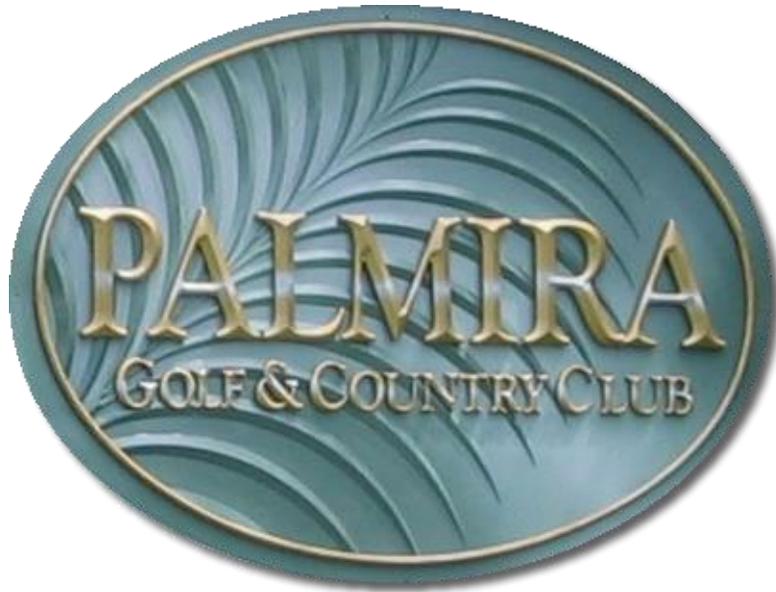


DESIGN REVIEW GUIDELINES



Bonita Springs, Florida

September 2013

INTRODUCTION

Welcome to the Palmira Golf & Country Club! As a future or current resident of Palmira Golf & Country Club (“PGCC”), we understand that the design and maintenance of the community was a very large piece of the reason you chose to invest a part of your future here. We are certain that you wish to see the quality and character of this community preserved and enhanced. That is why we have developed the Design Review Guidelines for new development and for any renovations, remodeling or changes that may not be exactly in accordance with previously approved or exempted improvements.

These Guidelines are established to work for you and your architect, designer and builder. The goal of the Guidelines is not to unduly restrict your choices, but rather to encourage a continuity of style and quality throughout the community, which will help to strengthen property values and enhance our resident’s quality of life.

In addition to the Design Review Guidelines, community residents must adhere to the "Declaration of Protective Covenants, Restrictions and Easements for Palmira Golf & Country Club" ("Declaration"). In the event of any conflict between the Declaration and these Design Review Guidelines, the Declaration shall be the controlling document.

The Declaration provides that all homeowners are automatically members of the Palmira Golf & Country Club Master Homeowners Association, Inc. (“Corporation”). The Declaration also establishes the Architectural Design Control Committee (the “Architectural Review Committee or “ARC). The Board of Directors of the Corporation (“Board”) appoints the members of the Architectural Review Committee (“ARC”). The purpose of the ARC is to review and reach agreement on each of the home and landscape design documents before construction may begin.

Palmira Golf & Country Club Master Homeowners Association, Inc. consists of the following communities:

Siena	(estate homes)
Avieto	(estate homes)
Ravista	(estate homes)
Avallone	(estate villa)
Bellezza	(estate villa)
Villa D’Este	(villa homes)
Bella Vita	(villa homes)
La Tremiti	(villa homes)
Villa Tuscany	(single-family)
Novela	(single-family)
Caravella	(single-family)
The Enclave	(multi-family 4-plex Coach)
Paloma	(multi-family 4-plex Carriage)

Homeowners living in Novela, Caravella, Enclave, and Paloma should be sure to read Section IV – Neighborhood Specific Standards. These neighborhoods have criteria beyond the broader Palmira criteria. In their cases, the neighborhood association governing documents specify selected standards that need to be applied. The Palmira ARC review will include these neighborhood specific items in its review of your request.

Some guidelines in the document indicate they do not require prior approval by the Palmira ARC as long as the criteria are followed. Doing something beyond or different would require a prior ARC request.

Neither the ARC, the Board, nor the Corporation determine or assume any responsibility for the quality of construction or structural soundness of any improvements and do not evaluate whether plans submitted to the ARC satisfy applicable governmental requirements and no obligation or liability relating to construction or compliance with governmental requirements shall result from review or approval of any plans submitted pursuant to these Guidelines by the ARC, the Board or the Corporation. All improvements must be constructed in compliance with all laws, statutes, ordinances and regulations of governing authorities. If any provision in these Guidelines shall be deemed invalid, such a determination shall in no way affect any of the other provisions herein.

We encourage you to meet with the Design Review Administrator ("Administrator") appointed by the ARC as early as possible so that you may incorporate the Design Review Guidelines into your home planning or modifying effort. We look forward to working together to maintain and promote the appeal of our Community.

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SECTION I: DESIGN REVIEW PROCEDURES

The ARC must review all plans and materials for every proposed property improvement (new home or home remodel) project before construction can commence. Application forms are included in the FORMS section of these Guidelines. The application forms serve as a checklist for you and the ARC to ensure that all major elements have been considered in the design of your home. Please review the ARC Operating Guidelines (Appendix B).

Step 1: Initial Meeting

Schedule a meeting with your architect/remodeling contractor and the Administrator to discuss your site, home, and these Design Guidelines. Concepts, guidelines, questions, issues, etc. can be covered at this time.

Step 2: Initial Review

The Initial Review includes the analysis of the site including placement of the structure on the lot, storm water flow, landscape plan, dimensioned site plan, floor plans, structure elevations, pool and screen cage plan, material selections (e.g. pavers and roof tile), and color palette. This review will be completed by a consulting architect/engineer and members of the ARC.

The initial review submittal requires one (1) set of drawings to include detailed working drawings: site improvement plans, site grading, floor plans, elevations, pool and cage plan, landscape plans and irrigation plans, and material selections together with the Design Review Data Form in Section VII and the Design Review Fee of \$500. The ARC recommends full package submission to reduce costs and speed up the independent professional review process. Remodeling projects may not require the full request documentation package. The ARC shall make the final determination regarding when the request package is complete for a remodeling project.

If the homeowner/builder elects to submit partial document(s) then each submission shall include a \$250 Partial Review Fee to cover the additional (approximately two hours) independent professional review cost. Issues identified in the Initial Review shall be shared with the homeowner/builder for discussion and/or changes. When the ARC requests changes in the documents, the submissions shall be exempt from the Partial Review Fee.

Step 3: Construction Application

Prior to the Final Review, the contractor shall submit any final pages for the identified changes and a Construction Application form (see Section VII). A Construction Deposit amounts to one percent (1%) of the estimated construction project cost. The minimum deposit is \$1,000 and maximum deposit is \$10,000. A builder may request a waiver with selected rationale (e.g. multiple houses under construction at the same time).

Step 4: Approval Review

The Approval Review is done in a public meeting by the ARC members. The review includes the project plans as provided, the consulting architect's comments, Palmira resident's comments, and approval of the projected improvements to the site. The review decision shall be available to the homeowner/builder in writing.

Step 5: Completion Review

Once the certificate of occupancy ("C.O.") has been issued and a copy has been received by the ARC, a final site plan inspection will be conducted by the ARC. Once completion approval has been granted (see Page xx), the Construction Deposit will be returned.

VARIANCES

The ARC, in its sole discretion, may grant a variance from the requirements listed in these Design Review Guidelines. The variance will not be effective unless it is in writing. Variances are taken into consideration individually and do not set precedence in any comparable instances. Variances cannot be contrary to the provisions set forth in the Declaration or governing codes. The ARC shall provide notice of the variance request to the neighborhood association, which may inform homeowners of the request. The variance shall be discussed in an open public meeting and homeowners shall be given an opportunity to provide commentary.

APPEAL

If final approval is denied by the ARC and the homeowner wishes to contest, the homeowner may make an appeal to the Board of Directors of the Corporation. The appeal must be filed within forty-five (45) days from the denial letter date as provided in the Palmira Declaration. The subsequent decision of the Board of Directors, as applicable, shall be the final decision.

REQUESTOR NOTICE

These guidelines are minimum standards and the ARC may reject plans or require revisions on purely aesthetic grounds. Design elements, materials, etc. not identified in the document does not imply automatic approval or denial of those elements. It is impossible to include all options, materials, emerging technology, etc. Contact the Administrator for guidance prior to including items that are not included in the document.

The Criteria for any item not contained in these written Design Review Guidelines shall be whatever already physically exists within the Palmira Community for such an item unless and until such item is added to the written Design Review Guidelines. If any item does not already exist within the Palmira Community and is not contained in the written Design Review Guidelines, then such item may not be used or placed within the Community unless and until such item is added to the written Design Review Guidelines.

SECTION II: SITE DEVELOPMENT STANDARDS

SITE IMPROVEMENTS

Primarily, the home must meet the following setbacks and minimum living areas as defined below and in the Architectural Standards section of these Guidelines while following all applicable design rules for drainage. A proper ARC submittal must show all setbacks and easements on a site survey drawing. The survey drawing should be used as the architectural and landscape plan base drawing but the survey drawing must be submitted as part of the ARC submittal.

Property Setbacks

Single-family and multi-family homes shall have the following minimum building setbacks based upon lot size:

Uses	Single-Family Dwellings	Multi-Family Dwellings
Front Yard	20' for lots less than 110' 30' for lots 110' or wider e.g. Talori	20'
Side Yard - to principle or accessory structure	5' for lots less than 85' 10' for a corner lot 7 1/2' for lots 85' – 109' 10' for lots 110' or wider e.g. Talori	10'
Rear Yard – to principle building	20'	20'
Rear Yard - to accessory structure e.g. pool cage or wall	5' for lots less than 110' 10' for lots 110' or wider e.g. Talori	5'
Max. Building Height	35' highest ridgeline excluding chimney cupola but including larger features e.g. roof deck	35' highest ridgeline excluding chimney cupola but including larger features e.g. roof deck
Min. Building Separation	10'	½ the sum of the building height but not less than 20': 10' between multiple family units and garages/carports located on the same parcel
From water – principal building	20'	20'
From water – accessory structure	10'	10'

Maximum Lot Coverage	45% - Enclosed space (garage and living area under air conditioning)	45% - Enclosed space (garage and living area under air conditioning)
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There are other approved residential uses for the community, such as, but not limited to two-family attached, zero lot line and townhouse, for which setback requirements will be made available should any residential housing types other than single-family or multi-family be contemplated for development.

Lot Drainage

Lot drainage must conform to the Parklands Master Drainage Plan and be consistent with the South Florida Water Management District permits for Palmira Golf & Country Club. General drainage must be shown on the site plan that indicates the general direction of water flow. The general direction of water flow is: The front half of the lot drains into the street and the back half drains into the lakes/golf course. For a lot on a corner or end of the street without a buildable lot on the side of it the water may flow to the side. It will be assumed that the owner has complied with this section upon the owner's receipt of all necessary city permits.

To avoid erosion problems, rain gutters, downspouts, and underground drain pipe should be incorporated into the building's design. Berms and other obstructions that create standing water or allow water runoff to adjacent lots will not be permitted. All drainage and grading must take into consideration the neighboring property and must not create drainage problems on adjacent property when the project is completed and accepted by the ARC.

Driveways

Driveways have a significant impact in creating a first impression of your house. Special care has been taken to select materials and colors that are aesthetically pleasing. The following is a list of acceptable materials:

- Stamped patterned concrete in earth tones (Provide rationale for not using pavers)
- Brick in earth tones
- Concrete paver units in earth tones

Driveways must be designed to avoid fire hydrants, transformers and other site utilities. Driveways are to have a minimum width of sixteen (16') feet, site conditions permitting. No more than two curb crossings are allowed. Adequate landscaping must be provided to maintain the best look of the neighborhood when large driveway areas are submitted. Curved and offset driveways are encouraged and may narrow to 14 feet in the curved areas away from the street curb to provide for more turf and plants to soften the hardscape.

Edge of pavement for the driveway cannot be closer than four (4') feet to the neighboring property line when extended to the curb. Segments of golf cart path may be 4 feet in width and

may run along the neighboring property line with the neighbor's written approval. The sidewalk entry should be the same materials or compatible in design with the driveway.

Fences, Privacy Screens, and Walls

Fences, privacy screens, and walls must receive ARC approval. Some neighborhoods may have additional restrictions for fences, screens, and walls, which can be found in Section IV – Neighborhood Specific Standards. The maximum height is six (6') feet. Fences and walls may not be constructed in front yards or the street side yard of corner lots. Front window privacy walls must be designed as an integral part of the house and behind the setback lines. Chain link, wood, and plastic fences, privacy screens, and walls are prohibited. Fences and hedgerows that obstruct vision sight lines at driveways, street intersections and on corner lots are prohibited as they are dangerous for vehicular traffic.

Fences, privacy screens, and walls outside of the lot's buildable area (setback area) must be separately requested as a "variance" which requires appropriate rationale for the property line structure. The ARC may require shrubbery, vines to be planted, or that stucco be applied to structures inside the buildable area or approved perimeter structures. The color should match or be compatible with the color of the house. Pure white is prohibited. Landscape plants are recommended for normal sound and visual barriers.

Service yard areas for the storage of trashcans, location of A/C compressors, pump equipment, etc. must be screened from street or side yard views by a four (4') foot high stucco screen wall or dense hedgerow plant. Service area privacy screens may be within the setback area but may not block the entire width. Emergency generators must be shown on the site plan and adequately buffered from the neighboring view. Service areas and screen walls shall be placed down the side of the house and not on or near the front corner of the house.

Porch, Deck, Patio, Lanai

Porches, decks, patios, and lanais should be ground level as wild animals, water and mildew, collect in open spaces under them. Wood or composite material (e.g. Trex) is prohibited. The following are acceptable materials.

- Stamped patterned concrete in earth tones
- Brick in earth tones
- Concrete paver units in earth tones.

Vertical post and railing is acceptable in precast concrete, stucco surfaced, or metal. A coordinating color must be used. A screen enclosure is permitted following the standards in the following Screen Enclosure paragraph.

Screen Enclosures

Screen enclosures such as porches, lanai, patio, gazebo, pool cages and or other lawn enclosures are constructed of aluminum columns and beams with mesh screening. They may tie-in to the principal structure and may not exceed its height. They may tie-in to a wall as defined in the Fences, Visual Screens, and Walls paragraph. Screen enclosures may not extend beyond the width of the “corner to corner” of the rear of the house structure.

The aluminum enclosure must have an anodized finish; mill finishes are not permitted. White colored frames or screens are not permitted. Inserting solid material (wood, plastic, metal, etc.) inside the aluminum frame is prohibited. Remodeling a screen enclosure structure to include solid panels requires redesign and construction of an appropriate “under roof” wall structure or “no roof” wall per the Fences, Privacy Screens, and Walls paragraph.

Swimming Pools

All swimming pools must be built in accordance with Chapter 515, Florida Statutes, the Residential Swimming Pool Safety Act (“Act”), which became effective October 1, 2000 and all applicable updates. Any requirements herein are not intended to be substituted for statutory requirements. Swimming pools and pool screens must be built within the building setbacks. Pools and decks may not be built within utility easements. All decking around pool and spa areas must be finished concrete, aggregate, elastomeric concrete finish, or pavers. Above ground pools and pools constructed of synthetic materials are not permitted.

Pools that are not screened must have a four (4’) foot metal picket surrounding fence with pickets spaced no more than six (6”) inches on center and secured with a latched gate, or as otherwise required by the Act unless such fences are prohibited within specific neighborhoods as identified in Section IV. Detail design must be submitted and approved for all pools not built within a screen enclosure. Elaborate, attractive, ‘theme park’ style pools are not permitted.

Amenity Structures

All amenity structures and lawn structures must be approved by the ARC including, but not limited to the following:

- Air Conditioning Equipment
- Emergency Generators
- Glass Block visible from outside
- Recreational equipment (back and side yard)
- Satellite dishes
- Propane tanks
- Yard art and sculpture
- Pole-mounted bird feeders

- Building mounted flagpoles and freestanding flagpoles for neighborhood association common grounds.
- Canvas awnings
- Ponds and fountains using recycled water
- Mail boxes (details should be submitted as part of the review process)
- Post and house lamps (details should be submitted as part of the review process)

Items prohibited:

- Clothes drying lines and structures (unless not visible from the street or is inside the pool cage, screened lanai, or porch)
- Invisible pet fences
- Freestanding Flagpoles (other than those approved for neighborhood HOA parcels or that are in compliance with Section 720.304, Fla. Stat.)
- Freestanding car parking structures
- Metal awnings
- Tree houses
- Play houses
- Front yard recreational equipment
- Dog houses and dog runs
- Commercial outdoor sound systems
- Mural/wall paintings on any wall other than inside the screened lanai
- Radio towers or antennas

LANDSCAPE DESIGN

Landscaping has a tremendous impact on the aesthetic quality of your home. The purpose of these landscape provisions is not to prohibit the use of creative landscape design. If a more creative design is presented which does not meet the requirements set forth but is unique and aesthetically pleasing, such plans may be approved. The ARC recommends that the landscape plan and cost estimate be prepared by a registered landscape architect, landscape contractor or nursery designer. The ARC requires that a minimum of three percent (3%) of the home price be spent on landscaping materials, not including sod and the irrigation system. A minimum of sixty percent (60%) of this amount should be dedicated to the street side(s) of the house.

Landscape Plan Submission Requirements

Landscape plans are submitted with Initial Review documents and must include the following information:

- Landscape site plan (at a minimum scale of one inch equals thirty feet) showing the location, name and size of all plant materials

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- Irrigation plan
 - Plant materials list (refer to Appendix A - Plant Palette for recommended plant selections)
 - Detail plans of planter beds
 - Location plan of and details for all site furniture and special site features including, but not limited to, pools, fountains, arbors and berms
 - Site plan showing location, size, and type of all native vegetation indicating which trees the owner intends to preserve
 - Landscape lighting plan
 - An estimate of construction costs (If not provided, the ARC will count plants and multiple it times a conservative plant cost number which may result in not meeting the minimum investment criteria)

Landscape Plan Approval and Criteria

As part of the Final Review, a Landscape Plan conforming to the following criteria must be approved by the ARC. Such approval shall be in writing and, once approved, the homeowner shall construct and maintain the site in accordance with the approved plan.

Landscaping Installation and Maintenance

The homeowner is responsible for the design, installation and maintenance of the landscape materials. Native plant materials are encouraged as they usually require less maintenance. The landscape plan shall be installed in accordance with the requirements of the City of Bonita Springs. In no case will installation occur later than fifteen (15) days after substantial completion of construction. Maintenance shall include, but is not limited to, the replacement of damaged plants. Replacements shall be made as required, but in no case more than fifteen (15) business days after notification by the ARC.

Street Trees

Street trees to be installed along internal parcel roads shall meet the following criteria. These are minimum requirements and are to be followed to the fullest extent of the specifications. Tree types may vary along major streets, but should be grouped by species type. Deviation from these criteria must be approved by the ARC prior to installation.

- Street trees shall be planted a maximum of fifty (50') feet on center.
- Trees will be located within fifteen (15') feet of the back of curb.
- Upon planting, street trees shall have a minimum four inch (4") caliper measured twelve inches (12") above finished grade.
- The minimum height and spread will vary according to species type, but will be the same or larger than that listed in the Grades and Standards for Nursery Plants, as published by the Florida Department of Agriculture, Division of Plant Nursery, latest edition.
- All street trees shall be Florida No. 1 as defined in the Grades and Standards above referenced

- See Appendix A - Plant Palette

Sod

St. Augustine grass sod is the approved lawn material.

Ground Cover (Mulch)

Ground cover such as pine bark chips, pine straw or other natural mulch material, subject to approval, shall be used to cover areas that are not sodded, paved or left in a natural state. Stone may be used and is preferred in difficult drainage situations.

Landscape Lighting

Accent light fixtures may be used to emphasize special plant materials. Lighting fixtures shall be concealed in shrub beds. The light fixture type and locations should be included in the landscape design plans.

Wide area yard lights (as opposed to building mounted security lighting systems) are prohibited. Outdoor security lighting attached to the main house structure should be unobtrusive and not shine onto adjoining properties so as to make the lighting a nuisance. Emerging lighting technology includes new high intensity or brighter devices. Light plans using these technologies may generate an ARC denied response depending on placement, purpose, and the effect on the neighborhood.

Holiday Lighting

Holiday lighting that complies with the following criteria may be installed in neighborhood HOA common areas and homeowners property without Palmira ARC approval.

Colored lights shall only be permitted for special holidays. Lights or decorations may be erected along the exterior of the units or on the interior of the units, where they may be seen from the outside, in commemoration or celebration of publicly observed holidays provided that such lights or decorations do not unreasonably disturb the peaceful enjoyment of adjacent owners by illuminating bedrooms, creating noise or attracting sightseers.

All lights and decorations that are not permanent fixtures as part of the original construction shall be removed within fifteen (15) days after the holiday has ended. Lights or decorations commemorating “year-end” holidays should not be displayed prior to November 15th of any year and removed by January 15th of the following year. Other holiday decorations or lights may not be displayed more than two (2) weeks in advance of the holiday. Any exterior decorations or lights must not be installed any higher than the level of the gutters over the garage door. Decorations may be attached to trees or plantings.

Lanai/pool enclosure lighting is not considered landscape or yard lighting. Security flood lights should be low wattage and not intrude on the neighbor's property or interior rooms. Decorative lights are acceptable and should be considered as "interior décor" similar to furniture and accessories.

Irrigation

The Homeowner is responsible for the design, maintenance, and proper utilization of the required automatically-controlled landscape irrigation system for the home site. The irrigation plans must accompany the landscape plans. The irrigation system must supply one hundred percent (100%) coverage to the entire extent of the lawn, with the exception of areas with native plant species. Watering existing native vegetation with an irrigation system may promote weed growth and will deter proper growth of the existing native plant material. Watering should be conducted during the early morning hours as required by the South Florida Water Management District. The system should avoid overspray onto impervious areas (i.e., sidewalks, driveways, roadways). The irrigation system should be designed to apply a minimum of one and one-half (1.5") inches of water per week on all planting areas. Irrigation devices shall not be installed above finished grade within roadside pedestrian easement areas or right-of-ways so as to cause a hazard to pedestrian traffic.

Violations

Failure to maintain all landscape material properly and to promptly remove and replace any dead landscape material shall constitute a violation of the Declaration. Further, once a landscape plan has been approved by the ARC, you must develop and maintain the site in accordance with the plan. Upon approval by the ARC of the landscape plan and the construction plan, you may not change or modify the landscape plan or the site landscaping without the express prior written approval of the ARC.

SECTION III: ARCHITECTURAL STANDARDS

It is highly recommended that the homeowner or their representative discuss design ideas with the ARC during the Initial Meeting to avoid complications. Changes to construction drawings once they are prepared can be very costly.

At the broadest level, the architectural style of Palmira Golf & Country Club is of a Mizner/Mediterranean flavor. This will mix classic European design with the comfort and livability found in modern southwest Florida homes. These architectural characteristics are best expressed by means of enhanced architectural detailing, attention to accent treatments and color schemes that complement the neighborhood and in a variety of architectural elements, materials and finishes such as:

- Asymmetrical massing with some symmetry at front facades or entries.
- Moderately pitched gable and hipped tile roofs (curved or barrel tile are preferred over flat).
- Cornices and friezes with occasional eave brackets
- Smooth or textured stucco walls with quoins and decorative tiles used as focal points
- Tower entries with conical roofs or portico entries with stucco or stone surrounds
- Tuscan or spiraled columns
- Rectangular, half round or flattened arch windows
- Delicate ornamental metal window grilles
- Canvas awnings
- Louvered, panel or batten shutters
- Boxed windows with knee braces
- Balconies with ornamental metal railings or balustrades
- Lanais, courtyards and garden details
- Stone or textured walkways
- Earth tone colors
- Lantern style lighting

The result will be a neighborhood and subsequently a community that finds cohesiveness rooted in design elements inherent to each home. The architectural theme will be present in all aspects of the community, including the club and amenities, community gatehouse, neighborhood entries, golf course stations and overall streetscapes. These guidelines will provide for a community with unique and exceptional architecture whose timelessness will provide for continuity while safeguarding value and allowing owners to express their own style and individuality.

Minimum Living Areas

The following describes the minimum air-conditioned living areas (not including garages) for Single-Family Homes and Coach Homes:

Lot Type	Lot Width (Feet)	Minimum Living Area (Square Feet)*
A	50'-59'	1,800
B	60'-64'	2,000
C	65'-69'	2,250
D	75'	2,600
E	85' -109'	3,000
F	110' and wider (e.g. Talori Terrace)	3,500
Coach Homes		1,850

*This actual area must be calculated and shown on the architectural site plan or floor plan.

Garages

The garage for a single family home/villa should be large enough to fit two (2) large cars or more. Additional space may be provided to accommodate a golf cart. It is encouraged that garage doors and service doors face the side lot line. This requires adequate turning radius and backing up space for the vehicles. The landscape plan should accommodate the driveway and adequate buffering between the streets and neighboring lots. Automatic garage door openers are required for all homes. Garages may not be converted for any other use. Garage doors may have a roll down screen to cover the opening when the door is up. It should provide air flow but partially block the view into the garage area.

Elevations and Roofing

All four (4) elevations of a house must be designed to be architecturally pleasing. In order to create a sense of community, all homes and walls are required to have a stucco finish. The finish used to apply the stucco may be varied. Stucco must be colored or painted. The selection of window trim and front door should match or complement the color of the elevation. Keystone or cast stone decorative trims and moldings are encouraged. Fascias, gutters and downspouts are to be integrated into the design of the house. Reflective glass windows are prohibited. Metal roofing material, asphalt shingles, or landscaped roofs are prohibited.

The height of a house may not exceed three and one-half (3 ½) stories. The height of the house is measured from the minimum finished floor elevation to the median point between the peak and the eave. Roof pitches may range from 4:12 to 6:12. Hip roofs are preferred over gabled

roofs. Large gables spanning the front and back of the house are not permitted. Flat roof areas (other than transitional crickets) are not permitted.

If the house is to have a fireplace, the chimney must be compatible with the elevation of the house. If a prefabricated metal fireplace is used, the flue and metal spark arrestor must be shrouded by a material approved by the ARC. Chimney structures should have the ability to be sealed at the top to prevent animals from accessing and creating a blockage when not in use.

Any mechanical elements such as plumbing stacks or roof vents should match the roof color and be placed in an inconspicuous location preferably on the rear sloping side of the roof. Satellite dishes must be made to blend in as much as is reasonably possible and placed in a location shielded from street view, so long as such location does not preclude reception of an acceptable quality signal.

Solar Panels

ARC approval is required prior to the installation of solar energy equipment. Panels and equipment shall be designed and constructed to appear as part of the residence and should not be visible from the street. Solar equipment should be located on the rear or side facing roofs whenever possible. Additional landscape buffering may be required to reduce the visual impact of the solar panels.

Storm Shutters

ARC approval is required for all exterior shutters whether installed at initial construction or added later. No hurricane protection devices shall be installed unless approval has been granted by the ARC. Plywood window coverings are prohibited. Storm protection systems should be designed into the home as much as possible. Standard offerings such as hurricane glass, roll downs, accordions, plastic and metal panels, along with hurricane cloth may be considered depending upon the placement on the house.

Accessory Structures

All accessory structures shall be located within the buildable area of the lot and consistent with the design, materials and colors of the principal structure. Accessory structures shall be shown on the site plan and the architectural drawings set with architectural elevations and trim details. Examples of accessory structures include roofed vertical components that may contain pool cabanas, kitchens, or guest rooms.

Exterior Colors

In general, earth tone colors are desired as fitting for the Mizner /Mediterranean color palette. All exterior colors must be shown on the DESIGN REVIEW DATA FORM. It is required that all colors be listed by manufacturers number codes and color swatches be included for convenience. Pure white is not allowed as it is too bright in our south Florida environment. Off

whites are acceptable and contrast as white when used with appropriate adjoining colors. Black and dark, bold colors must be used with caution as they increase heat gain on homes and driveways. New construction must not repeat adjacent and nearby neighbors existing color palette. Color palette selection in keeping with the architectural style usually begins with the roof, then the wall and trim colors followed by accents for doors and windows, etc.

Roof:

Barrel and flat tiles are available in many colors. In keeping with the design goals - black, blue, yellow, red, white, and other bright colors are not permitted. Driving through Palmira will give you an idea as to the range of available and acceptable colors. The color of the roof usually has a strong bearing on the building colors because it is the most visible and largest mass of color that is seen.

Walls:

Earth tones and lighter neutral colors work well with available roof colors. Designers are very good at suggesting appropriate colors that work well together. The success of Palmira has to a great extent, been built on the ambience and 'comfortable feel' of the community. Much of this success is deserved due to careful color oversight by the ARC. Acceptability of color suggestions may be discussed by contacting the Administrator.

Garage Door:

Acceptable colors should match the body of the house. Wood grain doors from the factory are preferred over site stained doors as the color does not fade in the sun. Garage doors that vary from the body of the house must coordinate with the color scheme and be identified in the color pallet list.

Trim and Accents:

Trim and accent colors may be lighter or darker than the body but must have a direct relationship to the main body color as complementary or contrasting colors. Once the roof and body colors are established then the trim and accents can be chosen that work with and tie together the entire project. Remember that window elements can be more than just white or bronze and can be considered a trim color that should be considered in the final selection (See Below). Deeper tones can be used with care for accent areas as front doors, shutters, balustrades, metal grilles, railings and similar. Some neighborhoods may have additional restrictions for doors that can be found in Section IV – Neighborhood Specific Standards.

Screen Enclosures:

Screen enclosures must be considered as architectural elements and unless they are included structurally as part of the architectural theme should be made to disappear as much as possible. Black, charcoal or bronze are permitted for the structure. White is not permitted for the structure or for the screens along with other available colors. Some neighborhoods may have additional restrictions for screen enclosures, which can be found in Section IV – Neighborhood Specific Standards.

Windows and Doors:

Standard aluminum windows and glass doors are approved when standard white (or off white) or bronze colors are used. Front entry screen doors should match the selected colors to blend with the door and trim. Additional window and glass door colors may be approved individually upon submittal. Some neighborhoods may have additional restrictions for screen doors, which can be found in Section IV – Neighborhood Specific Standards.

Driveways and Walkways:

Appropriate colors and patterns should work with the overall color palette selection and color submittals must be made for ARC approval.

Repainting:

Repainting existing structures with the same existing approved colors does not require the approval of the ARC. Modifications from existing colors require submittal of new colors for approval by the ARC.

PALMIRA SIGNAGE and GRAPHICS

The following guidelines are intended to provide a framework for signage and graphics activity within the Palmira community. Signage requirements can be unique depending on the message but the ARC shall use its collective design sense of appropriateness for location, size, format, time frame, and message during the approval process.

Graphics

- Palmira G&CC has not adopted logo(s) for public or private use



- Palmira organizations and homeowner's may use Palmira images/graphics or landscape pictures in their signage design. For example the palm leaf oval is appropriate for more formal presentations and the entrance fountain is appropriate for general use.
- The preferred text font is Goudy Old Style when available. Hand lettered signs are not permitted.
- Logos/colors from charities or sponsoring organizations may be included in the signage if appropriately inserted as part of the message or sponsor information.

Event signage

- Who may use – Palmira based clubs/groups and approved external organizations may place event signs in the common areas or lots in the community. Contractor activity is not considered a signable event except as noted in the new construction guidelines.
- Timing -- Event signs may be placed three days prior to an event to provide notice to the community. Event signs may be placed each day of the event and must be removed the day following the event.
- Size -- event signs may be no larger than 2 feet by 2 feet poster board, plastic, metal, or lumber panels. They may be mounted on a stake, wire frame, or as sandwich boards. Signs may not be nailed or affixed to the landscape.
- Content -- The signs should contain the name of the event, the message, and the sponsor name. Organizational colors and logos may be used.
- Approval -- Event signs may be used without ARC approval if they follow the above guidelines and the event has been cleared appropriately under Palmira G&CC Board policies.

Temporary signage

Real Estate Marketing

- Approval -- Real estate signage may be used without ARC approval if the guidelines are followed.
- For rent – Not permitted
- Open House & For Sale – design and specifications



Palmira
OPEN HOUSE
Corrugated plastic with stake
24 x 18

for info & purchase
Contact: Jamie Loyd
Sign Up
Office: 239-304-0025
Fax: 239-353-3877
web: www.needsignup.com



General Temporary Signage

- Format – The palm leaf oval on a post (see real estate), or the stucco pillar (see entrance pillars) is the preferred signage formats. Other formats may be considered when appropriate justification is supplied with the signage request (e.g. contractor signs).
- Content – The signs should contain the message and the sponsor's name. Colors shall be earth tones or match Palmira or neighborhood color patterns..
- Size – May be determined by the location and nature of the message.

- Timing – Each sign request must include a start and end date for the placement of the sign. Signs not removed by the end date may be removed by Palmira G&CC.
- Who may use – Any organization may submit a signage request. In the majority of cases the requestor will be Palmira affiliated. Non affiliated commercial advertising will not be considered. Governmental signs may be posted without approval.
- Approval -- Each sign must be approved by the ARC prior to the placement of the sign. Depending on the nature of the sign and location Palmira G&CC Board approval may also be required.

Permanent signage

Safety

Florida Statute permits homeowners to place alarm monitoring signs provided by the monitoring company. These signs should not be larger than one square foot and mounted on a metal post no higher than two feet. Placement should be in a mulch bed backed by landscape material so that it is visible but not dominant in the landscape view.

Street

The Palmira G&CC Board safety committee shall determine the design, placement, and safety requirements for permanent street traffic signs and devices along Palmira streets.

Monuments, pillars, panels, buildings signage

The design of these elements shall be consistent with the existing Palmira and Neighborhood elements in place. The consistency shall include the design style, color patterns, lettering fonts and size, construction materials, and proportional structure size. All such elements require ARC approval and Palmira G&CC Board's approval except when initiated by the Palmira G&CC Board. An inconsistent design element shall be treated as an ARC variance request which requires appropriate justification.

ALTERATIONS, MODIFICATIONS AND REMODELINGS

The original design integrity must be maintained if any modifications are desired to be made that affect the exterior of the home. It is suggested that homeowners meet with the ARC Administrator to discuss intended changes to determine what information is required for ARC review. Proper information must be submitted as per the FORMS section.

Remodeling, alterations, and modifications that result in property damage to a neighbor require replacement or repair to return the property to its original state. Homeowners with projects that require people, equipment, or supplies to be moved across the property line with potential damage shall make arrangements with the neighbor prior to the initiation of the project.

The following may be accomplished without receiving pre approval from the ARC:

- Replacement (maintenance) of any appurtenance, fixture or element with the identical item, including landscaping, light fixtures and mailboxes. Must meet the original approved plan specifications.
- Repainting of the exterior with no color changes.
- Seasonal flower plantings.
- Holiday lighting within the guidelines and time period permitted.
- Furniture, accessories, grills or outdoor kitchens, low volume sound speakers, low voltage decorative lighting within the lanai/pool screen enclosure living area.

Modifications that require ARC approval in advance of installation or construction:

- Room additions or any exterior structure modifications
- Addition of swimming pool
- Modification of screened enclosure
- Installation of spas (even though inside an existing screened enclosure)
- Roof replacement or modification
- Awning additions
- Addition or modification to existing patio decking
- Decorative shutters
- Decorative metal grillwork
- Front entry screen doors (only a phantom unit or a unit that does not contain solid center panels shall be considered for approval).
- Addition of hurricane shutters and any other visible hurricane protection devices
- Walkway and driveway additions or modifications
- Exterior color changes
- Architectural lighting
- Landscape modifications
- Fence or walls
- Planters and decorative elements added to the exterior of the home.
- Addition of garden structures such as arbors, pavilions, pergolas and gazebos.
- Addition of any permanent vertical accessory structure within or outside of a screened enclosure such as pool cabanas
- Addition of gutters and downspouts to the existing structure

SECTION IV: NEIGHBORHOOD SPECIFIC STANDARDS

Palmira's neighborhood homeowner associations may define and require standards beyond those adopted for Palmira. Usually this implies more restrictive or increased detail in the criteria for acceptance. The source of the criteria may be the neighborhood Declaration or a neighborhood Board approved architectural standards document. The ARC will include any neighborhood criteria listed in this document during its reviews and decisions. A neighborhood must provide its approval of a variance in writing to omit this requirement.

CARAVELLA

The following items are restricted based upon Caravella's "Declaration of Protective Covenants and Restrictions" and the approved architectural standards approved by the Board.

- Based on the "Declaration of Protective Covenants and Restrictions" Paragraph 8.1.16 "No fences of any type (including invisible fencing) is permitted to be erected on a lot." Therefore, no fences will be permitted. Service area 4 foot screen walls are permitted.
- Gutters and down spouts are required to blend with the house colors

NOVELA

The following items are restricted based upon Novella's "Declaration of Protective Covenants and Restrictions" and the approved architectural standards of the Board.

- Doors must be painted the same color as the "trim" of the house. Accent colors are prohibited.
- Based on the "Declaration of Protective Covenants and Restrictions" Paragraph 8.1.16 "No fences of any type (including invisible fencing) is permitted to be erected on a lot." Therefore, no fences will be permitted. Service area 4 foot screen walls are permitted.
- Storm and screen doors are not allowed and only "phantom" screen doors are allowed.
- Gutters and down spouts are required to blend with the house colors

ENCLAVE

Any change to an Enclave unit that is visible from outside the unit also requires Enclave ARC review and approval. What can be done is controlled by the Documents of Condominium in the possession of each unit owner. Some topics have been addressed and positions developed. These can be found at <http://www.theenclaveatpalmira.org>.

SECTION V: CONSTRUCTION STANDARDS

PRE-CONSTRUCTION

Final approval of the site layout, landscaping and architectural plans must be granted by the ARC prior to any site clearing on your lot. The plans must meet all the requirements of all applicable government regulations. It shall be the responsibility of the builder and contractor to review all applicable governing documents. The Design Review Fees shall be paid **prior** to the initial review by the ARC.

Any signs to be placed on the home construction site must be approved by the ARC. During construction, a single 24" X 36" sign may be posted with the following information detailed: names of builder and homeowners. The ARC shall approve a sign design that shall be used consistently on all lots. Signs are not permitted on trees or palms.

The City Building Permit must be posted at the home construction site. The foundation staking and location must be reviewed with the ARC. Trees that are to be preserved must be barricaded for protection.

The ARC may inspect the home construction site at any time to insure compliance with the approved plans and regulations.

CONSTRUCTION SITE CONDUCT

The condition of the home construction site and the workers on the job site are the responsibility of the contractor. A job toilet must be located on the job site during construction. The toilet should be located facing away from the street. The contractor is responsible for keeping trash off the streets and neighboring property and disposed of on a regular basis. Fires are not permitted on construction sites. Construction trailers are not permitted on any lots or common areas.

In addition to construction materials, damaged tree limbs and dead vegetation should be removed from the construction site. Vehicular traffic should avoid the drip line of the existing trees on and around the site to avoid soil compaction of the root zones. Parking must allow and maintain access by all public and private vehicles in a safe manner.

Only construction personnel employed by a builder, contractor or supplier are permitted access to construction sites within the community. No family members, children or pets are allowed unless such persons are riding in a vehicle to drop off or pick up construction personnel.

FINAL INSPECTION

A copy of the C.O. must be given to the ARC by the homeowner or builder when the home is complete and ready for final inspection by the ARC. The site must be cleared of debris and the house should be connected to all permanent utility systems. Landscaping must be installed and

the sod in place and the irrigation system fully operational. The inspection shall include site improvements compliance with the approved plan and identify debris, unremoved material, or damage to the surrounding community infrastructure. The quality of the site improvements and workmanship is the homeowner's responsibility.

SECTION VI: FORMS

1. **DESIGN REVIEW DATA FORM**
For NEW CONSTRUCTION or MODIFICATIONS TO EXISTING CONSTRUCTION
(Exterior only) Single-Family Home Sites

2. **CONSTRUCTION APPLICATION (with Agreement)**
For NEW CONSTRUCTION or MODIFICATIONS TO EXISTING CONSTRUCTION
(Exterior only). Also includes:
 - Appendix A – Plant Palette
 - Appendix B - Architectural Design Control Committee Operation Guidelines

PALMIRA GOLF & COUNTRY CLUB
DESIGN REVIEW DATA FORM
for
NEW CONSTRUCTION or MODIFICATIONS TO EXISTING CONSTRUCTION
(Exterior Only)

Palmira Golf & Country Club Master
Homeowners Association, Inc.
C/o KEB Management Services, Inc
28121 Palmira Blvd.
Bonita Springs, Florida 34135
PH: 239/262-1396
FAX: 239/444-1191

DATE SUBMITTED _____
DATE APPROVED _____
APPROVED BY _____
Design Review Fee \$500.00 (Initial submission)
Partial Submittal Fee \$250.00 each additional time
(2 hours of independent professional review)
ARC change requests exempted

GENERAL INFORMATION required for all construction

The following information must be included in order to submit for a review:

Construction
Address _____ Block _____ Lot _____

OWNER _____ Telephone _____
Address _____ Fax Number _____
City/State _____ Contact _____

ARCHITECT Telephone _____
Address _____ Fax Number _____
City/State _____ Contact _____

CONTRACTOR Telephone _____
Address _____ Fax Number _____
City/State _____ Contact _____

SURVEYOR _____ Contact _____

PALMIRA GOLF & COUNTRY CLUB
NEW CONSTRUCTION

The following information must be included to be reviewed:

SQUARE FOOTAGE

_____ Final Stake-Out Completed _____ Landscape Plan with Plant List _____ Grading Plan _____ Surveyor Site Plan with Dimensions with House footprint and setbacks	Living Area _____ Garage/Carport _____ Screened Porch _____ Decks _____ Other _____ TOTAL: _____
--	---

Construction Plans & Specifications to include:

Floor Plan with Dimensions	Foundation Plan	Electrical Plan
Roof Plan	Wall Section	Pool & Cage (on all Plans)
Plumbing plan	Exterior Elevations from existing grade	

EXTERIOR MATERIALS & COLORS: (Please attach color paint chips, especially if paint is not Sherwin-Williams)

Walls _____	Mfg Name _____ & Number _____
Trim _____	Mfg Name _____ & Number _____
Foundation _____	Mfg Name _____ & Number _____
Roofing _____	Mfg Name _____ & Number _____
Paving _____	Mfg Name _____ & Number _____
Garage Doors _____	Mfg Name _____ & Number _____
Other _____	Mfg Name _____ & Number _____

**PALMIRA GOLF & COUNTRY CLUB
CONSTRUCTION APPLICATION
for NEW CONSTRUCTION**

**or
MODIFICATIONS TO EXISTING CONSTRUCTION
(Exterior Only)**

Palmira Golf & Country Club Master Homeowners Association, Inc.
C/o KEB Management Services, Inc
28121 Palmira Blvd.
Bonita Springs, FL 34135
PH: 239.262.1396
FAX: 239.444.1191

GENERAL INFORMATION:

Contractor _____
License No. _____
Address _____
City _____
Phone/Fax _____
Construction Address _____
Property Owner _____

DEPOSITS:

Construction Deposit \$ _____

Construction/landscape/improvement
deposit is 1% of contract value with
a minimum of \$1,000 or a maximum
of \$10,000

PREVIOUS EXPERIENCE:

Have you built in Palmira Golf & Country Club before? If not, please list three (3) homes that have been resided in at least six (6) months, listing name, address and daytime phone numbers:

1. _____

2. _____

3. _____

PALMIRA GOLF & COUNTRY CLUB
AGREEMENT

I, _____, as Contractor for the above described construction project, acknowledge and agree that the above described deposit is being held by Palmira Golf & Country Club Master Homeowners Association, Inc. ("Palmira MHOA") to insure that the improvements will be constructed in accordance with plans and specifications which have been approved. Damages or penalties for non compliance shall be deducted from the deposit as approved by the Architectural Design Control Committee (the "Architectural Review Committee or ARC") in public meeting. You may appear and be heard at the meeting. Non compliance shall result in restricting main gate access for the contractor, sub contractors, staff, and suppliers until the compliance issue is cleared.

I further acknowledge and agree that:

1. I have read and understand the Governing Documents applicable to the property and the Design Review Guidelines and will follow and obey the said Governing Documents and Guidelines.
2. I am responsible for completing the project as described by the drawings and specifications approved and any proposed changes will be submitted to the Palmira ARC for approval prior to implementation.
3. I will maintain a clean construction site at all times and install a job sign, commercial dumpster and job toilet in conformance with the Guidelines.
4. I am responsible for the conduct of all workers performing services on this project at all times while they are in the Palmira Golf & Country Club community.
5. I will notify the office of the Palmira MHOA or its designee for field inspections.
6. As the Deposit will be held in a non-interest bearing account, I understand that it shall be returned after completion of the Final Inspection with no interest added.
7. Any fees paid by Palmira MHOA for repair of damaged areas, the correction of changes not approved by Palmira MHOA, work contracted to improve the appearance of untidy sites, and assessed penalties may be deducted from the Deposit as approved by the Architectural Review Committee.

THIS APPLICATION'S Deposit and Agreement made this _____ day of _____, 20__.

By _____.
Contractor's Signature

WITNESSES:

_____ Print Name _____
_____ Print Name: _____

APPLICATION ACCEPTED: this ____ of _____, 20__.

By _____ Print Name: _____

Appendix A PLANT PALETTE

The following is a list of recommended plant materials, which may be used for the landscaping. Each of the plants is followed by notations indicating whether the plant is a native plant or a Xeriscape plant. Several of the plants share all of these characteristics.

"N" - Indicates native Florida plants.

"X" - Indicates Xeriscape plants; plants which survive on natural rainfall with little supplemental irrigation.

TREES:	<u>COMMON NAME</u>	<u>BOTANICAL NAME</u>	<u>ADAPTABILITY</u>
	American Holly	Ilex opaca	N, X
	Black Olive	Bucida buceras	N, X
	Bottlebrush, Weeping	Callistemon viminalis	
	Crape Myrtle	Lagerstroemia indica	X
	Guava, Strawberry	Psidium littorale	
	Jacaranda	Jacaranda mimosifolia	
	Laurel Oak	Quercus laurifolia	N, X
	Ligustrum / Japanese Privet	Ligustrum japonicum	X
	Live Oak	Quercus virginiana	N, X
	Loblolly Bay	Gordonia lasianthus	N
	Loquat	Eriobotrya japonica	X
	Mahogany	Swietenia mahagoni	N
	Orchid Tree	Bauhinia purpurea	
	Pitch Apple	Clusia rosea	N
	Red Cedar, Southern	Juniperus virginiana silicicola	N, X
	Red Maple	Acer rubrum	N
	Royal Poinciana	Delonix regia	
	Sand Pine	Pinus clausa	N, X
	Satin Leaf	Chrysophyllum oliviforme	N
	Silver Trumpet	Tabebuia caraiba	
	Slash Pine	Pinus elliottii	N, X
	Southern Magnolia	Magnolia grandiflora	N, X
	Sweet Bay Magnolia	Magnolia virginiana	N
	Wax Myrtle	Myrica cerifera	N, X
PALMS:	<u>COMMON NAME</u>	<u>BOTANICAL NAME</u>	<u>ADAPTABILITY</u>
	Cabbage Palm	Sabal palmetto	N, X
	Canary Island Date Palm	Phoenix canariensis	X
	Malayan Coconut Palm	Cocos nucifera "Green Malayan"	X
	Montgomery Palm	Veitchia montgomeryana	
	Needle Palm	Rhapidophyllum hystrix	N, X
	Paurotis Palm	Acoelorrhaphe wrightii	N, X
	Pindo Palm	Butia capitata	X
	Pygmy Date Palm	Phoenix roebelenii	X
	Royal Palm	Roystonea regia	N, X
	Senegal Date Palm	Phoenix reclinata	X

Appendix A PLANT PALETTE

SHRUBS/MEDIUM SIZED PLANTS:

<u>COMMON NAME</u>	<u>BOTANICAL NAME</u>	<u>ADAPTABILITY</u>
Anise, Florida	<i>Illicium floridanum</i>	N, X
Burford Holly	<i>Ilex cornuta 'Burfordii'</i>	X
Buttonwood, Green	<i>Conocarpus erecta</i>	N, X
Cocoplum, Green	<i>Chrysobalanus icaco</i>	N, X
Cocoplum, Red Tip	<i>Chrysobalanus icaco 'Red Tip'</i>	X
Indian Hawthorn	<i>Rhaphiolepis indica</i>	X
Juniper	<i>Juniperus chinensis</i>	X
King Sago	<i>Cycas revoluta</i>	X
Oleander	<i>Nerium oleander</i>	X
Pampas Grass	<i>Cortaderia selloana</i>	X
Pittosporum	<i>Pittosporum tobira</i>	X
Podocarpus	<i>Podocarpus macrophyllus</i>	X
Pyracantha	<i>Pyracantha coccinea</i>	X
Sandankwa Viburnum	<i>Viburnum suspensum</i>	
Sea Grape	<i>Coccoloba uvifera</i>	N, X
Silver Thorn	<i>Eleagnus pungens</i>	X
Yaupon Holly	<i>Ilex vomitoria</i>	N, X

VINES/GRASSES/GROUND COVERS:

<u>COMMON NAME</u>	<u>BOTANICAL NAME</u>	<u>ADAPTABILITY</u>
Algerian Ivy	<i>Hedera canariensis</i>	X
Cardboard Plant	<i>Zamia furfuracea</i>	X
Coontie	<i>Zamia pumila</i>	N, X
Creeping Fig	<i>Ficus pumila</i>	X
Daylily	<i>Hemerocallis spp.</i>	X
English Ivy	<i>Hedera helix</i>	
Liriope	<i>Liriope muscari</i>	X
Mondo Grass	<i>Ophiopogon japonicus</i>	X
Parson's Juniper	<i>Juniperus chinensis 'Parsonii'</i>	X
Shore Juniper	<i>Juniperus conferta</i>	X
St. Augustine Grass	<i>Stenotaphrum secundatum</i>	

Appendix B

ARCHITECTURAL REVIEW COMMITTEE OPERATION GUIDELINES

The Palmira Architectural Design Control Committee (hereinafter identified as the Architectural Review Committee or ARC) is established in Article III, Section D, pages 20-23 of the Declaration of Protective Covenants, Restrictions and Easements for Palmira Golf & Country Club (the "Declaration"). The Palmira MHOA delegates to the Palmira ARC the roles outlined in the Declaration and this Operations Guideline. This document is created to establish committee operations guidance and expectations for the Palmira community. The Design Review Guideline (DRG) for the Palmira Golf & Country Club provides the design criteria for the ARC reviews.

A. General

1. The Palmira ARC shall meet prior to the Palmira MHOA Board meeting if there are pending agenda items for the Palmira ARC.
2. Other meeting times may be scheduled by the Chair if faster response or special handling is required.
3. Five regular members and a two member alternate pool are appointed by the Palmira MHOA Board. Per the Declaration, Architectural actions require 3 of 5 members for a motion to pass. If regular members and the alternate members are both present at a Palmira ARC meeting, the regular member shall have all power and authority to act and to vote on any action coming before the Palmira ARC and the alternate member shall have no powers at that meeting other than to discuss those matters before the Palmira ARC.
4. The Palmira ARC members shall elect a Chair once a year.
5. The Palmira MHOA Property Manager shall act as Committee Secretary and "Administrator" contact point for the Palmira ARC.
6. The Palmira ARC may contract for appropriate consulting review when needed and pass on the fees to the builder/homeowner.
 - a. As of July 1, 2011, the Design Review fee shall be \$500 for the review of a document package by professional architects/engineers.
 - b. Partial documentation submittals shall generate additional review costs. Each additional submittal of document(s) shall incur an additional \$250 fee to cover two hours of independent professional review. Changes requested by the ARC shall be exempt from the additional fee.

B. The Palmira committee shall coordinate with neighborhood association officers regarding review requests.

1. For neighborhoods with a formal neighborhood ARC review requirement
 - a. The dual committee process shall be done serially
 - b. The neighborhood ARC review shall occur first
 - c. The homeowner shall provide a copy of the neighborhood review decision to the Palmira ARC as part of the review request documentation.

Appendix B

ARCHITECTURAL REVIEW COMMITTEE OPERATION GUIDELINES

- d. The Palmira committee documentation package shall be considered an incomplete request until the neighborhood review decision arrives.
 - e. If the neighborhood review decision conveys approval then the Palmira committee will conduct its review.
 - f. If the neighborhood review decision is a denial then the Palmira ARC will terminate the review, notify the homeowner in writing, and encourage neighborhood discussions. The Palmira request shall be put on hold (maximum 6 months) until the homeowner or neighborhood officers indicate that the reasons for denial have been corrected.
2. For neighborhoods without a formal neighborhood ARC review requirement:
- a. The Property Manager will notify the neighborhood association officers of the review request.
 - b. The notice is not a request for approval but is a query for issues or concerns that may exist in the neighborhood.
 - c. Neighborhood association officers may identify issues or concerns if any exist.
 - d. If there are no issues or concerns then the Palmira ARC will continue with the review process.
 - e. If issues or concerns arise then the Palmira ARC will notify the homeowner and encourage that they be discussed at the neighborhood level. The Palmira request shall be put on hold until the homeowner or neighborhood officers indicate that the concerns are cleared up.
 - f. An impasse in the neighborhood discussion may be brought to the Palmira ARC as an appeal.
- C. The Palmira ARC shall apply the following list of inclusions and exclusions in their review program. Depending on the circumstances the lists may include other items
- 1. Palmira ARC inclusions shall include the following.
 - a. All new building construction.
 - b. All external remodeling of a building, appendage structures, or amenities.
 - c. All external landscape redesign.
 - d. All requests for variances and exceptions within the Palmira community.
 - 2. Palmira ARC exclusions shall include the following.
 - a. All property maintenance within an existing approved Palmira ARC plan.
 - b. All property repair of structure or landscape within an existing approved Palmira ARC plan.
 - c. All internal remodeling of a structure.

Appendix B

ARCHITECTURAL REVIEW COMMITTEE OPERATION GUIDELINES

- D. The Palmira ARC shall fulfill the role identified in the Palmira MHOA Declaration. The Palmira ARC shall review selected routine actions by the Palmira MHOA Property Manager while still retaining the remaining items for its action.
1. The Palmira ARC retains the review, discussion, and approve/disapprove authority for the following:
 - a. New buildings, construction, foot print, water flow.
 - b. Remodeling/additions, structure footprint, water flow, structure modifications
 - c. Variances, exceptions to Palmira ARC design documents.
 - d. Complaints and appeals.
 2. The Palmira ARC shall modify/create documents as appropriate for approval by the Palmira MHOA.
 - a. Change the Palmira ARC operating guidelines (in effect on July 1, 2010).
 - b. Change the Design Guideline for the Palmira Golf & Country Club (in effect on July 1, 2010).
 - c. Change the Palmira landscaping guidelines (in effect on July 1, 2010) for new or redesigned landscape.
 3. The Palmira ARC may grant, withdraw, or declare an exception to the authority granted to the property manager or consultants as appropriate.
 4. If the Palmira ARC is to consider changes to the documents, the affected neighborhood associations shall be notified via a Palmira ARC report at a Palmira Board meeting.
- E. The Palmira ARC shall delegate review of routine actions (non structural) by the Palmira MHOA property manager to improve response time for the homeowner. Approvals shall follow Palmira ARC guidelines where provided and Palmira ARC accepted neighborhood guidelines.
1. The Palmira ARC delegates to the Palmira MHOA property manager the following for review and approval.
 - a. Repainting of houses and color selection using Palmira ARC and published neighborhood guidelines.
 - b. Landscapes redesign using Palmira ARC Design Review Guide.
 - c. Replacement/ addition of gutters, drainage pipe, irrigation, solar panels, windows, door glass inserts, outdoor kitchen vents, hurricane protection, and shutters using Design Review Guidelines.
 - d. Mailbox, lighting, satellite dish, screen doors using Palmira ARC accepted neighborhood guidelines.
 2. The Palmira MHOA property manager shall report on actions taken at the next Palmira ARC meeting.

Appendix B

ARCHITECTURAL REVIEW COMMITTEE OPERATION GUIDELINES

F. The Palmira ARC shall not be involved in routine landscape replacement or adjustments issues and shall leave those to the province of the neighborhood associations.

1. Each neighborhood association shall draft and publish guidelines for landscaping adjustments, disaster recovery, and maintenance level expectations for buildings and landscape. The purpose is to establish expectations for homeowners and association Boards. A copy shall be electronically sent to the Palmira ARC for review and acceptance to insure compliance with the Palmira Design Review guidelines.
2. When the Palmira ARC conducts a review it will include the Palmira ARC accepted neighborhood published guidelines. If a neighborhood association does not provide the guidelines then it is an indication that the neighborhood association does not wish to have any guidelines considered in ARC reviews.

G. The Palmira ARC shall follow a two step review process – Initial Review and Final Review. The Palmira ARC shall not provide partial approvals.

1. The Initial Review

- a. New homes and major structural remodeling shall require quality formal documentation as specified in the Design Review Guidelines (building and landscape blueprints, drainage studies, etc.) which shall be submitted for the consulting architect's review and comment process.
- b. Remodeling projects that do not require major structural changes may require less formal documentation (pencil drawings or written descriptions).
 - 1). The specific documentation quality and type shall be project dependent
 - 2). Each project's requirement is a standalone decision.
 - 3). A consulting architect's review is optional depending on the type of project.
- c. Status letters or electronic documents shall be sent to apprise the builder/homeowner of the status with an incomplete documents list. No approval shall be indicated during this phase. During this phase, Palmira ARC meetings are not required unless a controversial issue shall arise.
- d. During this time, Palmira ARC members or interested Palmira homeowners may review the submitted documents within the MHOA Property Managers Office. Appropriate comments may be shared with the Palmira ARC members or MHOA Property Manager.
- e. The MHOA Property Manager shall notify the neighborhood association officers when a project has been submitted for review.
- f. The Construction Application and deposit must be provided prior to the Final Review phase and subsequent Palmira ARC approval. Palmira ARC requests approved by the MHOA Property Manager are excluded from this requirement.
- g. The construction deposit shall be 1% of the project contract (rounded to thousands) with a minimum of \$1,000 and a maximum of \$10,000. The deposit may be used to defray costs incurred to repair damage, clean sites, and cover penalties incurred but not fixed by the builder.

Appendix B

ARCHITECTURAL REVIEW COMMITTEE OPERATION GUIDELINES

5. Following the meeting, the Palmira ARC will make a final decision on the updated request within 45 days and communicate it in writing to the homeowner.

J. Homeowners may submit appeals to previous Palmira ARC decisions.

1. Homeowners may submit an appeal regarding a Palmira ARC decision. The appeal may be made to the Palmira ARC or the Board.
2. All appeals shall be in writing with supporting material, rational, and details provided.
3. The homeowner(s) should attend the meeting and be prepared to speak to their issues related to the appeal.
4. Palmira ARC or Board will add the appeal as an agenda item within 45 days to review the appeal and make a decision.
5. The ARC will notify members of the Homeowner's Neighborhood Association of the appeal. The Neighborhood association may speak to the issues of the appeal at the meeting.
6. The Palmira ARC or Board will make a final decision on the appeal within 45 days and communicate it in writing to the homeowner.

K. Homeowners may submit DRG variance requests to the Palmira ARC.

1. All variance requests shall be in writing with supporting material, rational, and details provided by the homeowner requesting the variance.
2. Palmira ARC will schedule a meeting within 45 days as a public hearing on the variance request.
3. The homeowner should attend the meeting and be prepared to speak to the issues related to the variance.
4. The neighborhood homeowner association and the neighborhood homeowners shall be notified by email regarding the variance hearing. They may speak to the issues regarding the variance at the hearing.
5. Following the meeting, the Palmira ARC will make a final decision on the request within 45 days and communicate it in writing to the homeowner.