

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

TO: ARCHITECTURAL REVIEW COMMITTEE & INTERESTED PARTIES

**FROM: JOANN O'MARA
ADMINISTRATOR FOR ARC & COMPLIANCE**

SUBJECT: SCHEDULE OF MEETINGS – 2010

Meetings of the PGA Property Owners Association Architectural Review Committee are scheduled as indicated below. The meetings are held on the third Thursday of each month. All meetings begin at 8:30 a.m. unless otherwise noted. Meeting dates are as follows:

Jan 8:30	Feb 8:30	Mar 8:30	Apr 8:30	May 8:30	June 8:30
21	18	18	15	20	17

July 8:30	Aug 8:30	Sept 8:30	Oct 8:30	Nov 8:30	Dec 8:30
15	19	16	21	18	16

SUBMITTAL DEADLINE FOR MEETINGS IS 5:00 P.M., FRIDAY, SIX (6) DAYS BEFORE A MEETING.

The applicable fee must be included with the submittal (verify the correct amount below). Many of the homeowner associations (HOA's) in PGA National have HOA ARC Committees and also require the review of architectural and landscaping changes. Additional time might be required for these reviews.

NEW HOME	REVISIONS	ADDITIONS	SCREEN ENCLOSURES	FENCE	POOL
\$475	\$100	\$150	\$25**	\$25**	\$100

SOLAR PANELS	MINOR LANDSCAPE	MAJOR LANDSCAPE	MISCELLANEOUS	STORM SHUTTERS	ROOF
\$25**	\$25	\$200	\$25	\$50*	\$25

* EFFECTIVE DATE: February 17, 1994

**EFFECTIVE MARCH 2010

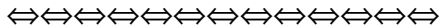
C:Master Forms/ARC-Schedule of Meetings.doc

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

PHONE: (561) 627-2800
FAX: (561) 622-6324

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 03/10)

PGA PROPERTY OWNERS ASSOCIATION
ARCHITECTURAL REVIEW SUBMITTAL
CHECKLIST AND APPLICATION

Date: _____ PROPERTY ADDRESS AT PGA: _____
COMMUNITY WHERE PROPERTY IS LOCATED: _____
OWNER NAME: _____

OWNER MAILING ADDRESS: _____

OWNER PHONE NUMBER: ____ (561) _____

BLUEPRINT PLANS **ONLY** must be in triplicate (addition plans, elevations, screen & pool plans, etc.). Only **ONE** copy is required for all other submittals. **THE ARC MAY, AT ITS DISCRETION, REQUIRE PLANS FOR ADDITIONS OR STRUCTURAL EXTERIOR CHANGES TO BE PREPARED, SIGNED AND SEALED BY AN A.I.B.D. CERTIFIED DESIGNER OR REGISTERED ARCHITECT. ADDITIONAL ITEMS MAY BE REQUIRED (SUCH AS PAINT SAMPLE ON WALL OF HOUSE) FOR CONTROVERSIAL OR UNCOMMON REQUESTS.**

ADDITION

- _____ Site plan showing set backs
- _____ Floor plans/Architectural drawings SEALED (in **TRIPPLICATE**)
- _____ Elevations
- _____ Wall sections
- _____ 4" x 6" Photos of home showing location to be modified
- _____ **\$150. Application fee**
- _____ **Deposit required** (per schedule)

FENCE

- _____ Site plan showing set backs
- _____ Fence detail drawings and copy of contract
- _____ Fence must be located two feet inside property line with hedge installed
- _____ Information on type of hedge to be installed along outside of fence
- _____ 4" x 6" Photos of area which will be fenced
- _____ **\$25. Application fee**

HURRICANE SHUTTERS – NO ACCORDION SHUTTERS ON ARCHED WINDOWS

- _____ Photos of all windows and doors which are going to have shutters installed (number the windows)
- _____ Building footprint showing location of windows (please number windows to match photos)
- _____ Copy of contract clearly identifying what type of shutters are going on each opening.
- _____ **(2) Checks Please (made payable to PGA POA) - \$50 Application fee and \$100 Refundable deposit**

LANDSCAPE CHANGES

- _____ Landscape drawing and contract showing location, size, type and quantity of proposed landscaping (NOTE: If it is a complete landscape re-design, plans must be submitted in TRIPLICATE). Must show existing landscaping
- _____ 4" x 6" Photos of existing landscaping and copy of contract
- _____ **\$200. Application fee** for major landscaping **–OR–**
- _____ **\$25. Application fee** for minor landscaping

PAINTING

- _____ 4" x 6" Photo of house to be painted
- _____ 4" x 6" Photos of neighboring homes to right and left of applicant
- _____ Color 8 1/2" X 11" sample(s) – NOTE: Request "DRAW DOWN SAMPLE" from painter.
- _____ Copy of contract
- _____ **\$25. Application fee**

SCREEN ENCLOSURES

- _____ Site plan showing set backs (Clearly indicate whether over existing patio)
- _____ Screen drawings and copy of contract
- _____ 4" x 6" Photos of affected area
- _____ **\$25 Application fee**
- _____ **Deposit (refundable) required \$100 (if installed over existing patio)**
- _____ **Additional Deposit Required (if a patio will be installed) per schedule**

POOL

NOTE: City ordinance requires a fence or screen enclosure for all pools. When application for pool approval is submitted, a screen or fence application must accompany the pool application.

- _____ Site plan showing set backs and location of pool and deck to scale (must also show fence or screen).
- _____ Pool detail drawings and copy of contract with scope of work.
- _____ **\$100. Review fee** (Note: This fee includes the pool and fence or screen).
- _____ **Deposit (per schedule).**

SOLAR PANELS

- _____ Roof plan showing location of proposed solar panels
- _____ 4" x 6" Photos of home (facing area where panels are to be installed – NOT FRONT)
- _____ Panel Details and copy of contract
- _____ **\$25. Application fee**

ROOF

- _____ Roofing contract proposal
- _____ Roof tile sample.
- _____ 4" x 6" Photos of house and neighboring homes to right and left of applicant
- _____ **\$25. Application fee**
- _____ **Deposit required (per schedule)**

GENERATOR

- _____ Brochure or specifications of unit and copy of contract
- _____ Site plan showing where unit will be located
- _____ Photo of area where unit will be installed
- _____ **\$25. Application fee**
- _____ **\$1500. Construction Deposit (for cement pad)**

PLEASE NOTE:

YOU MAY MARK OUT PRICES WHERE "COPY OF CONTRACT" IS REQUESTED. THE PURPOSE OF PROVIDING THE CONTRACT IS TO ENSURE ALL POA SPECIFICATIONS ARE BEING MET.

PHOTOS SHOULD BE TAKEN SO THAT THE ARC CAN DETERMINE HOW THE CHANGE WILL AFFECT THE HOUSE AND/OR NEIGHBORHOOD. IN THE CASE OF PAINTING OR ROOFING, BE SURE COLORS ARE CLEAR. IN THE CASE OF LANDSCAPING, PLEASE TAKE THE PHOTOS FAR ENOUGH AWAY SO THAT THE ARC CAN SEE HOW THE PROPERTY WILL BE AFFECTED (I.E.: NO CLOSE UPS OF TREES!)

**PGA PROPERTY OWNERS ASSOCIATION
ARCHITECTURAL REVIEW COMMITTEE FEE SCHEDULE**

PRELIMINARY BUILDING PLANS	\$150
FINAL BUILDING PLANS (TO AVOID ADDITIONAL FEES, SUBMITTAL SHOULD INCLUDE POOL PLANS)	\$325
REVISION(S) TO ARC APPROVED BUILDING PLAN*	\$100
BUILDING ADDITION*	\$150
SCREEN ENCLOSURE (EFFECTIVE 3/10)	\$25
FENCE (EFFECTIVE 3/10)	\$25
POOL (FENCE OR SCREEN SPECIFICATIONS MUST ACCOMPANY POOL PLANS)	\$100
SOLAR PANEL(S) (EFFECTIVE 3/10)	\$25
MINOR CHANGE OF LANDSCAPING	\$25
MAJOR CHANGE OF LANDSCAPING	\$200
MISCELLANEOUS	\$25
HURRICANE SHUTTERS (EFFECTIVE 3/99)	\$50

CHECKS PAYABLE TO: PGA/POA

*REVISIONS OR ADDITIONS JUDGED "MAJOR" MAY REQUIRE A GREATER FEE THAN STATED HERE AT THE SOLE DISCRETION OF ARC.

**BUILDER/OWNER CONSTRUCTION DEPOSIT REQUIRED
 REFUNDED AFTER FINAL INSPECTION
 (Roofs, Patios, Driveway, Generator Pads, anything involving cement)
 *CHECK PAYABLE TO PGA POA**

	Addition	New
Augusta Pointe	\$3,000	\$3,000
Barclay Club	\$1,500	
Bristol Club	\$1,500	
Burwick	\$1,500	\$2,500
Canterbury	\$1,500	
Commerce Park	\$1,500	\$2,500
Club Cottages	\$1,500	
Coventry	\$1,500	
Cypress Point	\$1,500	
Diamond Head	\$3,000	\$3,000
Dunbar Woods	\$1,500	
Eagleton	\$1,500	
Eagleton Cove	\$1,500	
Eagleton Estates	\$1,500	
Eagleton, Masters	\$3,000	
Fairway Villas	\$1,500	
General Pointe	\$3,000	
Glengary	\$1,500	\$1,500
Glenwood	\$1,500	
Golf Villas	\$1,500	
Grand Cay	\$3,000	
Heather Run	\$1,500	
Ironwood	\$1,500	
Island	\$1,500	\$2,500
Legends	\$1,500	
Lexington Green	\$1,500	
Marlwood	\$1,500	\$2,500
Meadow Brook	\$1,500	

Monterey Pointe	\$1,500	
Patio Homes	\$1,500	
Pinehurst	\$3,000	
Preston	\$1,500	\$2,500
Preston Courts	\$1,500	
Prestwick Chase	\$1,500	
Resort Villas	\$1,500	
Thurston	\$1,500	\$2,500
Townhomes of Marlwood	\$1,500	
Villa D'Este	\$1,500	
Villas of Burwick/Thurston	\$1,500	
Villas of Glengary	\$1,500	
Windermere	\$1,500	