

SCARBOROUGH ESTATES HOMEOWNERS ASSOCIATION (SEHOA)  
ARCHITECTURAL DESIGN REVIEW MANUAL

June 18th, 2013

1. **PURPOSE** - The purpose of the Scarborough Estates Homeowners Association (SEHOA) Architectural Design Review Manual is to establish procedures that will ensure our community maintains a uniform scheme of standards while complying with state, county, PGA and SEHOA directives.

2. **AUTHORITY** - Scarborough Estates Declaration of Restrictions and Protective Covenants and the PGA Design Review Manual. If the Scarborough Estates Covenants, Rules, or Policies conflict with current PGA directives, those of the PGA shall prevail.

The PGA Master Architectural Review Committee (ARC) has granted the SEHOA ARC the authority to review and approve CATEGORY ONE architectural and landscaping requests. These requests are considered minor and do not require Master ARC approval; however, they may require a St. Lucie County Permit. All Contractors must be licensed and insured.

Categories Two, Three and Four are addressed in paragraph 10 of this manual.

3. **SCARBOROUGH ESTATES ARCHITECTURAL REVIEW COMMITTEE (ARC)**

a. The SEHOA Board of Directors will solicit community volunteers to serve as members of the Scarborough Estates Architectural Review Committee.

b. The ARC shall consist of five voting members. Their appointment must be approved by a majority vote of the Board of Directors. At any ARC Committee meeting the chairperson can invite an alternate in attendance to replace an absent primary committee member. Full voting rights will be granted to the alternate as long as they are serving in this replacement capacity.

c. A quorum of three committee members is necessary to conduct business at all scheduled ARC meetings.

d. The Scarborough Estates Architectural Review Committee has the right to approve, approve with conditions, or disapprove all CATEGORY ONE architectural and landscaping requests submitted by Scarborough Estates Homeowners. The committee will also endorse their recommendations on all Category Two, Three, and Four applications to the Master ARC.

e. The five ARC Committee members shall each have one vote. The majority vote will decide if an application is approved.

4. ARC COMMITTEE MEETINGS - There is no established meeting schedule for the ARC Committee however; the Scarborough Estates Property Manager will advise the ARC Chairperson of any new ARC requests ready for the committee. The chairperson will schedule the date, time and place for the next Architectural Review Committee meeting.

5. CATEGORY ONE consists of the following changes and improvements, AS DEFINED BY THE PGA MASTER ARC:

- Basketball Backboards
- Downspouts
- Hurricane Shutters
- Minor Landscaping
- Minor Outdoor Lighting
- Painting
- Roof Repairs
- Satellite Dish Location
- Sculptures and/or Statuary (more than 24 inches tall)
- Screen enclosure replacement on existing footprint
- Solar Panels location
- Replacement of Doors / side lights
- Replacement of windows of like size

Refer to Exhibit A for a list of exterior building base, trim, garage door, driveway, mailbox and lamp posts colors authorized in Scarborough Estates.

IMPORTANT - Some of the items above may require a St. Lucie County Permit and all contractors must be licensed and insured.

6. SCARBOROUGH ESTATES HOMEOWNER RESPONSIBILITIES - CATEGORY ONE

a. Homeowners are not permitted to make any visible Category One architectural or landscaping improvements or changes to their property or home without first receiving approval from the SEHOA ARC Committee. (Paragraphs 10 and 11 addresses Categories Two, Three, and Four)

b. Copies of this manual and ARC requests forms are available at the SEHOA's Property Management Office or on line at [www.PinnacleAM.COM](http://www.PinnacleAM.COM),

c. The homeowner is responsible for obtaining any necessary St. Lucie County Permits and any costs and damages.

d. Submit a separate SEHOA Category One ARC Request Form for each of the 13 items listed in Category One. Do not consolidate multi Category One requests on one form. (Exhibit B)

e. Incomplete forms will be returned to the homeowner for additional information or clarification before it can be considered.

f. Allow ten (10) business days for the SEHOA ARC Committee to respond.

g. Category One application status updates and questions will be directed to Pinnacle Association Management.

h. Once written approval is obtained from the SEHOA ARC Committee the homeowner has 90 days to initiate their project before it is considered null and void.

Note: The SEHOA ARC Committee may follow-up with the property owner to insure work was completed as requested.

## 7. SEHOA REVIEW COMMITTEE (ARC) RESPONSIBILITIES – CATEGORY ONE

The Scarborough Estates Architectural Review Committee should continue to protect the community design concept and environment.

a. ARC Committee members should be familiar with the Master ARC Design Review Manual, the SEHOA ARC Manual, and all PGA and Scarborough Estates Restrictive Covenants, Rules and Regulations and Policies.

b. The ARC Committee Chairperson will appoint a Committee Secretary to record and publish the minutes of each meeting. The Secretary will coordinate the minutes with the Committee Chairperson before final copies are forwarded to each committee member, the SEHOA Board President, SEHOA Board Secretary and the SEHOA Property Manager (Pinnacle Association Management). The secretary will maintain a copy for the ARC Committee files.

c. All ARC Category One applications for consideration will be provided to all members of the ARC Committee by the Property Manager prior to the scheduled ARC Committee meeting. Each request will be reviewed and voted on separately at the committee meeting. No bulk evaluations or decisions are permitted.

d. Each voting committee member in attendance will also initial the ARC Committee's section of the Category One ARC request form.

e. After the ARC Committee has voted and documented their decision on the Category One ARC requests, the form will be returned to the SEHOA Property Manager for filing and distribution. (See paragraph 8e.)

### Note: FAST TRACK CATEGORY ONE IMPROVEMENTS AND CHANGES

The SEHOA ARC Chairperson has the authority to authorize residents to undertake CATEGORY ONE improvements or changes before the next scheduled ARC Committee meeting. The application MUST first be coordinated with all ARC Committee members.

If a MAJORITY of the ARC Committee recommends approval, with no approval conditions, the chairperson can give the homeowner the verbal authorization to begin their project.

The FAST TRACK application form must be signed and documented in the minutes of the next scheduled ARC Committee meeting. The chairperson will return the signed application to the Scarborough Estates Property Manager for filing and distribution. (Para 8e)

#### 8. PROPERTY MANAGER'S RESPONSIBILITIES - CATEGORY ONE

a. Review each Category One ARC request forms submitted by the homeowners. Incomplete forms should be returned to the homeowner for additional information or clarification.

b. Advise community residents, who have submitted requests for approval, of upcoming ARC Committee meetings no later than two (2) days before the scheduled committee meeting by email.

d. Provide pending applications to the ARC Committee before each scheduled meeting.

e. After the ARC Committee meeting the Chairperson will return the ARC forms to the Property Manager who will distribute and file as follows:

- One copy should be returned to the homeowner
- One copy in the Individual Address Folder
- One copy in the Property Management Chronological ARC Folder
- One copy to the ARC Committee Chairperson
- One copy forwarded to the Master Board

9. CATEGORY ONE APPEALS - If the SEHOA ARC Committee denies a Category One application or the approval is subject to conditions that the homeowner deems unacceptable, the homeowner has seven (7) days to request a formal hearing before the SEHOA ARC.

#### 10. CATEGORIES TWO, THREE AND FOUR-NEW AND OTHER IMPROVEMENTS

Besides Category One projects, the PGA Master ARC Committee has established three additional architectural and landscaping categories.

##### a. CATEGORY TWO - MAJOR HOME IMPROVEMENTS

Improvements that require either professional review, the introduction of heavy equipment into the PGA Community or the majority of projects that require a St. Lucie Country Permit are included in Category Two.

b. CATEGORY THREE - ADDITION TO PRINCIPAL STRUCTURE

The addition of square footage to an existing structure resulting in an increase in the overall size or the building of a pool and/or spa is included in Category Three.

c. CATEGORY FOUR - NEW CONSTRUCTION

New construction on all or part of a parcel, lot of vacant land or land cleared of its original structures is included in Category Four.

11. CATEGORY TWO, THREE AND FOUR PROCEDURES

It is highly recommended homeowners familiarize themselves with the PGA Design Review Manual before submitting a Category 2, 3 or 4 applications.

Note: The Master ARC requires homeowners to first coordinate all Category 2, 3 and 4 applications with their local ARC Committee before submitting to the Master ARC. (Exhibit C of this manual required)

a. Homeowners should complete all PGA Master ARC application forms deemed necessary by the Master ARC. These forms are attached to the Master Design Review Manual. This manual is available on line at [www.pgavillagepoa.com](http://www.pgavillagepoa.com) or a copy can be obtained from the PGA Property Manager's Office. (Lang Management)

b. The homeowner should complete Exhibit C of this manual and attach it to your Master ARC application mentioned above.

c. The homeowner must submit both, the SEHOA ARC (Exhibit C) and the Master ARC application forms (with all attachments) to the SEHOA Property Manager who will present the application to the SEHOA ARC Committee for their recommendation. Allow ten (10) days for processing. (Do not submit required Master ARC Fees with your application to the Scarborough Estates ARC)

d. After the Scarborough Estates ARC Committee documents their recommendations on the application the SEHOA Property Manager will advise the homeowner that their forms are ready for pick up. It is the homeowner's responsibility to pick up their application forms from the SEHOA Property Manager and deliver them to Lang Management for Master ARC consideration.

Note: Master ARC Fees will be required when presenting your applications to the PGA Property Management Company for processing.

e. Please address all Master ARC form and fees questions to the Lang Management at 772-467-1503 or visit their website at: [www.pgavillagepoa.com](http://www.pgavillagepoa.com).

Architectural Control Committee  
Scarborough Estates Homeowners Association  
Association

Board of Directors  
Scarborough Estates Homeowners

APPROVED on June, 18th 2013

EXHIBITS ATTACHED

Exhibit A - Scarborough Estates Community Colors

Exhibit B - Category One Application

Exhibit C - Categories Two, Three and Four Application

## Exhibit A

### SCARBOROUGH ESTATES COMMUNITY COLORS

1. Home exterior base colors must be approved by the Scarborough Estates ARC Committee. Committee approval is not necessary for repainting with the existing color.
2. Any changes to the existing color palette will require both Scarborough Estates, and Master ARC approval, to ensure any changes conform to the existing color palette of the PGA Village Community.
3. A copy of the Scarborough Estates Color Palette can be obtained from the SEHOA's Property Management Office at Pinnacle Property Management, 430, NW Whitney Place, Port St Lucie, 34986 or on line at [www.PinnacleAM.com](http://www.PinnacleAM.com).  
Color swatches are also available for viewing at the Property Management Office.
4. Exterior trim must be white or up to three shades darker or lighter than the exterior base color of the home.
5. Garage doors can be white, the exterior base color of the home or the color of the trim.
6. Exterior doors - Please submit a color sample.
7. Driveways must be pavers. If colors are changed, please submit sample.
8. Mailboxes and mailbox posts will remain standard in style and will be existing green or black.
9. Lamp posts and their light fixtures will be existing green or black.

ALWAYS submit a color sample with your application.

This page is provided for information only. It is not necessary to submit Exhibit A with your application.

SCARBOROUGH ESTATES HOMEOWNERS ASSOCIATION (SEHOA)  
ARCHITECTURAL REVIEW COMMITTEE (ARC)  
CATEGORY ONE

Scarborough Estates Homeowners are required to obtain SEHOA ARC Committee approval before initiating any Category One Architectural or Landscaping changes or improvements. (See the reverse side of this form)

\_\_\_\_\_  
(Print Homeowner's Name) (Address)  
Phone # \_\_\_\_\_ email address \_\_\_\_\_

Please provide a description of your request that includes the size, location and colors. If you are submitting a request to paint your home or changing driveway pavers, provide color samples.

\_\_\_\_\_  
(Contractor) (License #) (Insurance Policy #)  
Description: \_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
(Homeowner's Signature) (Date)  
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SEHOA PROPERTY MANAGER'S ENDORSEMENT TO SEHOA ARC

The above ARC request is forwarded for committee action.

\_\_\_\_\_  
(SEHOA Property Manager) (Date)  
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SEHOA ARCHITECTURAL REVIEW COMMITTEE'S ENDORSEMENT

APPROVED \_\_\_\_\_

NOT APPROVED \_\_\_\_\_

SEHOA ARC approval is valid for 3 months.

\_\_\_\_\_  
(Chairperson's Signature) (Date)



CATEGORY ONE IMPROVEMENTS

Basketball Backboards  
Downspouts  
Hurricane Shutters  
Minor Landscaping  
Minor Outdoor Lighting  
Painting  
Roof Repairs  
Satellite Dish Location  
Sculptures and/or Statuary (more than 24 inches tall)  
Screen enclosure replacement on existing footprint  
Solar Panels location  
Replacement of Doors / side lights  
Replacement of windows of like size

Note: Some Category One Improvements may require a St. Lucie County Permit.  
Contractors must be licensed and insured.

This page is provided for information only. It is not necessary to submit Exhibit B page 2 with your application.

Exhibit C

SCARBOROUGH ESTATES HOMEOWNERS ASSOCIATION (SEHOA)  
ARCHITECTURAL REVIEW COMMITTEE (ARC)  
CATEGORIES TWO, THREE AND FOUR

Scarborough Estates Homeowners are required to obtain written SEHOA ARC Committee approval before forwarding their application to the Master ARC Committee for consideration.

\_\_\_\_\_  
(Print Homeowner's Name) (Address)

Phone # \_\_\_\_\_ E-mail address \_\_\_\_\_

All applicable Master ARC application forms should be attached to this form with a description of your project. Your Master ARC application should also include the size, location and colors. Attach a color sample if applicable.

(DO NOT include your Master ARC fees with THIS application form)

PLEASE INDICATE CATEGORY # WITH PROJECT DESCRIPTION

\_\_\_\_\_  
(Homeowner's Signature) (Date)

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SEHOA PROPERTY MANAGER'S ENDORSEMENT TO SEHOA ARC

The above ARC request is forwarded for committee action.

\_\_\_\_\_  
(Property Manager) (Date)

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SEHOA ARCHITECTURAL CONTROL COMMITTEE'S  
ENDDORSEMENT

RECOMMEND APPROVAL \_\_\_\_\_

RECOMMEND DISAPPROVAL \_\_\_\_\_

\_\_\_\_\_  
(Chairperson's Signature) (Date)

CATEGORY TWO - MAJOR HOME IMPROVEMENTS

Improvements that require either professional review, the introduction of heavy equipment into the PGA Community, or the majority of projects that require a St. Lucie Country Building Permit are included in Category Two.

CATEGORY THREE - ADDITIONS TO PRINCIPAL STRUCTURE

The addition of square footage to an existing structure resulting in an increase in the overall size or the building of a pool and/or spa is included in Category Three.

CATEGORY FOUR - NEW CONSTRUCTION

New construction on all or part of a parcel/lot of vacant land or land cleared of its original structures is included in Category Four.

Applicants should familiarize themselves with the PGA Design Review Manual for all Category Two, Three and Four ARC applications.

Please address all Master ARC form and fees questions to the Lang Management at 772-467-1503 or visit there website at: [www.pgavillagepoa.com](http://www.pgavillagepoa.com).

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