Pine Ridge Property Owners Association

Architectural Design Committee (ADC)

Procedures and Operating Guidelines

1. Purpose and Objective

The purpose of the mandatory Architectural Design Committee (ADC) is to objectively review applications and supporting documentation submitted by members for new home construction and exterior improvements covered by the Pine Ridge governing documents.

All applications shall be reviewed consistently and equitably against the applicable Pine Ridge covenants, deed restrictions, and architectural standards, subject to applicable Florida law. Committee members shall base their decisions on established requirements and submitted documentation, not personal opinions, preferences, or subjective considerations unrelated to those requirements.

The ADC shall consist of no fewer than three seated members, including the Chairperson. Committee member terms shall be governed by the PRPOA Bylaws.

2. Committee Organization and Meetings

Chairperson. The Chairperson is appointed by the PRPOA Board of Directors and is responsible for coordinating committee operations and filling open committee positions, subject to the Bylaws and any applicable Board requirements.

Meeting Schedule. The committee shall maintain a regular meeting schedule, generally meeting every other Tuesday at the Chairperson's discretion. Additional meetings may be scheduled, or existing meetings rescheduled, based on community needs or conflicts with holidays.

Meeting Notices. General meeting notices shall be posted on the official PRPOA notification board and on the PRPOA website under the Committees section, in accordance with applicable notice requirements.

Authority of the Chairperson. The Chairperson shall not independently approve an application or reverse a committee denial outside a duly noticed meeting of the committee. Application decisions must be made through the established committee review process.

3. Requirements for Committee Service

Individuals interested in serving on the ADC shall submit their intent in writing, preferably by email or letter, to the Community Association Manager.

The interested candidate will be invited by the Chairperson to attend at least three committee meetings as an observer to become familiar with the review process, applicable requirements, and committee procedures.

Upon completion of the observation period, the Chairperson may offer the candidate an available committee position, subject to applicable governing documents and Board requirements. The Chairperson shall notify the Community Association Manager of the appointment.

4. Attendance and Participation

Regular attendance is important to the effective operation of the ADC.

If a committee member cannot attend a regularly scheduled meeting, the member shall notify the Chairperson in writing before the meeting.

Repeated absences or other attendance concerns shall be addressed in accordance with the applicable governing documents and committee procedures.

5. Committee Goal

The ADC's goal is to guide members through the home construction and exterior improvement approval process and to ensure that applications are evaluated fairly, consistently, and objectively for compliance with applicable Pine Ridge governing documents and Florida law.

The committee shall apply established requirements without introducing personal preferences or imposing requirements that are not authorized by the governing documents or applicable law.

6. Meeting Materials and Records

The following materials and records shall be available for committee meetings:

1. **ADC Application Log:** A log identifying each registered application and its assigned application number.
2. **ADC Voting Sheet:** A record of each application number and the committee members participating in the decision, including each member's vote.
3. **ADC Stamps and Marking Tools:** Tools required to mark, identify, and document plans and applications as appropriate.
4. **Paint Color References:** Current manufacturer paint-color books or equivalent documentation.
5. **Roofing References:** Current roofing material and color books or equivalent documentation.
6. **Complete Member Applications:** Applications organized with their applicable checklists and supporting documentation, signed by the property owner or authorized representative, with contact information including an email address and telephone number.

Application records shall be maintained in accordance with PRPOA recordkeeping requirements.

7. Application Requirements and Supporting Documentation

Each application must include the applicable checklist and supporting documents required for the type of improvement being proposed.

Depending on the application, required documentation may include:

- A completed application checklist.
- A boundary survey demonstrating applicable setbacks, as required by Deed Restrictions Section 9.01(a).
- Paint colors, including manufacturer names and color codes.
- Roofing materials and colors, including manufacturer information and product specifications.
- Environmental surveys, when applicable.
- Tree preservation plans, when applicable.
- A Lot Development Application, when required.
- Building plans and specifications.
- Photographs, drawings, or other illustrations relevant to the proposed improvement, such as fence style, materials, and placement.
- Other documentation expressly required by the applicable checklist or governing documents.

The committee shall evaluate applications based on the requirements applicable to the particular project. Additional documentation may be requested when authorized and reasonably necessary to determine compliance.

8. Application Review Procedure

At the beginning of each meeting, the Chairperson shall explain the review process and establish the order in which applications will be considered.

The typical review procedure shall be as follows:

1. **Application Assignment:** Applications will be distributed among committee members to balance the workload.
2. **Application Presentation:** The committee will begin with the first application in the established review order.
3. **Checklist Review:** A designated committee member will read through the applicable checklist and identify each requirement for review.
4. **Compliance Determination:** Committee members will evaluate the application and supporting documents against the applicable requirements.
5. **Discussion and Clarification:** The committee may discuss deficiencies, seek clarification, and consult the Community Association Manager regarding applicable requirements.

6. **Decision and Recordkeeping:** Once the committee has reached a decision, the outcome and each participating member's vote shall be recorded on the ADC Application Log and Voting Sheet.
7. **Next Application:** The committee will repeat the process for the next application.

Committee decisions shall be based on the applicable governing documents, established architectural standards, submitted materials, and relevant legal requirements. The committee shall follow the voting and quorum requirements established by the PRPOA Bylaws and other applicable governing documents.

9. Role of the Community Association Manager

The PRPOA Community Association Manager shall attend ADC meetings as required by the Bylaws and shall serve as a subject-matter resource for the committee.

The Manager may assist the committee by:

- Identifying incomplete applications and missing documentation.
- Explaining applicable deed restrictions, covenants, architectural standards, and established procedures.
- Identifying deficiencies or inconsistencies in submitted materials.
- Clarifying requirements and identifying issues requiring additional documentation.
- Advising the committee when a proposed decision may conflict with applicable Florida law or the Association's governing documents.

The Manager's role is advisory. Application decisions shall be made by the committee in accordance with the governing documents and applicable law.

10. Incomplete Applications, Holds, Approvals, and Denials

When an application is incomplete, the committee should determine whether the missing information can reasonably be obtained during the meeting. If the Community Association Manager has information indicating that the required documentation or clarification will be available before the meeting adjourns, the committee may reasonably hold the application until that information is received and reviewed.

However, if the necessary information is not expected to become available before the meeting is adjourned, the committee will deny the application based on the applicable requirements and the documentation submitted, provided the decision complies with governing documents and applicable law.

Any denial must be documented and communicated in writing to the property owner. The written notice shall identify the specific rule, covenant, or other applicable requirement relied upon and describe the aspect of the proposed improvement that does not conform, as required by Florida law.

A denial should identify the deficiencies clearly enough to allow the applicant to understand what must be corrected or supplied for reconsideration.

11. Application Processing and Member Communication

Following the committee's decision, the PRPOA Administrative Assistant shall:

1. Process the application according to the committee's recorded decision.
2. Communicate the decision to the applicant by email or other established means.
3. Provide a copy of the decision and any required written explanation.
4. Enter the application details and decision into the appropriate CINC management system Flex data-storage file.
5. Maintain the supporting documentation and decision records in accordance with PRPOA recordkeeping procedures.

Denial notices shall include the information required by applicable law. Approval notices should identify any conditions or limitations associated with the approval, when applicable.

12. Appointments with Applicants

The Administrative Assistant, in consultation with the ADC Chairperson, shall schedule appointments for property owners or their authorized representatives to meet with the committee.

Appointments should generally be scheduled for regularly scheduled ADC meeting days. Additional arrangements may be made when necessary and consistent with committee procedures and applicable notice requirements.

13. Types of Applications

The following list identifies common application types and is not exhaustive:

- Lot Development
- New Home Construction
- Home Modification
- Re-roofing
- Repainting
- Fencing
- Sheds
- Accessory Structures
- Solar Installations
- Swimming Pools
- Decks
- Gazebos and Pergolas
- Porches
- Model Home Signs

Each application shall be reviewed according to the requirements applicable to the specific type of improvement.

14. Florida Statute 720.3035 — Architectural Control

The ADC shall conduct its reviews in accordance with Florida Statute 720.3035, as applicable, and other controlling law. The statute may limit the Association's ability to enforce certain existing architectural restrictions or impose requirements in particular circumstances.

The following principles shall guide the committee:

A. Reasonable and Equitable Enforcement

Architectural standards must be reasonably and equitably applied and enforced in accordance with applicable law.

B. Interior Improvements

The Association and ADC shall not impose architectural requirements on the interior of a structure where the applicable statutory protections apply, including circumstances in which the interior is not visible from the frontage of the lot, a neighboring parcel, common areas, or a golf course.

C. Certain Mechanical Systems

The Association shall observe the statutory limitations on requiring approval of plans and specifications for air-conditioning, refrigeration, heating, or ventilation systems when the statutory visibility and substantial-similarity conditions are satisfied.

D. Written Notice of Denial

When an application is denied, the Association or ADC shall provide written notice identifying the specific rule or covenant relied upon and the aspect or portion of the proposed improvement that does not conform, as required by Florida law.

E. Final Inspection

Approved improvements remain subject to any final inspection authorized or required by the governing documents and applicable law to verify that the completed work conforms to the approved application and applicable requirements.

F. Conflicts Between Governing Documents and Florida Law

When a provision of the PRPOA deed restrictions, covenants, architectural standards, or other governing documents appears to conflict with Florida Statute 720.3035 or another controlling

legal requirement, the committee shall refer the matter to the Community Association Manager and, when appropriate, Association counsel for review.

The committee shall not independently disregard or amend a deed restriction. Any determination concerning enforceability or a legal conflict shall be addressed through the appropriate Association process.

15. Administration and Periodic Review

These procedures are intended to promote consistent application review, reliable recordkeeping, transparent decision-making, and fair treatment of Pine Ridge property owners.

The procedures should be reviewed periodically by the Board of Directors and Association management to ensure continued consistency with the PRPOA Bylaws, deed restrictions, established architectural standards, and applicable Florida law.

Any changes requiring Board approval shall be submitted to the Board for consideration and adoption in accordance with the governing documents.