

Greenleaf Preserve At Nocatee

Homeowner's Architectural Review Criteria and Procedures

July 1, 2017 (Board Revision)

Introduction

The Declaration of Covenants and Restrictions for Greenleaf Preserve establishes a review and approval procedure for all improvements proposed within the community. All improvements to be built, placed or installed on a homesite including but not limited to exterior paint and roof color, pools, screen enclosures, walls, fences, landscaping, flagpoles, play structures, satellite dish, basketball hoops, driveways or any other improvement visible or not from any road or adjacent lot must first receive written approval from the Board of Directors prior to any commencement of the project. All paperwork is available on the HOA's webpage.

Architectural and Building Criteria

The following criteria may be changed or modified at the sole discretion of the Board of Directors when deemed necessary. Each Homeowner will be provided with written notification of any such changes thirty (30) days prior to its effective date. The Board of Directors retain the right to waive or modify any of the following provisions if in their sole discretion determine such a change is not a detriment to the community as a whole.

All plans submitted for review shall be evaluated for total effect and may be disapproved by the Board of Directors, at their sole discretion. Each request for approval must contain all of the required information and be delivered to the property management company so it may be tracked, reviewed for completeness and forwarded to the Board of Directors for review and approval/disapproval. Once the Board of Directors has received the completed submission they have fifteen (15) business days to make their decision and return to the property management company for them to return it to the Homeowner. The Board of Directors will ask for clarification of any item within the submission they feel necessary for the process. The Homeowner will be responsible for providing any requested information in a timely manner.

Building Setbacks per the Nocatee PUD

Front – Primary Structure	20 Feet
Front – With Front Facing Garage	25 Feet
Each Side	5 Feet
Sides – Corner Lots	10 Feet
Rear – Primary Structures	10 Feet
Rear – Adjacent to Preserve Areas	25 Feet

Construction Deposits

The Board of Directors require a \$5,000.00 deposit on construction projects within our community. Construction jobs that require any type of mechanized equipment, excavation of property, removal or addition of large trees or any other project that the Board feels it presents a significant risk to any of the common areas or roadway. Once a project has been submitted to the Board for approval, the Board will determine whether or not a construction deposit is required. Examples of projects, but not limited only too, that will require a deposit are pools, additions, substantial paver work or large landscaping projects. The Board recommends homeowners take before, during and after construction pictures of the area being worked on and surrounding areas that may be affected by the work. (Roadways, sidewalks, shared areas with neighbors)

Pool Setbacks

Pool setbacks (with or without a screen enclosure) is a minimum of five (5) feet from the property line (BRL) on all sides. Pools will only be allowed on homesites with adequate room in the yard as determined by the Board of Directors. Setbacks for pool equipment and air conditioning units shall be in accordance with the approved PUD.

Garages and Vehicles

Each house is required to have at least a two car garage with operable doors. Garage doors should remain completely closed at all times except to allow vehicles to enter and exit, when performing landscape maintenance, washing vehicles or other activities needing access to the garage or outside. Use of garages for construction of any personal items must not be a nuisance to any neighbor and kept inside the garage. Garages cannot be used for the building of any commercial items for profit. Garages may not be converted to living space at any time. Vehicles should, if possible, be parked in garage spaces overnight as applicable by number of available garages. No overnight vehicle parking on the street at any time. Vehicles should not block the sidewalks at any time. (SJC Ordinance No. 2015-30 Section 6, A, 1b)

Exterior Color Plan

Any changes to the initial color scheme of the exterior of the house including roof, trim, shutters, body and front door must be submitted and approved by the Board of Directors prior to any changes. Repainting for maintenance purposes of the original builder colors does not require prior approval from the Board.

Covered Porches & Screened Enclosures

All covered porches (i.e. lanais) must be under truss support. No metal patio covers or metal screened-in rooms will be allowed, regardless of location. Screened enclosures cannot exceed sixteen (16) feet in height at any point and the colors should be Charcoal for the screen and Dark Bronze for the framing.

Swimming Pools

All pools shall be required to be enclosed by a screen enclosure or approved pool fence meeting the applicable safety codes for St. Johns County and the State of Florida (F.S. 515.29). Pool screen enclosures may not be visible from the front of the home at street view unless approved by the Board of Directors. All equipment must be on the rear of the home or covered from viewing, as described in the Outside Mechanical Equipment section, from the front of the home as prescribed in this document.

Fencing

The composition, color, height and location of any fence to be installed on any homesite will first receive approval from the Board of Directors prior to installation. The approved fence type and color for homesites that back up to ponds or natural preservation areas including Lots 5 through 31, inclusive, is a decorative aluminum rail fence four (4) feet in height and black in color.

The approved fence type and color for homesites that back up to the communities perimeter including Lots 1 through 4 and 32 through 41, inclusive, is a six (6) foot high vinyl fence, tan in color to match the existing perimeter fence installed by the Developer. Side yard fencing will not extend any closer to the front corner of the house than the mid-point of each sidewall for either style of fencing.

Invisible dog fence installation must be sent to the Board with a descriptive placement of the location of the fence. Fence lines cannot cross the sidewalk located on any owners, or adjacent lots. It cannot be closer than 1 foot from the house side of the sidewalk or roadway if no sidewalk is present. Use of an invisible fence does not remove the responsibility of the owner to control their dog as described in Article VIII Section 8.16 of the Covenant and Restrictions. Homes with invisible fencing will not let their pet roam freely on the property especially in the front yard unattended.

Satellite Dishes

Satellite dishes may be installed in the rear or side of the homesite out of view from the street. If located on the side of a home it must be closer to the rear and no further forward than half the wall distance for that side of the home. Additional landscaping will be required to properly screen the dish from view from the street or adjacent home. All dishes must be approved by the Board before being installed.

Landscaping

The replacement of any dead or diseased trees with the same species of tree is allowed without prior approval of the Board. Cypress mulch, pine bark or similar material is acceptable for use as mulch. The use of decorative stones, rocks, boulders and gravel items in landscape beds will be allowed, as approved by the Board for each instance of material prior to installation. All landscaping will be maintained as pursuant to the Declaration of Covenants and Restrictions for Greenleaf Preserve Section 8.17. Yard waste debris should be placed at the curb no earlier than dusk the day prior to scheduled pick-up and placed according to St Johns County Yard Waste disposal requirements. It should not impede safe passage of the sidewalks or street at any time. The receptacle must be removed and out of sight by dusk on the day of pick-up.

Street Trees

Street trees were placed in accordance to the community's County approved PUD plans between the edge of the roadway gutter and sidewalks. It is defined as "Limited Common Area". These trees are to be considered part of the landscaping for the home in which they lie between property lines in and properly maintained (trimmed & fertilized) and irrigated by each home owner to promote good growth. In the event any tree dies or becomes a hazard to the community, they must be removed and replaced, at the owner's expense, with the same type and size (100 gallon) of tree as first placed. They must have a mulch bed around each tree and cannot have any curbing or landscape bricks placed around them. The street trees should look uniform throughout the community. Trees should maintain a bottom limb height of 8 feet from the ground to allow unobstructed walking on the sidewalk and not pose as any obstacle to vehicles or pedestrians in the roadway when passing by them. The height will be maintained by the homeowner at their expense or time.

Irrigation

All landscape areas, sod and trees should be fully irrigated with an automatic irrigation system at the recommended interval allowed by the county and State to maintain a healthy and neat appearance. Reuse (reclaimed) irrigation water as supplied by JEA, shall be the sole source of irrigation water. Individual homesite wells are prohibited.

Outside Mechanical Equipment

Outside mechanical equipment such as water softeners, pool pumps, heaters and any other item shall be properly screened from view from the street or adjacent home by the following: Landscape materials, a vinyl

or painted to match wooden fence, or a stucco constructed wall may be used. Any material used will be kept neat and trimmed for landscaping and fences or walls will not exceed 48 inches in height regardless of the height of the equipment itself.

Window Coverings

All windows with a front view from the street are required to have an interior covering including but not limited to blinds, drapes, shades, etc. Temporary coverings such as a sheet, foil, etc. are not permitted. All coverings will be white or beige in color as seen from the street view. Transom or decorative windows above a main window or front door are permitted to stay uncovered. Opening of window coverings during the day is permitted to allow natural light into the home but should be closed nightly at dusk.

Residential Signs

Residential signs include signs such as "For Sale", "For Rent", and "Open House" signs placed on lots by homeowners and/or their real estate agent. These signs must comply with the attached uniform signage criteria generally known as the "**Nocatee Sign Standard**". The sign shall not exceed 9" x 12" in the size and must be professionally painted in a uniform tan color with green letters. The use of "Bandit" real estate signs are prohibited unless otherwise approved by the Board of Directors. All other signs are prohibited without specific written approval from the Board of Directors prior to being placed. At no time should any sign be placed in a window of the home. Political signs no larger than 36" x 36" may be installed on a homeowners own lot no earlier than ten (10) days prior to an election day. Each lot is limited to one (1) political sign at a time and such signs will be removed by the following day of the election. The Board of Directors reserves the right to have any sign they deem a nuisance or inflammatory in nature removed from the lot of a homeowner at any time.

Play Structures

Portable basketball goals may be used but must be kept in a garage or out of sight in a back yard (in a way not to be a nuisance to any neighbor) when not in regular use. A portable goal may be left in the front of a home, on or next to the driveway, while being regularly used by the resident. They are not allowed to be in the street at any time. They cannot be tipped on their sides while not in use in the front or side of a residence. If a resident is not using the portable goal on a regular basis (as determined on a case-by-case basis by the Board and ARB Committee) it must be moved into a garage or out of site until the resident is ready to use the goal again. Any portable goal found to not be in good use or is in disrepair (rusting, broken backboard or otherwise poor state) will be ask to be removed by the homeowner. No permanent basketball poles are allowed at any time. The placement of a portable basketball goal must be approved by the Board of Directors prior to being placed. A picture and description of the portable goal must be submitted as part of the review as well as the location in the front of the residence it will be used. No play structure (swing set, playhouse etc.) is allowed to be permanent or temporary in front yards. Exception to this rule is blow-up structures for a birthday party (bounce house) or similar event that would not exceed 24 hours use. Use of these items cannot impede or be considered a nuisance to any neighbors or vehicles. (Prior approval not required) Skateboard ramps, bicycle jump ramps or any other similar structure may be used in the street (cannot impede traffic or pose a safety threat) for the period of time desired but must be moved from right-of-way when finished or not in use and must be kept inside a garage at all other times out of sight. Use of any structures should be monitored by parents and should not pose a nuisance to any neighbors or be a safety concern with vehicles or children when being used. Abuse of any of these allowances will result in removal of use for any item determined to be a nuisance. Any permanent play structures in the rear of homes must be approved by the Board of Directors prior to the installation. Use of any of these types of structures stated above, but not limited only to those mentioned, are at the risk of the homeowner and their approved guests. The HOA and Board of Directors are not liable for any accidents, misuse or damage caused by using any structures approved or not approved by them.

Trash & Recycling Receptacles

Trash and recycling receptacles should be placed at the end of a resident's driveway no earlier than dusk the day prior to the collection day of those items. The emptied receptacle must be removed prior to dusk of the day it was collected on. Homeowners should arrange with a neighbor for receptacles to be placed and removed if they are not going to be home during collection times. Receptacles should not be placed in the gutter or street at any time. All receptacles must be kept in garages or hidden from any frontal view behind walls, small fence line, privacy fence or landscaping on side yards. They cannot be kept in the front of any home and seen from the street at any time. Side yard placement cannot be any closer than 12 feet from front corner of the house.

Seasonal or Holiday Decorative Lights

Decorative lights may be displayed for the following: Any religious or national holiday as determined by the residents' active faith or beliefs for a time period as applicable for the event or a reasonable amount of time as determined by the Board of Directors. Seasonally for Halloween from no earlier than two weekends prior to the 31st of October and removed by the first weekend of November. Christmas or Holiday lights may be placed starting on or after Thanksgiving and the amount of lights must not be a nuisance to any neighbor or displayed in any offensive manner. They must be removed by the first weekend after January 1st.

ARB Guideline Violations

Each homeowner has been given a copy of the Greenleaf Preserve ARB Violations Letter dated July 1, 2017. Reference this letter for guidelines for pursuing actions against homeowners that violate the ARB.