

Telephone  
561-627-2800

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

Facsimile  
561-622-6324

**TO: ARCHITECTURAL REVIEW COMMITTEE &  
INTERESTED PARTIES**

**FROM: LORI MOODY / ARC COMPLIANCE ADMINISTRATOR**

**SUBJECT: 2021 SCHEDULE OF MEETINGS &  
APPLICATION PACKAGE**

Meetings of the PGA Property Owners Association Architectural Review Committee are scheduled for the third Thursday of each month at 8:30 a.m., at this office, 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. NO EXCEPTIONS.** 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.

The following pages include the application forms for submittal. Please complete the appropriate portion(s) of the forms as well as the "Deposit Compliance" Form (if applicable); attach appropriate fee/deposit payments (see payment schedule attached); and submit to the PGA POA office before the submittal deadline.

If paying by check, two separate checks must be submitted for the fee and deposit.

**CHECKS PAYABLE TO: PGA/POA**

**(Only cash and checks are acceptable for Fees; Deposits must be paid by check)**

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 Architectural Review and Compliance Administrator 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) no later than one week before the meeting. Note: Additions, new roofing, and other major modifications will require a refundable deposit; the ARC determination letter cannot be released until the deposit has been processed. (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 has 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 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.
  - d) Denied - Most denials are due to the request not complying with PGA community standards or the PGA POA Design Review Manual criteria.
4. As soon as possible, the POA will send written notification of your application status via mail. Plans and bulky items which cannot be mailed 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. Refer to the enclosed Completion Date Schedule. Example of completion dates for common projects include:
- a) New homes must be completed within one (1) year from the date of ARC approval.
  - b) All paint, miscellaneous repairs and major landscaping must be completed within ninety (60) 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 08/19)

**PGA PROPERTY OWNERS ASSOCIATION  
ARCHITECTURAL REVIEW SUBMITTAL  
CHECKLIST AND APPLICATION (PLEASE COMPLETE)**

Date: \_\_\_\_\_ PROPERTY ADDRESS AT PGA: \_\_\_\_\_

COMMUNITY WHERE PROPERTY IS LOCATED: \_\_\_\_\_

OWNER NAME: \_\_\_\_\_

OWNER MAILING ADDRESS: \_\_\_\_\_

OWNER PHONE NUMBER: (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

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 CLARIFICATION OR FOR CONTROVERSIAL OR UNCOMMON REQUESTS.

**ADDITION TO HOME (SEE \*NOTE ON FEE SCHEDULE FOR NEW HOMES)**

- \_\_\_\_\_ Site plan showing set backs
- \_\_\_\_\_ Floor plans/Architectural drawings SEALED (in TRIPLICATE)
- \_\_\_\_\_ Elevations
- \_\_\_\_\_ Wall sections
- \_\_\_\_\_ 4" x 6" Photos of home showing location to be modified
- \_\_\_\_\_ **\$150 Application Fee (Preliminary Review \$150.00; Final Review \$325.00)**
- \_\_\_\_\_ **\$1,500 Refundable Construction Deposit (With enclosed Deposit & Compliance form – signature required)**

**DRIVEWAY**

- NOTE:** Marlwood, Burwick, Thurston and Glengary communities have swales for drainage. The driveways in these communities must address drainage (eg: PGA approved Trench & Grate system – See diagram in this package)
- \_\_\_\_\_ Contract with specifications.
  - \_\_\_\_\_ 4"X6"Photos of existing driveway
  - \_\_\_\_\_ Survey (marked to show any changes)
  - \_\_\_\_\_ Sample of paver/material to be used
  - \_\_\_\_\_ **\$25.00 Application Fee**
  - \_\_\_\_\_ **\$1,500 refundable construction deposit – (With enclosed Deposit & Compliance form – signature required)**

**DRIVEWAY/PATIO STAIN**

- \_\_\_\_\_ Contract with product specifications. NOTE: Must be STAIN; paint is not permitted
- \_\_\_\_\_ 4"X6" photo of existing driveway/patio
- \_\_\_\_\_ Draw down sample of stain (ie: 8 1/2" x 11" color sample of stain color)
- \_\_\_\_\_ **\$25.00 Application Fee**

**FENCE (contact POA for types of fencing permitted in PGA National)**

- \_\_\_\_\_ Contract with specifications.
- \_\_\_\_\_ Survey with fence location identified and showing set backs
- \_\_\_\_\_ Fence detail drawings and copy of contract
- \_\_\_\_\_ Fence must be located two feet inside property line
- \_\_\_\_\_ Information on type of hedge to be installed (as required) along outside of fence
- \_\_\_\_\_ 4" x 6" Photos of area which will be fenced
- \_\_\_\_\_ **\$25 Application Fee**

**GARAGE DOOR**

- \_\_\_\_\_ Contract or Brochure (Color to be noted)
- \_\_\_\_\_ 4"X6" Photos of existing door
- \_\_\_\_\_ **\$25.00 Application Fee**

**GENERATOR**

- \_\_\_\_\_ Brochure or specifications of unit and copy of contract (must have dimensions)
- \_\_\_\_\_ Site plan/survey showing where unit will be located
- \_\_\_\_\_ Photo of area where unit will be installed (NOTE: 4' tall hedges required around unit)
- \_\_\_\_\_ **\$25 Application Fee**
- \_\_\_\_\_ **\$1500 refundable Construction Deposit if cement pad is used (With enclosed Deposit & Compliance form – signature required)**

**GUTTERS**

- \_\_\_\_\_ Contract
- \_\_\_\_\_ 4"X6"Photos of area affected
- \_\_\_\_\_ Drawing of gutter layout with leader (downspout) locations Note: Water may not be diverted onto neighboring property)
- \_\_\_\_\_ **\$25.00 Application Fee**

**HURRICANE PROTECTION: (EG: SHUTTERS OR IMPACT GLASS WINDOWS/DOORS) –**

- \_\_\_\_\_ **NOTE: ACCORDION SHUTTERS ARE NOT PERMITTED ON ARCHED WINDOWS**
- \_\_\_\_\_ Photos of all windows and doors which are going to have shutters/windows 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/windows are going on each opening.
- \_\_\_\_\_ **\$50 Application fee**
- \_\_\_\_\_ **\$100 refundable Deposit (With enclosed Deposit & Compliance form – signature required)**

**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 ½" X 11" sample(s) –NOTE: Request a "**DRAW DOWN SAMPLE**" from painter
- \_\_\_\_\_ Copy of contract with scope of work. Identify color of main body of house, garage door, trim color, fascia and entry door(s)
- \_\_\_\_\_ **\$25 Application Fee**

**POOL** *NOTE: City ordinance requires a fence or screen enclosure for all pools. When an application for a 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 as well as fence or screen).
- \_\_\_\_\_ **\$1,500 refundable Construction Deposit (With enclosed Deposit & Compliance form – signature required)**

**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**
- \_\_\_\_\_ **\$1,500 refundable Deposit (With enclosed Deposit & Compliance form – signature required)**

**SCREEN ENCLOSURES**

- \_\_\_\_\_ Site plan showing setbacks (Clearly indicate whether over existing patio)
- \_\_\_\_\_ Screen drawings and copy of contract
- \_\_\_\_\_ Screen enclosures are required to have 12" tall plants around screen and 4' tall accent plants on each corner. Indicate what type of plants are desired and sizes to be used.
- \_\_\_\_\_ 4" x 6" Photos of affected area
- \_\_\_\_\_ **\$25 Application Fee**
- \_\_\_\_\_ **\$100 refundable Deposit required if installed over existing patio (With enclosed Deposit & Compliance form – signature required); -OR-**
- \_\_\_\_\_ **\$1500 refundable Deposit if a patio needs to be installed or extended (With enclosed Deposit & Compliance form – signature required)**

**SOLAR PANELS**

- \_\_\_\_\_ Roof plan showing location of proposed solar panels
- \_\_\_\_\_ 4" x 6" Photos of home (Photo to show area where panels are to be installed – solar panels should not be on the FRONT or street side of the house)
- \_\_\_\_\_ Panel Details and copy of contract
- \_\_\_\_\_ **\$25 Application Fee**

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

**ALL CHECKS TO BE MADE PAYABLE TO: PGA POA**

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	\$25
FENCE	\$25
POOL (FENCE OR SCREEN SPECIFICATIONS MUST ACCOMPANY POOL PLANS)	\$100
SOLAR PANEL(S)	\$25
MINOR CHANGE OF LANDSCAPING	\$25
MAJOR CHANGE OF LANDSCAPING	\$200
MISCELLANEOUS	\$25
HURRICANE SHUTTERS (EFFECTIVE 3/99)	\$50
LATE APPLICATION FEE**	\$250
*REVISIONS OR ADDITIONS JUDGED "MAJOR" MAY REQUIRE A GREATER FEE THAN STATED HERE, AT THE SOLE DISCRETION OF THE ARC.	
**WORK STARTED OR COMPLETED PRIOR TO SUBMITTING FOR THE REQUIRED APPROVAL	

**DEPOSITS: (DEPOSIT CHECK MUST BE SEPARATE FROM FEE).**

ROOFS, DRIVEWAYS, GENERATOR PADS, POOLS, ADDITIONS, ANYTHING INVOLVING CEMENT (ADDITION OR NEW)	\$1,500
HURRICANE SHUTTERS AND IMPACT GLASS WINDOWS/DOORS	\$100
SCREEN ENCLOSURES OVER EXISTING PATIO	\$100
SCREEN ENCLOSURES IF PATIO INSTALLATION	\$1,500

**PGA PROPERTY OWNERS ASSOCIATION  
ARCHITECTURAL REVIEW COMMITTEE  
COMPLETION DATE SCHEDULE**

<b>TYPE OF WORK:</b>	<b>DATE:</b>
<b>BUILDING MODIFICATION – MAJOR (NEW CONSTRUCTION)</b>	<b>ONE YEAR</b>
<b>BUILDING ADDITION (CHANGES TO LESS THAN 50% OF HOME)</b>	<b>6 MONTHS</b>
<b>SCREEN ENCLOSURE</b>	<b>60 DAYS</b>
<b>FENCE</b>	<b>60 DAYS</b>
<b>POOL/SPA</b>	<b>90 DAYS</b>
<b>LANDSCAPE – MINOR (LESS THAN 25% OF LANDSCAPE CHANGED)</b>	<b>30 DAYS</b>
<b>LANDSCAPE – MAJOR (MORE THAN 25% OF LANDSCAPE CHANGE)</b>	<b>60 DAYS</b>
<b>HURRICANE SHUTTERS</b>	<b>60 DAYS</b>
<b>PAINTING</b>	<b>60 DAYS</b>
<b>ROOFING</b>	<b>45 DAYS</b>
<b>GENERATOR</b>	<b>60 DAYS</b>
<b>DRIVEWAY EXPANSION/PAVERS</b>	<b>60 DAYS</b>
<b>SWINGS, PLAY SETS</b>	<b>30 DAYS</b>

**THE ABOVE DATES START AS OF THE ISSUANCE OF A BUILDING PERMIT (AS APPLICABLE). MODIFICATIONS NOT REQUIRING A PERMIT ARE AS OF THE POA ARC APPROVAL DATE.**



**OWNER/BUILDER DEPOSIT AND COMPLIANCE FORM**  
**ROOFS, CONSTRUCTION, CONCRETE, NEW POOL, GENERATOR PADS, ADDITIONS, DRIVEWAYS**

The owner or builder of a single-family house, addition, roof replacement, pool or other work which has the possibility of causing damage at PGA National will be required to give the PGA Property Owners Association (POA) a deposit in the amount of **\$1,500** as a condition of approval by the PGA Architectural Review Committee (ARC). The POA shall have the right to require a lesser deposit from builders owning multiple lots. Such deposit shall be used as assurance that owners/builders will keep the construction site and any adjacent property and ways adjoining in a neat, clean and reasonable fashion before, during and after construction. Further, as assurance that the owner/builder will not cause any damage to the property of others, including, but not limited to, rights of way, pavement, other driving surfaces, shrubs, trees, drainage structures and grading and as an assurance that the construction and landscaping approved by the ARC has, in fact, been completely installed as approved. The POA shall cause the **\$1,500** 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.

In the event an owner/builder fails to comply with the requirements of the POA with respect to keeping the construction site neat or causes any damage to property, 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 borne solely by the owner/builder and paid for out of the deposit. In the event the amount of deposit is insufficient, the owner/builder shall nevertheless remain responsible for any additional costs. The POA may also deduct from the deposit any other funds owed to the POA by the undersigned and/or related to the subject property.

Upon completion of construction and after the site is left in clean condition, with any damage to property having been repaired, the POA shall immediately refund the deposit, or so much of the balance of the deposit as remains after any deductions, to the party who issued the check (e.g.: contractor/owner).

In the case of new home construction, the owner/builder will deliver two sets of construction plans to Seacoast Utilities, 4200 Hood Road, Palm Beach Gardens, FL and make application for water and sewer service. The telephone number for Seacoast Utilities is 627-2900.

After Seacoast's approval, the owner/builder will deliver the two (2) sets of construction plans to the Building Department, City of Palm Beach Gardens, 10500 N. Military Trail to apply for a building permit. In addition to the plans, the application must include survey and energy calculations. The Building Department must verify the need for a building permit. Their telephone number is 799-4285.

During and after construction, it is understood and agreed that the POA will visit and enter the site for purposes of inspection. However, the owner, not the POA is responsible to insure that construction is in accordance with the approved plans. Once all work has been completed in accordance with POA approval, please contact the POA office at 627-2800 to request inspection and refund of this deposit.

Agreed and accepted this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_

Community \_\_\_\_\_ Street Address \_\_\_\_\_

Type of Work: \_\_\_\_\_

Signature: \_\_\_\_\_ Print Name: \_\_\_\_\_

**OWNER DEPOSIT AND COMPLIANCE FORM**  
**HURRICANE SHUTTERS/WINDOW REPLACEMENTS/SCREEN ENCLOSURES**

The owner of a property at PGA National will be required to give the PGA Property Owners Association (POA) a deposit in the amount of **\$100.00** as a condition of approval for hurricane shutters, window replacements or screen enclosures by the PGA Architectural Review Committee (ARC). Such deposit shall be used as assurance that owners will keep the property and any adjacent property and ways adjoining in a neat, clean and reasonable fashion before, during and after installation. Further, as assurance that the owner will not cause any damage to the property of others, including, but not limited to, rights of way, pavement, other driving surfaces, shrubs, trees, drainage structures and grading and as an assurance that the hurricane shutters, window replacements, screen enclosures and any landscaping (in regards to screen enclosures) approved by the ARC has, in fact, been completely installed as approved. The POA shall cause the **\$100.00** 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 program.

In the event an owner fails to comply with the requirements of the POA with respect to completion of the modification as approved and/or keeping the site neat or damage to property, 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 borne solely by the owner and paid for out of the deposit. In the event the amount of deposit is insufficient, the owner shall nevertheless remain responsible for any additional costs. The POA may also deduct from the deposit any other funds owed to the POA by the undersigned and/or related to the subject property.

Upon completion of installation as approved and after the site is left in clean condition, with any damage to property having been repaired, the POA shall immediately refund the deposit, or so much of the balance of the deposit as remains after any deductions, to the party who issued the check (e.g.: contractor/owner).

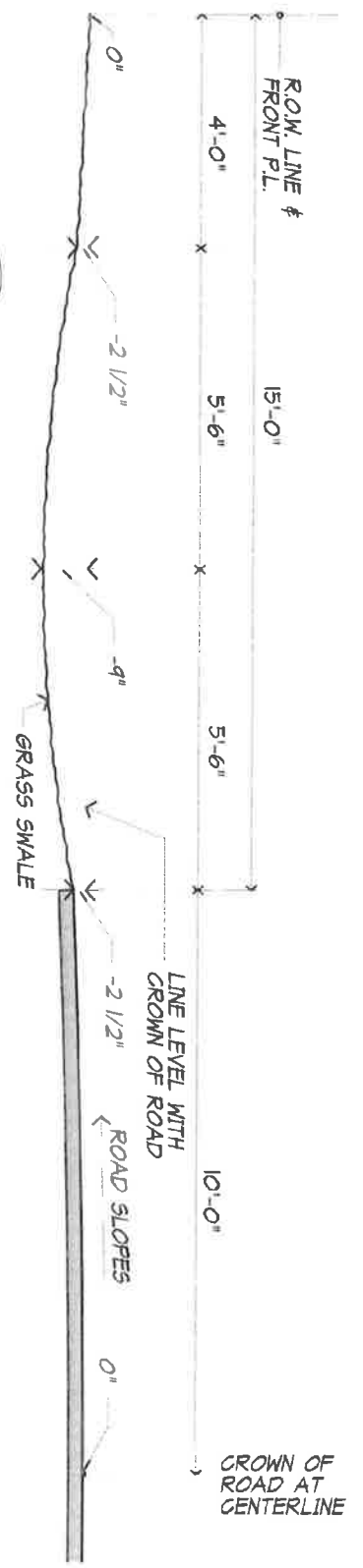
During and after installation, it is understood and agreed that the POA will visit and enter the site for purposes of inspection. However, the owner, not the POA is responsible to insure that installation is in accordance with the approved plans. Once all work has been completed in accordance with POA approval, please contact the POA office at 627-2800 to request inspection and refund of this deposit.

Agreed and accepted this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_

Community \_\_\_\_\_ Street Address \_\_\_\_\_

Type of Work: \_\_\_\_\_

Signature: \_\_\_\_\_ Print Name: \_\_\_\_\_

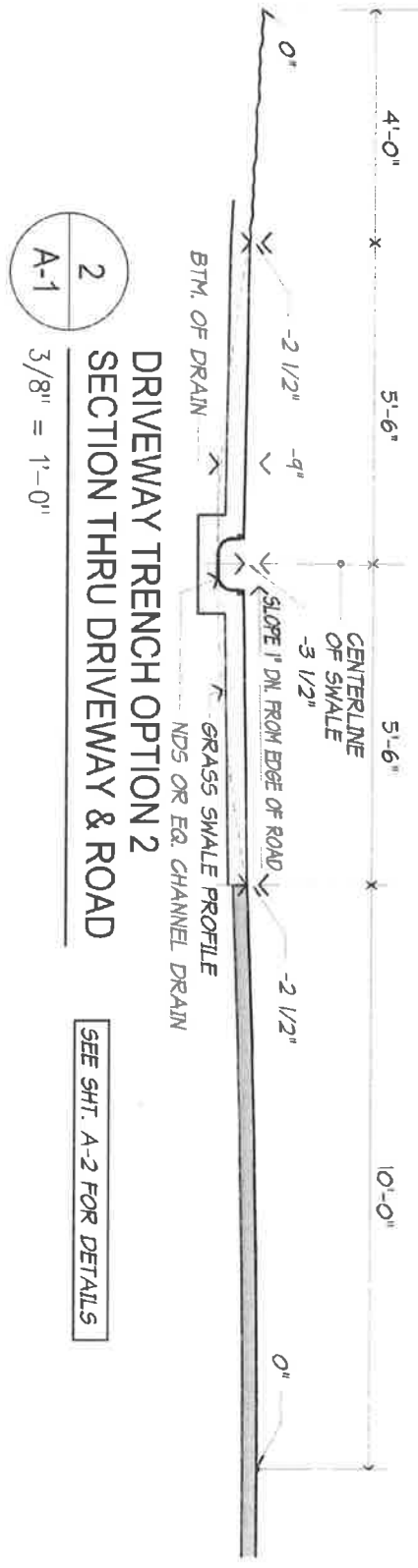


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A-1

**SWALE & ROAD PROFILE**

PERTAINING TO THE SINGLE-FAMILY COMMUNITIES OF:  
Marlwood, Burwick, Thurston, Glengary

BASED ON ORIG. CIVIL ENG. DWGS. FOR THE COMMUNITIES & ADJUSTED FOR ROAD BEING ELEVATED x 1" FOR SUBSEQUENT ASPHALT OVERLAY



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A-1

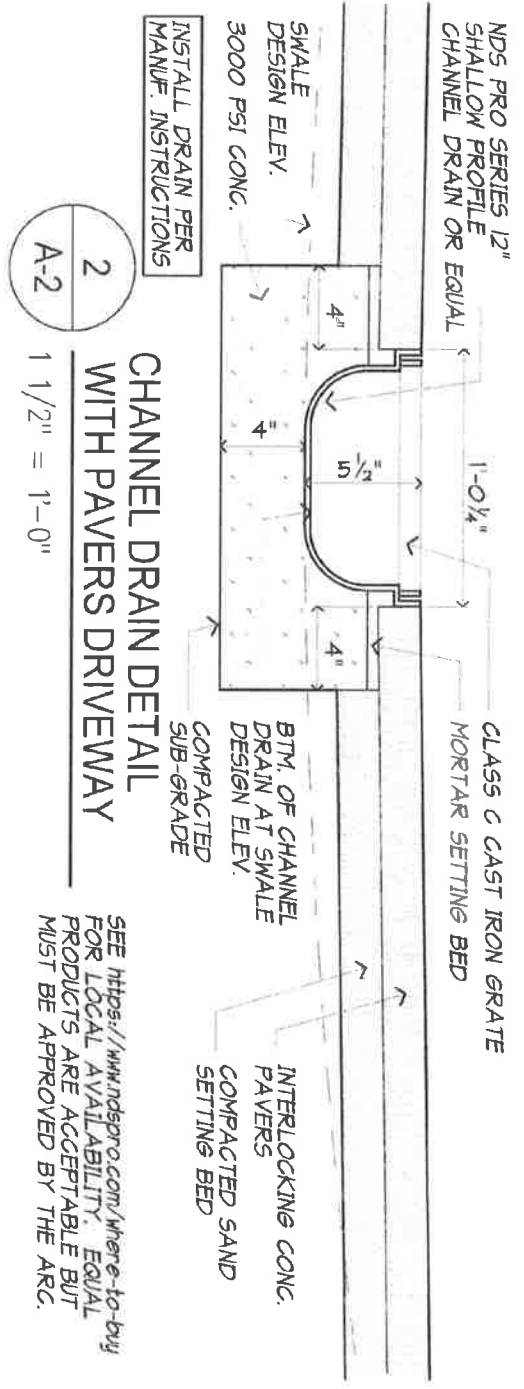
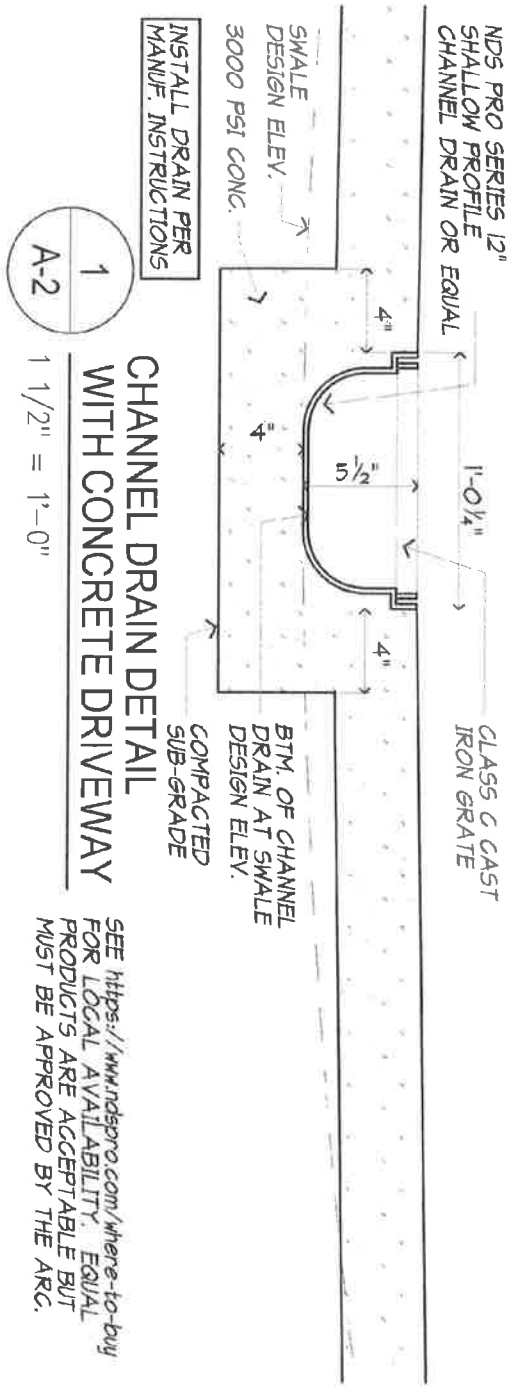
**DRIVEWAY TRENCH OPTION 2  
SECTION THRU DRIVEWAY & ROAD**

SEE SHT. A-2 FOR DETAILS

**PGA National  
Swale & Driveway Trench Options**

For: Marlwood, Burwick, Thurston, & Glengary

Prepared by: David Porter Assoc. - Architects 4-17-18



# PGA National Swale & Driveway Trench Options

For: Marlwood, Burwick, Thurston, & Glengary

Prepared by: David Porter Assoc. - Architects 9-17-18