

# JEREMY'S GLEN OWNERS ASSOCIATION, INC. ARCHITECTURAL GUIDELINES



As Adopted  
by the Board of Directors  
on February 24, 2015

# TABLE OF CONTENTS

<b>INTRODUCTION</b> .....	4
<b>ARCHITECTURAL REQUEST REVIEW PROCESS</b> .....	5
• APPLICATION.....	5
• VOTING.....	5
• HOMEOWNER NOTIFICATION.....	5
• APPROVED ARCHITECTURAL CHANGE REQUIREMENTS.....	6
• RECONSIDERATION/APPEAL.....	6
• UNAPPROVED CHANGES.....	6
• GRANDFATHER WAIVER CLAUSE.....	6
• COUNTY APPROVALS.....	6
<b>ENFORCEMENT</b> .....	7
• FINES.....	8
<b>ARCHITECTURAL GUIDELINES</b> .....	9
• AERIALS, ANTENNAE, SATELLITE DISHES AND OTHER DEVICE.....	9
• ARTIFICIAL VEGETATION.....	9
• AWNINGS, SUN TRELLISES, ARBORS, SUPERSTRUCTURES.....	9
• BASKETBALL GOALS: PORTABLE AND PERMANENT.....	10
• BOATS/ COMMERCIAL VEHICLES/TRAILERS/RECREATIONAL VEHICLES/RVS.....	10
• BUILDING TYPE.....	10
• CLOTHES DRYING, CLOTHING RACKS AND CLOTHES LINES.....	11
• COMMON AREAS AND STORM DRAINAGE AREAS.....	11
• COMPOST BINS.....	11
• DECKS, DOCKS, PILINGS, MOORINGS AND BULKHEADS.....	11
• DOG HOUSES.....	11
• DRIVEWAY CONSTRUCTION.....	11
• ENERGY CONSERVATION.....	11
• FLAGPOLES.....	11
• FENCES.....	12
• FIREWOOD.....	12
• GARAGES.....	12
• GARAGE AND YARD SALES.....	12
• GARBAGE AND TRASH CONTAINERS.....	12
• GARDEN AREA FOR VEGETABLES, FRUIT AND FLOWERS.....	13
• GARDEN HOSES.....	13
• HAZARDOUS MATERIALS.....	13
• HOLIDAY DECORATIONS.....	13

- INTERFERENCE WITH ROADS OR EASEMENTS.....13
- LANDSCAPING AND LAWN CARE.....13
- LAWN ORNAMENTS, GARDEN STATUES, YARD FLAGS, BIRD BATHS AND FOUNTAINS..... 14
- LIGHTING, EXTERIOR.....14
- MAILBOXES.....14
- MINIMUM RESIDENCE AREA.....14
- OIL AND MINING OPERATIONS.....14
- PAINTING AND STAINING.....14
- PARKING AND STORAGE.....15
- PATIOS.....15
- PETS.....15
- PLAY EQUIPMENT, BASKETBALL BACKBOARDS, PLAY STRUCTURES.....16
- RESIDENTIAL USE.....16
- ROOFS.....16
- ROOM ADDITIONS.....17
- SCREENED PORCH / ENCLOSURERS.....17
- SCREENING OF WELL PUMPS, AIR CONDITIONER COMPRESSORS, GARBAGE CONTAINERS AND SEPTIC TANKS.....17
- SECURITY DOORS AND WINDOWS.....17
- SETBACK RESTRICTIONS.....17
- SHEDS.....18
- SIGNS.....18
- SOLICITING.....18
- STREET PARKING.....18
- SWIMMING POOLS, HOT TUBS, SPAS AND POOL ENCLOSURERS.....19
- TEMPORARY STRUCTURES.....19
- TREES.....19
- UTILITY CONNECTION.....19
- VISIBILITY AT STREET INTERSECTIONS.....20
- WATER FEATURES.....20
- WELLS.....20
- WINDOW COVERING.....20
- WINDOW FLOWER BOXES.....20

## **INTRODUCTION**

To ensure that our community will always be an attractive and desirable place to live, architectural standards must be maintained. These standards are generally outlined in the Declaration of Covenants, Conditions, and Restrictions (CCRs) of Jeremy's Glen Owners Association, Inc., a copy of which should have been provided to each Homeowner upon the purchase of their property in the Association. The CCRs, ByLaws, Articles of Incorporations, and the Architectural Guidelines ("Guidelines") are collectively referred herein as "Governing Documents". These Guidelines should be used as a supplement to the CCRs, ByLaws and Articles of Incorporation. It is recommended that every Homeowner read the Governing Documents for a full understanding of the rules, processes, and restrictions that apply to our community.

Architectural standards benefit all residents and all residents share the responsibility to comply with, support, and contribute to them. These Architectural Guidelines are not intended to unnecessarily constrain or restrict Homeowners. Instead, the purpose of the Architectural Guidelines is to protect each Homeowner's investment and ensure that we can all take pride in our community.

The goals of these Guidelines is to provide specific, yet easy to understand guidance concerning architectural changes and other rules that may only be generally expressed in the CCRs, ByLaws, and Articles of Incorporation. As with the other Association documents, this document is intended to be a part of each Homeowner's permanent records.

We look forward to working with residents to keep Jeremy's Glen an attractive community.

Sincerely,

Members of the Board of Directors  
Jeremy's Glen Owners Association, Inc.

## ARCHITECTURAL REQUEST REVIEW PROCESS

*Application.* Prior to beginning an exterior change or construction, including, but not limited to, changes in colors, Homeowners, if so required by the Governing Documents, shall submit and Applications for the additions, alteration, or improvement to the Architectural Review Board (the "ARB") for approval. Homeowners must use the provided Architectural Review Long or Short form (**Exhibit A and B**) in the submitting Application. The Application must be complete for review for consideration by the ARB. Incomplete Applications will be returned to the Homeowner for the required information. The ARB has thirty (30) days to review a complete Application. If an Application is returned to the Homeowner for any reason, the thirty (30) day review period will begin upon the ARB's receipt of the revised Application. Oral requests will not be considered and may not be relied upon by any Homeowner. **If an item is not covered in the Governing Documents, the Homeowner must submit an application prior to commencement of work.**

*Voting.* The ARB meet within thirty (30) days as noted above to review and vote upon architectural requests submitted by the Homeowners. A request is approved or denied by majority vote of those present. Decisions of the ARB generally are based upon the CCRs and these Guidelines. For unusual circumstances, or for other good cause, exception to the Guidelines may be made without creating a precedent.

*Homeowner Notification.* The ARB will notify the Homeowner in writing as to the decision of their request. The written reply will consist of a copy of the Application bearing approval or disapproval, an explanation of any restrictions or contingencies, or an explanation as to why the request was denied. If the ARB does not act within the thirty (30) day period from the date the ARB receives all required information (unless an extension is agreed to), the Plans for the Proposed Improvements shall be deemed NOT to have been approved. No construction of any Lot or within the Property shall be commenced, and no Residence shall be modified, except in accordance with such approved Plans.

*Approved Architectural Requirements.* If a request is approved, the Homeowner may immediately begin to implement the change. The Change must begin within six (6) months and be completed within nine (9) months of the approval date or such other time frame as approved by the ARB. If the project is not begun or completed as specified, the approval is considered lapsed and the Homeowner must reapply for the change.

Approval of any change is not to be construed as approval of the structural integrity of the alteration or addition, nor does it relieve the Homeowner from acquiring the necessary permits and approvals from County or State agencies.

No alterations or additions shall be made which change the drainage patterns or cause runoff onto Common Areas, adjacent lots, or streets. Homeowners are responsible for any drainage or runoff damage caused by an architectural change.

*Reconsideration/Appeal.* With new relevant information the Homeowner may appeal the decision in writing, within fifteen (15) days of the date on the notification letter of the decision. Any appeal to the ARB must provide information to the ARB as to how the Application for an architectural change was not reviewed in accordance with the CCRs and these Guidelines. A hearing shall be scheduled if specifically requested by the Homeowner or Board. Pending the appeal or hearing, the Board will communicate its decision in writing after deliberation at the next scheduled meeting. Neighbors and other community members who have a registered complaint concerning the Application may be notified of the request for reconsideration and/or invited to the appeal hearing.

*Unapproved Changes.* Homeowners will receive written notification of a violation if the Homeowner has implemented an architectural change **prior** to obtaining permission from the ARB, or has otherwise violated the Governing Documents. This notification will state the violation, and, if applicable, provide a date by which the Homeowner must either: (1) bring their property back into compliance (i.e., original condition); or (2) apply for the change. If, after the review of the Application the ARB denies the change, the Homeowner must bring the property into compliance in accordance with the Governing Documents, unless the Homeowner: (1) appeals the decision to the ARB, or (2) requests a hearing to reconsider its decision on the Application as set forth above. Under the circumstance, a Homeowner can request reconsideration only once per application. Homeowners who have corrected a violation and brought their property into compliance must provide written notification of the correction to the ARB.

*Grandfather Waiver Clause.* There may be alterations in existence that do not comply with these Guidelines, but which were previously applied for and approved or with respect to which enforcement action is inappropriate in the opinion of the ARB. In these cases. The ARB reserves the right to grant a temporary Grandfather Waiver for the alteration. This waiver shall generally last no longer than the current life of the alteration, and shall not extend to replacement of the alteration. This Grandfather Waiver does not include exterior alteration not approved through the requisite Application process. In addition, any architectural change applied for and approved prior to the publication of this document that does not meet requirements of these Guidelines must be maintained as approved.

*County Approvals.* Many structural changes require county review and permits. It is the Homeowner's responsibility to obtain all county approvals and permits. Clay County authorities should be contacted prior to beginning any work in order to verify what procedures must be followed and obtain required permits. County approval does not preclude the need for ARB approval and vice versa.

## ENFORCEMENT

It is the sincere hope and expectation of the HOA that members of the community abide willingly to the Guidelines as a demonstration of mutual respect for their neighbors and the community as a whole. However, in the event that a Homeowner does not abide by these Guidelines, the HOA is empowered by the Governing Documents to utilize numerous methods, including, but not limited to, legal action, to enforce these Guidelines. If a Homeowner is found in violation of these Guidelines, the following process will be followed:

1. *Delivery of First Violation Letter.* The Board, or its delegate, will send an initial violation letter (the "First Violation Letter") by electronic mail (e-mail) or regular mail, to the Owner's address of record, as well as to any violating tenant or occupant of the Owner's Lot, if applicable. The First Violation Letter will explain the violation and require that it be corrected or a plan for correction be submitted within the time frame prescribed (i.e. 1-30 days depending on the violation.) A sample First Violation Letter is attached hereto as **Exhibit C**.
2. *Delivery of Second Violation Letter.* When the time period provided in the First Violation Letter expires, the Board, or its delegate, will send a second violation letter (the "Second Violation Letter") by certified mail return receipt requested, to the Owner's address of record, as well as to any violating tenant or occupant of the Owner's Lot, if applicable. The Second Violation Letter will include a copy of the First Violation Letter and inform the Owner of: (i) the nature violation, (ii) that a fine of \$20 per day shall be imposed until the violation is remedied, (iii) a period of at least fifteen (15) days of the date of the Second Violation Letter within which the alleged violator may present a written request to the Board of Directors for a hearing ("Hearing"); and (iv) a statement that the fine of \$20 per day shall be imposed as contained in the Second Violation Letter unless a challenge is begun within fifteen (15) days of the Second Violation Letter. The Second Violation Letter will also inform the Owner that subsequent non-compliance or violation may accrue further fining. If a timely challenge is not made, the sanction stated in the Second Violation Letter shall be imposed. A Sample Second Violation Letter is attached hereto as **Exhibit D**.
3. *Hearing.* If a Hearing is requested in a timely manner, the Hearing shall be held during a meeting of the Board of Directors which shall afford the Owner a reasonable opportunity to be heard. Prior to the effectiveness of any sanction hereunder, proof of proper notice shall be place in the minutes of the meeting. Such proof shall be deemed adequate if a copy of the notices, together with a statement of the date and manner of delivery, is entered by the agent who delivered such notice. The notice requirement shall be deemed satisfied if the alleged violator or his designated representative appears at the meeting of the Board of Directors. The minutes of the meeting shall contain a written statement of the results of the Hearing and the sanction, if any, imposed. The Hearing shall be conducted in accordance with the Florida Statutes, Chapter 720.305.
4. Subsequent to the hearing or if no hearing is timely requested and the Homeowner's property is not brought into compliance by the specified date, the Board of Directors shall review the violation and determine the enforcement options. Enforcement options open to the Board of Directors include, but are not limited to:
  - a. Fines and/or liens on property;
  - b. Removing or correcting the violation, of which the Homeowner shall be responsible for all costs;
  - c. Arbitration and legal enforcement; and

- d. Suspension of common area privileges.
5. *Review of Fines and Violations.* At each meeting of the Board of Directors, the Board members will review all fines levied and send a notice to all Owners upon whom a fine was imposed (including those who did not attend the meeting) regarding whether the fine was approved or disapproved by the Enforcement Committee ("Notice of Decision"). The Notice of Decision should inform the Owners who are fined that they have thirty (30) days from the date of the Notice of Decision within which to pay any outstanding fines and to correct the violation (if applicable). The Notice of Decision will state that the Association will pursue its legal remedies, including bringing a lawsuit to collect the fine and compel the Owner to correct the violation and/or lien placed against the property. A sample Notice of Decision is attached hereto as **Exhibit E**.
6. *Legal Action.* If the fine, as approved by the Board, is not paid and/or the violation not corrected, the Board or its delegate, will turn the file over to legal counsel for enforcement.
7. *Re-occurring Violations.* For violations that are re-occurring the Board or its delegate will send one warning letter informing the Owner that a second infraction may result in the consideration of a fine.

**The HOA reserves the right to inspect Homeowner property for compliance with the Governing Documents. The HOA has the right, upon resolution of the Board of Directors, to enter upon the Homeowner's property and take steps to remove or abate the violation. Any costs incurred by the HOA for bringing a property into compliance may be assessed against the Owner of the property, and a statement of the amount shall be rendered to the Homeowner. The assessment is due upon receipt. The assessment may become a lien on the Lot until removed by payment. Alternately or simultaneously, the Board of Directors may turn the matter over to legal counsel for resolution. If the court or arbiter rules in favor of the HOA, the Homeowner is obligated to pay the HOA for all legal and any additional enforcement-related costs.**

## **ARCHITECTURAL GUIDELINES**

Below are the Guidelines for the community. It is impossible to draft Guidelines which will cover all possible exterior changes. The ARB will review, on a case-by-case basis, requests that are not covered by the Guidelines. Emphasis will be placed on proper scale, materials, and impact on neighboring properties. The Architectural Review Board (ARB) may exempt a Homeowner from these Guidelines for unusual circumstances without creating a precedent for the community at-large. For instance, given their unique location to other homes, ARB applications for corner lots may be reviewed on a slightly different basis than non-corner lots.

Please keep in mind that these Guidelines are a supplement to the CCRs, and are intended to add clarification to the CCRs. If a restriction speaks for itself as written in the CCRs, it might not be reiterated here.

Homeowners are responsible for obtaining all required governmental permits prior to implementing a change.

### **AERIALS, ANTENNAE, SATELLITE DISHES AND OTHER DEVICE**

An approved Application is required for any aerials, antennae, satellite dish or other device. Other than satellite dish and antenna receivers, no exterior radio or television aerial or antenna or any other exterior electronic or electric device of any kind shall be installed unless the ARB has approved the location, size and design thereof and the necessity thereof.

For satellite dish and antenna receivers, an application must be submitted to the ARB with a site plan showing where the dish or antenna will be located and how it will be landscaped to buffer it from neighbors and the street.

Although FCC regulations allow individuals to have satellite dishes one meter in diameter or less, those regulations also permit homeowners' associations to enforce restrictions that do not restrict, impair, or unreasonably delay, or unreasonably increase the cost, of the installation of the dish or antenna. In most cases the satellite dish or antenna can be mounted and landscaped so as to reduce its visual impact on neighboring homes, and we ask for your cooperation in doing that.

### **ARTIFICIAL VEGETATION**

No artificial grass, plants, or other artificial vegetation shall be placed or maintained upon the exterior portion of any Lot, unless approved by the ARB. Gravel, rocks or artificial turf or similar material shall be not permitted as substitute for a grass lawn. "Zero-scaping" using large amounts of rock and very few plants for landscaping is prohibited.

### **AWNINGS, SUN TRELLISES, ARBORS, SUPERSTRUCTURES**

An approved Application is required for any awning, sun trellis, arbor or super structure. The use of trellises and arbors as part of a fence, deck or patio will be reviewed on a case-by-case basis and should be incorporated into the overall design of the project.

## **BASKETBALL GOALS: PORTABLE AND PERMANENT**

An approved Application is required for a portable basketball hoop.

Per the Clay County Property Standards Guide, "it is illegal to place basketball hoops or skateboard ramps in roadway or in right-of-way."

Portable basketball hoops are permitted but must be stored out of view when not in use as not to distract from neighborhood aesthetics. Basketball hoops should be maintained in good order with a net in good condition.

Semi-portable basketball hoops and Permanent Backboards are prohibited and may not be installed in the "front" or "side" yard. Consideration will be made for "rear" yard installation and will include, but not limited to, proximity of goal to adjacent house and adequate visual screening.

## **BOATS, COMMERCIAL VEHICLES, TRAILERS, RECREATIONAL VEHICLES AND RVS**

No commercial vehicles of one ton or more rated capacity, semi-trucks or equipment may be stored or parked in a residentially zoned neighborhood per Clay County Property Standards and Zoning Department.

A personal vehicle, such as a full-size pick-up truck or cargo van, with lettering is allowed.

Boats, boat trailers, cargo and utility trailers, recreational vehicles, and RV's may be stored or parked within a closed garage or located behind an ARB approved fence whereas eighty percent (80%) of the said item (boat, trailer, recreational vehicle or RV) is hidden and properly screened from the street.

Under no circumstances or conditions shall an automobile, boat, equipment, trailers, recreational vehicles, RV's or other vehicle be parked on a non-paved portion of the front or side lot.

RV and boat owners will be provided with a 24-hour window to pack, clean and unpack.

Further, the Board of Directors has defined "recreational vehicle" as follows: 1.) Any boat or boat trailer, canoe, Jon-boat, paddle boat, jet skis, sailboats, catamarans, rafts or inflatable and the like; 2.) Any motor home or other self-contained camper; 3.) Any camper slip-ons where the camper backs are twelve inches (12") or higher than the roof line of the cab of a truck; 4.) Any mobile home, trailer or fifth-wheel trailer; 5.) Any pop-up camper/tent, trailer or other similar recreation oriented portable or transportable facility or conveyance, 6.) Any other vehicle not defined above which could not normally or regularly be used for daily transportation, including dune buggies or non-operative automobile conditions or other automotive equipment not licensed for use on the highways of Florida.

## **BUILDING TYPE**

No building shall be erected, altered, placed or permitted to remain on any Lot or Reconfigured Lot, other than one detached single family Residence which shall not exceed thirty-five (35) feet in height and which shall have a two (2) car garage.

Attached or unattached garages, workshops, or other structures of a similar kind or nature shall be permitted, subject to approval by the ARB. Exterior and roof materials shall be the same as the main residence.

## **CLOTHES DRYING, CLOTHING RACKS AND CLOTHES LINES**

Outdoor drying of wash is not allowed.

## **COMMON AREAS AND STORM DRAINAGE AREAS**

HOA Common Areas behind Lots 1 through 33, to include storm water catchment areas, shall not be used for personal use such as gardens, storage, parking, or dumping of organic or inorganic materials of any kind.

## **COMPOST BINS**

An approved Application is required for a compost bin. No more than one compost bin allowed per Lot. Compost bins must be located in the rear yard, and if visible from adjoining properties or street, it must be screened by fencing or landscaping. The compost bin must be self-contained and constructed of durable wood, plastic or metal. The compost bin must be maintained regularly so they do not create a visual or environmental nuisance. Compost bins are not to exceed four feet (4') in height and four feet by four feet (4'x4') in dimension.

## **DECKS, DOCKS, PILINGS, MOORINGS, BOAT HOUSES AND BULKHEADS**

An approved Application is required for any deck, dock, pilings, moorings, boat houses and or bulkheads. No decks, docks, pilings, moorings, boat houses or bulkheads shall be constructed unless approved by the ARB.

## **DOG HOUSES**

Dog houses must be located in the rear yard. No application is needed unless the dog house exceeds five feet (5') in height or is visible above the Owner's fence line.

## **DRIVEWAY CONSTRUCTION**

All Residences shall have a paved driveway of stable and permanent construction of a width of at least sixteen feet (16'), at the entrance of the garage. Black top and asphalt is prohibited.

## **ENERGY CONSERVATION**

An approved Application is required for solar energy and conservation devices. The design and appearance of such devices will be closely scrutinized and controlled by the ARB, to assure consistency with the aesthetic standards of the Property and that they are appropriately screened.

## **FLAGPOLES**

An approved Application is required for flag poles. American flags will be displayed in accordance with provisions for Federal Flag Code. When a patriotic effect is desired, the flag maybe displayed twenty-four (24) hours a day if properly illuminated during the hours of darkness. This means there is either light directly upon the flag or either there is sufficient local lighting to make the flag easily visible at night (USC 36, CHAP 10, Sect 173).

One permanent, free standing flagpole is authorized on either the front or rear lots and should be located as to minimize its impact on neighboring properties.

Free standing poles can be no less than fifteen feet (15') or more than twenty feet (20'). Usual size of a flag for house use is three feet (3') by five feet (5').

## **FENCE**

An approved Application is required for fences. The use of fences, walls, hedges and other forms of visual screens throughout the Property shall be subject to prior approval of the ARB. No chain link fences are permitted on any Lot and all front yard fencing is prohibited. Acceptable materials for a fence include, but are not limited to wood, vinyl, wrought iron and aluminum.

Fences along the rear and side property lines within a rear or side yard may not exceed eight feet (8') in height from the normal surface of the ground. Fencing must be the same height on all sides. "Finished" side of fencing must face the outside. All support posts must be on the inside. All gates must be the same material and finish as the fence. Homeowners are responsible for the repair and maintenance of the fence and must be free of mold, dirt, fungi and mildew. Fences that become dilapidated and in disrepair will be removed at Homeowners' expense.

Fence applications shall include:

- Site plan, plat or other scale drawing of property. Drawing is to show the exact dimensions of the property and all improvements, easements, existing neighboring fences and the proposed fence.
- A drawing or photograph of the fence design, including the dimensions, materials and color must be included.

## **FIREWOOD**

Firewood may be stored outside if stacked neatly behind the house. Firewood may not be stacked in front of the house, side of the house or on Common Areas.

## **GARAGE**

All Residences shall have a garage for at least two (2) cars. No carports will be permitted. Automatic garage doors are required to be installed as part of the initial improvements on each Lot for all garage doors.

Garage doors may be kept open between 7 a.m. and 7 p.m. as long as the Homeowner is home. Garage doors must be closed overnight. Using garage as an obvious pet containment area (leaving garage doors partially open with or without screening) is prohibited.

## **GARAGE AND YARD SALES**

Garage sales, yard sales, and estate sales are allowed up to a maximum of two (2) within any calendar year and duration of each sale a maximum of 72 hours per Clay County Zoning. Periodically, the Board of Directors may authorize a Community Garage Sale. Leftovers from the sale should be put away immediately after the sale is over and should not be visible from the street.

## **GARBAGE AND TRASH CONTAINERS**

No garbage or trash shall be placed elsewhere and no portion of the Property shall be used for dumping.

All garbage, trash cans, trash bags and yard debris must be placed within totally enclosed or screened areas and such containers shall not be placed on or near streets for collection sooner than the evening before the scheduled collection day and must be returned to the enclosed screened areas the same day following such collection.

Such enclosed screened areas must be attached to or adjoin the dwelling house and be compatible with the design and structure of the house and must not exceed six feet (6') in height. An approved Application is required for an enclosed screen area.

### **GARDEN AREA FOR VEGETABLES, FRUIT, FLOWERS**

Garden area is allowed in backyard only and specifically designed for growing seasonal plants such as vegetables, fruit, flowers, etc. If the said garden is visible from the road, the said garden must be defined by a border to clearly separate the area from other landscape areas. Said border shall be constructed of durable material such as concrete, timber, paver, etc. Gardens are to be maintained weed free at all times during the year.

### **GARDEN HOSES**

Garden hoses in the front of the residence will be coiled neatly and contained within a box or hanger. The garden hose will not be left uncoiled in the front yard or must be obscured from the street view.

### **HAZARDOUS MATERIALS**

No hazardous or toxic materials or pollutants shall be maintained, stored, discharged, released, or disposed of in or under the Property except in strict compliance with applicable statutes, rules and regulations. Fuel or gas storage tanks or other flammable, combustible or explosive fluids, materials, or substances for ordinary household use may be stored or used in the Property only in strict compliance with manufactures' directions; and applicable safety laws and codes, and shall be stored in containers specifically designed for such purposes.

### **HOLIDAY DECORATIONS**

The acceptable time frame for winter holiday decorations is seven (7) days prior to Thanksgiving until January 15th. All other decorations must be displayed not more than fifteen (15) days prior to the day of the holiday and must be removed within fifteen (15) days after the holiday.

### **INTERFERENCE WITH ROADS OR EASEMENTS**

Without limiting or qualifying the other provisions of this Declaration, nothing shall be erected, constructed, planted or otherwise placed in such a position so as to create a hazard or block the vision of motorists upon any public roads within or adjacent to the Property. No modification, alteration, or improvement shall interfere with the easements or other rights set forth in this Declaration.

### **LANDSCAPING AND LAWN CARE**

All lawn areas shall be kept mowed and shall not be permitted to grow beyond five inches (5") high and shall be kept in green and healthy appearance. Yards should be maintained (mowed, weeded, edged and shall include sweeping or blowing cuttings from street, sidewalk, driveway and walkways and fertilized/weed treatments) so as not to degrade the appearance of the neighborhood.

Lawn servicing shall include the elimination of weeds from emerging from cracks in sidewalk, walkways and driveways. Weeds and crabgrass should be removed as much as possible, and insects or disease on trees, shrubs and grass should be treated to prevent infestation of surrounding areas.

Dead areas must be treated and repaired/resodded immediately.

Hedges and continuous shrub lines shall not be permitted adjacent to or within fifteen feet (15") of any sidewalk or roadway.

### **LAWN ORNAMENTS, GARDEN STATUES, YARD FLAGS, BIRD BATHS AND FOUNTAINS**

Exterior decorative lawn objects such as bird baths, small figurines, garden statues, fountains, etc., may be placed in the front yard of residence, provided that the object is of a neutral color/material, and that the number of objects shall not exceed two (2) in number. Bird baths cannot exceed 36 inches (36") in height and other decorative figures or small benches shall not exceed 24 inches (24") in height or four feet (4') in length. Window boxes are prohibited in the front yard.

### **LIGHTING, EXTERIOR**

An approved Application is required for exterior lighting and shall NOT be installed without the prior approval of the ARB. No lighting will be permitted which alters the residential character of the Property.

### **LOT SUBDIVISION**

No Lot shall be further subdivided, replatted, or separated into smaller Lots by any Owner. Provided however, this restriction shall not prohibit corrective deeds or similar corrective instruments. Developer shall have the right to reconfigure Lots or modify subdivision plats of the Property if Developer owns all of the Lots within the legal description of the Property to be subjected to the replat, or if all Owners of Lots which are included within the portion of the plat so modified consent to such modification, which consent shall not be unreasonably withheld or delayed.

### **MAILBOXES**

No mailbox, paperbox or other receptacle of any kind for any use in the delivery of mail, newspapers, magazines, packages or similar materials shall be erected on any Lot, without the approval of the ARB. A standard mailbox is required for new home construction and for the replacement of damaged old-style mailbox stands and posts. Mailboxes must be maintained in good repair; with working flags and doors and with visible, complete house numbers. The ARB approved mailbox and decorative post is a Salisbury Heavy Duty Rural Black Mailbox, Model Number 4850 BLK, ( dimensions: 7.5" W x 9.5" H x 20.5" D) and Salisbury 4800 Series Decorative Mailbox Post – Victorian – In-Ground Mounted – Black, Model Number 4845BLK (dimensions: 4" W x 85" H x 4" D) and can be purchased at [www.mailboxes.com](http://www.mailboxes.com).

### **MINIMUM RESIDENCE AREA**

Each Residence constructed must contain at least Two Thousand Four Hundred square feet (2,400 sq. ft.) of heated and air conditioned floor area. This excluded porches, garages, etc.

### **OIL AND MINING OPERATIONS**

No oil drilling, oil development operations, oil refining, quarrying or mining operations of any kind shall be permitted upon or in any Lot, nor shall oil wells, tanks, tunnels, mineral excavations, or shafts be permitted upon or in any Lot. No derrick or other structure designed for use in boring for oil or natural gas shall be erected, maintained or permitted upon any Lot or on the Property.

### **PAINTING AND STAINING**

An approved Application is required for painting and staining of all the exterior structures or dwelling, including without limitation, garage doors, siding, gutters, down spurs, brick and trim, doors, shutters, decks and fences.

Repainting or staining of garage doors, siding, gutters, down spouts, brick and trim, doors, shutters, decks, fences in a color DIFFERENT from the existing color also requires an approved Application.

The Application for painting and staining must include a sample of the color.

### **PARKING AND STORAGE**

Residents' cars will not be parked in the street other than when a resident has more guests than spaces in driveways while a special occasion is in progress. Overnight parking in the street is prohibited.

Only automobiles bearing current license and registration tags, as required pursuant to state law, shall be permitted to be parked on any of the Property unless within a garage. Vehicles that are not drivable, or lack current license plates and registration tags, as required by state law, or are in a visible state of disrepair, or are not used on a regular basis may not be parked in the street or driveway and must be stored in the garage.

No commercial vehicles of one ton or more rated capacity, semi-trucks or equipment may be stored or parked in a residentially zoned neighborhood per Clay County Property Standards and Zoning Department.

A personal vehicle, such as a full-size pick-up truck or cargo van, with lettering is allowed.

Boats, boat trailers, cargo or utility trailers, recreational vehicles, and RV's may be stored or parked within a closed garage or located behind an ARB approved fence whereas eighty percent (80%) of the said item (boat, trailer, recreational vehicle or RV) is hidden and properly screened from the street.

Under no circumstances or conditions shall an automobile, boat, equipment, trailers, recreational vehicles, RV's or other vehicle be parked on a non-paved portion of the front or side lot.

RV and boat owners will be provided with a 24-hour window to pack, clean and unpack.

Further, the Board of Directors has defined "recreational vehicle" as follows: 1.) Any boat or boat trailer, canoe, Jon-boat, paddle boat, jet skis, sailboats, catamarans, rafts or inflatable and the like; 2.) Any motor home or other self-contained camper; 3.) Any camper slip-ons where the camper backs are twelve inches (12") or higher than the roof line of the cab of a truck; 4.) Any mobile home, trailer or fifth-wheel trailer; 5.) Any pop-up camper/tent, trailer or other similar recreation oriented portable or transportable facility or conveyance, 6.) Any other vehicle not defined above which could not normally or regularly be used for daily transportation, including dune buggies or non-operative automobile conditions or other automotive equipment not licensed for use on the highways of Florida.

### **PATIOS**

An approved Application is required for construction of a patio. Patio must be no higher than six inches (6") above ground and must not affect drainage of property.

### **PETS**

No animals, livestock, or poultry shall be raised, bred, or kept anywhere within the Property, except that three (3) dogs, cats, or caged birds (or any combination thereof, not exceeding three animals) may be kept by an Owner or occupant of a Lot, but only if such permitted pets do not constitute a nuisance on the Property. All pets must be held or kept leashed or otherwise appropriately restrained at all times they are

on Common Property, and all owners of pets shall be held strictly responsible to immediately collect and properly dispose of the wastes and litter of their pets. The Association reserves the right to designate specific areas within the Common Property where pets may be walked on leashes by their Owners. The Association further reserves the right to demand that all Owners permanently remove from the Property all pets which create disturbances or annoyances that constitute nuisances or a threat to personal safety, in the sole determination of the Board of Directors. The decision of the Board of Directors in such matters is a conclusive and shall be enforced by the Association.

### **PLAY EQUIPMENT AND PLAY STRUCTURES**

An approved Application is required for play equipment and play structures. (As defined) Including but not limited to playhouses, tree houses, swing sets and trampolines. Consideration should be given to adjacent properties so as not to create an undue disturbance. No play structures are to exceed 10 feet 8 inches (10'8") in height. Any roofs on a play structure must be made of similar material as the structure itself or of the home. A minimum of two feet (2') from the property line is required. Play equipment must be maintained and must be free of mold, dirt, fungi and mildew and not allowed to look worn out or in disrepair.

Due to the impact a piece of play equipment may have on adjoining neighbors, the ARB may require additional fencing, shrubs and/or trees for the purpose of visual screening, and greater distance from the property line.

Play equipment such as bikes, wagons, skateboards, etc. are not allowed to remain overnight within a driveway, front or side yard.

### **RESIDENTIAL USE**

Each Lot shall be used, improved and devoted exclusively to single family residential use, and for no commercial purpose. No time share ownership of Lots shall be permitted without Developer's approval. Nothing herein shall be deemed to prevent any Owner from leasing a Residence, subject to all of the provisions of the Declaration, Articles, and ByLaws, nor to prevent Developer from convening the use of a platted lot to a road for ingress and egress from an adjacent Lot or land. The forgoing restriction shall not operate to prevent Developer or its designees from using one or more Residences as model homes or sales centers during the development and sale of the Property, nor from undertaking such activities as are necessary and convenient to develop the Property or construct Residences thereon. No other business or commercial use may be made of any part of the Property. Provided, however, an occupant of a Residence who maintains a personal or professional library, keeps personal books or accounts, conducts personal business (provided such use does not involve customers, clients, employees, licensees or invitees regularly visiting the Residence), or makes professional telephone calls or correspondence in or from a Residence is engaging in a residential use and shall not be deemed to be in violation of this paragraph by reason thereof.

### **ROOFS**

An approved Application is required for any reroofing or reshingling of the Residence. Flat roofs and protrusions through roofs for power ventilators or other apparatus shall not be permitted unless approved by the ARB, in its sole discretion, as a part of the Initial Improvements. Minimum pitch of roof will be 6:12. Roofing and shingle material shall be approved by the ARB as to Initial Improvements as to color and material.

## **ROOM ADDITIONS**

An approved Application is required for any room additions. All exterior material for any room addition must match the material of the existing house. The windows should also match the existing windows. Materials must meet with Clay County guidelines. The pitch of the roof of the new structure should complement the existing roofline. Roof shingles should also match the existing roof in color, style and warranty. Room additions require a complete submittal which should include architectural plans at 1/4" scale a plot plan indicating the addition is in compliance with the community setback requirements and samples of exterior colors. A list of materials and sample colors should be provided with your submittal prior to construction.

## **SCREENED PORCH / ENCLOSURE**

An approved Application is required for screened porch and enclosure. The plans must show elevations and the materials to be used. The roofline of the enclosure should match or be in keeping with the roofline of the house. Enclosures shall be located at the rear of the property and must meet all set back requirements. The enclosure frame must be black or bronze. Screens must be charcoal colored.

## **SCREENING OF WELL PUMPS, AERATORS, AIR CONDITIONER COMPRESSORS, GARBAGE CONTAINERS AND SEPTIC TANKS**

An approved Application is required for any enclosed screened area. All well pumps, aerators, air conditioning compressors and septic tanks must be fully enclosed or screened from view. The enclosure must match the style and color of the Residence (if roof attached, the roof must also match Residence); and or landscape with shrubs and trees. Homeowners are responsible for the repair and maintenance of the enclosure and must be free of mold, dirt, fungi and mildew. Enclosures that become dilapidated and in disrepair will be removed at Homeowners' expense.

All garbage, trash cans, trash bags and yard or trash containers debris must be placed within totally enclosed or screened areas and such containers shall not be placed on or near streets for collection sooner than the evening before the scheduled collection day and must be returned to the enclosed screened areas the same day following such collection. Such enclosed screened areas must be attached to or adjoin the dwelling house and be compatible with the design and structure of the house and must not exceed four (4) six (6) feet in height.

## **SECURITY DOORS AND WINDOWS**

An approved Application is required for security doors and windows.

Security doors are only allowed on rear door that is not visible from the street. Security windows are only allowed on interior windows and must be screened by curtains or blinds so they are not visible from the outside of the house.

## **SETBACK RESTRICTIONS**

Setbacks for the development are as follows: Front – 30'; Rear – 35' and Side – 20'. All setbacks shall be measured from the exterior wall of the Residence to the applicable boundary and shall not include stairs, decks, patios or air conditioning pads.

## **SHEDS**

An approved Application is required for rear accessory sheds. Sheds shall not exceed twelve feet (12') in height; maximum size shall not exceed twelve feet (12') by twenty-four feet (24'), (12ft. x 24 ft.) and must comply with all Clay County setbacks for the structure. No more than one shed will be approved per Lot. Materials include: wood, Rubbermaid and metal.

Awnings and window air conditioner units are prohibited.

If the rear shed is visible from the road, the shed and roofing material shall match the style and color of the Residence and the ARB may require additional fencing, shrubs and/or trees for the purpose of visual screening, and greater distance from the property line.

Homeowners are responsible for the repair and maintenance of the shed and must be free of mold, dirt, fungi and mildew. Sheds that become dilapidated and in disrepair will be removed at Homeowners' expense.

Shed applications shall include:

- Site plan, plat or other scale drawing of property. Drawing is to show the exact dimensions of the property and all improvements, easements, including the location and position of the shed.
- A drawing, specifications or photograph of a similar shed, including the dimensions, materials and color must be included.

## **SIGNS**

No sign, advertisement or notice of any type or nature whatsoever including without limitation, "For Sale", and "For Lease" signs shall be erected or displayed upon any Lot, Residence, the Common Property, or from any window, unless express prior written approval of its size, shape, appearance and location has been obtained from the ARB, which approval may be withheld for any reason, and the ARB may, in its sole discretion, prohibit all signs. "For Sale" and "For Lease" signs must be 18" H x 24" W with a black metal frame.

Signs must be clean and maintained in good repair. All signs shall be removed within five (5) days of settlement or leasing of property. Open house signs, Yard/Garage Sales and directional signs are permitted on the day of the open house or yard/garage sale and shall be promptly removed at the conclusion. None shall be placed on the HOA Common Areas; except temporary for sale signs or notices may be placed in the median between the Common Area and the sidewalk. No sign shall be affixed to traffic or other HOA notice signs.

## **SOLICITING**

No soliciting will be allowed at any time within the Property.

## **STREET PARKING**

Residents' cars will not be parked in the street other than when a resident has more guests than spaces in driveways while a special occasion is in progress. Overnight parking in the street is prohibited.

Vehicles that are not drivable, or lack current license plates and registration tags, as required by state law, or are in a visible state of disrepair, or are not used on a regular basis may not be parked in the street or driveway and must be stored in the garage.

### **SWIMMING POOLS, HOT TUBS, SPAS AND POOL ENCLOSURES**

An approved Application is required for swimming pools, hot tubs, spas and pool enclosures prior to construction. The approved county permit must accompany the ARB application and a copy of the final county inspection must be submitted post-installation. Swimming pools and adjoining decks should be located at the rear of the property. The width of the pool and decking must meet all set back requirements for the County. Only in-ground pools are permitted. Pool equipment must be screened from view with fencing or landscape material. If the pool is not screened, then the yard must be fenced in compliance with the Architectural Review Guidelines.

Children's wade pools in rear yards are allowed and do not require approved Application.

Pool enclosures are allowed. The roofline of the enclosure should match or be in keeping with the roofline of the house. Enclosures shall be located at the rear of the property and must meet all set back requirements for Clay County. The enclosure frame must be black or bronze. Screens must be charcoal colored.

Swimming pool, hot tub and spa applications shall include:

- Site plan showing location of the swimming pool/ hot tub / spa, its relationship to existing structures, drainage and property lines.
- Include dimensions, type and color of proposed materials.
- Proposed screening and landscape for pool equipment.
- Proposed fencing or enclosure for pool.
- A child proof cover is required for hot tubs and spas.

### **TEMPORARY STRUCTURES**

No structure of a temporary character, including, without limitation, any trailer, mobile home, tent, shack, barn, sanitary toilet facilities, hothouses, green houses or other outbuilding shall be permitted on any Lot at any time. Sanitary toilet facilities are temporarily allowed during construction process.

### **TREES**

No resident shall cut any living tree having a trunk diameter greater than twelve inches (12") without prior approval of the ARB. For trunk measurement, start three feet (3') up from the base of the tree to obtain the circumference of the tree.

Trees shall be kept trimmed of dead branches, to maintain a clean appearance with even growth pattern. Limbs which endanger physical property of an adjacent home or common HOA property must be removed.

### **UTILITY CONNECTION**

Building connections for all utilities, including, but not limited to, water, electricity, telephone and television, shall be run underground from the connecting points to the Residence in a manner acceptable to the governing utility authority. No window air conditioning units shall be permitted.

**VISIBILITY AT STREET INTERSECTIONS**

No obstruction to visibility at street intersections shall be permitted. The ARB and Developer shall have the right to adopt additional restrictions concerning the height and type of trees and shrubs within any of the Lots.

**WATER FEATURES**

Water features such as fountains and water gardens are allowed in the rear yard and do not require an approved application.

**WELLS**

Irrigation wells are permitted provided that each Owner shall be responsible for removing any discoloring of sidewalks or driveways resulting from the spray from irrigation well.

**WINDOW COVERING**

Reflective window coverings are prohibited, and only neutral, solid colored window coverings shall be permitted on any Residence. The ARB may prohibit window treatments which are not reasonably compatible with the aesthetic standards of the Property.

**WINDOW FLOWER BOXES**

Window boxes are prohibited in the front yard.

**EXHIBIT A - ARB APPLICATION (LONG)**

JEREMY'S GLEN OWNERS ASSOCIATION, INC.  
ARCHITECTURAL REVIEW (ARB) LONG APPLICATION  
NEW HOMES AND HOME ADDDTIONS

APPLICATION DATE: \_\_\_\_\_

TO: Architectural Review Board and Committee Members

FROM: \_\_\_\_\_

LOT NUMBER: \_\_\_\_\_

LOT STREET ADDRESS: \_\_\_\_\_

If approved, approval will be good for only a period of six (6) months from date of approval. After that, request will need to be resubmitted.

GENERAL INFORMATION

This application is being submitted for:

Preliminary Review: \_\_\_\_ Complete Architectural Plan Review\*: \_\_\_\_\_

\*All plats need to include proposed home within setback lines, location of AC unit and footprint of adjacent home/s.

BUYER/OWNER

Name: \_\_\_\_\_

Street: \_\_\_\_\_

City/State/Zip Code: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

BUILDER

Name: \_\_\_\_\_

Street: \_\_\_\_\_

City/State/Zip Code: \_\_\_\_\_

Phone: \_\_\_\_\_

ARCHITECT

Name: \_\_\_\_\_

Street: \_\_\_\_\_

City/State/Zip Code: \_\_\_\_\_

Phone: \_\_\_\_\_

**SURVEYOR/ENGINEER**

Name: \_\_\_\_\_

Street: \_\_\_\_\_

City/State/Zip Code: \_\_\_\_\_

Phone: \_\_\_\_\_

**LANDSCAPE DESIGNER**

Name: \_\_\_\_\_

Street: \_\_\_\_\_

City/State/Zip Code: \_\_\_\_\_

Phone: \_\_\_\_\_

**TYPE OF HOME CONSTRUCTION**

New Construction

Pre-sale: \_\_\_\_\_ Owner: \_\_\_\_\_ Speculative: \_\_\_\_\_

**Type of New Home**

Estate lot home: One Story \_\_\_\_\_ Two Story \_\_\_\_\_ Three Story \_\_\_\_\_

Has floor plan been previously approved for another lot? \_\_\_\_\_

If yes, for which lot? \_\_\_\_\_ Is elevation style substantially different? \_\_\_\_\_

Lot dimensions: \_\_\_\_\_

Lot Square Foot: \_\_\_\_\_

# Bedrooms: \_\_\_\_\_ # Bathrooms: \_\_\_\_\_

Height from slab: \_\_\_\_\_

Heat/Air conditioned space (1st floor): \_\_\_\_\_

Heat/Air conditioned space (2nd floor): \_\_\_\_\_

Heat/Air conditioned space (3rd floor): \_\_\_\_\_

Total net square foot: \_\_\_\_\_

Covered porches / entries / etc.: \_\_\_\_\_

Garage: \_\_\_\_\_

Other: \_\_\_\_\_

Total Gross Square Foot: \_\_\_\_\_

HOME CONSTRUCTION MATERIALS

(Include color chips, materials, sample of color, product photos, etc. with application)

EXTERIOR FEATURES DESCRIPTION COLOR/FINISH

Driveway: \_\_\_\_\_

Entry Walk: \_\_\_\_\_

Front Porch: \_\_\_\_\_

Siding: \_\_\_\_\_

Stone: \_\_\_\_\_

Brick: \_\_\_\_\_

Stucco: \_\_\_\_\_

Shutters: \_\_\_\_\_

Windows: \_\_\_\_\_

Window Trim: \_\_\_\_\_

Entry Door: \_\_\_\_\_

Glass Sliding Doors: \_\_\_\_\_

French Doors: \_\_\_\_\_

Garage Doors: \_\_\_\_\_

Roofing: \_\_\_\_\_

Fascia: \_\_\_\_\_

Soffit: \_\_\_\_\_

Gutters: \_\_\_\_\_

Chimney: \_\_\_\_\_

HOME CONSTRUCTION MATERIALS  
EXTERIOR FEATURES DESCRIPTION COLOR/FINISH

Screening: \_\_\_\_\_

Porch/Patio Deck: \_\_\_\_\_

Pool Deck: \_\_\_\_\_

Fencing/Wall: \_\_\_\_\_

Planters: \_\_\_\_\_

Outdoor Lighting: \_\_\_\_\_

LANDSCAPING PLAN: Preliminary \_\_\_\_\_ Complete \_\_\_\_\_

The preceding application is submitted for review by the Architectural Review Board. We/I acknowledge the understanding of Jeremy's Glen Covenants and Restrictions, and agree to abide by the policies, guidelines and procedures set forth in these documents. Architectural approval from the association is a limited approval. The owner is responsible for compliance with any governmental agency.

\*\*minimum 2,400 sq.ft.; 20 foot minimum set back from property boundary; two (2) sets of the following, (i) the construction plans and specifications, if any, including a site plan and survey and all proposed landscaping; (ii) an elevation or rendering of all Proposed Improvements, if any; (iii) samples of materials or paint colors, and (iv) such other items and the ARB may deem appropriate.

Specific details regarding building requirements can be found in the Jeremy's Glen Covenants and Restrictions; pages 11-14. Minimum square foot requirements can be found in the amendment to the declarations of covenants, conditions, restrictions and easements for Jeremy's Glen recorded to the public record on August 10, 2006.

Submitted by: \_\_\_\_\_ Date: \_\_\_\_\_

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

Firm: \_\_\_\_\_

Please include a check for \$250.00 made payable to Jeremy's Glen Owners Association, Inc., and return application to the following address: P.O. Box 600033, Jacksonville, FL 32260. For questions feel free to contact the ARB Board at [jeremysglen@hotmail.com](mailto:jeremysglen@hotmail.com)

ARB COMMITTEE USE ONLY

Date Received: \_\_\_\_\_ Date Reviewed: \_\_\_\_\_ Date Approved/Denied: \_\_\_\_\_

Preliminary Approval: \_\_\_\_\_ Full Approval: \_\_\_\_\_ Denied: \_\_\_\_\_

\_\_\_\_\_  
ARB President

\_\_\_\_\_  
ARB Vice President

\_\_\_\_\_  
ARB Board Member

\_\_\_\_\_  
ARB Board Member

\_\_\_\_\_  
ARB Board Member

Comments:

---

---

---

---

---

---

---

**EXHIBIT B – ARB APPLICATION (SHORT)**

JEREMY'S GLEN OWNERS ASSOCIATION, INC.  
ARCHITECTURAL REVIEW (ARB) APPLICATION  
SHORT FORM

DATE: \_\_\_\_\_

TO: Architectural Review Board and Committee Members

FROM: \_\_\_\_\_

LOT NUMBER: \_\_\_\_\_

LOT STREET ADDRESS: \_\_\_\_\_

**GENERAL INFORMATION**

Jeremy's Glen Owners Association, Inc. Review Board Application

All exterior modifications and additions including fencing, screening, satellite dishes or antennas, play equipment, landscaping, etc. must be pre-approved prior to construction. The applicant will be required to complete and submit this application along with any additional information listed below. Please refer to the Master Declaration of Covenants, Conditions and Restrictions Jeremy's Glen for more details. If you have any questions, please contact the Homeowners Association at [Jeremysglen@hotmail.com](mailto:Jeremysglen@hotmail.com)

Please check one of the following:

( ) Landscape Improvements (Submittal Requirements Listed Below):

- Include detailed landscape plan and/or survey (to scale) that displays the location and name of each plant, dimensions of landscaping from the property lines and any applicable easement and north arrow. Proper maintenance and pruning of plan material will be strictly enforced (please note that no plant will be allowed to encroach over property lines or right of way).

- Include specific information and pictures/renderings of any hardscape materials (paths, walls, water features, etc.) including construction details and type of mulch you will use. Please note that all landscaping shall adhere to all the requirements listed in the CC&R's.

( ) Play Equipment

- Include detailed plan and/or survey (to scale) that displays the location and orientation of the play equipment, dimensions of play equipment (including height) and distances to the property lines and any applicable easement and north arrow.

- Include specific information and pictures/renderings of all play equipment materials and colors (including slides, swings, supports, etc.) Please note that all play equipment shall adhere to the requirements listed in the CC&R's.

( ) Fencing

- Include detailed plan and/or survey (to scale) that displays the fence dimensions and distances to the property lines and any applicable easement and north arrow. The applicant shall also show all proposed gate openings.

- Include specific information regarding the height of the fence and fence posts; include pictures/renderings of all fence materials and colors (including gate details, etc.). Please note that all fences shall adhere to all the requirements listed in the CC&R's.

( ) Exterior Additions/Modifications including paint, screened rooms, decks, gazebos, trellis, pergola, or arbors, etc.

- Include detailed plan and/or survey (to scale) that displays the location of the exterior addition, dimensions and addition (including height) and distances to the property lines and any applicable easement and north arrow.

- For all additions and revisions, include specific details and elevations/pictures/renderings as applicable. Also include pictures of the proposed color or paint samples for review (all colors used shall be harmonious with on-site dwellings and subject to the review of the ARB). Please note that all exterior modifications and additions shall adhere to all the requirements listed in the CC&R's.

( ) Other (please explain): \_\_\_\_\_

- Include all information that is stated under Exterior Additions/Modifications.

Mail application to Jeremy's Glen Owners Association, Inc. P.O. Box 600033, Jacksonville, Florida 32260 or email to Jeremysglen@hotmail.com

Please allow 30 days to review this application. (The review process will begin once all required and requested documentation has been received by reviewer.)

The preceding application is submitted for review by the Architectural Review Board. We/I acknowledge the understanding of Jeremy's Glen Covenants and Restrictions, and agree to abide by the policies, guidelines and procedures set forth in these documents.

Submitted by: \_\_\_\_\_ Date: \_\_\_\_\_

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

Street Address: \_\_\_\_\_ Lot # \_\_\_\_\_

Daytime Telephone Number: \_\_\_\_\_

Email: \_\_\_\_\_

ARB COMMITTEE USE ONLY

Date Received: \_\_\_\_\_ Date Reviewed: \_\_\_\_\_ Date Approved/Denied: \_\_\_\_\_

Preliminary Approval: \_\_\_\_\_ Full Approval: \_\_\_\_\_ Denied: \_\_\_\_\_

---

ARB President

---

ARB Vice President

---

ARB Board Member

---

ARB Board Member

---

ARB Board Member

Comments:

---

---

---

---

---

---

---

---

## EXHIBIT C – FIRST VIOLATION LETTER SAMPLE

Jeremy's Glen Owners Association, Inc.  
First Violation Letter (Sample)

[Date]

[Owner's Name and Address of Record]  
[Tenant or Occupant's Name and/or Address]

### FIRST VIOLATION LETTER

Dear \_\_\_\_\_:

Thank you for being such a good neighbor! We all try our best to maintain our homes and our neighborhood in the best condition possible. Part of the way to ensure property values and the beauty of our neighborhood is maintained is by the use of restrictive covenants. With our busy lives, we often overlook these covenants.

Recently, the Board of Directors was contacted about such an oversight at your property. Please be aware that \_\_\_\_\_ is a violation of Jeremy's Glen Owners Association, Inc. covenant Section \_\_\_\_, Page \_\_\_\_, and we require that this Violation be corrected within \_\_\_\_ days. Failure to correct the Violation may lead to the imposition of a fine.

If you have any questions regarding the covenant sighted above or, need additional time to address this oversight, please feel free to contact the Board of Directors via e-mail at [jeremysglen@hotmail.com](mailto:jeremysglen@hotmail.com) or via mail Jeremy's Glen Owners Association, Inc., PO Box 600033, Jacksonville, Florida 32260.

The Board of Directors would like to thank you for your prompt attention to this matter.

Sincerely,

Jeremy's Glen Owners Association, Inc.

**EXHIBIT D – SECOND VIOLATION LETTER**

Jeremy's Glen Owners Association, Inc.  
Second Violation Letter (Sample)

[Date]

[Owner's Name and Address of Record]  
[Tenant or Occupant's Name and/or Address]

SECOND VIOLATION LETTER

Dear \_\_\_\_\_:

As a member of the Jeremy's Glen community, you are aware that we all have agreed to abide by Restrictive Covenants. These covenants are in place to ensure our homes and communities maintain the highest level of beauty and value. On (date first letter was sent) the Board of Directors advised you of a certain covenant violation ("Violation") at your property and requested that this Violation be addressed by (insert date). Please find enclosed a copy of the FIRST VIOLATION LETTER, dated \_\_\_\_.

At this time, it was noted that this Violation has not been addressed. In light of this, the Board is again requesting that you take the necessary action to immediately comply with the covenants. Accordingly, a fine of \$20 per day hereby is imposed ("Fine") until the Violation is resolved. Should a Fine be levied, it will be retroactive to the date the Violation was first brought to your attention on (insert date). If the Fine is levied, it will become a lien against your property. You will also be held liable for the legal fees associated with assessing a lien against your property.

You may present a written request to the Board of Directors for a hearing on the Violation and the Fine within fifteen (15) days of the date of this SECOND VIOLATION LETTER. If a timely challenge is not made, the Fine stated herein shall be imposed.

If you have any questions or would like to request a hearing please feel free to contact the Board of Directors via e-mail at [jeremysglen@hotmail.com](mailto:jeremysglen@hotmail.com) or via mail at Jeremy's Glen Owners Association, Inc., PO Box 600033, Jacksonville, Florida 32260.

Thank you for your prompt attention to this matter.

Sincerely,  
Jeremy's Glen Owners Association, Inc.

**EXHIBIT E – NOTICE OF DECISION**

Jeremy's Glen Owners Association, Inc.  
Notice of Decision (Sample)

[Date]

[Owner's Name and Address of Record]  
[Tenant or Occupant's Name and/or Address]

NOTICE OF DECISION

Dear \_\_\_\_\_:

The Board of Directors of Jeremy's Glen Owners Association, Inc. met on \_\_\_\_\_, 20\_\_ at \_\_\_ P.M. ("Hearing Date") at \_\_\_\_\_, and discussed the Covenant Violation(s) and Fine that was imposed upon you by the Board.

The Board [approves/disapproves] the Fine.

TO BE USED IF THE COMMITTEE APPROVES THE FINE

You have thirty (30) days from the date of the Notice of Decision within which to correct the Violation (as described in the First Violation Letter and Second Violation Letter), and to pay the Fine in the amount of \$\_\_\_\_, as described in the Second Violation Letter. The Association will pursue its legal remedies, including bringing a lawsuit and/or placing a lien on the property, to collect the Fine and compel you to correct the Violation. You are also liable for the legal fees associated with this lien in the amount of \$\_\_\_\_\_.

If you have any questions or comments please feel free to contact the Board of Directors via e-mail at [jeremysglen@hotmail.com](mailto:jeremysglen@hotmail.com) or via mail at Jeremy's Glen Owners Association, Inc., PO Box 600033, Jacksonville, Florida 32260.

Sincerely,

Jeremy's Glen Owners Association, Inc.