

PGA PROPERTY OWNERS ASSOCIATION  
ARCHITECTURAL REVIEW COMMITTEE

# **DESIGN REVIEW MANUAL**

Rev: 2014

## TO PROPERTY OWNERS/BUILDERS OF RESIDENTIAL PROPERTIES

We are pleased that you have selected PGA National Resort community for residential construction. This office will assist in every way possible with the approval process so that construction can commence at the earliest possible time.

These guidelines and requirements are created to supplement existing requirements under the applicable restrictions and covenants, statutes, rules, regulations, codes, ordinances and other legal authorities, to preserve the beauty and high standards of quality unique to PGA National.

PGA Property Owners Association, Inc. has established an Architectural Review Committee ("ARC") which usually meets monthly to review and approve all plans and specifications for new construction and modifications of existing properties. After written ARC approval of plans and specs, a building permit must be obtained from the City of Palm Beach Gardens along with any required utility permits from the Seacoast Utility Authority and/or Northern Palm Beach County Improvement District.

The enclosed policies, guidelines and requirements were developed to provide you with information, design parameters, and assistance in obtaining approval for your construction and property improvements for new home construction or modifications. Although it is not mandatory, we strongly suggest that the required construction documents be submitted for preliminary review and approval prior to seeking final approval. In this manner, the comments and/or requirements of the ARC can be incorporated into the final construction drawings prior to that work being started and then needing revision.

Applications for ARC approval must be received in the POA office by 3 PM on the Friday preceding the ARC meeting date. Incomplete submittals may not be accepted by the POA staff. Meeting the submission deadline and completeness of the submittal package rests solely with the Applicant. Missing the application deadline with an incomplete submittal may hold ARC review of the project until the next ARC regularly scheduled meeting. Starting work prior to final written ARC approval will result in the issuance of a "Stop Work" notice and removal of contractors from the site.

If you have any questions about our guidelines in this document or any aspect of your project, please call or stop by our office at your convenience.

The PGA Property Owners Board of Governors  
The PGA Property Owners Architectural Review Committee

REVISED - January 12, 1989

REVISED - January 30, 1992

REVISED - November 6, 1997

REVISED - September 22, 2014

PGA NATIONAL  
PROPERTY OWNERS ASSOCIATION DESIGN REVIEW MANUAL

TABLE OF CONTENTS

Introduction.....1

**PART I**

PLAN SUBMISSION PROCEDURES

Preliminary Plan.....4  
Final Construction & Landscape Drawings.....4  
Owner/Builder Deposit & Inspection Fee.....5  
Construction Commencement/Completion Deadline.....6 & 15

SUMMARY OF CONSTRUCTION STANDARDS AND RESTRICTIONS

Architect.....7  
Builder.....7  
Builder During Construction.....7  
Elevations..... 7-8  
Set Backs.....9  
Minimum Living Area.....9  
Square Foot Limitation.....9  
Roof & Roofing Material.....9  
Garages & Driveways..... 9-10  
Solar Equipment..... 10-11  
Exterior Design and Finish.....11  
Cable T.V. and Security.....11  
Fencing and Pool Enclosures..... 11-12  
Irrigation and Drainage..... 12-13  
Mailboxes.....13  
Lighting.....13  
Swimming Pools and Accessory Structures..... 13-14  
Other General Requirements..... 14-15

**PART II**

Landscape Plan Submittal Procedures.....16  
Removal of Diseased Trees..... 17  
Landscape Plan Requirement, New & Major Re-landscape.....18  
Minimum Planting Requirements..... 19-20  
Installation of Landscape & Maint, All Communities.....20  
Plant Materials.....21  
General Guidelines.....23  
Specific Guidelines for Single-Family Homes.....25-26  
Specific Guidelines for Multi-Family/Zero Lot Line Homes.26  
Glossary of Terms.....27

APPENDIX

Plan View Examples.....29 - 40  
Landscape Review Application .....41  
Plan Submittal/Fee Schedule Check-Off Sheets.....42 - 46  
Driveway Approach Design.....47  
Fence Designs.....48 - 53  
Acknowledgment and Acceptance Form.....58

PGA NATIONAL - FAMILY HOMESITES AND MULTI-FAMILY PROJECTS  
DESIGN REVIEW & CONSTRUCTION PROCEDURES MANUAL

PART I

A. NEW HOME/ADDITION PLAN SUBMISSION PROCEDURES.

Following is a detailed list of the stages of the plans approval process from pre-plan through application for building permits applicable to all single-family lots within PGA National. The Owner of the lot is responsible for submittal and compliance with these guidelines.

1. Pre-Plan

Owner/Builder visits with POA staff to discuss general concepts and procedures. At this time, you will be given appropriate informational handouts to assist you in developing your plans.

2. Submit Preliminary Plans.

a. Two (2) sets of preliminary plans and, for new home construction, the "Plans Approval Process Summary" form are delivered to the POA along with the Design Fee (see current PGA fee schedule), with the check made payable to the PGA Property Owners Association, Inc. ("POA").

b. Preliminary plans must show the site plan, floor plan and front, side and rear elevations, and must include chimneys, skylights and elements protruding from elevations. If applicable, a pool should be shown on the site plan. Window sizes should be noted.

c. After review, one copy of the preliminary plan will be returned to the Applicant. If disapproved or approved-as-noted, changes will be marked up on a copy given back to the Applicant. Resubmittal of revised preliminary plans is not required, unless specifically stipulated by the ARC; instead, the revisions can be incorporated into the Final Construction Drawings.

3. Submit Final Construction and Landscape Drawings.

a. Submit two (2) sets of construction drawings including elevation drawings and site plan. Exterior colors and materials of building, roof and driveway to be written on plans. Submit color name of concrete roof tile and tile sample (if applicable) and color draw-down samples of all exterior paint or stain (paper color chip samples are not a true depiction of the actual color and are not acceptable). Any deviation from the approved colors during construction must receive reapproval. The ARC has the right to disapprove colors which it feels are inappropriate to the neighborhood. All of the zero lot line communities have "approved color palettes" that must be used for color selections by the Applicant. Unless the community is all one color, no two adjacent houses may have the same color.

- b. The construction drawings must be complete and thorough to include fencing, exterior materials, screen enclosure, pool design, construction details, dimensions, a survey showing that the proposed construction fits within the zoning requirements for the community, etc.
- c. Two (2) sets of landscape drawings plus an extra copy of the site plan, should be delivered to the POA; a landscaping cost estimate showing unit cost breakdowns for new home construction; and for all submittals, the plant list showing plant size in feet and inches (height and spread) not gallon size of pot. Landscape drawings must be legible and clearly shows new, existing, and/or landscaping to be removed/replaced. Landscape drawings that are confusing, require verbal explanation of what is shown on the drawings, or that require the staff or ARC to 'guess' about the intent of the proposed landscaping work, may be rejected and require revision and resubmittal. Large landscaping projects may require drawings prepared by a design professional.

#### 4. Applicant Deposit and Inspection Fee

a. The Owner or Builder of a single-family house, addition, roof or pool construction or any work that has potential for damages to common areas and other properties in PGA National will be required to pay the POA a deposit fee (based on the current ARC fee schedule) at the time that the project application is submitted to the PGA National Architectural Review Committee ("ARC"). Such deposit shall be used as assurance that Owners/ Builders/Applicants will keep their lot, adjacent lots, and surrounding areas, and roadways in a neat, clean and reasonable fashion before, during and after construction and comply with all rules & regulations as set forth by the POA. The deposit also provides assurance that the Owner/Builder/Applicant will not cause any damage to the property of the POA, including, but not limited to, rights of way, pavement, other driving surfaces, shrubs, trees, drainage structures, and grading and as assurance that the construction and landscaping approval by the ARC has in fact been completely installed as approved. The POA shall cause the deposit to be placed in a separate escrow account and interest earned thereon, if any, shall be for the benefit of the POA as compensation for administering this aspect of the construction program. Note: for new home construction, if landscape plans are not available when the home plans are submitted, the POA ARC may require a separate refundable deposit until such time as landscape plans are submitted for review.

b. In the event an Owner/Builder/Applicant fails to comply with the requirements of the POA with respect to keeping the construction site neat or causes any damage to property of the POA, then after five (5) days written notice given by the POA, if the problems have not been cured within such time to the satisfaction of the POA, the POA is hereby authorized to and may take whatever corrective measures it deems necessary, the cost of which will be paid out of the deposit. In the event the amount of deposit is insufficient, the Owner shall remain responsible for any additional costs.

c. The ARC shall have the right to inspect the property from time to time during the course of construction and, upon completion of construction, in order to determine compliance with the ARC approved plans and specifications. Upon completion of construction by issuance of a C.O. and after the site is left in a clean condition, with any damage to private property having been repaired, the POA shall be notified that the completed project is ready for the POA's inspection. Soon after an approved inspection, the POA shall refund the construction deposit (minus any deductions for previously noticed compliance infractions). Refunds of construction deposits will be paid to party who paid the deposit to the POA.

5. The Owner Agrees to the Following:

- a. For any driveway changes in the "swale communities" (Marlwood, Burwick, Thurston, and Glengary), each Owner is solely responsible for the proper setting of elevations for their driveway and swale area through on-site engineering analysis of elevations and location of catch basins. Each Owner is solely responsible for construction of such driveways and swales in such a manner that they will not block or hinder storm water drainage flow as to their lot and/or adjacent lots.
- b. The Owner is responsible for submitting to, and obtaining permits from, all applicable governmental agencies and utility companies.
- c. Construction activity must be completed in a prompt and expeditious manner (1 year from the issuance of the Building Permit for a new house) in accordance with the Rules & Regulations of the PGA Property Owners Association. Any interruption in construction for a period of thirty (30) consecutive calendar days shall be treated as a nuisance and a violation of the Rules & Regulations of the POA for which enforcement rights may be invoked.
- d. Where plans have been approved and no construction has been initiated for a 6-month period from the date of approval, such plans must be resubmitted to the ARC for re-approval. Application fees must then also be paid, again.

During construction, the POA will visit the site. The owner, not the POA, is responsible to insure construction is in accordance with the approved plans. The POA's site visits are limited to verifying that the work appears to be progressing in accordance with the ARC approval(s) and that the project is not negatively impacting nearby properties and the community. The POA only inspects work for aesthetic compliance and does not inspect construction for code compliance or structural sufficiency.

## B. SUMMARY OF CONSTRUCTION STANDARDS AND RESTRICTIONS.

The OWNER is ultimately responsible for insuring all construction is in accordance with the approved submittal. Any exterior changes to the approved submittal during construction must be resubmitted to the ARC for revised approval prior to proceeding with such changes.

**THIS SUMMARY IS GENERAL IN NATURE AND NOT INTENDED TO BE ALL-INCLUSIVE. REFER TO THE DOCUMENTS FOR YOUR COMMUNITY. ANY APPROVAL OF THE ARC APPLIES ONLY TO THE PARTICULAR PLANS AND SPECIFICATIONS WHICH IT MAY APPROVE IN WRITING. ANY IMPLIED VERBAL APPROVAL IS INVALID.**

1. Architect/Designer. Plans for new homes must be prepared, signed and sealed by a Licensed Florida Architect or a Certified Florida Residential Designer. The seal of the American Institute of Building Design (AIBD) shall also be acceptable. Plans for small additions that are designed to match the existing house, may be prepared by a person competent at preparing design and construction drawings that are suitable for obtaining a building permit. These drawings do not have to be signed and sealed. Large additions or additions that are complex and that require a trained professional to properly design the addition to be compatible with the existing house may be required by the ARC.

2. Builder. Builder must be a general contractor, building contractor, residential contractor or owner/builder duly approved to do business in the City of Palm Beach Gardens, Florida.

### 3. Builder Responsibilities During Construction Phase.

a. If specifically required by the POA, the Owner/Builder shall fence sides of lot to prevent debris from spreading to adjacent lots. Builders shall contain construction debris in a trash container, dumpster or other device to minimize the spread of debris at the site.

b. Dispose of construction debris daily to prevent unsightly accumulation. Dumpsters are not permitted on roads and must be emptied frequently enough that the debris does not "mound" over the top of the dumpster.

c. Repair any damage done to adjacent property, including swales.

d. Erect no signs on construction site, unless previously approved by the PGA Property Owners Association, Inc. All signs must meet the PGA National Sign Standards. (See sign detail for signs allowed at the permit board/box.)

### 4. Elevation.

a. No basements permitted.

b. Minimum finished floor elevation must be at least 19.0' above sea level or 18" above the crown of the road, whichever is higher. Maximum finished first floor elevation shall be no higher than 30" above the crown of the road to the highest point of the first floor, or 4" above highest finished first floor elevation of house(s) on adjacent lots, whichever is lower. Chosen building elevation shall not negatively impact side yard drainage at property line and onto neighbor's lot.

Special requirements for The Island include a minimum elevation of 18" with a maximum of 24" to the highest point of the first floor elevation.

- c. Property elevation shall not be substantially altered, swales may not be blocked, nor may other drainage patterns designed for the PGA Development be negatively impacted. Final grading must drain to the swale (in the swale communities) or to the street, to the common side yard swales between lots, and/or to the rear property line.
- d. Fill cannot be used to extend property into waterways.
- e. Maximum two-story structure.
- f. Maximum roof height is 30 feet above finished first floor elevation (measured from finished grade to the mid-height of the tallest roof) Mid-height of the roof is the middle of a vertical measurement from the top of the fascia to the tallest ridge of the roof.
- g. No skylights, vent lines, pipes, attic fans, or electric meters are to protrude from front or street side elevations.
- h. All air conditioning units and pool equipment must be fenced and landscaped with a minimum 4' high wall or PGA-style approved fence. Fences or walls shall be constructed of the same material as the exterior finish of the house (i.e., a stucco house shall have stucco screen walls on block and a house with wood siding shall use one of the PGA standard wood screen fences.) All pool heaters shall be screened by fences or walls, the same as is required and specified for air conditioning and pool equipment. Enclosures must be landscaped.
- i. Elevation detail treatments shall be the same on all sides of a house (ie: applying decorative trim to the front and not the other elevations is not permitted).
- j. Exterior colors that, in the opinion of the ARC, would be inharmonious, discordant and/or incongruous with the community or PGA National will not be permitted. Samples of proposed exterior colors including siding, trim, brick, stone, rock, roofing, stucco and lattice are required at the time preliminary and/or final plans are submitted for approval. ARC project approval will be withheld until colors and materials are submitted for approval. Paint colors shall be submitted as 8 1/2 x 11 "draw down" samples, not color chips obtained from the paint store.
- k. . Hurricane shutters may be removable or permanent. Choices of hurricane protection for doors and windows shall be the Owner's decision. However, under certain architectural design conditions, the ARC may disapprove certain types of permanent shutters over decorative or arch-topped windows and doors. Installation and removal of temporary shutters (panels and fabric coverings) or the closing and re-opening of permanent shutters shall be in accordance with the PGA National Rules and Regulations.

## 5. Setbacks.

All setbacks must meet the attached setbacks table that has been approved by The City of Palm Beach Gardens for each respective community in PGA National.

## 6. Roof and Roofing Materials.

a. No flat roof elevations are permitted except rear porches in certain communities. Flat roof porches must have Mansard surrounds along all exposed flat surfaces; minimum 4' vertical dimension of Mansard.

b. Pitch - minimum 6"/12" in Thurston, Burwick, Marlwood, Preston, Preston Golfview, Preston Lakes, Bristol Club, Eagleton, and The Island. Minimum 5"/12" in Glengary and Heather Run.

c. Overhang - minimum one (1) foot and possibly greater, as deemed appropriate to proportionately relate to the house design.

d. Approved roof and roofing materials are cedar shake, stone coated steel (shake and roof tile profiles), concrete tile, clay tile, or slate. All tiles must be factory finished at the time of construction; no field applied painting, staining or other applied coatings shall be permitted on the specified roofing materials. Certain zero lot line communities have pre-approved selections for roof tile colors and profiles. Contact the HOA or the POA for that information. For roof tile materials with a color "blend," the colors shall be uniformly distributed throughout the roof so that no discernable pattern (ie: stripes, checkerboard, splotches) is noticeable.

e. No asphalt shingle roofing material is permitted. No other types of faux roofing materials (manufactured materials made to "look" like the real thing) are permitted. No standing seam or 5v crimp metal roofing is permitted.

f. Drip edge must be 3" in Barclay Club and in Ironwood. In the Ironwood community they must be painted "Tudor Brown" to match fascia. The POA recommends the use of copper drip edges in all communities; however, either an electrostatically painted aluminum drip edge (white or brown) or factory finished painted galvanized drip edge (white or brown) may be used.

## 7. Garages and Driveways.

a. Side entry garage openings are required in all communities except Glengary and The Island. Side entry garages should provide a minimum of 26' from the house face at the overhead garage door to the property line so as to allow adequate distance for motor vehicle access and backup but the setback schedule takes precedence. Front entry garages may be approved in other communities on a case-by-case basis. Special consideration will be given to property owners with cul-de-sac lots. When front entry garage openings are approved for communities other than Glengary, the garage opening must be concealed from the street through the use of driveway construction (curves, bends, etc.), landscape berms and dense landscape material.

b. Personal entrances must be buffered by a POA approved 4' fence or wall when doors are on the front or side elevation of the house. Fences or walls shall be constructed of the same material as the exterior finish of the house (i.e., a stucco house shall have stucco screen walls and a house with wood siding shall use one of the PGA standard wood screen fences). Fences may not be installed forward of the front walls of any home.

c. No carports are permitted.

d. Driveway materials must be approved by the POA. Textured or patterned paving is encouraged. Driveways and walkways of asphalt, non-patterned concrete or loose gravel shall not be permitted. Minimum driveway and walkway construction shall be broom finished concrete with a grid or other pattern of score lines. All driveways shall be a minimum width of 16'. All colors for driveways shall be integral with the materials.

e. Driveway approach must be in accordance with POA Driveway Approach specifications (copy attached).

f. No circular or oversized driveways permitted without prior approval of the ARC. At least 65% of front yard must be sodded or otherwise landscaped. All garages shall be a minimum of 22' x 20' (interior dimensions).

g. Paver driveway construction in the swale area for Glengary, Thurston, Burwick, and Marlwood must be set on a concrete slab to prevent future settlement

h. All residences on single-family lots shall have a minimum of two car garage and a maximum three car garage unless special approval is obtained. Automatic garage door openers are required.

i. No curb side parking areas may be created by extending any portion of the street pavement.

j. Painting of concrete driveways is not permitted. Use of concrete stain that penetrates into the concrete is permitted. The stain color(s) must be compatible with the colors of the house and or an earth tone palette. The intent of staining a concrete driveway is to freshen it up, not to make it look like something other than concrete.

## 8. Solar Equipment.

a. Solar equipment is permitted. Owner shall consider the aesthetics of the house and community when selecting how and where to install solar panels on the roof. Piping on the roof and walls of the house shall be painted to closely match the surfaces they are mounted to.

## 9. Exterior Design and Finish.

- a. Must have continuity on all elevations.
- b. All finished colors and materials are subject to POA approval. Reverse board and batten or T1-11 plywood will not be approved. Rough-sawn plywood with applied batten strips, and cedar siding is acceptable. Hardiplank or equal cement siding is acceptable.
- c. Elevation drawings must detail window size, style, placement and trim.
- d. Windows and doors are required to have 4"-6" trim bands (exterior). Other methods and styles of trimming out the exterior of doors and windows may be approved on a case-by-case basis and as the chosen treatment relates to the architecture.
- e. Windows with high sill heights may require framed out trim panels below the window to provide the appearance of taller windows.
- f. If brick veneer is used, it must be genuine, full-thick brick. Stone veneer may either be real stone or manufactured stone that very closely matches real stone.
- g. Homes that relate to the regional styling of South Florida are encouraged.
- h. Skylights are not permitted on front or street side elevations.
- i. All exterior aluminum finishes shall be factory applied (ESP, baked enamel, powder coated) and approved by the ARC. No mill finish aluminum will be permitted. If gutters and downspouts are to be installed, they must match or be compatible with the color of surface they are mounted to (i.e. trim or house walls).
- j. Stucco must be painted; no stucco with integrated color is permitted.

## 10. Cable TV and Security.

- a. All homes in PGA National Club must be prewired for CATV and security systems. There is no centrally monitored alarm system within PGA National; each owner should engage their own alarm monitoring company if they desire to have a monitored alarm system.
- b. Door locking mechanisms shall be of the owner's choosing.

## 11. Fencing and Pool Enclosures.

- a. Plans will show intended fencing.
- b. Several different styles of fencing have been approved for use in PGA National (\*See Appendix). Standard "shadowbox" type wood fencing is prohibited. Handout material detailing these designs is attached. No fencing is permitted in front lot area (i.e. fences may not be used forward of the front walls of the home) and the maximum height is 6

feet. Fences must be placed two feet inside the property line with landscape material (shrubs 36" high with an 18" spread and 24" O.C., at the time of planting) planted outside the fence, except where a fence is constructed parallel to an existing hedge that is on the property line. Hedges outside fences are required to be maintained at no less than the height of the fence. Hedges are not required across the rear of aluminum picket type fences when the home backs up to a golf course.

c. All chain link fencing shall be green or black PVC coated, with all connecting galvanized members (including posts) painted to match. Hedges of height noted in section 'b' above are required outside chain link fences.

d. Perimeter wood fences are not permitted in multi-family and zero-lot line communities (except for the existing perimeter wood fence at Bristol Club).

e. One (1) style of pool screen enclosure is acceptable for PGA National detached homes. All screen enclosure submittals for approval shall be accompanied by: 1) property survey showing house, patio/pool deck areas, property lines, setbacks, etc. as necessary to show where the screen enclosure will be placed on the property, 2) screen shop drawing showing shape and size of enclosure as well as calling out the required 2" wide x 9" high trim band, vertical supports\*, sizes, and noting pitch in degrees from the horizontal for the required sloping mansard portion of screen

\* NOTE: Exterior face of vertical supports must be 6", regardless whether screen enclosure structure requires such wide vertical supports.

f. Standard rise of Mansard screen enclosures is 32 degrees from a horizontal line at the top of the enclosure screen walls. The vertical height of the mansard shall be no less than 1/3 of the vertical height from the pool concrete slab to the trim band of the screen enclosure.

## 12. Irrigation Systems (Sprinklers) and Drainage.

a. Underground irrigation systems are required on all lots with 100% coverage required. See Landscaping Section for irrigation requirements.

b. Shallow wells are allowed for irrigation systems as long as reasonable and appropriate measures to eliminate various odors and stains emanating from said wells are utilized.

c. Use must be controlled by a day and minute timing device.

d. Easements for the installation and maintenance of drainage facilities or for overland drainage flow (drainage easements) are created by recorded plats or other recorded documents. Within these easement areas, no structure, planting or other material, other than sod, shall be placed or permitted to remain (unless installed by or with the written approval of PGA POA) which may interfere with such installation, maintenance and flow, or which may obstruct or retard the flow of storm water through drainage channels. Owners shall keep their grass mowed in such a manner and with such frequency as will not hinder the flow of storm water drainage.

e. Maintenance of the front yard drainage swales and the related drainage across or through driveways in the communities of Marlwood, Burwick, Thurston, and Glengary, are the responsibility of the individual property owner. Changes in swale drainage function are not permitted without the approval of the POA. When swales fill in over time or roots begin to block or hamper drainage flow through these swales, it is the individual lot owner's responsibility to correct the drainage interference.

f. Construction on "infill" lots (lots where houses are already constructed on one or both contiguous sides of subject property) or reconstruction of a new house on a former house site must accommodate existing conditions on the contiguous lots as to elevations and drainage. Construction deposit funds may be retained in whole or in part for a period of time to allow seasonal rains to occur to assure that excess storm water runoff will be properly drained away and not causing an undue drainage burden onto neighboring properties. This shall be at the discretion of the ARC.

### 13. Mailboxes.

The POA has an approved mailbox for use at all single family residences. Ordering, payment, and installation will be handled through the POA office.

### 14. Lighting.

All proposed exterior lighting shall be submitted to the POA for approval. Submittal for approval shall include the catalog page or similar to show the proposed fixture(s) and submittal must indicate wattage, locations and aiming angle. No exterior lighting shall be permitted which, in the opinion of the ARC, would create a nuisance to adjoining property owners or be incompatible with the surrounding neighborhood. All lighting must be "White" (i.e. no sodium vapor lights and no color bulbs). Incandescent, fluorescent, metal halide, mercury vapor, and LED in white color lamps are acceptable.

### 15. Swimming Pools, Tennis Courts, Accessory Structures, Play Equipment and Decorative Objects.

a. Above ground swimming pools shall not be permitted. Swimming pools shall not be permitted on the street side of a residence unless otherwise approved in writing by the ARC and sufficiently buffered by building elements and/or landscaping.

b. A tennis court is permitted only when an owner holds title to two lots next door to each other; in that case, the tennis court could be allowed on a vacant lot next to the owner's lot. The exterior of any tennis court must be densely landscaped to the satisfaction of the ARC to hide the court and surrounding fencing from street view. Lighting of tennis courts is not permitted. The ARC shall require an agreement or other document in recordable form signed on behalf of the owner attesting to the fact that the tennis court may never be sold or leased separately and apart from the adjoining lot containing the owner's house and with such other terms and conditions as the POA deems appropriate.

c. Accessory structures, such as playhouses, tool sheds, storage containers or dog houses shall not be permitted unless specific written approval of the ARC has first been obtained and all such equipment must be buffered from view with the use of landscaping.

d. Any playground equipment (swing sets, climbing apparatus, trampolines, etc.) should be of durable materials and earth tone colors and placed only in the rear of the residence after prior written approval of the ARC. Any such facilities shall be screened from view from the golf course, streets, and adjacent property with landscaping. Equipment that exceeds the height permitted for hedges may not be approved since it may not be possible to screen the equipment from view.

e. Decorative objects on an owner's property are for the viewing enjoyment of the owner and may not represent the desired aesthetic taste of neighbors and/or the community. Therefore, all decorative objects require approval for placement on any part of the lot; however, no decorative objects of any type, including but not limited to sculptures, fountains, yard statuary, etc., shall be placed or installed on the street side of any lot visible from the street and neighbors, without prior written approval of the ARC.

f. Basketball hoops or basketball backstops, permanent or portable, are permitted with written approval of the ARC. Under no circumstances are they permitted to be attached to any residence. Backboards must be clear, posts black, and use of basketball hoops is restricted to the hours of 9:00 a.m. and 8:30 p.m. or sunset, whichever comes first. Portable basketball goals must be used for play on driveways and not in the street and they must be wheeled out of sight when not in use.

g. No decorative flags are permitted. Only the U.S. flag and other governmental flags, as permitted by state statutes, are permitted. The flag pole must be approved by the ARC as to style, height and location on the property.

## 16. Other General Requirements.

a. All homes must be connected to central water and sewer provided by the Seacoast Utility Company.

b. All antennas and aerials must be concealed inside attic space or locations approved by the ARC. Satellite dishes of 39" or less in diameter are permitted by FCC laws, however, owners are asked to place the dishes in the least conspicuous location that still allows for receiving a high quality signal. Dishes of this size or smaller do not require ARC application or approval.

c. Energy and water saving devices shall be used to the maximum extent possible.

d. Posts and signs for permanent signs such as stop signs, crossing, caution, handicap, building/unit identification, etc., shall be constructed and installed to comply with the PGA National Sign Standards manual. HOA's installing and/or replacing signs are required to make application to and obtain approval from the ARC.

e. Construction days and hours shall be as defined in the PGA National Rules and Regulations document.

f. Each architectural design will be considered on an individual basis with specific emphasis on the proposed design's impact and harmony with surrounding homes and styles.

#### 17. Time for Completion.

Re-roofing of any single family residence must be completed within forty-five (45) days from the date of ARC approval. All units within a multifamily property being re-roofed by an HOA, must be completed within one (1) year of the date of ARC approval unless special phasing arrangements are approved by the ARC

## PART II

### **I. LANDSCAPE PLAN/CHANGES SUBMITTAL PROCEDURES**

#### **A. SINGLE FAMILY- NEW OR REPLACEMENT HOME OR MAJOR MAKE-OVER OF MAJORITY OF THE EXISTING**

**1. Landscape Review:** Prior to installation of any planting, the following items must be submitted to the Architectural Review Committee (ARC) for landscape design review and written approval. Information should be in compliance with “Requirements for Landscape Plans”, Section “D” below. Refer to the submittal deadline at the beginning of this Manual but in summary, applications are required no later than 3:00 p.m. on the Friday prior to the ARC meeting date.

- a. Two sets of landscape plans, prepared and sealed by a Landscape Architect registered in the State of Florida, (Drawings must be final). Plans shall be in compliance with “Requirements for Landscape Plans” (Section “D” below).
- b. One copy of building elevations.
- c. Cost estimate showing unit cost breakdowns (landscape labor and materials) based on the average cost shown in the latest edition of the Florida Plant Finder. The cost estimate is not to include sod and irrigation costs.
- d. “Landscape Architectural Review” application with top portion completed (Forms available at the POA office - sample of this form included in appendix).
- e. ARC review fee (current fee schedule is available from the POA).
- f. If Landscape plans are not submitted at the same time that architectural plans are submitted for review (for a new or replacement home), a separate deposit may be required. The deposit will be refunded when complete and ready-to-review landscape plans are received by the POA.

For new home construction, if the landscaping has not passed inspection by the ARC at the time the Certificate of Occupancy is issued, the owner/builder will receive written notice from the ARC. The owner/builder has 30 days from C.O. to pass the landscaping inspection. No refund of any deposit will be made until the installed landscaping passes final ARC approval. If the landscaping has not received ARC approval within 30 days after issuance of the C.O. by the city, the POA has the right to complete the landscaping per the approved plans. The costs incurred will be deducted from the landscaping deposit. If the costs exceed the deposit, the owner/builder will be billed accordingly.

#### **B. RE-LANDSCAPING EXISTING HOMES OR MINOR LANDSCAPING CHANGES:**

All changes to exterior landscaping require the prior approval of the ARC. The use of Summer and Winter Annual plantings may be installed without prior approval; however, no bedding areas may be modified to replace permanent plants with annuals unless ARC approval is obtained. To obtain approval for any landscape improvements, submit:

1. Two sets of plans, or if the landscaping change(s) is minor, submit a drawing showing placement of new landscaping. Be sure to note any existing trees or shrubs to be removed. Depending on the complexity of the proposed changes, submittal of “before” and “after” landscaping plans/sketches is acceptable, as long as they are very clear to express the project’s removal and replacement work.
2. Photos of the areas to be landscaped (Note: photos should be taken far enough away to show how the landscaped area or trees impact the architecture. Close-up shots of tree roots or trunks are of no use to the ARC for making their decision). If necessary, mark an ‘X’ on the photos showing the trees planned for removal. The ARC discourages, and many times has disapproved, the removal of healthy trees that just need to be pruned, shaped, and maintained. Diseased and/or dead trees will be permitted to be removed, with ARC approval, and whether replacement tree(s) are required will be at the discretion of the ARC. Evidence of disease or a reasonable explanation of tree removal must be provided.
3. Provide a plant list indicating species, quantity and size. The size should be in feet and inches; do not identify size by indicating the gallon size of the potted plant.
4. Refer to the current ARC fee schedule for landscaping projects’ application fee, review, and/or deposit fee.

C. REMOVAL OF DISEASED PALM TREES:

1. The ARC understands that it is not wise to allow the disease from an infected tree to remain in a yard any longer than necessary or the disease could spread to other nearby trees. An owner is not required to wait for ARC meeting to remove a diseased palm tree, provided that the POA is notified, and photos are submitted, prior to removal of the Palm tree(s). Certain documentation by the owner is required to be submitted **PRIOR** to the diseased tree’s removal.
  - a. Take photos of the tree from afar showing its relationship to the yard and to the architecture behind the tree(s). These photos are critical for the ARC to make a judgment whether another tree needs to be replanted in the vicinity or whether no replacement is required.
  - b. Take photos showing the disease on the tree (e.g.: Ganoderma conchs) to prove that the tree is really diseased. If the tree has no evidence of disease but all of the fronds have died and are wilted or have fallen off, then take photos showing that.
2. Submit a site plan sketch (marked up copy of property survey is best, if available) showing the location of the tree to be removed tree along with the photos showing the tree prior to its removal. State whether a replacement tree is proposed and, if so, what species and size; or whether the request is to not replace the removed tree.
3. Submit application fee per schedule. Once the above has been submitted to the POA ARC and staff advises you may remove the tree, you can proceed. The POA ARC will provide final written approval after the regularly scheduled meeting.

**D. REQUIREMENTS FOR LANDSCAPE PLANS- NEW CONSTRUCTION AND MAJOR RE-LANDSCAPING OF EXISTING HOMES.**

1. The landscape plans (drawn at a scale of 1/8"=1 ft. or 1"=10 ft.) and specifications must show:

- Lot # and Community Name
- Name of Owner or Builder
- Scale
- North Arrow
- Entire Lot
- Property Lines
- Easements
- Sidewalks (if applicable)
- Street Pavement Edge
- Existing & proposed above ground utility structures (transformers, light standards, etc.)
- Drainage swales and catch basins
- Proposed vegetation, scaled to size at time of installation
- All plants must be Fla #1 or better, as described in Grades and Standards for Nursery Plants Part I & II latest edition published by the Florida Department of Agriculture and Consumer Services.
- Existing vegetation to remain (name and size)
- Plant List (quantity, botanical and common name, container size/balled and burlapped, and the height, spread, and caliper at time of installation). Palm tree heights to be shown at each palm on the plan.
- Transplant Information (if applicable).
- Vegetation on neighboring property that affects the landscape design (e.g.: a hedge on the property line, large side yard neighboring trees that encroach over the property line).
- Irrigation statement that 100% of the property (street to water's edge at rear or to rear property line for non-waterfront lots) will have an automatic irrigation system installed.
- Use of 3" layer of mulch in all planted beds. The POA will allow Grade "A" Cypress Mulch, Red Lava Rock, Red Recycled Tire Mulch, or Timberlite® mulch.

**2. Inspection Fees:** An additional fee will be charged for each re-inspection of a single family home if the site fails the landscape inspection and a re-inspection is necessary

**3. Landscape Plan Approval:** When landscape plans are approved, one set of plans will be returned with the ARC's approval letter.

## **II. MINIMUM PLANTING REQUIREMENTS**

### **A. SINGLE FAMILY HOMES**

**1. Minimum Landscape Budget:** A minimum dollar amount, EXCLUSIVE of sodding and irrigation system costs, must be used for landscape planting as follows:

Glengary	\$ 5,500
Thurston	7,000
Burwick	8,500
Marlwood	8,500
The Island	8,500
Preston	10,000

Costs used for the landscaping budget shall be based on the average cost shown in the latest edition of the Florida Plant Finder.

**2. Minimum Tree Planting:** A minimum of three (3) shade trees shall be required for the front yard and a minimum of two (2) shade trees shall be required for the back yard, exclusive of street tree plantings required or installed in some communities (ie: Glengary). Certain lots within a community may be granted exceptions (ie: narrow, pie-shaped cul-de-sac lots etc.). Palm Trees may be substituted for shade trees at a 3-to-1 ratio (three (3) palms are equal to one (1) shade tree). Certain large, specimen palm trees may be considered a 1-for-1 trade-off for shade trees (ie: Canary Island Date Palm, large Royal Palms, Medjool palms, large, tall, Purotis palm cluster, etc.) as determined on a case-by-case basis by the ARC. On properties having large, mature landscaping, the ARC has the discretion to allow a reduction in these minimum requirements.

3. See Section VI (Specific Guidelines for Single Family Homes) below for more specific requirements for landscaping of Single Family Homes.

### **B. MULTI-FAMILY/ZERO LOT LINE PARCELS**

**1. Minimum Landscape Budget:** A minimum dollar amount, EXCLUSIVE of sodding and irrigation system costs, must be used for landscape planting as follows:

Garden Apartments (2-3 stories)	\$5,000 per unit
Zero Lot Line Homes	8,000 per unit
Townhomes	6,500 per unit

These amounts reflect the total dollar amount of landscape planting required for a total multi-family development, including:

- Individual lot or building landscaping
- Recreation Center Landscaping
- Entry landscaping
- Common area landscaping

- Perimeter landscaping

**2. Minimum Planting:** Each multi-family parcel shall contain one tree and fifteen shrubs for every 2000 square feet of gross parcel area or portion thereof. These trees and shrubs shall be in addition to those required for screening of off street parking and building elevations. The trees shall be spread as evenly as possible throughout the development to provide a protective tree canopy and to filter and enhance the architecture. The shrubs shall be placed to soften the building facades, screen equipment and objectionable views.

3. See Section VII (Specific Guidelines for Multi-Family/Zero Lot Line Home Communities) below for more specific requirements for landscaping of Multi-Family and Zero Lot Line Homes.

### **III. INSTALLATION OF LANDSCAPE MATERIALS AND MAINTENANCE (FOR ALL COMMUNITIES)**

**A. Quality:** All plant materials shall equal or exceed the standards for Florida #1 as given in the latest edition of “Grades & Standards for Nursery Plants”, State of Florida, Dept. of Agriculture and Consumer Services, Tallahassee.

**B. Topsoil Mix:** All landscaping shall be installed according to accepted commercial planting procedures. All plants shall be planted in a mix of native soil and a good quality topsoil mix of a type and amount recommended by the American Landscape Contractor Association and the Florida Nursery and Growers Association.

**C. Maintenance:** All plantings shall be fertilized, sprayed, pruned, irrigated, and otherwise maintained to keep and further develop an attractive and healthy appearance. Maintenance shall include the replacement of dead plant materials and replacement of damaged irrigation heads or other equipment. Plant replacements shall be with the same plant type, size and quality as originally approved unless alternative plants are applied for and approved by the ARC. Unnatural or drastic pruning techniques such as hat racking, stubbing or lollipoping shall not be permitted.

#### **D. Minimum Plant Heights and Widths Required at Time of Installation:**

	<u>Min. Ht.</u>	<u>/</u>	<u>Min. Spread</u>
Trees	12'		8' - 10'
Palms	14'		10" caliper
Shrubs	24"		18" (24" oc spacing)
Hedges	24"		18" (24"oc spacing)
Vines	36" staked		

ARC has the right to require plants of greater than minimum specification.

**E. Substitutions:** Any substitution of plant materials after landscape plan approval must be submitted and approved in writing prior to plant installation.

#### **IV. PLANT MATERIALS - (FOR ALL COMMUNITIES)**

**A. Palms:** Three (3) palm trees in clusters shall equal one (1) shade tree. Palm clusters shall include a minimum 2' stagger of palm heights. A palm shall have the minimum number of fronds as required for a "Florida No. 1" designation.

**B. Trees:** Tree species with invasive root systems which are likely to cause damage to roadways, underground utility lines, and paved areas shall not be planted. Trees shall be installed so that they are either in or out of planting beds by at least 30". Trees planted in sod areas shall have a ring of mulch surrounding them. Trees shall be placed so that they will not grow into the building eaves. Use of native species trees is encouraged. Citrus trees, pigmy date palms, and hibiscus standard plants do not qualify as "trees" to meet the minimum required tree quantity.

**C. Shrubs:** No more than 50% of the required shrub material may be of the same species. Native and flowering shrubs are encouraged.

#### **D. Hedges:**

1. May not exceed 6 ft in height between properties and 8 ft high between the property and street when the property is along a main street (Ave. of the Masters, Ryder Cup Blvd., Tournament Blvd., Avenue of the Champions, Championship Drive, Medalist and General Drive).
2. Shall be maintained no lower than the top of a fence.
3. Shall be maintained at the top of fences when along golf courses (note: aluminum picket type fences are not required to have a hedge across the back if the home backs up to a golf course).
4. Shall be maintained one foot below the top of a wall when used along a wall.
5. Shall be planted and maintained to form a solid, visual screen.
6. May not be installed forward of the front of the house along side property lines nor along the front property line to "wall in" the property from the street.

The ARC may grant special approvals where atypical conditions exist.

**E. Vines:** Vines may be used to assist with screening out fences and/or landscape walls where there is insufficient space for a hedge to provide the screening (i.e. narrow side yards, etc.). Vines may not be substituted for hedges where space permits a hedge to be used. Vines shall be attached to fences. Flowering vines are encouraged.

**F. Lawn Grass:** Lawn areas shall be planted with certified St. Augustine Floritam sod. Grass areas shall be sodded (solid sod), and shall be free of weeds and capable of growth and development. Sod strips shall be aligned with tightly fitted joints with no overlap of butts or sides. Sub-grade of lawn area shall be reasonably free of all stones, sticks, roots and other matter prior to sod placement. New lawns shall be watered immediately after planting and maintained in a living condition. Sod shall continue to lake edges (water level) and edge of pavement in all cases. Odd, narrow hard-to-mow strips are discouraged because of maintenance problems. Finished lawn areas shall present a neat, even, appearance with no surface irregularities greater than 1-1/2". All sod edges at planting beds, walks and drives shall be neatly and evenly cut.

**G. Native Plant Materials:** The use of native plant materials is encouraged as background material to exotic accent plantings to create the lush, tropical landscape evident throughout the PGA National Community.

## **H. Prohibited Trees:**

FICUS TREES (Green Island Ficus hedge plants are permitted)

ACACIA (Acacia farnesiana)

ROSEWOOD (Dalbergia sissoo)

LAUREL OAK (Quercus laurifolia) - Live Oak (Quercus virginiana) shall be used in place of this.

MELALEUCA (Malaleuca leucadendron)

BRAZILIAN PEPPER (Schinus terebinthifolius)

AUSTRALIAN PINE (Casuarina equisetifolia)

POISON WOOD (Metodium toxiferum)

WASHINGTONIA PALMS (Washingtonia robusta)

CARROTWOOD

BISHOPHIA

JAVA PLUM

SCHEFFLERA TREE

For new home construction, the Owner/builder is required to remove these prohibited plants if they exist on the property.

## **V. GENERAL LANDSCAPING GUIDELINES - (FOR ALL COMMUNITIES)**

**A. Planting Beds:** Planting beds are required to have 80% coverage at time of installation regardless of quantities shown on plan. The desired effect of planting groups is one of fullness, with shrubs almost bursting out of their planting areas. Ideally, one should see no ground at all. This technique aids in minimizing unwanted weed growth in the plant bed. Planting bed edges should be smooth continuous curves for ease of maintenance and continuity with other developments. Planting beds shall be free of weeds, and trash at time of inspection. All planting beds shall have a 3” layer of mulch (see Section V.’U’ for acceptable mulch types)

**B. Understory Accent Material:** Plants selected for understory accent planting should be of a variety that attain a maximum height of 4’ at maturity. If they grow above 4’ of clear trunk, (i.e. Pygmy Date Palm), additional understory accents shall be installed.

**C. Streetscape Planting:** When landscaping individual lots or units, the overall appearance of the streetscape shall be kept in mind. The view down a right-of-way corridor should be dominated by plants rather than structures at the terminus, and along the entire right-of-way. Street trees shall be pruned to maintain a healthy, manageable tree canopy. Position trees in front of buildings in a way that aids in filtering the architecture and providing height.

**D. Required Street Tree Planting:** Oak street trees were planted in Glengary. They shall be maintained and not damaged or removed without ARC approval.

Within the Preston development, the landscape plan for each lot originally included a mandatory street tree planting of Bischofia Javanica, or Live Oak (Quercus Virginiana) 12’ ht. x 8’ spr., 3-1/2” caliper, spaced at 40 foot intervals and planted 8’ from the back edge of the curb. The ARC will allow removal of Bischofia Street trees in Preston (with ARC approval) and with no required

replacement. If an owner wishes to replace a Preston street tree, ARC approval is required and Live Oaks must be used.

Within The Island development, two Black Olives were required as street trees in the front yard in addition to other required trees. . If an owner wishes to replace an Island street tree, ARC approval is required and Live Oaks must be used.

The ARC of the PGA Property Owners Association, Inc. reserves the right to require different trees for lots not yet landscaped, upon written notice to owners.

**E. Synthetic Plant Materials:** Synthetic plant material (including artificial turf) is prohibited for exterior landscape planting.

**F. Perimeter Planting Along PGA Blvd. and Northlake Blvd.:** Homes/Units along the PGA Blvd. or Northlake Blvd. buffers are required to plant, irrigate, and maintain the 12'-6" wide planting buffer between their rear property line and the existing fence/wall.

**G. Divider Strip Between Lot Sod and Golf Course Sod:** Where lots border golf courses and sod varieties differ, the owner must maintain and restrict his lot's grass from encroaching into the golf course grass. It is suggested that a line of hedges or a landscaping border be used to provide a physical barrier to prevent the merging of the two grasses.

**H. Preservation of Existing Plant Material:** Removal of mature, existing trees is discouraged and in some cases denied by the ARC. The intent is to retain large, tall, mature trees so that the community has an established appearance rather than the look of a newly developed property with small, insignificant landscaping. All attempts should be made to properly prune overbearing trees to retain their natural tree shape, to open up their canopy to allow air to properly flow through, to address root systems that may be causing paving issues, and to remove periodic tree droppings to prevent temporary staining of paving, rather than removing the trees.

**I. Impeding Drainage:** Trees, shrubs, and ground covers shall not be planted within any swale area or any other surface drainage pathway. Landscape material must not block lot drainage in any manner. Planting areas bounded by walks and patios should be raised and shaped to shed water and not create areas for water to collect.

**J. Massing:** Plants should be arranged to create a definite composition. Plant material should be massed in groups of one variety rather than multiple single specimens. Avoid delineating property lines with planting arrangements.

The use of landscape material with unique form should be limited to accent placements in the landscape. An attempt should be made to achieve continuity and interest using plants similar to those of surrounding residences or communities in PGA. The use of numerous small planting beds is discouraged due to their "busy" appearance.

**K. Berms:** Berms should have smooth, gentle slopes characteristic of a golf course setting. A 3:1 slope shall be the maximum slope allowed, with 4:1 or flatter slopes preferred. This is not only more pleasing to the eye, but facilitates mowing and/or the retention of mulch. Attention should also be given to a meandering of the earthwork to avoid a monotonous "bunker-like"

effect. The height and width of ground forms should present an informal, gentle mounding appearance. Berms should be held away from side property lines to that they do not block side yard swale drainage. Berm design should also not block swales or front yard drainage that flows toward the street.

Creating unusual topography, which is inconsistent with the general yard design within a community, is discouraged and may be disapproved by the ARC. When vegetation is used together with berming, consideration should be given to locating plants in relation to the crest of berms. Plant material should never be regimentally planted on the top of berms. Plantings should meander over the crest of the mound or stay below it.

**L. Buffering Of Wall Elevations and Roofs of Homes and Multi-Family Buildings:** Particular attention should be given to homes with expansive areas of plain exterior wall (areas without windows, doors, detailing, etc.), especially when these elevations are visible from golf course areas, across lakes, from roadways and from neighboring homes. Large expanses of roof area should be buffered with the same considerations. In multi-family developments, clustered, vertical plant groups (palms, trees, etc.) should be used with gaps of no more than 20' between plantings to properly filter the background architecture. Views from home interiors to lake and golf areas can be preserved by planting trees with 6'-8' minimum clear trunk height near windows or view portals.

**M. Buffering Two Story Homes/Multi-Family Buildings:** Two story structures may require taller vertical plantings (trees and palms) to break-up the massing of the building(s).

**N. Screening of Irrigation/Mechanical Equipment:** To minimize negative visual intrusion, all automatic valves shall be installed in valve boxes and the pop-up variety of head used whenever possible.

All back flow control devices and controllers and other mechanical equipment (utility and junction boxes, air conditioners, pool equipment, pool heaters, generators, water filter systems, etc.) shall be completely screened from view from any roadway, golf area or neighboring homes with a 4' minimum height fence or wall. A continuous hedge or vine planting is required to surround any screening fence or wall. Playground equipment shall be screened from golf courses, neighbors, and street views with landscaping sufficient to hide such equipment. Any other equipment should be similarly screened.

**O. Installing Additional Landscaping:** All landscaping shall be completed in accordance with the approved landscaping plan. If an owner wishes to install additional landscaping thereafter, any additional landscaping must be approved in writing by the ARC prior to installation. The judgment of the ARC shall be conclusive as to whether or not any subsequent change is substantial and any property owner may confer with the ARC informally for determination as to whether or not approval for subsequent landscaping is required (i.e.: Winter annuals around existing beds do not require approval).

**P. Lake Easements:** No planting is allowed in lake maintenance easements unless an owner or an HOA has been granted written permission to do so by the easement holder and with ARC approval. Without such special permission, any landscaping (other than sod) installed within a

lake maintenance easement is subject to removal and the cost for such removal shall be paid for by the property owner.

**Q. Irrigation:** Automatic underground irrigation systems will be installed to provide 100% coverage with a minimum 50% overlap of spray distribution. The use of controlled timing devices is required. The timing shall be adjusted to meet seasonal variation in watering requirements and drought restrictions. Irrigation controllers shall be selected to minimize the amount and frequency of water applications required for the “soak”, allowing the soil to dry out between soakings, as watering will be deep and infrequent. This encourages deep root growth so plants will better survive in drought conditions. Irrigation systems shall be complete and operable at time of landscape inspection. Owners are encouraged to use water conservation irrigation systems, such as drip systems and rain sensors and valves.

Irrigation systems are required to irrigate 25’ from an owner’s property line onto an adjacent golf course, to the edge of water at lakes, and to the edge of roadways.

**R. Relating Landscaping to Architecture:** Where possible landscaping should relate to the architecture of the home/unit. For example, shrubs can be massed at entrances, palms can frame windows, trees can help accent and focus the architectural massing of the house, etc.

**S. Landscape Lighting:** Landscape lighting shall be designed to minimize off-site glare. Lamp color must be white, only. Fixtures shall be designed and installed to disappear into the landscaping. Lamp wattage, direction, and fixture-type selection shall all consider what is to be illuminated and to retain all illumination onto the owner’s property. Light fixtures mounted in trees are not permitted. Low, landscape lights are not permitted to outline a driveway, however, with ARC approval, low, hidden landscape lights may be approved at a front entry sidewalk that is not visible from the street.

**T. Other Landscape Features:** Trellises, gazebos and other garden structures must be designed and submitted to the ARC prior to installation. Location of such in the front yard is not permitted, unless deemed acceptable by the ARC. City building permits are also required.

**U. Mulch:** Acceptable mulch is Grade “A” Cypress Mulch (no artificial colors), red recycled tire mulch, red lava rock, or Timberlite®. Use of any other products is prohibited. Stones, pebbles and rocks of any type are not permitted in lieu of mulch. Mulch is required in all bed areas; this includes lots and associations’ common areas.

**V. Rocks:** Use of white rocks for any purpose where visible from the street or common areas is prohibited. Use of brown colored rocks to aid with poor drainage areas and where the rocks are out of sight from the street and common areas are permitted, with ARC approval.

## **VI. SPECIFIC GUIDELINES FOR SINGLE FAMILY HOMES**

**A. Foundation Plants:** Foundation plants (24” height minimum x 18” spread, 24” oc maximum at time of planting) must completely surround the house except in areas where a hedge or mass plantings on the property line completely screen that view of the house. Sufficient room (4’ min.) must be allowed between paving, walls or fences on front elevation to allow room for planting.

**B. Front Yard Coverage:** A minimum of 65% of the front yard shall be covered by sod. Exceptions for cul-de-sac lots will be reviewed on a case-by-case basis.

**C. Buffering Parking Areas:** When driveways are expanded for guest parking, the guest parking area shall be buffered from front and side views with a dense 36" height of planting and/or berming.

**D. Buffering Garage Openings:** Views into garage openings (in front of the driveway turn-in to side-load garages) shall be screened with plantings (36" min height) or berming (except for front entry garages with driveways straight to the street).

**E. Required Landscaping for Fences:** See section IV, 'D' for required fence landscaping. Fences shall be set back 24" from the property line to allow for this required planting to remain on the owner's property.

**F. Safe Site Corners:** No shrubs, hedges, or other low landscaping (exceeding 30" in height or trees with less than 6' of clear trunk) shall be planted on street corners of corner lots (within an area formed by a triangle of 30' along each R.O.W. line and connected diagonally). See Palm Beach Garden's code for additional information regarding safe site corners at intersections.

**G. Buffering Screen Enclosures:** Screened pool enclosures shall have a 12" tall hedge or other type of ground cover planted 18" on center surrounding them (maintained at no less than 12" high and to form a continuous line of landscaping as the visual base for the enclosure. Accent plants, a minimum of 4'-5' high, shall be planted at each outside corner of the enclosure.

**VII. SPECIFIC GUIDELINES FOR MULTI-FAMILY/ZERO LOT LINE HOME COMMUNITIES (MULTI-FAMILY INCLUDES TOWNHOMES, GARDEN APARTMENTS, CONDOMINIUMS, MID-RISE, ETC.)**

**A. Parcel Entrances:** The parcel entrance image shall be consistent with the architecture and landscape architecture of the parcel, as well as the overall lush, tropical image of the PGA National streetscape. Neighborhood Community Guardhouse designs must be compatible with the general architectural style of the community and shall be approved by the ARC. Signs, landscaping, and lighting at the entrance(s) to communities shall relate to the design theme of the community and must be approved by the ARC.

**B. Landscape Treatment for Perimeter Walls:** If perimeter walls are used, only 1'-0" of the outside wall elevation may be visible above the planting at time of installation. To accomplish this, the exterior of the wall shall be mounded against and planted. The planting shall be maintained at no higher than 12" below the top of the wall.

**C. Perimeter Wood Fencing:** Perimeter wood fencing is not permitted (except for the existing perimeter wood fence at Bristol Club).

**D. Perimeter Landscaping:** When adjacent to roadways, perimeter landscaping shall be consistent with the overall PGA streetscape image of lush, tropical plantings.

**E. Elevations of Building Walls:** Landscaping shall be provided to soften and complement the building architecture. Large expanses of wall and/or roof shall be broken up with vertical plantings to buffer views from perimeter roadways, other buildings, the golf course, and neighbors.

## VIII. GLOSSARY OF TERMS

**Architectural Review Committee (ARC)** - The committee formed under the recorded PGA National Covenants and Restrictions to administer the architectural and landscape architectural requirements for PGA National Resort Community.

**Berm** - a linear mound of earth planted with sod, ground cover, trees, or other vegetation to create an undulating ground plane.

**Buffer/Landscape Buffer** - a screening element composed of vegetation, topography, fences or walls.

**Condominium Apartment** - a room or suite of rooms occupied as the house or residence of one individual family/household, for use as a dwelling unit.

**Drip-Line** - the circle drawn around a tree directly beneath the edge of a tree's canopy (outermost leaf growth) and primary root extension area.

**Fence** - a continuous barrier which encloses or shields a particular use.

**Foundation Plantings** - plant material placed adjacent to building walls. Located in planting beds arranged to complement the building elevations and connect the building to the site.

**Garden Apartment** - a building type containing more than four apartments, not exceeding 2 stories in height, with units located side by side/on top of each other.

**Ground Cover** - low growing plants other than turf (up to 24" ht. at maturity) planted in such a manner as to form a continuous cover over the ground.

**Hat racking** - the flat cutting of the top of a tree, severing the leader or leaders; or pruning a tree by stubbing off mature wood with caliper dimension of over two (2) inches; or reducing the total circumference or canopy spread contrary to the National Arborist Association standards.

**Hedge** - a close, continuous planting of shrubs which forms, or can be maintained to form, a compact, dense, visually opaque, living barrier when mature. Typically, pruned into a rectangular shape.

**Irrigation** - provision of water by artificial means.

**Landscaping** - consisting of any of the following or combination thereof: material such as, but not limited to grass, groundcovers, shrubs, trees or palms; and non-living durable material commonly used in landscaping, including but not limited to boulders, walls, hedges or fences, but excluding paving.

**Lollipoping** - shearing or trimming a tree into an unnatural shape, such as round like a lollipop.

**Mid-Rise** - an apartment or condominium building of three or more stories.

**Mulch** – a soil topping (i.e.: cypress mulch, etc. as approved for use in PGA) used to reduce evaporation, prevent erosion, control weeds, enrich soil, and lower soil temperature.

**Multi-Family** - a product type that includes townhomes, garden apartments, condominiums, etc.

**Opaque Screen** - a dense buffer that completely blocks all views from the ground level to the top of the buffer.

**PGA Property Owners Association, Inc.** - The non-profit corporation created to administer certain functions and requirements under the recorded Declaration of Covenants and Restrictions for the PGA National Resort Community.

**Prune** - to cut away, remove, cut off, shape, or cut back parts of a tree or plant to promote healthy growth. To control growth or remove dead or decayed branches without destroying natural growth characteristics of the tree or plant with the exception of hedges.

**Right of Way (R.O.W.)** - public lands set aside for public traverse.

**Shrub** - a self-supporting woody perennial species of plant characterized by multiple stems and branches continuous from the base, usually not over ten (10) feet high at maturity.

**Stubbing** - a method of severely pruning a tree or a portion of a tree back to its major limbs.

**Townhouse** - a product type that has not less than three or more than twelve attached one family dwelling units, which are located side by side.

**Tree** - any self-supporting woody plant species which at maturity grows to a minimum overall height of fifteen (15) feet with a trunk caliper of four (4) inches or more, usually with one main stem or trunk and many branches.

**Vine** - any of a group of woody or herbaceous plants which may climb by twining, by means of aerial rootlets or by means of tendrils, or which may simply sprawl over the ground or other plants.

**Wall** - a decorative masonry structure which is not less than twenty-five (25) percent opaque and forms a solid visual screen.

**Zero Lot Line Home** - a single family, fully detached residence which has one or two side walls of the house on the side property line(s). “Straight” zero lots have a continuous side yard from the street to the back yard; “Zipper” or “Z” zero lots have the side wall at the front portion of the house on one side lot line and then the rear portion of the house has the opposite side of the house on the other side property line. Zipper lots have no front-to-back yard access.

**LANDSCAPE REVIEW APPLICATION (new home or major landscaping renovations)**

PGA National  
Palm Beach Gardens, Florida

**I. GENERAL**

Owner Name \_\_\_\_\_ Date Submitted \_\_\_\_\_  
Contractor Name \_\_\_\_\_  
Community \_\_\_\_\_ Lot # \_\_\_\_\_  
Property Address: \_\_\_\_\_

I have read and agree to abide by the PGA National Design Guidelines, latest revised edition.

\_\_\_\_\_  
Owner/Builder's Signature

**Site Plan:**

1. Works with existing site vegetation and topography, utilities
2. Responds to off-site factors (adjacent structures roadway, site amenities, adjacent landscaping.)
3. Compliance with set backs
4. Fence
  - a.) location/height
  - b.) supplemental plantings
5. Driveway/Walks
  - a.) location
  - b.) % of front yard paved - 35% or less \_\_\_\_\_  
greater than 35% \_\_\_\_\_

**Landscape Plans:**

1. Compliance with required landscaping - budget  
(Important: An 8-1/2 x 11" cost estimate with unit breakdowns should be attached to plans.)
2. Streetscape planting (where applicable)
3. Required # of trees
  - a.) front yard
  - b.) rear yard
4. Screening of supplemental equipment (A/C, junction boxes, service entrance, pool equipment, generator) (36" height minimum)
5. Required foundation plantings (24" height minimum x required min. spacing)
6. Divider strip, where needed, between lot sod and golf course sod
7. Safe site corner landscaping consideration
8. Plant material Fla. #1
9. Sod certified St. Augustine Floritam
10. Automatic irrigation indicated
11. Signed and sealed by registered Landscape Architect
12. Submitted elevations

**PLAN SUBMITTAL AND FEE SCHEDULE FOR SINGLE FAMILY HOMES  
CHECK OFF SHEET**

Owner's Name: \_\_\_\_\_

Builder's Name: \_\_\_\_\_

Community: \_\_\_\_\_ Lot Number: \_\_\_\_\_

Property Address: \_\_\_\_\_

**PRELIMINARY ARCHITECTURAL PLAN SUBMITTAL:**

Two sets of preliminary architectural plans prepared, signed and sealed by a registered Florida Architect or a Florida Residential Designer submitted. Yes \_\_\_\_\_

Date Submitted \_\_\_\_\_

“Plan approval process summary” form complete Yes \_\_\_\_\_

Fee paid \$ \_\_\_\_\_ required \* Yes \_\_\_\_\_

\* The Preliminary Plan Submittal Fee covers the review of preliminary and final architectural plans by the ARC. Must be paid at time of submittal of preliminary architectural plans.

**FINAL ARCHITECTURAL PLAN SUBMITTAL:**

Three sets of final architectural plans prepared, signed and sealed by a registered Florida Architect or a Florida Residential Designer. Yes \_\_\_\_\_

Date Submitted \_\_\_\_\_

“Owner/Builder acknowledgment - construction drawing submission requirements” form complete.

Yes \_\_\_\_\_

Fee paid - \$ \_\_\_\_\_ required \*\* Yes \_\_\_\_\_

\*\* The Final Plan Submittal fee covers the two site inspections by our architectural consultant; the first inspection will be conducted when the building shell is complete (approximate time frame); second inspection will be conducted when home is complete.

**LANDSCAPE PLAN SUBMITTAL:**

Six sets of final landscape plans prepared, signed and sealed by a registered Florida Landscape Architect

Yes \_\_\_\_\_  
Date Submitted \_\_\_\_\_

One copy of building elevations with proposed landscaping submitted Yes

\_\_\_\_\_ Yes  
Cost estimate with unit cost breakdowns submitted

\_\_\_\_\_ Yes  
“Landscape Architectural Review Application” form - top completed

\_\_\_\_\_ Yes  
Fee paid - \$\_\_\_\_\_ required \*\*\*

\*\*\* The Landscape Plan fee covers the review of the landscape drawings, and landscape site inspection by our landscape architectural consultant (inspection conducted when landscape material is 100% installed on site). Inspection dates must be arranged three days in advance through the POA office, 7100 Fairway Drive, Suite #29, Shoppes on The Green, PGA National, and (561) 627-2800.

**ACKNOWLEDGMENT AND ACCEPTANCE**

The undersigned property owner of a single-family residential lot within PGA National does hereby acknowledge receipt of the foregoing and agrees to be bound by all of the foregoing, any other requirements applicable to the project as determined by the PGA Property Owners Association, Inc, and to perform accordingly.

OWNER

\_\_\_\_\_  
\_\_\_\_\_

Community Name: \_\_\_\_\_

Lot Number: \_\_\_\_\_

Dated: \_\_\_\_\_