

**The Meadows at WGV – Board of Director’s Regular Business Meeting
May 15, 2025 at 7:00 P.M. – Online & via Phone ****

Agenda

ASSOCIATION RULES & REGULATIONS PROPOSED CHANGES – BOD Vote

Meeting Called to Order

Opening Remarks

Review and Acceptance of Minutes

Reports

- Pacetti Road Properties – Proposed Rezoning
- Bland Landscaping Co. (KoeHN Outdoors) [Contract Renewed Apr 1st]
- Irrigation System - Status
- Landscaping - Entrance Way
- Pacetti Bay Park – Design Phase Update
- Insurance Renewal – May 3rd
- Financial Report Overview
- Collection of Assessment Directive
- Management Report Summary



Event Info

Old Business

- **ASSOCIATION RULES & REGULATIONS PROPOSED CHANGES – Update & Approval of:**
 - o 238. Enforcement, Violation Notices, Fines, and Special Review Committee Procedures

New Business

- Annual Member Meeting – Timeline and Meeting Date
- Common Area – Berm Hazard, and Replacement Trees & Hedge
- **ASSOCIATION ARCHITECTURAL GUIDELINES PROPOSED CHANGES – 1st Read & Discussion of:**
 - o Multiple Sections – All related to “Fences”

Open to those attending for comments, feedback and questions

- Additional comments, feedback and questions

Closing Remarks

Adjournment

**** Web & Phone Connection Information:** <https://themeadowswgv.com/>

On HOA Web Site – Home Page – Bottom - Association Events Section

=====

Join Zoom Meeting - Video Conference (On-Line) & By Phone (Voice Only)

Register in advance for this meeting:

https://zoom.us/meeting/register/9dSF-i77RN27_RVV3IR9uQ

After registering, you will receive a confirmation email containing information about joining the meeting.



Board Meeting – May 15, 2025 at 7:00PM

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Call to Order – Regular Board Meeting – May 15th

- Call to Order
- Determination of Quorum
- Confirmation of Public Notice of Meeting & Agenda
 - Public Notice Board – Meadowlark Lane
 - Public Message Board – Mackenzie Circle
 - Web Site – <https://www.themeadowswgcv.com/Notices>
- Opening Remarks
 - Welcome
 - Overview of Tonight's Agenda



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Agenda – Regular Board Meeting – May 15th

- Meeting Called to Order
- Opening Remarks
- Review and Acceptance of Minutes
- Reports
- Unfinished (Old) Business
- New Business
- Open to those attending for comments, and feedback
 - *Three minutes uninterrupted presentation opportunity*
 - *Limited to the issues of the Agenda items*
- Closing Remarks
- Adjournment

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Reports

- Pacetti Road Properties – Proposed Rezoning
- Bland Landscaping Co. (Koehn Outdoors)
 - [Contract Renewed Apr 1st]
- Irrigation System - Status
- Landscaping – Entrance Way
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Pacetti Road Properties – Rezoning Proposals

- **3710 Pacetti Road (PUD-2024-03)** - 35,000 sq. ft. Commercial with 125-space parking lot
- **3740 Pacetti Road (REZ 2024-18)** - 52 - 2,000 sq. ft. townhomes (currently approved for 21 single-family homes)
 - 16 workforce housing units at \$260,00 – other 36 at \$500,000 (*could request increase # of units to 65*)
- **SJC Traffic Official Modeling – estimates together will not adversely impact traffic on Pacetti Road**



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Reports

- Pacetti Road Properties – Proposed Rezoning
- Bland Landscaping Co. (Koehn Outdoors)
 - [Contract Renewed Apr 1st] – 3% Increase
- Irrigation System - Status
- Landscaping – Entrance Way
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Pacetti Bay Park – Design Phase Update

- **315 Meadowlark Lane**
 - No changes to Meadowlark Lane Roadway, Sidewalk, HOA In-ground Sprinklers, or Present Retention Pond
 - Parking Area will Double (Parking has Impacted Wetland Floodplain & Change Could Negatively Impact)
 - Floodplain - land area that is submerged by floodwater when area experiences “heavy rain”
 - New Retention Pond to flow directly, via Drainage Easement, to wetland



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Insurance Renewal – Annually on May 3rd

- Insurance Policies – Liability, Theft, Director & Officer
- Self Insurance for Signage Property Damage – Entrance Sign/Columns, & Notice Boards

Coverage	2020-2021	2021-2022	2022-2023	2023-2024	2024-2025	2025-2026	Increase %
Property (Signage)	✓	✓	✓	\$0.00	\$0.00	\$0.00	NA
General Liability	✓	✓	✓	✓	✓	✓	19.221%
D&O Liability	✓	✓	✓	✓	✓	✓	-0.207%
Crime	✓	✓	✓	✓	✓	✓	1.000%
TOTAL	\$5,807.18	\$6,245.30	\$8,527.31	\$8,454.78	\$8,735.29	\$9,886.89	13.183%
* Year-to-Year Δ%	Base	7.544%	36.540%	-0.851%	3.318%	13.183%	

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Financial Report Overview

- Accounting Method
- Allocation of Expenses
- Account Balancing – Reserves & Operations
- Collections

Description	APRIL 2025			Current Period			Year-to-date		
	Actual	Budget	Variance	Actual	Budget	Variance	Actual	Budget	Variance
A 5099-00 Records Storage	79.04	75.00	(4.04)	379.60	300.00	(79.60)			
Total General & Administration	\$3,914.18	\$4,602.91	\$688.73	\$19,558.92	\$18,411.64	(\$1,147.28)			
Grounds Maintenance									
5102-00 Landscape Maintenance Con	3,633.00	3,606.00	(27.00)	14,212.59	14,424.00	211.41			
5104-00 Landscape Remediation	-	672.50	672.50	2,188.82	2,690.00	501.18			
B 5106-00 Irrigation Repairs & Maintenan	1,602.11	203.33	(1,398.78)	3,003.86	813.32	(2,190.54)			
5108-00 Lake Maintenance	475.00	485.00	10.00	1,900.00	1,940.00	40.00			
Total Grounds Maintenance	\$5,710.11	\$4,966.83	(\$743.28)	\$21,305.27	\$19,867.32	(\$1,437.95)			

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Collection of Assessment Directive

- Miscommunication about Authorization to Proceed
- "Guidelines and Procedures for the Collection of Assessments" - Last Updated Jan 16, 2025

DIRECTIVE

The Board of Directors hereby directs The CAM Team, Inc. to strictly adhere to the Association's official collection policy as follows:

- Collection Timeline Implementation**
 - Reminder Statement: Mail on or around January 25th (or 5 days after due date for other assessments)
 - Legal Notice of Late Assessment: Mail on or around March 1st (for annual assessments)
 - Intent-to-Lien Notice: Mail on or around April 1st
 - Lien Recording: Process on or around May 16th
 - All subsequent collection actions to follow established timelines in the official policy
- Fee Structure Acknowledgment** The Board acknowledges the following fees as outlined in the Management Agreement:
 - Collection Letters: \$25.00, charged to owner
 - 30 Day Notice of Late Assessment: \$50.00, charged to owner
 - Intent to Lien: \$75.00 + Cost of Cert. Mail, charged to owner
 - All attorney actions (Claim of Lien, Intent to Foreclose, etc.): Attorney's costs, charged to owner
- Reporting Requirements**
 - Monthly report of all delinquent accounts to be provided to the Board
 - Notification before advancing to each major collection step (Intent-to-Lien, Lien Recording, Foreclosure)
 - Board approval required before initiating foreclosure proceedings

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Reports

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- **Management Report Summary**

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Unfinished (Old) Business

- Association Rules & Regulations Proposed Changes – Update & Approval
 - 238. Enforcement, Violation Notices, Fines, and Special Review Committee Procedures

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Summary of Proposed Changes to Section 238

1. Elimination of "Friendly Reminder" stage:

- The "Friendly Reminder" step has been removed entirely
- What was previously called a "First Notice of Violation" is now issued immediately after a violation is observed

2. Renumbering of notice sequence:

- Original sequence: Friendly Reminder → First Notice → Second Notice
- New sequence: First Notice → Second Notice → Third Notice

3. Clarifications to notification content:

- Notices now explicitly reference violations of "Architectural Guidelines, or these Rules and Regulations" (added language)
- First Notice (formerly Friendly Reminder) is now characterized as formal documentation rather than a casual communication

4. Process flow adjustment:

- All notices maintain the same 14-day cure period for homeowners to address violations
- The overall enforcement structure remains the same but starts with a more formal first step

➤ Impact

- These changes remove the informal "Friendly Reminder" stage, while maintaining the same overall number of notification steps before fines or suspensions can be imposed.

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Motion to Adopt Revisions to Section 238 of Association Rules and Regulations

WHEREAS, The Board of Directors ("Board") of The Meadows at St. Johns Owners Association, Inc. ("Association") is empowered to adopt and amend rules and regulations pursuant to the Association's Declaration of Covenants, Conditions, and Restrictions;

WHEREAS, the Board has determined that the current enforcement process outlined in Section 238 of the Association Rules and Regulations would benefit from greater clarity and a more streamlined approach;

WHEREAS, the Board seeks to implement a more formalized notification process to ensure consistent enforcement and clear communication with homeowners regarding violations;

WHEREAS, the Board wishes to maintain appropriate timeframes for homeowners to remedy violations while improving the effectiveness of the Association's enforcement procedures;

WHEREAS, the Board has reviewed the proposed revisions to Section 238 which eliminate the "Friendly Reminder" stage and establish a three-notice process with First, Second, and Third Notices of Violation;

NOW, THEREFORE, BE IT RESOLVED that the Board hereby adopts the revised Section 238 of the Association Rules and Regulations regarding Enforcement, Violation Notices, Fines, and Special Review Committee Procedures as presented, effective immediately, with a copy of the adopted revision attached as Addendum A to this resolution.

BE IT FURTHER RESOLVED that the Association is directed to publish notice of these changes on the Association's website within thirty (30) days of adoption.

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New Business

- Annual Member Meeting – Timeline and Meeting Date
- Common Area – Berm Hazard, and Replacement Trees & Hedge
- Association Architectural Guidelines Proposed Changes
 - 1st Read & Discussion of Update to Multiple Sections – All related to “Fences”

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Annual Membership Meeting - 2025 Timeline

- At least 80 days before (***Monday, June 2, 2025***)
 - First notice of the date of the election, including a request for persons to submit their names as candidates for the Board mailed or emailed
- At least 60 days before (***Sunday, June 22, 2025***)
 - Written notice of his or her intent to be a candidate received by Association
- At least 45 days before (***Monday, July 7, 2025***)
 - Upon request of a candidate, Information sheet furnished by candidate received by Association for inclusion in ballot packet
- Not more than 44 days before (***Tuesday, July 8, 2025***) and Not less than 14 days before (***Thursday, August 7, 2025***)
 - Mail, deliver, or electronically transmit a second notice of the election, the ballot packet, and the annual membership meeting notice to all Lot Owners
- ***Thursday, August 21, 2025*** - 2025 Annual Membership Meeting

May 9, 2024

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Annual Member Meeting – Timeline and Meeting Date

- Meeting Date: Thursday, August 21, 2025

- 80 days before: Monday, June 2, 2025 – Last day to 1st Mtg Notice
- 60 days before: Sunday, June 22, 2025 – Nominations Close
- 45 days before: Monday, July 7, 2025 – Last Day for Candidate Info Sheet
- 44 days before: Tuesday, July 8, 2025 – Earliest Date to Send Mtg Notice
- 14 days before: Thursday, August 7, 2025 – Last Date to Send Mtg Notice

- Preferred Mailing: Tuesday, July 29, 2025 (23 days)
 - Allow for 7-10 calendar days for USPS Delivery (~ Friday, August 8, 2025)

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Motion To Schedule 2025 Annual Members Meeting And Board Organizational Meeting

WHEREAS, the Board of Directors has determined it to be in the best interest of the Association to hold the annual membership meeting on the third Thursday of August 2025.

NOW, THEREFORE, BE IT RESOLVED THAT:

1. The 2025 Annual Members Meeting of The Meadows at Saint Johns Owners Association, Inc., dba The Meadows at World Golf Village, will be held on Thursday, August 21, 2025, at 7:00 p.m. at the Pacetti Bay Middle School, Multimedia Room, 245 Meadowlark Lane, Saint Augustine, FL 32092;
2. The Board of Directors Annual Organizational Meeting will be held immediately after the adjournment of the Annual Members Meeting on Thursday, August 21, 2025, at 8:15 p.m. at the Pacetti Bay Middle School, Multimedia Room, 245 Meadowlark Lane, Saint Augustine, FL 32092;
3. If the Secret Balloting for the election of directors is required by the Bylaws to be conducted at the 2025 Annual Members Meeting, the notice of the 2025 Annual Members Meeting shall be mailed to every owner addressed to the owner at the post office address as it appears on the records of the Association by prepaid USPS First Class mail on or before July 29, 2025;
4. If the Secret Balloting for the election of directors is NOT required by the Bylaws to be conducted at the 2025 Annual Members Meeting, the notice of the 2025 Annual Members Meeting shall be delivered to every owner addressed to the owner via email if so authorized by the owner, or by mail at the post office address as it appears on the records of the Association by prepaid USPS First Class mail on or before July 29, 2025.

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Common Area – Berm Hazard, Replace Trees & Hedge

- Berm Hazard – being used as a bike ramp [A]
- Replacement Trees (For 3 Removed Dead/Dying Trees) [L-1,L-2,M-1]
- Hedge – Replace 7 dead – Northside behind Split-Rail Fence [C]
- Hedge – Add 4 new & Segment of Fence – Northside behind Column [C]
- Hedge – Add 10 new (extension of Meadowlark Ln Hedge on the berm) [B]



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Berm Hazard – being used as a bike ramp

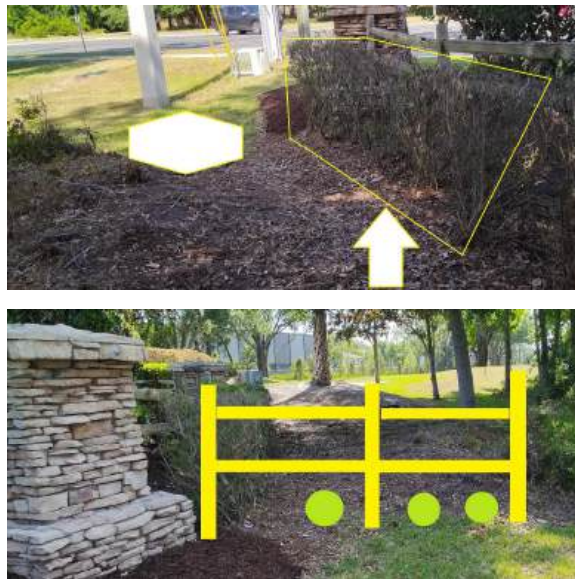


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Hedge Area – Northside behind Split-Rail Fence



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Hedge – Extension of Meadowlark Hedge on the berm



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Common Area – Berm Hazard, Replace Trees & Hedge

- Contacted Five (5) Providers with description of the Project
- Received call back from Three (3) Providers
- Conducted walk-thru with each of the Three (3) Providers
- Followed Up with each of the Three (3) Providers
- Received ONLY Two (2) Proposals
- Proposals
 - Proposal “S” – Everything with Farm Grown Trees
 - Proposal “P” – All except Fence not included, and Nursery Grown Trees
- Changes to Irrigation and adding drip irrigation to be done by us
- Estimated Project Costs - \$7,000 and \$9,000 (based on previous work done)

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Motion To Authorize Expenditure

WHEREAS, The Board of Directors of The Meadows at Saint Johns Owners Association, Inc. dba The Meadows at World Golf Village has identified necessary landscape enhancements and tree replacements throughout the community; and

WHEREAS, these enhancements address safety concerns, replace dead or dying vegetation, and improve the overall appearance and functionality of common areas; and

WHEREAS, the specific improvements include:

1. Modification of the berm on the boundary of Meadowline and Macette Road to eliminate a safety hazard being used as a bike ramp, including installation of a railroad tie retaining wall;
2. Replacement of three (3) trees along Meadowline where dead/dying trees were previously removed;
3. Replacement of seven (7) trees along the entrance to the Northside behind the Split-Rail Fence;
4. Addition of four (4) new hedge plantings and installation of a segment of fence to close the walker cut-through path near the irrigation control system and exposed well at the entrance to the Northside behind the column next to the parking line; and
5. Addition of ten (10) new hedge plantings to extend the Meadowline Line hedge on the corner of the Northside;
6. Installation of new irrigation components to support the new hedge planting.

WHEREAS, these improvements will be funded from the Deferred Maintenance Reserve Accounts (Deferred Maintenance, Groceries, and Maintenance-Remove-Replace);

NOW, THEREFORE, BE IT RESOLVED that the Board of Directors authorizes expenditure of an amount not to exceed \$10,000 from the Deferred Maintenance Reserve Accounts for the described landscape enhancements and tree replacements, with final expenses to be properly allocated between the Reserve Accounts when tabulated.

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Association Architectural Guidelines Proposed Changes

- **1st Read & Discussion** of Proposal to Clarify: “What is a Fence”
- Merriam-Webster's Dictionary – the word “fence” is defined as:
 - “A barrier enclosing or bordering a field, yard, etc., usually made of posts and wire or wood, used to prevent entrance, to confine, or to mark a boundary.”
 - Secondary definitions include:
 - A structure that serves as a barrier to protect or separate areas
 - To enclose or surround with a fence
 - A dealer in stolen goods (slang)
 - To practice fencing as a sport

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Key Points - Architectural Guidelines Update (1 of 2)

- **New Barrier Definitions**
 - **BARRIER:** Any structure preventing passage, providing separation, or screening views
 - **FENCE:** Structure of posts and connecting materials marking boundaries, creating separation, or providing screening
 - **PRIVACY SCREEN:** Free-standing or attached structure designed to block visibility
 - **GATE:** Movable barrier controlling access through an opening
- **New Section 312a: General Provisions**
 - **ALL barriers require ARC approval** regardless of terminology or size
 - Applies to traditional fences, privacy screens, decorative panels, and all screening devices
 - Current guidelines cover common situations but aren't exhaustive
 - Non-standard situations evaluated case-by-case

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Key Points - Architectural Guidelines Update (1 of 2)

- **New Section 333.5: Privacy Screen Option**

- Specific parameters for side yard trash bin screening:
 - Max height: 48 inches
 - Max width: 48 inches
 - L-shape configuration where appropriate
 - Min 5 feet from front corner of house
 - Must prevent visibility from street and adjacent lots

- **Implementation**

- Clarifies existing Declaration requirements
- Resolves terminology debates
- Provides clear guidance for homeowners
- Maintains community aesthetic standards

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Open for Comments, Feedback and Questions



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What Is Next ? - Closing Remarks



➤ **Next Scheduled BOD Meeting – Thursday, June 19, 2024 at 7:00 PM**

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Thank You for Attending



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The Meadows at Saint Johns

St. Augustine, FL

**Grounds Management Contract
And
Specifications**

Contract # 126529



Commercial Grounds Management Contract

The Meadows at Saint Johns
April 1, 2025 to March 31, 2026

The Meadows at Saint Johns OA
c/o The CAM Team
2233 Park Avenue, Suite 103
Orange Park, FL 32073

These specifications are prepared with the intent of promoting landscape management. They are to be used as guidelines in establishing visual and horticultural standards for your property. Final grounds management technical decisions are to be determined by Bland Landscaping Company, Inc. (Contractor), who has the responsibility to manage the landscape.

BASE CONTRACT:
\$43,596.00 per year, payable in 12 installments of **\$3,633.00** per month.

ADDITIONAL CONTRACTED SERVICES:
Will be invoiced at time services are provided.

BASE CONTRACT & ALL ADDITIONAL SERVICES for one year **\$43,596.00**

Contract is automatically renewed each year unless
Bland Landscaping receives written 30 day notice of cancellation.
Any changes in the contract will need to be renegotiated 30 days prior to renewal.

Beginning on the first anniversary of the commencement date and annually thereafter on
each anniversary, base contract value shall be increased by 3%.

MATERIAL DETAILS			
Service Name	Item Name	Quantity (Unit Type)	Price
		()	

WEEKLY MAINTENANCE SERVICE

- All turf areas will be mowed weekly from March 1st to October 31st. From November 1st through February 28th turf will be mowed bi-weekly or as needed unless specified otherwise in this contract. In the event weather or environmental conditions dictate a skipping of scheduled mowing service the mow event will be rescheduled when conditions allow, or other services may be performed in lieu of mowing services.
- Mowing typically removes no more than 1/3 of the leaf blades. Clippings will be left on the lawn if no readily visible clumps remain on the grass surface 24 hours after mowing. Otherwise, clippings will be collected and removed by the contractor.
- Turf areas not accessible by mower will be string trimmed to appropriate height.
- Hard edging of all sidewalks, fence lines, driveways, parking lots and other surfaced areas bordered by grass will be performed in conjunction with mowing services. Buildings, plant and tree rings and plant beds will be soft edged every other mowing.
- Shrubs will be pruned as needed with appropriate equipment to maintain proper informal shape, fullness, and bloom. All litter will be removed. Trees and palms will be serviced up to twelve (12) feet in height from the ground and will be performed on a regular basis as needed during detail services. Branches pruned will not exceed two (2) inches in diameter. No trees under utility lines will be pruned and no pruning will be done during or immediately following growth flushes. Branches will be pruned just outside the brand collar. Pruning paint will not be applied. Sucker growth will be removed by hand from the base of trees. No herbicides will be used for this purpose.
- All walks, patios, curbs, and parking spaces will be blown at each service visit to remove debris and grass clippings from hard surfaces.
- Plant beds will receive weed control. Weeds may be spot treated if possible or removed by hand or mechanical means. Weeds in paved services will be removed by string trimmer. Weed control in plant beds, tree rings and hard surfaces will be addressed every 3-4 weeks during each detail cycle and will be removed via chemical application, mechanically or by hand based on weed size and location.
- The property will be policed for trash and debris.

SPRING PREEMERGENT TURF APPLICATION - WARM SEASON TURF

- The lawn area is to be treated with a preemergent herbicide in the spring of the year to help control crabgrass.

WINTER PREEMERGENT TURF APPLICATION - WARM SEASON TURF

- The lawn area is to be treated with a preemergent herbicide in the winter of the year to help control annual winter weeds.

LATE SPRING FERTILIZER APPLICATION - WARM SEASON TURF

- The lawn area is to be fertilized in the late spring of the year with one application of a slow release fertilizer that will apply the required 3-4lbs of nitrogen.

SUMMER FERTILIZER APPLICATION 1 - WARM SEASON TURF

- The lawn area is to be fertilized in the early summer of the year with one application of a slow release fertilizer that will apply the required 3-4lbs of nitrogen.

SUMMER FERTILIZER APPLICATION 2 - WARM SEASON TURF

- The lawn area is to be fertilized in the mid summer of the year with one application of a slow release fertilizer that will apply the required 3-4lbs of nitrogen.

SUMMER FERTILIZER APPLICATION 3 - WARM SEASON TURF

- The lawn area is to be fertilized in the late summer of the year with one application of a slow release fertilizer that will apply the required 3-4lbs of nitrogen.

IRRIGATION WALK THROUGH

- Walk through and diagnoses of each system. Setup of run times for all irrigation clocks, provided that the clocks are accessible. Minor adjustments to nozzles and heads. Moisture monitoring throughout the season with proper clock adjustments. Notification of any repairs or upgrades needed. Bland Landscaping is not responsible for water costs whether it be from normal use, malfunctions, or damage to the system.

BILLING SCHEDULE

MONTHLY BILLING SCHEDULE	SERVICE COST	TOTAL COST
APRIL 2025	\$3,633.00	\$3,633.00
MAY 2025	\$3,633.00	\$3,633.00
JUNE 2025	\$3,633.00	\$3,633.00
JULY 2025	\$3,633.00	\$3,633.00
AUGUST 2025	\$3,633.00	\$3,633.00
SEPTEMBER 2025	\$3,633.00	\$3,633.00
OCTOBER 2025	\$3,633.00	\$3,633.00
NOVEMBER 2025	\$3,633.00	\$3,633.00
DECEMBER 2025	\$3,633.00	\$3,633.00
JANUARY 2026	\$3,633.00	\$3,633.00
FEBRUARY 2026	\$3,633.00	\$3,633.00
MARCH 2026	\$3,633.00	\$3,633.00
TOTAL:	\$43,596.00	\$43,596.00

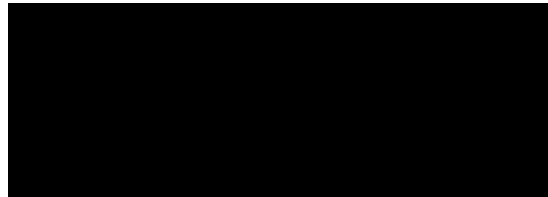
GENERAL NOTES:

1. Bland Landscaping cannot be responsible for plants (including turf) dying due to excessive water or lack of water, pre-existing conditions, or by failure of a customer to approve and perform recommended repairs and or site remediation
2. Bland Landscaping cannot be responsible for acts of God (high winds, severe thunder storms, tornadoes, hurricanes, abnormal cold weather, etc.) and damage caused by others. If any damages occur, the owner will be notified by Bland Landscaping
3. We are a licensed Landscaping Contractor as well as a certified Irrigation Contractor in the State of North Carolina, and therefore are capable of managing landscape improvement needed.
4. Implementation of "Additional Services" is contingent upon acceptance of the maintenance program.
5. Owner / Property Management acknowledge that Contractor incurs certain costs relating to the recruitment, screening and training of Contractor's employee's. Owner / Property Management agrees not to employ or offer employment to (i) any person currently employed by Contractor or (ii) any former employee of Contractor during the first 12 months following the date of employment termination. The employment restrictions set forth herein shall remain in effect unless modified in writing by the mutual consent of the Property Manager / Owner and Contractor.
6. Either party may cancel this contract by giving thirty (30) days written notice. Final billing will be prorated to reflect services rendered until termination date.
7. Our liability and risk is limited to actual damages incurred as a result of our actions or those under the employment of Bland Landscaping Co. Inc.
8. Any private buried lines (utility, dog fence, cable, security, etc) that we are not made aware of is not our responsibility to repair.
9. The proposal is based upon immediate acceptance and prices are subject to change 60 days after proposal date.

PAYMENT TERMS

1. Bland Landscaping Company, Inc. shall submit invoice on approximately the 1st day of the month for payment from you the customer within 30 days from invoicing. (Net 30)
2. Payment may be made by check or bank draft.
3. Accounts past due in excess of 60 days will be assessed for interest at a rate of 1.5% per month.
4. Accounts requiring collection may be held responsible for legal fees as permissible by North Carolina law.

Beginning on the first anniversary of the commencement date and annually thereafter on each anniversary, base contract value shall be increased by 3%.



David Koehn
Regional Director
Bland Landscaping Co., Inc.

Accepted:

By  _____ Date 4/30/2025 _____





ST. JOHNS COUNTY

PACETTI BAY PARK

PROJECT DESCRIPTION

St. Johns County Parks and Recreation is working to design and construct additional amenities to the existing Pacetti Bay Park, which include: A dog park, basketball court, walking path, open green space, playgrounds, covered pavilion, and additional parking.

LOCATION

- 315 Meadowlark Lane St. Augustine, FL 32092

TIMELINE

- Design: Currently in Design
- Construction: Estimated completion Spring 2026

BUDGET

- \$2 Million

FEATURES

- C - Additional Parking
- D - Covered Pavillion
- E & F - Playgrounds
- G -Basketball Court
- H & I - Small and Large Dog Parks
- J - 1/3-mile walking path



FOR MORE INFORMATION
clangford@sjcfl.us

April 02 2025

Pacetti Bay Park Phase II - Preliminary Design Concept - Apr 02 2025



source: <https://www.sjcfl.us/sjc-public-input-meeting-pacetti-bay-neighborhood-park/>

2025-2026 Insurance Renewal Update - The Meadows at St. Johns



From Mike Krugman
To
Date 2025-04-07 23:36

Good evening.

I'm writing to update you on our insurance renewal for the policy year running from May 2025 to May 2026. We have received the Proposal of Insurance from Acrisure Southeast, Jacksonville Beach, FL (the insurance broker we utilize).

As anticipated, we're facing an increase in our premium upon renewal. While we made a best-faith estimate during our Fiscal Year 2025 budget procedure, we knew the actual renewal amount would be uncertain.

For your reference, I've prepared the following table showing our insurance coverage history:

Coverage	2020-2021	2021-2022	2022-2023	2023-2024	2024-2025	2025-2026	Increase %
Property (Signage)	✓	✓	✓	\$0.00	\$0.00	\$0.00	NA
General Liability	✓	✓	✓	✓	✓	✓	19.221%
D&O Liability	✓	✓	✓	✓	✓	✓	-0.207%
Crime	✓	✓	✓	✓	✓	✓	1.000%
TOTAL	\$5,807.18	\$6,245.30	\$8,527.31	\$8,454.78	\$8,735.29	\$9,886.89	13.183%
* Year-to-Year Δ%	Base	7.544%	36.540%	-0.851%	3.318%	13.183%	

The most significant increase this year is in general liability coverage (19.221%). Unfortunately, I expect that next year (2026) will likely bring another substantial increase in general liability costs.

Our most dramatic percentage increase occurred during our 2022 renewal (36.540%). While the 2023-2024 figures show a decrease (-0.851%), this is misleading since we had to self-insure our signage as coverage became unavailable due to increased losses from repetitive high wind incidents in our area during 2020-2023 and rising signage replacement costs.

Budget Impact for FY 2025: Due to our staggered policy term, the January-April 2025 expense is based on the prior year's prepayment, providing a slight buffer for this year's increase. We prepay the premium in April and accrue it as a monthly expense from May 2025 to April 2026.

For this fiscal year:

- January-April 2025 monthly expense: \$727.96
- May-December 2025 monthly expense: \$823.91

This yields a total insurance expense of \$9,503.10 versus our FY 2025 budget of \$9,375.00, resulting in an over-budget amount of \$128.10. Considering the uncertainty when preparing our 2025 operating budget (on which this year's assessment is based), I believe this variance is very reasonable.

Please let me know if you have any questions or concerns regarding this renewal and the coverage outlined in the proposal.

Regards,

Mike

Mike Krugman, President
The Meadows at World Golf Village
The Meadows at Saint Johns Owners Association, Inc.

BOARD DIRECTIVE ON COLLECTION PROCEDURES

To: The CAM Team, Inc. ("Manager")
From: The Meadows at Saint Johns Owners Association, Inc. Board of Directors ("Association")
Date: May 2, 2025
Re: Implementation of Official Collection Policy

PURPOSE

This directive clarifies the Association's expectations regarding the implementation of our "Guidelines and Procedures for the Collection of Assessments" dated January 16, 2025, under the existing Management Agreement.

DIRECTIVE

The Board of Directors hereby directs The CAM Team, Inc. to strictly adhere to the Association's official collection policy as follows:

- 1. **Collection Timeline Implementation**
 - Reminder Statement: Mail on or around January 25th (or 5 days after due date for other assessments)
 - Legal Notice of Late Assessment: Mail on or around March 1st (for annual assessments)
 - Intent-to-Lien Notice: Mail on or around April 1st
 - Lien Recording: Process on or around May 16th
 - All subsequent collection actions to follow established timelines in the official policy
- 2. **Fee Structure Acknowledgment** The Board acknowledges the following fees as outlined in the Management Agreement:
 - Collection Letters: \$25.00, charged to owner
 - 30 Day Notice of Late Assessment: \$50.00, charged to owner
 - Intent to Lien: \$75.00 + Cost of Cert. Mail, charged to owner
 - All attorney actions (Claim of Lien, Intent to Foreclose, etc.): Attorney's costs, charged to owner
- 3. **Reporting Requirements**
 - Monthly report of all delinquent accounts to be provided to the Board
 - Notification before advancing to each major collection step (Intent-to-Lien, Lien Recording, Foreclosure)
 - Board approval required before initiating foreclosure proceedings

ACKNOWLEDGMENT

This directive does not modify the existing Management Agreement but clarifies implementation expectations for collection procedures already authorized in that agreement.

The Meadows at Saint Johns Owners Association, Inc.:

Date: _____
Michael Krugman, President

Received and Acknowledged by The CAM Team, Inc.:

Date: _____
Elin Stocks, Accounting Manager

**GUIDELINES AND PROCEDURES FOR THE COLLECTION OF ASSESSMENTS
THE MEADOWS AT SAINT JOHNS OWNERS ASSOCIATION, INC.**

Updated January 16 2025

WHEREAS, the Board of Directors of "The Meadows at Saint Johns Owners Association, Inc." adopted guidelines and procedures for the collection of assessments on January 12, 2023; and

WHEREAS, Section 6.2.1 of the Declaration of Covenants, Conditions, Restrictions and Easements grants the Association Board of Directors the authority to "set the date or dates that the Assessments shall become due, and may provide for collection of Assessments annually or in monthly, quarterly or semi-annual installments"; and

WHEREAS, Florida Statute 720.3085(3)(a) establishes the association's authority to charge administrative late fees not to exceed the greater of \$25 or 5 percent of each installment; and

WHEREAS, Florida Statute 720.3085(3) establishes that assessments bear interest from the due date until paid at the rate provided in the declaration of covenants; and

WHEREAS, Section 6.4.1 of the Declaration establishes that charges not paid within fifteen (15) days after the due date shall be subject to a late fee; and

WHEREAS, the Board of Directors has determined that establishing a formal grace period without penalties serves the best interests of the Association while maintaining compliance with both Florida Statutes and the Declaration by:

1. Maintaining January 1st as the assessment due date for proper accounting purposes
2. Exercising its statutory authority to set administrative late fees
3. Setting the implementation date of such fees to align with established collection practices; and

WHEREAS, the Board of Directors desires to formalize these procedures while maintaining strict compliance with both Florida Statutes and the Association's governing documents;

NOW THEREFORE BE IT RESOLVED by the Board of Directors of "The Meadows at Saint Johns Owners Association, Inc." that the previous version of the guidelines and procedures for the collection of Assessments are replaced by the current guidelines and procedures for the collection of Assessments as included in this resolution.

The Board of Directors hereby adopts the following guidelines and procedures for the collection of Assessments:

Summary of Assessments and Collection Procedures

Payment Schedule

1. Annual Assessments are due and payable on the first (1st) day of January.

2. The Association establishes a grace period from January 1st through February 15th during which no late fees or interest charges will be assessed. This grace period is established to provide owners reasonable time to make payment while maintaining proper accounting practices.
3. Annual assessments not paid on or before the fifteenth (15th) day of February of the year due will be considered delinquent (late), and will be charged:
 - a. An administrative late fee of \$25.00
 - b. Interest at the simple rate of eighteen percent (18%) per annum, which shall begin accruing from February 16th
4. Special assessments are due and payable on the date determined in the notice by the Board of Directors. On a date determined in the notice by the Board, lack of payment will be considered delinquent (late).
5. Assessments must be paid even if the owner is not using or has moved out of and still owns his/her lot.
6. Lot Owners who suffer job loss, disability, divorce, death, major family medical expenses or other catastrophic emergency in the Lot Owners family, the Association shall without penalty allow a homeowner fifteen (15) calendar days after an assessment due date to propose an installment plan. The following process applies:
 - a. Upon receiving the Lot Owners installment proposal, the directors shall designate a committee to meet with the homeowner privately.
 - b. The Association shall provide a written response to the homeowner.
 - c. If the Association does not approve the request in full, the response shall allow the Lot Owner at least fifteen (15) calendar days after denying the request to pay without incurring late fees, interest or attorney fees.
 - d. If the Lot Owner defaults in payment of an installment, the Board may accelerate the remaining installments and the accelerated assessment immediately becomes upon the date stated in a notice to the Lot owner (not less than 15 days).
 - e. Nothing prohibits the directors from approving an installment plan more lenient than provided by existing rules, in which case the directors shall amend the existing rules so that all homeowners shall receive fair notice and equal treatment.

Delinquency Notification Process

7. For all assessment balances that are past due, the following notification process applies:

a. **Past Due Statement**

A reminder statement is mailed on or around January 25th for annual assessments, or 5 days after the due date for other assessments

b. **Legal Notice of Late Assessment**

A notice of late assessment is mailed to all owners with an un-paid assessment balance considered delinquent (late), in compliance with Florida Statutes. The notice provides the owner(s) with 30 days to pay the amount due, including interest, late fees and other charges that apply, prior to incurring legal fees. The notice is mailed by First Class mail to the property address and any alternate addresses on file. (Fee charged.)

c. **Intent-to-Lien**

If payment is not received by the end of the 30 day period provided by the notice of late assessment, an “Intent to Lien” is mailed by regular First Class mail and First Class mail Certified with Return Receipt Requested both to the property and any alternate addresses of all owners. The “Intent to Lien” gives the homeowner 45 days to make payment prior to the recording of a lien. (Fee charged.)

d. **Lien**

If the account is not paid after the 45 day period that the “Intent to Lien” is mailed, the account is forwarded to the association’s attorney to record a lien. The association’s attorney will mail the homeowner(s) a letter and provide a copy of the recorded lien. (Fee charged.)

e. **Intent to Foreclose**

If no payment is received within 20 days after the lien is recorded, the attorney will send an “Intent to Foreclose” letter to the owner(s) notifying them that the association intends to file a foreclosure of the lien on the property.

f. **Association Lawsuit**

If the owner does not contact the attorney to pay or enter into an agreed upon payment plan within 45 days after the “Intent to Foreclose” letter is mailed, attorney shall seek direction from the board as to whether to initiate the lawsuit for foreclosure. If the board provides approval, then the attorney files the foreclosure lawsuit.

Legal Services

8. Any delinquent balance older than 30 days shall be referred for collection.
9. If a delinquent account is referred to an attorney for collection, the owner shall be charged the Association's reasonable attorney fees, and related costs.
10. All expenses related to collection including, but not limited to, attorney fees, management company processing fees and court costs associated with lawsuits incident to collection of assessments or enforcement of the Association's lien by foreclosure will be the responsibility of the lot owner.

Late Fees, Not Sufficient Funds (NSF) & Interest Charges

11. Any delinquent balance will incur interest at the simple rate of eighteen percent (18%) per annum beginning February 16th for annual assessments not paid during the grace period, or from the delinquency date for other assessments.
12. Failure to pay the annual assessment by February 15th, or any other assessment by its specified delinquency date, will incur a \$25.00 administrative late charge.
13. Any payment instrument that is returned unpaid will incur either: \$30.00 check recovery fee when the amount of check does not exceed \$600.00 or 5% of the check amount when amount exceeds \$600.00 payable to the association plus any processing charges imposed by the management company.
14. Payments received shall be first applied to interest accrued; then to late charges; then to attorney fees incurred; and finally to the principle balance of the delinquent assessment or assessment installment.
15. All actions are subject to administrative and processing adjustments due to any extenuating circumstances and any adjustments shall be reported to the board.

Liens

1. **Lien for Assessments.** All assessments levied pursuant to this Policy, together with interest thereon and actual costs of collection, constitute a lien on such lot and on the undivided interest in the common elements appurtenant thereto, in favor of the Association, provided that a statement of lien is filed within two (2) years after the date on which the assessment becomes due. The lien is effective against the lot at the time the assessment becomes due regardless of when within the two (2) year period it is filed. A statement of lien signed and verified by a director of the Association is filed in the office of the Clerk of Circuit Court of Saint Johns County and shall contain the legal description of the lot, the name of the record

owner thereof, the amount of assessment due and the period for which the assessment was due. Upon full payment of an assessment for the lien is claimed, the lot owner shall be entitled to a fileable satisfaction of the lien.

2. Such lien shall be superior to all other liens and encumbrances on such lot, except only for:

- (a) Liens of general and special taxes.
- (b) Liens of a mortgage recorded prior to the making of the assessment.
- (c) Construction liens filed prior to the making of the assessment.

All other liens created after the date of the recording of this Declaration shall be inferior in priority to liens of the Association for any assessment, whether or not so specifically set forth in the instruments creating such liens.

3. **Enforcement of Lien.** A lien may be enforced and foreclosed by the Association in the same manner and subject to the same requirements as a foreclosure of mortgages on real property. The Association may recover costs and actual attorney fees and may bring suit for any deficiency following foreclosure in the same proceeding.

This resolution is adopted this 16th day of January 2025 at an open Board meeting where a quorum of the Board was present and will become effective immediately.

ATTEST:

Secretary
The Meadows at World Golf Village

Date

Timeline Example –Annual Assessment:

Illustration of Key Dates and Key Events for Discussion only

January 1	Annual Assessment Due
January 25-27	Reminder statement mailed to unpaid accounts
February 15	Grace period ends
February 16	Unpaid Annual Assessment considered Delinquent (Late) <ul style="list-style-type: none"> ○ Late Fee Applied ○ Interest begins accruing
March 1	Legal Notice of Late Assessment Mailed
April 1	Intent to Lien Notice Mailed to all owners of lot
May 16	Association's attorney is requested to record a Lien (Allowing 3 business days for processing to record lien)
June 5	Intent to Foreclose Letter sent to all owners of lot
July 17	Association Board is contacted seeking authorization to initiate the lawsuit for foreclosure
July 20	Association Board will convene a Special Board meeting in Executive Session to discuss and vote on authorization to initiate the lawsuit for foreclosure (Executive Session is a closed meeting to discuss legal matters and the meeting minutes shall not disclose any privileged, confidential, or protected information.)
July 21	Association's attorney is notified of the board decision

238. Enforcement, Violation Notices, Fines, and Special Review Committee Procedures

General Requirements

- 238.1 Each homeowner (“Homeowner”) and the Homeowner's tenants, guests, and invitees (including vendors and contractors) (collectively referred to herein as the “Subject Entities”) must follow the Rules and Regulations, the Architectural Guidelines, and the Governing Documents of The Meadows at St. Johns Owners Association, Inc. (“HOA” or “Association”).
- 238.2 It is the responsibility of the Homeowner(s) and/or their agent(s) to inform their tenants, guests, and invitees of these Rules and Regulations.

Violation Reporting

- 238.3 All violations reported by residents must be reported to the Association, in writing. The Association may delegate a managing agent to receive such reports from other Homeowners. If the violation is a matter that can be visually seen, a dated picture must be included with violation.
- 238.4 The Association may ~~perform~~ community-wide inspections as often as a weekly for Lot and Residence exterior visual non-compliance, which may be supplemented by targeted area inspections as needed to ensure compliance. Any notice of Homes found to be non-compliant with these Rules and Regulations or the Architectural Guidelines must include a dated photograph documenting the observed non-compliance. Details of non-compliance identified during inspections may be noted in the minutes of the BOD meetings and added to Homeowner records.

Violation Notice Process

238.5 After receiving notification in writing of a violation or the findings from an Association-conducted inspection, the Association, or its designated managing agent, will ~~either~~ send a ~~'Friendly Reminder'~~ or a 'First Notice of Violation.'

~~Friendly Reminder~~ First Notice of Violation

238.6 ~~The Association may issue a Friendly Reminder for initial or minor violations.~~ After determining a violation has been observed or reported in writing, the Association, or its designated managing agent, will send a First Notice of Violation to the Homeowner/Subject Entities.

238.6.1 A ~~Friendly Reminder~~ First Notice of Violation will be a ~~communication~~ designed to remind the Homeowner/Subject Entities of the section of Governing Documents, Architectural Guidelines, or these Rules and Regulations non-compliance, what is required to restore compliance, and to seek the Homeowner's/Subject Entities' assistance in fixing the issue.

238.6.2 A copy of the ~~Friendly Reminder~~ First Notice of Violation will be sent by USPS mail to the Homeowner's or Subject Entities' last known mailing address or email, if applicable.

238.6.3 The Homeowner/Subject Entities will have no less than 14 days from the date of the ~~Friendly Reminder~~ First Notice of Violation to address the potential violation and restore compliance.

~~First~~ Second Notice of Violation

238.7 ~~After determining a violation has been observed or reported in writing, or remains uncured after a 'Friendly Reminder',~~ If the violation is not cured within the 14-day cure period provided in the First Notice, then the Association, or its designated managing agent, will send a ~~First~~ Second Notice of Violation to the Homeowner/Subject Entities.

238.7.1 A ~~First~~ Second Notice of Violation will be sent as a ~~formal~~ notice identifying the non-compliance, identifying the applicable sections of the Governing Documents, Architectural Guidelines, or these Rules and Regulations connected to the non-compliance, stating what is required to restore compliance, and stating possible outcomes or next steps of the Association if the violation remains uncured.

238.7.2 A copy of the ~~First~~ Second Notice of Violation will be sent by USPS mail to the Homeowner's or Subject Entities' last known mailing address or email, if applicable.

238.7.3 The Homeowner/Subject Entities will have no less than 14 days from the date of the ~~First~~ Second Notice of Violation to comply.

238.7.4 If applicable, the ~~First~~ Second Notice of Violation may include a Statutory Offer to Participate in Pre-Suit Mediation, pursuant to Section 720.311, Florida Statutes.

238.8 When a visible violation is cured, a dated photo must be submitted to the Association showing compliance.

~~Second~~ Third Notice of Violation

238.9 If the violation is not cured within the 14-day cure period provided in the ~~First~~ Second Notice, then the BOD may notice a meeting at which it will vote to send a ~~Second~~ Third Notice of Violation/Hearing Notice, and may vote to levy a fine or suspension.

238.9.1 The ~~Second~~ Third Notice of Violation/Hearing Notice will be sent by USPS regular mail or by email to the Homeowner's/Subject Entities' last known mailing address or email, if applicable.

238.9.2 The ~~Second~~ Third Notice to the Homeowner/Subject Entities will inform the Homeowner/Subject Entities of the fine or suspension, and provide notice of a hearing before the Special Review Committee (the "Hearing") to consider imposition of a fine or suspension.

238.9.3 The ~~Second~~ Third Notice of Violation/Hearing Notice will provide a Hearing date, time and location at least fourteen

(14) days from the date of the letter. The Hearing must be held within ninety (90) days after issuance of the ~~Second~~ Third Notice.

238.9.4 The ~~Second~~ Third Notice of Violation/Hearing Notice must include a description of the alleged violation; the specific action required to cure such violation (if applicable); the Hearing date and location; and access information if the Hearing is held by telephone or other electronic means.

238.9.5 The fining and suspension process set forth herein is established in accordance with the provisions of Section 720.305, Florida Statutes, as it currently exists and as amended from time to time.

238.10 If the violation is not cured within the 14-day cure period provided in the ~~First~~ Second Notice for any violation involving improvements or structures that have been added to any residential lot without ARC approval, or if any conditions exist that are in violation of the Governing Documents, Architectural Guidelines, or these Rules and Regulations, then the BOD, instead of fining, may demand Pre-Suit Mediation pursuant to Section 720.311, Florida Statutes, and/or bring an action for damages and/or injunction against the Homeowner or Subject Entities for the purposes of curing or correcting the violation.

Special Review Committee (SRC)

238.11 The BOD shall appoint a Special Review Committee ("SRC").

238.11.1 SRC is an independent group of owners to protect the rights of owners from unreasonable Association or management company enforcement of violations. It plays a crucial function in the community's check and balance system.

238.11.2 The SRC reviews the fine or suspension (to decide whether to confirm or reject the fine or suspension levied by the BOD) and hears any objections or defenses from the Homeowner/Subject Entities.

- 238.11.3 The SRC shall be composed of at least three (3) members of the Association.
- 238.11.4 No SRC member shall be an officer, director, or employee of the Association or the spouse, parent, child, brother or sister of an officer, director, or employee of the Association.
- 238.11.5 The SRC must follow the procedures as outlined in this section of Association Rules and Regulations and Section 720.305, Florida Statutes, as it currently exists and as amended from time to time.
- 238.11.6 Presence of Homeowner, Subject Entities, or their counsel at the Hearing does not ensure rejection of the levied fine or suspension.
- 238.11.7 A Homeowner/Subject Entities, and as applicable their counsel, shall have the right to attend the Hearing by telephone or other electronic means.

Hearing Procedures

Hearing Rights

- 238.12. At the Hearing, the Homeowner/Subject Entities will be able to:
 - (a) Explain why they are in non-compliance
 - (b) Present evidence in their defense
 - (c) Cross-examine witnesses
 - (d) Be represented by counsel; if the violating party wishes to have legal counsel attend the Hearing, the violating party must provide at least five (5) days written notice to the Association in advance of the Hearing. If timely notice is not provided, the attorney may be precluded from attending the Hearing.
 - (e) Make a follow-up (rebuttal) presentation, if they chose, after the Association follow-up (rebuttal) presentation

Hearing Process

- 238.13 At the Hearing, SRC must follow the procedures as outlined in the SRC Procedures in its review of the information presented related to the violation and the levied fine or suspension and its decision to either confirm or reject the fine or suspension.
- 238.14 To be read by the Committee Chair to open Hearing Proceedings:
1. This Hearing is authorized by Declaration of Covenants, Conditions, Restrictions and Easements for The Meadows at Saint Johns (the "Declaration") and Section 720.305, Florida Statutes, and may be attended only by the Special Review Committee ("SRC"), Association representatives, agents or legal counsel, and the Homeowner/Subject Entities and the Homeowner's or Subject Entities' legal counsel.
 2. The Homeowner (or Subject Entities) has received required notifications under the Declaration and FS 720.305, but is not required to attend. The Homeowner (or Subject Entities) has the right to be represented by counsel and to cross-examine witnesses.
 3. The Association and the Homeowner/Subject Entities may choose to present evidence to the Special Review Committee ("SRC"). The Association will present its evidence first.
 4. The Association and the Homeowner/Subject Entities may then choose to make a second presentation to the SRC. The Association will present first.
 5. Adequate time will be allowed for both parties to present relevant information.
 6. The SRC may question either party following their presentations.
 7. The party having the floor will be allowed to speak without interruption.
 8. The Chair of the SRC will maintain order as necessary, and may eject individuals who are disruptive.
 9. Additional Hearings, if any, will begin with a new reading of these procedures (unless waived by Homeowner/Subject Entities).
 10. The Homeowner/Subject Entities will be notified in writing of the SRC's decision at his or her designated email address or mailing address in the Association's official records within seven (7) days from the date of the Hearing.

Decision and Notification

- 238.15 After the Hearing, the SRC members will hold a closed session to make a decision on each violation referred for a Hearing.
- 238.15.1 The SRC shall have seven (7) days after the Hearing to make its determination as to whether to confirm or reject a fine and/or suspension against a violating party. If the SRC, by majority vote, does not approve a fine or suspension, the proposed fine or suspension may not be imposed.
- 238.15.2 The SRC shall provide written notice to the Homeowner/Subject Entities at his or her designated mailing or email address in the Association's official records of the findings related to the violation(s), including any applicable fines or suspensions that the SRC approved or rejected, and how the Homeowner/Subject Entities may cure the violation (if applicable), or fulfill a suspension, or the date by which a fine must be paid.
- 238.15.3 In no instance shall the BOD have the authority to impose a fine and/or suspension when the SRC votes to reject a fine and/or suspension.
- 238.16 After the Hearing, the Homeowner/Subject Entities will be notified in writing of the SRC's decision at his or her designated mailing or email address in the Association's official records within seven (7) days from the date of the Hearing.

Fines and Penalties

- 238.17 Fines may not exceed \$100 per violation, per day.
- 238.18 The maximum allowable fine shall not be more than \$1,000.00 for each violation.
- 238.19 If the violation is cured and the Homeowner/Subject Entities later repeats the violation, the repeat violation may be treated as a new violation by the Association and any fines levied against the Homeowner/Subject Entities for the repeat

violations will be treated as separate fines for purposes of calculating the maximum allowable fine amount.

- 238.20 If a violation is not cured prior to the Hearing and the proposed fine is approved by the SRC by a majority vote, the SRC must set a date by which the fine must be paid, which date must be at least thirty (30) days after delivery of the written notice to be provided by the SRC. If a violation is cured before the Hearing, the fine may not be imposed.
- 238.21 A Homeowner is jointly and severally liable with a violating tenant, guest, or invitee for any fines imposed as a result of a violation of the governing documents or rules by any tenant, guest, or invitee. Attorney fees and costs may not be awarded against a Homeowner, tenant, guest and/or invitee based on actions taken by the Association's BOD before the date set by the SRC for the fine to be paid. Attorney fees and costs may not begin to accrue until after the date noticed by the SRC for payment of the fine.
- 238.22 Pursuant to Section 720.305(4), Florida Statutes, as it currently exists and as amended from time to time, the Association may also suspend the voting rights of any Homeowner who is ninety (90) days or more delinquent in the payment of any fine.
- 238.23 Fines may be incurred due to non-compliance of these Rules and Regulations, the Architectural Guidelines, or the Governing Documents.

Enforcement Actions

- 238.24 After 10 days of written notice, any improvements or structures that have been added to any residential lot, without ARC approval, or if any conditions exist that are in violation of the Governing Documents, Architectural Guidelines, or these Rules and Regulations, the Association has the right, but is not obligated to, bring an action for damages and/or injunction against the Homeowner/Subject Entities for the purposes of curing or correcting the violation. Provided, however, that such right is subject to any pre-suit mediation demand requirements established by Chapter 720, Florida Statutes.

- 238.25 After 10 days of written notice, any improvements or structures that have been added to any residential lot, without ARC approval, or if any conditions exist that are in violation of the Governing Documents, Architectural Guidelines, or these Rules and Regulations, the Association has the right, but is not obligated to, enter upon your residential lot to correct, or remove any items. This will be done at the sole expense of the Homeowner. Pursuant to the Declaration of Covenants, Article 10.5, Homeowners are responsible to pay on demand the actual costs of performing the enforcement plus 20% of the actual costs. Any such costs incurred by the Association shall be treated in the same manner as assessments, and are subject to collection in accordance with Section 720.3085, Florida Statutes, as it currently exists and as amended from time to time.

Non-Waiver Clause

- 238.26 The failure of the Association to enforce any rules, regulations, covenants, restrictions, obligations, rights, powers, privileges, authority or reservation contained in these Rules and Regulations, the Architectural Guidelines, or the Governing Documents, however long continued, shall not be deemed a waiver of the right to enforce the same thereafter as a breach or violation.

PROPOSED - FOR DISCUSSION



THE MEADOWS AT WORLD GOLF VILLAGE HOMEOWNERS ASSOCIATION

ARCHITECTURAL GUIDELINES

© 2025. The Meadows at World Golf Village

Revised and Amended

June 2025

Effective: June 19, 2025

(Adopted: June 19, 2025)

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PROPOSED - FOR DISCUSSION

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 Meadows 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 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 within fifteen (15) business days. The owner should follow the same submission procedure as before. The ARC will act swiftly on all additional information update submissions. If the requested information is not received by the Association within fifteen (15) business days, the application status is changed to denied, and the owner is notified of decision.

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, must reasonably and equitably apply and enforce the architectural and construction improvement standards authorized by the Covenants and these guidelines on all parcel owners (homeowner). The

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.

If the ARC denies a homeowner's request or application, it will provide written notice to the homeowner stating:

1. The specific rule or covenant relied upon when denying the request or application, and
2. The specific aspect or part of the proposed improvement that does not conform to such rule or covenant

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 concrete 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.

312a. Exterior Barriers and Screening Structures

312a.1 All barriers, screening devices, privacy screens, fences, walls, gates, and similar structures, regardless of terminology, size, or configuration, require approval by the Architectural Review Committee before installation, construction, or replacement begins.

312a.2 This requirement applies to ALL structures or devices that serve as visual or physical barriers, including but not limited to:

- a. Traditional fences as defined in Section 314
- b. Walls and fence-walls
- c. Privacy screens and panels
- d. Trash and recycling bin screening devices
- e. Decorative screens or panels
- f. Lattice structures
- g. Any other structure intended to provide privacy, screening, or separation

312a.3 The specifications provided in Sections 314, 333, and other relevant sections represent common barrier types and typical situations but do not constitute a comprehensive list of all possible barriers or scenarios.

312a.4 Any barrier type or situation not explicitly covered by existing guidelines will be evaluated on a case-by-case basis by the Architectural Review Committee.

312a.5 All barriers must:

- a. Complement the architectural style of the residence
- b. Be constructed of high-quality materials
- c. Be properly maintained in good condition
- d. Comply with St. Johns County code and regulations
- e. Respect setback requirements as specified in the Declaration and these Guidelines

312a.6 The Architectural Review Committee may, at its discretion, approve alternative designs, materials, or configurations that maintain the aesthetic standards of the community.

312b. Exterior Lights

- 312b.1 All new exterior lighting must be specifically approved by the Architectural Review Committee. This includes lampposts and security floodlights.
- 312b.2 The replacement of any exterior light fixture or lamppost with a style different other than original installed requires Architectural Review Committee approval.
- 312b.3 The placement and direction of security floodlights must ensure that it not to cause a nuisance to other neighbors.
- 312b.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.
- 312b.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.
- 314.11 Wood Fence Maintenance Standards**

A properly maintained wood fence must meet the following key criteria to comply with Section 314.3.1(g). Detailed inspection criteria and checklist are provided in Appendix A.

314.11.1 Structural Stability

- a. Posts must be firmly set with no visible leaning or movement
- b. All horizontal rails must be level, firmly attached, and free of significant sagging
- c. Pickets must be securely fastened with uniform height and spacing
- d. No temporary repairs such as metal braces, wire ties, or rope supports are permitted

314.11.2 Physical Condition

- a. No broken, missing, or significantly damaged pickets
- b. No major rot, especially at ground level posts
- c. No significant cracks or splits in posts or rails
- d. Bottom rot limited to 2 inches or less where pickets contact ground

- e. No gaps large enough to see through when viewed straight-on from 6 feet away
- f. Free from excessive dirt, mold, and mildew

314.11.3 Gates

- a. Must open and close smoothly
- b. Must latch securely
- c. Must align with fence height
- d. All hardware must be complete and functional

314.11.4 Overall Integrity

- a. Fence must remain stable under normal use conditions
- b. No loose or missing fasteners
- c. Posts and rails must be properly connected
- d. All repairs must be permanent and match existing fence design and materials

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, perennial, 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 Wooden Round Ball, on the top the wood post, must be painted in a metallic gold spray paint. (Reference: *All Purpose*

Exterior Metallic Gold Spray Paint) (Wooden Round Ball available in Arts & Craft sections.)

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. (Reference: *Amazon – “iSYFIX DENMGCH3IN” or “B08VFBPR6K”*)

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 must utilize roofing systems and materials recognized by the Florida Building Code (FBC) that meet or exceed the wind uplift and impact resistance standards as specified in ASCE 7-22 for hurricane protection. Approved roofing systems for 1 or 2-story private single-family residences include:
- **Architectural (Dimensional) Shingles:** Must meet ASTM D7158 Class H or ASTM D3161 Class F standards, rated to withstand winds of up to 130 mph. These shingles provide enhanced wind resistance and a layered, contoured appearance.
- 325.3 The roof color must be consistent and architecturally compatible with and similar to the color palette of current Association ARC approved roof installations.
- 325.4 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.
- 325.5 The individual repair or replacement of a broken Three-Tab shingle is required to use a matching Three-Tab shingle to maintain uniformity until roof replacement is required. Otherwise, the use of Three-Tab shingles is prohibited.
- 325.6 All roofing materials and systems must be installed according to the manufacturer's specifications and guidelines to ensure compliance with the FBC and ASCE 7-22 standards.

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 a advertisement are permitted to be display 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 All new and replacement storage sheds require approval by the ARC before construction begins.

329.4 Definition: A storage shed in The Meadows is a 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.

329.5 General Requirements

329.5.1 Quantity: Only one storage shed per lot will be approved.

329.5.2 Use: Storage sheds shall be used only for the storage of lawn tractors, garden implements, bicycles, and other common household commodities.

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

329.5.4 Size and Height:

- a. Maximum footprint shall be 150 square feet (i.e., 10' X 10' or 8' X 12').
- b. Maximum allowable height shall be 9 feet measured from ground level of the yard.

329.5.5 Structure: Storage sheds of wood, metal, or plastic construction are permitted.

329.5.6 Roof: Roof must be sloped to complement the primary residence. Flat roofs will not be approved.

329.5.7 Door and Latch: All storage sheds must have a door and latch that secures the door closed.

329.6 Location and Placement

329.6.1 General Placement: Storage sheds may be located only within the building setback lines and must be in the backyard.

329.6.2 Retention Pond Lots: When the residence is on a retention pond, the storage shed must be placed directly against the rear of the home within the building setback lines.

329.6.3 Yard Regions: For the purpose of shed placement, yard regions are defined as:

- a. **Front Yard:** Area between the front property line and the front facade of the house, spanning the full lot width.
- b. **Side Yards:** Areas between side property lines and the house, extending from front yard to back yard.
- c. **Back Yard:** Area between the rear facade of the house and the rear property line, spanning the full lot width.

329.6.4 Special Lot Configurations:

- a. **Corner Lots:** The front yard faces the primary street address. The secondary street-facing side is considered a side yard.
- b. **Pie-Shaped Lots:** Standard yard definitions apply, with the understanding that side yards may converge toward the rear.

329.6.5 Setback Compliance:

- a. Sheds must be placed within building setback lines as established by local zoning ordinances.
- b. Property owners should verify current setback requirements before storage shed placement.
- c. Easements may further restrict storage shed placement areas within the backyard.

329.7 Construction and Maintenance

329.7.1 Floor and Base:

- a. Storage 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).
- b. The area around the base must be backfilled to prevent animals from residing under the storage shed.
- c. No exposed space under the storage shed or its floor structure will be permitted.

- d. A suitable barrier must be installed to prevent burrowing animals from making a habitat under the storage shed. This barrier should:
 - Extend at least 12 inches below ground level.
 - Be made of durable materials such as hardware cloth, metal flashing, or concrete.
 - Be securely attached to the shed's base or floor structure.
- e. No dirt or gravel floors will be permitted inside the storage shed.

329.7.2 **Utilities:** Any utilities servicing the storage shed must be underground. No above-ground utilities of any type will be permitted.

329.7.3 **Exterior Lighting:**

- a. Any lighting on the exterior of the storage shed shall not exceed 1200 lumens (approximately equivalent to a 75-watt incandescent light bulb).
- b. Exterior lighting must be enclosed in a permanent fixture attached to the storage shed.
- c. Every effort must be undertaken to shield neighbors from light overrun.

329.7.4 **Maintenance:**

- a. Property owners are responsible for the maintenance of all structures on their property, including the storage shed and any landscaping included, and approved, in the initial request.
- b. No items may be stored outside of, or attached to the outside of, the storage shed.
- c. Storage shed doors should be kept closed and latched when not in use.

329.8 Application and Documentation

329.8.1 Applications for storage shed approval must include:

- a. A plot plan showing proposed storage shed location.

- b. Measurements from property lines and house.
- c. Identification of yard regions.
- d. Documentation of setback compliance.

329.8.2 Professional Guidance: For irregular lots or unclear situations, property owners are encouraged to:

- a. Consult their property survey.
- b. Verify setback requirements with local authorities.
- c. Seek professional surveying services if needed.

329.9 Compliance

All storage sheds must adhere to and comply with St. Johns County code and regulations in addition to these guidelines.

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.

333.5 Privacy Screen Option for Trash and Recycling Bins

333.5.1 A privacy screen may be used for trash and recycling bin storage in side yards provided it meets the following criteria:

a. Maximum height: 48 inches

b. Maximum width: 48 inches

c. L-shape configuration where appropriate

d. Placement: No closer than 5 feet from the front corner of the house

e. Design, color, and materials must complement the house exterior

f. Must ensure stored items are not visible from the street or any adjacent lots

g. Must not impede drainage or utility access

333.5.2 Privacy screens that do not meet these specific parameters must comply with either the fence guidelines in Section 314 or the trash enclosure specifications in Section 333.4.

333.5.3 All privacy screens, regardless of size or configuration, require approval by the Architectural Review Committee before installation.

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.

PROPOSED - FOR DISCUSSION

400. HURRICANE PROTECTION STANDARDS

400.1 The Board of Directors of the Association has adopted comprehensive Hurricane Protection Standards in compliance with Florida Statute 720.3035(6) for, and only for, hurricane protection systems that comply with the following published requirements and conditions, and installation has received Architectural Review Committee (ARC) approval.

400.2 Failure to maintain hurricane protection systems in compliance with the following requirements and conditions constitutes a violation of the Association's governing documents.

401. Hurricane Protection Requirements and Conditions

401.1 Definition

401.1.1 Hurricane Protection Systems

Hurricane protection systems include any approved products or installations designed to preserve and protect structures or improvements, which are code compliant, during named storms and hurricane conditions.

401.1.2 Structural Protection Systems

- a) **Roof Systems:** Complete roofing assemblies including shingles, underlayment, and supporting structures
- b) **Impact-Resistant Windows:** Windows specifically designed and rated for hurricane conditions
- c) **Impact-Resistant Doors:** Entry doors, sliding doors, and other exterior doors rated for hurricane conditions
- d) **Reinforced Garage Doors:** Garage doors specifically designed and rated for hurricane conditions

401.1.3 Deployable Protection Systems

- a) **Permanent Fixed Storm Shutters:** Permanently mounted shutters that can be opened or closed as needed
- b) **Roll-Down Track Storm Shutters:** Track-mounted shutters that roll up into a housing when not in use

- c) **Polycarbonate Panels:** Removable rigid panels designed for temporary installation
- d) **Fabric Storm Panels:** Removable fabric-based panels designed for temporary installation

401.1.4 Site Protection Systems

- a) **Erosion Controls:** Measures designed to prevent soil erosion during storm conditions
- b) **Exterior Fixed Generators:** Permanently installed emergency power systems
- c) **Fuel Storage Tanks:** Approved containers for storing generator fuel

401.1.5 Other Protection Systems

Any other hurricane protection products not specifically listed above but meeting all requirements of these standards and receiving explicit ARC approval prior to installation.

401.1.6 Code Compliance

All hurricane protection systems must comply with current Florida Building Code requirements and any applicable local building codes.

401.2 Approval Required

- 401.2.1 All hurricane protection systems must receive written ARC approval prior to installation.

401.3 Installation Timeline

- 401.3.1 Construction and installation must be completed within 90 days of approval.

401.4 Prohibited Items

- 401.4.1 Plywood nailed or screwed into structures or improvements for hurricane protection is strictly prohibited.

402. Hurricane Protection Structural and Equipment Standards

402.1 Roof Systems

- 402.1.1 A roof system in The Meadows must meet or exceed ASCE 7-22 standards as recognized by the Florida Building Code to withstand hurricane wind design loads of 120 mph or greater.
- 402.1.2 Only impact-resistant shingles are permitted as roofing material.
- 402.1.3 The roof color must be consistent and architecturally compatible with and similar to the color palette of current Association ARC approved roof installations.

402.2 Windows and Doors

- 402.2.1 All windows and doors must be rated to withstand hurricane wind design loads of 120 mph or greater.
- 402.2.2 Installation must be consistent and architecturally compatible with and similar to the current Association ARC approved window and door installations, including appropriate finishing or painting.
- 402.2.3 Any replacement of existing windows or doors must meet these same standards.

402.3 Garage Doors

- 402.3.1 Garage doors must be rated to withstand hurricane wind design loads of 120 mph or greater.
- 402.3.2 Installation and finishing must be consistent and architecturally compatible with and similar to the current Association ARC approved garage door installations.
- 402.3.3 This requirement applies to both new installations and replacements of existing garage doors.

402.4 Hurricane Panels

- 402.4.1 Hurricane panels may be constructed of solid corrugated aluminum, steel, or polycarbonate material for maximum stability rated to withstand hurricane wind design loads of 120 mph or greater.
- 402.4.2 These panels must be affixed to the building using pre-installed fasteners when in use.

- 402.4.3 All mounting hardware must be non-corrosive, and any building penetrations must be properly sealed.
- 402.4.4 Hardware must be painted to match the mounting surface.
- 402.4.5 When not needed for storm protection, panels must be stored within the owner's residence.

402.5 Permanent Fixed Storm Shutters

- 402.5.1 Permanent fixed storm shutters may be constructed of aluminum, steel, or polycarbonate material for maximum stability rated to withstand hurricane wind design loads of 120 mph or greater.
- 402.5.2 These shutters must be of a color and design generally accepted as complementary to the exterior of the house.
- 402.5.3 These shutters must be affixed to the building using pre-installed fasteners when open or closed (in use).
- 402.5.4 All mounting hardware must be non-corrosive, and any building penetrations must be properly sealed.
- 402.5.5 Hardware must be painted to match the mounting surface.
- 402.5.6 When not needed for storm protection, shutters must remain in securely open position on the exterior of the house.

402.6 Roll-Down Track Storm Shutters

- 402.6.1 Roll-down track storm shutters must be constructed of white or off-white finish aluminum with high-impact tested interlocking slats capable of withstanding winds of 120 mph or greater.
- 402.6.2 The storage box must be 5-sided, constructed of aluminum, and painted to match the surrounding surface.
- 402.6.3 Motorized systems are permitted.
- 402.6.4 Installation must be as unobtrusive as possible to maintain the aesthetic appearance of the building.

402.7 Fabric Storm Panels

- 402.7.1 Fabric storm panels must be constructed of strong, lightweight woven fabric with a geo-synthetic PVC coating.

- 402.7.2 These panels attach to the building using pre-installed fasteners.
- 402.7.3 All mounting hardware must be non-corrosive, and any penetrations must be sealed and painted to match the mounting surface.
- 402.7.4 When not in use, panels must be stored within the owner's residence.

402.8 Fixed Generators

- 402.8.1 Generators must be permanently installed on a concrete pad in a location approved by the ARC.
- 402.8.2 The installation shall be properly screened from public view from the street using either approved landscaping or fencing. (See Architectural Standards - Outside Mechanical Equipment)
- 402.8.3 The screening method must be specified in the ARC application and maintained as approved.

402.9 Fuel Storage

- 402.9.1 Above-ground fuel storage tanks are permitted solely for generator use.
- 402.9.2 These tanks must be properly secured according to all local and state regulations.
- 402.9.3 Screening from public view from the street is required using either approved landscaping or fencing, which must be specified in the ARC application and maintained as approved. (See Architectural Standards - Outside Mechanical Equipment)

402.10 Erosion Control

- 402.10.1 Properties bordering lakes or ponds must implement and maintain appropriate erosion control measures.
- 402.10.2 Landscaping must incorporate native, wind-resistant plants specifically chosen to minimize erosion.
- 402.10.3 The erosion control plan must be included in the ARC application and maintained as approved.

403. Hurricane Protection Operation and Maintenance

403.1 Deployment Rules

- 403.1.1 Removable hurricane protection systems may only be deployed when a named storm is forecast to impact St. Johns County. Installation may begin no earlier than 72 hours before the forecasted impact as issued by the National Weather Service (NWS).
- 403.1.2 Following the storm's passage, all temporary protection systems must be removed within 72 hours after the storm warning has been discontinued by the National Weather Service (NWS).
- 403.1.3 Fixed storm shutters and roll-down track storm shutters must remain in the open position except during these designated storm periods.

403.2 Extended Deployment

- 403.2.1 Extended deployment of protection systems may be permitted under specific circumstances.
- 403.2.2 Protection systems may remain deployed under either of the following conditions:
 - a) The NWS National Hurricane Center issues additional hurricane watches or warnings for St. Johns County within the standard 72 hour post-storm removal period.
 - b) A subsequent named storm is forecast to impact St. Johns County within 7 days of the previous storm's forecasted impact.
- 403.2.3 Owners must submit written notification to the ARC when exercising this exception, citing the specific weather conditions warranting extended deployment.

403.3 Maintenance Responsibilities

- 403.3.1 Property owners bear full responsibility for all costs associated with the installation, maintenance, and upkeep of hurricane protection systems.
- 403.3.2 All components must be maintained in good condition to ensure both functionality and appearance.

403.3.3 Owners are liable for any damage to common areas or neighboring properties that occurs during installation, maintenance, or use of these systems.

403.4 Appearance Standards

403.4.1 All visible components of hurricane protection systems must be either white, off-white, or painted to match the home's exterior, unless otherwise specified in Architectural Standards.

403.4.2 Installations must maintain the community's aesthetic standards through proper maintenance of both the protection systems and any required screening or landscaping.

403.4.3 The overall appearance must remain consistent with the community's architectural character.

PROPOSED - FOR DISCUSSION

APPENDIX

Appendix A. Inspection Criteria for Wood Fence Maintenance

Visual and Physical Inspection Criteria for Wood Fence Maintenance Standard

This inspection criteria accounts for an aged fence, local conditions in northeast Florida, and focuses on safety and functionality while maintaining aesthetic standards.

Structural Stability

1. Posts (4x4):
 - No visible leaning
 - No rocking when firmly pushed
 - No significant rot, especially at ground level
 - No major cracks or splits
2. Rails (2x4):
 - All three rails present and level
 - No visible sagging (less than 2" deflection between posts)
 - Firmly attached to posts
 - No significant rot or insect damage
 - No major splits or cracks
3. Pickets:
 - Firmly attached (no looseness when grabbed)
 - Uniform height alignment across fence line
 - Even spacing between pickets
 - No gaps large enough to see through when viewed at 90 degrees from 6 feet away
 - Bottom rot limited to 2" or less where pickets contact ground
 - No broken or missing pickets
 - Upper 70" of 6 foot pickets free from significant damage

Gate Function

1. Operation:
 - Opens and closes smoothly
 - Latches securely when closed
 - No dragging on ground
 - Aligns with fence height
 - Pickets match fence pattern
 - Hardware complete and functional

Basic Strength Test

4. Lean Test:
 - Fence should remain firm when an adult (150+ lbs) leans against it
 - Test both at posts and midway between posts
 - No significant movement or creaking

Unacceptable Conditions

5. Temporary Repairs:
 - No metal or wood splints/braces
 - No wire ties or rope supports
 - No temporary post supports
6. Structural Issues:
 - Loose or missing fasteners
 - Gaps between rails and posts
 - Unstable posts
 - Broken or split pickets
 - Missing pickets

Appendix B. Fences – Architectural Review Request Checklist

Required Information for Architectural Review Committee

This checklist is designed to help Meadows homeowners prepare fence installation or replacement requests for Architectural Review Committee approval. By providing all the information outlined below, you'll help the committee efficiently evaluate your project and avoid delays caused by incomplete submissions. The checklist covers different fence scenarios and highlights the specific requirements from our community guidelines. Using this guide will streamline your application process and ensure your fence project meets all HOA standards.

FOR ALL FENCE PROJECTS:

1. Complete Architectural Review Request Form

- Download the latest version from: <https://themedowswgv.com/download>

2. Property Documentation

- Lot plot map showing property lines, easements, and setbacks
- If unavailable, provide a marked aerial image (Google Maps) showing:
 - Property boundaries
 - Proposed fence location
 - Existing structures

3. Detailed Fence Specifications

- For EACH segment of fencing, specify:
 - Material (pressure-treated pine or wood tone vinyl)
 - Style (Shadow Box, Privacy Shadow Box, Board on Board, or Solid Panel [vinyl only])
 - Height (maximum 6 feet above grade)
 - Color/finish (natural wood tone for wood; wood tone for vinyl)
 - Total length of each segment
- For rear fences facing retention ponds:
 - Height (4 feet maximum)
 - Material (if metal spaced picket/wrought iron style, must be black)
 - Gate location for pond access

4. Gate Details

- Location(s) of all gates
- Width of each gate

5. Installation Information

- DIY or contractor installation
- If contractor, provide company name

6. Diagrams and Images

- Detailed sketch showing all fence segments
- Photos of existing adjacent fences (if connecting to them)
- Product images/brochures of selected fencing materials

SCENARIO-SPECIFIC REQUIREMENTS:

A. NEW FENCE (No Existing Fence on Your Lot or Adjacent Lots)

- Complete drawing showing entire fence perimeter
- Confirm fence will not extend beyond halfway point of sidewall plane into front yard
- Post placement details (must be on inside of fence)

B. FENCE REPLACEMENT

- Photos of existing fence to be replaced
- Note any changes in height, style, or materials from existing fence
- If different from original, explain reason for change

C. PARTIAL FENCE (Connecting to Existing Fences)

- Photos of existing adjacent fences you'll connect to
- Method of connection to existing fences
- Confirmation of fence heights alignment

D. SPECIAL CONSIDERATIONS FOR RETENTION POND LOTS

- Details of required access gate to pond area
- Confirmation gate allows access for maintenance without crossing neighboring lots
- If using metal spaced picket design, confirm black color

REMINDERS:

- Fence must comply with Section 314 of the HOA Architectural Guidelines
- All fences must adhere to St. Johns County code and regulations
- Posts must be set 30 inches into ground below grade
- No fence may be painted; only transparent wood stain or preservative allowed
- Wood fences require commercial grade waterproofing 4-5 months after installation
- Consider aligning with front portion of adjacent property fences
- Vinyl posts should be filled with concrete below grade for stability

IMPORTANT: Approval by the Architectural Review Committee is required BEFORE any construction begins.

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))

BARRIER – Any structure, device, or object designed to prevent passage, provide separation, restrict view, create privacy, or screen items from view, regardless of size, configuration, or material. This includes but is not limited to fences, walls, screens, panels, lattice structures, and similar installations.

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

ENCLOSURE – A structure that surrounds or encloses an object or area on its sides, which may include a top/roof component.

FENCE – A structure typically made of posts connected by boards, wire, rails, or netting, used to mark a boundary, create separation between areas, prevent passage, provide screening, or partially or completely enclose an area. A fence may stand alone as a linear barrier or connect to other structures to create partial or complete enclosure.

GATE – A movable barrier, typically hinged, that controls access through an opening in a fence, wall, or similar enclosure.

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.

PRIVACY SCREEN – A free-standing or attached structure designed primarily to block visibility to specific areas or items without necessarily enclosing an area completely. All privacy screens are considered barriers.

SCREENING DEVICE – Any structure, panel, lattice, or similar object intended to conceal, hide, or reduce visibility to specific items or areas. All screening devices are considered barriers.

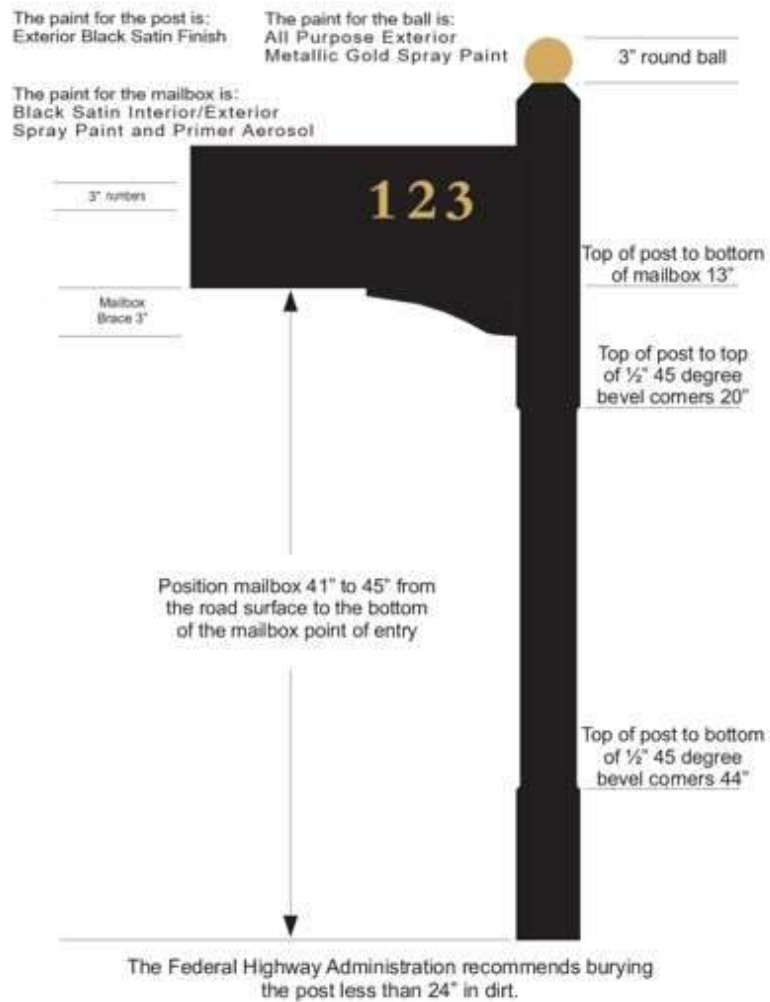
WALL – A solid vertical structure of brick, stone, concrete, or other rigid material that encloses an area, marks a boundary, provide separation, prevents passage, or screens views. All walls are considered barriers.

WEBSITE – The Official Page for The Meadows at World Golf Village HOA

[HTTPS://THEMEADOWSWGV.COM/](https://themeadowswgv.com/)

MEA-2025.05.12.192200

Mailboxes - The Meadows at World Golf Village




Notes

PROPOSED - FOR DISCUSSION

ARCHITECTURAL REVIEW REQUEST FORM (EXAMPLE)

Download latest version of form at: [HTTPS://THEMEADOWSWGV.COM/DOWNLOAD](https://themedowswgv.com/download)

Example – December 2023



ARCHITECTURAL REVIEW REQUEST

Meadows At World Golf Village Homeowners' Association, Inc.

Submit to: Architectural Review Committee - info@themedowswgv.com

Property Owner: _____ Date: _____

Property Address: _____

Phone Number: _____ Email: _____

A detailed description of the proposed project, plans, drawings, pictures, color samples is required with each request, and when applicable, a site map marking feature locations and dimensions of improvement.

Description of improvement or request: (If more space is needed, attach additional pages to this review request.)

INFORMATION ONLY

➡ Download latest version of form at: [HTTPS://THEMEADOWSWGV.COM/DOWNLOAD](https://themedowswgv.com/download)

I agree not to begin the proposed alteration or any other property improvements requiring approval from the ARC until the ARC notifies me in writing of its decision. I understand that all approvals automatically incorporate the conditions set forth in ARC Guidelines as currently adopted by the Board of Directors. If any change is made that has not been approved, the Association has the right to require me to remove the improvement from my property.

Owner's Signature: _____ Date: _____

Owner's Signature: _____ Date: _____

(a) All requests need to be submitted at least 48 hours prior to the next meeting to be added to the agenda for review. Otherwise, they will be placed on the next month's agenda for review.

(b) The request must include the signature of the homeowner, or agent for homeowner, when request is submitted

(c) The homeowner of record for the property must be current (up-to-date) on payments due to the HOA for assessments, fees, and interest.

(d) All contractors must be licensed and insured and agree to comply with all covenants, by laws and guidelines as established by the Board of Directors of the Homeowners Association at The Meadows at World Golf Village.

(e) Compliance with all applicable building codes is the sole responsibility of the contractor and the property owner.

(f) It is the owner's responsibility to ensure compliance with any applicable law, rule, regulation, code or ordinance.

(g) The owner assumes sole responsibility for the repair, maintenance and/or replacement of any such change, alteration or addition, and for costs of all liability, damages, additional expense in reference to this request.

To be filled in by ARC Committee - Date received: _____ Date action taken: _____

Action taken: _____

Note: These plans have been reviewed for the limited purpose of determining the aesthetic compatibility of the plans within the community. These plans are approved on a limited basis. No review has been made with respect to functionality, safety, and compliance with governmental regulations or otherwise and any party with respect to such matters should make no reliance on this approval.

This approval concerns only the submitted architectural and/or landscape plans. Homeowner is responsible to obtain whatever easements, permits, licenses and approvals which may be necessary to improve the property in accordance with the approved plans. This approval must not be considered to be permission to encroach on another property owner's rights to use and enjoy all possible property rights. In addition, this approval does not in any way grant variances to, exceptions, or deviations from any setbacks or use restrictions.

ARC Representative: _____ Date: _____

Revised July 2023