Pine Bluff Owners Association, Inc.

Architectural Review Process & Guidelines

Table of Contents

Page	Subject
2	**Definitions**
2	**Introduction** Architectural Review Overview Architectural Review Principles Projects Requiring Approval
4	**Administrative Procedures for Architectural Approval** Standard Approval Process Information Submitted to the ARC Legal Document References
6	**Guidelines for Specific Types of Architectural Change** Alterations (Change, Replacement and/or Addition) Decks, Patio Covers, Patio Extension, Arbors & Gazebos Fences Garbage/Outdoor Storage Area Garbage Door Garage/Utility Laundry area Landscaping Painting Patios Porch Screening or Glass Room (See Alterations) Sheds and other Accessory Buildings Siding for Exterior Roofs Roof-mounted Items Walls Windows
15	**Application for Architectural Approval**
16	**References:** Legal Documents

DEFINITIONS

This document uses three defined terms that are important to understand:

Board: The Board of Directors of Pine Bluff Owners Association, Inc. This is the five member body we elect to run our association's affairs.
ARC: The Architectural Review Committee. This is the authority appointed by the Board to review and approve architectural changes planned by association members.
Community Association Manager: The Board's agent responsible for certain administrative elements of the association's affairs, including the architectural review process. Currently, the Board contracts the community manager role to Signature Realty & Management, Inc.

INTRODUCTION

Architectural Review Overview

Architectural review and approval is conducted to maintain the character and aesthetic harmony of Pine Bluff. This document aims to make our community's architectural control covenants more accessible and to help you plan your property improvement projects.

All homeowners are encouraged to bring their desires forward with the expectation that their requests will be considered. Please plan to interact directly with the ARC if your request is at all unusual. The Board has empowered the ARC - whose volunteer members it appoints – to assess each request in conjunction with the appropriate guidelines, and to make suggestions to encourage and assist members in maintaining and improving their properties.

The architectural review process applies to all detached homes and all town homes in Pine Bluff. Homeowners must also comply with the requirements of the City of Jacksonville, Florida regarding building permits, right of way considerations, building inspections, and so on.

Architectural Review Principles

One of the most important provisions underlying the Pine Bluff planned community is the requirement for architectural review. It can also become one of the most sensitive issues within the community: there is a fine line between the maintenance of aesthetic harmony and the imposition of personal taste. The ARC recognizes the potential for conflict and will at all times look at a project with an objective eye on the bigger picture. The ARC endeavors to be fair, reasonable and uniform, using its best efforts to balance the equities between matters of taste and design, and the use of private property.

The overarching philosophy of the architectural review process is to maintain the neighborhood character that makes Pine Bluff a desirable community. This involves:
• Assuring that additions are properly designed and proportioned, and built of suitable materials,
• Assuring the proper location and maintaining correct setbacks from lot lines.

It is essential that every homeowner participate in the architectural review process. If you notice a neighbor making changes that appear to need approval, you are invited to have a chat with them or call the Community Manager, who will contact the person involved and ensure they participate in the process as appropriate.

The content of our architectural review guidelines has changed several times over the years. The scope and authority of the architectural review body has also changed. Despite these changes, our principle is that no subsequent change of guideline or architectural review authority will invalidate any project approved by a predecessor authority. If required, the predecessor authority approved application or written transmitted approval must be presented to the ARC.

Example of Projects that Require Architectural Approval

(As stated, this is an example list and does not include all possibilities. Additional information is included in the following pages.)

The following types of projects need approval by the ARC, and guidelines for each of them are presented later in this document. This list is not a guarantee of all changes. Owners should contact our property manager when any change is being considered. ***It is imperative that any construction project, prior to starting, be discussed in advance with the board.***

- Alterations of any kind to the exterior of the structure
- Alterations to the driveway, parking pad and sidewalks
- Alterations of garage/utility interior square footage (garage doors cannot be removed)
- Roof replacement
- Siding replacement which is not T1-11, 4" on center wood panels
- Garage door replacement (color must match the house body color)
- Addition of gutters and replacement of existing gutters
- Installation of Decks, Patios, Patio Covers, Patio Extension, Arbors, Gazebos, Pergolas, Screen & Glass Enclosures and Fences.
- Repainting a structure a color different from what is currently on the structure.
- Installation of roof mounted devices.
- Landscaping that involves
  - changes in lot elevations,
  - plants that may block a street view, making safety a concern, or
  - addition of shrubs or trees that constitute a natural fence,
  - planting of any kind on any slope of a Stormwater Retention Pond
- Addition of sheds or other accessory structures

If in doubt, always submit an ARC Application. The Association has the right to litigate work which was not approved when changes are made without prior approval.

ADMINISTRATIVE PROCEDURES FOR ARCHITECTURAL APPROVAL

Standard Approval Process

Administration of the architectural review process involves the Community Manager and the ARC. Contact information may be found in all newsletters and on the bulletin board.

The Community Manager accepts all architectural review applications, screens them for completeness, signatures and verifies illustrations as required are included in the application. Applications lacking signatures or sufficient documentation of the proposed improvements will be returned to the applicant promptly and will not be considered until amended.

Any complete application received by the Community Manager will be delivered to the ARC within seven (7) business days. The Community Manager will mail the outcome of all applications to applicants within seven (7) business days after approval or disapproval. This process is handled as quickly as possible and we work with the above timeframe, however, our documents allow up to 30 days for the ARC to respond.

Any disapproved application will include an explanation of the reasons for disapproval. Applications that combine multiple items may have some items approved and others disapproved. Approvals may be subject to specific conditions clearly stated in the response to the applicant. All responses will detail any information necessary to easily understand what has been approved and why any items are not considered acceptable.

Applicants are welcome to work with the ARC to submit a modified or new application that they will be able to approve. This interaction is easily accomplished by e-mail or telephone or, if necessary, a meeting where your application is being considered.

Disapproved applications may be appealed to the ARC, who will involve the Board, if requested, when an acceptable solution cannot be found by working with the committee. The Community Manager is the best point of contact to discuss any issues related to architectural review applications.

Information Required by the Architectural Review Committee

1. A completed ARC Application.
2. When appropriate, a plot plan 'top-down-view' (usually a copy of the survey document that should have been provided at closing) of the entire lot marked up to illustrate the location on the property of existing structures and the proposed changes or additions and clearly showing all related property lines. Individual neighborhood covenants usually specify setback requirements from each property line. Also see Pine Bluff covenants for easement requirements. The location of any changes in drainage should be illustrated along with an indication of how the flow of water will change from what exists today. (Redirection of storm water swales is not permitted.)

3. When appropriate, elevation 'side-view' drawings, sketches, illustrations, or representative pictures of any proposed structures that clearly illustrate what the appearance of the structure will be when completed and includes overall dimensions.
4. Descriptions of materials to be used together with color samples and physical samples if different from what exists. Color pictures illustrating changes and pictures of proposed items are very helpful.
5. For exterior painting, supply color chip(s) with application. Chips are needed for all areas to be painted – house, trim, front door, etc. Indicate all areas to be repainted and color to be used, including roof drip shield, window frames and gutters.
6. When appropriate, descriptions of the types and sizes of plant materials for landscaping changes which create a visual screen or barrier.

Legal document references

To quote all the covenants in detail in this document is impractical. The Appendix lists the Pine Bluff documents that collectively specify the detailed architectural control requirements. The documents relevant to your home are typically included in the package from the closing attorney or closing agent when you purchase property in Pine Bluff. Also, copies of all these documents may be requested from the Community Manager.

GUIDELINES FOR SPECIFIC TYPES OF ARCHITECTURAL CHANGE

The following guidelines all revolve around the general consideration of maintaining the original "Works".

Alterations

All building exterior alterations require ARC approval. When reviewing a request for approval of a proposed project, the ARC will consider the following factors:

General Considerations: Major alterations often have an impact on neighboring property. Plans must be well thought out to minimize any adverse impact. Applicants should consult with neighbors while making plans. Drawings or preliminary plans may be submitted for review and comment before detailed plans are made.

Specific Details:

- The design must be compatible in scale, massing, character, materials, and color with the original house. It should harmonize with the existing structures and surrounding homes.
- If possible, the location of the alteration should not have adverse impact on neighboring properties or impair the view of neighbors.
- Alterations should minimize the removal of trees and the destruction of natural areas.
- Alterations must not impact any storm water swells, runoffs or pond slopes.
- Alterations may require supplemental landscape treatment to compensate for vegetation removal or to soften the visual impact.
- New windows and doors should match, and be located to relate well with existing windows.
- Window air conditioners are not allowed.
- Changes in grade or drainage must not adversely affect adjacent property. Gutters will be required to divert roof rain run-off.
- If possible, roof pitch should match the original roof.
- Setbacks and easements. Alterations must comply with the Pine Bluff covenants.

Your application should include:

- A plot plan (plat, site plan, or reasonable facsimile) showing the location of the proposed alteration, the existing building, and property lines.
- Detailed construction drawings to scale, including a full view of addition, with elevations, as it will look attached to the existing structure. A view of the entire structure is necessary to help determine balance.
- Drawings or photographs showing the existing conditions before the proposed changes.
- Samples of color and all materials (including windows and doors), if different from existing building.
- A landscape plan and plant schedule, if applicable or required.
- Perspective drawings for complex projects.

Fences

All fence installations require ARC approval. The location, quality, style, color, and design of any fence must be approved, and be in full compliance with the edicts of the Declaration. The location of the fence should not have adverse impact on neighboring properties or impair the view of neighbors.

Pine Bluff has two types of fences: privacy and decorative. Privacy fences are located along the rear and sides of a lot, with certain restrictions. Only decorative fences are approved for pond lots, with placement restrictions (*See below). Decorative fences may be used in place of privacy fences.

No changes in exterior appearance of any unit, including fences, can be made without prior approval of the Association.

No privacy fence may be erected on pond lots. Only decorative fences are approved for pond lots. (*See below)

No fence, walls, storage areas, or structures of any type may be erected in the Front Yard.

No fence can be erected in the sides of a lot without prior approval.

No side fence may extend into the front yard.

No chain link, barbed wire, or other forms of wire or steel fences are permitted.

All fences must be constructed and painted or stained in a manner compatible with the community, said compatibility to be at the sole discretion of the Association.

Fences must be maintained to preserve harmony with the community, and must present an attractive appearance from the exterior of each lot.

The Association is not responsible to provide services inside fenced areas unless entry into the fenced areas have been permitted by securing your gate wide open. Services include quarterly pest control, weekly or bi-weekly landscape service and quarterly lawn care treatments.

Owner or Tenant is responsible for securing their gate wide open prior to 8 AM.

When reviewing an application for approval of a fence installation the ARC will consider the following factors:

- **Style and height.** Decorative fences are usually 2.5 to 3.5 feet high, with a maximum of 4.0 feet; privacy fences are up to 6 feet high.
- **Setback.** The fence should be clear of lot lines and easements, with sufficient room for sprinklers and landscaping. **Side** privacy fences should run 1 foot inside to avoid any encroachment on neighboring property. **Side** fences of any style cannot extend into the front yard. **Rear** privacy fences may run along the rear property line.

Pond lots are an exception due to stormwater pond requirments.

- **Material.** The proposed fence material should blend with the home and with its immediate surroundings. The standard fencing material in Pine Bluff is pressure treated wood, vinyl or aluminium.
- **Landscape Coverage.** Landscape coverage on the outside of fences that face a street, neighbor or sidewalk is encouraged.
- **Finish**. The proposed fence finish should maintain the streetscape and be harmonious with its immediate surroundings.

The homeowner is responsible for identifying if utility right-of-way or other easements exist. Fencing built over any utility right-of-way or easement may be subject to removal, at lot owner's expense, by the owner of the easement, if repair of underground utilities is required.

Fencing Samples: (Available at Home Depot, Lowe's and many other fence companies)

Wood - Privacy:
Shadowbox Fence Panel – Actual Size 72" x 96"
Board-on-Board Fence Panel – Actual Size 72" x 96"
Wood - Decorative:*
French Gothic Fence Panel – Actual Size 42" x 96"
Vinyl – Privacy:
Dogear Shadowbox Fence Panel – Actual Size 70" x 68-1/4"
Dogear Fence Panel – Actual Size 70" x 68-1/4"
Vinyl – Decorative:*
Classic Gothic Fence Panel – Actual Size 46-1/2" x 92-1/4" and 36-1/2" x 92-1/4"
Portsmouth Fence Panel – Actual Size 45-1/16" x 91"
Aluminum – Decorative:*
Phoenix Fence Panel – Actual Size 46" x 70-3/4"

* Fence restrictions for pond lots:

Fence cannot be placed on pond slope or obstruct pond
Fence must be located on top of berm (not on slope)
Owner is responsible for fence if it is an issue for future pond contractor work

Always submit a plot plan showing the lot, house and placement of fence for approval.

Garbage/Outdoor Storage Area

All trash cans, garbage containers, recycle containers, trash, garbage and yard debris are to be concealed from view.

All of these items can make streets look cluttered and houses trashy. Many are placed in such a way at the side or back of buildings that they impact the standard of living for the surrounding neighbors that are exposed to these items.

All of these items must be stored in the following manner:

- Stored inside the garage
- Stored inside a fenced yard
- Stored inside an Association approved (prior to construction) blind

Submit an ARC Application for review prior to starting your project. The following items must be approved prior to purchase or installation. Also, the following items are approved for the side of a unit only. They cannot be place in the front of the unit, the front yard, or next to the curb.

- Stored inside an approved garbage can storage container. Available for purchase at local stores.
- Stored inside an approved garbage fence surround. Available for purchase at local stores.
- Stored behind an approved fence material enclosure, which will serve as a small "blind", not to be confused with fencing a yard. Plot plan required.

- ## Landscaping

  Landscaping projects which require ARC review are the following:
  - **Change lot elevations**. The concern is the impact of drainage on neighboring lots and the Stormwater Retention System.
  - **Create an unsafe condition**. The concern is that added plants may block a street creating a safety concern.
  - **Alter views** and cause encroachment. The concern here is groups of shrubs or trees that constitute a natural fence and may negatively affect views or encroach on neighboring lots.

  When reviewing a landscaping approval request the ARC will consider the following factors:

  - **Drainage plan.** A project involving changed lot elevations should include an adequate drainage plan. Generally, the project should not divert ground water or stormwater runoff onto neighboring lots.
  - **Plant size at maturity**. Required for projects on the corner of a street or alley, where large vegetation will impede drivers' and pedestrians' view, and for projects which constitute a natural fence.

There are drainage areas and swales throughout the community for directing stormwater to the ponds. These should never be altered. If in doubt, please submit an ARC Application for review prior to starting your project.

Painting

Basic maintenance of Pine Bluff homes includes periodic exterior repainting. In our environment with buildings in close proximity to each other the creative use of color is an important way to add visual variety to our streetscapes.

The following specifications and guidelines apply not only to the siding of buildings, but also to doors (including garage), trim, windows, etc. Selected colors must be harmonious with the other colors used on the structure, e.g. roof, trim, and must be harmonious with the other colors used in the neighborhood.

ARC approval is required when painting any unit or the entire building. When painting one unit, new paint colors must match the adjacent unit. ***If changing the building colors (both units), see requirement below.***

BOTH UNITS WITHIN A BUILDING ARE REQUIRED TO BE THE SAME COLORS.
BOTH UNITS WITHIN A BUILDING MUST BE UNIFORM IN COLORS.
PAINTING EACH UNIT DIFFERENT COLORS IS NOT PERMITTED.
LEGAL ACTION WILL BE TAKEN IF NECESSARY. STRONGLY ENFORCED.
PAINTING BOTH UNITS AT THE SAME TIME IS ENCOURAGED.
GARAGE DOORS WILL BE PAINTED THE SAME AS THE BODY COLOR.
FRONT DOORS CAN BE A COMPANION/COORDINATED COLOR.

- ***Repainting using the same colors (both body and trim).*** Submit a completed ARC Application. This will also help to identify if you have discussed with your adjacent neighbor your plans to repaint. The adjacent owner may want to paint at the same time. This will also provide the Association with the paint brand names, color names and color numbers for future reference when painting for an adjacent unit is required.

- ***Repainting and changing the colors (either body and/or trim).***

- Paint Color Change requires an approved ARC Application.
- Paint Color Change requires an ***Adjoining Owners Agreement to Paint*** completed and signed by both owners of the building units.
- Color changes must have prior approval of the Association and the ARC before the work is started.
- Painting Projects which involve a color change **must be done simultaneously**.

Your application should include:

- Sample color cards of proposed new colors. (body,trim, etc.)
- A description of what is to be painted.
- A description of the colors of houses on either side and directly across the street.
- **Unacceptable: Building colors repeated side by side.**

Decks, Patios, Patio Covers, Patio Extensions, Arbors, Gazebos, Pergolas, Screen Enclosures, Sunroom, Glass Enclosures or Garage Enclosure

The improvement should not encroach upon adjoining property lines. Easements between units of a building must remain open. When installing any improvements, as with all of our requirements with our involvement, we are seeking to make sure that all structures fall within the guidelines of size, location on the property and design. Again, what we want to see is something that is built in a professional manner and that adds value to the home.

The size of the improvement should not overpower the home or property in scale or scope. The improvement should include positive surface drainage and should not restrict adjacent drainage patterns. It must be far enough away from the fence or adjoining property line to allow for drainage to occur entirely on the owner's lot. The improvement should not damage or restrict access to utility rights-of-way.

Adherence to these guidelines will usually result in the prompt approval of your request, however, adherence does not guarantee approval nor does it eliminate the need to submit a written request in advance of installation. Failure to submit a request in advance may result in the property owner incurring unnecessary expenses to modify or remove the modification.

NOTE: Compliance with all applicable building codes is the responsibility of the general contractor and the owner and not that of the Architectural Review Committee.

Decks

ARC approval required. When reviewing an approval request for a deck the ARC will consider the following factors:

- **Location.** The proposed deck should be located at the rear of the house or located within a fully enclosed area and provide continuity. This will depend on the lot size.
- **Design.** The design of the deck should harmonize with that of the home and its immediate neighbors in terms of scale (mass and bulk), material and finish.
- **Setbacks**. The installation must comply with all setback requirements.

For decks and other ground level improvements, no encroachment will be allowed on easements. For patio covers and other above ground structures, no encroachments are allowed on front, rear of side building setback lines.

Patios

ARC approval required. When reviewing an approval request the ARC will consider the following factors:

- **Location.** The patio should be built at the rear of the home.
- **Design.** The proposed patio should be compatible in architectural character, scale (mass and bulk) and material with the original home and its surroundings.
- **Setbacks**. The installation must comply with all setback requirements.

Patio Extensions

ARC approval required. When reviewing an approval request the ARC will consider the following factors:

The area of the patio extensions (concrete slabs) shall not extend beyond the unit rear non-attached wall. The easement between the units must remain open. Original patio slabs are 10' wide and an extension may not exceed 2'.

Concrete slabs for patio extensions must be of similar or better quality than any existing patio slab. Other acceptable materials may include, but are not limited to, pavers; stone; stamped colored or coated concrete. All materials used, including color selected, must complement the house.

Patio Covers, Arbors, Gazebo & Pergolas:

ARC approval required. When reviewing an approval request the ARC will consider the following factors:

The maximum height of patio covers, arbors, gazebos and pergolas is 8' 1" under the roof and 8' 6 1/2" to the roof top. This is the height of the existing patio covers installed by the builder as the original works. Height exceptions are considered for the replacement of the original patio covers with a Sunroom/Glass Enclosure. Gazebo designs would be subject to site location and restriction. The size of the improvement should not overpower the home or property in scale or scope.

Materials - Structure

Decks, Patio Covers, Gazebos, Arbors & Pergolas: All above ground structures shall be made of either weather resistant wood, aluminum or vinyl depending on the structure to be built. If wood is used on the improvement, it must be weather-resistant such as cedar or Wolmanized pine. It may be painted to match the house colors, stained a natural wood color, treated with a substantially clear wood preservative or left raw to weather naturally. In all cases, the design and materials must complement the house design.

Patios, Patio Extensions: Concrete slabs for patio extensions must be of similar or better quality than any existing patio slab. Other acceptable materials may include, but are not limited to, pavers; stone; stamped colored or coated concrete. All materials used, including color selected, must complement the house.

Materials - Roof

Patio Covers & Gazebos: Must be shingles, aluminum or vinyl or an open design using wood slats or lattice. Wood shake shingles may also be considered on freestanding gazebos.

Arbors & Pergolas: Can consist of lattice or wood slats. If vines are to be grown over the top of the structure, they must be properly maintained at all times; including watering, fertilizing, trimming and replacement of dead plants.

Maintenance

All decks, patio covers, patio extensions, arbors and gazebos must be maintained in such a fashion that they do not detract from the neighborhood. This maintenance includes replacement of broken rotted wood, repair or replacement of shingled roofs, repainting, etc.

Patio Enclosure Screening

Re-screening of an existing patio with original screen material will not required an ARC Application. This is would be simply replacing the screen material.

However, if there is any change to that original material then approval is required.

Front Entrance Porch. Screening is not permitted.
Rear Patios. May be screened.
Material and Finish. New construction or material changes of any kind will require an ARC Application for approval

Patio Conversion to Interior Heated/Air Conditioned Square Footage Space

This is a major construction project requiring proper licensed contractors. It is extremely important that all required documents are submitted to ARC for review with your ARC Application. We require the architectural plans, plot plan, building permits issued by the City of Jacksonville and surrounding neighbor notification. It is important that construction of this type is compatible and blend with the community, said compatibility to be at the sole discretion of the Association.

Contact the Board of Directors via the Property Manager when this type of project is in the planning stage, prior to any site plans or work. There are many design requirements to anticipate. Keep in mind that no window air conditioners are allowed.

Garage Conversion to Interior Heated/Air Conditioned Square Footage Space

This is a major construction project requiring proper licensed contractors. It is extremely important that all required documents are submitted to ARC for review with your ARC Application. We require the architectural plans, plot plan, building permits issued by the City of Jacksonville and surrounding neighbor notification. It is important that construction of this type is compatible and blend with the community, said compatibility to be at the sole discretion of the Association. Removal of garage door is NOT permitted. Exterior appearance must remain the same as first constructed. Make sure to consider the limited amount of parking space available.

Contact the Board of Directors via the Property Manager when this type of project is in the planning stage, prior to any site plans or work. There are many design requirements to anticipate. Keep in mind that no window air conditioners are allowed.

Garage Doors

The following guidelines are aimed at maintaining the same building appearance as the original material applied to all buildings.

In the years since our community was constructed “higher quality” materials considered for a garage door is aluminum. The original garage door is wooden panels and those panels can be replaced or repaired. It is the owner’s choice to switch from the original wooden door to what is considered a higher quality material.

All garage doors, wood or aluminum, must be painted the same color as used on the body of the unit.

ROOF SYSTEM REPLACEMENT POLICY

INSTALLATION:

It shall be the policy in Pine Bluff that **(1)** all roof material should be replaced on a structure at the same time and **(2)** only after written approval has been issued by the Pine Bluff Homeowners Association, Inc. Architectural Review Committee, and **(3)** written approval shall require uniform material and color on each ownership portion of a structure. The roof system on each building (2 units) must be uniform.

Variances may be granted to this policy subject to the following criteria.

1. Approval in writing is issued to each homeowner from the Architectural Review Committee of the Pine Bluff Homeowners Association specifying (1) the color and (2) type of underlayment and (3) shingle.
2. Each owner of a structure may replace roofing materials at different times provided an agreement between owners provides for the underlayment and shingles to be interrupted at a minimum of 12 inches on the opposite side of a ridge line. Each owner should agree to replace approximately 50% of the entire roof.
3. Each owner signs an agreement providing a hold harmless to trespass on the others property during installation.

MINIMUM SPECIFICATIONS: (Subject to all current Florida State Laws)

The minimum specifications of the roofing materials shall be (1) an underlayment installed as per the manufacturer's recommendations and (2) a shingle equal to: **See Florida State Law for Year and Wind Resistance Requirements Warranty (determined by zone your home is located)**. All valleys shall be installed with a metal flashing or a stick and peel product a minimum of 18 inches either side of the valley. Protrusions through the roof shall be flashed with a stick and peel material a minimum of 12 inches from the protrusion. A minimum of 6 roofing nails shall be applied to each shingle.

Old shingles and underlayment shall be removed and the deck material inspected prior to the installation of the new roofing material. All decayed deck material shall be removed a minimum of 12 inches beyond the limits of the observable decay. At the time buildings were constructed in Pine Bluff a "fire retardant" 4' x 8' roof decking was used over the Party (Fire)Wall and extended in opposite directions onto both units. A portion of the 8' length covers both units. It is required that this material be removed and replaced. See current Florida State Laws.

No roofing material (shingles or underlayment) should be broken or interrupted on a plane of the roof. All breaks should be at a ridgeline of the roof.

Ref: Article VI OBLIGATIONS OF OWNERS, Section 6.1, Exterior Unit Maintenance
Article VII ARCHITECTURAL CONTROL, Section 7.3, Committee Approval
Article VIII PARTY WALL AND FENCE

Roof-mounted Items

- Holiday decorations mounted at roof level, such as drip shield, upon the roof and/or chimney must be removed within 14 days following the holiday.
- Chimneys must be painted the same color as the body of the building.
- Skylights are part of the original construction.
- Satellite dishes. Governed by law. However, cables, wires or any connecting material must be out of site. No draping these materials across the roofs.

Sheds and other Accessory Buildings

All installations of detached structures such as storage sheds require ARC approval. When reviewing an approval request the ARC will consider the following factors:

- **Style**. The design and construction should blend with the existing home and its immediate surroundings.
- **Location**. The shed should be located at the rear of the home, not visible from the street, and not creating an impression of clutter on the property.
- **Setbacks.** The installation must comply with all easement requirements and avoid any encroachment on neighboring property. Neighbors line of site will also be considered.
- **Material and Finish**. Materials and finish should harmonize with the existing home.

Siding for Exterior of Buildings

In the years since our community was constructed "higher quality" siding materials and a change in the production of the original material, T1-11 4" Center Vertical design, has caused the following guideline changes.

The following guidelines are aimed at maintaining the same uniform siding appearance as the original material applied to all buildings in our community. The materials listed below are approved for sidings.

1) The original siding material is Wood Panels named T1-11 4" Center Vertical Design
2) The currently available Wood Panels are T1-11 8" Center Vertical Design
3) Vinyl siding, vertical design only
4) Hardi-Board Fiber Cement Sierra 8" on center panels

Remember:

All exterior repairs, upgrades or changes require a pre-approved ARC Application.
All buildings must be color matched regardless of siding material used.

Walls

Walls will be considered to be the same as a fence with the same restriction. No fence or wall can be erected in the front yard.

Planting bed borders no higher than 12 inches is not considered a wall.

Windows

In the years since our community was constructed "higher quality" materials are available. Also, changes in the State of Florida Wind Speed Maps (2010) for windows in our area have altered the uniformity requirement of the unit windows.

The following guidelines are aimed at maintaining as close as possible the "uniform" guideline of our documents for our community, while meeting the desired upgrade owners wish to make to their windows. Only bronze/black or white is acceptable.

- Original window frames are aluminum and the color is bronze/black. This window is still available at supply stores.
- Higher quality windows meeting wind impact requirements for our area are vinyl and available in both colors.
- If you wish to replace some of your windows but not all of them, the color for all windows in a unit MUST MATCH.
- If an owner in one unit wants to replace their windows with the higher quality, higher priced vinyl window, the adjoining unit will not be required to do the same.

Pine Bluff Owners Association, Inc. Architectural Review Application
Mail or Fax to: Tammy Larrick, Signature Realty & Management, Inc.
4003 Hartley Rd Jacksonville, fl. 32257 904-268-0035 fax 904-268-0660 or email tammycl@comcast.net

This is a request form to be completed by the owner and submitted to the Architectural Review Committee (ARC) for approval ***BEFORE*** any work commences. Please refer to your Declaration of Covenants and Restrictions for a description of the ARC and its purpose. No submittal will be evaluated by the ARC until all materials have been received.

To: **Architectural Review Committee of PBOA**

From (Property Owner Only): _____

Mailing Address: _____

Approval requested for (Pine Bluff Property Address): _____

Submitted by: _____

Home Phone: _____ Work Phone: _____ Cell Phone: _____ Email: _____

DESCRIPTION OF CHANGE/ADDITION/INSTALLATION: *** Review Roof System Replacement Policy**

_____ Fences	_____ Handicap Ramp	_____ Enclosures	_____ Exterior Siding
_____ Patios/Decks	_____ Utility Building	_____ Roof Replacement *	_____ Garbage/Trash Screen
_____ Driveway/Parking Pad	_____ Play Sets	_____ Paint (All Exterior)	_____ Other
_____ Entrance Walkway	_____ Landscaping	_____ Windows/Doors	

LOCATION: (Attach copies of plot plan or suitable diagram showing where the proposed addition is located.)

_____

_____

SPECIFICATIONS: (Attach copies of plans, estimates, proposals or pictures.)

Dimensions: _____

Materials: _____

Color(s): _____

_____

Homeowner Signature: _____ **Date:** _____

NOTE: These plans have been reviewed for the limited purpose of determining the aesthetic compatibility of the plans with the community and in conjunction with deed restrictions of your community. These plans are approved on a limited basis and must not be considered to be permission to encroach on another property owner's rights to use and enjoy all possible property rights. In addition, this approval does not in any way grant variances to, exceptions, or deviations from any setbacks or use restrictions. Compliance with all applicable building codes *is the responsibility of the general contractor and the owner* and not that of the Architectural Review Committee.

Compliance with all approved architectural and landscaping is the responsibility of the *owner* of legal record, and any changes without prior Architectural Review Committee approval subjects these changes to *disapproval* and *enforced* compliance may result. ***Legal fees are to be paid by the property owner if a non-compliance issue needs to be resolved through a legal process.***

****

Date Received: _____ Date Approved: _____ Date Denied: _____

PBOA Signature: _____ Print: _____ Title: _____

Your application is approved/disapproved subject to the following conditions, if any:

_____

_____

_____

All approved construction must be completed within 60 days if approved. If work of any kind has not commenced within 60 days, the application must be resubmitted.

Legal Documents:

All Pine Bluff Owners Association, Inc. legal documents are recorded with the State of Florida. It is required by law that any purchaser receive a copy of these documents for review prior to closing.

- *Articles of Incorporation*
- *Bylaws*
- *Declaration of Covenants and Restrictions*

Legal document references

To quote all the covenants in detail in this document is impractical. The Appendix lists the Pine Bluff documents that collectively specify the detailed architectural control requirements. The documents relevant to your home are typically included in the package from the closing attorney or closing agent when you purchase property in Pine Bluff. Also, copies of all these documents may be requested from the Community Manager.