PARK PLACE

at

PALM COAST

HOMEOWNERS ASSOCIATION (HOA)

**POLICIES, PROCEDURES RULES AND GUIDELINES MANUAL**

PARK PLACE at PALM COAST HOMEOWNERS ASSOCIATION

A FLORIDA NOT FOR PROFIT CORPORATION

**Park Place at Palm Coast HOA**

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Section 1

Policy

Policy # 1 July 24, 2018

STATEMENT OF HOMEOWNERS ASSOCIATION POLICY

**SUBJECT:** DOCUMENTING ASSOCIATION POLICIES

**PURPOSE:** The purpose of Policy Statements is to assure consistency of practice and procedures from one Board of Directors to another. This Statement of Association Policies provides the requirements to document, maintain and control of the Homeowners Association’s Board of Directors Policy.

**STATEMENT:** All policies that have been properly approved by the Board shall be documented in a format similar to this Policy Statement. The policies shall be numbered sequentially and shall be maintained in an Association Policies, Procedures and Rules Manual by the Secretary of the Board of Directors.

A Policy Statement is established to guide future actions of the Board of Directors and shall be available for examination by the Association Homeowners request. They may be revised or modified by the Board of Directors and shall not conflict with other higher priority Association documents.

Policy # 2 July 24, 2018

STATEMENT OF HOMEOWNERS ASSOCIATION POLICY

**SUBJECT:** SIGN CONTROL ON ASSOCIATION COMMON PROPERTY

**PURPOSE:** To document Association policy relative to placement of signs on common property.

**STATEMENT:** No sign of any type will be permitted on Association owned Property, including, but not necessarily limited to, Political signs, Open House signs and For Sale signs. A sign for an annual community yard sale will be allowed to be placed on common property outside the front and rear gates.

Policy # 3 July 24, 2018

STATEMENT OF HOMEOWNERS ASSOCIATION POLCY

**SUBJECT:** SIGN CONTROL ON RESIDENTIAL PROPERTY

**PURPOSE:** To document Association policy relative to placement of yard signs on residential property.

**STATEMENT:** No sign of any type will be permitted on residential property, including but not necessarily limited to, Political signs, Garage Sale signs, Open House signs and For Sale signs. Yard signs are prohibited with the exception of those placed by a licensed security company or the developer.

Policy # 4 July 24, 2018

STATEMENT OF HOMEOWNERS ASSOCIATION POLICY

**SUBJECT:** FLAG AND BANNER CONTROL ON RESIDENTIAL PROPERTY

**PURPOSE:** To document Association policy relative to flags and banners on residential property.

**STATEMENT:** Residents are permitted one (1) properly displayed American flag, or Florida State flag and 0ne Military/POW Service flag. Worn, tattered or torn American flags are unacceptable and should be taken down or replaced right away.

 One garden flag is allowed. Show your team spirit, welcome the seasons or get in the holiday mood. All other flags are prohibited.

A single, specific banner in recognition of a resident’s birthday, or a sports teams game day may be displayed on their property on the day of said event for a period of 12 hours. Said banner must be placed at ground level, be no larger than 3 feet by 6 feet and not have any additional attachments other than it’s supporting frame. Consideration of the design and materials of this banner must first be approved by ARC, and after gaining approval may be displayed periodically without further requests to the ARC.

Policy # 5 July 24, 2018

STATEMENT OF HOMEOWNERS ASSOCIATION POLICY

**SUBJECT:** FENCE CONTROL ON RESIDENTIAL PROPERTY

**PURPOSE:** To document Association policy relative to the installation of fences.

**STATEMENT:** Privacy fences of any type will not be permitted within the Community. Black, aluminum fences of a type that enclose the pool area are permitted with a height not to exceed four (4) feet. A five (5) foot gate is required for mower access. The purpose of this requirement is to ensure that the area between the houses remains accessible to commercial mowers for lawn maintenance. ARC approval must be obtained prior to installation. Applicable City permitting is required.

Policy # 6 Oct. 1, 2020

STATEMENT OF HOMEOWNERS ASSOCIATION PROPERTY

**SUBJECT:** PARKING CONTROL WITHIN THE COMMUNITY

**PURPOSE:** To document Association policy relative to parking inside the confines of Park Place at Palm Coast.

**STATEMENT:** Vehicles must be parked in the resident’s garage or driveway and must not block the street and/or sidewalk. Temporary overflow guest parking is available at the pool parking lot. Temporary overflow parking is not to exceed two weeks without written permission from the Board.

Policy # 7 Oct. 1, 2020

STATEMENT OF HOMEOWNERS ASSOCIATION POLICY

**SUBJECT:** IRRIGATION WELL CONTROL ON RESIDENTIAL PROPERTY

**PURPOSE:** To document Association policy relative to the installation of shallow irrigation wells.

**STATEMENT:** Shallow wells for irrigation are permitted with prior ARC approval provided a RID-O-RUST tank is installed. Well pumps, RID-O-RUST tanks and associated equipment must be installed inside the garage. RID-O-RUST tanks must be properly maintained to prevent rust-stained houses, sidewalks, driveways, streets/curbing and utility enclosures. Well owners are responsible for the quick removal of any rust stains from their property as well as any rust stains on adjacent properties such as sidewalks, houses, streets/curbing, electrical transformers, utilities boxes, fire hydrants, light poles, signs, fences, trees and any other physical property effected by the improper maintenance of the RID-O-RUST system. Applicable permitting is required.

Policy # 8 July 24, 2018

STATEMENT OF HOMEOWNERS ASSOCIATION POLICY

**SUBJECT:** RETENTION POND PURPOSE

**PURPOSE:** For the Safety of All Residents

**STATEMENT:** The retention pond serves as a retention area for water runoff and shall not be used for any other purpose. No boats, jet skis, sail boats, toys, kayaks, floats or any similar flotation apparatus are permitted on the pond. No swimming, fishing or other water sports or activities are permitted.

Policy # 9 Nov. 1, 2021

STATEMENT OF HOMEOWNERS ASSOCIATION POLICY

**SUBJECT:** DOGS, CATS AND OTHER DOMESTICATED HOUSEHOLD PETS

**PURPOSE:** To document Association policy regarding Household Pets in the community.

**STATEMENT:** Breeding and keeping of dogs, cats and other domesticated household pets for commercial purposes is prohibited. Residents are allowed a maximum of three (3) felines or canines as pets. All domesticated animals shall be leashed and prohibited from roaming at large beyond the confines of their owner’s property. Fenced animals capable of jumping the allowable 4-foot maximum fence height must be tethered so as to insure they cannot escape. Animals are not permitted at the pool. This restriction does not apply to licensed and certified Service Dogs. All owners must keep their pets from making such noises that would disturb others. Owners must physically remove any excrement from their pets and dispose of in a sanitary manner. PLEASE BE CONSIDERATE OF YOUR NEIGHBORS.

 Animals must be CONTROLLED at all times. If a pet becomes aggressive or bites a resident, guest or contractor, the Palm Coast Animal Control and Flagler County Sheriff must be notified immediately. Upon notice to the HOA of such an incident the Resident pet owner will be issued a $100 fine for noncompliance with our controlling documents. Should another incident, similar to the first incident occur with the same animal, another $100 fine will be assessed and the animal will be reported to the Management Company and turned over to our legal representation for further action. Animals with aggressive behavior or animals that bite will not be tolerated in the community.

 Pet owners are responsible for any and all damages caused to people, private residential property and Community common property. This includes medical bills, replacement of damaged property and returning any property to its original condition. Furthermore, it is the pet owner’s responsibility to comply with all Palm Coast, Flagler County and State of Florida laws, ordinances or requirements.

Policy # 10 July 24, 2018

STATEMENT OF HOMEOWNERS ASSOCIATION POLICY

**SUBJECT:** PROPANE TANK CONTROL ON RESIDENTIAL PROPERTY

**PURPOSE:** To document Association policy relative to the placement of propane tanks on residential property.

**STATEMENT:** Any resident wishing to use propane gas for appliances or standby generators is required to have the propane holding tank buried within the confines of their property.

Policy # 11 July 24, 2018

STATEMENT OF HOMEOWNERS ASSOCIATION POLICY

**SUBJECT:** GUTTER CONTROL WITHIN THE COMMUNITY

**PURPOSE:** To document Association policy relative to the installation of rain

 gutters within the community.

**STATEMENT:** White, six (6) inch gutters matching the house fascia board with

white or house matching color downspouts are permitted with priorARC approval.

Policy # 12 July 24, 2018

STATEMENT OF HOMEOWNERS ASSOCIATION POLICY

**SUBJECT:** SUSPENSION OF SPECIAL PRIVILEGES TO DELINQUENT HOMEOWNERS

**PURPOSE:** To supplement the placement of liens on homeowners with delinquent accounts.

**STATEMENT:** Association privileges that are over and above those delineated in the Covenants and Restrictions and By-Laws, as well as those specifically defined in the Covenants and Restrictions and By-Laws, shall be withheld from homeowners in arrears once a “Claim of Lien” has been filed. Special privileges normally available to homeowners in good standing shall be denied, including the use of the pool.

Policy # 13 Oct. 1, 2020

STATEMENT OF HOMEOWNERS ASSOCIATION POLICY

**SUBJECT:** SIDEWALK MAINTENANCE AND REPAIR WITHIN THE COMMUNITY

**PURPOSE:** To document Association policy relative to the maintenance and repair of sidewalks inside the confines of Park Place at Palm Coast.

**STATEMENT:** The sidewalk encircling the homes built around the pond is considered “Common Area” and as such the maintenance and repair is the responsibility of the Homeowner’s Association. The sole exception being damage or discoloration knowingly or unknowingly, intentionally or unintentionally caused by the resident, such as root damage or rust stains (see policy #7). Such damage or discoloration is the responsibility of the homeowner and shall corrected immediately.

Policy # 14 Oct. 1, 2020

STATEMENT OF HOMEOWNERS ASSOCIATION POLICY

**SUBJECT:** GRASS MEDIAN MAINTENANCE AND REPAIR

**PURPOSE:** To document Association policy relative to the maintenance and repair of the grass median inside the confines of Park Place at Palm Coast.

**STATEMENT:** The grass median strip between the sidewalk and the curbing is an extension of the homeowner’s property. It is irrigated by the homeowner and is a continuation of the resident’s lawn. It shall be maintained in accordance with Article lox Paragraph 25 Property Maintenance, Page 24 of the Declarations of Covenants, Conditions and Restrictions for Park Place at Palm Coast.

Policy # 15 Jan 21, 2021

STATEMENT OF HOMEOWNERS ASSOCIATION POLICY

**SUBJECT:** Sabal Palms on Residential Lots

**PURPOSE:** To document Association policy relative to the incorporation of the Sabal Palms within the front yard landscaped area of each Residential Lot

**STATEMENT:** It is the desire of the HOA to maintain the look of the community as it was originally designed. Therefore, it is the Policy of the HOA that every Residential Lot within the Park Place at Palm Coast Community has at least one Sabal Palm, within the landscaped area of the front yard. The maintenance of these trees is the responsibility of the homeowner. Brown dead palm fronds at the bottom canopy should be removed as necessary to maintain a healthy looking tree. Residents may trim their own trees, contract with the HOA Landscape Service to trim their trees or hire a tree trimmer of their choice. Dead or dying Sabal Palms will be replaced with a Sabal Palms.

\*As of the effective date of this Policy, Four (4) properties do not have Sabal palms…those properties are #46, #73, #126 and #141. These properties are exempt from this policy.

Policy # 16 Nov. 1, 2021

STATEMENT OF HOMEOWNERS ASSOCIATION POLICY

**SUBJECT:** Fire Pits and Outdoor Fireplaces

**PURPOSE:** To document Association policy relative to the use of outdoor open flame structures or receptacles and limit the threat of accidental uncontrolled fire.

**STATEMENT:** Based on recommendations from our insurance specialist and legal council, the installation and use of outdoor wood burning or pellet burning fire pits and fireplaces is prohibited.

 The installation and use of liquid propane gas or ethanol alcohol burning fire pits and outdoor fireplaces is acceptable provided ARC approval and proper permitting have been obtained. These fire receptables must be placed on a fire resistant surface such as a patio or brick pavers.

 For permanently installed units, a propane tank may be buried on the property much like supply tanks for whole house generators. Smaller or portable units can utilize self contained or otherwise concealed portable tanks.

 Furthermore, the storage of firewood on residential property is prohibited. Residential storage of firewood attracts wood destroying organisms, snakes, mice and other pests.

ACKNOWLEDGMENT OF RECEIPT OF HOMEOWNERS ASSOCIATION POLICIES, PROCEDURES AND RULES MANUAL

I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, have received a copy

 Owner/Tenant (*Please Print Name)*

of the Park Place at Palm Coast Homeowners Association Policies, Procedures and Rules Manual.

I understand that it is my/our responsibility to read and abide by these documents while living in the Park Place community. I also understand that if there is anything I do not understand, I will contact a Park Place at Palm Coast HOA Board Member.

Owner/Tenant Signature Date\_\_\_\_\_\_\_\_\_\_

Owner/Tenant Signature Date

Park Place at Palm Coast HOA

115 Park Place Cir

Palm Coast, FL 32164

Section 2

Rules

 Oct. 1, 2020

**POOL RULES**

1. Shower before entering the pool.
2. Swim at your own risk. No lifeguard is on duty.
3. The pool is for Residents and their guests. Trespassers will be prosecuted.
4. Children under 18 must be accompanied by an adult resident or guest.
5. NO RUNNING, NO DIVING and NO DISORDERLY conduct will be tolerated.
6. Swimming load is 26 people. This is the legal limit established by the City.
7. Pool hours are from Dawn to Dusk seven (7) days a week.
8. Cabana area hours are from Dawn until 10:00PM seven (7) days a week.
9. Personal parties are permitted as long as the resident is in attendance. There will be no restrictions to other residents during the time of such parties.
10. Toddlers and non-swimmers using swim aids must have constant supervision by an adult at all times. Babies must wear proper swim diapers.
11. No glass containers of any kind are permitted inside the fenced in pool or pool areas.
12. No chewing gum is allowed in the pool area.
13. Food may be consumed at tables only and all garbage disposed of.
14. No personal grills allowed. Please clean the community grill if used.
15. Only licensed and certified service dogs allowed in the pool area.
16. Any electronic devices must be used with ear buds or headphones.
17. Be considerate of others. Replace chairs, tables and close umbrellas after use.
18. Any violation of these rules will result in the loss of pool privileges

 Oct. 1, 2020

By signing this document, you agree to abide by all Pool Rules established. A signed copy is required before pool access can be granted.

**ACKNOWLEDGMENT OF POOL RULES**

Owner’s Signature Date

Owner’s Signature Date

**-OR-**

Tenant’s Signature Date

Property Address

**FOR POOL EMERGENCIES, CALL 911 IMMEDIATELY**

Section 3

Procedures

 July 24, 2018

**COMPLIANCE PROCEDURE**

1. Written notification of a perceived violation(s) of Park Place Rules must be

 submitted to Southern States Management.

2. Southern States Management will notify the responsible owner of alleged

 violation(s) and will seek correction. If the owner corrects the violation(s),

 no further action is required.

3. If the responsible owner disputes violation(s) or refuses to correct the violation(s), Southern States Management will notify the Compliance Committee, in writing, of the alleged violation(s) and the responsible owner’s response.

4. The Compliance Committee will determine if they concur that there is any

violation requiring correction. If so, they will direct Southern States Management to formally notify the responsible owner by USPS Certified Mail, and provide the timeframe allowed for correction (to be determined by the Compliance Committee).

5. If the violation(s) is(are) corrected within the stated timeframe, no further action is required. If not, Southern States Management will notify the Compliance Committee. The Committee will then schedule a Hearing, and will inform Southern States Management to notify the responsible owner of the time, date and location of the Hearing, giving no less than 14 days’ notice. If the Committee, by majority vote, does not approve a fine or suspension, it may not be imposed.

6. The Committee will hold a Hearing, with or without the responsible owner

present, and will determine action(s) to be taken. Fines of up to $100 per violation per day, not to exceed $1,000, can be imposed.

7. The Compliance Committee will inform Southern States Management to notify the responsible owner of the action and follow-up to meet compliance.

 July 24, 2018

**BOARD AND COMMITTEE MEETING PROCEDURE/HOMEOWNER’S PARTICIPATION**

A. Board of Directors and Committee Meetings

Meetings of the Board of Directors and Architectural Review Committees are hereby defined as a quorum of Board/Committee members gathered to discuss the official business of the Board/Committees as set forth in the resolution creating the Board of Directors and Committees.

B. Attendance at Board and Architectural Review Committee Meetings

Every property owner shall have the right to attend a Board of Directors meeting except as may be provided by law. Every property owner shall have the right to attend certain Committee Meetings as provided by law. No person, other than a property owner, is entitled to attend such meetings except for persons invited to or permitted to attend by the Board of Directors or Architectural Review Committee.

C. Participation at Meetings

Every property owner shall have the right to participate in meetings of the Board of Directors and Architectural Review Committees subject to the following:

 1. After the conclusion of business, the meeting will be opened up to allow

 property owners an opportunity to voice questions or statements.

 2. The homeowner’s statement shall not exceed three (3) minutes.

D. Property Owners Meetings

A meeting of property owners is defined as a quorum of property owners gathered to discuss official Homeowners Association business. Property owners shall have the right to attend and speak at meetings subject to the following:

 1. After the conclusion of business, the meeting will be opened up to allow

 property owners an opportunity to voice questions or statements.

 2. The homeowner’s statement shall not exceed three (3) minutes.

 July 24, 2018

1. Robert’s Rules of Order \*

Robert’s Rules of Order shall be applicable to and govern all Homeowners Association meetings when not in conflict with the Declaration of Covenants, the Articles of Incorporation, By-Laws of the Association or Policies, Procedures and Rules adopted from time-to-time by the Board of Directors.

\*(NOTE: Robert’s Rules of Order, Henry M. Robert III, Daniel H. Honemann and Thomas J. Balch, Authors)

1. Enforcement of Meeting Rules

1. Ejection

1. Any person not authorized by law or permitted by the Board of Directors or Architectural Review Committee Chairperson to attend a meeting shall be prohibited from attending the meeting or ejected therefrom.
2. Any property owner who fails to comply with these rules shall be subject to ejection at the sole discretion of the Board of Directors or the Architectural Review Committee Chairperson. The Chairperson shall give any non-complying person one (1) warning regarding ejection and thereafter may call for immediate ejection of that person

c. The Board of the Directors or the Architectural Review Committee Chairperson responsible for the meeting may appoint a Sergeant at Arms who, at the direction of the Board of Directors or the Architectural Review Committee Chairperson, shall either remove the unauthorized person or contact a Law Enforcement Officer to remove such person.

2. Legal Action

The Board of Directors may take whatever action, appropriate by law or in equity against any person, who fails to comply with these rules.

**Tenant Registration Form**

Each time you rent your home, you must register the tenant with the Tenant Registration form prior to occupancy. This form should be mailed or faxed to the address shown on the top of the form. A copy of the document must be provided to the tenant prior to occupancy. They are available from Southern States Management office for a cost of $15.00 each. Please pay particular attention to the Suspension of Special Privileges to Delinquent Homeowners Policy. If you are behind in your assessments, you will not only lose your privileges to use Park Place amenities and your tenant’s right to use said amenities, you will lose your right to rent your property as well.

**Prospective Homeowner** When you have a buyer for your home, this form must be completed in its entirety. Most of the realtors in the area are very familiar with these forms and, in fact, ask for them prior to closing. If you are behind in your assessments, they must be paid in full either prior to closing or at the time of closing. Written notification must be provided to Southern States Management.

Section 4

Guidelines

 ARC Documents

 July 24, 2018

**ARC Review Process**

1. A completed application must be submitted to the ARC. A separate application should be submitted for each project with proper documentation attached. Each application must contain sufficient detail to support the request. Applications for ARC consideration must be submitted at least five (5) business days prior to the meeting date. Applications should be placed in the DROP BOX located at the pool area or may be hand delivered to any ARC member.

2. Applications will be reviewed at the next scheduled meeting. Applications will be either approved (with or without conditions), disapproved or held for further clarification. Every application will be considered on its own merits and as timely as possible.

3. Applicants will receive written notification of the ARC’s ruling regarding their project.

**Architectural Review Committee Members**

Ralph DeMarco(chair) [taylorsalem@outlook.com](file:///C%3A%5CUsers%5CRussell%20Walker%5CAppData%5CLocal%5CPackages%5Cmicrosoft.windowscommunicationsapps_8wekyb3d8bbwe%5CLocalState%5CFiles%5CS0%5C41187%5CAttachments%5Ctaylorsalem%40outlook.com)

Geraldine Dolan geridolan43@gmail.com

Loretta Cipolla lacipolla5@aol.com

Yolanda Svitak yssmail2@gmail.com

**Park Place at Palm Coast Homeowners Association**

**Architectural Review Application**

**arcparkplace@gmail.com**

Owner’s Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_

Park Place Property Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Telephone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Describe project, type of materials and colors (attach paint samples) to be used. If applicable, please attach a landscape plan/plant plan. For other types of work (such as fences or structures, driveways, walkways) submit a survey and a drawing showing the dimensions of additions or modifications.

 See Attachments

Name of Contractor performing the work: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

***Important Notice:*** **Prior** to starting your project, you must obtain Architectural Review Committee approval and obtain all necessary permits required by the municipality.

**\_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_**

***This space is reserved for Architectural Review Committee Use Only***

Project: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date Received \_\_\_\_\_\_\_\_\_\_\_\_\_\_

On this \_\_\_\_\_\_\_day of\_\_\_\_\_\_\_\_\_\_, 20\_\_ the ARC met for review of the above application.

Approved: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Subject to the following conditions: Homeowners must adhere to all applicable City codes and permit requirements.

Disapproved: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Remarks:

Signed:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Park Place at Palm Coast

Architectural Review Committee

Mission Statement

The goals and objectives of this ARC are to preserve the QUALITY OF LIFE for the residents of Park Place at Palm Coast. Harmony, aesthetics, property value and adherence to design guidelines are primary. The duties, responsibilities and authority of the ARC are stipulated in Articles VIII and IX of the Park Place at Palm Coast Declaration of Covenants.

The ARC will strictly follow and enforce guidelines and restrictions set forth in the governing documents and as needed either establish new and/or further define those guidelines.

The ARC will establish policy and procedure for its own efficient operation, such as application management, record keeping, etc. The Committee will employ an efficient method of communication with homeowners to disseminate important information.

The ARC will hold meetings on an as needed basis.

Park Place at Palm Coast

Architectural Review Committee

Design Guidelines

(Revised 7/15/2021)

In the overall effort to create and maintain the high quality and appearance of the community, all homeowners are encouraged to familiarize themselves with *Articles VIII and IX of the Park Place at Palm Coast Covenants*. Article IX, in particular, articulates many, but not all, use restrictions. The following guidelines attempt to clarify and, when necessary, expand on those and/or create other rules as needed.

Patios

Patios are considered additional structures that require ARC approval. City of Palm Coast permit is also required when they exceed 49 sq. ft. Any covering over a patio i.e., awning etc., as well as any structure on it is prohibited. Property owners must exercise great care as to its use and appearance. Items placed on a patio should not create an eyesore and activities should not create a nuisance.

Vegetable Gardens

A single raised vegetable garden measuring up to 4’x8’x12” positioned at the rear of the house may be approved. Vegetables grown may not exceed three (3) feet in height. The garden must not create an eyesore or nuisance.

Outside Lighting No spotlight, floodlight, or high intensity lighting shall be permitted without approval by the ARC. Light cannot be reflected on any other residence.

Decorative Objects

Article IX, paragraph 17 of the Park Place covenants states “***no decorative objects shall be installed or placed within or upon any portion of a property without prior******written approval of the ARC*”.** Following are examples of some common decorative items. Others may be considered on a case by case basis.

* Birdbaths

 A birdbath is limited to one, 3’x2’ located in a planting area.

* Bird Houses/Feeders

Small bird houses and feeders may be displayed on a shepherd’s hook or similar pole not to exceed six feet in height and preferably to the rear area of the property

* Garden Rock

A single decorative garden rock measuring approx. 2’ in planting area.

* Statues, sculptures or figurines

The size, number and placement will be determined at time of application. Generally, objects should not be more than 24”in height and cannot be controversial or offensive.

* Landscape lighting

Solar powered lights must be in the planting area or along a walkway and should be no more than 10” high. Suspended lights are prohibited except during a holiday period.

* Garden Flag

A single garden flag not exceeding 12”x18” in height may be displayed in the planting area and must be removed when worn, torn or faded. A garden flag in support of a sports team is addressed on page 9.

* Wall Art

Requests to display any type of wall art or other displays or attachments to the structure will be considered on a case by case basis.

* Entryway Displays

Various decorative items, benches, furniture, planters, etc., will be considered for display in entry ways. Small 48”X20” benches, with or without backs or arms placed in entry ways will be considered by ARC. Residents must exercise great caution when benches or any other decorative or functional items are displayed or stored in their entry way. These items, with the exception of wall art, must not be permanently secured and must not impede safe and timely ingress of egress

* Wind Chasers, Wind Spinners

Metal wind spinning ornaments will be considered for display. They are limited to one each in the front and rear planting areas and must not be more than five feet maximum height and twenty four inches wide. Applications for approval require complete detailed description and picture.

* Shepherd Hooks or Similar Devices

May be high as six feet and contain two hooks displaying live plants only; no light fixtures. They are limited to one each at the front and rear planting areas. Any other item displayed from a shepherd hook or similar device will be considered for the rear of property only. In addition a birdhouse or feeder may be displayed separately. Applications are required and must contain complete description and picture.

* Birds, Cranes, Flamingos, etc.

Due to their potential height they will be limited to approximately 30 inches measured to top of body. The head may extend somewhat higher depending its position. Detailed descriptive applications with pictures are required.

* Signs

Sign control on residential property is addressed in Homeowners Policy #3 of the PP&R Manual.

* Miscellaneous ornaments and hanging baskets displayed on tree branches, hangers, porch columns, etc. create a cluttered and less appealing appearance to individual property and to the neighborhood, as a whole. Appropriate attention must be given to the aesthetics, uniformity and appearance of the community.
* Number of Approved Displayed Items

This will depend on sizes, color, location, and other contributing factors and be determined on a case by case basis. Other than in ground plantings all items displayed must be taken into consideration when determining an appropriate appearance of a property. This would include but not be limited to potted plants, wall art, items placed in driveways, sizes and appropriateness. Although the ARC makes every attempt to provide residents with some latitude in determining the items of display, it will exercise appropriate measures to control the effects of a cluttered and unappealing appearance.

Potted Plants

* On a driveway they are limited to only two of a medium size located adjacent to the garage
* Cannot be displayed on walkways
* Entryways will be limited to two medium or smaller pots located on either side of the front door. Bear in mind that for safety reasons we suggest a clear path for entry and departure of 32 inches
* Up to four plants may be displayed in the combined planted areas
* Hanging plants may also be approved with particular attention given to size, location, appearance and type of hanger
* Artificial flowers or plants are not permitted

Citrus/Fruit Trees

Application by full time residents only, to plant a single citrus/fruit tree will be considered for approval by the ARC under the following conditions: It is understood that citrus trees in particular can become very large, 10 to 12 feet, and their maintenance challenging. Their positioning on property will be given special attention and consideration for adjacent property owners.

The tree must be located in the rear of the property. The tree and property around and beneath it is the full responsibility of the owner(s). Fruit dropped from the tree must be collected and properly disposed of on a daily basis. It cannot be left to decay or interfere with landscape maintenance.

***NOTE:*** *Applicants for fruit trees must consider the maintenance required, particularly if away from their property for an extended period, or if they become unable to maintain the tree themselves. Also, it is the duty and responsibility of the owner and or their agent, that upon property transfer, a new owner must be made completely aware of the conditions stated herein and that they then become responsible to the Park Place HOA for the tree. By approval of this particular guideline condition, any current property owner that may have planted citrus/fruit trees will be subject to the very same maintenance and disclosure requirements.*

Trees Other Than A Fruit Variety

Property owners may request other trees be planted in addition to the original design plan. They must be approved by ARC and possibly the City of Palm Coast. The selection should be of a dwarf or mini variety with a height limit of 6 to 8 feet. Properties under 7500 sq. ft. are limited to one additional tree while lots over 7500 sq. ft. may request up to two. All additional plantings are the maintenance responsibility of the owner, and that maintenance responsibility must be disclosed to any future owner.

Landscaping and Tree Removal

Any changes to the original landscape design, including tree removal, must be approved by ARC. Planting or removal of trees is regulated by the city’s forestry division and requires city permitting. Shrubbery must be kept neatly trimmed and cannot cover windows. Any other vegetation that may be approved is limited to three (3) feet in height. Shrubs meant as concealment for equipment (A/C units, whole house generators, etc.) are allowed up to four (4) feet. Annuals and perennials are allowed within existing flower beds.

Exterior Paint Colors

The original design plan approved for Park Place has two groups of color schemes, one for each builder. These colors must continue to be adhered to. Any change whatsoever must be from within the colors chosen by the builder and must be approved by the ARC. Any requested change to a garage door color is limited to matching the body color of the building and does require approval.

Driveway/Walkway Pavers

A sealer applied to the pavers must be a clear product that will not alter the paver color. This is considered a maintenance item and does not require ARC approval.

Walls and Fences

Article IX, page 18 para 6 of the covenants is hereby further defined to prohibit any fence or wall to include, but not be limited to a solid fence of wood, vinyl or similar material for aesthetic reasons and/or the quality of life or property values of neighboring homes. For the purpose of this section, fence is further defined to include trees, shrubbery, and other landscaping creating a natural barrier or fence. Invisible fencing for the control of pets is limited to the rear of a property.

Approved fencing is limited to a black aluminum wrought iron style, no higher than four (4) feet with a five (5) foot wide gate for equipment access and requires ARC approval and City of Palm Coast permit. Natural fencing (hedge/shrubbery) is limited to (4) feet in height and may be approved on specific properties.

Garage Screens

Garage screening is an addition to the structure that requires ARC approval and must conform to the appearance of the building.

Screened Enclosures

Screened enclosures extending beyond the building design are considered prohibited structures and are not permitted at Park Place.

Hurricane Shutters

Hurricane shutters are designed and meant to be used during extreme weather conditions. However, they must be removed at the earliest possible time following a storm. Guideline would be placement no earlier than 72 hours before a forecasted storm and removal no later than 72 hours after a storm. Extended use of hurricane shutters for any other reason is not permitted.

Whole House Generators

Whole house generators are permitted and do require ARC approval and City of Palm Coast permits. They are limited to placement in the rear of properties and must be concealed by landscaping installed and maintained by the owner. The fuel tanks that service them must also conform to ARC and City requirements. All wiring must be buried below ground. Except for operating during a power outage, their testing cycle must only occur during daylight hours and not exceed 30 minutes.

Satellite Dishes

Recommendation regarding the placement of a Satellite Dish. Reference is made to Article IX, para 4 page 17 of the Park Place Covenants, Conditions and Restrictions

Under normal circumstances installation of a Satellite Dish does not require an ARC application. However, it is preferable a satellite dish be installed on the roof of a residence in as inconspicuous a location as possible. Placement of the dish on a pole in the side or rear yard can create an aesthetic issue and an obstacle for the landscapers.

It is understood that a pole installation may be necessary to optimize satellite reception.

Above Ground Pools/Hot Tubs/Spas

Article IX, Sections 21 and 24 of the Park Place Covenants, Conditions and Restrictions clearly state that above the ground pools are prohibited structures . Jacuzzis, hot tubs and spas in form and function are above ground pools and are therefore prohibited structures.

ACKNOWLEDGMENT OF RECEIPT OF ARCHITECTURAL REVIEW COMMITTEE POLICIES, PROCEDURES AND GUIDELINES

I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, have received a copy

 Owner/Tenant (*Please Print Name)*

of the Park Place at Palm Coast HOA Architectural Review Committee Policies, Procedures and Guidelines

I understand that it is my/our responsibility to read and abide by these documents while living in the Park Place community. I also understand that if there is anything I do not understand, I will contact a Park Place at Palm Coast HOA ARC member.

Owner/Tenant Signature Date\_\_\_\_\_\_\_\_\_\_

Owner/Tenant Signature Date

Park Place at Palm Coast HOA

115 Park Place Cir

Palm Coast

**COMPLIANCE PROCEDURE \***

**ARCHITECTURAL VIOLATIONS**

1. Written notification of a perceived violation(s) of Park Place Rules must be

 submitted to Southern States Management.

2. Southern States Management will notify the responsible owner of alleged

 violation(s) and will seek correction. If the owner corrects the violation(s),

 no further action is required.

3. If the responsible owner disputes violation(s) or refuses to correct the violation(s), Southern States Management will notify the Compliance Committee, in writing, of the alleged violation(s) and the responsible owner’s response.

4. The Compliance Committee will determine if they concur that there is any

violation requiring correction. If so, they will direct Southern States Management to formally notify the responsible owner by USPS Certified Mail, and provide the timeframe allowed for correction (to be determined by the Compliance Committee).

5. If the violation(s) is(are) corrected within the stated timeframe, no further action is required. If not, Southern States Management will notify the Compliance Committee. The Committee will then schedule a Hearing, and will inform Southern States Management to notify the responsible owner of the time, date and location of the Hearing, giving no less than 14 days’ notice. If the Committee, by majority vote, does not approve a fine or suspension, it may not be imposed.

6. The Committee will hold a Hearing, with or without the responsible owner

present, and will determine action(s) to be taken. Fines of up to $100 per violation per day, not to exceed $1,000, can be imposed.

7. The Compliance Committee will inform Southern States Management to notify the responsible owner of the action and follow-up to meet compliance.

\* *also found in section 3 procedures*

 July 24, 2018

**ARC VIOLATION REMEDIES**

1. The Homeowners Association may suspend, for a reasonable period of time, the rights of a member or member’s tenants, guests or invitees, or both, to use common areas and facilities and levy reasonable fines. Reasonable fines are not to exceed $100 per day against any homeowner, guest or invitee. No fine shall exceed $1,000. A fine may be levied on the basis of each day of a continuing violation with a single 14 days’ notice. Homeowners, guests or invitees will be given an opportunity for a Hearing.

2. Further dispute over an unsettled violation is subject to arbitration as specified in the By-Laws and court action as specified in the Florida Statutes.