



The Meadows at World Golf Village - HOA

The Meadows At Saint Johns Owners Association, Inc.

A Deed Restricted Community

HOME-BASED BUSINESS NOTIFICATION FORM

HOMEOWNER INFORMATION *(Please Print)*

Homeowner(s) Name(s): _____

Property Address: _____ Date: _____

Phone Number: _____ Email: _____

BUSINESS OPERATOR INFORMATION

☐ Same as homeowner (skip this section)

☐ Different from homeowner (complete below)

Business Operator(s) Name(s): _____

Phone Number: _____ Email: _____

Relationship to Homeowner: _____

BUSINESS INFORMATION

Business Name: _____

Type of Business/Services: _____

Brief Description of Business Activities: _____

ADDITIONAL INFORMATION

Will any employees (other than residents) work at this residence? ☐ Yes ☐ No

Estimated hours & days of operation: _____

Number of clients/customers expected daily: _____

Any deliveries, pickups, or shipments expected (frequency/type): _____

Describe appearance of business to neighbors: _____

Describe any equipment, storage, or other business-related items needed: _____

Describe any property modifications needed: _____

- ***A separate Architectural Review Request must be submitted for any proposed alterations or property improvements***

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COMPLIANCE CERTIFICATION

By signing below, we certify that this home-based business will comply with all criteria outlined in Section 217.1 of the Association Rules & Regulations:

- ☐ Business activities are secondary to residential use (*Rule 217.1(a)*)
- ☐ External appearance remains consistent with residential neighborhood (*Rule 217.1(b)*)
- ☐ No additional parking beyond normal residential expectations (*Rule 217.1(c)*)
- ☐ All employees working at residence also reside at residence (*Rule 217.1(d)*)
- ☐ All business vehicles/trailers parked in legal spaces only (*Rule 217.1(e)*)
- ☐ Incidental business activities are directly related to home-based business (*Rule 217.1(f)*)
- ☐ Complies with local/state regulations regarding signage, noise, emissions (*Rule 217.1(g)*)
- ☐ Complies with regulations regarding hazardous materials (*Rule 217.1(h)*)
- ☐ Activities consistent with community character and will not disrupt neighborhood (*Rule 217.1(i)*)

ACKNOWLEDGMENT We understand that:

- This notification must be approved by the Association before business operations begin
- The Association will respond within 10 business days
- Continued compliance with all criteria is required
- Non-compliance may result in requirement to cease business operations
- No review or assessment is made regarding functionality, safety, or compliance with applicable code(s)
- Compliance with all applicable codes is the sole responsibility of property owner and business operator

SIGNATURES

Homeowner: _____ Date: _____

Print Name: _____

Business Operator: (if different) _____ Date: _____

Print Name: _____

Submit completed form to: *The Meadows at World Golf Village HOA* - info@themedowswqv.com

* * * * *

For Association Use: Date Received: _____ Date action taken: _____

Action Taken: ☐ Approved ☐ Approved with Conditions ☐ Denied ☐ Additional Information Required

Conditions/Comments: _____

Note: This approval concerns only the submitted notification. Homeowner and business operator are responsible to obtain whatever easements, permits, licenses and approvals which may be necessary. 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.

Association Representative: _____ Date of Response: _____

INSTRUCTIONS FOR HOME-BASED BUSINESS NOTIFICATION FORM

THE MEADOWS OF WORLD GOLF VILLAGE - HOA
THE MEADOWS AT SAINT JOHNS OWNERS ASSOCIATION, INC

IMPORTANT: The form is for business activities conducted
AT YOUR RESIDENCE within The Meadows community.

BEFORE COMPLETING THE FORM, PLEASE READ:

What requires notification:

- Administrative work (office duties, scheduling, billing, phone calls)
- Client meetings or consultations at your home
- Storage of business equipment, materials, or inventory
- Any business-related activities occurring at your residence address

What does NOT require notification:

- Work performed entirely at other locations (client sites, commercial properties, etc.)
- Business activities with no connection to your residence
- Simply owning a business or LLC that operates elsewhere

KEY QUESTIONS TO ASK YOURSELF:

1. Will any business activities take place at my residence?
2. Will clients, customers, or business associates visit my home?
3. Will I store business equipment, materials, or inventory at my residence?
4. Will I use my home for business meetings, consultations, or services?

If you answered "NO" to all questions above, you likely do not need to submit the form.

COMPLETING THE FORM:

Business Activities Description:

- Describe ONLY the activities that will occur at your residence
- Example: "Administrative work for property maintenance business, including scheduling, billing, and phone consultations"
- Do NOT describe your general business scope or services provided elsewhere

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Additional Information Section:

- Focus on impacts to your residential property and neighbors
- Be specific about equipment storage, client visits, delivery schedules
- Remember: activities must be secondary to residential use

Common Examples:

- ✓ "Home office for consulting business - no client visits, no equipment storage"
- ✓ "Bookkeeping services - clients email documents, no visits to residence"
- ✓ "Administrative work for landscaping business - small equipment stored in garage"
- ✗ "General contracting services" (too vague about residence activities)
- ✗ "Property maintenance LLC" (describes business type, not home activities)
- ✗ "Apartment maintenance and repairs" (describes off-site work, not home activities)

Important: Submit the form BEFORE beginning any business activities at your residence.

Need Help? If you're unsure whether your situation requires notification or have questions about completing the form, please contact the HOA office at info@themedowswgv.com before submitting.

Remember: Section 217 of our Rules & Regulations requires that business activities be secondary to residential use and not disrupt the neighborhood character.

Submit the completed *Home-Based Business Notification Form* to:

The Meadows at World Golf Village HOA - info@themedowswgv.com