

EFFECTIVE 1-14-2009

INTRODUCTION

PURPOSE

The Grand Palms Architectural Modification Committee (AMC) is a permanent committee of the Association that will exercise its best judgment to see that all improvements, construction, landscaping and alterations conform to and harmonize with existing surroundings and structures.

The AMC may perform such other duties and functions as may be assigned to it by the Board of Directors.

AUTHORITY

The AMC is a permanent committee of the Grand Palms Community Association formed under the authority of Article 5.11.2 of the Master Declaration. GPCA delegates to the AMC the right to regulate architectural modifications within Grand Palms. The AMC will:

- 1) Require submission of plans and specifications for any improvements, construction, landscaping and alterations to owner units (homes) and Neighborhood Association common areas (Master Declaration Article 5.2).
- 2) Approve or disapprove any submission, based on the standards set by this manual, the Master Declaration and the GPCA Board of Directors.
- 3) Promulgate rules, regulations, guidelines and restrictions pertinent to its charged duties.
- 4) Recommend new architectural guidelines to the GPCA for adoption under the powers granted in Article 5.5 of the Master Declaration.
- 5) Charge review fees, if necessary.

MEMBERSHIP

The AMC will be composed of three to five members of the GPCA (Grand Palms Community Association), appointed by the GPCA Board of Directors.

Members of the AMC may be subject to removal with or without cause by the Board of Directors.

MEETINGS

Meetings for the AMC will be held on an as needed basis.

SUBMISSION PREPARATION

All submissions must contain complete plans and specifications for the improvement, construction, landscaping or alteration proposed. Landscaping includes front yards, back yards, entrance ways and side yards.

The AMC may require submission of samples of building materials and colors proposed to be used, and may also require such additional information as may be reasonably necessary to evaluate the proposed alteration or improvement.

Proof of Contractor's license and insurance must be included with the submission.

Request for Review of Architectural Modification (see Attachment A), and all related items, are to be submitted to the Neighborhood Association first, and upon approval, the Neighborhood Association shall forward the application to the AMC for final review.

EXISTING ALTERATIONS AND IMPROVEMENTS

Previously approved modifications are not subject to any new guidelines set forth in this Architectural Modification Manual. Existing modifications not previously approved are still subject to the Master Declaration and policies in this Architectural Modification Manual. Removal of changes or other actions may therefore be required for such unapproved modifications. Any modifications requested after the issuance of this document will be reviewed for compliance with the criteria described in this manual, in conjunction with the Master Declaration.

PROCEDURES

REVIEW PACKAGE

The review package must include a fully completed *Request for Review of Architectural Modification* form, any appropriate fee and the item(s) for review, contractor's license and proof of insurance. Refer to Exhibit A for the *Request for Review of Architectural Modification*.

Each modification package must be submitted to the Neighborhood Association and upon approval forwarded by the Neighborhood Association to the AMC Chairperson. The Neighborhood Association must submit written notice of its approval by completing the appropriate section on the forwarded application.

REVIEW FEE

Any review package for a structure, alteration, or improvement that will require the services of a professional consultant, as deemed necessary by the AMC, will also include a review fee. Such fees are uncommon and applicants will be notified prior to the AMC retaining professional services.

The review fee will be whatever is charged by the consultant, and will be paid prior to a final decision being rendered.

REVIEW SCHEDULE

The AMC will notify the Homeowner of its approval, disapproval or request *for* additional plans, specifications or materials in writing within thirty (30) days of application receipt.

In the event the application is not approved, the Neighborhood Association as well as the Homeowner will be notified in writing within thirty (30) days of application receipt. The Neighborhood's GPCA Board Representative shall receive the notice.

No building permit may be sought *from any* government authority unless and until proper AMC approval has been received.

REVIEW CRITERIA

The AMC may disapprove *any* review package submitted *for* the following reasons:

- 1) Failure to include information requested;
- 2) Failure to comply with all applicable rules, ordinances and regulations of the City of Pembroke Pines and the State of Florida;
- 3) Failure to comply with the criteria established in this AMC manual;
- 4) Failure to comply with the criteria established in the Master Declaration;
- 5) Any other matter which in the judgment and discretion of the AMC, or the Board of Directors, would render the proposed improvement, construction, landscaping or alteration not harmonious or compatible with the general plan or scheme of the community.

VARIANCES AND DEVIATIONS

Under article 6.22 of the Master Declaration, the GPCA (and thereby the AMC) has the authority to waive the application of one or more of the architectural restrictions in the Declaration, or to permit a deviation where, in the discretion of the AMC, circumstances exist which justify such a waiver or deviation.

Variances and deviations must be reasonable and must not be materially injurious or detrimental to the members of the GPCA or the surrounding homes.

Variances and deviations will not prohibit or restrict the right-of the AMC to continue to enforce restrictions upon other future requests.

APPEAL

In the event an appeal of AMC disapproval is desired, the applicant may request a

formal meeting before the ARC.

In the event of a second disapproval, the applicant may request a formal meeting before the Association Board of Directors. The Board will make its decision within (30) thirty days of its meeting. The decision will be final.

REMEDIES

FINES

In the event of commencement or completion of an item which has not been granted approval, the AMC may, through the Board of Directors, institute an appropriate penalty, fine or other action to bring the property back to compliance.

LEGAL ACTION

In the event of continued commencement or, completion of an item which has not been granted approval, the AMC may, through the Board of Directors, seek any available legal remedy, which could include injunctive relief.

AUTHORITY

Authority for remedies are granted under Article 5.6 of the Master Declaration.

Any observed violations of unapproved modifications should be reported to the Neighborhood Association for appropriate action.

CRITERIA

GENERAL INSTRUCTIONS

All modifications must be submitted to the AMC for approval unless expressly exempted from approval within this document. This includes modifications not mentioned within this document as it is not intended to review all categories of modifications. It is intended to inform the reader of guidelines that the AMC will use in the decision making process.

LANDSCAPING

Lawns shall be primarily grass, and shall not be paved or covered with gravel, artificial turf or other covering without permission (M.D. Article 6.13).

No artificial grass, plants or other artificial vegetation shall be placed or maintained upon the exterior portion of any property (M.D. Article 6.13).

All tree plantings must be submitted to the ARC. Certain non-native trees are prohibited based on research by the City of Pembroke Pines. This includes Casuarina spp.

(Australian Pine, all species), Melaleuca quinquehervia (Punk Tree, Cajeput or Paper Bark) and Schinus terebinthifolius (Brazilian Pepper). The city also specifies that Ficus trees should not be placed near utilities because the root structure will cause damage.

A change in landscaping (excluding replacement of annuals) requires prior approval. It is recommended that all plant material be compatible with the architectural style of the house and neighborhood and be suitable for South Florida. Plants already used successfully in Grand Palms or Neighborhood landscaping are encouraged. Landscaping that is known to produce high allergens, or be environmentally undesirable are discouraged. Vegetable plantings & gardens should blend in with the landscaping and should not be visible from the street or neighbors property.

Replacing existing annuals (seasonal flowering plants) does not require AMC approval.

Free-standing outdoor light poles and outdoor fixtures permanently attached to the home require AMC approval. Low voltage ground landscape lighting also requires approval.

Statuary and other non-biological decorations must be submitted for approval.

***FENCING** Effective 5-16-18

All fencing to be aluminum picket with top rail and height is to be 4 feet. a maximum of 6 feet high. Fencing should be consistent with existing fencing at the location and with what is currently approved by the neighborhood. Neighborhood Associations shall determine the specifications of fencing in their respective neighborhoods. Chain link and wooden fences are not permitted.

PORTABLE BUILDINGS

No portable, storage, temporary or accessory buildings or structure, or tents will be allowed without prior consent (M.D. Article 6.3). Limit one (1) storage shed per lot (Pembroke Pines Code). May only be placed in backyards on patios and/or hidden by landscaping. May not be seen from street. In communities where street run behind houses, Neighborhood AMC and the Grand Palms AMC shall determine the best installation location. Storage shed size may not exceed (sizes vary +/- 1" to 2") 6' in height, 6' in width and 4' in depth.

SIGNS

No signs shall be placed upon any portion of the property or in or upon any unit which is visible from the exterior without prior consent (M.D. Article 6.5).

OUTSIDE ANTENNAS

No outside antennas or signal-receiving or sending dishes or devices are permitted without prior consent (M.D. Article 6.11). The AMC will only consider approval of devices that are small and concealed such that they are not visible from the street, common areas or neighbor's property.

EXTERIOR COLORS

Paint colors shall not be changed without consent (M.D. Article 6.12).

ROOF

All roof re-tiling must be submitted for approval. All roof re-tiling must utilize like materials.

AIR CONDITIONING UNITS

Only central air conditioning units are permitted (M.D. Article 6.17). There shall be no wall, sleeve or window units allowed.

Air conditioning units shall be placed in walled-in or landscaped areas (M. D. Article 6.18). Units within screened in areas will also be considered for approval by the ARC.

GARBAGE CONTAINERS, OIL/GAS TANKS, POOL EQUIPMENT

Garbage and refuse containers, oil tanks, bottled gas tanks, water filters and all permanently affixed swimming pool equipment and housing shall be placed in walled-in or landscaped areas (M.D. Article 6.18) to be obstructed from the view of neighboring areas. Screened in areas will also be considered for approval by the AMC.

SCREENING

Any screening added or replaced must be submitted for approval and be consistent with what is currently in the community. Replacement of window and door screens is not deemed to be an item for review, as long as replacement is made with like materials, colors and style. Screen frames are limited to white and bronze aluminum. Screens should be black. Entry screen enclosures are not permitted.

DRIVEWAYS

Any changes to a driveway must be submitted for approval. Driveways must be poured concrete, stamped concrete, or brick pavers, which may be stained. Paint is not permitted on driveways.

HOUSE AND WALL LIGHTING

Any changes to the exterior lighting on a house or wall must be reviewed.

HURRICANE SHUTTERS

Shutters shall meet the current South Florida Building Code requirements.

Shutters shall only be utilized during times of a hurricane. Shutters may be implemented when a hurricane watch is officially announced and not before. Shutters must be removed within 72 hours of the watch or warning ceasing or the passing of a hurricane.

Permanently affixed hardware must be painted to match the existing house color.

Shutters equipped with electric motors should not have any exposed wiring or conduit.

Removable shutter/panels must be stored within the home or garage.

HOUSE, WALL AND LAWN DECORATIVE ITEMS

Any decorative trim or other decorative, items, other than for holiday use, must be reviewed. Holiday decorations may not be installed more than 30 days prior to the holiday and must be removed within 30 days following the holiday. Holiday lights are permitted from November 20th through January 15th.

PLANTERS

Exterior planters must be reviewed. They must blend with the house if they are attached to the house or a privacy wall and are visible from outside the Lot.

HOUSE NUMBERS & MAIL BOXES

House numbers must be visible from the street and must conform to neighborhood standards.

DECKING/PATIO

Any additional or changed exterior decking or patio area must be reviewed. Decks may be installed in the rear yard only and can not be visible from the front of the house. Any deck must be architecturally designed to complement the style & design of the house.

COMMUNITY ITEMS

No community items (Fire Hydrant, Drainage Grate, Phone, Electrical Transformer, Cable Boxes, Sidewalks, Etc.) are to be painted, moved, or otherwise disturbed without the approval of the ARC.

POOLS

No above ground swimming pools. All in ground pools must be submitted for approval. Spas must be submitted for approval.

SOLAR PANELS

Solar Panels must be submitted for approval. All exposed wiring or plumbing must be painted the same color as the existing home color and/or roof color.

GUTTERS

Seamless Aluminum Gutters should be used. Professional installation is recommended. Gutters color must match the color of the house or trim. Approval must be obtained from the AMC for all gutters.

ROOM ADDITIONS/STRUCTURAL CHANGES

Full plans for additions and exterior structural changes must be submitted for approval. Any addition or exterior structural change must be architecturally designed to complement the design & style of the home and neighborhood as it relates to forms, materials, and roof lines. Architectural renderings and elevations must be submitted.

Contractors' licenses and proof of insurance must be attached to the architectural request at the time of submission for approval.

Immediate neighbors must be made aware of the requested changes in advance of filing for approval. The architectural request form must be signed by immediate neighbors. This is the responsibility of the homeowner requesting the change.

Please use the construction version of the request form when making request for structural changes. (Neighbor's signatures are not project approval.)

Homeowners are responsible for any damage that may occur as a result of the construction process. Every attempt should be made to install dust and dirt prevention barriers to limit damage to adjacent properties.

Construction hours should be limited to 8 a.m. - 5p.m. Monday through Friday. Construction may not occur on legal holidays.

AWNINGS

Only canvas awnings are permitted. Awnings must be consistent in color & style with the existing house. A color sample is required with application submittal.

GAME AND PLAY STRUCTURES

Game and play structures are permitted in the back yard only. They must be properly maintained and adequate precautions taken to secure or remove them in case of wind storm or hurricane warnings. All structures and equipment must not be seen from a main thoroughfare in the Neighborhood or Grand Palms.

BASKETBALL BACKBOARDS

No permanent basketball backboards may be installed. Portable backboards are acceptable provided that Neighbors are not disturbed by noise and backboards are placed out of sight when not in use. Portable backboards must be removed when a hurricane watch or warning is issued.

DOCKS

Docks are not permitted.

DOG HOUSES

Dog houses are not permitted.

GARAGE ENCLOSURES

Permanent enclosing, converting, or remodeling that would prevent the proper entry & storage of automobiles will not be permitted to any garage.

RETAINING WALLS

Sea walls or retaining walls are not permitted.

CLOTHES LINES

No clothes pole shall be erected, and no outside clothes-drying is permitted (M.D. Article 6.4)

CHIMNEYS

Additions of chimneys must conform to neighborhood standards and all designs must be reviewed.

OTHER MODIFICATIONS

As with all exterior changes, any additional modification not mentioned in this document must be submitted to the AMC for approval.

SALE OF HOME

This document, along with the Grand Palms and Neighborhood Association Documents, should be delivered to the buyer of your home.

1-14-09

Bill Fleming, President

Grand Palms Community Association