

**ARCHITECTURAL REVIEW COMMITTEE (ARC)  
GUIDELINES**



**Bonita Springs, Florida**

**July 2020**

## INTRODUCTION

These guidelines are established to work for you and your contractor and/or vendor. The goal of the guidelines is not to unduly restrict your choices, but rather to encourage a continuity of style, colors and quality throughout the Palmira community, which will help to strengthen property values and enhance our resident's quality of life.

In addition to these guidelines, community residents must adhere to the "Declaration of Protective Covenants, Restrictions and Easements for Palmira Golf & Country Club" ("Declaration"). In the event of any conflict between the Declaration and these ARC Guidelines, the Declaration shall be the controlling document.

The Declaration provides that all homeowners are automatically members of the Palmira Golf & Country Club Master Homeowners Association, (PMHOA). The Declaration also establishes the "Architectural Review Committee" (ARC). The Board of Directors of the PMHOA appoints the members of the Architectural Review Committee. The purpose of the ARC is to review, approve and reach agreement on each of the items included in this document before any home/homesite changes can begin. These ARC Guidelines can be changed and amended. The ARC has the authority to deny homeowners for what was previously approved, but is not approved according to these current Guidelines.

Palmira Golf & Country Club Master Homeowners Association, consists of the following communities:

Seina	(estate homes)
Avieto	(estate homes)
Ravista	(estate homes)
Avallone	(estate villa)
Bellezza	(estate villa)
Villa D'Este	(villa homes)
Bella Vita	(villa homes)
La Tremiti	(villa homes)
Villa Tuscany	(single-family)

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Novela (single-family)	
Caravella	(single-family)
The Enclave	(multi-family 4-plex Coach)
Paloma	(multi-family 4-plex Carriage)

Homeowners living in Novela, Caravella, Enclave, and Paloma should read Section IV – Neighborhood Specific Standards. These neighborhoods have criteria beyond the broader Palmira criteria. In their cases, the neighborhood association governing documents specify selected standards that need to be applied. The Palmira ARC review will include these neighborhood specific items in its review of your request.

Some guidelines in the document indicate they do not require prior approval by the Palmira ARC as long as the criteria are followed. Doing something beyond or different would require a prior ARC request.

Neither the ARC nor the PMHOA Board determines or assumes any responsibility for the quality of construction or structural soundness of any improvements and do not evaluate whether plans submitted to the ARC satisfy applicable governmental requirements and no obligation or liability relating to construction or compliance with governmental requirements shall result from review or approval of any plans submitted pursuant to these guidelines by the ARC, or the PMHOA Board. All improvements must be constructed in compliance with all laws, statutes, ordinances and regulations of governing authorities. If any provision in these Guidelines shall be deemed invalid, such a determination shall in no way affect any of the other provisions herein.

We encourage you to submit your completed ARC request form to the MHOA property manager as early as possible so you may incorporate these Guidelines into your plans. We look forward to working together to maintain and promote the appeal of our community.

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## **DESIGN REVIEW PROCEDURES**

The ARC must review all plans, materials, paint colors, roof colors, etc. for every proposed property improvement (new home or home remodel) project before work can commence. Application forms are included in the FORMS section of these Guidelines. The application forms serve as a checklist for you and the ARC to ensure that all major elements have been considered in the design of your home. Please review the ARC Operating Guidelines (Appendix B).

## **VARIANCES**

The ARC, in its sole discretion, may grant a variance from the requirements listed in these ARC Guidelines. The variance will not be effective unless it is in writing. Variances are taken into consideration individually. Variances cannot be contrary to the provisions set forth in the Declaration or governing codes. The ARC shall provide notice of the variance request to the neighborhood association, which will inform homeowners of the request. The variance shall be discussed in an open public meeting and homeowners shall be given an opportunity to provide comments.

## SECTION I: GENERAL SITE CONSIDERATIONS & KNOWLEDGE

### SITE IMPROVEMENTS

Primarily, the home must meet the following setbacks and minimum living areas as defined below and in the Architectural Standards section of these Guidelines while following all applicable design rules for drainage. A proper ARC submittal must show all setbacks and easements on a site survey drawing. The survey drawing should be used as the architectural and landscape plan base drawing but the survey drawing must be submitted as part of the ARC submittal.

#### Property Setbacks

Single-family and multi-family homes shall have the following minimum building setbacks based upon lot size:

Uses	Single-Family Dwellings	Multi-Family Dwellings
Front Yard	20' for lots less than 110' 30' for lots 110' or wider e.g. Talori	20'
Side Yard to principle or accessory structure	5' for lots less than 85' 10' for a corner lot 7 1/2' for lots 85' - 109' 10' for lots 110' or wider e.g. Talori	10'
Rear Yard to principle building	20'	20'
Rear Yard to accessory structure e.g. pool cage or wall	5' for lots less than 110' 10' for lots 110' or wider e.g. Talori	5'
Maximum Building Height	35' highest ridgeline excluding chimney cupola but including larger features e.g. roof deck	35' highest ridgeline excluding chimney cupola but including larger features e.g. roof deck
Minimum Building Separation	10'	½ the sum of the building height but not less than 20': 10' between multiple family units and garages/carports located on the same parcel
From water to principal building	20'	20'



From water to accessory structure	10'	10'
Maximum Lot Coverage	45% - Enclosed space (garage and living area under air conditioning)	45% - Enclosed space (garage and living area under air conditioning)

There are other approved residential uses for the community, such as, but not limited to two-family attached, zero lot line and townhouse, for which setback requirements will be made available should any residential housing types other than single-family or multi-family be contemplated for development.

## Lot Drainage

Lot drainage must conform to the Parklands Master Drainage Plan and be consistent with the South Florida Water Management District permits for Palmira Golf & Country Club. General drainage must be shown on the site plan that indicates the general direction of water flow. The general direction of water flow is: The front half of the lot drains into the street and the back half drains into the lakes/golf course. For a lot on a corner or end of the street without a buildable lot on the side of it the water may flow to the side. It will be assumed that the owner has complied with this section upon the owner's receipt of all necessary city permits.

To avoid erosion problems, rain gutters, downspouts, and underground drain pipe should be incorporated into the building's design. Berms and other obstructions that create standing water or allow water runoff to adjacent lots will not be permitted. All drainage and grading must take into consideration the neighboring property and must not create drainage problems on adjacent property when the project is completed and accepted by the ARC.

## Driveways

Driveways have a significant impact in creating a first impression of your house. Special care has been taken to select materials and colors that are aesthetically pleasing. The following is a list of acceptable materials:

- Stamped patterned concrete in earth tones (Provide rationale for not using pavers)
- Brick in earth tones
- Concrete paver units in earth tones

Driveways must be designed to avoid fire hydrants, transformers and other site utilities. Driveways are to have a minimum width of sixteen (16') feet, site conditions permitting. No more than two curb crossings are allowed. Adequate landscaping must be provided to maintain the best look of the neighborhood when large driveway areas are submitted. Curved and offset driveways are

encouraged and may narrow to 14 feet in the curved areas away from the street curb to provide for more turf and plants to soften the hardscape.

Edge of pavement for the driveway cannot be closer than four (4') feet to the neighboring property line when extended to the curb. Segments of golf cart path may be 4 feet in width and may run along the neighboring property line with the neighbor's written approval. The sidewalk entry should be the same materials or compatible in design with the driveway.

## Fences, Privacy Screens, and Walls

Fences, privacy screens, and walls must receive ARC approval. Some neighborhoods may have additional restrictions for fences, screens, and walls, which can be found in Section IV – Neighborhood Specific Standards. The maximum height is six (6') feet. Fences and walls may not be constructed in front yards or the street side yard of corner lots. Front window privacy walls must be designed as an integral part of the house and behind the setback lines. Chain link, wood, and plastic fences, privacy screens, and walls are prohibited. Fences and hedgerows that obstruct vision sight lines at driveways, street intersections and on corner lots are prohibited as they are dangerous for vehicular traffic.

Fences, privacy screens, and walls outside of the lot's buildable area (setback area) must be separately requested as a "variance" which requires appropriate rationale for the property line structure. The ARC may require shrubbery, vines to be planted, or that stucco be applied to structures inside the buildable area or approved perimeter structures. The color should match or be compatible with the color of the house. Pure white is prohibited. Landscape plants are recommended for normal sound and visual barriers.

Service yard areas for the storage of trashcans, location of A/C compressors, pump equipment, etc. must be screened from street or side yard views by a four (4') foot high stucco screen wall or dense hedgerow plant. Service area privacy screens may be within the setback area but may not block the entire width. Emergency generators must be shown on the site plan and adequately buffered from the neighboring view. Service areas and screen walls shall be placed down the side of the house and not on or near the front corner of the house.

## Porch, Deck, Patio, Lanai

Porches, decks, patios, and lanais should be ground level as wild animals, water and mildew, collect in open spaces under them. Wood or composite material (e.g. Trex) is prohibited. The following are acceptable materials:

- Stamped patterned concrete in earth tones

- Brick in earth tones
- Concrete paver units in earth tones.

Vertical post and railing are acceptable in precast concrete, stucco surfaced, or metal. A coordinating color must be used. A screen enclosure is permitted following the standards in the following Screen Enclosure paragraph.

## Screen Enclosures

Screen enclosures such as porches, lanai, patio, gazebo, pool cages and or other lawn enclosures are constructed of aluminum columns and beams with mesh screening. They may tie-in to the principal structure and may not exceed its height. They may tie in to a wall as defined in the Fences, Visual Screens, and Walls paragraph. Screen enclosures may not extend beyond the width of the “corner to corner” of the rear of the house structure.

The aluminum enclosure must have an anodized finish; mill finishes are not permitted. White colored frames or screens are not permitted. Allowed colors are charcoal, brown, black, and bronze. Inserting solid material (wood, plastic, metal, etc.) inside the aluminum frame is prohibited. Remodeling a screen enclosure structure to include solid panels requires redesign and construction of an appropriate “under roof” wall structure or “no roof” wall per the Fences, Privacy Screens, and Walls paragraph.

## Swimming Pools

All swimming pools must be built in accordance with Chapter 515, Florida Statutes, the Residential Swimming Pool Safety Act (“Act”), which became effective October 1, 2000 and all applicable updates. Any requirements herein are not intended to be substituted for statutory requirements. Swimming pools and pool screens must be built within the building setbacks. Pools and decks may not be built within utility easements. All decking around pool and spa areas must be finished concrete, aggregate, elastomeric concrete finish, or pavers. Above ground pools and pools constructed of synthetic materials are not permitted.

Pools that are not screened must have a four (4') foot metal picket surrounding fence with pickets spaced no more than six (6") inches on center and secured with a latched gate, or as otherwise required by the Act unless such fences are prohibited within specific neighborhoods as identified in Section IV. Detail design must be submitted and approved for all pools not built within a screen enclosure. Elaborate, attractive, ‘theme park’ style pools are not permitted.

## Amenity Structures

All amenity structures and lawn structures must be approved by the ARC including, but not limited to the following:

- Air Conditioning Equipment
- Emergency Generators
- Glass Block visible from outside
- Recreational equipment (back and side yard)
- Satellite dishes
- Propane tanks
- Yard art and sculpture
- Pole-mounted bird feeders
- Freestanding flagpoles on private property or neighborhood association common grounds. Political, sports, or special event flags may be flown only on the day of the event. Other flags must be in accordance with Florida Statute Law.
- Canvas awnings
- Ponds and fountains using recycled water
- Post and house lamps modifications must be approved.
- Clothes drying lines and structures are permitted, but cannot be visible from the street.

## Items prohibited:

- Invisible pet fences
- Freestanding car parking structures
- Metal awnings
- Tree houses
- Play houses
- Front yard recreational equipment
- Dog houses and dog runs
- Mural/wall paintings on any wall other than inside the screened lanai
- Radio towers or antennas

Mailboxes are standard throughout Palmira and cannot be changed.

## LANDSCAPING

Landscaping has a tremendous impact on the aesthetic quality of your home. The purpose of these landscape provisions is not to prohibit the use of creative landscape design. If a more creative design is presented which does not meet the requirements set forth but is unique and aesthetically pleasing, such plans may be approved. The ARC recommends that the landscape plan and cost estimate be prepared by a registered landscape architect, landscape contractor or nursery designer.

### Submission Requirements for New Landscape Plan

- Landscape site plan (at a minimum scale of one inch equals thirty feet) showing the location, name and size of all plant materials
- Plant materials list (refer to Appendix A - Plant Palette for recommended plant selections) Native plant materials are encouraged as they usually require less maintenance.
- Location plan of and details for all site furniture and special site features including, but not limited to, pools, fountains, arbors and berms
- Landscape lighting plan

### Landscape Plan Approval

Any new Landscape Plan must be approved by the ARC. Such approval shall be in writing and, once approved, installation of the new design must be in accordance with the approved plan.

### Landscaping Maintenance

In some Palmira neighborhoods, the HOA is responsible for landscape maintenance; in other neighborhoods, the homeowner and their landscape company are responsible for maintenance of the landscape. Please check your specific neighborhood documents.

### Street Trees

Street trees to be installed along internal parcel roads shall meet the following criteria. These are minimum requirements and are to be followed to the fullest extent of the specifications. Tree types may vary along major streets, but should be grouped by species type. Deviation from these criteria must be approved by the ARC prior to installation.

- Street trees shall be planted a maximum of fifty (50') feet on center.
- Trees will be located within fifteen (15') feet of the back of curb.

- Upon planting, street trees shall have a minimum four-inch (4") caliper measured twelve inches (12") above finished grade.
- The minimum height and spread will vary according to species type, but will be the same or larger than that listed in the Grades and Standards for Nursery Plants, as published by the Florida Department of Agriculture, Division of Plant Nursery, latest edition.
- All street trees shall be Florida No. 1 as defined in the Grades and Standards above referenced
- See Appendix A - Plant Palette

## Tree Removal Procedure

Effective July 2019 House Bill 1159 created Section 163.045 of the Florida Statutes to prohibit local governments from requiring notice, application, approval, permit, fee or mitigation for the pruning, trimming, or removal of a tree on residential property if the owner obtains documentation from a certified arborist or a Florida licensed landscape architect stating that the tree is a danger to persons or property. Further, local governments cannot require that the owner replant the tree that was pruned, trimmed or removed. The exception to the requirements of this section are mangrove trees.

All actions pertaining to tree removal (listed below) require a completed Tree Removal Request Form (Section V). Forward the completed form to the MHOA property manager, and include documentation from an arborist, landscape architect, or landscape maintenance firm with your request.

- a. Dead, diseased or damaged Oak tree is to be removed and replaced with an approved tree.
- b. Tree causing damage to property such as undermining driveway, irrigation, cable, electrical sewage, etc. If paperwork from an arborist, landscape architect, or landscape maintenance firm states the tree is a danger, then no tree replacement required.
- c. Landscape redesign requiring oak tree removal: A hard wood tree or palm will be required to be planted in overall landscape design. Size and positioning pending approval.
- d. Arbitrary tree removal request to remove an oak tree for aesthetic or arbitrary reasons would require another approved tree to be planted.
- e. Existing multiple oak trees on a single front lawn: Properties with two or more oak trees in front of home can remove one or more oak trees but must leave a single oak tree.

## Sod

St. Augustine grass sod is the approved lawn material.

## Ground Cover (Mulch)

Ground cover such as pine bark chips, pine straw or other natural mulch material, subject to approval, shall be used to cover areas that are not sodded, paved or left in a natural state. Stone may be used and is preferred in difficult drainage situations.

## Landscape Lighting

Accent light fixtures may be used to emphasize special plant materials. Lighting fixtures shall be concealed in shrub beds. The light fixture type and locations should be included in the landscape design plans.

Wide area yard lights (as opposed to building mounted security lighting systems) are prohibited. Outdoor security lighting attached to the main house structure should be unobtrusive and not shine onto adjoining properties so as to make the lighting a nuisance. Emerging lighting technology includes new high intensity or brighter devices. Light plans using these technologies may generate an ARC denied response depending on placement, purpose, and the effect on the neighborhood.

## Holiday Lighting

Holiday lighting (on individual homes) that complies with the following criteria may be installed in neighborhood HOA common areas and homeowner's property without Palmira ARC approval.

Colored lights shall only be permitted for special holidays. Lights or decorations may be erected along the exterior of the units or on the interior of the units, where they may be seen from the outside, in commemoration or celebration of publicly observed holidays provided that such lights or decorations do not unreasonably disturb the peaceful enjoyment of adjacent owners by illuminating bedrooms, creating noise or attracting sightseers.

All lights and decorations that are not permanent fixtures as part of the original construction shall be removed within fifteen (15) days after the holiday has ended. Lights or decorations commemorating "year-end" holidays should not be displayed prior to

November 15<sup>th</sup> of any year and removed by January 15<sup>th</sup> of the following year. Other holiday decorations or lights may not be displayed more than two (2) weeks in advance of the holiday. Any exterior decorations or lights must not be installed any higher than the level of the gutters over the garage door. Decorations may be attached to trees or plantings.

Lanai/pool enclosure lighting is not considered landscape or yard lighting. Security flood lights should be low wattage and not intrude on the neighbor's property or interior rooms. Decorative lights are acceptable and should be considered as "interior décor" similar to furniture and accessories.

## Irrigation

The automatically-controlled landscape irrigation system for home sites must be properly utilized and maintained. In some Palmira neighborhoods, the HOA is responsible for the maintenance of the irrigation system; in other neighborhoods, the homeowner and their landscape company are responsible for maintenance of the irrigation system. Please check your specific neighborhood documents.

For new landscape designs, the irrigation plans must accompany the landscape plans. The irrigation system must supply one hundred percent (100%) coverage to the entire extent of the lawn, with the exception of areas with native plant species. Watering existing native vegetation with an irrigation system may promote weed growth and will deter proper growth of the existing native plant material. Watering should be conducted during the early morning hours as required by the South Florida Water Management District. The system should avoid overspray onto impervious areas (i.e., sidewalks, driveways, roadways). The irrigation system should be designed to apply a minimum of one and one-half (1.5") inches of water per week on all planting areas. Irrigation devices shall not be installed above finished grade within roadside pedestrian easement areas or rights-of-way so as to cause a hazard to pedestrian traffic.

## Violations

Failure to maintain all landscape material properly and to promptly remove and replace any dead landscape material shall constitute a violation of the Declaration. Further, once a landscape plan has been approved by the ARC, you must develop and maintain the site in accordance with the plan. Upon approval by the ARC of the landscape plan and the construction plan, you may not change or modify the landscape plan or the site landscaping without the express prior written approval of the ARC.



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## **SECTION II: ARCHITECTURAL STANDARDS FOR RENOVATIONS/ADDITIONS**

The architectural style of Palmira Golf & Country Club is primarily Tuscan. However, since Hurricane Irma in 2017, the community has moved toward a more eclectic style with flat roof tiles and non-Tuscan colors.

The architectural characteristics below are best expressed by means of enhanced architectural detailing, attention to accent treatments and color schemes that complement the neighborhood and in a variety of architectural elements, materials and finishes such as:

- Asymmetrical massing with some symmetry at front facades or entries.
- Moderately pitched gable and hipped tile roofs (curved, barrel, and flat tiles are acceptable).
- Cornices and friezes with occasional eave brackets
- Smooth or textured stucco walls with quoins and decorative tiles used as focal points
- Tower entries with conical roofs or portico entries with stucco or stone surrounds
- Tuscan or spiraled columns
- Rectangular, half round or flattened arch windows
- Delicate ornamental metal window grilles
- Louvered, panel or batten shutters
- Boxed windows with knee braces
- Balconies with ornamental metal railings or balustrades
- Lanais, courtyards and garden details
- Stone or textured walkways
- Earth tone colors

The result will be a neighborhood—and subsequently a community—that finds cohesiveness rooted in design elements inherent to each home. The architectural theme will be present in all aspects of the community, including the club and amenities, community gatehouse, neighborhood entries, golf course stations and overall streetscapes. These guidelines will provide for a community with unique and exceptional architecture whose timelessness will provide for continuity while safeguarding value and allowing owners to express their own style and individuality.

## **ALTERATIONS, MODIFICATIONS AND REMODELINGS**

The original design integrity must be maintained if any modifications are desired to be made that affect the exterior of the home. It is suggested that homeowners meet with the ARC to discuss

intended changes to determine what information is required for ARC review. Proper information must be submitted as per the FORMS section.

Remodeling, alterations, and modifications that result in property damage to a neighbor require replacement or repair to return the property to its original state. Homeowners with projects that require people, equipment, or supplies to be moved across the property line with potential damage shall make arrangements with the neighbor prior to the initiation of the project.

The following may be accomplished without receiving pre approval from the ARC:

- Replacement (maintenance) of any appurtenance, fixture or element with the identical item, including landscaping, light fixtures and mailboxes.
- Seasonal flower plantings.
- Holiday lighting within the guidelines and time period permitted.
- Furniture, accessories, grills or outdoor kitchens, low volume sound speakers, low voltage decorative lighting within the lanai/pool screen enclosure living area.

Modifications that require ARC approval in advance of installation or construction:

- Room additions or any exterior structure modifications
- Addition of swimming pool
- Modification of screened enclosure
- Installation of spas (even though inside an existing screened enclosure)
- Roof replacement or modification including roof color
- Awning additions
- Addition or modification to existing patio decking
- Decorative shutters (including Bahama-style shutters)
- Decorative metal grillwork
- Front entry screen doors (only a phantom unit or a unit that does not contain solid center panels shall be considered for approval).
- Addition of hurricane shutters and any other visible hurricane protection devices
- Walkway and driveway additions or modifications
- All exterior painting, including wall and trim colors (even if color does not change)
- Architectural lighting
- Landscape modifications, other than minor tree/bush removal/exchanges.

- Fence or walls
- Permanent planters and decorative elements added to the exterior of the home.
- Addition of garden structures such as arbors, pavilions, pergolas and gazebos.
- Addition of any permanent vertical accessory structure within or outside of a screened enclosure such as pool cabanas
- Addition of gutters and downspouts to the existing structure
- Electrical generators, and propane tanks. (Specs, drawings, and photos must be included.)

Homeowner should notify (not seek approval of) neighbors on both sides of any remodeling, alterations, and modifications.

## Minimum Living Areas

The following describes the minimum air-conditioned living areas (not including garages) for Single-Family Homes and Coach Homes:

<b>Lot Type</b>	<b>Lot Width (Feet)</b>	<b>Minimum Living Area (Square Feet) *</b>
A	50'-59'	1,800
B	60'-64'	2,000
C	65'-69'	2,250
D	75'	2,600
E	85' -109'	3,000
F	110' and wider (e.g. Talori Terrace)	3,500
Coach Homes		1,850

\*This actual area must be calculated and shown on the architectural site plan or floor plan.

## Garages

The garage for a single-family home/villa should be large enough to fit two (2) large cars or more. Additional space may be provided to accommodate a golf cart. It is encouraged that garage doors and service doors face the side lot line. This requires adequate turning radius and backing up space for the vehicles. The landscape plan should accommodate the driveway and adequate buffering between the streets and neighboring lots. Automatic garage door openers are required for all homes. Garages may not be converted for any other use. Garage doors may have a roll down screen to cover the opening when the door is up. It should provide air flow but partially block the view into the garage area. However, garage doors should not be left open for continuous periods of time, including overnight.

## Elevations and Roofing

All four (4) elevations of a house must be designed to be architecturally pleasing. In order to create a sense of community, all homes and walls are required to have a stucco finish. The finish used to apply the stucco may be varied. Stucco must be colored or painted. The selection of window trim and front door should match or complement the color of the elevation. Keystone or cast stone decorative trims and moldings are encouraged. Fascias, gutters and downspouts are to be integrated into the design of the house. Reflective glass windows are prohibited. Metal roofing material, asphalt shingles, or landscaped roofs are prohibited.

The height of a house may not exceed three and one-half (3 ½) stories. The height of the house is measured from the minimum finished floor elevation to the median point between the peak and the eave. Roof pitches may range from 4:12 to 6:12. Hip roofs are preferred over gabled roofs. Large gables spanning the front and back of the house are not permitted. Flat roof areas (other than transitional crickets) are not permitted.

If the house is to have a fireplace, the chimney must be compatible with the elevation of the house. If a prefabricated metal fireplace is used, the flue and metal spark arrestor must be shrouded by a material approved by the ARC. Chimney structures should have the ability to be sealed at the top to prevent animals from accessing and creating a blockage when not in use.

Any mechanical elements such as plumbing stacks or roof vents must match the roof color and be placed in an inconspicuous location preferably on the rear sloping side of the roof. Satellite dishes must be made to blend in as much as is reasonably possible and placed in a location shielded from street view, so long as such location does not preclude reception of an acceptable quality signal.

## Solar Panels

ARC approval is required prior to the installation of solar energy equipment. Panels and equipment shall be designed and constructed to appear as part of the residence and should not be visible from the street. Solar equipment should be located on the rear or side facing roofs whenever possible. Additional landscape buffering may be required to reduce the visual impact of the solar panels.

## Storm Shutters

ARC approval is required for all exterior storm shutters whether installed at initial construction or added later. No hurricane protection devices shall be installed unless approval has been granted by the ARC. Plywood window coverings are prohibited. Storm protection systems should be designed into the home as much as possible. Standard offerings such as hurricane glass, roll downs, accordions, plastic and metal panels, along with hurricane cloth may be considered. The color of the storm shutters must coordinate with the color scheme of the home.

## Accessory Structures

All accessory structures shall be located within the buildable area of the lot and consistent with the design, materials and colors of the principal structure. Accessory structures shall be shown on the site plan and the architectural drawings set with architectural elevations and trim details. Examples of accessory structures include roofed vertical components that may contain pool cabanas, kitchens, awnings, and guest rooms.

## Exterior Colors

All exterior colors (new or existing) must be shown on the ARC FORM. All colors (roofs, walls, trim) must be listed by manufacturers number codes. Color swatches must be included.

### Roof:

The color of the roof usually has a strong bearing on the building colors because it is the most visible and largest mass of color that is seen. Barrel and flat tiles are available in many colors, and must be compatible with the exterior walls.

Most earth-tones (colors containing some brown), most shades of gray, and some shades of green and almond/off-white are permitted.

Black, blue, yellow, red, orangey-red, white, and other bright colors are not permitted.

### Walls:

Homes in Palmira consist of Tuscan and non-Tuscan colors.

### Permitted Wall Colors:

Chosen colors must be within the color ranges listed below:

1. Shades of brown from light beige through Sherwin Williams # SW 6101 (“Sands of Time”) as the darkest shade. (From Sherwin Williams Neutrals)
2. Shades of gray, from light gray through Sherwin Williams # SW 7018 (“Dovetail”) as the darkest shade. (From Sherwin Williams Neutrals)
3. Shades of taupe, from light taupe through Sherwin Williams # SW 6045 (“Emerging Taupe”) as the darkest shade. (From Sherwin Williams Neutrals)
4. Shades of yellow from pale yellow to Sherwin Williams # 6681 (“Butter Up” as the darkest shade.)
5. Shades of green from light green through Sherwin Williams # 6436 (“Bonsai Tint”) as the darkest shade.
6. Shades of white and off white through Sherwin Williams #7003 (Toque White) as the lightest shade. (Bright whites including Sherwin Williams # 7757 (“High Reflective White”), Sherwin Williams #7005 (“Pure White”), Sherwin Williams #7004 (Snowbound), etc. are not allowed.

### Non-permitted Wall Colors:

1. Red, blue, orange, burgundy, black, purple, mustard, gold
2. Pastel colors such as pastel blue, pink, lavender, aqua, mint green, etc.
3. Bright whites

### Garage Doors:

Acceptable colors should match the body of the house. Garage doors that vary from the body of the house must coordinate with the color scheme.

### Trim, Accents, and Doors:

Trim and accent colors may be lighter or darker than the body but must have a direct relationship to the main body color as complementary or contrasting colors. Once the roof and body colors are established then the trim and accents can be chosen that work with and tie together the entire project. Other colors can be used with care for accent areas as front doors, shutters, balustrades, metal grilles, railings and similar. Certain colors for front doors are not permitted including (but not limited to) red, blue, orange, burgundy, and pastels including blue, pink, lavender, aqua, mint green, yellow, etc. Some neighborhoods may have

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additional restrictions for doors that can be found in Section IV – Neighborhood Specific Standards.

### Screen Enclosures:

Screen enclosures must be considered as architectural elements and unless they are included structurally as part of the architectural theme should be made to disappear as much as possible. Black, charcoal or bronze are permitted for the structure. White is not permitted for the structure or for the screens along with other available colors. Some neighborhoods may have additional restrictions for screen enclosures, which can be found in Section IV – Neighborhood Specific Standards.

### Windows and Doors:

Standard aluminum windows and glass doors are approved when standard white (or off white) or bronze colors are used. Front entry screen doors should match the selected colors to blend with the door and trim. Additional window and glass door colors may be approved individually upon submittal. Some neighborhoods may have additional restrictions for screen doors, which can be found in Section IV – Neighborhood Specific Standards.

### Driveways and Walkways:

Appropriate colors and patterns should work with the overall color palette selection and color submittals must be made for ARC approval.

### APPEAL

If final approval is denied by the ARC and the homeowner wishes to contest, the homeowner may make an appeal to the PMHOA Board of Directors. The appeal must be filed within forty-five (45) days from the denial. The subsequent decision of the Board shall be the final decision.

### REQUESTOR NOTICE

These guidelines are minimum standards and the ARC may reject plans or require revisions on purely aesthetic grounds. Design elements, materials, etc. not identified in the document does not imply automatic approval or denial of those elements. It is impossible to include all options, materials, emerging technology, etc. Contact the ARC for guidance prior to including items that are not included in the document.

## SECTION III: PALMIRA SIGNAGE and GRAPHICS

The following guidelines are intended to provide a framework for signage and graphics activity within the Palmira community. Signage requirements can be unique depending on the message but the ARC shall use its collective design sense of appropriateness for location, size, format, time frame, and message during the approval process.

### Graphics

- Palmira organizations and homeowners may use Palmira images/graphics or landscape pictures in their signage design. For example, the palm leaf oval is appropriate for more formal presentations and the entrance fountain is appropriate for general use.



- The preferred text font is Goudy Old Style when available. Hand lettered signs are not permitted.
- Logos/colors from charities or sponsoring organizations may be included in the signage if appropriately inserted as part of the message or sponsor information.

### Event signage

- *Who may use:* Palmira-based clubs/groups and approved external organizations may place event signs in the common areas or lots in the community? Contractor activity is not considered a signable event except as noted in the new construction guidelines.
- *Timing:* Event signs may be placed three days prior to an event to provide notice to the community. Event signs may be placed each day of the event and must be removed the day following the event.
- *Size:* Event signs may be no larger than 2 feet by 2 feet poster board, plastic, metal, or lumber panels. They may be mounted on a stake, wire frame, or as sandwich boards. Signs may not be nailed or affixed to the landscape.



- *Content:* The signs should contain the name of the event, the message, and the sponsor name. Organizational colors and logos may be used.
- *Approval:* Event signs may be used without ARC approval if they follow the above guidelines and the event has been cleared appropriately under Palmira G&CC Board policies.

## Temporary Signage

### Real Estate Marketing

- *Approval:* Real estate signage may be used without ARC approval if the guidelines are followed.
- *For rent:* Not permitted
- *Open House & For Sale* design and specifications:



**Palmira**  
**OPEN HOUSE**  
Corrugated plastic with stake  
24 x 18

**for info & purchase**  
**Contact: Jamie Loyd**  
**Sign Up**  
**Office: 239-304-0025**  
**Fax: 239-353-3877**  
**web: [www.needsignup.com](http://www.needsignup.com)**



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## General Temporary Signage

- *Format:* The palm leaf oval on a post (see real estate), or the stucco pillar (see entrance pillars) is the preferred signage formats. Other formats may be considered when appropriate justification is supplied with the signage request (e.g. contractor signs).
- *Content:* The signs should contain the message and the sponsor's name. Colors shall be earth tones or match Palmira or neighborhood color patterns.
- *Size:* May be determined by the location and nature of the message.
- *Timing:* Each sign request must include a start and end date for the placement of the sign. Signs not removed by the end date may be removed by Palmira G&CC.
- *Who may use:* Any organization may submit a signage request. In the majority of cases the requestor will be Palmira affiliated. Nonaffiliated commercial advertising will not be considered. Governmental signs may be posted without approval.
- *Approval:* Each sign must be approved by the ARC prior to the placement of the sign. Depending on the nature of the sign and location Palmira G&CC Board approval may also be required.

## Permanent signage

### Safety

Florida Statute permits homeowners to place alarm monitoring signs provided by the monitoring company. These signs should not be larger than one square foot and mounted on a metal post no higher than two feet. Placement should be in a mulch bed backed by landscape material so that it is visible but not dominant in the landscape view.

### Street

The Palmira G&CC Board safety committee shall determine the design, placement, and safety requirements for permanent street traffic signs and devices along Palmira streets.

## Monuments, pillars, panels, buildings signage

The design of these elements shall be consistent with the existing Palmira and Neighborhood elements in place. The consistency shall include the design style, color patterns, lettering fonts and size, construction materials, and proportional structure size. All such elements require ARC approval and Palmira G&CC Board's approval except when initiated by the Palmira G&CC Board. An inconsistent design element shall be treated as an ARC variance request which requires appropriate justification.

## **SECTION IV: NEIGHBORHOOD SPECIFIC STANDARDS**

Palmira’s neighborhood homeowner associations may define and require standards beyond those adopted for Palmira. Typically, this implies more restrictive or increased detail in the criteria for acceptance; occasionally, the criteria may be less restrictive. The source of the criteria may be the neighborhood Declaration or a neighborhood Board approved architectural standards document. The ARC will include any neighborhood criteria listed in these documents during its reviews and decisions. A neighborhood must provide its approval of a variance in writing to omit this requirement.

Neighborhood homeowner association boards should communicate to their residents any criteria for their respective neighborhoods that is more or less restrictive than in the Palmira ARC Guidelines.

### **Single Family Homes**

#### **CARAVELLA**

The following items are restricted based upon Caravella’s “Declaration of Protective Covenants and Restrictions” and the approved architectural standards approved by the Board.

- Based on the “Declaration of Protective Covenants and Restrictions” Paragraph 8.1.16 “No fences of any type (including invisible fencing) is permitted to be erected on a lot.” Therefore, no fences will be permitted. Service area 4-foot screen walls are permitted.
- Gutters and down spouts are required to blend with the house colors.

## NOVELA

The following items are restricted based upon Novella's "Declaration of Protective Covenants and Restrictions" and the approved architectural standards of the Board.

- Doors must be painted the same color as the "trim" of the house. Accent colors are prohibited.
- Based on the "Declaration of Protective Covenants and Restrictions" Paragraph 8.1.16 "No fences of any type (including invisible fencing) is permitted to be erected on a lot." Therefore, no fences will be permitted. Service area 4-foot screen walls are permitted.
- Storm and screen doors are not allowed and only "phantom" screen doors are allowed.
- Gutters and down spouts are required to blend with the house colors.

## Coach Homes

### ENCLAVE

Any change to an Enclave unit that is visible from outside the unit requires Enclave ARC review and approval. Changes are controlled by the Documents of Condominium in the possession of each unit owner. Some topics have been addressed and positions developed. These can be found at <http://www.theenclaveatpalmira.org>

### PALOMA

Any change to a Paloma unit that is visible from outside the unit requires Paloma ARC review and approval. Changes are controlled by the Documents of Condominium in the possession of each unit owner. Some topics have been addressed and positions developed. These can be found at <http://www.palomaparadise.com>

## SECTION V: FORMS

Forms must be fully completed and submitted to the PMHOA property management company, along with all additional required documentation:

*Hand-deliver:*

Palmira Golf & Country Club MHOA  
c/o KEB Management Services  
11100 Bonita Beach Rd. # 101  
Bonita Springs, FL 34135  
Phone: 239 262-1396

*By Mail:*

Palmira Golf & Country Club MHOA  
c/o KEB Management Services  
6017 Pine Ridge Road  
Naples, FL 34119

*By Email:*

[bloomk@kebmngt.com](mailto:bloomk@kebmngt.com)

**Forms:**

1. Request for Modification (Page 30)
2. Tree Removal Request Form (Page 31)
3. Modifications to Existing Construction or Rebuild (Exterior Only) Single Family Homes (Pages 32-35)
4. Contractor Agreement (Page 36)

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## REQUEST FOR MODIFICATION

Fill out this form completely and submit with all required documentation:

*Hand deliver:* Palmira Golf & Country Club MHOA, c/o KEB Management Services, 11100 Bonita Beach Rd. # 101, Bonita Springs, FL 34135

*Mail:* Palmira Golf & Country Club MHOA, c/o KEB Management Services, 6017 Pine Ridge Rd., Naples, FL 34119

*Email:* [bloomk@kebmgt.com](mailto:bloomk@kebmgt.com)

Name of Resident Requesting Modification: \_\_\_\_\_ Phone: \_\_\_\_\_  
\_\_\_\_\_ Email: \_\_\_\_\_  
Address: \_\_\_\_\_ Date Submitted: \_\_\_\_\_

Please describe in detail the modification being requested. Include colors, size, materials, etc.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Name of company performing work: \_\_\_\_\_

Please attach copies of certificate of insurance, occupational license, permits if applicable, drawings of improvements drawn to scale and on survey.

I/We understand that approval of our request must be granted before I/we can have the job started. I/we acknowledge that this request is granted as presented and must be completed as presented. I/we understand that any expense incurred as a result of city/county code changes is our responsibility. I/we understand that the ARC has up to ten (10) business days to approve this request.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Signature of Applicant

Approved:  
Yes ( ) No ( )

Approved w/ Tree Replacement:  
Yes ( ) No ( )

Approved/Disapproved By:

\_\_\_\_\_

Date: \_\_\_\_\_

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## TREE REMOVAL REQUEST FORM

Fill out form completely and submit with any required documentation:

*Hand deliver:* Palmira Golf & Country Club MHOA, c/o KEB Management Services, 11100 Bonita Beach Rd. # 101, Bonita Springs, FL 34135

*Mail:* Palmira Golf & Country Club MHOA, c/o KEB Management Services, 6017 Pine Ridge Rd., Naples, FL 34119

*Email:* [bloomk@kebmngt.com](mailto:bloomk@kebmngt.com)

Name of Resident Requesting Tree Removal: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_ Email: \_\_\_\_\_

\_\_\_\_\_ Date Submitted: \_\_\_\_\_

Type of Tree You Wish to Remove: \_\_\_\_\_ Reason for Removal: \_\_\_\_\_

\_\_\_\_\_ Name of Company Performing Work: \_\_\_\_\_

You must include documentation from the arborist or landscape architect indicating the tree is a danger to persons or property (if applicable).

I/We understand that approval of our request must be granted before I/we can have the job started. I/we acknowledge that this request is granted as presented and must be completed as presented. I/we understand that the ARC has up to ten (10) business days to approve this request.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Signature of Applicant

Approved:  
Yes ( ) No ( )

Approved w/ Tree  
Replacement: Yes ( ) No ( )

Approved/Disapproved By:

\_\_\_\_\_

Date: \_\_\_\_\_



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## MODIFICATIONS TO EXISTING CONSTRUCTION Or Rebuild (Exterior Only) Single Family Homes

**Fill out form completely and submit with all required documentation:**

*Hand deliver:* Palmira Golf & Country Club MHOA, c/o KEB Management Services, 11100 Bonita Beach Rd. # 101, Bonita Springs, FL 34135

*Mail:* Palmira Golf & Country Club MHOA, c/o KEB Management Services, 6017 Pine Ridge Rd., Naples, FL 34119

*Email:* [bloomk@kebmngt.com](mailto:bloomk@kebmngt.com)

Owner: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_ Email: \_\_\_\_\_

Construction Address: \_\_\_\_\_ Date Submitted: \_\_\_\_\_

\_\_\_\_\_ Block \_\_\_\_\_ Lot \_\_\_\_\_

Design Review Fee: \$500 (initial submission) Partial Submission Fee: \$250 each additional time (2 hours of independent professional review.) ARC change requests exempted.

**Architect:** \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_ Fax: \_\_\_\_\_

\_\_\_\_\_ Email: \_\_\_\_\_

**Contractor:** \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_ Fax: \_\_\_\_\_

\_\_\_\_\_ Email: \_\_\_\_\_

License # \_\_\_\_\_

**Surveyor:** \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_ Fax: \_\_\_\_\_

\_\_\_\_\_ Email: \_\_\_\_\_

**MODIFICATIONS TO EXISTING CONSTRUCTION (EXTERIOR ONLY) OR REBUILD – Page 2**

The following information must be included to be reviewed:

**SQUARE FOOTAGE**

Final Stake-Out Completed	_____	Living Area	_____
Landscape Plan with Plant List	_____	Garage/Carport	_____
Grading Plan	_____	Screened Porch	_____
Surveyor Site Plan w/ Dimensions and House Footprint Setbacks	_____	Decks	_____
		Other	_____
		Total:	_____

Construction Plans & Specifications to include:

- |                            |   |                            |
|----------------------------|---|----------------------------|
| Floor Plan with Dimensions | Foundation Plan                         | Electrical Plan            |
| Roof Plan                  | Wall Section                            | Pool & Cage (on all plans) |
| Plumbing Plan              | Exterior Elevations from existing grade |                            |

EXTERIOR MATERIALS & COLORS: (Please attach color paint chips.)

	<b>Manufacturer Name and Number</b>
Walls	
Trim	
Foundation	
Roofing	
Paving	
Garage Doors	
Other	

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**MODIFICATIONS TO EXISTING CONSTRUCTION (EXTERIOR ONLY) OR REBUILD -Page 3  
LIST**


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**MODIFICATIONS TO EXISTING CONSTRUCTION (EXTERIOR ONLY) OR REBUILD -Page 4**

**Deposits:**

Construction/landscape/improvements deposit is 1% of contract value with a minimum of \$1,000 and maximum of \$10,000 Deposit: \$\_\_\_\_\_

**Contractor Previous Experience:**

If you have not previously built in Palmira Golf & Country Club, please list three (3) homes you have built that have been resided in a minimum of six (6) months. List name, address and daytime phone numbers of owners.

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

## CONTRACTOR AGREEMENT PALMIRA MHOA

I, \_\_\_\_\_, as Contractor for the above described construction project, acknowledge and agree that the above described deposit is being held by Palmira Golf & Country Club Master Homeowners Association, Inc. ("Palmira MHOA") to ensure that the improvements will be constructed in accordance with plans and specifications which have been approved. Damages or penalties for non-compliance shall be deducted from the deposit as approved by the Architectural Design Control Committee (the "Architectural Review Committee or ARC") in public meeting. You may appear and be heard at the meeting. Noncompliance shall result in restricting main gate access for the contractor, sub-contractors, staff, and suppliers until the compliance issue is cleared.

I further acknowledge and agree that:

1. I have read and understand the Governing Documents applicable to the property and the ARC Guidelines and will follow and obey the said Governing Documents and Guidelines.
2. I am responsible for completing the project as described by the drawings and specifications approved and any proposed changes will be submitted to the Palmira ARC for approval prior to implementation.
3. I will maintain a clean construction site at all times and install a job sign, commercial dumpster and job toilet in conformance with the Guidelines.
4. I am responsible for the conduct of all workers performing services on this project at all times while they are in the Palmira Golf & Country Club community.
5. I will notify the office of the Palmira MHOA or its designee for field inspections.
6. As the Deposit will be held in a non-interest bearing account, I understand that it shall be returned after completion of the Final Inspection with no interest added.
7. Any fees paid by Palmira MHOA for repair of damaged areas, the correction of changes not approved by Palmira MHOA, work contracted to improve the appearance of untidy sites, and assessed penalties may be deducted from the Deposit as approved by the Architectural Review Committee.

This application's deposit and agreement made this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_

By \_\_\_\_\_

(Contractor's Signature)

**WITNESSES:**

\_\_\_\_\_ Print Name: \_\_\_\_\_

\_\_\_\_\_ Print Name: \_\_\_\_\_

**APPLICATION ACCEPTED:** this \_\_\_ of \_\_\_\_\_, 20\_\_\_\_,

By: \_\_\_\_\_ Print Name: \_\_\_\_\_

## Appendix A PLANT PALETTE

The following is a list of recommended plant materials, which may be used for the landscaping. Each of the plants is followed by notations indicating whether the plant is a native plant or a Xeriscape plant. Several of the plants share all of these characteristics.

"N" - Indicates native Florida plants.

"X" - Indicates Xeriscape plants; plants which survive on natural rainfall with little supplemental irrigation.

<b>TREES:</b>	<b><u>COMMON NAME</u></b>	<b><u>BOTANICAL NAME</u></b>	<b><u>ADAPTABILITY</u></b>
	American Holly	Ilex opaca	N, X
	Black Olive	Bucida buceras	N, X
	Bottlebrush, Weeping	Callistemon viminalis	
	Crape Myrtle	Lagerstroemia indica	X
	Guava, Strawberry	Psidium littorale	
	Jacaranda	Jacaranda mimosifolia	
	Laurel Oak	Quercus laurifolia	N, X
	Ligustrum / Japanese Privet	Ligustrum japonicum	X
	Live Oak	Quercus virginiana	N, X
	Loblolly Bay	Gordonia lasianthus	N
	Loquat	Eriobotrya japonica	X
	Mahogany	Swietenia mahagoni	N
	Orchid Tree	Bauhinia purpurea	
	Pitch Apple	Clusia rosea	N
	Red Cedar, Southern	Juniperus virginiana silicicola	N, X
	Red Maple	Acer rubrum	N
	Royal Poinciana	Delonix regia	
	Sand Pine	Pinus clausa	N, X
	Satin Leaf	Chrysophyllum oliviforme	N
	Silver Trumpet	Tabebuia caraiba	
	Slash Pine	Pinus elliottii	N, X
	Southern Magnolia	Magnolia grandiflora	N, X
	Sweet Bay Magnolia	Magnolia virginiana	N
	Wax Myrtle	Myrica cerifera	N, X

<b>PALMS:</b>	<b><u>COMMON NAME</u></b>	<b><u>BOTANICAL NAME</u></b>	<b><u>ADAPTABILITY</u></b>
	Cabbage Palm	Sabal palmetto	N, X
	Canary Island Date Palm	Phoenix canariensis	X
	Malayan Coconut Palm	Cocos nucifera "Green Malayan"	X
	Montgomery Palm	Veitchia montgomeryana	
	Needle Palm	Rhapidophyllum hystrix	N, X
	Paurotis Palm	Acoelorrhaphe wrightii	N, X
	Pindo Palm	Butia capitata	X
	Pygmy Date Palm	Phoenix roebelenii	X
	Royal Palm	Roystonea regia	N, X
	Senegal Date Palm	Phoenix reclinata	X

**SHRUBS/MEDIUM SIZED PLANTS:**

	<b><u>COMMON NAME</u></b>	<b><u>BOTANICAL NAME</u></b>	<b><u>ADAPTABILITY</u></b>
	Anise, Florida	Illicium floridanum	N, X
	Burford Holly	Ilex cornuta 'Burfordii'	X
	Buttonwood, Green	Conocarpus erecta	N, X
	Cocoplum, Green	Chrysobalanus icaco	N, X
	Cocoplum, Red Tip	Chrysobalanus icaco 'Red Tip'	X
	Indian Hawthorn	Rhaphiolepis indica	X
	Juniper	Juniperus chinensis	X
	King Sago	Cycas revoluta	X
	Oleander	Nerium oleander	X
	Pampas Grass	Cortaderia selloana	X
	Pittosporum	Pittosporum tobira	X
	Podocarpus	macrophyllus	X
	Pyracantha	Pyracantha coccinea	X
	Sandankwa Viburnum	Viburnum suspensum	
	Sea Grape	Coccoloba uvifera	N, X
	Silver Thorn	Eleagnus pungens	X
	Yaupon Holly	Ilex vomitoria	N, X

**VINES/GRASSES/GROUND COVERS:**

<b><u>COMMON NAME</u></b>	<b><u>BOTANICAL NAME</u></b>	<b><u>ADAPTABILITY</u></b>
Algerian Ivy	Hedera canariensis	X
Cardboard Plant	Zamia furfuracea	X
Coontie	Zamia pumila	N, X
Creeping Fig	Ficus pumila	X
Daylily	Hemerocallis spp.	X
English Ivy	Hedera helix	
Liriope	Liriope muscari	X
Mondo Grass	Ophiopogon japonicus	X
Parson's Juniper	Juniperus chinensis 'Parsonii'	X
Shore Juniper	Juniperus conferta	X
St. Augustine Grass	Stenotaphrum secundatum	



# Appendix B

## ARCHITECTURAL REVIEW COMMITTEE OPERATIONAL GUIDELINES

The Palmira Architectural Design Control Committee (hereinafter identified as the Architectural Review Committee or ARC) is established in Article III, Section D, pages 20-23 of the Declaration of Protective Covenants, Restrictions and Easements for Palmira Golf & Country Club (the "Declaration"). The Palmira PMHOA delegates to the Palmira ARC the roles outlined in the Declaration and this Operations Guideline. This document is created to establish committee operations guidance and expectations for the Palmira community. The Architectural Review Committee (ARC) Guidelines for the Palmira Golf & Country Club provides the design criteria for the ARC reviews.

### A. General

1. The Palmira ARC shall meet prior to the Palmira PMHOA Board meeting if there are pending agenda items for the Palmira ARC.
2. Other meeting times may be scheduled by the chairperson if faster response or special handling is required.
3. Two regular members are appointed by the Palmira MHOA Board. The president of the neighborhood for which approval is being sought will be the third committee member. Requests to the ARC require approval by two of three members.
4. The PMHOA Board shall appoint a chairperson once a year.
5. The PMHOA Property Manager shall act as contact point and custodian of records for the Palmira ARC.
6. The Palmira ARC may contract for appropriate consulting review when needed and pass on the fees to the builder/homeowner. As of July 1, 2011, the Design Review fee shall be \$500 for the review of a document package by professional architects/engineers.

Partial documentation submittals shall generate additional review costs. Each additional submittal of document(s) shall incur an additional \$250 fee to cover two hours of independent professional review. Changes requested by the ARC shall be exempt from the additional fee.

### B. The Palmira ARC shall coordinate with neighborhood association presidents regarding review requests.

1. Neighborhood boards should be aware of the requirements covered in these guidelines (painting, tree removal, new roof, major landscaping, etc.).
2. For neighborhoods with a formal neighborhood ARC review requirement
  - a. The dual committee process shall be done serially

- b. The neighborhood ARC review shall occur first
  - c. The homeowner shall provide a copy of the neighborhood review decision to the Palmira ARC as part of the review request documentation.
  - d. The Palmira ARC documentation package shall be considered an incomplete request without the neighborhood review decision.
  - e. If the neighborhood review decision conveys approval, then the Palmira ARC will conduct its review.
  - f. If the neighborhood review decision is a denial, then the Palmira ARC will terminate the review, notify the homeowner in writing, and encourage neighborhood discussions. The Palmira request shall be put on hold (maximum six months) until the homeowner or neighborhood officers indicate that the reasons for denial have been resolved.
3. For neighborhoods without a formal neighborhood ARC review requirement:
- a. The Property Manager will notify the neighborhood presidents of the review request.
  - b. Neighborhood presidents may identify issues or concerns if any exist.
  - c. If there are no issues or concerns, then the Palmira ARC will continue with the review process.
  - d. If issues or concerns arise, then the Palmira ARC will notify the homeowner and encourage that the issues be discussed at the neighborhood level. The Palmira ARC request shall be put on hold until the homeowner or presidents indicate the concerns are resolved.
  - e. An impasse in the neighborhood discussion may be brought to the Palmira ARC as an appeal.
- C. The Palmira ARC shall apply the following list of inclusions and exclusions in their review program. Depending on the circumstances the lists may include other items.
- 1. Palmira ARC inclusions:
    - a. All external remodeling of a building, appendage structures, or amenities.
    - b. All external landscape redesigns.
    - c. All requests for variances and exceptions within the Palmira community.
  - 2. Palmira ARC exclusions:
    - a. All property maintenance within an existing approved Palmira ARC plan.
    - b. All property repair of structure or landscape within an existing approved Palmira ARC plan.
    - c. All internal remodeling of a structure.

D. The Palmira ARC shall review selected routine actions by the MHOA Property Manager while retaining the items below for its action.

1. The Palmira ARC retains the review, discussion, and approve/disapprove authority for the following:
  - a. New building/remodeling/additions, structure footprint, water flow, structure modifications
  - b. Variances, exceptions to Palmira ARC design documents.
  - c. Complaints and appeals.
2. The Palmira ARC shall modify/create documents as appropriate for approval by the PMHOA.
  - a. Change the Palmira ARC operating guidelines (in effect July 2020).
  - b. Change the ARC Guidelines for the Palmira Golf & Country Club (in effect on July 2020).
  - c. Change the Palmira landscaping guidelines (in effect July 2020) for redesigned landscape.
3. The Palmira ARC may grant, withdraw, or declare an exception to the authority granted to the Property Manager or consultants as appropriate.
4. If the Palmira ARC is to consider changes to the documents, the affected neighborhood associations shall be notified via a Palmira ARC report at a Palmira Board meeting.

E. The PMHOA Property Manager will be the contact point and will advise the homeowner of decisions made by the ARC:

- a. Repainting of houses and color selection using Palmira ARC and published neighborhood guidelines.
- b. Landscape redesign using Palmira ARC Guidelines.
- c. Replacement/addition of gutters, drainage pipe, irrigation, solar panels, windows, door glass inserts, outdoor kitchen vents, hurricane protection, and shutters using ARC Guidelines.
- d. Lighting, generators, satellite dish, screen doors using Palmira ARC accepted neighborhood guidelines.

The PMHOA Property Manager shall report on actions taken at the next Palmira ARC meeting.

F. The Palmira ARC shall not be involved in routine landscape replacement or adjustment issues and shall leave those to the province of the neighborhood associations.

1. When the Palmira ARC conducts a review, it will include the neighborhood-specific standards. If a neighborhood association does not provide specific standards, then it is

an indication that the neighborhood association does not wish to have any standards considered in ARC reviews.

G. The Palmira ARC shall follow a two-step review process for new constructions/remodeling: Initial Review and Final Review. The Palmira ARC shall not provide partial approvals.

1. The Initial Review

- a. Major structural remodeling shall require quality formal documentation as specified in the ARC Guidelines (building and landscape blueprints, drainage studies, etc.) which shall be submitted for the consulting architect's review and comment process.
- b. Remodeling projects that do not require major structural changes may require less formal documentation (pencil drawings or written descriptions).
  - 1). The specific documentation quality and type shall be project dependent
  - 2). Each project's requirement is a standalone decision.
  - 3). A consulting architect's review is optional depending on the type of project.
- c. Status letters or electronic documents shall be sent to apprise the builder/homeowner of the status with an incomplete documents list. No approval shall be indicated during this phase. During this phase, Palmira ARC meetings are not required unless a controversial issue shall arise.
- d. During this time, Palmira ARC members or interested Palmira homeowners may review the submitted documents in the PMHOA Property Manager's Office. Appropriate comments may be shared with the Palmira ARC members or PMHOA Property Manager.
- e. The PMHOA Property Manager shall notify the neighborhood association officers when a project has been submitted for review.
- f. The Construction Application and deposit must be provided prior to the Final Review phase and subsequent Palmira ARC approval.
- g. The construction deposit shall be 1% of the project contract (rounded to thousands) with a minimum of \$1,000 and a maximum of \$10,000. The deposit may be used to defray costs incurred to repair damage, clean sites, and cover penalties incurred but not fixed by the builder.
- h. A builder may appeal for relief from the construction deposit for good cause (i.e., multiple houses under construction at the same time).

2. The Final Review phase conducted by the Palmira ARC will occur when all material is provided by the homeowner/builder. Palmira ARC further documentation or approval/denial will be provided to the homeowner/builder in writing or by electronic document.

3. During the course of the project's construction, complaints regarding damage, unapproved activities, or covenant violations shall be heard by the Palmira ARC.

- a. The Palmira ARC Chairperson and/or PMHOA Property Manager may attempt to rectify the issue through normal discussions with the homeowner/builder. Impasses or lack of response to reasonable attempts at resolution shall be brought to the Palmira ARC with formal notice to the homeowner/builder.
- b. The case shall be documented and shared with the parties involved. The Palmira ARC in open meeting shall review the case and may authorize damage repair and/or penalties to be charged to the builder's deposit.

#### H. The PMHOA Property Manager

1. Shall be the custodian of records, meeting minutes, and submitted and approved documents to the Palmira ARC.
2. The Palmira ARC minutes shall include Palmira ARC actions and a list of the PMHOA Property Manager actions.
3. Shall insure the Palmira ARC minutes reflect the legal record of actions taken for inquiries.
4. Shall review and create statistics of actions taken by the Palmira ARC.
5. Shall arrange for a foot print check or other checks on the builder/landscaper as required insuring compliance with approved plan.
6. Shall notify the homeowner/builder of ARC decision.

#### I. Palmira homeowners may submit updated review requests when their initial review has resulted in a denial.

1. Homeowners may provide additional information or plan changes along with a review request to the Palmira ARC.
2. All review requests and appeals shall be in writing with supporting material, rationale, and details provided.
3. The homeowner(s) may attend the meetings and speak to their issues related to the request.
4. Palmira ARC will schedule a meeting within 45 days to review the updated request.
5. Following the meeting, the Palmira ARC will make a final decision on the updated request within 45 days and communicate it in writing to the homeowner.

#### J. Homeowners may submit appeals to previous Palmira ARC decisions.

1. Homeowners may submit an appeal regarding a Palmira ARC decision. The appeal may be made to the Palmira ARC or the PMHOA Board.
2. All appeals shall be in writing with supporting material, rationale, and details provided.
3. The homeowner(s) should attend the meeting and be prepared to speak to their issues related to the appeal.

4. Palmira ARC or Board will add the appeal as an agenda item within 45 days to review the appeal and make a decision.
5. The ARC will notify members of the homeowner's neighborhood association of the appeal. The neighborhood association may speak to the issues of the appeal at the meeting.
6. The Palmira ARC or PMHOA Board will make a final decision on the appeal within 45 days and communicate it in writing to the homeowner.

K. Homeowners may submit variance requests to the Palmira ARC.

1. All variance requests shall be in writing with supporting material, rationale, and details provided by the homeowner requesting the variance.
2. Palmira ARC will schedule a meeting within 45 days as a public hearing on the variance request.
3. The homeowner should attend the meeting and be prepared to speak to the issues related to the variance.
4. The neighborhood homeowner association and the neighborhood homeowners shall be notified by email regarding the variance hearing. They may speak to the issues regarding the variance at the hearing.
5. Following the meeting, the Palmira ARC will make a final decision on the request within 45 days and communicate it in writing to the homeowner.