

PGA PROPERTY OWNERS ASSOCIATION, INC.  
7100 FAIRWAY DRIVE, SUITE 29  
PALM BEACH GARDENS, FL 33418

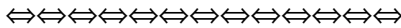
PHONE: (561) 627-2800  
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**M E M O R A N D U M**

**FROM: PGA POA architectural review committee**

**RE: arc application procedures**

**TO: PGA Owners**



Attached please find the Architectural Review Committee (ARC) review and approval procedures for all PGA Property Owners requesting architectural review. The procedures apply to the individual owner planning to remodel, construct an addition, pool, screen enclosure, change a house color, roof, modify landscaping or make any exterior changes to the home. The procedure for the construction of new homes apply and owners should refer to the ARC Design Review Manual for details, which can be obtained at the PGA Property Owners Association (PGA POA) office. **For further information, please contact the Director of Architectural Review and Compliance at (561) 627-2800, who is acting on behalf of the PGA POA Board of Governors and Architectural Review Committee.**

The procedures are as follows:

1. Prepare all necessary documents. Necessary documents may include a revised site plan (survey), building elevations, floor plans, pool drawings, screen drawings, patio drawings, roof proposals, paint colors, landscape plans, and photos of the affected area.
2. Submit the approval packet to PGA POA, along with the required ARC fee (fees are determined by the type of project proposed – see attached fee schedule). Note: Once approved, additions, new roofing, and other major modifications will require a refundable deposit. (See the attached construction deposit schedule). The POA will then forward the approval packet to the appropriate Homeowner (HOA) or Condo Association for review. Once approved and returned by the HOA/Condo, the PGA POA will place the request on the next ARC agenda. If the HOA/Condo does not approve the request, the POA will return the application to the owner without ARC review. A letter will also be sent explaining that the HOA/Condo denied the request.
3. The ARC meets once per month, on the third Thursday. Once the request is placed on the agenda, the ARC will review the request and respond per one of the three following categories:

- a) Not Approved – Revise and Resubmit: The owner or builder will need to make required revisions to the request and then resubmit to the ARC for approval. Resubmittals may be subject to additional review fees.
  - b) Approved As Noted – Approval has been granted; however, additional requirements must be met (e.g.: additional landscaping, trim bands on walls, etc.).
  - c) Approved – The approval has been granted as submitted.
4. If approved, you will be notified by the POA. Plans/applications should be retrieved at the POA office. All required POA fees and deposits must be paid to the PGA POA before approved plans can be released. The owner is responsible to obtain all permits as required by the City of Palm Beach Gardens or any other relevant authorities prior to commencement of work. The POA ARC reviews applications for aesthetic compliance.
5. Recognizing that on-going construction activity, if not completed in a prompt and expeditious manner, could be a source of annoyance to nearby residents, the ARC requires that once commenced, construction should be completed in a timely manner.
- a) New homes must be completed within one (1) year from the date of ARC approval.
  - b) All paint, miscellaneous repairs and landscaping must be completed within ninety (90) days of ARC approval.
  - c) Re-roofing of any single family residence must be completed within forty-five (45) calendar days from the date of commencement. Commencement must begin within ninety (90) days of ARC approval.

After the project is completed, the owner or builder must contact the POA at 627-2800 to request a final inspection. If a construction deposit was required, the final inspection will be scheduled after the POA is contacted; it is the owner's obligation to contact the POA to request the inspection. Upon approval of the final inspection to ensure the work was completed as approved, the construction deposit will be released. Construction deposits will be refunded to the party who issued the deposit check.

Please review the attached information regarding additional procedures and fees/deposits required.

Thank you.

/dl

(rev 10/09)