If Notice to repair issued, signatures of Sub Association <i>andfor</i> neighboring parcel owners that problems cured Yes ____ No _____
Certificate of Occupancy, If Applicable Yes or No	If Notice to repair issued, signatures of Master Association that problems cured Yes or No
Certificate of Satisfactory Completion of Work Form Signed by Sub Association ARC/Board	Parcel/Lot owner is Current in all Association Dues, Fees and Fines:
Certificate of Satisfactory Completion of Work Form Signed by Master ARC Master Association	Fee Paid (if required):
Attach documents to this cover sheet	
CHECK SUBMISSION FOR EACH OF THE APPLICABLE	
Plat Plan:	Engineering -Drainage Plan:
Sealed Architectural Plans:	Vendor Brochure(s). If Applicable:
Sample of Materials or Colors:	Landscape Architect Plan:
AFTER COMPLETION OF PROJECT: Management/Master ARC CHECKLIST	
Final Form/As-Built Plans (if required):	Copy of Drainage Plan
Architect Approval (if needed):	Engineering inspection (if needed):
Management Company Approval of Project:	Master ARC inspection and Approval:
Sub Association ARC Sign Off for project and common area repairs:	
Deoosit Check Released to Owner:	:

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XII. EXHIBIT 4 Property Damage and Repair Reports

PGA VILLAGE PROPERTY OWNERS' ASSOCIATION, INC. ARCHITECTURAL REVIEW COMMITTEE (MASTER ARC) Repair Damaged Property Notice & Remedy	
Applicant name:	Date of Application:
Address:	Daytime Phone:
Cell or Work:	Email:
Project Description:	
PROPERTY MANAGER TO VERIFY - 1 COPY ON FILE	
Sub Association ARC Claim of Deficiency:	Date Filed:
Master Association Claim of Deficiency:	Date Filed:

Certificate of Completed Repair	
Certificate of Satisfactory Sub Association Cure:	Date of Cure:
Certificate of Satisfactory Master Association Cure:	Date of Cure: