

The Meadows of World Golf Village HOA

Official Board Meeting Minutes October 12, 2023

Page 1 of 6



Date of Meeting: *October 12, 2023* **Time:** 7PM **Location:** VIRTUAL

Minutes Prepared by: *Mike Krugman – President*

BOARD MEETING

I. Meeting Called to Order:

The meeting was called to order at 7:06 PM. A quorum of the directors were present and confirmation made that all required notices for this meeting had been properly given.

Roll Call:

President Mike Krugman	Present
Vice President: Bob Ostefeld	Present
Secretary: Marc Schwartz	Present
Treasurer: Emily Polatas	Present
Director: Scott Clay	Present
Community Manager	Not Present - Position Open

- II. Opening Remarks:** Mike Krugman welcomed all participants and provided the evening's agenda. The purpose of this meeting was to vote on proposed revision to Association Corporate By-Laws, vote to authorize the distribution of the other proposed Governing Document revisions and updates to the members before the Directors' vote on those changes in late November or early December, and to discuss budget priorities to be considered when drafting an operating budget for the association for the 2024 calendar year.

Review and Acceptance of Minutes: The following Meeting Minutes were distributed to all directors in advance of the Meeting: (a) Minutes of Meadows BOD Meeting – June 5, 2023; (b) Minutes of Meadows BOD Meeting – July 6, 2023; (c) Minutes of Meadows BOD Meeting – July 13, 2023; (d) Minutes of Meadows BOD Meeting – August 17, 2023.

Mike asked if there were changes or corrections.

With no changes or corrections, Mike made the motion to accept minutes as distributed, which was seconded by Emily Polatas. The motion was unanimously passed.

The Meadows of World Golf Village HOA
Official Board Meeting Minutes October 12, 2023

Page 2 of 6



III. Committee Reports:

- A. President's Report:** Mike Krugman reported on the following topic via prepared slides: (a) the progress and status of activities at our entrance along Meadowlark Lane; (b) irrigation audit on September 19th; (c) the community inspection conducted at end of September; (d) lack of maintenance in the Common Area between 449 & 453 Mackenzie Circle; and (e) turnover and disjointed communication concerns with FCAM. (All slides presented are included following the minutes.)
- B. Treasurer's Report:** No report at this time.
- C. ARC Report:** Three (3) Architectural Review Requests were approved by the committee since the last BOD meeting.
- D. SRV Report:** No hearing meeting was held by the Special Review Committee due to a communication breakdown on the next action that was taken for uncured violations.
- E. Inspection Reports (from our service providers):** No additional update.
- F. Community Management Report:** No report.

IV. Unfinished Business:

- A. Report of Board Action on Aug 1st w/o meeting.** On August 1, 2023 the board without a meeting authorized action against five (5) uncured violations which included levying a fine. The directors documented this action with their signature on the record of the action taken. A copy of this document is included in the official minutes of the association, and is presented at this meeting as a public reporting of the action taken. A copy of the action taken is additional included with the minutes of this meeting. No additional action required by the board.

The Meadows of World Golf Village HOA
Official Board Meeting Minutes October 12, 2023



B. Association By-Laws – Vote on Proposed Revision. The board members previously reviewed and discussed the proposed changes to the corporate By-Laws, Mike put forth the following motion:

WHEREAS, the Board of Directors has reviewed the Bylaws of the Corporation, adopted on August 6, 2001, and determined it to be best interest of the Association to revise and amend the Bylaws of Corporation,

AND WHEREAS, the Board of Directors has reviewed and considered the revision and amendment to the Bylaws of the Corporation as follows: (New language is underlined, and deleted language is stricken.)

<< *Insert the Markup Version of Amended And Restated By-Laws Of The Meadows At Saint Johns Owners Association, Inc. (As printed and distributed on October 12, 2023)* >>

NOW THEREFORE, BE IT:

RESOLVED, that the Amended and Restated By-Laws, which was presented to the Directors for consideration, is hereby adopted; and

RESOLVED FURTHER, that the Officers of this Corporation are authorized and directed to take any action necessary to effectuate the foregoing resolution; and

RESOLVED FURTHER, that the President and the Secretary of this Corporation, jointly, are authorized correct typographical errors, inaccuracies, or omissions in the Amended and Restated By-Laws adopted that do not change or alter the intent of the language that the change is contained within; and

RESOLVED FURTHER, that if the President and the Secretary of this Corporation, authorize any typographical changes that any and all changes be reported and document at the next meeting of the board of directors; and

RESOLVED FURTHER, that the Officers of this Corporation are authorized and directed that within 30 days after recording the amended and revised By-Laws documents to provide copies of the amended and revised document to the members.

The motion was seconded by Marc and Emily. The motion to approve the By-Laws revision was adopted unanimously by the board of directors

(Copy of the adopted By-Laws revision is included following the minutes in both mark-up version and final version presentations.)

The Meadows of World Golf Village HOA

Official Board Meeting Minutes October 12, 2023

Page 4 of 6



C. Architectural Guidelines - Rules and Regulations – Next Step for Proposed Revisions. Since board members previously completed the 1st presentation, review, and discussion of the proposed changes to the Architectural Guidelines, and Association Rules and Regulations at the September 14th board meeting, Mike put forth the following motion:

WHEREAS, the Board of Directors has reviewed the Architectural Guidelines and the Rules and Regulation of the Association that have been previous adopted and are currently in use, and determined it to be best interest of the Association to revise and amend these documents,

AND WHEREAS, the Board of Directors has reviewed and considered the revisions and amendments proposed to the Architectural Guidelines and the Rules and Regulation of the Association in the following sections that are appended to this motion:

- Architectural Control Policy and Procedures
- Architectural Standards
- Exterior Maintenance and Enhancement
- Garage Sales
- General Landscaping Maintenance
- Home-Based Business
- Lack of Quiet Enjoyment
- Lawn Maintenance
- Political Sign Display

NOW THEREFORE, BE IT:

RESOLVED, that the revisions and amendments proposed to the Architectural Guidelines and the Rules and Regulation of the Association be placed before the Board of Director for adoption at a meeting of the board during the month of November 2023 is hereby accepted; and

RESOLVED FURTHER, that the Officers of this Corporation are authorized and directed that at least 14 days prior to the board meeting that will consider adoption of these changes that copies of the proposed revised and amended documents be provided to the members with formal notice of when and where these changes will be voted on by the board, and once adopted by the board that the changes in the revised and amended documents are immediately effective.

The motion was seconded by Marc. The motion was adopted unanimously by the board of directors. (A copy of the Architectural Guidelines, and Association Rules and Regulations are included following the minutes in a non-mark-up version presentation.)

V. New Business:

A. Second Violation Notice Delegation Authorization. The board reviews all uncured violations and determine the next action to take. Community inspections occurred at the end of each month between regular board meetings which necessitates the board taking

The Meadows of World Golf Village HOA
Official Board Meeting Minutes October 12, 2023

Page 5 of 6



action between meetings. Mike put forth the following motion to authorize the Association President to act upon the first occurrence of uncured violations subject to the conditions contained within the motion:

WHEREAS, the Board of Directors has previously reviewed violations that were not cured at meetings in June and July 2023, at which the board confirmed the violations and set the fine at \$25.00 per day for a maximum of 10 days; and

AND WHEREAS, the Board of Directors is required to confirm and set the fines for violations not cured and has determined that a fine of \$25.00 per day for a maximum of 10 days for the first occurrence of an uncured violation is appropriate; and

AND WHEREAS, the Board of Directors has determined that the first occurrence of an uncured violation can be reviewed, confirmed, and a fine set at \$25.00 per day by the Association President without convening a meeting of the Directors.

NOW, THEREFORE, BE IT:

RESOLVED, that the Board of Directors authorizes the President of the Association to review all uncured violations for the issuance of a Second Notice, and if the President confirms the issuance of such notice, to set the fine at \$25.00 per day for a maximum of 10 days with the following conditions for each notice issued:

- The notice shall be to each of the owners and, when a rental, to the resident of the Lot, for failure to remedy the violation; and
- Each Lot is subject to a fine of \$25 per day until the issue listed above is remedied (a maximum of 10 days); and
- When the violation is cured at least 2 calendar days before the day of the SRC hearing meeting, no fine will be levied; and
- The owner remains liable for the cost of any and all mail service expenses when the violation is cured on or after the day of mailing the 2nd violation.

RESOLVED FURTHER, that the President of the Association shall report and document the details of each issuance of a violation notice authorized at the next meeting of the board of directors.

The motion was seconded by Marc. The motion was adopted unanimously by the board of directors.

- B. Invasive Animal Population Concerns – Squirrels & Ducks.** Concern about the current and possible growth in the population of squirrels and ducks has been raised by some residents. The topic of Nuisance Wildlife and Nonnative Species was discussed. Attention was given to the potential that the local populations of Muscovy ducks can increase dramatically in a short time. The board discussed possible options that other communities have undertaken. The board will monitor the situation and investigate the available options.

The Meadows of World Golf Village HOA

Official Board Meeting Minutes October 12, 2023

Page 6 of 6



C. Priorities for Consideration in Preparing 2024 Budget. The board had an open discussion to examine the question: “Want do we want to achieve in 2024 and how do they rank against each other - from ‘must do’ to ‘it would be nice’ within the limited operating financial resources available to association from annual assessments collected?” (This question does not include the Deferred Maintenance being undertaken to address the presences of the neighboring Storage Facility on the south side of our entrance way.) After about 45 minutes of discussion, the board members settled on one new priority for 2024 which was to give consideration to proposing an amendment to the CC&R to authorize the collection a capital contribution into the reserves for deferred maintenance upon the sale of a residence within The Meadows. The discussion did call attention to two points that need to be better communicated to the residents and owners in the community: (a) the real costs of the work being done in the restoration of the entrance way, its landscaping, and the restoration and repair of the irrigation system since a significant portion is being done by board members that that would not be expected to be available in the further, and (b) the timetable for completing the landscape improvement on the south side of Meadowlark Lane are dependent on the contractor of the Storage Facility completing prerequisite steps first, and the presence of cooler weather. (The extreme heat in July and August this year delayed activities expected to have been completed then into the fall months.)

VIII. Adjournment:

Emily called for a motion to adjourn the meeting at 8:58 p.m. Due to the lateness of the hour, the motion was unanimously passed.

Meeting adjourned at 8:59 p.m.

Signed

Mike Krugman, President

October 12, 2023

The Meadows at World Golf Village

THE MEADOWS AT SAINT JOHNS OWNERS ASSOCIATION, INC.

Board of Directors – August 1, 2023

SUBJECT: 2nd Violation Notices

- Community Inspection for July – July 26, 2023
- The following violations had not cured
- The 1st violation letter sent to owners at beginning of July 2023 for June’s Inspection
- Next step - Issue a 2nd violation notice (with fines) and Hearing date-time

BACKGROUND: The violations, from the July 26, 2023, that were not cured were consistent with the violations reviewed by the board at meetings in June and July 2023 at which the board confirmed the violations and set the fine at \$25.00 per day for a maximum of 10 days.

RECOMMENDATION: Since a precedent has been established by the board for the violations that remain uncured and the uncured violations are the same as those under the precedent, I recommend the board confirm the following action without a meeting as outlined as follows.

Action Authorized:

Pursuant to Section 4.9 of the Association Bylaws (‘Action Without a Meeting’), the board authorizes:

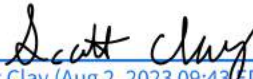
- The sending of 2nd violation letter to each of the owners and, when a rental, to the resident of the Lot, for failure to remedy the issue listed:
 - 1024 Ardmore Street – Edging,
 - 1214 Ardmore Street – Weeds in Beds – Weed-eat Along House,
 - 1302 Ardmore Street – Maintenance-Repair or Replace Fence,
 - 1302 Ardmore Street – Roof Repair/Replacement,
 - 789 Mackenzie Cir – Basketball goal at curb; and,
- Each Lot listed above is subject to a fine of \$25 per day until the issue listed above is remedied (maximum of 10 days); and
- When the violation is cured at least 2 calendar days before the day of the SRC hearing meeting no fine will be levied; and
- The owner remains liable for cost of any and all mail service expense when the violation is cured on or after the day of mailing the 2nd violation.

The record of this action that is to be taken without a meeting is acknowledged by the Directors signature below, and this document shall be filed and retained in the minutes of the Association and the nature of the action so taken shall be reported at the next meeting of the Board and retained in the minutes of that meeting.



Michael Krugman, Director

08/01/2023



Scott Clay (Aug 2, 2023 09:43 EDT)

Scott Clay, Director

08/01/2023



Bob Ostefeld (Aug 1, 2023 06:43 EDT)

Bob Ostefeld, Director

08/01/2023



No Response- Electronic Sign Skipped (Aug 2, 2023 02:36 EDT)

Ron Barry, Director

08/01/2023



Marc Schwartz (Aug 1, 2023 06:49 EDT)

Marc Schwartz, Director

08/01/2023

Adobe Acrobat Sign Transaction Number: CBJCHBCAABAEqPbAUaUyZogwMABWE-GOIKj_3stbQSV

Bylaws - Section 4.9 Action Without a Meeting. To the extent, now or from time to time hereinafter permitted by the laws of Florida, the Board may take any action which they might take at a meeting of the Board without a meeting; provided, that a record of all such actions so taken, signed by each Director, shall be filed and retained in the minute book of the Association.

AMENDED AND RESTATED BY-LAWS
OF
THE MEADOWS AT SAINT JOHNS
OWNERS ASSOCIATION, INC.
a Florida Corporation Not-For-Profit

1. IDENTITY.

1.1 **Applicability.** These are the Amended and Restated By-Laws of THE MEADOWS AT SAINT JOHNS OWNERS ASSOCIATION, INC. ("Association"), a Florida corporation not-for-profit organized pursuant to the provisions of Chapter 617, *Florida Statutes*, as amended, to the date of filing of the Articles of Incorporation ("Articles"). The purpose and object of the Association shall be to own, maintain and repair the Common Areas, as defined in the Articles and the Declaration of Covenants, Conditions, Restrictions and Easements for The Meadows at Saint Johns ("Declaration"), enforce the covenants and restrictions contained within the Declaration, and to exercise any other rights, powers and duties granted to it under the Declaration or the Articles. All defined terms contained herein shall have the same meanings as such terms are defined in the Declaration and the Articles.

1.2 **Office.** The office of the Association shall be at ~~1914 Art Museum Drive, Jacksonville, Florida 32207, or at~~ such ~~other~~ place as ~~may be~~ established by resolution of the directors ("Directors") of the Association's Board of Directors. ("Board").

1.3 **Fiscal Year.** The fiscal year of the Association shall be the first day of January through the last day of December.

1.4 **Seal.** The seal of the Association shall bear the name of THE MEADOWS AT SAINT JOHNS OWNERS ASSOCIATION, INC., the word "Florida", the words "Corporation Not-For-Profit", and year of incorporation.

2. MEMBERSHIP, VOTING, QUORUM AND PROXIES.

2.1 **Membership.** The qualification of members of the Association ("~~Members~~");" or "Membership"), the manner of their admission to membership and termination of such membership, shall be as set forth in the Articles, the provisions of which are incorporated herein by reference.

2.2 **Quorum.** A quorum at meetings of Members shall consist of persons entitled to cast a ~~majority~~ thirty (30) percent of the votes of all ~~classes of membership~~ the Membership entitled to vote upon any matter or matters arising at said meeting.

2.3 **Voting.**

(a) Each Lot Owner, ~~other than the Developer,~~ shall be a ~~Class A~~ Member and shall be assigned the right to cast one vote at any meeting of Members.

~~(b) — The Developer shall be the Class B Member and shall be entitled to cast a number of votes equal to the total number of votes held by all Class A Members, plus one, until such time as a Developer's membership is terminated.~~

~~(b) DELETED~~

(c) If a Lot is owned by one person, ~~his~~ the right to vote shall be established by the record title to ~~his~~ the Lot.

(d) If any Lot is owned by more than one person or a partnership, corporation, trust, or any other association or entity, the person entitled to cast the vote for the Lot shall be designated by a certificate signed by all of the record owners of the Lot or by the President, general partner or other chief executive officer of the respective entity and filed with the Secretary of the Association. Such certificates shall be valid until revoked or until superseded by a subsequent certificate or until ownership of the Lot is changed. A certificate designating the person entitled to cast the vote of a Lot may be revoked by any owner of that Lot. If such certificate is not on file, the vote of such owners shall not be considered in determining the requirement for a quorum nor for any other purpose.

2.4 **Vote Required.** Except as otherwise required under the provisions of the Articles, these ~~Bylaws~~ By-Laws or the Declaration, or where the same otherwise may be required by law, at any meeting of the general ~~m~~ Membership of the Association, duly called and at which a quorum is present, the acts approved by the affirmative vote of a majority of the votes present at such meeting shall be binding upon the Members.

2.5 **Proxies.** At any meeting of the Members, every Member having the right to vote shall be entitled to vote in person or by limited proxy, provided that no person shall be designated to hold more than ten (10) proxies. Any proxy given shall be effective only for the specific meeting for which originally given and any lawfully adjourned meetings thereof. All such proxies shall be filed with the Secretary prior to or during the roll call of such meeting. In no event shall any proxy be valid for a period longer than ninety (90) days after the date of the first meeting for which it was given. Every

proxy shall be revocable at any time at the pleasure of the Lot owner executing it. A photostatic, facsimile, electronic or equivalent reproduction of a signed proxy is a sufficient proxy.

2.6 Voting By Mail.

(a) **Generally.** Unless otherwise specified in the Articles, a written ballot vote may be conducted by mail for any decision which may be taken at a Membership meeting provided that:

- i. **Written Notice of Pending Vote**– the Association distributes a written notice to every Member entitled to vote on the matter that includes detailed voting instructions;
- ii. **Written Ballots are Distributed** – the Association distributes a written ballot to every Member entitled to vote on the matter;
- iii. **Proposed Action Specified** – the ballot sets forth the proposed action to be voted on;
- iv. **Opportunity to Specify Approval or Disapproval** – the ballot provides an opportunity for the voter to specify the voter’s approval or disapproval of any proposed action;
- v. **Reasonable Time to Return Ballot** – the ballot provides at least thirty (30) days within which to return the ballot to the Association;
- vi. **Number of Responses Needed to Meet Quorum** – the ballot must indicate the number of responses needed to meet the applicable quorum requirement;
- vii. **Percentage of Approval Needed to Pass the Measure** – except for elections of Directors, the ballot must state percentage of approvals necessary to pass the measure being voted on;
- viii. **Deadline to Return Ballot** – the ballot must specify the time by which the ballot must be received in order to be counted;
- ix. **Reporting of Results** – the tabulated results of the vote shall be promptly reported to the Board and shall be recorded in the minutes of the next meeting of the Board and shall be available for review by Members of the Association; and
- x. **Results Notice to Membership** – Within 15 days of the vote, a general notice of the results shall be posted in a conspicuous place within the Association property (“Property”) for at least ninety-six (96) hours.

(b) **Quorum & Approval Requirements.** Approval by written ballot is valid only when the number of votes cast by ballot within the required time period equals or exceeds the quorum required to be present at a meeting authorizing the action, and the number of approvals must equal or exceed the number of votes that would be required to approve the measure at a Membership meeting.

2.7 Election Balloting. Unless otherwise specified in the Articles or these By-Laws, the members of the Board of Directors shall be elected by secret written ballot. Proxies may not be used in electing the Board in general elections or elections to fill vacancies caused by recall, resignation, or otherwise, unless otherwise provided in these By-Laws.

- (a) At least 80 days before a scheduled election, the Association shall mail, deliver, or electronically transmit, by separate Association mailing or included in another Association mailing, delivery, or transmission, including regularly published newsletters, to each Lot Owner entitled to a vote, a first notice of the date of the election, including a request for persons to submit their names as candidates for the Board.
- (b) A Lot Owner or other eligible person desiring to be a candidate for the Board must give written notice of his or her intent to be a candidate to the Association at least 60 days before a scheduled election.
- (c) Together with the written annual meeting notice and agenda as set forth in section 3.3(b) herein, the Association shall mail, deliver, or electronically transmit a second notice of the election to all Lot Owners entitled to vote, together with a ballot that lists all candidates in alphabetical order by surname, not less than 14 days or more than 44 days before the date of the election. Ballots shall (a) indicate the number of vacancies to be filled; (b) set forth the names of those persons who timely submitted notices of intent to be a candidate for the Board; and (c) contain a requirement that a Member may not vote for more candidates than there are vacancies.
- (d) Upon request of a candidate, an information sheet, no larger than 8 1/2 inches by 11 inches, which must be furnished by the candidate at least 45 days before the election, must be included with the mailing, delivery, or transmission of the ballot, with the costs of mailing, delivery, or electronic transmission and copying to be borne by the Association. The Association is not liable for the contents of the information sheets prepared by the candidates. In order to reduce costs, the Association may print or duplicate the information sheets on both sides of the paper.
- (e) Elections shall be decided by a plurality of ballots cast. There is no quorum requirement; however, at least 20 percent of the eligible voters must cast a ballot in order to have a valid election. A Lot Owner may not authorize any other person to vote his or her ballot, and any ballots improperly cast are invalid.

- (f) Ballots cast shall be delivered by mail, commercial delivery service, or in person to the inspector(s) of elections on or before the closing of the balloting at the meeting of the Membership to be considered by the inspector(s) of elections.
- (g) The regular election must occur on the date of the annual meeting. Notwithstanding this section, an election is not required unless more candidates file notices of intent to run or are nominated than Board vacancies exist.

2.8 Election Rules for Secret Ballots. The Association shall adopt and maintain election rules in order to conduct any Association election that requires the use of secret ballots. To satisfy those requirements, the election rules must:

- (a) **Provide Equal Access to Association Media** – The election rules must ensure that if any candidate or Member advocating a point of view is provided access to Association media (i.e., newsletters, websites, etc.) during a campaign “for purposes that are reasonable related to that election,” equal access must also be provided to all candidates and Members advocating a point of view, including those not endorsed by the Board, for purposes that are reasonably related to the election. The Association may not edit or redact any content from those communications, but shall include a statement specifying that the candidate or Member is responsible for the content, not the Association.
- (b) **Specify Candidate Qualifications** – The election rules must specify the qualifications for candidates for the Board and any other elected position, consistent with the Association’s governing documents.
- (c) **Specify Nomination Procedures** – The election rules must specify the procedures for the nomination of candidates, consistent with the Association’s governing documents.
- (d) **Specify Qualifications for Voting** – The election rules must specify the qualifications for voting, the voting power of each Member, and the voting period for elections, including the times at which polls will open and close, consistent with the Association’s governing documents.
- (e) **Specify Method of Selecting Inspector(s) of Elections** – The election rules must specify a method of selecting the Association’s inspector(s) of elections, utilizing one of the following methods: (a) appointment of the inspector(s) by the Board, (b) election of the inspector(s) by the Membership, or (c) any other method for selecting the inspector(s), provided that the persons are “independent third parties” that may not include any person who is a member of the Board, a candidate for the Board, or related to a member of the Board or a candidate for the Board, nor may it include any person or business entity that

is employed or under contract with the Association for any service other than serving as inspector of elections.

- (f) **Allow Inspector(s) to Appoint/Oversee Additional Persons** – The election rules must allow for the inspector(s) of elections to appoint and oversee additional persons to verify signatures and to count and tabulate votes as the inspector or inspectors deem appropriate, provided that the persons are “independent third parties.”
- (g) **Require Retention of Voter List and Candidate List as Election Materials** – The election rules must require retention of, as Association election materials, both a candidate registration list and a voter list. The voter list must include the name, voting power, and either the physical address of the voter’s separate interest, the parcel number, or both. The mailing address for the ballot must be listed on the voter list if it differs from the physical address of the voter’s separate interest or if only the parcel number is used. The Association must permit Members to verify the accuracy of their individual information at least 30 days before the ballots are distributed. The Association or Member must report any errors or omissions to either list to the inspector(s) who must make the corrections within two (2) business days.
- (h) **Prohibit the Denial of a Ballot to a Member** – The election rules may prohibit the denial of a ballot to a Member in accordance with the provisions of Chapter 720, Florida Statutes, as amended from time to time.
- (i) **Ballots for Persons with a General Power of Attorney** – The election rules must prohibit the denial of a ballot to a person with a general power of attorney for a Member. The election rules must also require the ballot of a person with a general power of attorney for a Member to be counted if returned in a timely manner.
- (j) **Verification of Ballots and Election Rules** – The election rules must require the inspector(s) of election verify at least 45 days before an election: (a) a copy of the ballot to be delivered, and (b) a copy of the election rules by posting to an internet website with the corresponding website address printed on the ballot together with the phrase, in at least 12-point:”**The rules governing this election may be found here:**”.
- (k) **Secret Balloting Procedure** – The use of secret balloting provided for in Chapter 720, Florida Statutes, as amended from time to time, shall be followed.
- (l) **Floor Nominations and Write-Ins** – Nominations from the floor at the annual meeting of the Members are not permitted, nor are write-in candidates.

(m) Ballots at the Annual Meeting – The Association shall have available at the Membership meeting additional ballots for distribution to eligible Members who have not cast their votes through the ballot by mail process.

(n) Voting Procedure – Each Member shall have one vote for each seat to be filled. No cumulative voting shall be permitted. The candidate receiving the highest number of votes shall be declared elected.

2.9 Address of Owners. Each Owner of a Lot shall file the correct mailing address of such Owner with the Association and shall notify the Association promptly in writing of any subsequent change of address; provided, however, that if any Owner shall fail to so notify the Association, the mailing address for such Owner shall be the street address of the Lot owned by such Owner. The Association shall maintain a file of such addresses. A written or printed notice, deposited in the United States mail, postage prepaid, and addressed to any Owner at the last address filed by such Owner with the Association, shall be sufficient and proper notice to such Owner and shall be deemed delivered on the third (3rd) day after deposit in the United States mail.

2.10 Adopting and Amending Election Rules. Election rules are “operating rules” of the Association and may be adopted and amended by the Board without Membership approval provided that a copy of proposed amendment is delivered to the Membership with 28 day notice of a proposed amendment to the election rules. Election rules may not be changed less than ninety (90) days prior to an election.

3. MEMBERS' MEETINGS.

3.1 Annual Meeting. The annual meeting of the Members shall be held at ~~the office of the Association or such other~~such place as the Board of Directors may determine, and at such time as may be specified in the notice of the meeting, on the ~~second~~third Thursday in ~~November~~August of each year or such other date as determined by the Board for the purpose of electing Directors and of transacting any other business authorized to be transacted by the Members; provided, however, that if that day is a legal holiday, the meeting shall be held on the next succeeding Thursday, or such day as the Directors shall determine and include in the notice of meeting.

3.2 Special Meeting. Special meetings of the entire ~~m~~Membership of the Association shall be held whenever called by the President or Vice President or by a majority of the Board of Directors, and must be called by such officers upon receipt of a written request from Members entitled to cast ~~a majority~~twenty-five (25) percent of the votes of the entire ~~m~~Membership.

3.3 Notice of Meetings.

(a) **Generally.** Written notice of all meetings of Members shall be given by the Secretary or, in the absence of the Secretary, another officer of the Association, to each Member or class of Members, if any, unless waived in writing. Each notice shall state the time and place of and purpose for which the meeting is called and shall be mailed to the Members at least fourteen (14) days prior to said meeting.

(b) **Annual. ~~Notice~~** A first notice of the Annual Meeting shall be given to each Member not less than 80 days prior to the Annual Meeting. A second notice of the Annual Meeting shall be given to each Member not less than fourteen (14) days nor more than ~~sixty (60)~~forty-four (44) days prior to the date set for the meeting, and shall be mailed or delivered personally to each Member. If mailed, such notice shall be deemed properly given when deposited in the United States Mail addressed to the Member at ~~his~~the post office address as it appears on the records of the Association, and the post office certificate of mailing shall be retained as proof of such mailing.

(c) **Special.** Notice of Special Meetings shall be given to each Member not less than fourteen (14) days prior to the date set for the meeting and shall be mailed or delivered personally to the Member.

(d) **Waiver.** Any Member may, in writing signed by such Member, waive such notice, and such waiver, when filed in the records of the Association, whether before, at or after the holding of the meeting, shall constitute notice of such Member.

(e) **Adjourned Meetings.** If any meeting of Members cannot be held because a quorum is not present, or because a greater percentage of the ~~m~~Membership required to constitute a quorum for a particular purpose is not present, wherever the latter percentage of attendance may be required as set forth in the Articles or the ~~Bylaws~~By-Laws the Members who are present, either in person or by proxy, may adjourn the meeting from time to time until a quorum, or the required percentage of attendance, if greater than a quorum, is present.

3.4 **Presiding Officer and Minutes.** At meetings of Members, the ~~Chairman of the Board, or in his absence, the~~ President, shall preside, or in the absence of ~~both~~, the Members present shall select a chairman of the meeting. Minutes shall be kept in a ~~business like~~businesslike manner and available for inspection by Directors, Lot owners and their authorized representatives during normal business hours at the principal office of the Association. The Association shall retain ~~these~~ minutes for a period of not less than seven (7) years.

3.5 **Order of Business.** The order of business at annual meetings of Members, and, as far as practical, at other meetings of Members, shall be:

- (a) Calling of the roll and certifying of proxies;
- (b) Proof of notice of meeting or waiver of notice;
- (c) Reading or waiver of reading of minutes of previous meeting of Members;
- (d) Reports of officers;
- (e) Reports of committees;
- (f) Appointment by Chairman of inspectors of election;
- (g) Election of Directors;
- (h) Unfinished business;
- (i) New business; and
- (j) Adjournment.

4. **BOARD OF DIRECTORS.**

4.1 **Composition of Board and Developer Control.** The affairs of the Association shall be managed by a Board of Directors. ~~So long as there is a Class B Member, the Class B Member shall be entitled to appoint the directors.~~ Each member of the Board of Directors shall be entitled to one vote. Directors shall be elected or appointed at the annual meeting of the Association.

~~4.2 **Election of Directors.** Directors shall be elected or appointed in the following manner:~~

~~(a) Commencing with election of the A Board to succeed member may not serve more than 8 consecutive years unless approved by an affirmative vote of Lot Owners representing two-thirds of all votes cast in the election or unless there are not enough eligible candidates to fill the vacancies on the first Board as designated in the Articles, Developer shall appoint that number, and the identity, at the time of the vacancy.~~

~~(b) Co-owners of a Lot may not serve as members of the Board which it shall be entitled to appoint in accordance with of Directors at the same time.~~

(c) ~~A person who has been suspended or removed from the Articles and these Bylaws, and upon such appointment by Developer, by written instrument presented Board of Directors pursuant to the meeting at which such election is held, the persons so appointed by Developer shall be deemed and considered for all purposes Directors of provisions of Florida Statutes, Section 720, as amended from time to time, or who is delinquent in the payment of any assessment due to the Association ~~and shall thenceforth hold~~, is not eligible to be elected or appointed to Board of Directors. For purposes of this paragraph if delinquent date is not specifically identified, a person is delinquent if a payment is not made by the ~~offices and perform~~ 15th day after due date stated for the ~~duties of such Directors until their successors shall have been~~ payment.~~

~~(a)~~(d) A person who has been convicted of any felony in this state or in a United States District or Territorial Court, or who has been convicted of any offense in another jurisdiction which would be considered a felony if committed in this state, is not eligible to be elected or appointed, ~~as to Board of Directors unless such felon's civil rights have been restored for at least 5 years as of the case may be, and qualified in accordance with~~ date such person seeks election to the ~~provisions of these Bylaws~~ Board. The validity of an action by the Board is not affected if it is later determined that a Board member is ineligible for Board membership due to having been convicted of a felony.

4.2 Election or Appointment of Directors. Directors shall be elected as provided in Sections 2.7 through 2.10 of these By-Laws, and in accordance with Chapter 720, Florida Statutes, as amended from time to time.

(a) Commencing with the first annual election of Directors after Developer shall have relinquished the right to appoint the Directors, the Members shall elect all Directors by a plurality of the votes cast at the annual meeting of the general ~~membership. The Class A~~ Membership by the Members present at the meeting and Member submitted ballots before the polls closed. The Members shall vote in person at a meeting of the Members or by a ballot that the ~~Class A~~ Members personally sign.

~~(a)~~ (b) Vacancies on the Board may be filled, through the unexpired term thereof, by the remaining Directors ~~except that, should any~~. Any vacancy ~~on~~ occurring in the Board may be ~~created in a directorship previously~~ filled by any person appointed by Developer, such vacancy shall be filled by Developer appointing by written instrument delivered to any officer a majority vote of the ~~Association,~~ remaining Board members even if the ~~successor~~ remaining Directors

constitute less than a quorum, or by the sole remaining Director, who shall fill the vacated directorship for the unexpired term thereof.

. In the alternative, Board may hold an election of Directors, after Developer has relinquished to fill the vacancy, in which case the right election procedures must conform to appoint the requirements of the Association's governing documents. A Board member appointed or elected under this section is appointed for the unexpired term of the seat being filled. If for any reason there shall arise circumstances in which no Directors, are serving and the Board is vacant, the Members shall elect successors at a special meeting. In the alternative, any Member may apply to the Circuit Court of St. Johns County for the appointment of a receiver to manage the Association's affairs, in the manner provided by law. A vacancy resulting from removal of a Director by the Members shall be filled as mandated by Chapter 720, Florida Statutes, as amended from time to time.

(c) In the election of Directors there shall be appurtenant to each Lot one (1) vote for each Director to be elected provided, however, that no Member may cast more than one vote for any person nominated as a Director, it being the interest hereof that voting for Directors shall be non-cumulative.

~~Until such time as the Class A Members are entitled to elect all of the Directors, there shall be three (3) Directors of the Association and each Director shall serve for one year until the next annual meeting or such other time as his successor is elected or appointed.~~ (d)

At the first annual meeting at which the Class A Members are entitled to elect all of the members of the Board of Directors, the number of Directors shall be increased to five (5) and three (3) Directorships shall be designated as two-year term Directors and the other two (2) shall be one-year term Directors. At the next succeeding annual meeting, such one-year term Directorships shall be, from that point on, designated as two-year term Directorships. The intent hereof is to stagger the terms of the Directorships so that there shall be two or three Directors elected each year for two-year terms.

~~(d) In the event that Developer selects any person or persons to serve on the Board, Developer shall have the absolute right at any time, in its sole discretion, to replace any such person or persons with another person or other persons to serve on the Board. Replacement of any person or persons designated by Developer to serve on any Board shall be made by written instrument delivered to any officer of the association, which instrument shall specify the name or names of the person or persons designated as successor or successors to the persons so removed from the Board. The removal of any Director and designation of his successor shall be effective immediately upon delivery of such written instrument by Developer to any officer of the association.~~

(e) No election shall be necessary if the number of candidates is less than or equal to the number of vacancies.

4.3 **Organizational Board Meeting.** The organizational meeting of a newly elected or designated Board shall be held ~~within fifteen (15) days~~ immediately following the annual meeting of their election the Membership and at the same place, or ~~designation,~~ at such a place and time ~~and place~~ as shall be fixed by the Board at the meeting at which they were elected, and no further notice of the organizational meeting shall be necessary; provided, that a quorum shall be present.

4.4 **Regular Board Meeting.** Regular meetings of the Board may be held at such time and place as shall be determined from time to time by a majority of the Directors. Notice of regular meetings shall be given to each Director, personally or by mail, telephone or ~~telegram~~-mail, at least seven (7) days prior to the day named for such meeting, unless notice is waived. Further, notice of regular meetings shall be posted in a conspicuous place within the Property at least forty-eight (48) hours in advance. Meetings of the Board of Directors shall be open to all Members. Notice of any meetings where assessments against Members are to be considered for any reason shall specifically contain a statement that assessments will be considered and the nature of any such assessments.

4.5 **Special Meetings.** Special meetings of the Board may be called by the President, and must be called by the Secretary at the written request of one-third of the Directors. Except in an emergency, not less than three (3) days notice of a special meeting shall be given to each Director, personally or by mail, telephone or ~~telegram~~-mail, which notice shall state the time, place and purpose of the meeting. Further, except in an emergency, such notice shall be posted as specified in Section 4.4 hereof. Notice of any meeting where assessments against Members are to be considered for any reason shall specifically contain a statement that assessments will be considered and the nature of any such assessments. Special meetings of the Board held in an emergency shall be reported at the next meeting of the Board as to the nature of the meeting and any actions taken.

4.6 **Board Minutes.** Minutes of all meetings of the Board shall be kept in a businesslike manner and available for inspection by Members and Directors during normal business hours at the principal office of the Association. The Association shall retain ~~these minutes for a period of not less than seven (7) years~~ the minutes for a period of not less than seven (7) years. A member of the Board or a committee may submit in writing his or her agreement or disagreement with any action taken at a meeting that the member did not attend. This agreement or disagreement may not be used as a vote

for or against the action taken or to create a quorum and shall be appended to the minutes of the meeting not attended filed and retained in the minute book of the Association.

4.7 **Waiver of Notice.** Any Director may waive notice of a meeting before, at or after the meeting, and such waiver shall be deemed equivalent to the giving of notice.

4.8 **Quorum.** A quorum, at meetings of the Board shall consist of the Directors entitled to cast a majority of the votes of the entire Board. The acts of the Board approved by a majority of the votes present at a meeting at which a quorum is present shall constitute the acts of the Board of Directors, except as may be specifically otherwise provided in the Articles or these ~~Bylaws~~By-Laws. If any meeting of the Board cannot be held because a quorum is not present, or because the greater percentage of attendance may be required as set forth in the Articles or these ~~Bylaws~~By-Laws, the Directors who are present may adjourn the meeting from time to time until a quorum, or the required percentage of attendance, if greater than a quorum is present. At any adjourned meeting, any business which might have been transacted at the meeting as originally called may be transacted without further notice.

4.9 **Action Without a Meeting.** To the extent, now or from time to time hereinafter permitted by the laws of Florida, the Board may take any action which they might take at a meeting of the Board without a meeting; provided, that a record of all such actions so taken, signed by each Director, shall be filed and retained in the minute book of the Association~~-, and any such actions so taken without a meeting the nature of the action so taken shall be reported at the next meeting of the Board and retained in the minute book of the Association.~~

4.10 **Removal.** Directors may be removed from office with or without cause by the vote or written agreement of a majority of all Members~~-, provided, however, that only Developer can remove a member of the Board who was appointed by Developer.~~

4.11 **Presiding Officer.** The presiding officer of meetings of the Board shall be ~~the Chairman of the Board, if such officer has been elected, or, if not,~~ the President of the Association. In the absence of the presiding officer, the Directors present shall designate one of their number to preside.

4.12 **Powers and Duties.** All of the powers and duties of the Association shall be exercised by the Board, including those existing under the laws of Florida, the Articles and these ~~Bylaws~~By-Laws. Subject to any limitations imposed by FHM, FNMA and VA guidelines, such powers and

duties shall be exercised in accordance with the Articles and these ~~Bylaws~~By-Laws, and shall include, without limitation, the right, power and authority to:

(a) Make and establish reasonable rules and regulations governing the use of the Property or the Common Areas, as such terms will be defined herein and in the Declaration.

(b) Adopt, for, and in advance of, each fiscal year, a budget necessary to carry out the purposes of the Association as set out herein.

(c) Levy and collect assessments against Members of the Association to defray the expenses of the Association, including the right to enforce any lien right granted the Association to secure the payment of said assessments.

(d) Own, operate, lease, sell, manage, encumber, convey, subject to easements and otherwise deal with such real and personal property as may be necessary or convenient for the administration of the Common Areas.

(e) To own, manage, administer and operate such property as may be conveyed to it by the Developer, its successors or assigns, for the mutual benefit and use of all Members.

(f) Enforce the provisions of these Articles ~~of Incorporation~~, the ~~Bylaws~~By-Laws, the Declaration and all covenants, restrictions, rules and regulations governing use of the Property, or a portion thereof and the Common Areas which may now or hereafter be established.

(g) Commencing upon the Developer relinquishing the right to appoint members to the Architectural Review Committees, and the same is vested in the Association, the Board is charged with the duties and responsibilities of the Modifications Committee ("MC") as provided in the Declaration, and there upon the Board shall create an Architectural Review Committee ("ARC") to approve all modifications and improvements upon a Lot. The Architectural Review Committee shall consist of a single person or a committee of persons selected by the Board whom serve at the pleasure of the Board and may be replaced at any time.

5. **OFFICERS.**

~~5.1 Generally.~~5.1 Generally. The President and the Vice-President shall be elected from the membership of the Board of Directors, but no other officer needs to be a Director. The Board shall elect a President, Secretary, Treasurer, and as many Vice Presidents, Assistant Secretaries and

Assistant Treasurers as the Board shall deem advisable from time to time. The same person may hold two offices, the duties of which are not incompatible; provided, however, that the office of President and Vice President shall not be held by the same person, nor shall the office of President and Secretary or Assistant Secretary be held by the same person. The Board may, from time to time, elect such other officers, and designate their powers and duties, as the Board may deem necessary to properly manage the affairs of the Association. Officers may be removed from office ~~by~~with or without cause by the vote or written agreement of a majority of the Board.

5.2 **President.** The President shall be the chief executive officer of the Association. He shall have all of the powers and duties which are usually vested in the office of President of a corporation not for profit, including, but not limited to, the power to appoint committees from among the Members from time to time, as he may in his discretion determine appropriate, to assist in the conduct of the affairs of the Association. He shall have such additional powers as the Board may designate.

5.3 **Vice-President.** The Vice President shall, in the absence or disability of the president, exercise the powers and perform the duties of President. He shall also generally assist the President and exercise such other powers and perform such other duties as shall be prescribed by the Board.

5.4 **Secretary.** The Secretary shall keep the minutes of all proceedings of the Board and the Members. He shall attend to the affairs of the Association. He shall have such additional powers as the Board may designate.

5.5 **Treasurer.** The Treasurer shall have custody of all of the property of the Association including funds, securities and evidences of indebtedness. He shall keep the assessment roll and accounts of the Members; he shall keep the books of the Association in accordance with good accounting practices, and he shall perform all other duties incident to the office of Treasurer.

5.6 **Compensation.** No compensation shall be paid to any officer of the Association except with the approval of a majority of the ~~m~~Membership, reflected by a vote taken at a duly constituted ~~membership meeting. No officer who is appointed by the Developer shall receive any compensation for his services as an officer.~~Membership meeting. Nothing herein shall be construed so as to prohibit or prevent the Board of Directors from employing any ~~director~~Member, or ~~officer~~Director as an employee of the Association at such compensation as the Board shall determine, ~~nor shall anything herein be construed so as to preclude the Board from contracting with a director or officer or with any corporation in which a director or officer of the Association may be stockholder, officer, director~~

~~or employee, to carry out the Association's duties and responsibilities for such compensation as shall be mutually agreed between the Board and such officer, director or corporation, for it is expressly contemplated that the first Board of Directors may enter into such contracts with persons who are initial officers or directors of the Association, or with corporations having officers, directors or employees who are also members of the first Board of Directors of the Association.~~

6. Robert's Rules of Order (latest edition) shall govern the conduct of the Association meetings when not in conflict with the Articles of Incorporation, or these By-Laws.

7. These ~~Bylaws~~By-Laws may be altered or amended by the vote or written consent of a majority of the Members of the Board of Directors.

8. A Board or committee member's participation in a meeting via telephone, real-time videoconferencing, or similar real-time electronic or video communication counts toward a quorum, and such member may vote as if physically present. A speaker must be used so that the conversation of such members may be heard by the Board or committee members attending in person as well as by any Members of the Association at a meeting.

9. A Director or officer more than 90 days delinquent in the payment of any monetary obligation due the Association shall be deemed to have abandoned the office, creating a vacancy in the office to be filled according to these By-Laws.

10. Within 90 days after being elected or appointed to the Board of Directors, each newly elected or appointed Director shall certify in writing to the secretary of the Association that he or she has read the Association's Declaration, Articles of Incorporation, By-Laws, and current written policies; that he or she will work to uphold such documents and policies to the best of his or her ability; and that he or she will faithfully discharge his or her fiduciary responsibility to the Association's Members. The written certification is valid and does not have to be resubmitted as long as the Director serves on the Board without interruption. A Director of the Association who fails to timely file the written certification is suspended from service on the Board until he or she complies with this sub-subparagraph. The Board may temporarily fill the vacancy during the period of suspension. Failure to have such written certification on file does not affect the validity of any Board action.

11. **Gender Neutrality.** The use of the masculine gender herein shall be deemed to include the feminine gender and the use of the singular shall be deemed to include the plural, whenever the context so requires.

The foregoing ~~were adopted as the Bylaws~~ Amended and Restated By-Laws of THE MEADOWS AT SAINT JOHNS OWNERS ASSOCIATION, INC., a corporation not for profit under the laws of the state of Florida, ~~at the first meeting~~ were adopted by a majority vote of the Board of Directors on the ____ day of _____, 2023.

Secretary

APPROVED:

President

**AMENDED AND RESTATED BY-LAWS
OF
THE MEADOWS AT SAINT JOHNS
OWNERS ASSOCIATION, INC.
a Florida Corporation Not-For-Profit**

1. IDENTITY.

1.1 **Applicability.** These are the Amended and Restated By-Laws of THE MEADOWS AT SAINT JOHNS OWNERS ASSOCIATION, INC. ("Association"), a Florida corporation not-for-profit organized pursuant to the provisions of Chapter 617, *Florida Statutes*, as amended, to the date of filing of the Articles of Incorporation ("Articles"). The purpose and object of the Association shall be to own, maintain and repair the Common Areas, as defined in the Articles and the Declaration of Covenants, Conditions, Restrictions and Easements for The Meadows at Saint Johns ("Declaration"), enforce the covenants and restrictions contained within the Declaration, and to exercise any other rights, powers and duties granted to it under the Declaration or the Articles. All defined terms contained herein shall have the same meanings as such terms are defined in the Declaration and the Articles.

1.2 **Office.** The office of the Association shall be at such place as established by resolution of the directors ("Directors") of the Association's Board of Directors ("Board").

1.3 **Fiscal Year.** The fiscal year of the Association shall be the first day of January through the last day of December.

1.4 **Seal.** The seal of the Association shall bear the name of THE MEADOWS AT SAINT JOHNS OWNERS ASSOCIATION, INC., the word "Florida", the words "Corporation Not-For-Profit", and year of incorporation.

2. MEMBERSHIP, VOTING, QUORUM AND PROXIES.

2.1 **Membership.** The qualification of members of the Association ("Members" or "Membership"), the manner of their admission to membership and termination of such membership, shall be as set forth in the Articles, the provisions of which are incorporated herein by reference.

2.2 **Quorum.** A quorum at meetings of Members shall consist of persons entitled to cast thirty (30) percent of the votes of all the Membership entitled to vote upon any matter or matters arising at said meeting.

2.3 **Voting.**

(a) Each Lot Owner shall be a Member and shall be assigned the right to cast one vote at any meeting of Members.

(b) DELETED

(c) If a Lot is owned by one person, the right to vote shall be established by the record title to the Lot.

(d) If any Lot is owned by more than one person or a partnership, corporation, trust, or any other association or entity, the person entitled to cast the vote for the Lot shall be designated by a certificate signed by all of the record owners of the Lot or by the President, general partner or other chief executive officer of the respective entity and filed with the Secretary of the Association. Such certificates shall be valid until revoked or until superseded by a subsequent certificate or until ownership of the Lot is changed. A certificate designating the person entitled to cast the vote of a Lot may be revoked by any owner of that Lot. If such certificate is not on file, the vote of such owners shall not be considered in determining the requirement for a quorum nor for any other purpose.

2.4 **Vote Required.** Except as otherwise required under the provisions of the Articles, these By-Laws or the Declaration, or where the same otherwise may be required by law, at any meeting of the general Membership of the Association, duly called and at which a quorum is present, the acts approved by the affirmative vote of a majority of the votes present at such meeting shall be binding upon the Members.

2.5 **Proxies.** At any meeting of the Members, every Member having the right to vote shall be entitled to vote in person or by limited proxy, provided that no person shall be designated to hold more than ten (10) proxies. Any proxy given shall be effective only for the specific meeting for which originally given and any lawfully adjourned meetings thereof. All such proxies shall be filed with the Secretary prior to or during the roll call of such meeting. In no event shall any proxy be valid for a period longer than ninety (90) days after the date of the first meeting for which it was given. Every proxy shall be revocable at any time at the pleasure of the Lot owner executing it. A photostatic, facsimile, electronic or equivalent reproduction of a signed proxy is a sufficient proxy.

2.6 Voting By Mail.

(a) **Generally.** Unless otherwise specified in the Articles, a written ballot vote may be conducted by mail for any decision which may be taken at a Membership meeting provided that:

- i. **Written Notice of Pending Vote**– the Association distributes a written notice to every Member entitled to vote on the matter that includes detailed voting instructions;
- ii. **Written Ballots are Distributed** – the Association distributes a written ballot to every Member entitled to vote on the matter;
- iii. **Proposed Action Specified** – the ballot sets forth the proposed action to be voted on;
- iv. **Opportunity to Specify Approval or Disapproval** – the ballot provides an opportunity for the voter to specify the voter’s approval or disapproval of any proposed action;
- v. **Reasonable Time to Return Ballot** – the ballot provides at least thirty (30) days within which to return the ballot to the Association;
- vi. **Number of Responses Needed to Meet Quorum** – the ballot must indicate the number of responses needed to meet the applicable quorum requirement;
- vii. **Percentage of Approval Needed to Pass the Measure** – except for elections of Directors, the ballot must state percentage of approvals necessary to pass the measure being voted on;
- viii. **Deadline to Return Ballot** – the ballot must specify the time by which the ballot must be received in order to be counted;
- ix. **Reporting of Results** – the tabulated results of the vote shall be promptly reported to the Board and shall be recorded in the minutes of the next meeting of the Board and shall be available for review by Members of the Association; and
- x. **Results Notice to Membership** – Within 15 days of the vote, a general notice of the results shall be posted in a conspicuous place within the Association property (“Property”) for at least ninety-six (96) hours.

(b) **Quorum & Approval Requirements.** Approval by written ballot is valid only when the number of votes cast by ballot within the required time period equals or exceeds the quorum required to be present at a meeting authorizing the action, and the number of approvals must equal or exceed the number of votes that would be required to approve the measure at a Membership meeting.

2.7 Election Balloting. Unless otherwise specified in the Articles or these By-Laws, the members of the Board of Directors shall be elected by secret written ballot. Proxies may not be used

in electing the Board in general elections or elections to fill vacancies caused by recall, resignation, or otherwise, unless otherwise provided in these By-Laws.

- (a) At least **80** days before a scheduled election, the Association shall mail, deliver, or electronically transmit, by separate Association mailing or included in another Association mailing, delivery, or transmission, including regularly published newsletters, to each Lot Owner entitled to a vote, a first notice of the date of the election, including a request for persons to submit their names as candidates for the Board.
- (b) A Lot Owner or other eligible person desiring to be a candidate for the Board must give written notice of his or her intent to be a candidate to the Association at least **60** days before a scheduled election.
- (c) Together with the written annual meeting notice and agenda as set forth in section 3.3(b) herein, the Association shall mail, deliver, or electronically transmit a second notice of the election to all Lot Owners entitled to vote, together with a ballot that lists all candidates in alphabetical order by surname, not less than **14** days or more than **44** days before the date of the election. Ballots shall (a) indicate the number of vacancies to be filled; (b) set forth the names of those persons who timely submitted notices of intent to be a candidate for the Board; and (c) contain a requirement that a Member may not vote for more candidates than there are vacancies.
- (d) Upon request of a candidate, an information sheet, no larger than 8 1/2 inches by 11 inches, which must be furnished by the candidate at least **45** days before the election, must be included with the mailing, delivery, or transmission of the ballot, with the costs of mailing, delivery, or electronic transmission and copying to be borne by the Association. The Association is not liable for the contents of the information sheets prepared by the candidates. In order to reduce costs, the Association may print or duplicate the information sheets on both sides of the paper.
- (e) Elections shall be decided by a plurality of ballots cast. There is no quorum requirement; however, at least 20 percent of the eligible voters must cast a ballot in order to have a valid election. A Lot Owner may not authorize any other person to vote his or her ballot, and any ballots improperly cast are invalid.
- (f) Ballots cast shall be delivered by mail, commercial delivery service, or in person to the inspector(s) of elections on or before the closing of the balloting at the meeting of the Membership to be considered by the inspector(s) of elections.

- (g) The regular election must occur on the date of the annual meeting. Notwithstanding this section, an election is not required unless more candidates file notices of intent to run or are nominated than Board vacancies exist.

2.8 **Election Rules for Secret Ballots.** The Association shall adopt and maintain election rules in order to conduct any Association election that requires the use of secret ballots. To satisfy those requirements, the election rules must:

- (a) **Provide Equal Access to Association Media** – The election rules must ensure that if any candidate or Member advocating a point of view is provided access to Association media (i.e., newsletters, websites, etc.) during a campaign “for purposes that are reasonable related to that election,” equal access must also be provided to all candidates and Members advocating a point of view, including those not endorsed by the Board, for purposes that are reasonably related to the election. The Association may not edit or redact any content from those communications, but shall include a statement specifying that the candidate or Member is responsible for the content, not the Association.
- (b) **Specify Candidate Qualifications** – The election rules must specify the qualifications for candidates for the Board and any other elected position, consistent with the Association’s governing documents.
- (c) **Specify Nomination Procedures** – The election rules must specify the procedures for the nomination of candidates, consistent with the Association’s governing documents.
- (d) **Specify Qualifications for Voting** – The election rules must specify the qualifications for voting, the voting power of each Member, and the voting period for elections, including the times at which polls will open and close, consistent with the Association’s governing documents.
- (e) **Specify Method of Selecting Inspector(s) of Elections** – The election rules must specify a method of selecting the Association’s inspector(s) of elections, utilizing one of the following methods: (a) appointment of the inspector(s) by the Board, (b) election of the inspector(s) by the Membership, or (c) any other method for selecting the inspector(s), provided that the persons are “independent third parties” that may not include any person who is a member of the Board, a candidate for the Board, or related to a member of the Board or a candidate for the Board, nor may it include any person or business entity that is employed or under contract with the Association for any service other than serving as inspector of elections.
- (f) **Allow Inspector(s) to Appoint/Oversee Additional Persons** – The election rules must allow for the inspector(s) of elections to appoint and oversee additional persons to verify

signatures and to count and tabulate votes as the inspector or inspectors deem appropriate, provided that the persons are “independent third parties.”

- (g) **Require Retention of Voter List and Candidate List as Election Materials** – The election rules must require retention of, as Association election materials, both a candidate registration list and a voter list. The voter list must include the name, voting power, and either the physical address of the voter’s separate interest, the parcel number, or both. The mailing address for the ballot must be listed on the voter list if it differs from the physical address of the voter’s separate interest or if only the parcel number is used. The Association must permit Members to verify the accuracy of their individual information at least 30 days before the ballots are distributed. The Association or Member must report any errors or omissions to either list to the inspector(s) who must make the corrections within two (2) business days.
- (h) **Prohibit the Denial of a Ballot to a Member** – The election rules may prohibit the denial of a ballot to a Member in accordance with the provisions of Chapter 720, Florida Statutes, as amended from time to time.
- (i) **Ballots for Persons with a General Power of Attorney** – The election rules must prohibit the denial of a ballot to a person with a general power of attorney for a Member. The election rules must also require the ballot of a person with a general power of attorney for a Member to be counted if returned in a timely manner.
- (j) **Verification of Ballots and Election Rules** – The election rules must require the inspector(s) of election verify at least 45 days before an election: (a) a copy of the ballot to be delivered, and (b) a copy of the election rules by posting to an internet website with the corresponding website address printed on the ballot together with the phrase, in at least 12-point:”**The rules governing this election may be found here:**”.
- (k) **Secret Balloting Procedure** – The use of secret balloting provided for in Chapter 720, Florida Statutes, as amended from time to time, shall be followed.
- (l) **Floor Nominations and Write-Ins** – Nominations from the floor at the annual meeting of the Members are not permitted, nor are write-in candidates.
- (m) **Ballots at the Annual Meeting** – The Association shall have available at the Membership meeting additional ballots for distribution to eligible Members who have not cast their votes through the ballot by mail process.
- (n) **Voting Procedure** – Each Member shall have one vote for each seat to be filled. No cumulative voting shall be permitted. The candidate receiving the highest number of votes shall be declared elected.

2.9 **Address of Owners.** Each Owner of a Lot shall file the correct mailing address of such Owner with the Association and shall notify the Association promptly in writing of any subsequent change of address; provided, however, that if any Owner shall fail to so notify the Association, the mailing address for such Owner shall be the street address of the Lot owned by such Owner. The Association shall maintain a file of such addresses. A written or printed notice, deposited in the United States mail, postage prepaid, and addressed to any Owner at the last address filed by such Owner with the Association, shall be sufficient and proper notice to such Owner and shall be deemed delivered on the third (3rd) day after deposit in the United States mail.

2.10 **Adopting and Amending Election Rules.** Election rules are “operating rules” of the Association and may be adopted and amended by the Board without Membership approval provided that a copy of proposed amendment is delivered to the Membership with 28 day notice of a proposed amendment to the election rules. Election rules may not be changed less than ninety (90) days prior to an election.

3. **MEMBERS' MEETINGS.**

3.1 **Annual Meeting.** The annual meeting of the Members shall be held at such place as the Board of Directors may determine, and at such time as may be specified in the notice of the meeting, on the third Thursday in August of each year or such other date as determined by the Board for the purpose of electing Directors and of transacting any other business authorized to be transacted by the Members; provided, however, that if that day is a legal holiday, the meeting shall be held on the next succeeding Thursday, or such day as the Directors shall determine and include in the notice of meeting.

3.2 **Special Meeting.** Special meetings of the entire Membership of the Association shall be held whenever called by the President or Vice President or by a majority of the Board of Directors, and must be called by such officers upon receipt of a written request from Members entitled to cast twenty-five (25) percent of the votes of the entire Membership.

3.3 **Notice of Meetings.**

(a) **Generally.** Written notice of all meetings of Members shall be given by the Secretary or, in the absence of the Secretary, another officer of the Association, to each Member or class of Members, if any, unless waived in writing. Each notice shall state the time and place of and purpose for which the meeting is called and shall be mailed to the Members at least fourteen (14) days prior to said meeting.

(b) **Annual.** A first notice of the Annual Meeting shall be given to each Member not less than 80 days prior to the Annual Meeting. A second notice of the Annual Meeting shall be given to each Member not less than fourteen (14) days nor more than forty-four (44) days prior to the date set for the meeting, and shall be mailed or delivered personally to each Member. If mailed, such notice shall be deemed properly given when deposited in the United States Mail addressed to the Member at the post office address as it appears on the records of the Association, and the post office certificate of mailing shall be retained as proof of such mailing.

(c) **Special.** Notice of Special Meetings shall be given to each Member not less than fourteen (14) days prior to the date set for the meeting and shall be mailed or delivered personally to the Member.

(d) **Waiver.** Any Member may, in writing signed by such Member, waive such notice, and such waiver, when filed in the records of the Association, whether before, at or after the holding of the meeting, shall constitute notice of such Member.

(e) **Adjourned Meetings.** If any meeting of Members cannot be held because a quorum is not present, or because a greater percentage of the Membership required to constitute a quorum for a particular purpose is not present, wherever the latter percentage of attendance may be required as set forth in the Articles or the By-Laws the Members who are present, either in person or by proxy, may adjourn the meeting from time to time until a quorum, or the required percentage of attendance, if greater than a quorum, is present.

3.4 **Presiding Officer and Minutes.** At meetings of Members, the President, shall preside, or in the absence of, the Members present shall select a chairman of the meeting. Minutes shall be kept in a businesslike manner and available for inspection by Directors, Lot owners and their authorized representatives during normal business hours at the principal office of the Association. The Association shall retain the minutes for a period of not less than seven (7) years.

3.5 **Order of Business.** The order of business at annual meetings of Members, and, as far as practical, at other meetings of Members, shall be:

- (a) Calling of the roll and certifying of proxies;
- (b) Proof of notice of meeting or waiver of notice;
- (c) Reading or waiver of reading of minutes of previous meeting of Members;

- (d) Reports of officers;
- (e) Reports of committees;
- (f) Appointment by Chairman of inspectors of election;
- (g) Election of Directors;
- (h) Unfinished business;
- (i) New business; and
- (j) Adjournment.

4. **BOARD OF DIRECTORS.**

4.1 **Composition of Board.** The affairs of the Association shall be managed by a Board of Directors. Each member of the Board of Directors shall be entitled to one vote. Directors shall be elected or appointed at the annual meeting of the Association.

(a) A Board member may not serve more than 8 consecutive years unless approved by an affirmative vote of Lot Owners representing two-thirds of all votes cast in the election or unless there are not enough eligible candidates to fill the vacancies on the Board at the time of the vacancy.

(b) Co-owners of a Lot may not serve as members of the Board of Directors at the same time.

(c) A person who has been suspended or removed from the Board of Directors pursuant to the provisions of Florida Statutes, Section 720, as amended from time to time, or who is delinquent in the payment of any assessment due to the Association, is not eligible to be elected or appointed to Board of Directors. For purposes of this paragraph if delinquent date is not specifically identified, a person is delinquent if a payment is not made by the 15th day after due date stated for the payment.

(d) A person who has been convicted of any felony in this state or in a United States District or Territorial Court, or who has been convicted of any offense in another jurisdiction which would be considered a felony if committed in this state, is not eligible to be elected or appointed to Board of Directors unless such felon's civil rights have been restored for at least 5 years as of the date such person seeks election to the Board. The validity of an action by the Board is not affected if it is later determined that a Board member is ineligible for Board membership due to having been convicted of a felony.

4.2 **Election or Appointment of Directors.** Directors shall be elected as provided in Sections 2.7 through 2.10 of these By-Laws, and in accordance with Chapter 720, Florida Statutes, as amended from time to time.

(a) Commencing with the first annual election of Directors after Developer shall have relinquished the right to appoint the Directors, the Members shall elect all Directors by a plurality of the votes cast at the annual meeting of the general Membership by the Members present at the meeting and Member submitted ballots before the polls closed. The Members shall vote in person at a meeting of the Members or by a ballot that the Members personally sign.

(b) Vacancies on the Board may be filled, through the unexpired term thereof, by the remaining Directors. Any vacancy occurring in the Board may be filled by a majority vote of the remaining Board members even if the remaining Directors constitute less than a quorum, or by the sole remaining Director. In the alternative, Board may hold an election to fill the vacancy, in which case the election procedures must conform to the requirements of the Association's governing documents. A Board member appointed or elected under this section is appointed for the unexpired term of the seat being filled. If for any reason there shall arise circumstances in which no Directors are serving and the Board is vacant, the Members shall elect successors at a special meeting. In the alternative, any Member may apply to the Circuit Court of St. Johns County for the appointment of a receiver to manage the Association's affairs, in the manner provided by law. A vacancy resulting from removal of a Director by the Members shall be filled as mandated by Chapter 720, Florida Statutes, as amended from time to time.

(c) In the election of Directors there shall be appurtenant to each Lot one (1) vote for each Director to be elected provided, however, that no Member may cast more than one vote for any person nominated as a Director, it being the interest hereof that voting for Directors shall be non-cumulative.

(d) At the first annual meeting at which the Members are entitled to elect all of the members of the Board of Directors, the number of Directors shall be five (5) and three (3) Directorships shall be designated as two-year term Directors and the other two (2) shall be one-year term Directors. At the next succeeding annual meeting, such one-year term Directorships shall be, from that point on, designated as two-year term Directorships. The intent hereof is to stagger the terms of the Directorships so that there shall be two or three Directors elected each year for two-year terms.

(e) No election shall be necessary if the number of candidates is less than or equal to the number of vacancies.

4.3 **Organizational Board Meeting.** The organizational meeting of a newly elected or designated Board shall be held immediately following the annual meeting of the Membership and at the same place, or at a place and time as shall be fixed by the Board at the meeting at which they were elected, and no further notice of the organizational meeting shall be necessary; provided, that a quorum shall be present.

4.4 **Regular Board Meeting.** Regular meetings of the Board may be held at such time and place as shall be determined from time to time by a majority of the Directors. Notice of regular meetings shall be given to each Director, personally or by mail, telephone or e-mail, at least seven (7) days prior to the day named for such meeting, unless notice is waived. Further, notice of regular meetings shall be posted in a conspicuous place within the Property at least forty-eight (48) hours in advance. Meetings of the Board of Directors shall be open to all Members. Notice of any meetings where assessments against Members are to be considered for any reason shall specifically contain a statement that assessments will be considered and the nature of any such assessments.

4.5 **Special Meetings.** Special meetings of the Board may be called by the President, and must be called by the Secretary at the written request of one-third of the Directors. Except in an emergency, not less than three (3) days notice of a special meeting shall be given to each Director, personally or by mail, telephone or e-mail, which notice shall state the time, place and purpose of the meeting. Further, except in an emergency, such notice shall be posted as specified in Section 4.4 hereof. Notice of any meeting where assessments against Members are to be considered for any reason shall specifically contain a statement that assessments will be considered and the nature of any such assessments. Special meetings of the Board held in an emergency shall be reported at the next meeting of the Board as to the nature of the meeting and any actions taken.

4.6 **Board Minutes.** Minutes of all meetings of the Board shall be kept in a businesslike manner and available for inspection by Members and Directors during normal business hours at the principal office of the Association. The Association shall retain the minutes for a period of not less than seven (7) years. A member of the Board or a committee may submit in writing his or her agreement or disagreement with any action taken at a meeting that the member did not attend. This agreement or disagreement may not be used as a vote for or against the action taken or to create a

quorum and shall be appended to the minutes of the meeting not attended filed and retained in the minute book of the Association.

4.7 **Waiver of Notice.** Any Director may waive notice of a meeting before, at or after the meeting, and such waiver shall be deemed equivalent to the giving of notice.

4.8 **Quorum.** A quorum, at meetings of the Board shall consist of the Directors entitled to cast a majority of the votes of the entire Board. The acts of the Board approved by a majority of the votes present at a meeting at which a quorum is present shall constitute the acts of the Board of Directors, except as may be specifically otherwise provided in the Articles or these By-Laws. If any meeting of the Board cannot be held because a quorum is not present, or because the greater percentage of attendance may be required as set forth in the Articles or these By-Laws, the Directors who are present may adjourn the meeting from time to time until a quorum, or the required percentage of attendance, if greater than a quorum is present. At any adjourned meeting, any business which might have been transacted at the meeting as originally called may be transacted without further notice.

4.9 **Action Without a Meeting.** To the extent, now or from time to time hereinafter permitted by the laws of Florida, the Board may take any action which they might take at a meeting of the Board without a meeting; provided, that a record of all such actions so taken, signed by each Director, shall be filed and retained in the minute book of the Association, and any such actions so taken without a meeting the nature of the action so taken shall be reported at the next meeting of the Board and retained in the minute book of the Association.

4.10 **Removal.** Directors may be removed from office with or without cause by the vote or written agreement of a majority of all Members.

4.11 **Presiding Officer.** The presiding officer of meetings of the Board shall be the President of the Association. In the absence of the presiding officer, the Directors present shall designate one of their number to preside.

4.12 **Powers and Duties.** All of the powers and duties of the Association shall be exercised by the Board, including those existing under the laws of Florida, the Articles and these By-Laws. Subject to any limitations imposed by FHM, FNMA and VA guidelines, such powers and duties shall be exercised in accordance with the Articles and these By-Laws, and shall include, without limitation, the right, power and authority to:

(a) Make and establish reasonable rules and regulations governing the use of the Property or the Common Areas, as such terms will be defined herein and in the Declaration.

(b) Adopt, for, and in advance of, each fiscal year, a budget necessary to carry out the purposes of the Association as set out herein.

(c) Levy and collect assessments against Members of the Association to defray the expenses of the Association, including the right to enforce any lien right granted the Association to secure the payment of said assessments.

(d) Own, operate, lease, sell, manage, encumber, convey, subject to easements and otherwise deal with such real and personal property as may be necessary or convenient for the administration of the Common Areas.

(e) To own, manage, administer and operate such property as may be conveyed to it by the Developer, its successors or assigns, for the mutual benefit and use of all Members.

(f) Enforce the provisions of the Articles , the By-Laws, the Declaration and all covenants, restrictions, rules and regulations governing use of the Property, or a portion thereof and the Common Areas which may now or hereafter be established.

(g) Commencing upon the Developer relinquishing the right to appoint members to the Architectural Review Committees, and the same is vested in the Association, the Board is charged with the duties and responsibilities of the Modifications Committee ("MC") as provided in the Declaration, and there upon the Board shall create an Architectural Review Committee ("ARC") to approve all modifications and improvements upon a Lot. The Architectural Review Committee shall consist of a single person or a committee of persons selected by the Board whom serve at the pleasure of the Board and may be replaced at any time.

5. **OFFICERS.**

5.1 **Generally.** The President and the Vice-President shall be elected from the membership of the Board of Directors, but no other officer needs to be a Director. The Board shall elect a President, Secretary, Treasurer, and as many Vice Presidents, Assistant Secretaries and Assistant Treasurers as the Board shall deem advisable from time to time. The same person may hold two offices, the duties of which are not incompatible; provided, however, that the office of President and Vice President shall not be held by the same person, nor shall the office of President and Secretary or Assistant

Secretary be held by the same person. The Board may, from time to time, elect such other officers, and designate their powers and duties, as the Board may deem necessary to properly manage the affairs of the Association. Officers may be removed from office with or without cause by the vote or written agreement of a majority of the Board.

5.2 **President.** The President shall be the chief executive officer of the Association. He shall have all of the powers and duties which are usually vested in the office of President of a corporation not for profit, including, but not limited to, the power to appoint committees from among the Members from time to time, as he may in his discretion determine appropriate, to assist in the conduct of the affairs of the Association. He shall have such additional powers as the Board may designate.

5.3 **Vice-President.** The Vice President shall, in the absence or disability of the president, exercise the powers and perform the duties of President. He shall also generally assist the President and exercise such other powers and perform such other duties as shall be prescribed by the Board.

5.4 **Secretary.** The Secretary shall keep the minutes of all proceedings of the Board and the Members. He shall attend to the affairs of the Association. He shall have such additional powers as the Board may designate.

5.5 **Treasurer.** The Treasurer shall have custody of all of the property of the Association including funds, securities and evidences of indebtedness. He shall keep the assessment roll and accounts of the Members; he shall keep the books of the Association in accordance with good accounting practices, and he shall perform all other duties incident to the office of Treasurer.

5.6 **Compensation.** No compensation shall be paid to any officer of the Association except with the approval of a majority of the Membership, reflected by a vote taken at a duly constituted Membership meeting. Nothing herein shall be construed so as to prohibit or prevent the Board of Directors from employing any Member, or Director as an employee of the Association at such compensation as the Board shall determine.

6. Robert's Rules of Order (latest edition) shall govern the conduct of the Association meetings when not in conflict with the Articles of Incorporation, or these By-Laws.

7. These By-Laws may be altered or amended by the vote or written consent of a majority of the Members of the Board of Directors.

8. A Board or committee member’s participation in a meeting via telephone, real-time videoconferencing, or similar real-time electronic or video communication counts toward a quorum, and such member may vote as if physically present. A speaker must be used so that the conversation of such members may be heard by the Board or committee members attending in person as well as by any Members of the Association at a meeting.

9. A Director or officer more than 90 days delinquent in the payment of any monetary obligation due the Association shall be deemed to have abandoned the office, creating a vacancy in the office to be filled according to these By-Laws.

10. Within **90** days after being elected or appointed to the Board of Directors, each newly elected or appointed Director shall certify in writing to the secretary of the Association that he or she has read the Association’s Declaration, Articles of Incorporation, By-Laws, and current written policies; that he or she will work to uphold such documents and policies to the best of his or her ability; and that he or she will faithfully discharge his or her fiduciary responsibility to the Association’s Members. The written certification is valid and does not have to be resubmitted as long as the Director serves on the Board without interruption. A Director of the Association who fails to timely file the written certification is suspended from service on the Board until he or she complies with this sub-subparagraph. The Board may temporarily fill the vacancy during the period of suspension. Failure to have such written certification on file does not affect the validity of any Board action.

11. **Gender Neutrality.** The use of the masculine gender herein shall be deemed to include the feminine gender and the use of the singular shall be deemed to include the plural, whenever the context so requires.

The foregoing Amended and Restated By-Laws of THE MEADOWS AT SAINT JOHNS OWNERS ASSOCIATION, INC., a corporation not for profit under the laws of the state of Florida, were adopted by a majority vote of the Board of Directors on the ____day of _____ .

Secretary

APPROVED:

President



**THE MEADOWS AT
WORLD GOLF VILLAGE
HOMEOWNERS ASSOCIATION**

FOR REVIEW

ARCHITECTURAL GUIDELINES

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**Revised
???? 2023**

Table of Contents

100. INTRODUCTION	5
101. Preservation of Beauty and Aesthetic Design in the Community	5
102. Governing Documents	5
103. Establishment of the Architectural Review Committee	5
104. Architectural Guidelines	6
200. ARCHITECTURAL REVIEW, COMMITTEE, CRITERIA, AND PROCEDURE	6
201. Purpose	6
202 Alterations Subject to Review	6
203. Authority	7
204. Architectural and Building Criteria	7
205. The Architectural Review Process	7
206. Basis for the Decision	9
207. Review Criteria	9
207.1 The Application Standards	9
208. Appeal Procedure	10
209. Quality of Workmanship	10
210. Commencement of Modifications and Construction	10
211. Completion of Construction and Repairs	10
212. Proposed Changes after Plans Are Approved by ARC	11
213. Damage or Destruction to Subdivision Improvements	11
214. Enforcement	11
215. Liability	11
216. Architectural Review Submittal Procedure	11
300. ARCHITECTURAL STANDARDS	12
301. Explanation of Standards	12
302. Property Appearance	12
303. Property Maintenance	12
304. Conservation Areas	12
305. Property Usage Constraints	12
306. Antennas	13
307. Awnings	13

308. Composting 14

309. Decks and Arbors 14

310. Dog Enclosures – Houses, Pens, Runs 14

311. Driveways, Walkways, and Slabs 14

312. Exterior Lights 15

313. Exterior Paint Color 15

 313.3.1 **Repainting With Same Colors** 15

 313.3.2 **Repainting With Different Colors** 16

314. Fences 16

 314.3.1 **Pressure Treated Pine Fence** 16

 314.3.2 **Wood Tone Vinyl Fence** 17

 314.3.3 **Criteria for Rear Fence Facing Retention Pond** 17

315. Flags 18

 315.5 **Yard Ornamentation Flags** 19

 315.6 **Flag Prohibitions** 20

316. Front Door and Front Entry 20

317. Garages 20

318. Gazebos and Greenhouses 21

319. Hot Tubs and Saunas 21

320. Landscape – Flowerbeds, Trees, Lawns 21

321. Landscaping Near Utility Easements and Equipment Boxes 21

322. Mailboxes 22

323. Outside Mechanical Equipment 22

324. Play Structures / Equipment / Basketball Goals 23

325. Roofing 23

326. Satellite Dishes 24

327. Seasonal Holiday Decorations 24

328. Signs 24

329. Storage Sheds 25

 329.3 **Storage Shed Requirements and Conditions** 25

330. Solar Panels 26

331. Surveillance Equipment 27

332. Swimming Pools 27

333. Trash and Recycling Bins..... 28
334. Tree Removal..... 28
335. Windows and Storm Shutters 29
336. Window Coverings..... 30
337. Window Mounted Fans and Air Conditioners 30
GLOSSARY 31
ARCHITECTURAL REVIEW REQUEST FORM..... 32



100. INTRODUCTION

101. Preservation of Beauty and Aesthetic Design in the Community

In a planned community, the question naturally arises of how to maintain a harmonious, quality development as the community matures. The following guidelines attempt to provide a meeting ground between private interests and the broader interests of this community, as outlined in the governing documents.

It is not the intent of the Association to curb individual taste or the freedom to enjoy our own property. The goal is to maintain our property value and to be consistent with the governing documents, to which we all agreed and approved when we purchased our homes.

The fact that each homeowner is subject to the governing documents should assure all homeowners that the standards of design and quality will continue to be maintained, enhancing the community's overall environment, desirability and protecting property values. The cooperation of each homeowner will be beneficial to all.

102. Governing Documents

The Governing Documents include, but are not limited to, (a) Florida Statute Chapter 720; (hereafter referred to as 'Florida Statutes'), (b) Declaration of Covenants, Conditions, Restrictions and Easements for The Meadows at Saint Johns (hereafter referred to as Covenants'), (c) Articles of Incorporation, and (d) By-Laws of The Meadows at Saint Johns Owners' Association, Inc. (hereafter referred to as 'By-Laws').

The governing documents run with the land (often referred to as deed restrictions) and are binding upon all homeowners, and, if applicable, their tenants; and should be fully understood by all.

103. Establishment of the Architectural Review Committee

To ensure that the homes and lots within the neighborhood are harmonious, the Board of Directors of the Association has created an architectural review committee to approve all construction and lot modifications. Although certain requirements are specified herein, the architectural review committee will not be limited to the specific requirements but rather will have broad discretion.

- The Architectural Review Committee will consist of a single person or a committee of persons selected by the Board of Directors of the Association. Members of the Architectural Review Committee will serve at the pleasure of the entity entitled to select the members and may be replaced at any time. If the Board of Directors of the Association fails to appoint at least one person to the Architectural Review Committee, the Board of Directors of the Association is required to perform the duties of the Architectural Review Committee until such time as the Board of Directors of the Association exercises its right of appointment.
- Professional Advisor. The Architectural Review Committee, if it finds it necessary for a specific situation and with the approval of Board of Directors, may employ one or more architects or land planners to advise it. Each advisor may sit on the Architectural Review Committee as either a voting or nonvoting member, at the discretion of the other members of the committee. At the discretion of

the Architectural Review Committee, the advisor may be paid a reasonable fee derived from application fees or payable by the Community Association from the General Assessment.

104. Architectural Guidelines

The rules, responsibilities and procedures outlined in these guidelines have been established and approved by the Board of Directors (BOD) of the Homeowners' Association (HOA), in compliance with the governing documents of the community.

The intent of the guidelines:

- Ensure quiet enjoyment for all residents
- Minimize problems and expenses for the HOA
- Provide for the architectural integrity of the neighborhood
- Promote visual harmony and desirability within the community
- Protect and enhance property values

200. ARCHITECTURAL REVIEW, COMMITTEE, CRITERIA, AND PROCEDURE

201. Purpose

The Covenants establish a review and approval procedure for all improvements proposed within the community.

The purpose of this manual is to inform homeowners and residents of the design guidelines for the community and the submittal procedures to be followed when requesting approval of an exterior modification or any addition, change, or alteration to any lot.

202 Alterations Subject to Review

Any improvement or alteration to the residence or the lot, except interior alterations not affecting the external appearance, must first receive approval from The Meadows at World Golf Village HOA Architectural Review Committee (hereafter referred to as 'ARC') under the direction of the Board of Directors prior to commencing construction activity.

This specifically includes, but is not limited to, exterior paint and roof color (including doors, windows, and trim); alteration or modification of the driveway; replacement of any portions of the roof; installation or replacement of fences, gates, or flagpoles; addition of fountains, swimming pools, whirlpools, or other pools; installation of antennas, satellite dishes or receivers, solar panels, or other devices; addition of awnings, window coverings, screen enclosures, walls, play structures, or sheds; and any material alteration of landscaping This list is intended to be illustrative and not exhaustive.

Repair of minor building or lot components does not require approval in advance when duplicates of the original material are used.

Failure to secure ARC approval (when required) or to comply with the provisions of the Covenants or Architectural Criteria may result in a violation and fines, as provided in Article X, Section 10.5 of the Covenants. The Board of Directors can demand the restoration of unapproved modifications. Changes or alterations made without ARC approval subject the homeowner to possible rejection of the improvement and subsequent restoration, as well as legal costs and possible fines.

203. Authority

As a member of the Association, the homeowners are bound by the governing documents of the Association. The following Architectural Guidelines Manual is adopted by the Association through the Board of Directors, pursuant to Article VII of the Covenants.

These Architectural Criteria ("Guidelines") are supplemental to the governing documents for the community. If any provision of the Architectural Criteria conflicts with the Covenants, the Association By-Laws, the Ordinances of Saint Johns County, or the Florida Statutes, THEN the Covenants, the Florida Statutes, the Saint Johns County Ordinances, or the By-Laws shall prevail as to the provision.

204. Architectural and Building Criteria

The Architectural Criteria included herein are minimal standards for construction, improvements, or modifications. The homeowner is responsible for complying with all building codes and obtaining all required permits and approvals from Saint Johns County.

The Architectural Criteria may be amended from time to time by the Board of Directors, as provided in Article VII of the Covenants. All plans and specifications submitted for review by the ARC shall be evaluated in accordance with the Governing Documents and Architectural Criteria.

The criteria and standards that follow may be amended by the Board of Directors (BOD). Notice of any amendment will be provided to the homeowners, thirty days prior to its effective date.

All plans and specifications shall be evaluated as to the visual and acoustical privacy and as to the harmony of the external design and location in relation to surrounding structures, topography, existing trees, and other natural vegetation, as well as specific conformance with Architectural Criteria.

Each request for approval should contain the required information and be delivered to the address designated by the Board of Directors, which will forward it to the Architectural Review Committee.

205. The Architectural Review Process

The HOA's covenants require prior written approval for any external improvements to your home. Therefore, do not commit labor or materials until you have received written approval.

The owner shall submit to the Association an *Architectural Review Request* application along with all requested documentation. Complete applications will be considered on individual merit, using these documented standards as a basis for all decisions. The ARC reserves the right to request additional

construction samples or mock-ups from a homeowner prior to approval. Out of courtesy, all homeowners should inform their neighbors of any proposed improvement(s). The ARC reserves the right to require neighbor approval of proposed improvements.

The ARC may take twenty (20) business days to review the application after its receipt. The application, received by the Association, is turned over to the ARC if all of the necessary information required for review is received. The Association will review the application and request any additional information from the homeowner if needed. The twenty (20) business day review period will not begin until the application is complete and appropriate for review.

In most cases, the owner will receive an earlier response. A nonresponse within twenty (20) business days does not constitute an approval or rejection.

ARC applications are reviewed and approved or disapproved by a majority vote of ARC members and one HOA Board member. All approvers and disapprovers will be recorded per application review meeting. The HOA Board member is an additional voting member of the ARC committee, with the primary approval or disapproval coming from ARC members.

The ARC's decision will be noted on the application. The owner will then be notified of the decision by the Association. All approvals are subject to the owner receiving approval for all applicable Saint Johns County permits. The application will show one of the following four decisions:

1. **APPROVED:** The application is approved as submitted.
2. **APPROVED WITH CONDITIONS:** The overall proposal is accepted, but with certain specified changes, limitations, or requirements that must be followed.
3. **DENIED:** The application is denied. The owner can appeal to the ARC within fifteen (15) business days. Further escalation may require the involvement of the BOD.
4. **ADDITIONAL INFORMATION REQUIRED:** If the ARC determines that additional information is needed for an appropriate review of the application, the entire process begins again once the Association receives the requested information. The owner should follow the same submission procedure as before. The ARC will act swiftly on all additional information update submissions.

The ARC will return its decision to the Association, and its officers are notified. The BOD reserves the right to reverse the ARC decision prior to the owner being notified of the decision.

Many design changes and improvements require a government or agency permit, and the county may not issue a permit without the written approval of the ARC. Please plan ahead and remember that the ARC may take twenty (20) business days after all the appropriate information has been received to review applications. It is strongly suggested that the county and/or agency be contacted to determine what permits or approvals are required according to those entities' ordinances. The ARC's approval is not a substitute for county approval. It is the homeowner's responsibility to acquire appropriate approvals, permits, etc. from the county.

206. Basis for the Decision

The Architectural Review Committee (ARC), in making its decisions, may consider purely aesthetic matters that, in the sole opinion of the ARC, will affect the desirability or suitability of the construction. The ARC will not be limited to the specific restrictions and requirements of these guidelines in making its decisions.

It is possible a submitted review request may meet all guidelines and criteria listed below and still not receive approval if, in the judgment of the ARC, its overall aesthetic impact is not acceptable. The approval of an application for one proposed improvement shall not be construed as creating an obligation on the part of the ARC to approve applications involving similar designs for proposed improvements pertaining to different lots. The purpose of the ARC is to ensure that the overall quality level of The Meadows is maintained at the highest level possible while allowing for each homeowner's individual taste in design, colors, and materials.

207. Review Criteria

The ARC evaluates each application on its individual merits.

207.1 The Application Standards

- i. **Validity of Concept:** The basic idea of the exterior change must be sound and appropriate to its surroundings.
- ii. **Landscape and Environment:** The exterior change must not unnecessarily destroy the natural landscape or the man-made environment.
- iii. **Relationship of Structures and Adjoining Property:** The proposed change should relate harmoniously to its surroundings and to existing buildings and terrain that have a visual relationship to the change.
- iv. **Protection of Neighbors:** The interests of neighboring owners and renters should be protected by making provisions for such matters as surface water drainage, sound and sight buffers, preservation of views, light, and air, and other aspects of design that may have substantial effects on neighboring property. The ARC will consider the various appropriate criteria and exercise discretion in determining which of the criteria govern each specific application.
- v. **Design Compatibility:** The proposed change must be compatible with the design characteristics of the applicant's home and the general neighborhood setting. Compatibility is defined as harmony in style, scale, materials, and color.
 - a. **Style:** The overall look and feel of the improvement should match that of surrounding properties and the neighborhood.
 - b. **Scale:** The three-dimensional size of the proposed change must relate satisfactorily to adjacent structures and their surroundings.
 - c. **Materials:** Continuity must be established by using the same materials as those used in the existing home. Siding materials and shingles must match the existing structure. If the original materials are no longer available, compatible materials may be substituted.
 - d. **Color:** Color may be used to soften or intensify the visual impact, while maintaining continuity.

208. Appeal Procedure

If the applicant disagrees with the decision of the ARC in its review or inspection, an appeal may be submitted. No work may progress during the appeals process.

Within fifteen (15) business days after the receipt of a notice of disapproval, the homeowner must file a written appeal with the ARC at the address designated by the Board of Directors, which will forward it to the Architectural Review Committee. Upon receipt of the appeal, the ARC will contact the homeowner and schedule a review of any further information from the homeowner relating to the request and appeal.

Should the ARC determine that the disapproval remains, the homeowner may request that the appeal be forwarded to the BOD. This request must be made within seven (7) business days of the confirmed disapproval. It is the responsibility of the ARC to forward any correspondence and pertinent information at that time to the BOD.

The BOD shall then establish the date and time that the appeal will be heard. Normally, this will be done at the next scheduled board meeting. A majority vote by the BOD is required to reverse an ARC decision.

209. Quality of Workmanship

The quality of the work completed for any and all construction, modification, improvement, or repair must be equal to or better than that of a licensed contractor and existing structures. The association reserves the right to inspect all completed work.

Poor practices may cause the owner problems and may be visually objectionable to others. Owners are encouraged to work with a licensed contractor who is knowledgeable and experienced in home design and construction.

Completed projects displaying unsatisfactory quality is considered unapproved modifications subject to enforcement by the Association.

210. Commencement of Modifications and Construction

After approval by the ARC, all work must commence within three months. If work does not start within that time, approval shall be deemed withdrawn, and it will be necessary for the applicant to resubmit the application to the ARC for reconsideration.

211. Completion of Construction and Repairs

The improvement of a lot and the construction, repair, or remodeling of any improvement must be diligently and continuously pursued once begun and, in any event, promptly completed. All modifications shall be completed within six months after commencement, unless otherwise stated on the approved plans. The applicant may request an extension of the maximum time period, which the ARC may approve or disapprove at its sole discretion. If construction is not completed on a project within the specified time

period, then approval shall be deemed withdrawn, and the incomplete construction shall be deemed to be in violation and subject to enforcement by the Association.

212. Proposed Changes after Plans Are Approved by ARC

Any and all proposed changes to plans made after ARC approval of the original plans and application must be submitted to and approved in writing by the ARC prior to implementation of the changes. If St. Johns County or any other authority having jurisdiction requires that changes be made to the final construction plans previously approved by the ARC, the applicant must notify the ARC of such changes and receive approval from the ARC prior to implementing such changes. All changes are subject to inspection by the ARC before or after the change is implemented.

213. Damage or Destruction to Subdivision Improvements

Owners will be responsible for any and all damage caused to or interference with Common Areas or Drainage\Access Easements or subdivision improvements, including, but not limited to, curbs, gutters, water hydrants, sidewalks, access ways, power poles, or fences erected by anyone, whether such damage or interference is caused by the owner or the owner's employees, agents, invitees, guests, contractors, or subcontractors. Any liability incurred under this provision will be both a personal obligation and an Individual Lot Assessment on such an owner's lot.

214. Enforcement

If any construction or modification is undertaken that has not been approved or that deviates substantially from the approved plans, the Board of Directors of the Association may bring an action for specific performance, a declaratory decree, or an injunction, and will be entitled to recover all costs of such action, including attorneys' fees, at trial or on appeal. Each owner will have the right to enforce these provisions. Failure to strictly enforce these provisions in relation to a specific violation or violations will not be construed as a waiver to enforce these provisions in relation to future or continuing violations.

215. Liability

The Architectural Review Committee will not be liable to the applicant or to any other party to ensure that the proposed plans comply with any applicable building codes, for inadequacy or deficiency in the plans resulting in defects in the improvements, or to ensure that construction was done in accordance with the plans.

216. Architectural Review Submittal Procedure

The Architectural Review Request application document, submittal procedure, and guidelines can be found online. Please refer to The Meadows Homeowners Association website at <https://themeadowswgv.com/>

The Architectural Review Request application must include the signature of the homeowner, or agent for the homeowner, when the request is submitted. The homeowner of record for the property must be current (up-to-date) on payments due to the HOA for assessments, fees, and interest.

300. ARCHITECTURAL STANDARDS

301. Explanation of Standards

- 301.1 The standards outlined below are the procedures and guidelines applied by the ARC to assist the HOA and its members in the design review process.
- 301.2 These standards serve as a positive tool to assist in the full and free use of each homeowner's property in a manner that is consistent with the aesthetic and harmonious development of the community.

302. Property Appearance

- 302.1 Items (such as toys, bikes, gardening equipment, shop/maintenance equipment, etc.) must be stored out of sight and may not be stored (left unused) in front or side yards.
- 302.2 Commercial vehicles, trailers, recreational vehicles, campers, motorhomes, boats, personal watercraft, etc. shall not be placed on the Lot, except within a building garage or otherwise screened to be totally isolated and screened from public view.

303. Property Maintenance

- 303.1 Paint and stain must be maintained and kept in good repair with no peeling, chipping, cracking or discoloration on the trim or siding.
- 303.2 Roofing must be without visible signs of damage or deterioration
- 303.3 The Covenants require the property to be free of any debris.

304. Conservation Areas

- 304.1 Areas designated "Conservation Areas" or "Tree Preservation Areas" or "Wetland Areas" on the recorded plats and owner's lot survey are protected areas under federal, state, and/or local regulations.
- 304.2 Conservation Areas should not be entered into and must not be disturbed in any way.

305. Property Usage Constraints

- 305.1 The Covenants require prior written ARC approval for any and all external improvements to your home.
- 305.2 Converting a front flower bed to a seating areas must receive ARC approval prior to beginning of construction
- 305.3 The placement of tables and chairs within a front flower bed is prohibited.
- 305.4 The permanent placement of tables and chairs or a sitting area in the front lawn is prohibited.
- 305.5 Air conditioning unit utilizing through-the-wall placement and mounting is prohibited

- 305.6 All room additions and screen enclosures must receive ARC approval prior to beginning of construction.
- 305.7 All fountains, sculptures, large lawn statues and large garden ornaments (visible from the street, front of the house or by a neighbor) must receive ARC approval prior to installation or placement on any lot.
- 305.8 No outdoor furniture can be stored in the front or side yards on a continuous basis.
- 305.9 Decorative benches are allowed at the front entrance or front porch of the home.
- 305.10 Bird feeders must be placed in the area of the back-yard only.
- 305.11 Vegetable gardens are allowed in backyards only.
- 305.12 Clothesline, clothes hanging devices, or clothing hung, dried, or aired are permitted only when placed in the backyard and NOT visible at any time from any street.
- 305.13 All screen doors and storm doors require ARC approval prior to installing a new or non-duplicate replacement.
- 305.14 Garden hoses, hose reels and hose racks where the hose is visible may be placed in an area with it is least visible from the street within the side or back yards without ARC approval. Any other proposed visible hose placement requires ARC approval.
- 305.15 Planting in the original and/or preexisting flowerbeds does not need ARC approval.
- 305.16 The maximum height of any shrub, hedge, or vegetation on the lot, that is not a tree, is six (6) feet. All planting must be routinely trimmed to not exceed the maximum height.
- 305.18 If there is any question if the addition, modification, alteration, removal, or improvement to your property requires Architectural Review Committee review or prior approval, please submit your inquiry to the association by email to info@meadowswgv.com and it will be forwarded to the ARC for their feedback.

306. Antennas

- 306.1 All exterior antenna required ARC approval will be dealt with individually.

307. Awnings

- 307.1 Awnings are not permitted on the front or sides of any home or building.
- 307.2 Awnings are permitted on the rear of the home only with the prior approval of the ARC.

307.3 The design of any awning must safely exist with random severe thunderstorm winds in excess of 60 mph, and forecast storm events with winds approaching 130 mph.

308. Composting

308.1 ARC approval is required for installation or construction of a composting container or bin.

308.2 The compost bin or container must not be visible from adjacent property.

308.3 Homeowner is responsible to ensure that proper composting technique is utilized to limit, and control odors created.

309. Decks and Arbors

309.1 ARC approval is required prior to beginning construction of any type of deck – covered or uncovered.

309.2 Any arbor, larger than trellis used in a flower bed, requires the prior approval of ARC for installation of the arbor.

310. Dog Enclosures – Houses, Pens, Runs

310.1 ARC approval is required for any dog enclosure if visible from any street.

310.2 Homeowner is responsible to ensure that placement of the dog enclosures does not cause a disturbance to the neighbors.

311. Driveways, Walkways, and Slabs

311.1 Driveway, walkways, and slab composition shall be of concrete either poured or as pavers, and shall not be colored or tinted.

311.2 No gravel, asphalt or other material is permitted for a driveway, walkway or driveway expansion.

311.3 No painting of walkways, slabs, or driveways is allowed.

311.4 Driveways, walkways, or slabs on the Lot shall be constructed of concrete with a broom finish or with concrete pavers which may be used in all or part.

311.5 If concrete pavers are used, the public sidewalk section that extends through the driveway should be constructed of concrete with a broom finish to match the public sidewalk.

311.6 Modifications or additions to driveways or walkways or slabs must be submitted for ARC approval prior to construction.

311.7 Driveway width expansions should be equal on both sides of the garage door opening and continue with the same width or less for the full length of the driveway and driveway final width shall not exceed 125 percent of the

garage door opening and shall be constructed of either concrete with a broom finish or concrete pavers, and shall not be colored or tinted.

311.8 Driveway and walkway cracks shall be kept clear of grass, weeds, dirt, mold, and mildew. (Annual pressure washing of driveway, walkway, and roadway curb is recommended.)

311.9 Driveways, and walkways are required to be kept in good repair.

311.10 Repairs to walkways, driveways or slabs do not require ARC approval.

312. Exterior Lights

312.1 All new exterior lighting must be specifically approved by the Architectural Review Committee. This includes lampposts and security floodlights.

312.2 The replacement of any exterior light fixture or lamppost with a style different other than original installed requires Architectural Review Committee approval.

312.3 The placement and direction of security floodlights must ensure that it not to cause a nuisance to other neighbors.

312.4 All lights must be aimed or shaded in such a manner that direct or reflected light do not shine past the homeowner's property line.

312.5 Walkway lighting, either low voltage or solar powered, producing white or clear illumination can be installed without ARC approval.

313. Exterior Paint Color

313.1 Exterior house base and trim paint must be flat or satin finish. Gloss or Semi-Gloss paint is not allowed.

313.2 Applications for ARC approval of house colors must include color samples of both the house and trim colors along with a description of where the color is to be applied. This description should include colors for garage door, front door, trim along roofline, stucco on house, stucco on columns, decorative trim on columns and shutters (if applicable).

313.3 Any and all changes to a color or the color scheme of the exterior of the house including roof, trim, shutters, and front door must be submitted to and approved by the ARC prior to any exterior surface is painted or repainted or replaced with a different color.

313.3.1 Repainting With Same Colors

When the homeowner wants to repaint their home with the same/existing approved exterior colors/color palette, the homeowner is not required to submit the Architectural Review Request Form for review and approval.

313.3.2 Repainting With Different Colors

Homeowners repainting any portion of the exterior of their house and want to change a paint color or the color palette must have prior approval from HOA ARC before they can change their exterior paint color(s).

- 313.4 A homeowner may not pick an exterior paint color that is the same or a very similar color palette as their neighbor's house on either side of them or directly across the street.
- 313.5 All storm eaves, troughs/gutters, and downspouts, must color match with house base or trim colors and be properly color-coordinated.
- 313.6 The front door must be painted the accent color. You cannot use accent color on any trim. An accent color is used only for front door and on small architectural shutters

314. Fences

- 314.1 All new and replacement fence requires approved by the Architectural Review Committee before construction begins.
- 314.2 The quality of all fence installation must meet or exceed the workmanship of a qualified fence contractor
- 314.3 The composition of new or replacement fencing must be pressure treated pine or wood tone vinyl with an additional option for rear fence on a retention pond.

314.3.1 Pressure Treated Pine Fence

- a. Three designs are approved, Shadow Box, Privacy Shadow Box, and Board on Board
- b. Use only high-quality pressure treated pine lumber.
- c. Posts shall be set 30 inches into the ground below grade
- d. Use three horizontal pressure treated 2X4s.
- e. Use 5/8" thick pressure treated pickets of uniform matching width.
- f. All wood surfaces must be treated with commercial grade waterproofing 4-5 months after completion of installation, and every two years thereafter.
- g. Homeowner is responsible to maintain the quality and presentation of the fence which requires the fence to be repair as needed, broken or missing pickets replaced, and pressure washing to keep clear of dirt, mold, and mildew.

314.3.2 Wood Tone Vinyl Fence

- a. Three designs are approved: Shadow Box, Privacy Shadow Box, and Solid Panel.
- b. Only high-quality vinyl fence materials shall be used and installed.
- c. The color of the vinyl fence must be wood tone to blend with existing pine fences.
- d. White colored (bright white) vinyl fence is strongly discouraged and will be considered on a case by case basis.
- e. Vinyl fence posts must be set 30 inches into the ground below grade.
- f. Since vinyl fence post are hollow, the posts should be set and filled below grade with concrete for stability and sturdiness.
- g. It is recommended that, as a minimum, the vinyl fence post at both sides of gates and at corners should be set and filled below grade with concrete

314.3.3 Criteria for Rear Fence Facing Retention Pond

- a. The rear lot line fence facing a retention pond may be four feet high in the following styles: shadow box, picket, plank or metal spaced picket (wrought iron style) composed of iron or vinyl.
- b. When a rear lot line fence faces a retention pond, the fence must contain a gate which allows direct access to area between the fence and the edge of the water for mowing and edging of grass without crossing into the neighboring lot. (Maintenance of the grass to the water edge is the responsibility of the owner or tenant of the residence.)
- c. If the rear property line fence is shadow box, picket or plank, it must be natural wood color.
- d. If the rear property line fence is metal spaced picket (wrought iron style), the color must be black.

314.4 Maximum height permitted is six feet. Top of fence can be no more than six feet above grade.

314.5 No fencing shall extend beyond the halfway point of the sidewall plane of the structure into the front yard.

314.6 Fence sections with gates may be installed, where allowed on side yards.

314.7 Wood fencing may not be painted; only transparent wood stain or wood preservative will be allowed.

314.8 When a fence is currently in place on an adjacent property, consideration should be given to aligning the front portion of the fences.

314.9 Support posts must be installed on the inside of the fence being installed.

314.10 All fences must adhere to and comply with St. Johns County code and regulations.

315. Flags

315.1 The Architectural Review Committee and the Board of Directors retain the rights of review and final approval over all flags displayed within the Meadows community.

315.2 Unless otherwise specified in this section, Homeowners are required to submit an Architectural Review Request prior to display, placement, and installation of flag(s). The request must be accompanied with supporting documentation that notate where and how the flag will be displayed/installed in the yard and an image of the flag(s) to be displayed.

315.3 A homeowner may display in a respectful manner up to two of the following portable, removable flags, not larger than 4 1/2 feet by 6 feet:

1. The United States flag.
2. The official flag of the State of Florida.
3. A flag that represents the United States Army, Navy, Air Force, Marine Corps, Space Force, or Coast Guard.
4. A POW-MIA flag.
5. A first responder flag. For purposes of this subsection, the term “first responder flag” means a flag that recognizes and honors the service of any of the following:
 - a. Law enforcement officers
 - b. Firefighters
 - c. Paramedics or emergency medical technicians
 - d. Correctional officers
 - e. 911 public safety telecommunicators
 - f. Advanced practice registered nurses, licensed practical nurses, or registered nurses
 - g. Persons participating in a statewide urban search and rescue program
 - h. Federal law enforcement officers

315.4 Freestanding flagpole must be approved by the ARC prior to installation. No more than two freestanding flagpoles may be installed on any lot.

315.5 Freestanding flagpole no more than 20 feet high must be placed within 15 feet of the house in a cement footing, be no less than 2.5 inches in

diameter and no more than 4 inches in diameter, may not obstruct sightlines at intersections and must be within the homeowner's real property and shall be not erected within or upon an easement.

- 315.6 The Freestanding Flagpole and display are subject to; all building codes, zoning setbacks and other applicable government regulations, including but not limited to, noise and lighting ordinances in the county in which flagpole is erected and all setback and locational criteria contained in the governing documents.
- 315.7 Homeowners may display on the Freestanding Flagpoles, either:
1. United States flag and official flag of the State of Florida in a respectful manner, or
 2. United States flag or official flag of the State of Florida in a respectful manner, AND one official flag, in a respectful manner, not larger than 4 1/2 feet by 6 feet, which represents the United States Army, Navy, Air Force, Marine Corps, Coast Guard, POW-MIA or First Responders.
- 315.8 When only one Freestanding Flagpole is erected on the property, the Homeowner may display in a respectful manner from that flagpole one official United States flag, not larger than 4 1/2 feet by 6 feet, and may additionally display one other flag permitted in subsection 315.3. Such additional flag must be equal in size to or smaller than the United States flag.
- 315.9 The Homeowner may install, without ARC prior approval, a single, removable, pole mounted flag on a bracket attached to the house or garage or mailbox post displaying any one of the permitted flags in subsections 315.3 or officially licensed sports team\college flag not larger than 3 feet by 5 feet. Sports themed flags may only be flown during the sporting event season.
- 315.10 Flags depicting official US recognized national holidays or seasons may only be flown in accordance with subsection 315.11 titled "Yard Ornamentation Flags" below.
- 315.11 Yard Ornamentation Flags**
- 315.11.1 Homeowners may place a maximum of one (1) decorative themed garden flag not larger than 13 inches by 18.5 inches, in their yard visible from the street, without ARC prior approval. For purposes of this subsection, the term "decorative themed garden flags" also includes themed flags depicting official US recognized national holidays and the year based seasons.
- 315.11.2 The garden flag stand should be made of metal and painted black.

315.12 Flag Prohibitions

- 315.12.1 Flags containing verbiage, messages, images, drawings, pictures etc. that would be considered as offensive or obscene by an average person, or average parent with young children, residing within our community are prohibited.
- 315.12.2 All types of light up, neon, flashing signs/displays are prohibited.
- 315.12.3 Flag pole bracket attached to the house or garage at a height above grade in excess of eight (8) feet are prohibited
- 315.12.4 Flags flown/displayed not in good condition, torn or faded are prohibited
- 315.12.5 Flags flown/displayed not in a respectful manner are prohibited. (A flag displayed in a respectful manner is generally consistent with the requirements for the United States flag under 36 U.S.C. chapter 10.)

316. Front Door and Front Entry

- 316.1 Replacement of Front Door requires ARC approval if there is any change in size, style, and color of the door. (Exact duplicate replacement door does not require prior approval.) .
- 316.2 Screening of the front entry and/or the front door requires ARC prior approval.
- 316.3 Paint color selection for the front door requires ARC prior approval when it will be a change of the color currently on the door.
- 316.4 Repainting the front door with the same color currently on the door does not require ARC approval.

317. Garages

- 317.1 Garages may not be converted to living space.
- 317.2 Garage door screens are permitted subject to ARC approval; however, they are not to be used to replace a permanent garage door. If it is the roll up style, visible housings and hardware should be painted to match existing trim color.
- 317.3 Any change to the color or the style of garage door requires ARC prior approval.
- 317.4 Repair and/or repainting of the garage door with the same color currently on the door does not require ARC approval.

318. Gazebos and Greenhouses

- 318.1 ARC approval is required prior to the construction of any gazebo, greenhouse or solarium.
- 318.2 Any greenhouse, gazebo or solarium must be an integral part on the landscape plan, be located in the rear yard and must not obstruct any adjacent owner's view.

319. Hot Tubs and Saunas

- 319.1 ARC approval is required prior to any construction or installation of any hot tube, Jacuzzi, or spa.
- 319.2 All hot tube, Jacuzzi, and spa must be an integral part of a screen house or patio area and/or the rear yard landscaping.
- 319.3 Installation or construction must adhere to all St. Johns County codes.

320. Landscape – Flowerbeds, Trees, Lawns

- 320.1 Planting in the original and/or preexisting flowerbeds does not need ARC approval.
- 320.2 The maximum height of any shrub, hedge, or vegetation on the lot, that is not a tree, is six (6) feet. All planting must be routinely trimmed to not exceed the maximum height.
- 320.3 Expanding or changing existing landscaping, including plant and removing trees, need requires ARC approval. Applicant must submit plan for approval.
- 320.4 Plans including water improvements such as waterfalls and ponds require ARC approval.
- 320.5 Hedges and shrubs planted on the front façade face of the house shall not cover, hide, or obstruct more than 25% of any front facing window.
- 320.6 When replacing lawns, owners are encouraged to use St. Augustine grass. The use of other water saving varieties of lawn turf grasses are permitted.

321. Landscaping Near Utility Easements and Equipment Boxes

- 321.1 Plant of annual, perianal, or shrubs near underground utility easements or around utility equipment boxes does not require prior approval of the ARC as long as the planting does not alter the character of the yard that planting is placed

- 321.2 Any landscaping around utility equipment boxes and near underground utility easements must conform to guidelines and restrictions set by the utility company.
- 321.3 Placement of landscape must provide unrestricted access to the utility boxes and the underground utility easements.
- 321.4 Care must be taken when placing flowering plants in landscape near utility equipment boxes or mailboxes as the flowers can attract bees and other sting insects that can endanger the personnel of the utility and the post office

322. Mailboxes.

- 322.1 All residences in the Meadows are required to have U.S. Post Office approved mailbox for rural carrier home delivery.
- 322.2 All mailboxes for use in the delivery of mail shall be erected in the location compliant with USPS regulations and must be constructed according to a size, design, and material approved by the Architectural Review Committee.
- 322.3 The mailbox should be Post Mount Steel Construct Medium Mailbox with an adjustable door latch. (Approximate dimensions: H 8.75in, W 6.75in, D 19.5in) Reference example mailboxes are “*Elite Bronze, Medium, Steel, Post Mount Mailbox by Architectural Mailboxes*” or “*MB1 Pewter, Medium, Steel, Post Mount Mailbox by Architectural Mailboxes*”
- 322.4 The mailbox must be painted in a satin black finish. (Reference: *Black Satin Interior/Exterior Spray Paint and Primer Aerosol*)
- 322.5 The wood post for the mailbox (other than the 3 inch ball) must be painted in an exterior satin black finish.
- 322.6 The 3 inch wood ball, on the top the wood post, must be painted in a metallic gold spray paint. (Reference: *All Purpose Exterior Metallic Gold Spray Paint*)
- 322.7 The house numbers may be placed on both sides of mailbox and shall be Die-Cut Numbers in gold color - 3 inch tall with 1/2 inch thickness.
- 322.8 The homeowner is required to keep mailbox and post well maintained and in good working order.

323. Outside Mechanical Equipment

- 323.1 Outside mechanical equipment such as LP tanks, water softeners, whole house generators, pool pumps, and heaters shall be installed in the rear or side of the home site.
- 323.2 Mechanical equipment shall be properly screened from public view from the street when installed on the side of home.

323.3 The screening shall consist of landscape material or ARC approved fencing or ARC approved structure constructed with materials matching or complementing the house siding that does not infringing upon the required setback areas.

324. Play Structures / Equipment / Basketball Goals

324.1 Play structures, either permanent or temporary, are prohibited in front yards.

324.2 Play structures in the back yard should not be visible from the street.

324.3 No playhouse or structure are permitted to be placed within 12 feet from the side and rear lot lines.

324.4 All play structures must be approved by the ARC prior to installation and will be subject review for placement, height and color.

324.5 Tree houses and permanent basketball goals are prohibited.

324.6 Basketball backboards and hoops may be placed in driveways but due to safety concerns will not be allowed to face the street.

324.7 Children's outdoor inflatable bouncer unit may be placed in the front yard for a special event for a one-time duration not to exceed two (2) days. The temporary unit when inflated may not be within 15 feet of the side lot line and not within 15 feet of the edge of the curb at the road.

325. Roofing

325.1 Any and all roof modifications and improvements require the approval of the Architectural Review Committee ("ARC"), and obtaining a St Johns County Building permit, prior to the commencement of roof work.

325.2 Any and all roof modifications and improvements require the use and installation of architectural shingles (also described as dimensional, laminate, or laminated architectural shingles) that are rated and installed to withstand winds of up to 130 mph.

325.3 Any and all repair replacement of a roof shingle shall be repaired or replaced so that it matches in quality, color, and size with the shingles in the adjoining areas and the repaired roof shall present a uniform consistent appearance when viewed from the street.

325.4 The individual repair replacement of a broken Three-Tab shingle is required to use a matching Three-Tab shingle. Otherwise, the use of Three-Tab shingles is prohibited.

326. Satellite Dishes

- 326.1 Satellite dishes shall be installed in the rear or side of the home site out of view as best possible.
- 326.2 It is recommended that satellite dishes not be mounted to the house or roof.
- 326.3 Every effort shall be made to place the satellite dish so that it is not visible from the street, and if possible, screened from the adjacent home.
- 326.4 Homeowners are required to submit an Architectural Review Form and attach the proper documentation by notating where the satellite dish will be installed (generally positioned for Southwest reception).

327. Seasonal Holiday Decorations

- 327.1 Holiday decorations tastefully displayed in compliance with this section do not require ARC approval.
- 327.2 Seasonal/holiday flags, decor and lights for nationally recognized holidays may be displayed and/or lighted up to one (1) month prior and must be removed no later than one (1) week after the holiday.
- 327.3 The Winter holiday season, typical referred to as the Christmas holiday, may have the only exception for the “no later than removal date” with a date of one (1) week after the American New Year.
- 327.4 Seasonal home and yard ornamentation must be tasteful and in harmony with the natural surroundings of the home and not alter the character of the community.

328. Signs

- 328.1 The Architectural Review Committee and the Board of Directors retain the right of final approval and review over all signage within the Meadows community.
- 328.2 No handmade signs will be allowed within the Meadows.
- 328.3 No signs promoting a position or as an advertisement are permitted to be displayed in windows
- 328.4 No commercial advertising signs are allowed on property or in windows.
- 328.5 One professionally prepared reusable commercial yard sign of the agent, agency or contact indicating 'For Sale' or 'For Rent' is allowed on the front lawn that meets one of the following conditions:

- a. An HOA approved 12 inch by 12 inch 'For Sale' or 'For Rent' sign with a wood post which is the preferred method of the HOA and World Golf Village communities.
- b. A sign of a size not exceeding 18 inch by 24 inch customarily used by agent or contact for listings in other communities with St Johns county

328.6 Open house signs are permitted, in addition to directional signs, during the hours of the open house without ARC approval.

328.7 One Yard Sale sign at the entrance, and directional signs are permitted on the day of the sale without ARC approval.

328.8 Temporary vendor\contractor signs are permitted in the front yard of the home where service is rendered but must be removed after 14 days from the date of final construction or completion of service provided.

328.9 Temporary lawn treatment signs are required by law but must be removed within 3 days of application of chemicals to the yard.

329. Storage Sheds

329.1 The Board of Directors of the Association has issued a waiver of enforcement by the Association against sheds (Article VIII, Section 8.5 of the Covenants) for, and only for individual storage shed that comply with the following published requirements and conditions, and has received ARC approval.

329.2 Failure to maintain shed in compliance with the following requirements and conditions is in violation of Article VIII, Section 8.5 of the Covenants.

329.3 Storage Shed Requirements and Conditions

329.3.1 **Definition:** A storage shed in The Meadows is prefabricated or on site constructed enclosure that is less than 9 feet high, less than 150 square feet in area and is used for the storage of lawn tractors, garden implements, bicycles and other common household commodities.

329.3.2 **Quantity:** Only one shed per lot will be approved.

329.3.3 **Use:** Sheds shall be used only for the storage of lawn tractors, garden implements, bicycles and other common household commodities

329.3.4 **Prohibited Use:** Under NO any circumstances shall the storage shed be used as a living or recreational space.

- 329.3.5 **Location:** Sheds may be located only within the building setback lines and must be in the backyard.
- 329.3.6 **Location on retention ponds:** When the residence is on a retention pond, the shed must be placed directly against the rear of the home within the building setback lines.
- 329.3.7 **Size:** Maximum footprint shall be 150 square feet (i.e., 10' X 10' or 8' X 12').
- 329.3.8 **Height:** Maximum allowable height shall be 9 feet.
- 329.3.9 **Structure:** Sheds of wood, metal or plastic construction are permitted.
- 329.3.10 **Floor and Fountain:** Sheds must include a solid floor composed of either a 4-inch-thick concrete slab or an integrated floor of suitable building material (e.g., pressure treated lumber). The area around the foundation must be backfilled; no exposed space under the shed will be permitted. A suitable barrier must be in place to prevent burrowing animals from making a habitat under the shed. (No dirt or gravel floors will be permitted inside the shed.)
- 329.3.11 **Roof:** Roof must be sloped to compliment the primary residence. Flat roofs will not be approved.
- 329.3.12 **Door Latches:** All sheds must have a door that latches.
- 329.3.13 **Utilities:** Any utilities servicing the shed must be underground. No above ground utilities of any type will be permitted.
- 329.3.14 **Exterior lighting:** Any lighting on the exterior of the shed shall not exceed 1200 lumens (the equivalent of a 75-watt incandescent light bulb) and must be enclosed in a permanent fixture attached to the shed. Every efforts must be undertaken to shield neighbors from light overrun.
- 329.3.15 **Maintenance:** Property owners are responsible for the maintenance of all structures on their property, including the shed and any landscaping included, and approved, in the initial request.
- 329.3.16 **Exterior:** No items may be stored outside of, or attached to the outside of, the shed.
- 329.3.17 **Security:** Shed doors should be kept closed and latched when not in use.

330. Solar Panels

- 330.1 Solar Panels are permitted. However, homeowners are required to submit an Architectural Review Form and attach the proper documentation notating exact placement of the panels PRIOR to installation.

330.2 Solar panels should be installed so the panels are not visible from the front of the home (street view). In other words, standing in the middle of the front of the home (front door/street side), facing the home in the middle of the street (or a similar distance if the front faces a common area), the solar panels may not be visible unless owner can substantiate that this is the only location where the device will work and device is reasonably shielded from view.

331. Surveillance Equipment

331.1 Homeowners may install surveillance cameras and/or audio equipment without ARC approval

331.2 Homeowners are prohibited from directing any surveillance cameras and/or audio equipment to any interior portion of a neighbors' home.

331.3 All attempts must be made to respect neighbors' right to privacy from surveillance equipment on their own property.

332. Swimming Pools

332.1 All pools shall be enclosed by a screen enclosure or ARC approved pool fence meeting the applicable safety codes of county of Saint Johns. Pool screen enclosures may not be visible from the street in front of the dwelling unless approved by the ARC.

332.2 All in-ground pools require a building permit and must be installed per county code to receive final county approval. Owners are required to submit an Architectural Review Form, attaching a copy of the lot survey with pool, screen enclosure, deck areas, fence, and gate locations and dimensions notated on the survey. The ARC's focus and attention in reviewing a pool request and accompanying screen enclosures will be on aesthetic design.

332.3 The ARC does not make decisions as to sound construction or building code related aspects of such an improvement. The homeowner and/or their pool contractor are responsible to ensure compliance with all county, county, and state requirements.

332.4 Except for small plastic or inflatable wading pools that are emptied of water when not in use, the construction, placement and/or assembly of above ground pools of any kind are not permitted.

332.5 Hot tubs are permitted, subject to ARC approval. Please check for compliance with all county, county, and state requirements before submitting an application. Additionally, they must be in the back yard, out of sight or appropriately screened from view.

333. Trash and Recycling Bins

- 333.1 Trash and recycling receptacles shall be placed curbside no earlier than 5 PM the day prior to the collection day and the emptied receptacle must be removed by end of the day of collection.
- 333.2 Trash and recycling receptacles outside, other than at curbside, shall not be visible from public view. The ARC approved fencing and/or the landscaping may screen the view of the trash and recycling receptacles outside and screening shall not be placed closer than five (5) feet from the front corner of the house.
- 333.3 The homeowners are allowed to store trash and recycling receptacles outside by means of an ARC approved enclosure structure that is enclosed on all sides and top.
- 333.4 Requirements to consider when planning an exterior trash and recycling receptacle enclosure for ARC project submission includes:
- 333.4.1 No closer than five (5) foot from the front corner of the house.
- 333.4.2 Corner lots or properties which are positioned to show the side of the house with the enclosure facing the street must have a three- sided and top enclosure.
- 333.4.3 No permanent structure or footing shall be placed within the three (3) foot property line setback on the side of the house.
- 333.4.4 The materials must complement the house siding and the color of the exterior of the house.
- 333.4.5 Trash and recycling receptacle area must be fully enclosed.
- 333.4.6 Rainwater runoff drainage shall not be impeded or redirected to a neighboring property.
- 333.4.7 Pavers are the only authorized foundation for the enclosure.
- 333.4.8 Placement must not cause utilities obstruction or damage.
- 333.4.9 The maximum height of the enclosure cannot exceed 53 inches and the trash and recycling bins contained within must be accessible via a sloped hinged flip top component of the enclosure.

334. Tree Removal

- 334.1 **No living trees** with a diameter of six (6) inches or more, when measured at a height of five (5) feet above the natural grade, and **no living live oak tree** of any diameter with a height of at least twelve (12) feet may be removed, cut down, or destroyed without the prior approval of the Architectural Review Committee, except if the tree poses an immediate danger to life or property.

- 334.2 This tree removal prohibition does not prohibit the usual and customary pruning or trimming of trees that is done in a manner not to kill or destroy the tree.
- 334.3 The owner must use reasonable care to preserve in good health all trees on the owner's lot.
- 334.4 A violation of the tree removal provision may result in the owner being required to replace the subject tree or otherwise mitigate the damages as directed by the Architectural Review Committee and the Association Board of Directors.
- 334.5 The owner must use reasonable care in dealing with trees that lie close to property lines that cross a property line. An owner has the legal right to trim tree branches that hang over their property, but only up to the property line and not past.
- 334.6 The person(s) trimming any tree must stay on their side of the property line and make sure they do not destroy the tree itself or damage neighboring property.
- 334.7 St. Johns County has an ordinance for homeowners who wish to remove trees from their property. Homeowners are strongly encouraged to contact St. Johns County before any trees are removed as the county has additional restrictions on a number of protected varieties of trees.

335. Windows and Storm Shutters

- 335.1 Windows should be clear glass or a tinted glass of gray, bronze, or smoke colors. No mirrored window film is allowed.
- 335.2 No “burglar bars,” steel or wrought iron bars, or similar fixtures shall be installed on the exterior of any windows.
- 335.3 ARC approval is required for exterior window shutters.
- 335.4 Exterior window shutters mounted on the house shall be of a material similar to and of a color and design generally accepted as complementary to the exterior of the house.
- 335.5 No permanent hurricane or storm shutters shall be installed without ARC approval.
- 335.6 Approved hurricane shutters and/or temporary protective covering shall only be allowed to be deployed after a storm warning has been issued by the U.S. Weather Service.
- 335.7 Deployed permanent hurricane shutters must be opened and temporary protective covering must be removed within 72 hours after the storm warning has been discontinued by the U.S. Weather Service.

336. Window Coverings

- 336.1 All street facing windows should have an interior cover consisting of some type of blind, drape, or shade
- 336.2 All coverings should have a white or beige or a color that blend-in with the exterior color of the residence as seen from the outside of the house.
- 336.3 Windows covering consisting of sheets, bedding, opaque window tinting, aluminum foil, newspapers, blankets, etc. are prohibited,

337. Window Mounted Fans and Air Conditioners

- 337.1 Window fans and air conditioners are prohibited when visible from the street except during the hours when the residence and multiple houses in the community are experiencing a power failure, and the residence is receiving electricity via a temporary source.

FOR REVIEW

GLOSSARY

ARC – Architectural Review Committee (a Standing Committee of *The Meadows at Saint Johns Owners Association, Inc.* (dba The Meadows at World Golf Village HOA))

BOD – The Board of Directors of *The Meadows at Saint Johns Owners Association, Inc.* (dba The Meadows at World Golf Village HOA)

BY-LAWS - The By-Laws of *The Meadows at Saint Johns Owners Association, Inc.*

COVENANTS - Declaration of Covenants, Conditions, Restrictions and Easements for the Meadows at Saint Johns

HOA – A Homeowners Association (HOA) is a self-governing organization in a subdivision community where the homeowner with the purchase of property within an HOA's jurisdiction automatically become members of the HOA and are required to pay dues (HOA fees) to maintain the neighborhood and to uphold predetermined rules and regulations

MANAGEMENT – The community association management firm retained by the Board of Directors of *The Meadows at Saint Johns Owners Association, Inc.* (dba The Meadows at World Golf Village HOA) to assist the BOD in the administration of the affairs of the HOA.

WEBSITE – The Official Page for **The Meadows at World Golf Village HOA**
<https://themeadowswgv.com/>



ARCHITECTURAL REVIEW REQUEST FORM

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FOR REVIEW

Rules and Regulations - Review Proposed Updates

1. Exterior Maintenance and Enhancement
2. Garage Sales
3. General Landscaping Maintenance
4. Home-Based Business
5. Lack of Quiet Enjoyment
6. Lawn Maintenance
7. Political Sign Display

September 14, 2023

Exterior Maintenance and Enhancement

The Meadows at World Golf Village HOA

THE MEADOWS AT SAINT JOHNS OWNERS ASSOCIATION, INC.

Resolution ??? ??, 2023

WHEREAS, the Declaration of Covenants, Conditions, Restrictions and Easements for The Meadows at Saint Johns ("Covenants") grants the Board of Directors the power to adopt and publish rules and regulations for the health, comfort, safety, general welfare, and personal conduct of the Members and their guests, and to protect property values, and to establish penalties for the infraction thereof, and to amend such rules and regulations from time to time, and

WHEREAS, it is the responsibility of each homeowner in The Meadows at World Golf Village to provide for the proper maintenance and repair of their home and grounds in a manner consistent with good property management; and

WHEREAS, the Association believes that the beauty and desirability of The Meadows at World Golf Village is, to a large extent, dependent on how well individual homeowners maintain their properties and that any activity that may detract from property values or visual harmony within the community must be avoided; and

WHEREAS, the Sections 5.2 and 5.3 of the Covenants specifies the maintenance obligations of the Lot owners, and Section 5.1 of the Covenants specifies the enforcement procedure for covenant violations.

LET IT BE RESOLVED THAT the following additional Rules and Regulations are hereby set forth with regard to exterior maintenance and enhancement:

Exterior Maintenance and Enhancement

1. For the protection of all homeowners and to maintain property values, each lot owner shall maintain his or her house and all landscaping and improvements in a manner consistent with the Governing Documents, the Community-Wide Standard, and all applicable covenants.
2. Each homeowner is responsible for the maintenance of the exterior of their home and lot. Maintenance includes, but is not limited to, the exterior paint, roof, siding, light fixtures, trim, gutters, mailboxes, mailbox posts, walks and driveways, grass and plantings.

3. If an owner does not maintain the property in a reasonable manner, the Association may provide maintenance to any home or lot requiring same, when necessary, in the opinion of the Association's Board of Directors to preserve the beauty, quality or value of any of the property. Such maintenance shall include, but not be limited to painting, roof repair and replacement, repair of rain gutters, down spouts, exterior building surfaces and yard clean up and maintenance.
4. Each affected homeowner shall have fifteen (15) days to perform the required maintenance after being notified; in writing by the Association that such maintenance is necessary before the Association undertakes the remedial maintenance.
5. The actual cost of remedial maintenance undertaken by the Association plus twenty percent (20%) of the cost of performing the maintenance shall be a lot assessment against the homeowner of the lot upon which such maintenance is performed. Any such assessment shall be lien upon the lot assessed and the personal obligation of the owner of the lot and shall become due and payable, together with interest, late fees, attorney's fees and costs of collection.
6. The Association's Board of Directors and the Architectural Review Committee (ARC) are responsible for establishing standards and guidelines to assure a pleasing and consistent appearance for the neighborhood. The Architectural Standards and Guidelines are posted on the website www.themeadowswgv.com
7. Before any major exterior project is undertaken, the ARC should be consulted to determine if approval is required for the project. Some limited examples where approval is needed are: house painting, driveway resurfacing or expansion, landscaping that includes tree/shrub/lawn addition or removal, fencing, patios, porches/lanais and installation of playsets
8. An owner will be subject to a fine if a project is started without proper ARC review request and approval.
9. In the event of a violation of the above, the Board of Directors will take action against the homeowner as provided in the Declaration of Covenants. Any expenses incurred on behalf of the Association will be billed to the homeowner.

Garage Sales

The Meadows at World Golf Village HOA THE MEADOWS AT SAINT JOHNS OWNERS ASSOCIATION, INC.

Resolution ??? ??, 2023

WHEREAS, the Declaration of Covenants, Conditions, Restrictions and Easements for The Meadows at Saint Johns ("Covenants") grants the Board of Directors the power to adopt and publish rules and regulations for the health, comfort, safety, general welfare, and personal conduct of the Members and their guests, and to establish penalties for the infraction thereof, and to amend such rules and regulations from time to time, and

WHEREAS, the Board recognizes residents' right to occasionally sell unneeded or unwanted possessions to the public through garage sales, it must balance that right against other neighbors' right to quiet enjoyment of a peaceful neighborhood.

LET IT BE RESOLVED THAT the following additional Rules and Regulations are hereby set forth with regard to garage sales in The Meadows:

1. Residents are limited to two (2) garage sales per year per Lot plus the Association organized Community Yard/Garage Sales each year.
2. Garage sales will be permitted only on Thursday, Friday, and Saturday.
3. Sales may open no earlier than 8:00 AM and must close by 6:00 PM.
4. One sign advertising the garage sale will be allowed at the entrance to The Meadows.
5. Such sign cannot be placed earlier than 7:00 AM on the first day of the sale and must be removed by 8:00 PM following the end of the sale.
6. Signs must be no more than 2 feet high by 3 feet wide.
7. No food or beverages shall be sold at the owner's Lot during a garage sale.

In the event of a violation of the Garage Sales rules, the Board of Directors will take action against the homeowner as provided in the "*Enforcement of Rules and Regulations/Violation Notices/Fines*". Any expenses incurred on behalf of the association will be billed to the homeowner.

General Landscaping Maintenance

The Meadows at World Golf Village HOA

THE MEADOWS AT SAINT JOHNS OWNERS ASSOCIATION, INC.

Resolution ??? ??, 2023

WHEREAS, the Declaration of Covenants, Conditions, Restrictions and Easements for The Meadows at Saint Johns ("Covenants") grants the Board of Directors the power to adopt and publish rules and regulations for the health, comfort, safety, general welfare, and personal conduct of the Members and their guests, and to establish penalties for the infraction thereof, and to amend such rules and regulations from time to time, and

WHEREAS, Sections 5.2 and 5.3 of the Covenants specify the maintenance obligation of each owner to maintain his or her Lot and House Exterior in a neat, clean, and attractive condition; and

WHEREAS, it is the responsibility of each homeowner in The Meadows at World Golf Village to provide for the proper maintenance and repair of their home and grounds in a manner consistent with good property management; and

WHEREAS, the Association believes that the beauty and desirability of The Meadows at World Golf Village is, to a large extent, dependent on how well individual homeowners maintain their properties and that any activity that may detract from property values or visual harmony within the community must be avoided;

LET IT BE RESOLVED THAT the following additional Rules and Regulations are hereby set forth with regard to general landscaping maintenance:

General Landscaping Maintenance

1. For the protection of all homeowners and to maintain property values, each lot owner shall maintain his or her house and all landscaping and improvements in a manner consistent with the Governing Documents, the Community-Wide Standard, and all applicable covenants.
2. Front, back, and side yards on all lots must have established and maintained landscaping that presents an attractive appearance for the property.

3. Each homeowner is responsible for ensuring the front, side, and back yards are maintained on a consistent basis, including mowing, edging, weeding, seeding, pruning, mulching, blowing of grass, raking, picking up of trash and debris, and removing sources that can unintentionally support mosquitoes. Lawns are to be kept watered and fertilized so as to be green and healthy. Lawn height shall not exceed eight inches.
4. Grass clippings and other yard waste shall not be deposited or otherwise dumped on any open lot or the Common Area.
5. Trees and other landscaping are to be kept neatly trimmed and managed and not allowed to become overgrown. Trees and/or shrubs must be trimmed so as not to encroach on any Common Area property. Excessive dropping of seeds, berries, and/or fruit in a neighbor's yard or the Common Areas is not permitted.
6. Trees, hedges, and shrubs that restrict vehicular sight lines are not allowed. In the event that existing vegetation obstructs sight lines or the view from adjoining properties, cutting or removal will be required.
7. All homeowners are responsible for keeping sidewalks clear of trees and shrubs. The standard is no encroachment by plants beyond the edge of the concrete sidewalks or streets and a minimum of seven-foot clearance under overhanging limbs.
8. The following landscaping materials are not permitted: painted concrete and plastic plants. In addition, non-plant materials may not be used as a substitute for a lawn.
9. Alternate landscaping in compliance with "Florida-Friendly Landscaping"[™](Florida Statutes Section 373.185(1)(b)) may be established on the lot only after coordinating with and obtaining authorization from the Architectural Review Committee (ARC) to ensure the landscaping complies with the aesthetic standards, related to landscaping, of the community.
10. Water-based decorative items shall be maintained on a regular basis so as not to become a breeding ground for mosquitoes and other insects.
11. Rain barrels and other items that intentionally collect water shall be modified and maintained to prevent mosquitoes from laying eggs on or near the water.

12. Items that do not intentionally collect water, such as discarded cans and bottles, shall either be properly disposed of or emptied of the water in the containers to reduce mosquito breeding.
13. All dead plants or trees shall be removed and replaced as needed. Weeds must be removed and bare areas replanted.
14. All areas subject to soil erosion from natural rainfall or sprinkler irrigation require adequate foliage and drainage. The grading throughout The Meadows at World Golf Village is designed to promote proper drainage and may not be changed. Each homeowner must maintain the correct grading of lots so that water drainage does not flow onto adjoining properties, or the Common Areas, and does not prevent off-flow from the same.
15. Hoses and hose reels shall be placed in an area least visible from the street whenever possible and shall be kept neat at all times. Gardening and lawn care equipment is to be stored in the garage, shed, or backyard in a manner that limits public view.
16. No one may trim or alter any Association-owned landscaping without the prior approval of the Board of Directors or the Association President.
17. In the event of a violation of the above, the Board of Directors will take action against the homeowner as provided in the Declaration of Covenants. Any expenses incurred on behalf of the Association will be billed to the homeowner.

Home-Based Business

The Meadows at World Golf Village HOA

THE MEADOWS AT SAINT JOHNS OWNERS ASSOCIATION, INC.

Resolution

???, 2023

WHEREAS, the Declaration of Covenants, Conditions, Restrictions and Easements for The Meadows at Saint Johns ("Covenants") grants the Board of Directors the power to adopt and publish rules and regulations for the health, comfort, safety, general welfare, and personal conduct of the Members and their guests, and to establish penalties for the infraction thereof, and to amend such rules and regulations from time to time; and

WHEREAS the Association believes that the beauty and desirability of The Meadows at World Golf Village are, to a large extent, dependent on how well individual homeowners maintain their properties and that any activity that may detract from property values or visual harmony within the community must be avoided; and

WHEREAS, The Meadows at World Golf Village is a single roadway access community of single-family residences within an area zoned for residential use, and

WHEREAS, a business operating from a residence in a residential area has the potential to negatively affect the beauty and desirability of the community and its properties if the activities of the business changes the characteristics of the community, disrupt the peace, or prevent homeowners from the quiet enjoyment of their residence; and

WHEREAS, the Section 8.13 of the Covenants states that "No illegal, noxious, or offensive activity shall be permitted on any part of the Property, nor shall anything be permitted or done which is or may become a nuisance or a source of embarrassment, discomfort, or annoyance to the neighborhood."; and

WHEREAS, Florida Statute 559.955 "Home-based businesses; local government restrictions" outlines when a business is considered a home-based business ("home-based business") that is allowed to operate from a residential property in an area zoned for residential use; and

WHEREAS, The Board of Directors of "The Meadows at Saint Johns Owners Association, Inc." desires to establish guidelines and standards for a business operating from a residence within The Meadows;

LET IT BE RESOLVED THAT the following additional Rules and Regulations are hereby set forth with regard to home-based business:

Home-Based Business

1. A home-based business, upon formal notification to the association and receiving notification of its acceptance from the association, may operate, in whole or in part, from a residential property within The Meadows at World Golf Village when it meets and while it complies with the following criteria:
 - a. The activities of the home-based business are secondary to the property's use as a residential dwelling.
 - b. As viewed from the street, the use of the residential property is consistent with the uses of the residential areas that surround the property.
 - c. Parking generated by the business activities of the home-based business may not be greater in volume than would normally be expected at a similar residence where no business is conducted.
 - d. The employees of the business who work at the residential dwelling must also reside in the residential dwelling.
 - e. Vehicles and trailers used in connection with the business activities of the home-based business must be parked in legal parking spaces that are not located within the right-of-way, on or over a sidewalk, or on any unimproved surfaces at the residence.
 - f. Incidental business uses and activities, directly related to the home-based business, may be conducted at the residential property.
 - g. The business activities comply with any relevant local or state regulations with respect to signage and equipment or processes that create noise, vibration, heat, smoke, dust, glare, fumes, or noxious odors in an area zoned for residential use.
 - h. All business activities comply with any relevant local, state, and federal regulations with respect to the use, storage, or disposal of any corrosive, combustible, or other hazardous or flammable materials or liquids in an area zoned for residential use.
 - i. All business activities shall be consistent with the characteristics of the community, and not disrupt the peace and safety of community, and not be a nuisance or a source of embarrassment, discomfort, or annoyance to the neighborhood.

- j. The formal notification of the home-based business to the association will utilize the form provided by the association, be signed by both the homeowner and the operator of the home-based business, and be submitted to the address on the form.
 - k. The association will respond within 10 business days of the receipt of the home-based business notification form with either a notice of formal acceptance or a request to resubmit the form with clarification and additional information.
2. In the event that any business operates, in whole or in part, from a residential property within The Meadows at World Golf Village that is not in compliance with the above criteria, the Board of Directors will take action against the homeowner as provided in the "*Enforcement of Rules and Regulations/Violation Notices/Fines*". Any expenses incurred on behalf of the association will be billed to the homeowner.

Lack of Quiet Enjoyment (Nuisance)

The Meadows at World Golf Village HOA

THE MEADOWS AT SAINT JOHNS OWNERS ASSOCIATION, INC.

Resolution

??? ??, 2023

WHEREAS, the Declaration of Covenants, Conditions, Restrictions and Easements for The Meadows at Saint Johns ("Covenants") grants the Board of Directors the power to adopt and publish rules and regulations for the health, comfort, safety, general welfare, and personal conduct of the Members and their guests, and to establish penalties for the infraction thereof, and to amend such rules and regulations from time to time; and

WHEREAS, Section 8.13 of the Covenants prohibits illegal, noxious or offensive activity on any property, and states that nothing shall be permitted or done which is or may become a nuisance or a source of embarrassment, discomfort, or annoyance to the neighborhood; and

WHEREAS, the Association believes offensive activities and conditions can negatively impact or deprive resident quite enjoyment of their property and the community; and

WHEREAS the Board of Directors of the "The Meadows at Saint Johns Owners Association, Inc." desires to establish guidelines and standards for offensive activities and conditions that are not permitted within The Meadows.

LET IT BE RESOLVED THAT the Board of Directors desires to restate the *Lack of Quite Enjoyment (Nuisance) Guidelines and Standards Resolution*, adopted by the Board of Directors on May 8, 2008, and that the following additional Rules and Regulations are hereby set forth with regard to the lack of quite enjoyment (nuisance):

1. No illegal, noxious, offensive, unsafe activity shall be permitted on an part of the Property, nor shall anything be permitted or done which in the judgment of the Board of Directors might reasonably be considered as annoying to neighbors of ordinary sensibilities, or might be reasonably calculated to reduce the desirability of the property for quality of living, nor shall any activity intended as a harassment of any owner shall be permitted.

2. Violation of any order of the State of Florida, any state agency, or political subdivision, or any municipal ordinance or state law shall be derived a nuisance and subject to enforcement as provided herein.
3. No trash, garbage, rubbish or debris shall be deposited or allowed to accumulate or remain outside on any part of the Property or any contiguous land. No fires for burning trash, leaves, clippings, or other debris shall be permitted on any part of the Property, including street rights-of-way.
4. In the event of a violation of the above, the Board of Directors will take action against the homeowner as provided in the Declaration of Covenants and in the "*Enforcement of Rules and Regulations/Violation Notices/Fines*". Any expenses incurred on behalf of the association will be billed to the homeowner.

Lawn Maintenance
The Meadows at World Golf Village HOA
 THE MEADOWS AT SAINT JOHNS OWNERS ASSOCIATION, INC.

Resolution
???

WHEREAS, the Declaration of Covenants, Conditions, Restrictions and Easements for The Meadows at Saint Johns ("Covenants") grants the Board of Directors the power to adopt and publish rules and regulations for the health, comfort, safety, general welfare, and personal conduct of the Members and their guests, and to establish penalties for the infraction thereof, and to amend such rules and regulations from time to time; and

WHEREAS, it is the responsibility of each homeowner in The Meadows at World Golf Village to provide for the proper maintenance and repair of their home and grounds in a manner consistent with good property management; and

WHEREAS the Association believes that the safety, beauty and desirability of The Meadows at World Golf Village is, to a large extent, dependent on how well individual homeowners maintain their properties and that any activity that may detract from property values or visual harmony within the community must be avoided; and

WHEREAS, the Sections 5.2 and 5.3 of the Covenants specifies the maintenance obligations of the Lot owners, and Section 5.1 of the Covenants specifies the enforcement procedure for covenant violations.

LET IT BE RESOLVED THAT the Board of Directors desires to restate the *Lawn Maintenance Guidelines Resolution*, adopted by the Board of Directors on June 11, 2008, and that the following additional Rules and Regulations are hereby set forth with regard to lawn maintenance:

Lawn Maintenance

1. Lawns must be kept healthy, green and reasonably free of noxious weeds through adequate irrigation, manual lawn care, and/or chemical treatments at all times unless otherwise directed due to government imposed watering and/or other restrictions. If front lawns are more than 25% inadequate a fine may be imposed.
2. Bare patches in lawns must be repaired with the same, or similar, seed or sod in a prompt manner.

3. Lawns must be kept mowed and edged on a regular basis with grass not to exceed eight inches in height.
4. All grass clippings or other yard waste must be removed from sidewalk and driveway areas after mowing or other yard work.
5. Yard waste bags may not be placed on the curb for pickup until the three (3) day prior to the regularly scheduled collection day. (Saturday for the Monday or Tuesday pick)
6. Sidewalks, curbs and driveways must be edged and any invasive grass treated with chemicals or otherwise removed to maintain a neat appearance.
7. Flower, Planters, and/or Garden beds must be maintained and kept reasonably free of noxious weeds and non-ornamental grasses. Additionally, beds must be maintained in a neat and distinctive appearance separate from the remainder of the lawn.
8. In the event of a violation of the above, the Board of Directors will take action against the homeowner as provided in the Declaration of Covenants. Any expenses incurred on behalf of the Association will be billed to the homeowner.

Display of Political Signs

The Meadows at World Golf Village HOA
THE MEADOWS AT SAINT JOHNS OWNERS ASSOCIATION, INC.

Resolution ??? ??, 2023

WHEREAS, Section 8.10 of the Declaration of Covenants, Conditions, Restrictions and Easements for The Meadows at Saint Johns ("Covenants") states that no signs of any character may be displayed or placed of on any Lot except "FOR RENT" or "FOR SALE" signs no larger than four feet square or one small sign displaying the name and address of the resident at the premises on which displayed, and shall be of materials, size, height, and design approved by the Association, and

WHEREAS the Board wishes to promote and encourage residents to actively participate in the political process of our Nation and to vote whenever possible,

LET IT BE RESOLVED THAT the following temporary variance of the signs restriction will be allowed and the following additional Rules and Regulations are hereby set forth with regard to display of political signs:

Display of Political Signs

1. Political campaign yard signs of a temporary nature, advocating the election of one or more political candidates or the sponsorship of a political party, issue, ballot measure, or proposal, may be erected upon a Lot by the Owner of such Lot, provided that such signs shall not be erected more than thirty (30) days in advance of the start of election early voting to which they pertain and shall be removed within five (5) days after such election.
2. Signs must be not more than six (6) square feet in area, with a maximum height of four (4) feet when posted in the ground of a Lot, must be of professional quality and design, and shall not obstruct the line of sight for any traffic.
3. The number of signs per Lot must not exceed the number allowed by Saint Johns County Sign Ordinance – Campaign Signs.
4. No signs can be placed on common areas or grounds.
5. No signs are allowed on utility boxes, trees, or in the right-of-way, median, or other public property.

In the event of a violation of the display of political signs rules, the Board of Directors will take action against the homeowner as provided in the "*Enforcement of Rules and Regulations/Violation Notices/Fines*". Any expenses incurred on behalf of the association will be billed to the homeowner.