

Preserve at St. Johns



ARB Guidelines (Adopted August 5th, 2021)



Related documents: [Declaration of Covenants and Restrictions \(April 4, 2017\)](#)

SECTION 1. APPROVAL REQUIRED FOR ALL IMPROVEMENTS.

A review of the guidelines should be completed every two years.

In order to ensure the development of the Property as a community of the highest quality in which all improvements are harmonious in architectural design and aesthetic appearance, the ARB reserves the right and discretion to recommend for approval, or disapproval, all improvements placed on the property. The ARB will provide a reason for applications that are not approved. If the initial application is denied the homeowner will have an opportunity to modify their application to conform with the objection(s) of the ARB and resubmit. If the reapplication is denied, the homeowner will have a one **(1) time right of appeal** which will be heard by the BOD. The homeowner or the homeowner's designated representative will state the homeowner's case and the objecting side will be represented by a member of the ARB Committee. If the homeowner chooses to have a representative state their case in the appeal, it shall be at the homeowner's sole expense. Likewise, if the homeowner chooses to have any contractors or other third parties discuss the merits of their application it shall be at their sole expense. Overturning the ARB denial will require a majority decision by the BOD.

The required application form must be **completed** and submitted for any proposed improvements. **Submittals must include an anticipated start date and expected date of ALL work.** Approved submittals are valid for a period of six (6) months from the date of approval and ALL work must be completed within that time frame, except for extenuating circumstances which must be explained to the ARB for approval to the expiration date. No improvement may be made on any part of the Property without the prior consent of the ARB. Homeowners must notify the ARB when all work included in the submittal is completed and allow for an inspection to insure it has been completed in accordance with approval documents. Applicants receiving approval of proposed improvements may thereafter make minor changes to landscaping and vegetation without further approvals, so long as such changes are harmonious with the previously approved landscaping plans.

If any improvement is completed prior to submission and is denied, the Owner will have 30 days from the date of written notification to correct the issue AT THEIR OWN EXPENSE.

SECTION 2. SUBMISSION AND REVIEW OF PLANS

A. Submittal Process

Prior to making any improvements or new construction, the Applicant shall submit detailed plans and specifications set forth in Section 3 below. The ARB reserves the ~~absolute~~ right to refuse approval of any plans which in its opinion are not suitable or do not comply with the terms of this document. The ARB shall evaluate each application for its total effect upon the Applicant's parcel and the overall property. This evaluation may involve matters of judgment and tastes that cannot be reduced to an objective list of measurable criteria. The approval of any improvement or new construction does not obligate the ARB to approve applications involving similar designs, aesthetic appearance or locations on a parcel for other proposed improvements or new construction. Note that previous approvals can become grandfathered if new ARB rules prohibit them. All grandfathered exceptions are granted to the current owner, and would continue until change in ownership. The grandfathered exceptions will apply to the homeowner and home in question and does not necessarily apply to all homeowners as a future guideline..

B. Fees

The ARB does not require Application or Review Fees for any improvements installed by or on behalf of Dream Finders Homes, LLC (the "Homebuilder"), DCE DFH JV, LLC, (the "Developer"), or any affiliated entity.

Type of Construction/ Improvements	Applicable Fees
Major Residential Improvements:	\$45.00
Screen rooms , Florida rooms , additions , Swimming pools , etc.	
Minor Residential Improvements:	\$35.00
(Fences , landscape modifications , exterior paint, satellite dishes , etc.)	
Resubmittal Fee:	\$10.00
This fee can be waived at the discretion of the ARB.	

SECTION 3. PLANS AND SPECIFICATIONS: APPROVAL PROCESS.

In connection with the review of any proposed improvement or new construction, and unless waived by the ARB, the Applicant shall submit the following documents (accompanied by such additional information and materials, which in the opinion of the ARB may be required for its review):

1. Survey that includes but not limited to all property lines, setbacks, easements, floodplain boundaries, conservation area boundaries, driveways, walkways and fences. The proposed surface contours and elevations of portions of the property shall be in compliance with the drainage plan as set forth by the county.
2. Scaled Floor plans or plans denoting location and dimensions of improvement
3. Elevation drawings showing all sides of any contemplated structure(s).
4. Summary specification list of proposed materials and samples or photographs of external materials and colors, which cannot be adequately described.
5. Landscaping plans showing location, size, quantity and species of plants, trees and other vegetation proposed for use.

After reviewing the application which is deemed complete (that is, a signed application form and all items required for review), the ARB has thirty (30) days in which to recommend for approval or disapproval of the said application. If the ARB does not approve or disapprove an application within thirty (30) days the homeowner may elect to treat the application as denied and appeal directly to the BOD. The ARB's written authorization is required prior to commencement of any work. The ARB's consent does not constitute or supersede any required approvals by the appropriate Government Agency (i.e. City/County Building or Zoning Department). Depending on the scope of work to be performed, one or more permits may be required and obtaining the same are the sole responsibility of the homeowner. The applicant will receive written and signed notification of the ARB's decision. The ARB's failure to act within this specified period shall **not** constitute approval whereupon the work may ~~begin~~ proceed. Should the ARB fail to recommend for approval or disapproval of an application within the thirty days, the homeowner will be refunded the application fee submitted with their application.

SECTION 4. INTENTIONALLY DELETED

SECTION 5. ARCHITECTURAL PLANNING CRITERIA

In Order to achieve the objectives stated in Section 1 of this document and to help applicants plan and design proposed improvements, the following standards are adopted as the Architectural Planning Criteria to be followed.

A. Single Family Dwelling Units

PUD: ORD 2016-4	
Max Lot Coverage by Building:	65%
Max ISR (of Gross Lot Area):	70%
Max Building Height:	35'
Minimum Setbacks:	
Front:	20'
Front Flag Lot:	10'
Side:	5'
Side Corner:	16'
Rear:	10'

Roofs and Chimneys

1. The main roof must have a minimum of 5:12 roof pitch with small accent areas able to be smaller or greater but not less than 4:15 for accent areas or structural reasons.
2. All chimneys are required to have caps. All chimney caps, in addition to spark arrestors, must be painted to match the chimney color (or complimentary color if the home is brick).

B. Windows and Doors

1. Decorative glass front doors, screen doors and storm doors are permitted as long as they are approved by the ARB.
2. The frame for a screen door or storm door, must match the existing trim on the home.

C. Storm Protection Devices / Storm Shutters

1. Permanently installed storm protection devices require ARB Approval.
2. The devices must blend into the architectural detail on all elevations.

3. Application for installation must include detailed scale drawings of all elevations
4. Storm protection devices may be deployed no more than 24 hours before the effective time of a declared hurricane watch and must be removed within 48 hours of a storm passing.

D. Air Conditioners

1. All air conditioner equipment must be located behind the house or on the side of the house.
2. All equipment must be screened from view with vegetation that is as tall as the A/C equipment within one year of planting.
3. No window air conditioner units or similar type, that penetrate the exterior of the structure, shall be installed in any structure on the property.

E. Gutters

1. All gutters must match the color of the fascia.
2. Downspouts must match the color of the fascia or the body color of the home. Variation requires ARB approval.
3. Rain chains are permitted, but must be submitted to ARB for approval.

F. Driveways and Walkways

1. The driveway and apron must be constructed with brick pavers (Old Town Sierra Color). Any variation in material, style, or color requires ARB review and approval. The driveway width cannot exceed the width of the garage structure. The width of the apron from the sidewalk to the street curb is determined at initial construction and cannot be increased.
2. County sidewalk must be constructed out of poured in place concrete except where it crosses over the driveway.
3. All walkways:
 - a. From driveway to residence must be constructed of brick pavers matching the driveway.
 - b. Common areas, including walkways, parks, neighborhood entry must be constructed of poured in place concrete. All places must remain uniform.
4. Front porches and back porches may be concrete, pavers, stained or tiled, as long as they are approved by the ARB.
5. Driveways and walkways must be installed so as to not restrict or impede the designed flow of drainage.
6. The homeowner is responsible for the appearance and maintenance of the concrete sidewalk and driveway in front of their home and they should be kept clean and repaired at all times to prevent an accident. Homeowners should notify HOA management for any needed repairs.

G. Landscaping

Landscaping is an essential design element to the community and to the individual homes within this community. Landscape design should be integrated into the design of the home, from its inception. The use and preservation of native and naturalized landscape materials is strongly encouraged. Planting plans should strive to have as strong an impact as possible at the time of installation. New planting compositions should employ simple plant massing and a limited palette of plant types in order to build unity and cohesiveness in the design.

All landscaping will be in accordance with the requirements of the applicable City/County Landscape ordinances. Nothing herein shall be construed to be less than nor to reduce the requirements of the City/County. Landscape plans submitted shall not be at a smaller scale than 1"=10'-0". Landscape on lots must start at the street pavement and must extend to the Conservation Area in the backyard; to the normal water line at lake edge; and/or must extend to and blend with any common area landscape, built or natural, in order to create a continuous landscape improvement. All trees, shrubs, screen material, berms, paving patterns, ground cover areas and any other information necessary to convey the design intent shall be shown. Plant names, height, spread and quantities of all material should be shown. Plant distances in the case of hedge material and ground covers, and spot elevations where earthwork is part of the design intent, will also be required. All front elevations require landscape; pools, spas, decks and screen enclosures must also be a part of the landscape plan.

All Landscape modifications will also be reviewed and approved by the HOA's Landscape consultant and/or the ARB.

1. Acceptable Landscape Materials and Practices

- a. The following plant quality standards shall apply to landscape plants.
- b. All trees and shrubs shall be Florida No. 1 or better as defined in "Grades and Standard for Nursery Plants," Part I and Part II, State of Florida, Department of Agriculture, in the most current edition.
- c. Grass sod is to be *Stenotaphrum Secundum* variety: Floratam or Floratine. St Augustine grass on sandy soil type. Zoysia grass is also an option.
- d. All shrub beds and natural areas not covered with sod shall receive a three (3") inch layer of black or brown mulch (including rubber mulch), stone, or pine bark.
- e. Bare ground is not acceptable.

2. General Guidelines

- a. Planting and mounding is to be executed in such a manner as to provide positive drainage of all areas, it is the responsibility of the owner/builder/landscape contractor to ensure positive drainage is maintained.
- b. All sites must be graded to maintain positive drainage.
- c. All yards, from street pavement to property line, conservation area line or normal water line, must be finished with appropriate sod; excepting perimeter foundation shrubs, other shrub and ground cover beds or areas of existing tree preserve.
- d. When installing a pool, the landscape plan must be adjusted to accommodate the minimum perimeter foundation and include shrubs which wrap and extend around each corner of the enclosure or corner of the deck. The perimeter shrubs must wrap each corner.
- e. No artificial vegetation is allowed.
- f. Decorative Landscape Borders must be submitted to the Landscaping Committee, thru the normal ARB procedure, for review. The ARB will recommend for approval or disapproval to the BOD. Approval must be received before installations take place.

3. Irrigation Systems

- a. All yards must be supplied with an automatic irrigation system with a rain sensor.
- b. Irrigation wells are not allowed.

4. Trees

- a. Existing trees may be substituted for required trees at the discretion of the ARB, and trees of 45 gallons or more.
- b. If a homeowner wishes to move or remove an existing tree or replace an existing tree, the homeowner must submit to the Architectural Review Board.

5. Planting Area Coverage Types

- a. Any variation from the pre-approved mulch or stone MUST be submitted to the ARB for review and approval PRIOR to installation.
- b. The approved colors for the natural mulch are brown and black cypress mulch or brown pine bark mulch. Rubber mulch is permitted in black or dark brown.
- c. Decorative stones are approved in black or brown color palette.
- d. White rock sand, pebbles, wood chips or similar materials shall not be an acceptable alternative to grass or ground cover in the yard.

H. Garages

1. No garage shall be converted to living space.
2. Garage Screen Doors are strictly prohibited throughout the community.
3. Garage doors must be painted white or match a color of the home.
4. Electrical vehicle chargers must be installed within the garage. Any cables used to charge electric vehicles must remain within the garage when not in use and additionally, the installation of an electric charging station within the garage does not require the approval, however permitting as required by FL Statute does apply.

I. Temporary Movable Structures, Boats and RVs.

1. A temporary stay is allowed for boats and motorhomes for no more than two consecutive nights with a minimum of 5 days between stays. They must be parked in the driveway and cannot block the sidewalk. This stay applies per home and not per type of movable structure.
2. Temporary movable structures that are not to be erected or permitted include, but are not limited to, above ground swimming pools, sheds, or exterior storage structures.
3. Any variation will require application to the ARB.

J. Freestanding Structure

1. Any freestanding structure contemplated for a lot such as a pavilion, gazebo, cabana, etc. must be submitted for approval prior to installation.
2. Approval will be granted only upon the merit of the structure and determination that it will not materially adversely affect the neighborhood.

K. Playground Equipment / Freestanding Chimneys / Recreation Structures

1. All lots will be required to screen/filter the view of Playground Equipment, Freestanding Chimneys and/or Recreation Structures from view of streets, adjacent and surrounding properties. a)
The equipment must be screened with vegetation or fence.
b) At installation, the vegetation must screen a minimum of 50% of the height of the structure. c)
The vegetation must maintain its foliage for twelve months of the year.
2. Prior to installation, a detailed plan/picture including height, materials, color must be submitted to the ARB for approval.
3. Playground Equipment, Freestanding Chimneys and/or Recreation Structures should be natural color and placed behind the rear of the home. For those homes that face the lake or face the back of another home, in order to maintain the aesthetic beauty of the lake and/or not impede on another neighbor's view, playground equipment, freestanding chimneys, and or recreation structures are subject to ARB review.
4. Basketball hoops are allowed, however they must be movable and placed inside the garage when not in use.
5. All playground equipment must be earth tone in color, including any tents, slides, etc.
6. Maximum Height of any structure is twelve (12) feet.

L. Screen Room Enclosures and Florida Rooms

1. **Two Story screen rooms are strictly prohibited.**
2. Screen rooms must be the color dark bronze (almost black) or black.

3. The roof on a screen room must be approved by the ARB.
4. All drawings must include dimensions, transition detail between existing house and new structure, roof material (samples to be supplied or picture of existing home to show roof color).
5. The plans must also include door locations and if there will be a kick plate installed.
6. Except for screen doors, if a kick plate is to be installed, landscaping must be installed to screen the kick plate from view from adjacent properties.
 - a. A landscaping plan with the types and gallon size of materials to be used must also be submitted.
7. Florida Rooms must:
 - a. Meet roof pitch standards
 - b. Have a roof with shingles that match the roof on the existing home
 - c. The exterior walls must match the color palette of the existing home.

M. Window Treatments and Covering

1. No reflective window coverings or treatments are permitted.
2. All window covering shall have linings or other treatment so that the exterior appearance of the window appears neutral.
3. No unsightly objects shall be placed in windows visible from the street or other properties. N.

In Ground Swimming Pools

1. In ground swimming pools are allowed
2. The submittal must include a current survey showing location of pool, pool equipment, screening for the pool equipment and construction access.
3. The submittal must include the color of the pool surface (tile & marcite) and sample of the pool deck material. Brochures illustrating the pool surface colors and deck material are acceptable.
4. Pool equipment must be screened, from view from the adjacent properties with landscaping, a fence or a permanent wall. If the pool is being installed as part of the Dream Finders Homes sale, there are no additional requirements regarding landscape, as the standard Dream Finders Homes landscape package is sufficient. However, if the Pool is installed post-closing the landscaping must have an opacity requirement of 80% (i.e., hedges such as ligustrum and viburnum).
5. A plan for construction access is to be included and if access is on property other than your own, an approval letter from that property owner is required.

O. Hot Tubs

1. Above ground hot tubs are permitted, but only allowed if contained within a screen room or Florida room.
2. The submittal should include the dimensions of the hot tub, with pictures or brochure.

3. Also the submittal must include a landscaping or fencing plan to completely screen the tub from view from adjacent properties.
4. In ground hot tubs must abide by Swimming Pool standards

P. **Antennas and Satellite Dishes**

1. No more than one (1) satellite dish and one (1) antenna may be installed on any one property.
2. Any exterior antenna or satellite dish must be submitted to the ARB for approval. Q.

Grading

1. No portion of the property shall be graded and no changes in elevation of any portion of the property shall be made which would adversely affect any adjacent property.
2. All homes abutting drainage retention areas must have sod installed down to the normal water level.

R. **Trash Containers**

1. All garbage and trash shall be stored in closed containers and stored in the garage when not in use.
2. If the County has supplied Bins for trash and recycling, these may not be placed curbside before 5 pm the day before pick-up and must be removed by dusk the day of pick-up.

S. **Mailboxes**

1. In compliance with the USPS, the Developer has installed centrally located mailbox kiosks throughout the community in lieu of individual mailboxes.

T. **Exterior Lighting, Potted Plants, Outdoor Furniture, Herb Gardens and Lawn Ornaments/Yard Art**

1. All exterior lighting and lawn ornaments must be submitted to the ARB for review.
2. Rope lighting is not an approved lighting.
3. A maximum of 6 decorative potted plants are permitted to be placed in the front of the home. Commercial grade pots (plastic landscape pots that plants are sold in) are not permitted. Any variation would require ARB approval.
4. Artificial Vegetation is not allowed.
5. Herb Gardens are allowed in the rear yard as long as they are screened from view with a fence and/or landscaping.
6. Fountains or Statues: Only one fountain or up to two statues are allowed where visible from the street which will not exceed 3 feet wide, 3 feet deep, and 4 feet tall. Fountains and statues must be made of natural stone, concrete, plaster, or granite. No plastic fountains or statues are allowed. Fountains or statues must be a natural concrete color or a neutral color. No fountain or statue of questionable taste (e.g. nudity) or otherwise offensive to religious, racial, or other social issues is allowed. All fountains and statues must be level, secured to the ground, and kept in clean and if applicable, working condition. Any variation from these guidelines will require review by the ARB.
7. Yard Art: While yard art is frowned upon due to the highly personal nature of art, one piece of yard art that is made of concrete, natural stone, granite, plaster, or metal is permitted subject to ARB review. The yard art must be neutral in color or a color that compliments the home and shall not exceed 3 feet wide, 3 feet deep, and 4 feet tall when in ground, subject to ARB approval.

8. Outdoor Furniture: This applies to the front of home only. No PVC furniture, plastic furniture, or folding furniture is permitted in front of home. Wooden furniture, wicker (wicker look) furniture, or iron furniture is permitted in front of the home and must be kept in good repair and arranged in a neat fashion.

U. **Flags and Flag Poles**

Florida Statute § 720.304 (2)(b) provides that any homeowner in a homeowners' association may erect a freestanding flagpole of no more than 20 feet regardless of any covenants, restrictions, bylaws, rules, or requirements of the association. The only restrictions on flagpoles other than the 20-foot maximum height is that they cannot be placed on easements, cannot obstruct sightlines at intersections and must comply with building, codes, zoning setbacks and other applicable governmental regulations. Florida Statute § 720.304 (2) permits specified types of flags up to **4 ½ feet by 6 feet**. In addition to the US Flag, the homeowner may fly a State of Florida flag OR Army, Airforce, Marines, Coast Guard, or POW-MIA flag. The second flag must be equal in size or smaller than the US Flag.

V. **Fences**

1. All fence requests, ~~including invisible fencing~~, must be submitted to and approved by the ARB.
2. No fencing, ~~including invisible fencing~~, shall extend beyond the midpoint of the structure into the front yard.
3. No fencing shall extend outside the limits of the property, such as onto lake banks or into wetland areas.
4. If a fence exists along a side or rear property line of an adjoining lot, no other fence will be allowed along the same property line (i.e. fences may not be constructed back to back).
5. For Lake Lots, the approved fence type is a 4 Foot black aluminum open picket fence on all sides of the Property. The top rail must be flat (no pickets). On lots adjacent to the lake, a gate will be required so that owners may fulfill their responsibility to maintain the lake slope down to the water's edge.
6. On non-Lake Lots approved fence type is 6 Foot White Vinyl, tongue and groove privacy fence. Use of a four-foot black aluminum open picket fence on the rear Property line for lots that are about Preserves and Conservation areas will be considered on an individual basis. All corner lots and lots adjacent to the park areas with 6ft high white vinyl fencing exposed to a street or common area are highly recommended to add landscaping in front of the white vinyl fence adequate to cover 50% of the exposed fence surface area in order to be aesthetically pleasing to your neighbors.
7. Fences may be installed in a drainage easement and in the maintenance easement, but it will be the homeowner's responsibility to repair or reinstall the fence if it is removed for maintenance purposes. Homeowners that install fences in drainage easements may be required to add gates to allow access for the pond maintenance company. Fences must be installed so the bottom is at least 6" above grade so as not to interfere with the flow of storm water.
8. On corner lots, on the side of that is perpendicular to the street only single gates not more than 4' wide may be installed pending the ARB's approval. No double gates are allowed.

SECTION 6. SIGNAGE

A. Address Plaques

1. A Polished Brass Finish Address Plaque of approximately 6" High by 10" to 17" Wide (varies per numbers) will be installed by the Builder prior to Home Closing. An example is below:



2. To ensure compliance with 911 Regulations and a harmonious streetscape throughout the community, Builder will install all address plaques above the frame surrounding the garage door at the corner which is closest to the front entry of the home. Address plaques can be relocated on the home to provide for better visibility from the street.
3. Address plaques must be of the same style throughout the community.

ARB Application is on the Following Page

Preserve at St. John's ARB Application

To : **Preserve at St. John's Homeowners Association, Inc.**

Attn: Architectural Review Board

c/o Alsop Property Management

Attn: Janeen L Raulerson, Property Manager

P.O. Box 1389

St. Augustine, FL 32085

Phone : (904) 647-2619 **Fax :** (904) 647-2617

Email : vw@alsopcompanies.com

Website : www.AlsopPropertyManagement.com

Date Submitted :

Owner Name :

Property Address :

City, State, Zip :

Lot # :

Phone :

Email :

Type of Proposed Improvement, Please Check One:

<input type="checkbox"/>	Antennas and Satellite Dishes
<input type="checkbox"/>	Driveways and Walkways
<input type="checkbox"/>	Exterior Color Change
<input type="checkbox"/>	Exterior Lighting, Potted Plants on Front Porch, Herb Gardens and Lawn Ornaments
<input type="checkbox"/>	Fencing (Note: Lake Lots may only be fenced with black aluminum fencing.)
<input type="checkbox"/>	Flags and Flag Poles
<input type="checkbox"/>	Freestanding Structures: Playground Equipment, Chimneys, Gazebos, Sculptures, Fountains, etc.
<input type="checkbox"/>	Garages
<input type="checkbox"/>	Gutters
<input type="checkbox"/>	Hot Tubs
<input type="checkbox"/>	Landscaping – Submittal requires review & approval by the ARB's Landscape Consultant.
<input type="checkbox"/>	Roofs and Chimneys
<input type="checkbox"/>	Screen Room Enclosures and Florida Rooms
<input type="checkbox"/>	Storm Protection Devices / Storm Shutters
<input type="checkbox"/>	Swimming Pool
<input type="checkbox"/>	Windows and Doors
<input type="checkbox"/>	Other: <i>(Please Describe)</i>
<input type="checkbox"/>	

Please Include the Following to Expedite Review/Approval:

- 1 Start and end dates of proposed project.
- 2 Survey that includes but not limited to all property lines, setbacks, easements, flood plain boundaries, conservation area boundaries, driveways, walkways and fences.
- 2 Scaled Floor plans or plans denoting location and dimensions of improvement.
- 3 Elevation drawings showing all sides of any contemplated structure(s).
- 4 Summary specification list of proposed materials and samples or photographs of external materials and colors, which cannot be adequately described.
- 5 Landscaping plans showing location, size, quantity and species of plants, trees and other vegetation proposed for use.

Please Note: The applicant will be required to notify ALSOP Property Management when the project is complete so that it can be scheduled for inspection by the Architectural Review Board