



Meadow Wood Homeowners' Association

Architectural Review Application Information and Instruction Sheet

The information contained in this document is to help you better understand the requirements and process of the Meadow Wood Homeowners' Association's Architectural Review Process and to clarify any misinformation you might have heard and/or assumed.

The Architectural Review Committee is made up of volunteers from the neighborhood. They are all your neighbors and members in good standing of the Meadow Wood Homeowners' Association, Inc. The members of this committee all have a good working knowledge of the requirements and documents in order to preserve the esthetic and monetary value for our neighborhood. They are here to help all members looking to build or renovate one of their biggest investments to conform to the policies set forth many decades ago. Your property will contribute to the beauty and value of our neighborhood, with the committee's help and approval.

The following sections are from the original guidelines of Acme Improvement District, now the Village of Wellington references the requirements of Meadow Wood neighborhood.

Section 300.11 LIMITATION OF RESPONSIBILITIES: The Architectural Review Committee only reviews applications submitted to determine if the proposed improvements comply with the Deed Restrictions and to determine if a proposed structure conforms in appearance with the standards and policies set forth by the HOA/Architectural Review Committee for development in Meadow Wood. The Architectural Review Committee assumes no responsibility for the following:

- A. The structural soundness and integrity of any feature of any proposed improvement or structure.
- B. The condition of the site including: soil conditions, flooding hazards, or any other hazard whether caused by conditions occurring either on or off of the property.
- C. Mechanical, electrical, plumbing or any other system or requirement of the site or structure.
- D. Compliance with any or all building codes, safety requirements or government laws, regulations, codes or ordinances.
- E. Performance or quality of work of any contractor.

SECTION 300.12 TIME LIMITATIONS: After final approval, the applicant must commence construction within one-hundred and eighty (180) days unless other specific time limits are approved by the HOA/Architectural Review Committee. If no construction activity (land/lot clearing and prep is not considered construction) has commenced within this time period the approval shall become null and void. Reapplication or extension of the application is required prior to commencing with construction.

SECTION 300.13 CONTINUING WORK: Once construction has begun on a site the work shall proceed in an orderly and continuous manner. Discontinuing construction activity for a period of more than three (3) months shall cause the HOA/Architectural Review Committee approval to lapse and require extensions to be applied for. Construction sites upon which activity has ceased for a period of greater than one (1) year shall be considered to be inactive. Inactive construction sites shall be secured and maintained free of nuisance vegetation and debris by the property owner. Sites on which significant work has not been completed within one (1) year may be required to be returned to their pre-construction status by the property owner.

SECTION 300.14 APPLICATION WITHDRAWAL: An application may be withdrawn without prejudice by the applicant as a matter of right, provided the request has not been reviewed by the HOA/Architectural Review Committee. All requests for withdrawal shall be received in writing by the HOA/Architectural Review Committee via the management company [delivery by USPS, Commercial courier/ shipping service, email (withdrawal only) or hand delivery is acceptable].

SECTION 300.15 FEES: The HOA/Architectural Review Committee shall submit a fee schedule to the HOA/Architectural Review Committee via the management company for their review and approval. These fees shall be used to offset the reasonable costs of operation (see individual applications for fee schedule.)

SECTION 300.16 PENALTY FEES: The fee schedule shall include reasonable fees and penalties for construction or renovations without HOA/Architectural Review Committee approval. Building without HOA/Architectural Review Committee approval will result in the following penalties:

	<u>BY A CONTRACTOR</u>	<u>BY AN OWNER</u>
First Offense	Triple Fees	Triple Fees
Second Offense	Triple Fees + \$100.00	Triple Fees
Each Additional Offense	Triple Fees + \$500.00	Triple Fees

SECTION 300.17 APPLICATION REQUIREMENTS: The following information shall be submitted with all applications provided by the HOA/Architectural Review Committee unless otherwise noted.

- A. Filing Fee: All filing fees shall be paid prior to application review.
- B. Survey: A survey of the property shall be submitted with all applications for new construction which conforms to the following specifications:
 - 1. Less than one year old.
 - 2. Performed by a registered land surveyor within the State of Florida.
 - 3. Includes an accurate legal description including lot, block and subdivision and all existing or proposed structures, drainage courses, easements and adjacent rights of way.
 - 4. Computation of the total acreage of the property to the nearest one-hundredth (.01) of an acre.
 - 5. All boundary and building dimensions, setbacks and finished floor elevations shall be clearly noted.
 - 6. A location sketch of the subject property showing its relationship to surrounding properties.
 - 7. North arrow and graphic and written scale.
- C. Site Plans:
 - 1. Meadow Wood's lot and block address and/or required legal description of the property, and north arrow and scale.
 - 2. All property lines, including streets, rights of way, canals, easements, set back lines and dimensions.
 - 3. Approximate location of existing vegetation.
 - 4. Location and extent of all required and proposed site grading.
 - 5. Location of all structures and parking areas, driveways, garbage and trash containers [if outside facility is being constructed], decks, terraces, patios, walks, fences, swimming pools, fountains or other structures.
 - 6. Surveys may be used to show the placement of the landscaping items to satisfy the landscape plan requirements.
- D. Landscape Plans
 - 1. Meadow Wood's lot and block address and/or required legal description of the property, and north arrow and scale.
 - 2. All property lines, including streets, rights of way, canals, easements, set back lines and dimensions.
 - 3. Approximate location of existing vegetation.

4. Placement and type of vegetation for landscaping to show at least minimal requirements.
- E. Floor Plans: Floor plans shall be submitted which illustrate compliance with the requirements contained in the Meadow Wood documents and those in the specific deed restrictions. Floor plans shall be properly dimensioned and drawn to no smaller than 1/8 inch scale with all interior walls, windows, doors, and entryways clearly illustrated.
- F. Exterior Elevations: Complete elevations shall be submitted which illustrate the exterior appearance of all facades of the structure. These elevations shall be consistent with the proposed floor plan, shall illustrate all proposed architectural detailing, window treatment, roof treatment, exterior materials and textures. All elevations shall be drawn to no smaller than 1/8 inch scale.
- G. Color Descriptions: All proposed exterior colors shall be submitted for review with actual paint chips/samples and a piece at least 6 x 6 inches of the roofing material.
- H. Cross Section: Typical wall section illustrating overhang width, exterior finish and all other material details.
- I. Location of all Utility Services, A/C Compressors, Mechanical Equipment or other Services or Equipment: Shall be illustrated on the site plan together with proposed screening methods.

DENIED APPLICATIONS.: Applications that are denied by the HOA/Architectural Review Committee may be resubmitted within 60 days with the modifications needed for approval with a cover letter and a \$10.00 fee for new construction and additions over 1000 sq. ft. and \$5.00 for all other applications that were denied.

APPROVED APPLICATIONS REQUESTING CHANGES DURING CONSTRUCTION: Once an application is approved, the application is closed and cannot be reviewed again for any revisions. If you need to make a change to the approved application, you will need to submit a new application with appropriate fee for that particular change you are requesting.

SOLAR HEATING AND OTHER RENEWABLE RESOURCE ITEMS: An application for the HOA/Architectural Review Committee review is required but there is no fee for the review. The committee will be reviewing the placement of such items to encourage appropriate location.

SWIMMING POOLS AND PATIO ENCLOSURES: It is suggested to submit the application for a swimming pool with the plans for the protective barrier required by law together in one application. If the swimming pool and the protective barrier are submitted at two different times, there will be two separate application fees.

Applications once reviewed by Management Company and deemed complete will be dated and will be reviewed within 30-days of acceptance date. The written approval or denial will be mailed to you within ten (10) business days of the review.