



June 4, 2025

# The Meadows

At World Golf Village

Saint Augustine, FL 32092

Page 1 of 2

## FENCE - ARC 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.

## **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.

## **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

### **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. 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.



## 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

## 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://themedowswgv.com/)

MEA-2025.06.04.220900

ARCHITECTURAL REVIEW REQUEST FORM (EXAMPLE)

Download latest version of form at: [themedownswgv.com/download](http://themedownswgv.com/download)

**Example – June 2025**

<div><div><b>ARCHITECTURAL REVIEW REQUEST</b> <b>The Meadows at World Golf Village - HOA</b> The Meadows At Saint Johns Owners Association, Inc. Submit to: Architectural Review Committee - <a href="mailto:info@themedownswgv.com">info@themedownswgv.com</a></div></div> <div><b>PROPERTY INFORMATION</b> (Please Print) Property Owner(s) Name(s): _____ Property Address: _____ Date: _____ Phone Number: _____ Email: _____ Type of Project: <input type="checkbox"/> Fencing <input type="checkbox"/> Paint/Colors <input type="checkbox"/> Landscaping <input type="checkbox"/> Driveway <input type="checkbox"/> Pavers <input checked="" type="checkbox"/> Other: _____ <b>PROJECT DESCRIPTION</b> (Attach additional pages if needed) Description of proposed improvement, modification, removal, or addition. Include purpose, scope of work and timeline. _____ <div><b>INFORMATION ONLY</b></div> Download latest version of form at: <a href="http://themedownswgv.com/download">themedownswgv.com/download</a> <b>REQUIRED SUBMISSIONS</b> (All items must be included for review) <input checked="" type="checkbox"/> Site Survey - Required for all projects <input checked="" type="checkbox"/> Current photographs of the area to be modified <input checked="" type="checkbox"/> Project plans/drawings with dimensions and materials specified <input checked="" type="checkbox"/> Material samples (color swatches, product photos, etc.) <input checked="" type="checkbox"/> Contractor information (license and insurance certificates if using contractor) <input checked="" type="checkbox"/> See "Submission Requirements by Project Type" on page 2 for specific requirements <b>OWNER ACKNOWLEDGMENT</b> I/We agree not to begin any proposed alterations or property improvements requiring Architectural Review Committee approval until written notification of the Committee's decision is received. Unauthorized improvements may result in required removal at owner's expense, legal action, and/or fines. I/We understand that all approvals automatically incorporate the conditions set forth in the current ARC Guidelines adopted by the Board of Directors. If any unauthorized changes are made, the Association has the right to require removal of the improvement at the owner's expense. <b>IMPORTANT:</b> This review is limited to aesthetic compatibility within the community. No review or assessment is made regarding functionality, safety, or compliance with building codes or governmental regulations. Compliance with all applicable codes is the sole responsibility of property owner and contractor. Verification inspection(s) may be scheduled. Primary Owner Signature: _____ Date: _____ Co-Owner Signature: _____ Date: _____ ***** <b>For ARC Committee Use:</b> Date received: _____ Date action taken: _____ <b>Action Taken:</b> <input type="checkbox"/> Approved <input type="checkbox"/> Approved with Conditions <input type="checkbox"/> Denied <input type="checkbox"/> Additional Information Required Conditions/Comments: _____ _____ _____ <small><b>Note:</b> 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. Any changes to plans reviewed and approved require submission of an updated review request.</small> ARC Representative: _____ Date: _____ Revised June 2025      The Meadows at World Golf Village - Architectural Review Request      Page 1 of 2</div>	<div><b>REQUIREMENTS BY PROJECT TYPE</b>  structures, and proposed alteration location with dimensions.  <b>___ GUTTERS &amp; DOWNSPOUTS</b><ul style="list-style-type: none"><li>Site survey marking gutter locations along rooflines</li><li>Downspout placement and drainage direction</li><li>Gutter and downspout color (must comply with community color guidelines)</li><li>Current photographs of house</li></ul> <b>___ SATELLITE DISHES &amp; SOLAR PANELS</b><ul style="list-style-type: none"><li>Site survey with equipment location marked</li><li>Equipment specifications and mounting details</li><li>For solar: roof plan showing panel layout</li><li>Current photographs of installation area</li></ul> <b>___ EXTERIOR PAINT &amp; COLORS</b><ul style="list-style-type: none"><li>Paint color samples with brand name and color code</li><li>Specify colors for body, trim, doors, shutters, etc.</li><li>Must comply with approved community color guidelines</li><li>Current photographs of structure</li></ul> <b>___ PAVERS &amp; HARDSCAPING</b><ul style="list-style-type: none"><li>Site survey showing paver area location and dimensions</li><li>Paver type, color, and pattern specifications</li><li>Installation and drainage plans</li><li>Current photographs of area</li></ul> <b>___ OTHER IMPROVEMENTS</b><ul style="list-style-type: none"><li>Attach detailed description, site survey, current photographs, material specifications, and any relevant plans</li></ul> <b>Questions?</b> Contact: <a href="mailto:info@themedownswgv.com">info@themedownswgv.com</a>  or to the next meeting to be added to the agenda for review owner, or agent for homeowner, when request is submitted</div> <div><ul style="list-style-type: none"><li>✓ All contractors must be licensed and insured and agree to comply with all covenants, by-laws and guidelines</li><li>✓ Compliance with all applicable building codes is the sole responsibility of the contractor and property owner</li><li>✓ The cost and/or repair of any damage caused to any lot or common area is the sole responsibility of the owner</li><li>✓ By law the Architectural Review Committee may take up to 30 days to review any request</li></ul><div><b>The Meadows at World Golf Village - HOA</b> Architectural Review Request Revised June 2025      Page 2 of 2</div></div>
--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------