

**The Meadows at WGV – Board of Director’s Special Business Meeting
June 26, 2025 at 7:00 P.M. – Online & via Phone ****

Agenda

ASSOCIATION RULES & REGULATIONS PROPOSED CHANGES – BOD Vote

Meeting Called to Order

Opening Remarks

Special Order

- **ASSOCIATION ARCHITECTURAL GUIDELINES PROPOSED CHANGES –Approval of:**
 - o Multiple Sections – All related to “Fences”
- **BOARD POLICY STATEMENTS AND PROCEDURE DOCUMENTS–Approval of:**
 - o Official Records Inspection and Copying Request Policy and Request Form
 - o Rental Management and Compliance Policy, and Supporting Documents
- **ASSOCIATION RULES & REGULATIONS PROPOSED CHANGES –Approval of:**
 - o 219a Official Records Inspection and Copy Requests
 - o 221b Residence Property Rental



Event Info

Old Business

- None

New Business

- Enforcement – Violations – 3rd Notice Action
- Annual Member Meeting – Official Notice Mailing
- Goals & Objectives for 3rd & 4th Quarter 2025

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/dxYMKjjwTsaXK0QXZUTZxq>

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



Board Meeting – June 26, 2025 at 7:00PM

June 26, 2025

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Call to Order – Special Board Meeting – Jun 26th

- 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

The Meadows at WGV – Board of Director's Special Business Meeting
June 26, 2025 at 7:00 P.M. – Online & via Phone **

Agenda

ASSOCIATION RULES & REGULATIONS PROPOSED CHANGES – BOD Vote

Meeting Called to Order
Opening Remarks
Special Order

- ASSOCIATION ARCHITECTURAL GUIDELINES PROPOSED CHANGES - Approval of:
 - Multiple Sections – All related to "Trees"
- BOARD POLICY STATEMENTS AND PROCEDURE DOCUMENTS - Approval of:
 - Official Record Inspection and Copying Request Policy and Request Form
 - Rental Management and Compliance Policy, and Supporting Documents
- ASSOCIATION RULES & REGULATIONS PROPOSED CHANGES - Approval of:
 - 213a Official Records Inspection and Copy Requests
 - 213b Residential Property Rental

Old Business
None

New Business

- Enforcement – Violations – 3rd Notice Action
- Annual Member Meeting – Official Notice Mailing
- Goals & Objectives for 3rd & 4th Quarter 2025

Open to those attending for comments, feedback and questions

- Additional comments, feedback and questions

Closing Remarks
Adjournment

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Agenda – Special Board Meeting – Jun 26th

- Meeting Called to Order
- Opening Remarks
- Special Order
- 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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Special Order

- **ASSOCIATION ARCHITECTURAL GUIDELINES PROPOSED CHANGES**
 - Multiple Sections – All related to “Fences”
- **BOARD POLICY STATEMENTS AND PROCEDURE DOCUMENTS**
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- **ASSOCIATION RULES & REGULATIONS PROPOSED CHANGES**
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ASSOCIATION ARCHITECTURAL GUIDELINES (1 of 2)

- **New Section 312a: Comprehensive Barrier Requirements**

- Establishes that ALL exterior barriers (fences, screens, privacy panels, etc.) require ARC approval before installation
- Creates unified standards for visual and physical barriers regardless of type or size
- Allows case-by-case evaluation for situations not explicitly covered

- **Enhanced Trash Bin Screening Options**

- Adds new privacy screen option (48" max height/width, L-shape configuration)
- Provides alternative to full enclosure requirements
- Maintains 5-foot setback from front corner requirement

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ASSOCIATION ARCHITECTURAL GUIDELINES (2 of 2)

- **Expanded Documentation Requirements**

- Updated ARC request checklist with scenario-specific guidelines
- Clearer requirements for new installations vs. replacements
- Enhanced documentation required for fence requests

- **Impact**

- Streamlines approval process with comprehensive definitions
- Provides homeowners more flexibility in screening solutions
- Ensures consistent aesthetic standards across all barrier types
- Reduces ambiguity in approval requirements

These changes strengthen community standards while providing clearer guidance for homeowners seeking barrier installations.

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Motion to Adopt Architectural Guidelines Changes

WHEREAS, the current Architectural Guidelines require clarification and enhancement regarding exterior barriers, screening structures, and related architectural elements to ensure consistent application and interpretation;

WHEREAS, the Architectural Review Committee has identified the need for comprehensive definitions and unified standards for all types of barriers, including fences, privacy screens, trash enclosures, and similar structures;

WHEREAS, homeowners have requested additional flexibility in screening solutions while maintaining the aesthetic standards and property values of the community;

WHEREAS, the proposed changes will establish clear requirements for all exterior barriers regardless of type, size, or configuration, thereby reducing ambiguity in the approval process;

WHEREAS, the additions include enhanced documentation requirements, scenario-specific guidelines, and expanded options for trash and recycling bin screening that align with community standards;

WHEREAS, these changes will streamline the Architectural Review Committee's evaluation process while providing homeowners with clearer guidance for compliance;

WHEREAS, the proposed modifications maintain existing setback requirements, material standards, and aesthetic principles while addressing gaps in the current guidelines;

NOW, THEREFORE, BE IT RESOLVED, that the Board of Directors of The Meadows at Saint Johns Owners Association, Inc. hereby adopts the proposed changes to the Architectural Guidelines for Fences & Barriers as presented and attached hereto, including but not limited to the addition of Section 312a (Exterior Barriers and Screening Structures), modifications to Section 333 (Trash and Recycling Bins), updated Appendix B (Fences Architectural Review Request Checklist), and expanded Glossary definitions;

BE IT FURTHER RESOLVED, that these changes shall become effective immediately upon adoption of this motion and shall apply to all future Architectural Review Committee submissions and evaluations.

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Special Order

- **ASSOCIATION ARCHITECTURAL GUIDELINES PROPOSED CHANGES**
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Official Records (Inspect & Copy) Request Changes (1 of 2)

- **New Policy**

- Establishes standardized process for homeowner record requests per Florida Statute §720.303(5)

- **Formal Request Form**

- Creates official form to streamline submission process

- **Clear Procedures**

- Defines timelines, fees, and eligibility requirements

- **Owner Benefits**

- Up to 8 hours monthly inspection time
- 10 business day response guarantee
- Multiple submission methods (hand delivery, mail, email)
- No fees for portable device copying

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Official Records (Inspect & Copy) Request Changes (2 of 2)

- **Fee Structure**

- Personnel costs: \$20/hour (after first 30 minutes)
- Copying: \$0.25 per page
- No fees for requests under 25 pages
- Prospective purchaser requests: up to \$150 fee

- **Implementation**

- Effective immediately upon Board adoption
- Available on association website and portal
- Covers parcel owners, prospective purchasers, and law enforcement requests

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Motion to Adopt Official Records Inspection and Copying Request Policy

WHEREAS, Section 720.303(5), Florida Statutes, entitles parcel owners to inspect and copy certain official records of the homeowners' association (HOA); and

WHEREAS, the statute requires records to be made available within 10 business days of receipt of a written request, and within 45 miles of the community or within the same county; and

WHEREAS, Section 720.303(5)(g), Florida Statutes, expressly authorizes the association to adopt reasonable written rules governing the frequency, time, location, notice, records to be inspected, and manner of inspections; and

WHEREAS, such rules may not require a parcel owner to demonstrate any proper purpose for the inspection, state any reason for the inspection, or limit a parcel owner's right to inspect records to less than one 8-hour business day per month; and

WHEREAS, the statute also provides specific procedures for requests from prospective purchasers and lienholders under section 720.303(5)(h), and compliance requirements for law enforcement subpoenas under section 720.303(5)(i); and

WHEREAS, the Board of Directors finds it necessary and prudent to adopt a uniform policy to ensure timely, secure, and efficient compliance with such requests while protecting the association's interests and maintaining orderly operations within the parameters established by Florida law;

NOW, THEREFORE, BE IT RESOLVED, that the Board of Directors hereby adopts the attached *Official Records Inspection and Copying Request Policy* and the corresponding *HOA Official Records (Inspect and Copy) Request Form*, effective immediately.

BE IT FURTHER RESOLVED, that management shall provide a copy of this policy and form upon request and shall make available on the association website and secure portal.

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BE IT FURTHER RESOLVED that this policy and form shall take effect immediately upon adoption.

Rental Management and Compliance Policy (1 of 3)

- **120-unit rental cap**
 - Adopted community-wide restrictions by CCR amendment – May 2024
- **Policy establishes framework for managing the community's 120-unit rental cap**
- **Three-tier permit system:**
 - Grandfathered Class permit (pre-May 29 2024 owners)
 - Standard Class permit (subject to cap)
 - Hardship Class permit

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Rental Management and Compliance Policy (2 of 3)

- **Management Framework**

- Chronological waiting list when cap is reached
- Hardship permits available for qualifying circumstances (24-month max)
- Material breach designation for unauthorized rentals
- Annual compliance audits required

- **Purpose of Policy**

- Create framework and implementation structure for rental restriction program
 - Operational procedures
 - Specific compliance requirements
 - Administrative processes

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Rental Management and Compliance Policy (3 of 3)

- **Structure of Framework**

- **Declaration of Covenants, Conditions and Restrictions** (supreme authority)
- ***This* Rental Management and Compliance Policy** (authorization framework)
- **Board-adopted Procedure Manual** (detailed operational procedures)
- **Board-adopted Rules and Regulations** (specific compliance requirements)
- **Administrative forms and notices** (implementation tools)

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MOTION TO ADOPT RENTAL MANAGEMENT AND COMPLIANCE POLICY

WHEREAS, the Association's Declaration of Covenants, Conditions and Restrictions was amended to include rental restrictions limiting the number of rental parcels to one hundred twenty (120) units and establishing related requirements and procedures;

WHEREAS, the Board of Directors has the authority under Florida Statutes Section 720.303 and the Association's governing documents to establish policies for the implementation and enforcement of the Declaration;

WHEREAS, it is necessary and appropriate to adopt a comprehensive policy statement to provide clear guidance for the implementation of the rental restrictions amendment;

NOW, THEREFORE, BE IT RESOLVED that the Board of Directors hereby adopts the *Rental Management and Compliance Policy*, a copy of which is attached hereto and incorporated herein by reference.

BE IT FURTHER RESOLVED that the Board directs the development of supporting documentation including:

1. A Procedure Manual for Board and management company operations
2. Association Rules and Regulations governing rental compliance
3. A detailed Rental Regulation document
4. Rental permit applications and forms, including but not limited to:
 - Residence Leasing Permit Application
 - Hardship Leasing Permit Application
 - Tenant information submission forms
 - Other forms as necessary for rental compliance and administration
5. Procedures for communicating rental restrictions to prospective purchasers through estoppel certificates and other appropriate disclosure methods
6. A separate resolution delegating specific functions to the management company

BE IT FURTHER RESOLVED that this Policy Statement shall be effective immediately upon adoption and shall supersede any prior inconsistent policies or procedures related to rental activities within the Association.

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Proposed HOA Rules & Regulations Updates (1 of 2)

New Section Being Added:

• 219a - Official Records Inspection and Copy Requests

- Establishes formal process for homeowners to inspect HOA records per Florida Statute 720.303
- Requires written requests using official form, limited to once per month
- Sets 10-day response timeframe and up to 8 hours monthly inspection time
- Fee structure: \$20/hour for retrieval over 30 minutes, \$0.25/page copying
- Special procedures for prospective buyers and law enforcement requests

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Proposed HOA Rules & Regulations Updates (2 of 2)

New Section Being Added:

• 221b - Residence Property Rental

- Creates formal rental permit system for property owners
- Requires 6-month minimum lease terms covering entire property
- Tenants must be individuals only (no business entities)
- Owners must notify Board and provide lease copy 10 days before occupancy
- Properties leased as of May 28, 2024 receive "grandfathered" status

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Motion to Adopt Proposed Changes to HOA Rules and Regulations

WHEREAS, the Board of Directors of The Meadows at Saint Johns Owners Association, Inc. has determined that additions to the Rules and Regulations are necessary to provide clear procedures for official records inspection and copying requests in compliance with Florida Statute 720.303; and

WHEREAS, the Board has further determined that formal procedures for residence property rental are needed to ensure proper oversight and compliance with community standards; and

WHEREAS, these proposed additions will establish Section 219a "Official Records Inspection and Copy Requests" and Section 221b "Residence Property Rental" to the existing Association Rules and Regulations; and

WHEREAS, the Board has reviewed these proposed changes and finds them to be in the best interests of the Association and its members;

NOW, THEREFORE, BE IT RESOLVED that the Board of Directors of The Meadows at Saint Johns Owners Association, Inc. hereby adopts the following additions to the Association Rules and Regulations, as presented and appended to this motion, effective immediately:

1. Section 219a - Official Records Inspection and Copy Requests
2. Section 221b - Residence Property Rental

BE IT FURTHER RESOLVED that these adopted changes shall be published and made available to all property owners within thirty (30) days of adoption, and all owners shall be notified of these changes no later than July 31, 2025.

BE IT FURTHER RESOLVED that the Association is hereby authorized and directed to take all necessary actions to implement these new regulations and ensure proper notification to all property owners.

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Unfinished (Old) Business

- None

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New Business

- Enforcement – Violations – 3rd Notice Action
- Annual Member Meeting – Official Notice Mailing
- Goals & Objectives for 3rd & 4th Quarter 2025

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

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New Business

- Enforcement – Violations – 3rd Notice Action
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Open for Comments, Feedback and Questions



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What Is Next ? - Closing Remarks



➤ **Next Scheduled BOD Meeting – Thursday, Sept 18, 2024 at 7:00 PM**

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Thank You for Attending



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ATTACHMENTS

100 - Meadows HOA Architectural Guidelines - Proposed Changes for Fences.pdf

200 - Motion to Adopt Official Records Inspection & Copying Request Policy.pdf

201 - Official Records Inspection and Copying Request Policy.pdf

202 - HOA Official Records (Inspect & Copy) Request Form.pdf

300 - Motion to Adopt Rental Management and Compliance Policy.pdf

301 - Rental Management and Compliance Policy.pdf

302 - Rental Procedure Manual for Board & Management Company.pdf

303 - Rental Regulations for Owners & Tenant - The Meadows at World Golf Village.pdf

311 - Residence Leasing Permit Application.pdf

312 - Hardship Leasing Permit Application.pdf

321 - Grandfathered Owner Verification Form.pdf

331 - Lease Documentation Checklist.pdf

332 - Tenant & Lease Information Form.pdf

333 - Tenant Acknowledgment & Communication Form.pdf

341 - Rental Permit Approval Notification Template.pdf

342 - Rental Permit Waitlist Status Notification Template .pdf

351 - Violation Notice - Missing Rental Documentation Template.pdf

352 - Violation Notice - Notice of Unauthorized Rental Activity Template .pdf

353 - Violation Notice - Prohibited Rental Activities Template.pdf

400 - The Meadows WGV - Community Rental Restrictions - Info for Owners - June 2025.pdf

500 - The Meadows Rental Permit Guide - Understanding the 120-Unit Cap - June 2025.pdf

600 - Meadows HOA Rules & Regs - 219a - Official Records Inspection and Copy Requests.pdf

601 - Meadows HOA Rules & Regs - 221b - Residence Property Rental.pdf

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.

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.

APPENDIX

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

Additions – Underlined Text

Deletions – ~~Strikethrough Text~~

DIRECTORS VOTE TO ADOPT PROPOSED CHANGES - JUNE 26TH BOD MEETING

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

Additions – Underlined Text Deletions – ~~Strikethrough Text~~

DIRECTORS VOTE TO ADOPT PROPOSED CHANGES - JUNE 26TH BOD MEETING

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://THEMEADOWSWGVL.COM/](https://themeadowswgvl.com/)

MEA-2025.06.16.120700

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DIRECTORS VOTE TO ADOPT PROPOSED CHANGES - JUNE 26TH BOD MEETING

ARCHITECTURAL REVIEW REQUEST FORM (EXAMPLE)

Download latest version of form at: themedowswgv.com/download

Example – June 2025

 ARCHITECTURAL REVIEW REQUEST The Meadows at World Golf Village - HOA The Meadows At Saint Johns Owners Association, Inc. Submit to: Architectural Review Committee - info@themedowswgv.com	
PROPERTY INFORMATION (Please Print) Property Owner(s) Name(s): _____ Property Address: _____ Date: _____ Phone Number: _____ Email: _____ Type of Project: ☐ Fencing ☐ Paint/Colors ☐ Landscaping ☐ Driveway ☐ Pavers ☒ Other: _____	
PROJECT DESCRIPTION (Attach additional pages if needed) Description of proposed improvement, modification, removal, or addition. Include purpose, scope of work and timeline. _____ _____	
INFORMATION ONLY Download latest version of form at: themedowswgv.com/download	
REQUIRED SUBMISSIONS (All items must be included for review) ☒ Site Survey - Required for all projects ☒ Current photographs of the area to be modified ☒ Project plans/drawings with dimensions and materials specified ☒ Material samples (color swatches, product photos, etc.) ☒ Contractor information (license and insurance certificates if using contractor) ☒ See "Submission Requirements by Project Type" on page 2 for specific requirements	
OWNER ACKNOWLEDGMENT 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. IMPORTANT: 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: _____ ***** For ARC Committee 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 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. ARC Representative: _____ Date: _____ Revised June 2025 The Meadows at World Golf Village - Architectural Review Request Page 1 of 2	
☒ All contractors must be licensed and insured and agree to comply with all covenants, by-laws and guidelines ☒ Compliance with all applicable building codes is the sole responsibility of the contractor and property owner ☒ The cost and/or repair of any damage caused to any lot or common area is the sole responsibility of the owner ☒ By law the Architectural Review Committee may take up to 30 days to review any request The Meadows at World Golf Village - HOA Architectural Review Request Revised June 2025 Page 2 of 2	
REQUIREMENTS BY PROJECT TYPE GUTTERS & DOWNSPOUTS - Site survey marking gutter locations along rooflines - Downspout placement and drainage direction - Gutter and downspout color (must comply with community color guidelines) - Current photographs of house SATELLITE DISHES & SOLAR PANELS - Site survey with equipment location marked - Equipment specifications and mounting details - For solar: roof plan showing panel layout - Current photographs of installation area EXTERIOR PAINT & COLORS - Paint color samples with brand name and color code - Specify colors for body, trim, doors, shutters, etc. - Must comply with approved community color guidelines - Current photographs of structure PAVERS & HARDSCAPING - Site survey showing paver area location and dimensions - Paver type, color, and pattern specifications - Installation and drainage plans - Current photographs of area OTHER IMPROVEMENTS - Attach detailed description, site survey, current photographs, material specifications, and any relevant plans Questions? Contact: info@themedowswgv.com	

Additions – Underlined Text

Deletions – ~~Strikethrough Text~~

DIRECTORS VOTE TO ADOPT PROPOSED CHANGES - JUNE 26TH BOD MEETING

**RESOLUTION OF THE BOARD OF DIRECTORS OF
THE MEADOWS AT WORLD GOLF VILLAGE HOMEOWNERS ASSOCIATION, INC.
dba THE MEADOWS OF WORLD GOLF VILLAGE**

Motion to Adopt Official Records Inspection and Copying Request Policy

WHEREAS, Section 720.303(5), Florida Statutes, entitles parcel owners to inspect and copy certain official records of the homeowners' association (HOA); and

WHEREAS, the statute requires records to be made available within 10 business days of receipt of a written request, and within 45 miles of the community or within the same county; and

WHEREAS, Section 720.303(5)(g), Florida Statutes, expressly authorizes the association to adopt reasonable written rules governing the frequency, time, location, notice, records to be inspected, and manner of inspections; and

WHEREAS, such rules may not require a parcel owner to demonstrate any proper purpose for the inspection, state any reason for the inspection, or limit a parcel owner's right to inspect records to less than one 8-hour business day per month; and

WHEREAS, the statute also provides specific procedures for requests from prospective purchasers and lienholders under section 720.303(5)(h), and compliance requirements for law enforcement subpoenas under section 720.303(5)(i); and

WHEREAS, the Board of Directors finds it necessary and prudent to adopt a uniform policy to ensure timely, secure, and efficient compliance with such requests while protecting the association's interests and maintaining orderly operations within the parameters established by Florida law;

NOW, THEREFORE, BE IT RESOLVED, that the Board of Directors hereby adopts the attached *Official Records Inspection and Copying Request Policy* and the corresponding *HOA Official Records (Inspect and Copy) Request Form*, effective immediately.

BE IT FURTHER RESOLVED, that management shall provide a copy of this policy and form upon request and shall make available on the association website and secure portal.

BE IT FURTHER RESOLVED that this policy and form shall take effect immediately upon adoption.

VOTE: In Favor: ____ Opposed: ____ Abstaining: ____

ADOPTED on: [Date]

[President's Name], President
Board of Directors
The Meadows at World Golf Village
The Meadows at Saint Johns Owners Association, Inc.

THE MEADOWS OF WORLD GOLF VILLAGE - HOA

THE MEADOWS AT WORLD GOLF VILLAGE HOMEOWNERS ASSOCIATION, INC.

Official Records Inspection and Copying Request Policy

Dated: June 26, 2025

1. PURPOSE AND SCOPE

1.1 Purpose This policy establishes a standardized process by which a parcel owner may request to inspect or copy the official records of the HOA, consistent with Florida Statutes §720.303(5).

1.2 Scope This policy applies to all written requests for inspection and copying of official records submitted by parcel owners or their authorized representatives, as well as requests from prospective purchasers, lienholders, and law enforcement agencies.

1.3 Definitions

- **Official Records:** As referenced in Florida Statute §720.303(4)
- **Business Days:** Monday through Friday, excluding federal holidays and days when the association's office is closed

1.4 Eligibility Only titled parcel owners or their designated representatives (with proper written authorization) may submit a request under this policy. Requests from prospective purchasers and lienholders are governed by Section 6 of this policy.

2. PARCEL OWNER REQUEST SUBMISSION

2.1 Request Submission Requirements A request must:

1. Be in writing, signed and dated by the requesting owner;
2. Clearly identify the specific records requested with sufficient detail to locate them;
3. State whether the owner seeks inspection only or inspection and copying;
4. Include the owner's current contact information (phone/email);
5. If a representative is acting on behalf of the owner, include:
 - A notarized written authorization signed by the owner, and
 - A legible copy of the representative's government-issued photo ID.

2.2 Optional Inclusions A request may include:

- Preferred dates and times for inspection (within 10 business days);
- Whether the owner seeks digital copies or physical photocopies.

Official Records Inspection and Copying Request Policy

MEA-2025.06.16.124200

2.3 Submission Procedure

2.3.1. Requests must be submitted by:

- (a) Hand delivery to **[register office address]**
- (b) Certified mail, return receipt requested to **[register office address]**
- (c) Email to **[designated email address]**

2.3.2. The association will respond and make records available within 10 business days of receipt.

2.3.3. Records will be made available within 45 miles of the community or within the same county.

2.3.4. Inspections will be supervised and conducted during normal business hours.

2.3.5. A parcel owner is entitled to inspect records for up to eight (8) hours per month during business hours, which may be taken consecutively in one day or spread across multiple days within the month. This entitlement applies to each individual parcel owner separately.

2.3.6. Copying fees and personnel costs will apply per Florida Statute 720.303(5)(g). Personnel costs apply only to time spent retrieving and copying records (not supervision), and only if such time exceeds thirty (30) minutes. No fees apply when owners use portable devices for copying.

2.4 Frequency Limitation Parcel owners may submit only one official records inspection request per calendar month, as permitted by Florida Statute 720.303(5)(g).

3. IDENTIFICATION AT INSPECTION A government-issued photo ID is required at the time of inspection. Representatives must also bring the owner's written authorization and their own ID.

4. LIMITATIONS Records exempt under Florida law, or that are privileged (e.g., legal or personnel files), will not be made available for inspection or copying.

5. FEE SCHEDULE

- 5.1. Personnel costs: \$20.00 per hour for time spent retrieving and copying records exceeding thirty (30) minutes total.
- 5.2. Copying costs: \$0.25 per page for copies made on association equipment.
- 5.3. No personnel costs for supervision during inspection.
- 5.4. No personnel costs apply for the first 30 minutes of retrieval and copying time.
- 5.5. No fees when owners use portable devices (phones, tablets, scanners).
- 5.6. Requests for 25 pages or fewer incur no personnel costs regardless of time spent.

THE MEADOWS OF WORLD GOLF VILLAGE - HOA

THE MEADOWS AT WORLD GOLF VILLAGE HOMEOWNERS ASSOCIATION, INC.

6. PROSPECTIVE PURCHASER/LIENHOLDER REQUESTS [FL s. 720.303(5)(h)]

6.1 Scope Requests from or on behalf of prospective purchasers or lienholders are governed by Florida Statute 720.303(5)(h) and are subject to different procedures and limitations than parcel owner requests.

6.2 Submission Requirements Such requests must:

1. Be submitted in writing, dated and signed
2. Be delivered to the association's registered office by hand delivery, mail, or as an attachment to email
3. Clearly identify the specific parcel by address and legal description
4. Specify which records are being requested
5. Include contact information for the requestor

6.3 Form Limitation The HOA Official Records Request Form attached to this policy is designed for current parcel owners only. Prospective purchaser/lienholder requests should be submitted as written letters per the requirements in Section 6.2.

6.4 Information Limitations The association is only required to provide information or documents specifically required by Chapter 720, Florida Statutes, to be made available or disclosed. The association may decline to provide other information.

6.5 Fees The association may charge a reasonable fee not exceeding \$150 plus reasonable photocopying costs and any attorney fees incurred in connection with the response.

7. LAW ENFORCEMENT SUBPOENAS [FL s. 720.303(5)(i)]

7.1 Compliance Timeline When the association receives a subpoena for records from a law enforcement agency, the association must provide copies or make records available for inspection within 5 business days of receipt, unless otherwise specified by the law enforcement agency or subpoena.

7.2 Cooperation The association must assist law enforcement agencies in their investigations to the extent permissible by law.

THE MEADOWS OF WORLD GOLF VILLAGE - HOA

THE MEADOWS AT WORLD GOLF VILLAGE HOMEOWNERS ASSOCIATION, INC.

HOA Official Records (Inspect and Copy) Request Form

NOTICE: This request is submitted pursuant to Florida Statute 720.303(5). The association must make records available within 10 business days of receipt.
Note: Owners are entitled to up to 8 hours of inspection time per month. Only one request per month is permitted.

PLEASE PRINT

Requestor Name: _____

Owner Name(s): _____

Property Address: _____

Email: _____

Phone: _____

Date of Request: _____

I request to (check one):

☐ Inspect records only

☐ Inspect and receive copies

Preferred method for association response:

☐ Email ☐ Phone ☐ Mail

☐ I will bring my own portable device (no copying fees)

Requested Record(s) - Please be as specific as possible:

(Example: "Board meeting minutes from January 2024" or "2023 Annual Budget")

Preferred Inspection Day(s) & Time(s): _____

Will you be accompanied by anyone?

☐ No

☐ Yes – Name(s): _____

Are you authorizing a representative to inspect on your behalf?

☐ No

☐ Yes – Name: _____

(Must attach written authorization + copy of their ID)

I acknowledge that I have received and understand the association's Official
Records policy regarding fees, scheduling, and procedures.

☐ Yes, I acknowledge

Signature of Owner: _____ Date: _____

FOR OFFICE USE ONLY

Date Received: _____ | Inspection Scheduled: _____

Method of Delivery: ☐ Hand ☐ Email ☐ Mail

**RESOLUTION OF THE BOARD OF DIRECTORS OF
THE MEADOWS AT WORLD GOLF VILLAGE HOMEOWNERS ASSOCIATION, INC.
dba THE MEADOWS OF WORLD GOLF VILLAGE**

MOTION TO ADOPT RENTAL MANAGEMENT AND COMPLIANCE POLICY

WHEREAS, the Association's Declaration of Covenants, Conditions and Restrictions was amended to include rental restrictions limiting the number of rental parcels to one hundred twenty (120) units and establishing related requirements and procedures;

WHEREAS, the Board of Directors has the authority under Florida Statutes Section 720.303 and the Association's governing documents to establish policies for the implementation and enforcement of the Declaration;

WHEREAS, it is necessary and appropriate to adopt a comprehensive policy statement to provide clear guidance for the implementation of the rental restrictions amendment;

NOW, THEREFORE, BE IT RESOLVED that the Board of Directors hereby adopts the ***Rental Management and Compliance Policy***, a copy of which is attached hereto and incorporated herein by reference.

BE IT FURTHER RESOLVED that the Board directs the development of supporting documentation including:

1. A Procedure Manual for Board and management company operations
2. Association Rules and Regulations governing rental compliance
3. A detailed Rental Regulation document
4. Rental permit applications and forms, including but not limited to:
 - Residence Leasing Permit Application
 - Hardship Leasing Permit Application
 - Tenant information submission forms
 - Other forms as necessary for rental compliance and administration
5. Procedures for communicating rental restrictions to prospective purchasers through estoppel certificates and other appropriate disclosure methods
6. A separate resolution delegating specific functions to the management company

BE IT FURTHER RESOLVED that this Policy Statement shall be effective immediately upon adoption and shall supersede any prior inconsistent policies or procedures related to rental activities within the Association.

VOTE: In Favor: ____ Opposed: ____ Abstaining: ____

ADOPTED: [Date] RESOLUTION NO: 2025-06-[###]

I hereby certify that the above motion was duly made, seconded, and voted upon at a properly noticed meeting of the Board of Directors of The Meadows at Saint Johns Owners Association held on ***[Date]***, at which a quorum was present.

[Secretary Name], Secretary
Board of Directors
The Meadows at Saint Johns Owners Association, Inc.
dba The Meadows at World Golf Village

THE MEADOWS OF WORLD GOLF VILLAGE

THE MEADOWS AT SAINT JOHNS OWNERS ASSOCIATION, INC.

A Deed Restricted Community

RENTAL MANAGEMENT AND COMPLIANCE POLICY

Adopted: XXX XX, 2025

I. PURPOSE AND AUTHORITY

The Board of Directors of The Meadows at Saint Johns Owners Association, Inc. hereby adopts this Rental Management and Compliance Policy to implement the rental restrictions set forth in the amended Article VIII, Section 8.1 of the Declaration of Covenants, Conditions and Restrictions, as recorded in the Official Records of St. Johns County, Florida on May 29, 2024 ("Rental Amendment").

This Policy is adopted pursuant to the Board's authority under Florida Statutes Section 720.303 and the Association's governing documents to establish policies for the implementation and enforcement of the Declaration.

II. AUTHORIZATION FRAMEWORK AND DOCUMENT HIERARCHY

This Policy establishes the authorization framework and implementation structure for the rental restriction program. Detailed operational procedures, specific compliance requirements, and administrative processes shall be established through separate Board-adopted documents as authorized herein. This Policy provides the foundational authority and shall govern all implementing documents.

A. DOCUMENT HIERARCHY The rental restriction program shall be governed by the following document hierarchy:

1. **Declaration of Covenants, Conditions and Restrictions** (supreme authority)
2. **This Rental Management and Compliance Policy** (authorization framework)
3. **Board-adopted Procedure Manual** (detailed operational procedures)
4. **Board-adopted Rules and Regulations** (specific compliance requirements)
5. **Administrative forms and notices** (implementation tools)

B. CONSISTENCY REQUIREMENT All implementing documents shall be consistent with this Policy and may not expand or restrict the authority granted herein without Board amendment of this Policy.

C. IMPLEMENTATION AUTHORITY The Board hereby authorizes the development and adoption of implementing documents consistent with this Policy framework, including phased implementation as deemed appropriate by the Board.

III. POLICY OBJECTIVES

The objectives of this rental policy are to:

- Preserve the residential character and desirability of The Meadows community
- Maintain property values through controlled rental activities
- Ensure compliance with the 120-unit rental cap as established in the Rental Amendment
- Establish clear procedures for rental permit administration
- Protect the rights and interests of all owners, whether owner-occupied or rental properties

IV. DEFINITIONS

For purposes of this Policy, the following definitions shall apply in addition to those contained in the Rental Amendment:

Emergency Situations: Circumstances requiring temporary relocation of an owner due to events covered by a Federal Emergency Declaration, State of Emergency Declaration, or other qualifying emergency situations as determined by the Board that renders the owner's primary residence unoccupied during the owner's temporary relocation.

Family Member: As defined in Florida Statute 61.703, means a person who is related to another person by lineal consanguinity, or a brother, sister, aunt, uncle, nephew, or niece, whether related by the whole or half blood, by affinity, or by adoption.

Rental Activity: Any of the following actions that demonstrate active pursuit of leasing a parcel: executing a lease agreement with a tenant; marketing the parcel for lease (including online listings, signage, advertising, or other communications indicating the parcel is currently available for lease); showing the parcel to prospective tenants; conducting tenant screening or application reviews; negotiating lease terms with prospective tenants; or preparing the parcel for rental occupancy.

Permit Status: The current operational state of a rental permit, including: Current (valid and rental activity authorized), Expired (lapsed due to 90 days of inactivity), Revoked (permanently removed due to violations), Suspended (temporarily inactive due to compliance issues), Waitlisted (Standard Class permit awaiting availability under cap), or Withdrawn (voluntarily removed from consideration).

All other terms shall have the meanings set forth in the Rental Amendment.

V. RENTAL CAP AND PERMIT SYSTEM FRAMEWORK

The Association hereby establishes a rental permit system to enforce the maximum limit of one hundred twenty (120) rental parcels at any given time, as mandated by Section 8.1.2 of the Rental Amendment.

A. PERMIT CLASSIFICATION AND STATUS SYSTEM

The Association hereby establishes the following leasing permit classifications to implement the rental restrictions based on ownership status as of the Rental Amendment effective date (May 29, 2024):

1. **Grandfathered Class Permits:** Available to owners who held title to their parcel on May 28, 2024. These permits:
 - Are not subject to the 120-unit cap restriction for permit issuance
 - Count toward the 120-unit cap calculation when active
 - Must comply with all Rental Amendment requirements for new leases and renewals
2. **Standard Class Permits:** Required for owners who acquired title after May 28, 2024. These permits:
 - Are subject to the 120-unit cap restriction for permit issuance
 - Count toward the 120-unit cap calculation when active
 - Must comply with all Rental Amendment requirements
3. **Hardship Class Permits:** Issued pursuant to Section 8.1.11 of the Rental Amendment:
 - Are issued in addition to the 120-unit cap (do not count toward cap)
 - Have specific duration and eligibility requirements as outlined in the Rental Amendment

B. CAP CALCULATION METHODOLOGY

The 120-unit rental cap shall be calculated as follows:

1. **Only permits with "Current" status** shall count toward the 120-unit cap
2. **Total Current Rental Permits** equals the sum of all Current status Grandfathered Class and Standard Class permits
3. **Grandfathered Class permits may be issued regardless** of the current total, which may cause the community to exceed the 120-unit cap
4. **Standard Class permits may only be issued when** the Total Current Rental Permits is below 120
5. **Hardship Class permits are excluded** from all cap calculations
6. **Monitoring procedures** shall be established in the Procedure Manual

C. PERMIT ACTIVITY AND EXPIRATION FRAMEWORK

All permits with Current status, regardless of classification, shall automatically change to Expired status if the owner fails to engage in Rental Activity for any continuous period as established in the Procedure Manual. This inactivity expiration requirement applies equally to Grandfathered Class and Standard Class permits to ensure equitable treatment of all permit holders.

Assessment Delinquency Impact on Permits and Waiting List: When an owner receives a Notice of Intent to Lien for delinquent assessments:

- Current permit status changes to Suspended
- Waiting list entries become suspended (ineligible for activation)
- No new rental activity may be initiated
- Existing lease agreements may continue through their current term
- Existing leases may be renewed with existing tenants
- Suspended permits do not count toward the 120-unit cap calculation
- Upon delinquency resolution, permits and waiting list entries are restored to their previous status within ten (10) days

D. TRANSFER SITUATIONS

The Board may authorize specific procedures for Inheritance transfers to qualifying Family Members who can demonstrate the deceased owner held title prior to May 29, 2024, may retain Grandfathered Class status subject to verification procedures established in the Procedure Manual.

E. EXPIRED, REVOKED, AND WITHDRAWN PERMITS

Permits with Expired, Revoked, or Withdrawn status require submission of a new permit application. All new applications shall be processed using current standards and procedures regardless of previous permit history. The permit application form shall include a disclosure section for owners to indicate any previous permit applications for the subject parcel.

VI. WAITING LIST MANAGEMENT FRAMEWORK

A. WAITING LIST ESTABLISHMENT

The Association hereby establishes a chronological waiting list system for Standard Class permit applications when the 120-unit cap has been reached or exceeded.

B. WAITING LIST PROCEDURES FRAMEWORK

1. **Chronological Order:** Standard Class permits with Waitlisted status shall be maintained in chronological order based on application date
2. **Activation Process:** Procedures for notification and activation shall be established in the Procedure Manual
3. **Response Requirements:** Timeframes and procedures for owner response shall be detailed in implementing documents

4. **Voluntary Withdrawal:** Owners may withdraw from the waiting list at any time without penalty and may reapply with a new chronological position

C. WAITING LIST STATUS CHANGES

1. **Change in Ownership:** Sale of parcel results in automatic permit revocation and forfeiture of waiting list position
2. **Assessment Delinquency:** Upon Notice of Intent to Lien, permit status changes to Suspended and waiting list entry is suspended (ineligible for permit activation) until assessments become current. Suspended permits and waiting list entries are restored to their previous status within ten (10) days of delinquency resolution.
3. **Hardship Applications:** Hardship Applications: Waitlisted owners may apply for Hardship Class Permits. If a Hardship Class Permit is approved and activated, the owner's Standard Class waiting list position shall be suspended during the hardship class permit period.

VII. LEASE REQUIREMENTS AND DOCUMENTATION FRAMEWORK

A. MANDATORY LEASE TERMS

All leases within the community must comply with the requirements established in the Rental Amendment and detailed in the Rules and Regulations, including but not limited to:

1. **Written lease agreement** with minimum six (6) month term
2. **No subleasing, room rentals, or transient use** (including short-term rentals such as Airbnb)
3. **Tenant acknowledgment** of receipt and agreement to follow HOA governing documents
4. **Owner contact information** provided to Association

B. PRE-OCCUPANCY DOCUMENTATION FRAMEWORK

Owners must provide the Association with documentation as required by the Rental Amendment and detailed in the Rules and Regulations. Specific requirements, timeframes, and procedures shall be established in implementing documents.

C. DOCUMENTATION COMPLIANCE

Failure to provide required documentation within specified timeframes may result in fines, permit suspension, or other enforcement actions as authorized by this Policy and the governing documents.

VIII. HARDSHIP PROVISIONS FRAMEWORK

A. HARDSHIP APPLICATION AUTHORITY

The Board recognizes the hardship provisions outlined in Section 8.1.11 of the Rental Amendment and hereby authorizes the establishment of application processes and procedures to be detailed in the Procedure Manual.

B. BOARD REVIEW AND APPROVAL AUTHORITY

The Board hereby retains authority for hardship class permit decisions, with administrative processing procedures to be established in implementing documents. All hardship class permits require Board approval and shall be tracked separately from rental cap calculations.

C. EMERGENCY SITUATIONS

The Board may authorize emergency rental permitting due to owner temporary relocation for circumstances including natural disasters or other qualifying emergency situations, which shall be processed as expedited hardship permit applications under Section 8.1.11 of the Rental Amendment, with accelerated review timelines established in the Procedure Manual.

IX. OPERATIONAL PROCEDURES AUTHORIZATION

A. PROCESSING FRAMEWORK

The Board hereby authorizes the establishment of processing timelines and procedures in the Procedure Manual for:

1. **Rental permit applications**
2. **Hardship applications**
3. **Documentation acknowledgments**
4. **Waiting list notifications**
5. **Violation responses**

B. PERMIT VERIFICATION PROCEDURES AUTHORIZATION

The Board hereby authorizes the establishment of verification procedures including:

1. **Ownership date verification** using St. Johns County Tax Records and public records research
2. **Account status verification** to ensure current assessment payments
3. **Violation status verification** to confirm parcel compliance
4. **Permit class determination** based on documented acquisition date

C. APPLICATION REVIEW STANDARDS AUTHORIZATION

The Board hereby authorizes the establishment of review standards for permit applications to be detailed in the Procedure Manual.

X. VIOLATION AND ENFORCEMENT PROCEDURES FRAMEWORK

A. MATERIAL BREACH DESIGNATION

Leasing any parcel without a valid Current status rental permit constitutes a **material breach** of the Declaration and shall be subject to enforcement action as authorized by the governing documents.

B. ENFORCEMENT AUTHORITY

The Board hereby authorizes the following enforcement actions:

1. **Fines and fees** per established enforcement policy
2. **Permit suspension or revocation** for violations
3. **Legal proceedings** for material breach remedies
4. **Assistance with eviction proceedings** when Board-authorized
5. **Assessment of costs and attorney fees** as provided by law

C. MANAGEMENT AUTHORITY LIMITATIONS

Management authority is limited to administrative functions as detailed in the Procedure Manual. Policy interpretation and enforcement decisions requiring Board discretion remain with the Board.

D. APPEALS PROCESS AUTHORIZATION

The Board hereby authorizes the establishment of administrative appeal procedures for permit decisions and enforcement actions, with specific timelines and review processes to be detailed in the Procedure Manual.

Board Decision Standards: All discretionary Board decisions under this Policy shall be made using the reasonableness standard as adopted by the Board, which requires an objective evaluation of whether a hypothetical person with ordinary prudence would consider the decision appropriate given the specific circumstances. The Board shall:

Rental Management And Compliance Policy

MEA-2025.06.23.113700

- Apply consistent, documented standards established in the Procedure Manual
- Provide written justification for all discretionary decisions
- Document the reasonableness analysis including consideration of:
 - The purpose and intent behind the decision
 - Potential impact on Association members and the community
 - Balancing of interests and proportionality of any restrictions
 - Fairness and non-discrimination principles
 - Available alternatives and their feasibility
- Ensure decisions serve broader community interests while avoiding arbitrary or capricious outcomes

Documentation Requirement: All Board decisions involving discretionary authority under this Policy shall include written documentation of the reasonableness standard analysis and the specific factors considered in reaching the decision.

E. CONFLICT RESOLUTION AUTHORIZATION

The Board hereby authorizes the establishment of alternative dispute resolution procedures for rental-related conflicts, including mediation and administrative resolution processes.

XI. DOCUMENTATION AND RECORD KEEPING FRAMEWORK

A. MANDATORY RECORD KEEPING AUTHORIZATION

The Board hereby authorizes and directs the maintenance of comprehensive records related to the rental restriction program, with specific requirements and procedures to be established in the Procedure Manual.

B. RECORD RETENTION FRAMEWORK

The Board hereby establishes minimum retention requirements and authorizes the development of detailed record retention procedures, including:

1. **Minimum retention periods** as legally required or deemed appropriate
2. **Electronic backup** procedures for all rental-related documents
3. **Confidential treatment** of personal information per Florida law
4. **Archive and purge** procedures

C. REPORTING REQUIREMENTS AUTHORIZATION

The Board hereby authorizes the establishment of regular reporting requirements to be detailed in the Procedure Manual, including monthly status reports and annual compliance audits.

XII. COMPLIANCE MONITORING FRAMEWORK

A. ONGOING MONITORING AUTHORIZATION

The Board hereby authorizes the establishment of monitoring procedures including:

1. **Permit count tracking** and cap calculation updates
2. **Compliance verification** procedures
3. **Assessment payment monitoring**
4. **Documentation compliance** verification

B. ANNUAL COMPLIANCE AUDIT AUTHORIZATION

The Board hereby authorizes the establishment of annual comprehensive rental program compliance audit procedures to verify program effectiveness and compliance with governing documents.

XIII. PURCHASER DISCLOSURE AND COMMUNICATION FRAMEWORK

A. MANDATORY ESTOPPEL CERTIFICATE DISCLOSURE

To ensure prospective purchasers are fully informed of rental restrictions affecting properties within the community, the Association shall include rental restriction information in estoppel certificates pursuant to Florida Statute 720.30851(1). Specific disclosure requirements and procedures shall be established in the Procedure Manual.

B. ADDITIONAL DISCLOSURE METHODS AUTHORIZATION

The Board hereby authorizes the establishment of additional disclosure methods and procedures to be detailed in implementing documents.

C. DISCLOSURE DOCUMENTATION AUTHORIZATION

The Board hereby authorizes the establishment of documentation and record-keeping procedures for all disclosure communications.

XIV. REQUIRED FORMS AND APPLICATIONS AUTHORIZATION

The Board hereby authorizes and directs the development, implementation, and periodic review of all necessary application forms and documentation required for rental compliance, including:

- Residence Leasing Permit Applications for standard rental requests
- Hardship Leasing Permit Applications pursuant to Section 8.1.11 of the Rental Amendment
- Tenant information transmission forms as required by the Rental Amendment
- Lease documentation submission requirements
- Grandfathered owner verification forms
- Waiting list notice and withdrawal forms
- Violation notice templates
- Other forms deemed necessary for effective administration of rental restrictions

These forms shall be revised as needed upon periodic review to ensure continued compliance with governing documents and applicable law.

XV. FEE STRUCTURE AUTHORIZATION

The Board hereby authorizes the establishment of fees for rental program administration, including administrative fees, late fees, and violation processing fees. Specific fee amounts and limitations shall be established by separate Board resolution with appropriate safeguards against arbitrary fee setting.

XVI. IMPLEMENTATION FRAMEWORK AUTHORIZATION

To ensure effective implementation of the Rental Amendment, the Board hereby authorizes and directs the development of:

1. A comprehensive **Procedure Manual** for Board and management company operations
2. Specific **Rules and Regulations** governing owner and tenant compliance requirements
3. A detailed **Rental Regulation** document outlining all compliance obligations
4. **Enforcement procedures** for violations of rental restrictions
5. **Administrative forms** and implementation tools

A. IMPLEMENTATION TIMELINE

The Board hereby authorizes the development of implementing documents within a reasonable timeframe following adoption of this Policy, with phased implementation as appropriate.

B. INTERIM AUTHORITY

The Board hereby authorizes the establishment of interim procedures pending full implementation of detailed documents, ensuring continuous program operation during the implementation period.

XVII. MANAGEMENT DELEGATION FRAMEWORK

A. DELEGATION AUTHORITY

The Board may, by separate resolution, delegate specific day-to-day administrative functions related to rental permit processing and compliance monitoring to the Association's management company, while retaining final decision-making authority on policy matters and enforcement actions requiring Board discretion.

B. DELEGATION LIMITATIONS

Management authority may be delegated subject to the limitations imposed by Florida Statutes Chapter 720 (Homeowners' Associations) and Chapter 617 (Not-for-Profit Corporations), and shall be limited to administrative functions as specifically detailed in the Procedure Manual. The following decisions shall remain with the Board:

1. **Policy interpretation** requiring discretionary judgment
2. **Hardship class permit approvals**
3. **Enforcement actions** beyond routine administrative processing
4. **Appeals and dispute resolution** requiring Board review
5. **Fee establishment** and policy modifications

XVIII. GRANDFATHERING AND TRANSITION

Existing rental arrangements as of the effective date of the Rental Amendment shall be governed by Section 8.1.3 of the Rental Amendment, allowing continuation until lease expiration but requiring compliance with new restrictions for any renewals or new leases.

XIX. CONFIDENTIALITY

All rental and hardship-related owner and tenant information shall be managed in compliance with Florida Statutes and is considered confidential data which shall not be disclosed except as required by law or specifically permitted under Association policies.

XX. AMENDMENTS AND UPDATES

A. ANNUAL REVIEW AUTHORIZATION

This Policy shall be reviewed annually and updated as needed to ensure continued compliance with governing document requirements and Florida law.

B. POLICY UPDATES AUTHORIZATION

This Policy may be updated by Board resolution to reflect changes in:

1. Declaration amendments
2. Florida Statutes requirements
3. Operational improvements
4. Legal requirements

C. IMPLEMENTING DOCUMENT AMENDMENTS

Implementing documents authorized herein may be amended by the Board without requiring amendment to this Policy, provided such amendments remain consistent with this Policy framework.

XXI. EFFECTIVE DATE AND IMPLEMENTATION

A. EFFECTIVE DATE

This Rental Management and Compliance Policy shall be effective immediately upon adoption by the Board of Directors and shall remain in effect until modified or rescinded by subsequent Board action.

B. IMPLEMENTATION TRANSITION

The Board hereby authorizes a reasonable implementation period for the development and adoption of implementing documents, during which interim procedures may be established to ensure program continuity.

XXII. SUPREMACY OF GOVERNING DOCUMENTS

In the event of any conflict between this Policy and the Association's Declaration, Bylaws, or applicable law, the Declaration, Bylaws, and applicable law shall control.

Rental Management And Compliance Policy

MEA-2025.06.23.113700

CERTIFICATION

I hereby certify that the foregoing Rental Management and Compliance Policy was duly adopted by the Board of Directors of The Meadows at Saint Johns Owners Association at a meeting held on **[Date]**, at which a quorum was present.

[Secretary's Name], Secretary

Board of Directors

The Meadows at Saint Johns Owners Association, Inc.

dba The Meadows at World Golf Village

DOCUMENT STATUS: WORKING DRAFT

Draft Date: June 23, 2025 - 1137

For Board Review and Consideration

THE MEADOWS OF WORLD GOLF VILLAGE

THE MEADOWS AT SAINT JOHNS OWNERS ASSOCIATION, INC.

A Deed Restricted Community

PROCEDURE MANUAL FOR IMPLEMENTATION OF RENTAL RESTRICTIONS (CC&R Section 8.1)

1. PURPOSE

1.1 Purpose

This Procedure Manual outlines the roles, responsibilities, and step-by-step procedures for the Board of Directors and the HOA Management Company to implement and administer the provisions of the **2024 Amendment to Article VIII, Section 8.1** of the Declaration of Covenants, Conditions and Restrictions (CCR), which limits rental activity within the community.

1.2 Scope

This manual applies to all rental activities within The Meadows at Saint Johns Owners Association and governs the issuance of rental permits, monitoring of compliance, and enforcement of rental restrictions.

1.3 Authority

This manual is adopted pursuant to the authority granted in CCR Section 8.1.13, which allows the Board to adopt rules and regulations pertaining to the leasing of Parcels.

2. DEFINITIONS

2.1 Key Terms

- **Grandfathered Class:** Rental permit issued to owners who held title on or before May 28, 2024, not subject to the 120-unit cap restriction
- **Hardship Permit:** Special permit issued under CCR Section 8.1.11
- **Leasing:** As defined in CCR Section 8.1.1
- **Parcel:** The Lot, Home and all improvements thereon
- **Permit Status:** Current operational state of a permit (Current, Expired, Revoked, Suspended, Waitlisted, Withdrawn)
- **Rental Activity:** Any of the following actions that demonstrate active pursuit of leasing a Parcel: executing a lease agreement with a tenant; marketing the property for lease (including online listings, signage, or advertising); showing the property to prospective tenants; conducting tenant screening or application reviews; negotiating lease terms with prospective tenants; or preparing the property for rental occupancy
- **Rental Cap:** Maximum of 120 Parcels that may be leased at any given time
- **Rental Permit:** Standard leasing permit with two classes: "Grandfathered" and "Standard"
- **Standard Class:** Rental permit issued to owners who acquired title after May 28, 2024, subject to the 120-unit cap restriction
- **Waiting List:** Chronological list of Standard Class permit holders seeking activation when cap allows

Refer to CCR Section 8.1 for full definitions.

3. RENTAL PERMIT ADMINISTRATION

3.1 Rental Permit Cap

- The **120-unit rental cap is determined by the total of all Current Rental Permits** (both Grandfathered Class and Standard Class combined).
- **Standard Class permits can only be issued when the total Current Rental Permits falls below 120.**
- **Grandfathered Class Permits may be issued regardless** of the current total, which may cause the community to exceed the 120-unit cap.
- Hardship Permits are excluded from the cap calculation.
- Management Company shall maintain an up-to-date **permit ledger** tracking permit type (Rental/Hardship), class (Grandfathered/Standard), and status (Current/Expired/Revoked/Suspended/Waitlisted/Withdrawn).

3.2 Permit Application Process

3.2.1 Initial Application

1. Owner submits written application to Board or management company
2. Application must include:
 - Owner's name, address, and contact information
 - Parcel address
 - Date of parcel acquisition
 - Disclosure of any previous permit applications for parcel
 - Proposed lease commencement date
 - Certification that Owner is current on all assessments
 - Acknowledgment of rental restrictions and requirements

3.2.2 Application Review

1. Management company verifies:
 - Owner's account is current (no delinquent assessments)
 - Parcel is not currently subject to violations
 - Application is complete and accurate
2. Management company determines permit class based on acquisition date
3. Management company checks total Current Rental Permits against 120-unit cap
4. Application processed within 10 business days of receipt

3.2.3 Permit Issuance

For Grandfathered Class Rental Permits (acquired title on/before May 28, 2024):

1. Verify ownership date from application
2. Issue Rental Permit with "Grandfathered" class designation and "Current" status
3. **May be issued regardless of current total rental count** (even if community exceeds 120 units)
4. Update rental tracking database and recalculate total
5. Notify Owner of approval, conditions and requirements
 - a. Permit is non-transferable and issued only for that specific Owner and Parcel
 - b. Permit is valid only while the same Owner retains ownership of the same Parcel

For Standard Class Rental Permits (acquired title after May 28, 2024):

1. If total Current Rental Permits below 120:

- Issue Rental Permit with "Standard" class designation and "Current" status
- Update rental tracking database
- Notify Owner of approval, conditions and requirements
 - a. Permit is non-transferable and issued only for that specific Owner and Parcel
 - b. Permit is valid only while the same Owner retains ownership of the same Parcel

2. If total Current Rental Permits at or above 120:

- Send notification to Owner that 120-unit Cap has been met
- Issue Rental Permit with "Standard" class designation and "Waitlisted" status
- Place on waiting list with chronological position
- Notify Owner of waitlisted status
- Inform owner of option to withdraw rental permit application

3.3 Permit Conditions and Requirements

1. Permit valid only for specific Owner and Parcel
2. Permit non-transferable
3. Standard Class permits expire if not actively pursuing rental activity within any 90-day period (status changes to "Expired")
4. Owner must comply with all lease documentation requirements
5. Owner must maintain current assessment account

3.4 Waiting List Management

1. Maintain chronological waiting list for **Standard Class permits with "Waitlisted" status**
2. **When total Current Rental Permits falls below 120**, notify next Standard Class owner on waitlist
3. Change permit status from "Waitlisted" to "Current" for approved waitlisted owners
4. Owner has 15 days to confirm intent to lease
5. If Owner declines or fails to respond, move to next on list
6. **Note: Issuance of additional Grandfathered Class permits may prevent Standard Class permits from being activated**

3.4.1 Waitlisted Owner Circumstances Changes

1. **Change in Ownership:** If a waitlisted owner sells their Parcel, the rental permit is automatically revoked and their position on the waiting list is forfeited.
2. **Financial Status Changes:** When a waitlisted owner has been issued a Notice of Intent to Lien for delinquent assessments, their permit status changes to "Suspended" but they retain their waiting list position until the account becomes current.
3. **Request for Hardship Permit:** Waitlisted owners may apply for a Hardship Permit without losing their waiting list position. If approved for a Hardship Permit, their Standard Class permit "Waitlisted" status is change to "Suspended"

3.4.2 Voluntary Withdrawal from Waiting List

1. **Withdrawal Process:**
 - Owner submits written notice to Management Company requesting withdrawal from waiting list
 - Management Company confirms withdrawal within 5 business days
 - Permit status changes from "Waitlisted" to "Withdrawn"
 - Waiting list positions for remaining owners are adjusted accordingly
2. **Re-application After Withdrawal:**
 - Withdrawn owners may reapply for a new Standard Class permit
 - New application receives a new chronological position at the end of the current waiting list
 - Previous waiting list position cannot be restored
3. **No Penalty for Withdrawal:** No fees or penalties apply for voluntary withdrawal from the waiting list.

3.5 Permit Classification

3.5.1 Class Determination

1. Management company determines permit class based on acquisition date provided on application and verified through St. Johns County Tax Records and public records research to confirm the actual ownership date in accordance with Florida statutory requirements
2. Acquisition date on or before May 28, 2024 = Grandfathered Class
3. Acquisition date after May 28, 2024 = Standard Class
4. Document permit class in owner's file and tracking system

3.5.2 Permit Status Management

- **Current:** Permit is valid and rental activity authorized
- **Expired:** Permit has lapsed due to inactivity (90 days without rental activity)
- **Revoked:** Permit permanently removed due to violations
- **Suspended:** Permit temporarily inactive due to compliance issues
- **Waitlisted:** Standard Class permit awaiting availability under cap

3.6 Cap Calculation and Monitoring

3.6.1 Daily Cap Monitoring

1. Track total Current status Rental Permits (Grandfathered + Standard Classes)
2. Calculate available capacity for Standard Class permits (120 minus current total)
3. Monitor for rental terminations that create Standard Class availability
4. Update waitlist notifications when capacity becomes available

3.6.2 Cap Scenarios

- **Below 120:** Standard Class permits may be issued
- **At 120:** No new Standard Class permits; waitlist maintained
- **Above 120:** Community exceeds cap due to Grandfathered Class permits; no Standard Class permits available until total drops below 120

3.7 Example Scenario for Clarity

Note: This example reflects the actual situation at the time of the 2024 Amendment adoption, where existing rental activity exceeded the new 120-unit cap.

- **Current situation:** 126 Grandfathered Class + 0 Standard Class = 126 total (exceeds cap by 6)
- **If 10 Grandfathered rentals terminate:** 116 Grandfathered + 0 Standard = 116 total
- **Available Standard Class capacity:** 4 permits (120 - 116 = 4)
- **If 2 new Grandfathered applications approved:** 118 Grandfathered + 0 Standard = 118 total
- **Remaining Standard Class capacity:** 2 permits (120 - 118 = 2)

4. HARDSHIP LEASING PERMITS

4.1 Hardship Application Process

1. Owner submits written hardship application including:
 - Detailed explanation of hardship circumstances
 - Supporting documentation (medical, military, or employment documentation, etc.)
 - Proposed lease term (maximum 24 months)
 - Certification of inability to occupy for 4+ months

4.2 Board Review Process

1. Management company reviews application for completeness
2. Application presented to Board for consideration
3. Board may request additional documentation
4. Board decides by majority vote, with discretion on duration and conditions (not to exceed 24 months)
5. Decision communicated to Owner within 30 days
6. Separate tracking for hardship permits, which do not affect leasing cap or waitlist status

4.3 Hardship Permit Conditions

1. Maximum 24-month duration
2. May re-apply for another permit and term with demonstration of continuing hardship
3. Does not count against 120-unit rental cap
4. Subject to all other rental restrictions and requirements

5. LEASE REQUIREMENTS

All leases must:

- Be **written**, with a minimum term of **six (6) months**.
- Not allow subleasing, room rentals, or transient use (e.g., Airbnb).
- Include tenant acknowledgment of receipt and agreement to follow HOA governing documents.

6. LEASE DOCUMENTATION

6.1 Pre-Occupancy Requirements

1. Owner must provide Association with:
 - Copy of executed lease agreement
 - Owner contact information
 - Tenant(s) information
 - Vehicle description information
 - Pet descriptions (if applicable)
2. Documentation due 10 days prior to occupancy commencement

6.2 Tenant Documentation Requirements

1. Tenant acknowledgment of Governing Documents
2. Tenant contact information
3. Tenant email communication preference

7. MONITORING

7.1 Compliance Monitoring

1. Verify rental permits against active leases
2. Verify hardship rental permits against active leases
3. Review lease terms and expiration dates
4. Check owner compliance with documentation requirements
5. Assess tenant compliance with community rules
6. Conduct annual comprehensive rental program compliance audit

7.2 Violation Identification

1. Investigate suspected unauthorized rental activity
2. Monitor lease term compliance and early terminations
3. Check assessment payment status monthly
4. Document tenant behavior and rule violations
5. Report violations to Board within 5 business days of identification

8. ENFORCEMENT

8.1 Noncompliance

1. Leasing without a valid permit constitutes a material breach of the CCR.
2. Send formal notice for leasing without valid permit
3. Document violation in Owner's account
4. Refer to Board immediately to:
 - Pursue legal remedies
 - Suspend rental privileges pending resolution

8.2 Enforcement Actions

1. Issue violation notice to Owners
2. Suspend or revoke permits for continued noncompliance
3. Assist with eviction proceedings when Board-authorized
4. Assess fines and fees per established enforcement policy
5. Pursue legal remedies for material CCR breaches

9. RECORD KEEPING AND REPORTING

9.1 Required Records

1. Rental permit applications and approvals
2. Waiting list with chronological positions
3. Lease agreements and tenant information
4. Hardship applications and Board decisions
5. Violation notices and enforcement actions
6. Current rental count and cap status
7. Grandfathered owner verification documentation including County Tax Records research and copies of relevant recorded documents confirming ownership date

9.2 Reporting Requirements

1. Monthly Board reports on rental program status
2. Annual summary of rental activities
3. Violation and enforcement statistics
4. Waiting list status updates

9.3 Record Retention

1. Maintain records for minimum 7 years
2. Electronic backup of all rental-related documents
3. Confidential treatment of tenant personal information
4. Regular archive and purge procedures

10. ROLES AND RESPONSIBILITIES

10.1 Board of Directors Responsibilities

1. Oversight, interpretation and enforcement of rental restrictions.
2. Evaluation and approval of hardship applications.
3. Appeal determinations
4. Enforcement action approvals
5. Review of leasing permit reports.
6. Annual program review and updates
7. Policy development and amendment of related Rules and Regulations.

10.2 Management Company Responsibilities

Upon delegation by separate Board resolution, the Management Company will:

1. Provide Daily administration of rental program
2. **Receive, process, and maintain** all leasing requests, permits, and waitlists.
3. Ensure receipt and filing of all required documentation.
4. Conduct Compliance monitoring and violation detection
5. Send timely **reminders and violation notices**
6. Assist with coordination of Board decisions on hardship applications.
7. Provide monthly reports to the Board on:
 - o **Total Current Rental Permits** (combined Grandfathered and Standard Classes)
 - o Current number of **Rental permits by class** (Grandfathered/Standard) **and status** (Current/Expired/Revoked/Suspended/Waitlisted)
 - o Current number of **Hardship permits by status**
 - o **Available Standard Class permit capacity** (120 minus current total, or zero if at/above cap)
 - o **Impact of pending Grandfathered Class applications** on Standard Class availability
 - o New requests and their status
 - o Upcoming lease expirations

10.3 Owner Responsibilities

1. Obtaining required permits before leasing
2. Providing complete and accurate documentation
3. Ensuring tenant compliance with community rules
4. Maintaining current assessment accounts
5. Reporting lease terminations and changes

10.4 Tenant Responsibilities

1. Compliance with all Governing Documents
2. Providing accurate occupancy information
3. Vehicle and pet registration
4. Cooperation with Association enforcement

11. FORMS AND PROCEDURES

11.1 Standard Forms

- | | |
|---|------------------------|
| 1. Rental Permit Application | (Owners) |
| 2. Hardship Leasing Application | (Owners) |
| 3. Lease Documentation Checklist | (Owners & Association) |
| 4. Tenant & Lease Information Form | (Owners) |
| 5. Tenant Acknowledgment & Communication Form | (Tenants) |
| 6. Grandfathered Owner Verification Form | (Association) |
| 7. Non-Compliance Notice Templates | (Association) |
| 8. Permit Issuance Letter Template | (Association) |
| 9. Waitlist Notice Letter Template | (Association) |

11.2 Processing Timelines

1. Rental permit applications: 10 business days
2. Hardship applications: 30 days
3. Documentation Acknowledgments: 3 business days
4. Waiting list notifications: 5 business days
5. Violation responses: Per enforcement policy

11.3 Fee Structure

1. Late documentation fee: \$[Amount to be determined]
2. Violation processing fees: Per enforcement policy

12. PURCHASER DISCLOSURE AND COMMUNICATION

12.1 Purpose

To ensure prospective purchasers are fully informed of rental restrictions affecting properties within the community and to comply with Florida Statute 720.30851(1) disclosure requirements.

12.2 Estoppel Certificate Requirements

12.2.1 Mandatory Rental Restriction Information

All estoppel certificates issued pursuant to Florida Statute 720.30851(1) shall include the following rental restriction information:

1. **Notice Statement:** "This property is subject to rental limitations under Article VIII, Section 8.1 of the Declaration of Covenants, Conditions and Restrictions, as amended."
2. **Current Leasing Status:** As of the estoppel certificate date:
 - Total number of active Current status rental permits against the 120-unit cap
 - Statement of permit availability: "Standard Class rental permits [are currently available/are not currently available due to the 120-unit cap being met/exceeded]"
 - Waiting list status: "[Number] Standard Class permit applications are currently on the waiting list"
3. **Reference to Recorded Restrictions:** "Complete rental restrictions are contained in the recorded Declaration and amendments, copies of which are available from the Association."

12.2.2 Example of Estoppel Language

"Rental Restriction Notice: *The Meadows at Saint Johns is a deed-restricted community subject to rental limitations as set forth in Article VIII, Section 8.1 of the Declaration of Covenants, Conditions, Restrictions and Easements, as amended and recorded in Official Records Book 5956, Page 1875 et seq., of the Public Records of St. Johns County, Florida. These provisions include restrictions on leasing terms, permit requirements, and occupancy standards.*

Leasing Cap and Current Availability: *Pursuant to the Declaration, the Association limits the number of parcels that may be rented or leased at any given time to one hundred twenty (120). As of the date of this estoppel certificate, [insert current number] parcels are under active lease. [If at/above cap:] The leasing cap has been reached/exceeded; no additional leasing permits will be issued until active leases drop below 120 units. [Else If below cap:] Leasing permits may be available subject to application approval, compliance with governing documents, and processing in order of the Association's waiting list."*

12.3 Processing Requirements

12.3.1 Management Company Responsibilities

1. **Update rental status information** in estoppel certificate template within 24 hours of any permit status changes
2. **Verify current permit counts** before issuing each estoppel certificate
3. **Include standard rental restriction language** in all estoppel certificates
4. **Maintain current template** with up-to-date permit availability status

12.3.2 Information Accuracy

1. Rental permit counts and availability status must be current as of estoppel certificate issue date
2. If permit status changes between estoppel request and issuance, use most current information
3. Document the permit count verification source and date in Association files

12.4 Additional Disclosure Methods

12.4.1 Board-Authorized Disclosures

The Board may authorize additional disclosure methods including:

1. **Community website posting** of current rental restriction summary and permit availability
2. **Real estate agent notifications** regarding rental restrictions
3. **Sales package inserts** for properties marketed for sale
4. **Direct buyer communications** when requested by sellers or agents

12.4.2 Disclosure Documentation

1. Maintain records of all disclosure communications
2. Document date, method, and content of disclosures provided
3. Retain copies of estoppel certificates showing rental restriction information

12.5 Legal Compliance

1. All disclosures shall comply with Florida Statute 720.30851 requirements
2. Information provided shall be accurate as of the disclosure date
3. Disclosures do not constitute legal advice or guarantee permit availability
4. Prospective purchasers are advised to review complete governing documents

13. CONFIDENTIALITY

All lease-and hardship related owner and tenant information will be managed in compliance with Florida Statutes and is considered confidential data which will not be disclosed except as required by law or specially permitted under HOA policies.

14. AMENDMENTS AND UPDATES

14.1 Review Annually

This manual shall be reviewed annually and updated as needed to ensure continued compliance with CCR requirements and Florida law.

14.2 Manual Updates

This manual shall be updated by Board resolution to reflect changes in:

1. CCR amendments
2. Florida Statutes requirements
3. Operational improvements
4. Legal requirements

14.3 Effective Date

This Procedure Manual becomes effective upon adoption by Board resolution and supersedes any prior rental administration procedures.

15. ADOPTION

This Procedure Manual for Implementation of Rental Restrictions (Version: [##.##]) was adopted by the Board of Directors of The Meadows at Saint Johns Owners Association, Inc. on [Date], by resolution [Number].

Document Version: [##.##]

Effective Date: [Date Adopted]

Next Review Date: [Next Annual Review]

Document: MEA-2025.06.23.203800

THE MEADOWS OF WORLD GOLF VILLAGE

THE MEADOWS AT SAINT JOHNS OWNERS ASSOCIATION, INC.

A Deed Restricted Community

RENTAL REGULATIONS

I. OVERVIEW AND PURPOSE

The Meadows at Saint Johns is a deed-restricted community committed to maintaining high standards of living and preserving property values. These rental regulations have been established by the Board of Directors in accordance with Article VIII, Section 8.1 of the Community's Covenants, Conditions, and Restrictions (CCRs), as amended in 2024.

Our rental regulations serve to:

- Preserve property values and community stability
- Maintain the residential character of our neighborhood
- Ensure a high quality of life for all residents
- Attract potential buyers who value owner-occupied communities

II. RENTAL LIMITATIONS AND DEFINITIONS

2.1 Rental Cap

A maximum of **120 homes** may be rented at any given time within the community. Properties owned on or before May 28, 2024, have grandfathered status and are not subject to the cap limitation.

2.2 Definition of Leasing

Leasing is defined as the occupancy of a residential dwelling by any person other than the Owner, for which the Owner receives any consideration or benefit. Key requirements include:

- Tenants must be natural persons (not corporations, partnerships, LLCs, trusts, etc.)
- Properties may only be leased in their entirety
- Individual room rentals and rent-sharing arrangements are prohibited
- Rentals to immediate family members are not restricted by the rental cap

III. LEASE REQUIREMENTS

3.1 Minimum Lease Terms

- All leases must be **written agreements**
- **Minimum lease term: 6 months**
- No short-term rentals (Airbnb, VRBO, etc.) are permitted
- Maximum of 3 rental periods per 12-month period per property
- Early termination clauses that reduce the term below 6 months are prohibited (except for tenant default)

3.2 Prohibited Uses

- Boarding houses, hotels, motels, or transient accommodations
- Subletting by tenants
- Separate rental of rooms within the same home
- Any rental arrangement not in compliance with community standards

IV. REQUIRED PROCEDURES FOR PROPERTY OWNERS

4.1 Pre-Rental Requirements

Before advertising or entering into any lease agreement:

1. **Written Application:** Submit written rental permit application to the Management Company
2. **Rental Permit:** Obtain a rental permit from the Association
3. **Account Current:** Ensure all HOA assessments are current

4.2 Documentation Requirements

Submit the following documents 10 days before tenant occupancy:

- Copy of signed lease agreement
- Tenant contact information (name, phone, email)
- Vehicle descriptions for all tenant vehicles
- Pet information (if applicable)
- Completed tenant acknowledgment and communication forms

4.3 Permit Types and Waiting List

Grandfathered Class Permits (Properties owned on or before May 28, 2024):

- May be issued regardless of the 120-unit cap
- Not subject to waiting list

Standard Class Permits (Properties acquired after May 28, 2024):

- Subject to the 120-unit cap
- May be placed on a chronological waiting list when cap is reached
- Permits issued in order as they become available

4.4 Permit Conditions

- Permits are non-transferable and specific to the owner and property
- Standard Class permits expire if not actively pursuing rental activity within any 90-day period
- Owners must maintain current HOA assessment accounts

V. OWNER RESPONSIBILITIES

5.1 Tenant Education and Compliance

- Provide tenants with complete community rules and regulations **before lease signing**
- Ensure tenant compliance with all community regulations
- Maintain responsibility for tenant behavior and any rule violations
- Monitor and enforce compliance throughout the lease term

5.2 Property Standards

- Maintain property in accordance with community standards
- Address maintenance issues promptly
- Ensure proper insurance coverage is maintained
- Respond to Association communications regarding tenant issues

5.3 Legal and Financial Obligations

- Owners remain personally liable for tenant violations
- Cannot assign HOA obligations to tenants
- Responsible for eviction proceedings if necessary
- Subject to fines and legal action for non-compliance

VI. TENANT REQUIREMENTS AND COMMUNICATIONS

6.1 Community Integration

Tenants are encouraged to:

- Register for community email communications
- Participate in appropriate community activities
- Maintain respectful relationships with neighbors

6.2 Tenant Obligations

- Comply with all community rules and regulations
- Maintain property according to community standards
- Report maintenance issues to property owner promptly
- Update contact information as needed
- Respect community quiet hours and common areas

6.3 Required Documentation

- Acknowledge receipt of and agreement to follow HOA governing documents
- Provide contact information and communication preferences
- Register vehicles and pets as required

VII. HARDSHIP PROVISIONS

Owners facing medical, health, or other justifiable hardships may apply for special consideration:

7.1 Hardship Leasing Permits

- Available for owners unable to occupy their home for more than 4 months
- Written application required with supporting documentation
- Board approval by majority vote
- Maximum hardship period: 24 months
- Does not count against the 120-unit rental cap

7.2 Application Process

Submit written application including:

- Nature and duration of hardship
- Supporting medical or other relevant documentation
- Proposed lease terms and tenant information

VIII. ENFORCEMENT AND VIOLATIONS

8.1 Violation Process

- Violations reported to property owners immediately
- Owners responsible for correcting tenant behavior
- Progressive enforcement may include fines and legal action
- Association may initiate eviction as owner's agent if necessary

8.2 Owner Delinquency

Properties with delinquent HOA assessments cannot be leased until accounts are current, unless written consent is provided by the Association.

IX. CONTACT INFORMATION AND RESOURCES

9.1 Management and Board Contacts

- **Management Company:** [Contact information to be provided]
- **HOA Board:** [Contact information to be provided]
- **Website:** [Website to be provided]

9.2 Required Forms and Documents

The following forms are available from the management company:

- Rental Permit Application
- Tenant Acknowledgment and Communication Forms
- Current Community Rules and Regulations
- Sample lease clauses for HOA compliance

X. IMPORTANT LEGAL NOTES

10.1 Grandfathered Properties

Properties owned on or before May 28, 2024, may continue under existing arrangements but must comply with all other provisions upon lease renewal.

10.2 Florida Statute Compliance

These regulations comply with Section 720.306(1)(h), Florida Statutes, and apply to:

- Owners who consented to the 2024 CCR amendment
- All owners who acquired title after the amendment's recordation

10.3 Association Rights

The Association serves as a third-party beneficiary to all leases and maintains the right to enforce lease terms and community standards directly against owners and tenants.

Rental Regulations – The Meadows at World Golf Village

Adopted: XXX XX, 2025

This policy is effective as of the date of adoption and supersedes all previous rental-related communications. Owners are responsible for staying current with policy updates and ensuring compliance with all provisions.

For the most current version of this document and related forms, please contact the management company or visit the community website.

Document Version: 0.9

Effective Date: [To be filled in upon adoption]

Next Review Date: [Annual review recommended]

Document: MEA-2025.06.23.123100 -Owner-Tenant-Rental-Regulations



The Meadows

At World Golf Village

Saint Augustine, FL 32092

The Meadows at Saint Johns Owners Association, Inc. – A Deed-Restricted Community

Leasing Permit Application

1. Owner submits a completed Leasing Permit Application Form to the HOA Board, via email hoaboard@themeadowswgv.com, **BEFORE** securing a tenant and lease agreement.
2. The Board reviews the application to ensure compliance with the leasing restrictions outlined in Section 8.1, including:
 - Number of current leasing permits issued (cap of 120)
 - Date of current owner's acquisition of title/ownership of the property
 - Owner's account standing (no delinquent assessments/dues)
3. If the application meets all requirements and leasing permits are available, the Board approves the application and issues a Leasing Permit to the owner.
4. If no leasing permits are currently available, the owner is added to the waiting list in chronological order.
5. The Board communicates the approval/denial status to the owner.
6. Once approved, the owner can proceed to secure a tenant and execute a lease agreement in compliance with Section 8.1 requirements.
7. The owner must submit a copy of the signed lease and tenant information to the Board within 10 days before the tenant's occupancy start date.

Leasing Permit Application Form:

Owner Name: _____

Owner Address: _____

Owner Email: _____ Owner Phone: _____

Property Address: _____

Requested Lease Start Date (approx.): _____

Ownership Information:

Date I acquired ownership of this property: _____

☐ I held title to this property before the May 2024 CCR amendment took effect

☐ I acquired title to this property after the May 2024 CCR amendment took effect

If applicable, number of times this property has been leased since May 2024: _____

Have you previously submitted any permit applications for this property ? ☐ Yes ☐ No

I certify that: ☐ I am current on all HOA assessments and dues.

By signing below, I acknowledge that I have read and understand the leasing restrictions outlined in Section 8.1 of the CC&Rs, and I agree to abide by all rules and regulations set forth by the HOA regarding the leasing of my property. I understand that I must submit a copy of the signed lease agreement and tenant information to the Board within 10 days before the occupancy start date.

Owner Signature: _____ Date: _____

Submit completed Application via email to: hoaboard@themeadowswgv.com



The Meadows

At World Golf Village

Saint Augustine, FL 32092

The Meadows at Saint Johns Owners Association, Inc. – A Deed-Restricted Community

Hardship Leasing Permit Application

Per CCR Article VIII, Section 8.1.11

Owner must submit this completed application with supporting documentation to the HOA Board, via email to hoaboard@themeadowswgv.com.

Board review and majority approval is required before a hardship permit is granted.

Owner Information:

Owner Name: _____

Property Address: _____

Owner Email: _____ Owner Phone: _____

Date acquired ownership of this property: _____

Hardship Classification:

☐ Medical/Health-Related Hardship

☐ Other Justifiable Cause Constituting Hardship (specify below)

Inability to Occupy Residence

Explain why you are unable to occupy your home for a period exceeding four (4) months: _____

Expected duration of inability to occupy: _____

Supporting Documentation Required:

- For medical/health hardship: Physician's letter detailing condition and expected duration
- For other hardship: Relevant documentation supporting your inability to occupy the residence
- Additional documentation as deemed necessary by the Board

Page 1 of 2 (Application Continues on Next Page)

Hardship Leasing Permit Application

Continued from Page 1

Requested Lease Term

Anticipated Start Date: _____

Requested Lease Duration: _____ (maximum 24 months)

Owner Certification & Understanding

I, the undersigned, hereby request a Hardship Leasing Permit under Section 8.1.11 of the CCRs.

I certify that:

1. All information provided is true and accurate
2. I am current on all HOA assessments and dues
3. I am unable to occupy my residence due to the hardship described above
4. The period of inability to occupy exceeds four (4) months
5. I understand the maximum hardship lease period is 24 months
6. If approved, my lease must comply with all applicable HOA leasing restrictions
7. The Board has sole discretion in determining what constitutes a qualifying hardship
8. Any approved hardship lease will include conditions and expiration date set by the Board

Owner Signature: _____ Date: _____

Submit completed application with supporting documentation via email to:

hoaboard@themeadowswgv.com

Submit completed Application via email to: hoaboard@themeadowswgv.com

THE MEADOWS OF WORLD GOLF VILLAGE

THE MEADOWS AT SAINT JOHNS OWNERS ASSOCIATION, INC.

A Deed Restricted Community

GRANDFATHERED OWNER VERIFICATION

INTERNAL USE ONLY - ASSOCIATION RECORDS

PARCEL INFORMATION:

- Parcel Address: _____
- Legal Description: _____
- Parcel ID/Tax ID: _____

OWNER INFORMATION:

- Owner Name(s): _____
 - Current Address: _____
 - Contact Phone: _____
 - Email: _____
-

VERIFICATION RESEARCH

1. APPLICATION DATE REVIEW:

- Date on Rental Permit Application: _____
- Acquisition Date Claimed by Owner: _____

2. ST. JOHNS COUNTY TAX RECORDS VERIFICATION:

- Date Tax Records Accessed: _____
- Ownership Date per Tax Records: _____
- Tax Record Reference/Screenshot Attached: ☐ Yes ☐ No

3. PUBLIC RECORDS RESEARCH:

- Deed Recording Date: _____
 - Deed Location: - Book: _____ Page: _____
 - Grantor: _____
 - Date of Title Transfer: _____
 - Copy of Recorded Deed Attached: ☐ Yes ☐ No
-

VERIFICATION DETERMINATION:

Grandfathered Eligibility (Check One):

- ☐ **ELIGIBLE** - Ownership established on or before May 28, 2024
- ☐ **NOT ELIGIBLE** - Ownership established after May 28, 2024

Permit Class Assignment: ☐ Grandfathered Class ☐ Standard Class

VERIFICATION COMPLETED BY:

- Researcher Name: _____
- Title: _____
- Date Completed: _____
- Signature: _____

BOARD\MANAGEMENT REVIEW:

- Reviewed By: _____
- Date: _____
- Approved for Permit Class: _____

THE MEADOWS OF WORLD GOLF VILLAGE

THE MEADOWS AT SAINT JOHNS OWNERS ASSOCIATION, INC.

A Deed Restricted Community

LEASE DOCUMENTATION CHECKLIST

FOR OWNER/HOA USE ONLY - Working Checklist - Not for Submission

Property Address: _____ Date: _____

Owner Name: _____

Rental Permit Status: ☐ Current ☐ Hardship Permit Class: ☐ Grandfathered ☐ Standard

REQUIRED DOCUMENTATION (Due 10 days prior to occupancy):

☐ 1. EXECUTED LEASE AGREEMENT

- Lease is in writing
- Minimum 6-month term
- No subleasing/room rental/transient use provisions included
- Lease term dates: From _____ To _____

☐ 2. OWNER INFORMATION

- Owner contact information (phone, email, mailing address)
- Emergency contact information if different

☐ 3. TENANT INFORMATION (from lease or separate form)

- All tenant names and contact information
- Tenant phone number(s)
- Tenant email address(es)
- Number of occupants: _____

☐ 4. VEHICLE INFORMATION (from lease or separate form)

- Vehicle 1: Make/Model/Year _____ License Plate _____
- Vehicle 2: Make/Model/Year _____ License Plate _____
- Additional vehicles listed: ☐ Yes ☐ No ☐ N/A

☐ 5. PET INFORMATION (if applicable)

- Pet 1: Type/Breed _____ Weight _____ Name _____
- Pet 2: Type/Breed _____ Weight _____ Name _____
- No pets: ☐

☐ 6. TENANT ACKNOWLEDGMENT

- Tenant acknowledgment of receipt of HOA governing documents
- Tenant agreement to comply with community rules and regulations
- Tenant communication preferences documented

Lease Documentation Checklist

Page 2 of 2

VERIFICATION ITEMS:

☐ 7. OWNER ACCOUNT STATUS

- All assessments current (no delinquencies)
- Account verified by: _____ Date: _____

☐ 8. RENTAL PERMIT STATUS

- Valid rental permit on file
- Permit type verified: ☐ Standard ☐ Grandfathered ☐ Hardship
- Permit expiration (if applicable): _____

☐ 9. LEASE COMPLIANCE

- Lease terms comply with CCR Section 8.1 requirements
- No prohibited provisions identified
- Lease duration acceptable: ☐ 6+ months ☐ Hardship term approved

SUBMISSION NOTES:

- Complete documentation received: ☐ Yes ☐ No
- Deficiencies noted: _____
- _____
- Follow-up required: ☐ Yes ☐ No
- Date documentation complete: _____

Processed by: _____ Date: _____

HOA Staff Notes:

This checklist is for organizational purposes only.

Retain lease agreement and required forms per record retention policy.

Dispose of this working checklist after processing is complete.



The Meadows

At World Golf Village

Saint Augustine, FL 32092

The Meadows at Saint Johns Owners Association, Inc. – A Deed-Restricted Community

Tenant & Lease Information Form

Submit at least 10 days prior to tenant occupancy per CCR Section 8.1.5

PART A: PROPERTY & TENANT INFORMATION

Property Address: _____

Primary Tenant Name(s): _____

Additional Adult Occupants: _____

Tenant Phone: _____ Tenant Email: _____

Lease Start Date: _____ Lease End Date: _____

PART B: VEHICLE INFORMATION

List ALL vehicles that will be parked on property or in community

<u>Year</u>	<u>Make/Model</u>	<u>Color</u>	<u>License Plate</u>	<u>State</u>	<u>Registered Owner</u>
-------------	-------------------	--------------	----------------------	--------------	-------------------------

_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____

Additional vehicles: ☐ None ☐ See attached sheet

PART C: PET INFORMATION

☐ No Pets

☐ Pets Present - List below:

Pet 1: Type: _____ Breed: _____ Name: _____ Size/Weight: _____

Pet 2: Type: _____ Breed: _____ Name: _____ Size/Weight: _____

Additional pets: ☐ None ☐ See attached sheet

Tenant & Lease Information

Continued from Page 1

PART D: LOCAL PROPERTY CONTACT INFORMATION

Primary Local Contact for Property Issues:

☐ Owner ☐ Property Management Company ☐ Designated Representative

Contact Name: _____

Phone: _____ Email: _____

Address: _____

Available Hours: _____ Emergency Contact: _____

PART E: OWNER INFORMATION

Owner Name(s): _____

Property Address: _____

Owner Mailing Address: _____

Owner Phone: _____ Owner Email: _____

PART F: REQUIRED DOCUMENTATION & CERTIFICATIONS

Attached Documents:

- ☐ Signed lease agreement (complete copy required)
☐ Tenant acknowledgment form (if separate from lease)

Owner Certifications:

- ☐ Governing Documents provided to tenant prior to lease execution
☐ Lease contains required compliance clause per CCR Section 8.1.8
☐ All HOA assessments current as of submission date

SIGNATURES

Owner Signature: _____ Date: _____

Print Name: _____

OFFICE USE ONLY - PERMIT VERIFICATION

Leasing Permit Status: ☐ Valid ☐ Expired ☐ Waitlisted

Date Received: _____ Reviewed by: _____ Date: _____

Owner/Tenant Records Updated: ☐ Yes Date: _____ By: _____

Submit completed form via email to: info@themeadowswgv.com



The Meadows

At World Golf Village

Saint Augustine, FL 32092

The Meadows at Saint Johns Owners Association, Inc. – A Deed-Restricted Community

Tenant Acknowledgment & Communication Authorization

PART A: PROPERTY & TENANT INFORMATION

Property Address: _____

Tenant Name(s): _____

Lease Term: From _____ To _____

Primary Email: _____ Secondary Email: _____

Phone Number: _____ Secondary Contact: _____

PART B: HOA GOVERNING DOCUMENTS ACKNOWLEDGMENT

- ☐ **I/We acknowledge receipt** of all HOA governing documents including CCRs, Bylaws, and Rules & Regulations
 - ☐ **I/We understand** that all tenants, occupants, and guests must comply with HOA governing documents
 - ☐ **I/We agree** that violations may result in lease termination and eviction proceedings
 - ☐ **I/We acknowledge** the HOA's right to enforce rules directly against tenants
-

PART C: EMAIL COMMUNICATION AUTHORIZATION (*Optional but Recommended*)

- ☐ **YES** - I authorize the HOA to communicate with me via email for:
 - Community newsletters and announcements
 - Maintenance updates affecting residents
 - Violation notices and compliance matters
 - Emergency notifications
 - General community information
- ☐ **NO** - I prefer communication through the property owner only and copies of violation notices by USPS mail.

Privacy Notice: *Your email will only be used for HOA communications and will not be shared with third parties. You may revoke this authorization at any time.*

SIGNATURES

Tenant 1: _____ Date: _____

Print Name: _____

Tenant 2: _____ Date: _____

Print Name: _____

Submit completed form via email to: info@themeadowswgv.com

THE MEADOWS OF WORLD GOLF VILLAGE

THE MEADOWS AT SAINT JOHNS OWNERS ASSOCIATION, INC.

A Deed Restricted Community

Date: [DATE]

To: [OWNER NAME]

Address: [OWNER ADDRESS]

Re: Rental Permit Application Approval - [PARCEL ADDRESS]

Dear [OWNER NAME],

Your application for a Rental Permit for the above-referenced property has been **APPROVED**. This letter serves as official confirmation of your permit issuance and outlines the conditions and requirements for your rental activities.

PERMIT DETAILS:

- **Permit Type:** Rental Permit
- **Permit Class:** [Grandfathered Class / Standard Class]
- **Permit Status:** Current
- **Issue Date:** [DATE]
- **Property:** [PARCEL ADDRESS]

IMPORTANT CONDITIONS AND REQUIREMENTS:

1. **Permit Validity:** This permit is valid only for you as the current owner of the specified parcel and is non-transferable.
2. **Permit Retention:** Your permit remains valid only while you retain ownership of this specific parcel.
3. **Activity Requirement (Standard Class Only):** Standard Class permits expire if you do not actively pursue rental activity within any 90-day period. Rental activity includes executing leases, marketing, showing the property, screening tenants, or preparing for rental occupancy.
4. **Documentation Requirements:** You must provide the Association with the following documentation **10 days prior to tenant occupancy:**
 - Copy of executed lease agreement
 - Your contact information
 - Tenant(s) information and contact details
 - Vehicle descriptions
 - Pet descriptions (if applicable)

5. **Lease Requirements:** All leases must be:
 - Written with minimum 6-month term
 - Prohibit subleasing, room rentals, or transient use (Airbnb, etc.)
 - Include tenant acknowledgment of HOA governing documents
6. **Account Status:** You must maintain a current assessment account. Delinquent assessments may result in permit suspension.
7. **Compliance:** You and your tenants must comply with all community governing documents, rules, and regulations.

NEXT STEPS:

- Review the complete rental restrictions in CCR Section 8.1
- Obtain required lease documentation forms from the management office
- Ensure tenant receives and acknowledges HOA governing documents
- Contact the management office with any questions

CONTACT INFORMATION:

[MANAGEMENT COMPANY NAME]

Phone: [PHONE NUMBER]

Email: [EMAIL ADDRESS]

Thank you for your cooperation with our rental restriction program. We look forward to working with you to ensure compliance with all community requirements.

Sincerely,

[MANAGEMENT COMPANY REPRESENTATIVE] [TITLE]

CC: Owner File, Rental Permit Database

THE MEADOWS OF WORLD GOLF VILLAGE

THE MEADOWS AT SAINT JOHNS OWNERS ASSOCIATION, INC.

A Deed Restricted Community

Date: [DATE]

To: [OWNER NAME]

Address: [OWNER ADDRESS]

Re: Rental Permit Application - Waitlist Status - [PARCEL ADDRESS]

Dear [OWNER NAME],

Thank you for your Rental Permit application for the above-referenced property. We have completed our review of your application and are writing to inform you of your current status.

APPLICATION STATUS:

- **Application Date:** [DATE]
- **Permit Type:** Rental Permit
- **Permit Class:** Standard Class
- **Current Status:** Waitlisted
- **Waitlist Position:** #[NUMBER]

REASON FOR WAITLIST STATUS: Your property was acquired after May 28, 2024, making it eligible for a Standard Class rental permit. However, the community has currently reached the maximum of 120 active rental permits as established in our governing documents. Therefore, your permit has been issued with "Waitlisted" status.

WHAT THIS MEANS:

- Your permit application has been approved and you hold position #[NUMBER] on our waiting list
- You will be contacted when your permit can be activated
- **You may NOT begin rental activities until your permit status changes to "Current"**
- Rental activity without an active permit constitutes a violation of community restrictions

WAITLIST PROCESS:

- When active rental permits fall below 120, we will contact waitlisted owners in chronological order
- You will have 15 days to confirm your intent to lease when contacted
- If you decline or don't respond, we will move to the next owner on the list

YOUR OPTIONS:

1. **Remain on Waitlist:** No action required. We will contact you when your permit becomes available.
2. **Withdraw from Waitlist:** You may withdraw at any time by submitting written notice. If you later wish to reapply, you would receive a new position at the end of the current waitlist.
3. **Apply for Hardship Permit:** If you meet hardship criteria (medical, military deployment, employment assignment, etc.), you may apply for a temporary hardship permit without losing your waitlist position.

CURRENT WAITLIST INFORMATION:

- Total Active Rental Permits: [NUMBER]
- Your Position: #[NUMBER]
- Estimated Timeline: *Cannot be determined due to variables affecting permit availability*

IMPORTANT REMINDERS:

- Maintain current assessment account status (delinquency may suspend your permit)
- Notify us immediately of any ownership changes
- Do not begin rental activities until permit status becomes "Current"

CONTACT INFORMATION: If you have questions about your waitlist status or wish to withdraw your application, please contact:

[MANAGEMENT COMPANY NAME]

Phone: [PHONE NUMBER]

Email: [EMAIL ADDRESS]

We appreciate your patience and understanding. You will be contacted promptly when your rental permit becomes available for activation.

Sincerely,

[MANAGEMENT COMPANY REPRESENTATIVE] [TITLE]

CC: Owner File, Rental Permit Database, Waitlist Log

THE MEADOWS OF WORLD GOLF VILLAGE

THE MEADOWS AT SAINT JOHNS OWNERS ASSOCIATION, INC.

A Deed Restricted Community

Date: [DATE]

To: [OWNER NAME]

Address: [OWNER ADDRESS]

Re: Violation Notice - Missing Rental Documentation – [PARCEL ADDRESS]

Dear [OWNER NAME],

Our records indicate that you have been issued a rental permit for the above-referenced property; however, we have not received the required lease documentation as mandated by Article VIII, Section 8.1 of our Declaration of Covenants, Conditions and Restrictions (CCR).

RENTAL PERMIT STATUS:

- Permit Issued: [DATE]
- Current Status: [Current/At Risk]
- Documentation Due Date: [DATE] (*10 days prior to occupancy*)

MISSING REQUIRED DOCUMENTATION:

- ☐ Copy of executed lease agreement
- ☐ Owner contact information update
- ☐ Tenant(s) information and contact details
- ☐ Vehicle description information
- ☐ Pet descriptions (if applicable)
- ☐ Tenant acknowledgment of HOA governing documents

IMMEDIATE ACTION REQUIRED: You must provide the missing documentation within **10 business days** of this notice. Failure to comply may result in:

- Permit suspension or revocation
- Violation fines and fees
- Requirement to cease rental activities
- Legal action for material breach of CCR

TO COMPLY:

1. Complete and submit all missing documentation listed above
2. Contact our office at [PHONE] if you need forms or assistance
3. Email completed documentation to [EMAIL ADDRESS]
4. Ensure all future rental activities include timely documentation submission

IMPORTANT REMINDERS:

- All leases must be written with minimum 6-month terms
- Subleasing, room rentals, and transient use (Airbnb) are prohibited
- Tenants must acknowledge receipt of HOA governing documents

If you are no longer renting this property or have terminated the lease, please notify us immediately in writing.

Questions? Contact [MANAGEMENT COMPANY] at [PHONE] or [EMAIL].

Compliance Deadline: [DATE + 10 BUSINESS DAYS]

Sincerely,

[MANAGEMENT REPRESENTATIVE] [TITLE]

CC: Owner File, Board of Directors, Violation Log

THE MEADOWS OF WORLD GOLF VILLAGE

THE MEADOWS AT SAINT JOHNS OWNERS ASSOCIATION, INC.

A Deed Restricted Community

Date: [DATE]

To: [OWNER NAME]

Address: [OWNER ADDRESS]

Re: Unauthorized Rental Activity - [PARCEL ADDRESS] - **VIOLATION NOTICE**

Dear [OWNER NAME],

The Association has identified rental activity at your property without a valid rental permit as required by Article VIII, Section 8.1 of our Declaration of Covenants, Conditions and Restrictions (CCR). **Leasing without a valid permit constitutes a material breach of the CCR.**

VIOLATION DETAILS:

- Property: [PARCEL ADDRESS]
- Date(s) of Observed Activity: [DATES]
- Type of Activity Observed: [SPECIFIC DETAILS]
- Current Permit Status: No Valid Permit on File

EVIDENCE OF RENTAL ACTIVITY:

- ☐ Online rental listings identified
- ☐ Tenant occupancy reported
- ☐ Marketing materials/signage observed
- ☐ Multiple short-term occupants observed
- ☐ Other: [SPECIFY]

IMMEDIATE CEASE AND DESIST REQUIRED: You must **immediately cease all rental activities** at this property. Continued rental activity without a valid permit will result in:

- Daily violation fines
- Legal action for injunctive relief
- Assessment of all Association legal costs and fees
- Potential eviction proceedings

TO ACHIEVE COMPLIANCE:

Option 1 - Apply for Rental Permit:

- Submit rental permit application within 5 business days
- Provide all required documentation
- Note: Standard Class permits may be subject to waitlist if 120-unit cap is met

Option 2 - Cease Rental Activity:

- Terminate existing rental arrangements
- Remove all rental advertising/listings
- Confirm cessation in writing to the Association

COMPLIANCE DEADLINE: You have **5 business days** from this notice to either:

1. Submit a complete rental permit application
2. Cease all rental activity and confirm cessation in writing

LEGAL NOTICE: Failure to comply within the specified timeframe will result in immediate referral to the Board of Directors for legal action, including but not limited to injunctive relief and assessment of all costs and attorney fees.

Contact Information:

[MANAGEMENT COMPANY]

Phone: [PHONE NUMBER]

Email: [EMAIL ADDRESS]

Compliance Deadline: [DATE + 5 BUSINESS DAYS]

Sincerely,

[MANAGEMENT REPRESENTATIVE] [TITLE]

CC: Board of Directors, Legal Counsel (if applicable), Owner File

THE MEADOWS OF WORLD GOLF VILLAGE

THE MEADOWS AT SAINT JOHNS OWNERS ASSOCIATION, INC.

A Deed Restricted Community

Date: [DATE]

To: [OWNER NAME]

Address: [OWNER ADDRESS]

Re: Prohibited Rental Activities - **VIOLATION NOTICE** - [PARCEL ADDRESS]

Dear [OWNER NAME],

The Association has identified prohibited rental activities at your property that violate Article VIII, Section 8.1 of our Declaration of Covenants, Conditions and Restrictions (CCR) and established lease requirements.

VIOLATION DETAILS:

- Property: [PARCEL ADDRESS]
- Current Permit: [PERMIT TYPE/CLASS] - [STATUS]
- Date(s) of Violation: [DATES]

PROHIBITED ACTIVITIES IDENTIFIED:

- ☐ **Short-term/Transient Rentals** (Airbnb, VRBO, etc.)
- ☐ **Room Rentals** (renting individual rooms rather than entire unit)
- ☐ **Subleasing** (tenant subletting to third parties)
- ☐ **Commercial Hoteling** (temporary housing for business-related occupants)
- ☐ **Lease Term Under 6 Months**
- ☐ Other: [SPECIFY]

EVIDENCE:

- ☐ Online short-term rental listings (platform: [SPECIFY])
- ☐ Multiple short-term occupants observed
- ☐ Commercial use indicators
- ☐ Lease documentation review
- ☐ Tenant/occupant reports
- ☐ Other: [SPECIFY]

CCR REQUIREMENTS VIOLATED: All leases must:

- Be written with minimum 6-month terms
- Prohibit subleasing and room rentals
- Prohibit transient use (Airbnb, VRBO, etc.)
- Be for residential occupancy only

IMMEDIATE ACTION REQUIRED:

1. **Cease all prohibited activities immediately**
2. **Terminate any existing prohibited arrangements**
3. **Remove all online short-term rental listings**
4. **Provide corrected lease documentation** (if lease exists)
5. **Confirm compliance in writing** within 5 business days

CONSEQUENCES OF NON-COMPLIANCE:

- **Permit suspension or revocation**
- **Daily violation fines** until compliance achieved
- **Legal action** for material breach of CCR
- **Assessment of all legal costs and attorney fees**
- **Eviction proceedings** if necessary

RENTAL PERMIT STATUS:

- ☐ Permit remains valid upon compliance with proper lease terms
- ☐ Permit suspended pending compliance
- ☐ Permit revocation proceedings initiated

COMPLIANCE STEPS:

1. Immediately stop all prohibited rental activities
2. Remove online listings and advertising
3. If continuing rental with valid lease, submit corrected documentation
4. Provide written confirmation of compliance

Compliance Deadline: [DATE + 5 BUSINESS DAYS]

Failure to comply will result in immediate Board referral for enforcement action and legal proceedings.

Contact Information:

[MANAGEMENT COMPANY]

Phone: [PHONE NUMBER]

Email: [EMAIL ADDRESS]

Sincerely,

[MANAGEMENT REPRESENTATIVE] [TITLE]

CC: Board of Directors, Owner File, Violation Log



The Meadows

At World Golf Village

Saint Augustine, FL 32092

COMMUNITY RENTAL RESTRICTIONS

Important Information for Property Owners

Rental Amendment in Effect

The Meadows at World Golf Village community has rental restrictions that became effective May 29, 2024, following approval by 82.8% of homeowners who voted on the CC&R amendment.

Key Rental Restrictions:

- **Permit Required** - HOA approval must be obtained before renting any property
- **Limited Availability** - Maximum of 120 homes may be rented community-wide at any time
- **Minimum 6-Month Leases** - No short-term rentals permitted
- **No Vacation Rentals** - Airbnb, VRBO, and similar short-term accommodations are prohibited
- **Entire Homes Only** - Room rentals, subletting, boarding houses, hotels, or motels not permitted
- **Owner Responsibility** - Property owners remain liable for tenant compliance with all community rules

Additional Requirements:

- Written notification to HOA board before renting
- Tenant information and lease copy must be provided to HOA
- Tenants must receive community rules before lease signing
- Maximum 3 rental periods per property within 12 months

Complete Information Available:

- **Website:** www.themeadowswgv.com/download
- **Email Questions:** info@themeadowswgv.com
- **HOA Board:** hoaboard@themeadowswgv.com
- **Management Office:** (904) 278-2338

Property owners should review the complete amendment text and rental procedures before considering any rental arrangements.

Thank you for your cooperation in maintaining the integrity of our wonderful community!

Board of Directors

The Meadows at World Golf Village

The Meadows at Saint Johns Owners Association, Inc.

The Meadows Rental Permit Guide

Understanding the 120-Unit Cap

CCR Reference: Article VIII, Section 8.1 (Amended May 28, 2024)

Florida Statute Reference: 720.306(1)(h)

1. Purpose of Rental Cap

A cap of 120 leasing permits has been established to preserve the residential character of The Meadows community. This cap represents the maximum number of parcels that may be rented to non-family members at any given time.

2. What Counts Toward the 120 Cap

All non-family rentals are counted toward the 120 cap, including:

- Existing leases that were active on May 28, 2024 (per Section 8.1.3)
- New leases by owners who acquired title after May 28, 2024
- New leases by owners who acquired title before May 28, 2024
- Lease renewals by any owner subject to the amendment

Excluded from the 120 count:

- Rentals to qualified Family members as defined in Section 8.1.1
- Hardship Leasing Permits (issued in addition to the cap per Section 8.1.2)
- Association-managed rentals per Section 8.1.12

3. Current Status and Permit Availability

Permit availability: No new active leasing permits can be issued until the total number of counted rentals in the community decreases below 120. A waiting list is maintained for permit applications.

4. Owner Categories and Restrictions

4.1 Pre-Amendment Owners (Owned Property on May 28, 2024)

Currently leasing on May 28, 2024:

- Not subject to rental cap restrictions of 120 leasing permits
- All new leases and renewals must comply with amendment requirements
- Leasing permit issued with a status of “Grandfathered”
- Their rentals COUNT toward the 120 cap

Not leasing on May 28, 2024:

- Not subject to rental cap restriction of 120 leasing permits
- Must request leasing permits before renting
- Leasing permit when issued will have a status of “Grandfathered”
- All leases and renewals issued must comply with amendment requirements
- Their rentals COUNT toward the 120 cap calculation

4.2 Post-Amendment Owners (Acquired Title after May 28, 2024)

- Subject to all rental restrictions and permit requirements
- Must obtain leasing permits before renting
- Can only receive permits when total community rentals fall below 120
- Leasing permit when issued will have a status of “Active”
- All leases and renewals issued must comply with amendment requirements
- Their rentals COUNT toward the 120 cap

5. Permit Process and Waiting List

Waiting list process:

- Applications are accepted and placed on chronological waiting list
- Permits issued in order received as rentals decrease below 120
- Permits are parcel- and owner-specific (non-transferable)

6. Lease Requirements and Restrictions

All leases (regardless of owner category) must comply with:

- Minimum 6-month lease terms (Section 8.1.4)
- Maximum 3 leases per 12-month period (Section 8.1.4)
- Written lease requirements and tenant information (Section 8.1.5)
- Governing documents compliance (Section 8.1.6)
- No short-term/Airbnb rentals (Section 8.1.4)

7. Hardship Permits

Hardship permits under Section 8.1.11:

- Issued in addition to the 120 cap (do not count toward cap)
- Limited to 24-month maximum duration
- When the owner is unable to occupy the residence for more than four (4) months
- Require board approval based on medical/health reasons or justifiable hardship

Meadows HOA Rules & Regs - 219a - Official Records Inspection and Copy Requests
(DRAFT-2025-06-16 – NEW SECTION)

219a. Official Records Inspection and Copy Requests

219a.1 Pursuant to Florida Statute 720.303(5), parcel owners are entitled to inspect and copy certain official HOA records as defined in Florida Statute §720.303(4).

219a.2 Request Requirements

- (a) All requests must be submitted in writing using the official "HOA Official Records (Inspect and Copy) Request Form."
- (b) Requests must clearly identify the specific records being requested.
- (c) Requests must be submitted to the Association by hand delivery, email, or certified mail.
- (d) Proper identification must be provided, and written authorization is required if someone other than the owner is making the request.
- (e) Only one official records inspection request per calendar month is permitted per parcel owner.

219a.3 Processing and Access

- (a) The Association will schedule inspection within 10 business days of receiving a complete request.
- (b) Inspection will be conducted at a location within the county or within 45 miles of the community.
- (c) Parcel owners are entitled to inspect records for up to eight (8) hours per month during business hours, which may be taken consecutively or spread across multiple days within the month.
- (d) Government-issued photo ID is required at the time of inspection.
- (e) Copying fees may apply as permitted by Florida Statute.

219a.4 Fee Schedule

- (a) Personnel costs: \$20.00 per hour for time spent retrieving and copying records exceeding thirty (30) minutes total.
- (b) Copying costs: \$0.25 per page for copies made on association equipment.

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- (c) No fees apply when owners use portable devices (phones, tablets, scanners) for copying.
- (d) Requests for 25 pages or fewer incur no personnel costs regardless of time spent.
- (e) No personnel costs apply for supervision during inspection.

219a.5 Special Request Categories

- (a) **Prospective Purchaser/Lienholder Requests:** Requests from or on behalf of prospective purchasers or lienholders are governed by Florida Statute 720.303(5)(h) and require different procedures than parcel owner requests. These must be submitted as written letters (not using the standard form) and may incur fees up to \$150 plus reasonable photocopying costs and attorney fees.
- (b) **Law Enforcement Subpoenas:** The Association must provide records or make them available for inspection within 5 business days of receiving a subpoena from a law enforcement agency, unless otherwise specified.

219a.6 Limitations

- (a) Records exempt under Florida law or that are privileged (e.g., legal or personnel files) will not be made available for inspection or copying.
- (b) Business days are defined as Monday through Friday, excluding federal holidays and days when the association's office is closed.

219a.7 For the complete policy details and required request form, owners must reference the "*Official Records Inspection and Copying Request Policy*" document available at themedowswgv.com/downloads.

219a.8 Questions regarding the records inspection process should be directed to the HOA board at hoaboard@themedowswgv.com.

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221b. Residence Property Rental

221b.1 Property owners interested in renting their residence must comply with all rental procedures and requirements as outlined in this section and the detailed "*Rental Policy and Procedures*" document.

221b.2 Notification and Permit Requirements

- (a) Owners must notify the Board in writing of their intention to rent their property.
- (b) A "leasing permit" must be secured from the Association before proceeding with any rental arrangements.
- (c) Owners with leased property on May 28, 2024 who received "Grandfathered" status are not required to obtain a new "leasing permit."

221b.3 Lease Documentation

- (a) All lease agreements must be in writing and for a minimum term of at least 6 months, and must cover the entire parcel (lot, home, and all improvements).
- (b) A copy of the signed lease must be delivered to the Board at least 10 days before tenant occupancy begins.

221b.4 Tenant Requirements

- (a) **Tenants must be natural persons only** and parcels may not be leased to artificial entities such as corporations, partnerships, limited liability companies, trusts, or other business entities.
- (b) Owners must educate tenants about all community rules and regulations before lease signing.
- (c) Complete tenant information must be submitted, including contact information, vehicle descriptions, and pet information.
- (d) Owners are responsible for ensuring tenant compliance with all community rules throughout the lease term.

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221b.5 Ongoing Compliance

- (a) Owners must monitor and ensure their tenants follow all community rules and regulations.
- (b) Any violations by tenants are the responsibility of the property owner to address and resolve.

221b.6 For detailed procedures, required forms, and complete rental processes, owners must reference the separate "*Rental Policy and Procedures*" document available from the Association.

221b.7 Questions regarding the rental process, including grandfathered status eligibility, should be directed to the HOA board at hoaboard@themeadowswgv.com.