

Ocean Palms  
Architectural Review Board (ARB)

# General Criteria and Policies

Board of Directors Approved – May 23, 2019

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# OCEAN PALMS ARCHITECTURAL REVIEW BOARD GENERAL CRITERIA AND POLICIES

## **INTRODUCTION**

In accordance with the Declaration of Covenants and Restrictions, no landscaping, improvement or structure of any kind, including without limitation, any building, fence, wall, screen enclosure, landscape or other improvement, change or alteration be made without the approval of the Architectural Review Board (ARB).

These guidelines are in addition to all building, use and other deed restrictions associated with Ocean Palms and, accordingly, all Owners and/or Contractors should familiarize themselves with the provisions of the Covenants.

All plans and specifications shall be evaluated as to visual and acoustical privacy and as to the harmony of external design and location in relation to surrounding structures, topography, existing trees and other natural vegetation and as to specific conformance with architectural criteria which may be imposed from time to time by the Association Board of Directors.

ARB approval does not constitute approval by any public permitting agency. All plans for permitting must be stamped by the ARB prior to obtaining a building permit.

## **REVIEW AND APPROVAL PROCESS**

Items which must be reviewed by the ARB will include any *exterior* improvement or structure of any kind, including without limitation, any building, dwelling, fence, wall, driveway pavers, grading, landscaping, landscape device or object, exterior lighting, exterior painting, alteration of a dwelling (including doors, windows, roof), installation of solar panels, satellite dishes, antennas, flag poles, fountains, swimming pools, screen enclosures, spas, privacy fences, awnings, shelters, gates, flower boxes, shelves, permanent hurricane protection and statues.

The ARB requires with each submission an application, see Exhibit "A", two (2) sets of all plans and specifications for any improvement or structure of any kind requiring review and approval of the ARB pursuant to Article VI of the Ocean Palms Covenants and Restrictions. The ARB may also require samples of proposed materials, photos, surveys or additional information as reasonable or may be necessary for the ARB to completely evaluate the proposed improvement. All approvals given by the ARB shall be evidenced by a stamp, seal or similar graphic representation which shall be affixed to the plans for permit.

With any renovation, addition, pool/spa, screen enclosure, driveway pavers or project that requires a St. Johns County building permit, a \$1000 refundable Damage Deposit is required. The amount of \$2000 Damage Deposit is required for construction of a new residence. The Damage Deposit will be used to offset any costs incurred by the Association or the ARB in order to:

- Repair damage to any common property, including the street and curbing, caused by the contractor or his subcontractors, suppliers and representatives during construction.

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- Pay for the cost of any cleanup of the site and adjacent property not performed by the contractor.
- Bring the common areas or common property and any structures thereon into compliance with the requirements of the Covenants.

These deposits will be held by Ocean Palms Homeowners Association, Inc., in a non-interest bearing account to ensure payment to repair damage which was caused to common property. Upon completion of the project, the owner will provide the ARB Coordinator with verification of a St. Johns County final inspection, if a permit was required. The ARB Coordinator will then schedule a final inspection with an ARB member. The ARB member will inspect the site to verify the house or other improvements were completed in accordance with the approved plans and specifications. Once approved, the ARB will issue a final approval letter and return the Damage Deposit. If in the sole opinion of the ARB, the house or other improvements were not completed in compliance with the ARB approved plans, enforcement of the Covenants and Restrictions will commence. Any change or variations from the plans or color scheme as approved by the ARB must be resubmitted to the ARB. Failure to do so will incur the HOA use of the Compliance process and may incur fines.

All ARB approvals must be completed within six (6) months from the date of authorization to begin or the approval will expire and must be resubmitted for ARB approval. An owner may request in writing an extension with a reasonable schedule defined for completion for ARB approval.

Any party aggrieved by a decision of the ARB shall have the right to make a written request to the Board of Directors, within thirty (30) days of the date of such decision, for a review thereof. The determination of the Board upon review of any such decision shall be dispositive, and thus are final.

If a homeowner is in violation with any of the policies and procedures of the community, the ARB will not review or approve any future requests from the homeowner until the homeowner removes the violation.

### **CONTRACTOR RESPONSIBILITIES**

- Dumpsters must have pavement protection in the form of wood boards placed under wheels and supports.
  - The edge of the pavement in front of each lot must be protected.
  - Owner or contractor is to provide photographs of the curb and sidewalk prior to commencement and after completion to the ARB Coordinator.
- Any obstruction of vehicle traffic will not be allowed to remain on the roadway overnight and must be traffic safety protected by barricades or cones.
- The contractor's cars and trucks must be parked on only one side of the street, the side of the project address.
- Contractors, subcontractors and material suppliers are not allowed to place signs anywhere on the lot or common property.

### **ARB COORDINATOR**

The Association's property management firm, MAY Management Services coordinates all matters for the ARB. Contact MAY Management at (904) 461-9708 on any matters concerning the ARB review process. ARB meetings are generally held on the first Tuesday of the month at MAY Management

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Services, Inc. In order to be placed on the ARB's agenda, the Application must be submitted to the offices of MAY Management Services at 5431 A1A South, Suite 103, St. Augustine, FL 32080, ten (10) days prior to the meeting date. If you wish to attend a meeting, you should contact MAY Management to confirm the meeting schedule and time.

**SETBACKS – INTRACOASTAL LOTS**

All setbacks are measured from the exterior wall of the dwelling to the parcel boundary.

**Front** – No dwelling shall be erected within twenty-five (25) feet of any front Intracoastal lot line.

**Side** – No dwelling shall be erected within fifteen (15) feet of any side Intracoastal lot line.

**Rear** – No dwelling shall be erected within thirty-five (35) feet of the Army Corps of Engineers wetland line depicted on the plan of the Subdivision.

**SETBACKS – ALL OTHER LOTS**

All setbacks are measured from the exterior wall of the dwelling to the parcel boundary.

**Front** – No dwelling shall be erected within fifteen (15) feet of any front lot line. In case of a Lot that fronts on two (2) streets, the foregoing setback shall be applicable to one frontage and one side.

**Side** – Dwellings may be erected immediately adjacent to any side Lot line, provided a minimum of ten (10) feet of separation shall be maintained between adjoining dwellings.

**Rear** – No dwelling shall be erected within ten (10) feet of any rear Lot line.

**EASEMENTS**

No dwelling, addition, pool, screen enclosure, fence, wall or any other improvement shall be erected within any easement area.

**FENCES**

The use of a privacy fence between houses is permitted for privacy purposes only and must be approved by the ARB. The privacy fence permitted with ARB approval is a six (6) foot "Natural Wood Shadowbox" fence with the supporting posts facing the homeowner's property who is requesting the fence. If approved by the ARB, the location of the privacy fence will be determined by the property line, setbacks, easements and appropriateness for the neighborhood. No fence shall extend beyond the homeowner's property line. No fence shall be installed on Common Ground.

Safety fencing for unscreened pools shall be limited to four – six (4 - 6) feet in height, and must be directly adjacent to the pool decking. The approved fencing for pools is "Black or Bronze Anodized

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Aluminum” fencing. If a pool fence is installed and at a later date the pool is screened; the entire fence must be removed.

No fencing other than the approved safety fencing around an unscreened swimming pool will be allowed in the Patio Homes. No rear yard fencing will be allowed on any home located on a pond because of mowing maintenance.

Invisible fences are limited as follows:

- Invisible fences are prohibited in front yards.
- Invisible fences are prohibited *anywhere* on pond lots
- All submissions that fit the approval criteria are given provisional approval; but the owner must submit a certificate of training for their dog(s) and upon receipt by the ARB, a final written approval will be issued.

**FLAG POLES**

A freestanding flag pole cannot exceed twenty feet (20') in height, and may not be erected in any easement. Flags must be lowered at dusk. Please review the Rules and Regulations for appropriate flag styles.

**ANTENNA AND SATELLITE DISHES**

No aerial antenna, satellite receptor dish or similar device shall be placed or erected upon any Lot or affixed in any manner to the exterior of any building on such Lot without the written consent of the ARB and if approved, must be appropriately screened from view of the neighboring Owners and from the street, if pole mounted on the ground. Such screening to be approved by the ARB. (Reference FCC rules for Over-The-Air-Reception Devices – OTARD)

**ENERGY EFFICIENCY / SOLAR PANELS**

All homes shall meet or exceed Florida’s Energy Efficiency Code for Building Construction. Solar panel applications (active or passive) shall include location, dimensions and color.

**HURRICANE PROTECTION – PERMANENT**

Permanent hurricane protection, supports, and hardware are subject to review and approval of the ARB. Any supports or hardware that remains permanent elements shall be finished to match the adjacent architectural element (i.e. stucco, window frame, trim band, etc). Hurricane protection is to be closed no earlier than the official hurricane watch and are to be taken down (or opened) 72 hours after the official watch has been lifted. Please review the Rules and Regulations for temporary hurricane protection.

**RAIN GUTTERS**

Rain gutters and down spouts with ARB approval, shall be compatible in color with surrounding wall and trim surfaces.

## **WINDOWS AND DOORS**

While tinted glass is acceptable, no foil or reflective material shall be used on any window(s) for sunscreens. Where more than one window treatment is viewed from a single or adjacent elevations, white drapery liners will be used to provide consistent appearance. No awnings are permitted to be installed on any windows.

Exterior doors and sidelights with leaded glass will be permitted when approved by the ARB. A spec sheet is required showing the glass design and colors for the door and sidelights. White retractable phantom screens on the front entry door(s) are acceptable with ARB approval. The ARB may approve storm or screen doors when the doors are compatible with the architectural style of the house. A spec sheet is required showing the design of the storm door. Storm or retractable phantom screens on side or rear garage entry doors must be white.

## **DRIVEWAYS, ENTRY WALKWAYS AND PORCHES (PAVERS)**

It is encouraged that residents maintain a clean natural concrete finish through the use of a rust dissolving agent such as "Snow Cap" and periodic cleaning. However, if it is felt that an artificial finish is necessary, the ARB, with approval, will permit the coating of a poured concrete driveway with "H&C Silicone Acrylic Concrete Sealer, color Bombay – HC133" or approved equivalent as determined by submitting color samples and specifications to the ARB. This product can be purchased at Home Depot, Sherwin Williams or at any paint dealer who provides concrete paint colors mixed to order.

Pavers are another option for re-surfacing a driveway, walkway and/or porch, again with ARB approval. Pavers must be installed on the entire surface of the driveway, walkway and/or porch. Pavers must be installed on all portions of the driveway, and may not be installed only along the edge of a poured concrete driveway or walkway. Pavers may not be installed on end/edge. Borders cannot be a contrasting color.

Driveway pavers can be installed at the drive, walkway and/or entryway. Verify no change to the dimensions, or provide a copy of the survey with revised dimension details.

There is an approved paver color palette to choose from. See Exhibit "B".

See "Contractor Responsibilities" for dumpster/parking/sign guidance.

## **GARAGE / FRONT / SIDE ENTRY DOORS**

Glass "windows" in the garage door panels must be installed by the manufacturer and approved by the ARB. Non-functional and/or primarily decorative additions to a garage or front entry or side entry door are prohibited.

## **EXTERIOR COLORS**

Exterior house and trim colors, excluding front entry door(s), shall be selected from the approved color palette, or the ARB will entertain an alternate color palette by submitted color chips from the owner.

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All exterior walls shall have the same color as approved by the ARB. Exterior colors are discouraged to be the same as adjacent homes on either side of the owner applying for an exterior re-paint. Service/side doors are to be painted to match the trim color. Garage doors are to be painted the same color as the trim. Colors for exterior front entry door(s) need not be on the approved color palette; however, they must be submitted to the ARB for approval. Owner must provide color samples with application for front entry door(s).

There is an approved exterior color palette to choose from. See Exhibit "C".

See "Contractor Responsibilities" for parking/sign guidance.

**LANDSCAPE / DECORATIVE ORNAMENTS**

Statues, birdbaths, lawn sculptures, decorative yard ornaments, planter pots, window boxes and permanent stakes are not permitted, without prior ARB approval. A limited number of items, such as a small bistro table and two chairs or a bench, may be placed at the entry way and should present an aesthetically pleasing, non-cluttered appearance. Water features at the front entryway must be approved the ARB. No items other than house numbers may be attached to the outside wall of the house unless approved by the ARB.

Landscape curbing around beds and trees on the property will be restricted to Blackjack edging. Paver landscape curbing will only be permitted when a paver driveway exists, and must match the driveway paver color and style. Height of curbing shall be restricted to two (2) inches above ground level. Landscape curbing requires ARB approval.

No artificial grass, plants or other artificial vegetation shall be placed or maintained on any lot unless approved by the ARB.

**PATIOS AND CONCRETE PADS**

Patios, concrete pads that are poured on ground level or pavers that are laid on ground level, are restricted to the rear of the house and must comply with property setbacks, as approved by the ARB. The distance the patio may extend off the rear wall of the dwelling will be determined by setbacks and the visual effect to neighboring homes.

The use of decks whether at ground level or elevated does not comply with the visual privacy or harmony of external design in relation to surrounding structures and therefore are prohibited.

**POOLS AND POOL SCREEN ENCLOSURES**

All pools with pool screen enclosures shall be considered an integral part of the house and governed by the appropriate rear and side lot line setback restrictions. All pools shall be required to be enclosed by a pool screen enclosure or approved pool fence.

Any swimming pool or spa to be constructed upon any home site shall be subject to review of the ARB. The design submittal must include all design components including materials, finishes, and colors for the pool, pool deck, fence, screen enclosure, additional landscape or any other requested element. The pool or spa and its enclosure shall not extend towards the side lot lines beyond an



imaginary line projected rearward from the sides of the Dwelling. Only "Bronze" framing and "Charcoal" pool screen enclosures are allowed.

**ADDITIONS / SCREEN ROOMS / EXTERIOR RENOVATIONS**

Any addition, screen room, exterior renovation or remodeling require comprehensive plans to include, but not limited to, all criteria concerning aesthetics, color, site location, architectural elevations, landscaping, grading and excavation, roof, height limit and setbacks. All screen enclosures not under roof are required to be "Bronze Framing with "Charcoal" screening.

**EQUIPMENT SCREENING**

Every house may have a service yard for trash receptacles, generators, utility meters, HVAC equipment, pool equipment, L.P. or natural gas tanks (100 gallon or more tanks should be buried). The service yards are to be screened from view from roads and adjacent properties by a visual barrier at least four (4') feet high, which may be fencing material as approved by the ARB or masonry walls which are extensions of the house. All fencing shall be appropriately landscaped. Fencing material is to be consistent with the color and materials used on the house. Chain link fencing is not allowed. It is recommended that interiors of service courts be paved with a hard surface material.

Lattice can only be used to screen A/C units, heat pumps, irrigation pumps, generators, propane tanks and pool equipment. Material and colors are subject to ARB approval.

**DETACHED STRUCTURES**

Detached building(s) or structures are prohibited. This includes pergolas, arbors, garages, tool or storage sheds, tents, trailers, platforms or any other such structure.

**EXTERIOR LIGHTING**

No lighting shall be permitted which alters the residential character of the community. All exterior lighting must be approved by the ARB. Landscape lighting should be low voltage indirect lighting. Landscape lighting must be only for ground illumination and trees designed to enhance the landscaping at night. Sidewalk lights should be low voltage. Lamp posts are not permitted. Exterior lighting, flood lights and unshaded lighting or other improvements shall not illuminate another lot.

**ROOFING**

**Single layer of shingles is the preferred installation, as shingle over shingle reroofing is highly discouraged.**

Tile, metal and cedar shake roofing materials are prohibited. 3-Tab shingles are prohibited.

Roof vents and roof ridge vents are to be a color that matches the roof. The color "White" is prohibited for ridge vent selection. Any roof ventilation or modification must be approved by the ARB. Replacement drip edge to be "White"

A reroof requires the selection of an approved shingle color. Other manufacturers or similar colors require a sample and product information to be submitted with the ARB application that includes a shingle sample board that indicates the manufacturer, color and warranty information.

There is an approved roof material palette to choose from. See Exhibit "D".

See "Contractor Responsibilities" for dumpster/parking/sign guidance.

**OAK TREE REMOVAL**

**OCEAN PALMS ARB CRITERIA AND POLICIES FOR OAK TREE REMOVAL IN FRONT YARDS**

**Oak tree removal from the Easement must be submitted to and approved by the Board of Directors.**

**Oak Tree Removal in Homeowners Yard**

If approval is permitted by the ARB to remove an Oak tree by a homeowner from their yards, the following are replacement options:

**Palm Trees**

1 – 3 palms, depending on the size of space available

<u>Palm Type</u>	<u>Minimum Height</u>
1 – 3 Sable (Cabbage Palm)	6 – 10 foot clear trunk
1 – 3 Queen	10 foot clear trunk
1 Sylvestris	6 foot clear trunk
1 Pindo	6 foot x 6 foot / 8 foot overall size
1 Canary Island Date	4 – 10 foot clear trunk
<b>Other Options</b>	
Drake Elm	10 foot H with 3 – 4 inch trunk diameter
East Palatka Holly	8 foot H x 4 foot W
Crape Myrtle	8 foot H, multi-trunk
Little Gem Magnolia	8 foot H
Savannah Holly	8 foot H x 4 foot W
Patio Ligustrum	6 – 7 foot H x 6 foot W, multi-trunk

If the front yard space, after the Oak tree is removed, is too small to properly replace the Oak with Palm trees, or the owner does not desire Palm trees, then a tree from the options will apply.

If it is determined by the ARB that the space is not adequate for any type of tree replacement, then a proper landscape design shall be provided by the owner for ARB approval.

## LANDSCAPING

The following contains minimum landscape requirements for lot owners in Ocean Palms. These standards for lot owners have been developed to maintain the inherent value of the community through quality control, and overall design.

All home sites shall be landscaped according to plans approved by the ARB and based on the basic principles of Florida Friendly Landscaping.

- Right plant, right place:
  - Considering the genetics of the material, full grown size, placement, water needs, light, soil conditions, pests, salt tolerance, etc.
  - Matching the plant's needs to the area and clustering those with similar requirements
  - Eliminating invasive plants
- Watering efficiently:
  - Grouping plants with similar water needs
  - Florida law requires a shut-off device or automatic irrigation system.
  - Water only when needed
- Fertilizing appropriately:
  - Following UF/IFAS recommended rates and timing to prevent leaching.
  - Minimize use after plants are established
  - Avoid "weed & feed" products.
- Mulch / Mulch Alternatives:
  - For water retention & weed control
  - 3 inches on beds, minimum 2" from tree trunks
  - Encourages use of melaleuca, pine straw and eucalyptus-minimizing cypress
  - Inorganic materials such as rocks & shells are not allowed as a substitute for organic mulch and turf. ref: page 8 FFL Guidance Models for CC&Rs
- Manage yard pests responsibly:
  - Selecting pest-resistant plants and placing in suitable locations.
  - Spot-treat selectively

Organic mulch is preferred mulching due to the benefits to the landscape. Organic mulch helps retain moisture for the soil, decomposes slowly, adding nutrients to the soil, reduces weed growth and shades the soil from the sun, reducing the need for water. Organic mulch should be brown or tan in color.

Landscape stone is only permitted in planting beds with ARB approval of the location, color and size stones. Landscape stone along driveways is not permitted. Landscape stone is limited to 1-inch in size and the only colors approved for use are "Red Lava" and "Beige Blend". **Landscape stone is for decorative uses only and is not to substitute the use of organic mulch.** Gravel, river rock, shell and similar materials should not be used as a major landscape ground cover or mulch, as they increase the need for herbicide use, have no habitat value, reflect rather than absorb heat, and do not produce oxygen like plants. Ref. University of Florida (2009)[Florida-Friendly Landscape Guidance Models for Ordinances, Covenants, and Restrictions] Retrieved from <https://ffl.ifas.ufl.edu/pdf/ffl-mo-ccr-1-09.pdf>

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Rubber mulch and white rock are not permitted.

No tree shall be cut down, destroyed or removed without ARB approval. All changes to the front beds require ARB approval. Planting in the common areas is strictly prohibited. No plantings are allowed between the sidewalks and curb. Removal and trimming of Oak trees located in the street easement are subject to the approval of the Board of Directors.

**HEDGES**

ARB applications to install hedges are required to include a copy of the survey delineating property lines to verify the hedge will be installed on the owner(s) property. Hedges must be planted 3 feet off the property line. Planting hedges in any easement is prohibited. There should be available space to allow the owners to trim the hedge from their own property and not encroach on the adjacent property during the process. Hedges must not interfere with contracted mowing.

**ACCEPTABLE PLANT SPECIES**

The following list represents a recommended plant palette that includes species that are known to survive Ocean Palms' unique environment. The list is divided into categories consisting of Shade Trees, Medium Trees, Palms, Small Accent Palms, Shrubs, Accent Shrubs, Groundcover and Lawn. From the variety of plant species listed, one will be able to create a themed landscape continuous with the community, yet allowing the flexibility for individuality.

In addition, the list denotes minimum sizes, minimum spacing requirements, and typical specifications. These are minimums only, and should be regarded that way. If the budget allows, larger plant material and more closely spaced shrub material is always desired.

**DEFINITIONS**

- Ht = Height of Material
- Spr = Spread of Material
- Cal = Caliper (diameter of trunk at 4 1/2' above ground line)
- CT = Clear trunk, distance from grade to the bottom of the palm head
- OA = Overall height and spread
- OC = On center, the distance from center point to center point of plant material in a triangular layout
- Full = Plant material is full with leaves and branches from top to bottom and side to side
- PPP = Plants per pot

**RECOMMENDED PLANT PALETTE****BOTANICAL NAME/COMMON NAME****MINIMUM SIZE/REMARKS****SHADE TREES**

Southern Red Cedar / <i>Juniperus silicicola</i>	6'– 8' Ht x 5' Spr
Southern Magnolia / <i>Magnolia grandiflora</i>	8'– 10' Ht x 6' Spr/3"-3 ½" cal. single trunk
Sycamore / <i>Platanus occidentalis</i>	8'– 10' Ht x 6'-7' Spr/2"-2 ½" cal.
Live Oak / <i>Cuercus virginiana</i>	8'– 10' Ht x 6' Spr/3" cal/single trunk/multi-branch

**MEDIUM TREES**

Dahoon Holly / <i>Llex casine</i>	7'– 9' Ht x 4' Spr/2 ½" cal/ single trunk /multi-branch/full
American Holly / <i>Llex opaca</i>	7'– 9' Ht x 4' Spr/2 ½" cal.
Crape Myrtle / <i>Lagerstroemia indica</i>	6'– 8' Ht x 4' Spr/Multi-trunk/5 stems min.
Ligustrum / <i>Ligustrum lucidum</i>	6'– 8' Ht x 5' Spr/Multi-trunk
Wax Myrtle / <i>Myrica cerifera</i>	6'– 8' Ht x 5' Spr/Multi-trunk
Slash Pine / <i>Pinus elliotii</i>	6' Ht x 4' Spr/ 1 ½" cal/single straight trunk
Simpson's Stopper / <i>Myrcianthes fragrans</i>	4' – 6' Ht, 3-gal.
Walter's Viburnum / <i>Viburnum obovatum</i>	4' – 6' Ht, 3-gal.
Firethorn(Pyracantha) / <i>Pyracantha Angustifolia</i>	4' – 6' Ht, 3-gal.

**PALMS**

Sabal Palm(Cabbage Palm) / <i>Sabal Palmetto</i>	6'– 40' CT
Canary Island Date Palm / <i>Phoenix canariensis</i>	16'– 18' CT/Straight trunk
Robellini Palm(Pigmy Date) / <i>Phoenix Roebelenii</i>	4' – 6' Ht

**SMALL ACCENT PALMS**

European Fan Palm / <i>Chamerops humilis</i>	4' OA
Sago Palm / <i>Cycas revolute</i>	12" Ht x 18" Spr/Full/30' OC
Lady Palm / <i>Rhapis excelsa</i>	4' OA/8-10 Stems min.
Saw Palmetto / <i>Serenoa repens</i>	15" – 18" OA
Windmill Palm / <i>Trachycarpus fortunei</i>	4' OA

**SHRUBS**

Azalea / <i>Azalea species</i>	24" Ht x 24" Spr/Full 30" OC
Eleagnus Silverthorne / <i>Eleagnus pungens</i>	18" Ht x 18" Spr/Full/3' OC
Juniper / <i>Juniper species</i>	Sizes vary/min container – 3-gal.
Eastern Red Cedar / <i>Juniperus virginiana</i>	3' OA/Full
Ligustrum / <i>Ligustrum species</i>	36" Ht x 24" Spr/Full
Dwarf Wax Myrtle / <i>Myrica cerifera pumila</i>	30" Ht x 30" Spr/Full 3' OC
Oleander (cold sensitive) / <i>Nerium oleander</i>	30" Ht x 30" Spr/Full 3' OC
Fountain Grass / <i>Pennisetum setaceum</i>	24" Ht/30" OC
Red Fountain Grass / <i>P.setaceum Cupreum</i>	24" Ht/30" OC
White Fountain Grass / <i>P.setosum</i>	24" Ht/30" OC

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**BOTANICAL NAME/COMMON NAME****MINIMUM SIZE/REMARKS**

Red Tip Photinia / <i>Photinia fraseri</i>	24" Ht x 18" Spr/Full 3' OC
Pittosporom / <i>Pittosporom species</i>	24"-30" OA/3' OC
Cordgrass / <i>Spartina bakeri</i>	10" – 12" OA/30" OC
Sweet Viburnum / <i>Viburnum odoratissimum</i>	24" Ht x 18" Spr/Full 30" OC
Coontie / <i>Zamia pumila</i>	3-gal.
Firefly Firebush / <i>Hamelia Patens</i>	3-gal.
Rosemary / <i>Rosmarinus officinalis</i>	3-gal.
Simpson's Stopper / <i>Myrcianthes fragrans</i>	3 – 7-gal.
Walter's Viburnum / <i>Viburnum obovatum</i>	3-gal.
Jacob's Ladder(Devil's Backbone) / <i>Euphorbia Tithymaloides</i>	3-gal.
Thyrallis / <i>Galphimia Glauca</i>	3-gal.
Leann Cleyera(Contherann) / <i>Cleyera Japonica</i>	3-gal.

**ACCENT SHRUBS**

Pampas Grass / <i>Cortaderis selloana</i>	30"-36" Ht x 30"-36" Spr/5' OC
Papyrus / <i>Cyperus papyrus</i>	36" Ht/10 – 15 Stem clumps/36" OC
Crinum Lily (cold sensitive) / <i>Crinum asiaticum</i>	36" Ht x 36" Spr/3 PPP
Hibiscus (cold sensitive) / <i>Hibiscus species</i>	30" OA/3' OC
Dwarf Fakahatchee Grass / <i>Tripsacum dactyloides</i>	18"-24" Ht/30" OC
Coontie / <i>Zamia floridana</i>	12"Ht x 18" Spr/Full24" OC
Crown of Thorns / <i>Euphorbia milii</i>	1 – 3-gal.
Firecracker Plant / <i>Russelia equisetiformis</i>	3-gal.
Muhly Grass / <i>Muhlenbergia capillaries</i>	3-gal.

**GROUNDCOVER**

Mexican Heather / <i>Cuphea hyssopifolia</i>	8" Ht x 10"Spr/ Full 24" OC
Carolina Yellow Jasmine / <i>Gelsemium sempervirens</i>	12"-15"Spr/7-9 Runners, 30" OC
Beach Sunflower / <i>Helianthus debilis</i>	10"-12" OA/12" OC
Dwarf Yaupon Holly / <i>Lex vomitoria 'nana'</i>	12" Ht x 12" Spr/Full/24" OC
Dwarf Yellow Lantana / <i>Lantana depressa</i>	10" OA/12" OC
Weeping Lantana / <i>Lantana montevidensis</i>	10" OA/12" OC
Liriope / <i>Liriope species</i>	8"-12"OA/Split container in half/6"-8"OC
Indian Hawthorne / <i>Raphiolepis indica</i>	24"OA/Multi-stemmed Full/36" OC
Jasmine / <i>Trachelospermum jasminoides</i>	18"-24" Spr/5 Stems/Full/24" OC
Bugleweed(Ajuga) / <i>Ajuga Reptans</i>	small plant container

**LAWN**

St. Augustine grass / *Stenotaphrum secundatum*

**ADDITIONAL ARB LANDSCAPE COMMENTS**

- Plant species not shown on the above approved list may be submitted for ARB approval

Ocean Palms ARB Criteria and Policies  
BOD Approved - 05/23/2019 meeting

<b>EXHIBIT A – ARB APPLICATION</b>	<b>(Major or Minor Modification)</b>
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**TO: Ocean Palms Homeowners' Association ARB**

**REQUESTED BY:** \_\_\_\_\_

Property Owner: \_\_\_\_\_

Property Address: \_\_\_\_\_

Mailing Address (if different): \_\_\_\_\_

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

**CONTRACTOR DETAILS:** \_\_\_\_\_

**Check the Modification you are submitting below. Please refer to the attached pages for submittal requirements. Lack of the requested information may result in your approval being delayed or denied.**

**SUBMITTAL DEADLINE:** ten (10) days prior to the next scheduled ARB meeting for timely review and response.

Anticipated Start and Finish Dates: Start: \_\_\_\_\_ Finish: \_\_\_\_\_

**MINOR MODIFICATION**

- |   |  |
|---|--|
| <input type="checkbox"/> Driveway Modification<br><input type="checkbox"/> Fence<br><input type="checkbox"/> Landscape Improvements<br><input type="checkbox"/> Permanent Hurricane Protection<br><input type="checkbox"/> Solar Energy Device<br><input type="checkbox"/> Window / Exterior Door<br><input type="checkbox"/> Other _____ | <input type="checkbox"/> Exterior Color Selection<br><input type="checkbox"/> Gutters / Soffit / Fascia<br><input type="checkbox"/> Landscape / Decorative Ornaments<br><input type="checkbox"/> Satellite Dish<br><input type="checkbox"/> Tree Removal<br><input type="checkbox"/> _____ |
|---|--|

**MAJOR MODIFICATION**

- |   |
|---|
| <input type="checkbox"/> Addition<br><input type="checkbox"/> Driveway Replacement<br><input type="checkbox"/> Pool / Spa<br><input type="checkbox"/> Roof Replacement<br><input type="checkbox"/> Screen Enclosure<br><input type="checkbox"/> Other _____ |
|---|

DEPOSITS/FEES (Make check payable to: Ocean Palms ARB):

Major Modification Deposit	<b>\$1000.00</b>
Minor or Major Modification Fee	<b>NO FEE</b>

**Remit all items to:**  
 MAY Management Services, Inc.  
 Attn: Ocean Palms ARB  
 5431 A1A South, Ste. 103  
 St. Augustine, FL 32080

**Questions or for additional assistance:** Please contact Brandy Rowe at 904-461-9708 ext. 224, -or- browe@mayresort.com.

**NOTICE:** Submission of this form and its approval/disapproval by the ARB does not replace the homeowner's responsibility to abide by all County and City ordinances and permit requirements. The deposit will be held by Ocean Palms Homeowners Association, Inc., in a non-interest bearing account to ensure no damage was caused to common property. Upon completion of the project, the owner will provide the ARB Coordinator with verification of a St. Johns County final inspection, if a permit was required. The ARB Coordinator will then schedule a final inspection with an ARB member. The ARB member will inspect the site to verify the house or other improvements were completed in accordance with the approved plans and specifications. Once approved, the ARB will issue a final approval letter and return the Damage Deposit.

PROPERTY OWNER SIGNATURE: \_\_\_\_\_

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

**Ocean Palms ARB Criteria and Policies  
 BOD Approved - 05/23/2019 meeting**

## **MINOR OR MAJOR MODIFICATIONS CHECKLIST**

**DO NOT SUBMIT THIS PAGE WITH EXHIBIT "A"**

### **MINOR MODIFICATIONS**

#### **Driveway Modification**

(Driveway Stain / Paint)

- Site plan depicting location of existing structure and driveway location
- H&C Silicone Acrylic Concrete Sealer, color Bombay HC133 is the only color allowed
- Color photo of front elevation of house, including driveway

#### **Exterior Color Selection**

- Color photo of front elevation of house, including roof
- Color selection chips indicating body, trim, shutter, baluster, column, corbel, railing and front door.
- Finish type (satin or flat)

#### **Fence**

- Site plan depicting location of existing structure and proposed structure
- Landscape plan (sketch/diagram) depicting existing plant material and proposed plant material
- Color photo brochure of proposed fence

#### **Gutter / Soffit / Fascia**

- Site plan depicting location of existing structure, indicating gutter and downspout location; or location of soffit / fascia replacement
- Color photo brochure of proposed material and color

#### **Landscape Improvements**

- Landscape plan (sketch/diagram) depicting existing plant material, proposed plant material and plant size
- Attach photos of existing plant material

#### **Landscape / Decorative Ornaments**

(Birdbath, fountain, statues, sundial, bench, landscape curbing/edging, any non-organic item placed on property)

- Landscape plan (sketch/diagram) depicting existing plant material
- Color photo brochure of landscape / decorative ornament
- Color photo of specific area of yard where landscape / decorative ornament will be located

#### **Permanent Hurricane Protection**

- Site plan depicting location of existing structure and hurricane protection location
- Color photo brochure of hurricane protection selection

#### **Satellite Dish**

- Site plan depicting location of existing structure and satellite location
- Color photo brochure of satellite dish

#### **Solar Energy Device**

- Site plan depicting location of existing structure and energy device location on roof and specific location of any on-the-ground equipment being installed
- Color photo brochure of energy device

#### **Tree Removal**

- Letter stating the reason for tree removal and number of trees to be removed
- Site plan or landscape plan (sketch/diagram) depicting location of existing structure, location of trees for removal and replacement plan if necessary.
- In lieu of site plan or landscape plan, attach photos of trees and include tree count



## **MINOR OR MAJOR MODIFICATIONS CHECKLIST**

**DO NOT SUBMIT THIS PAGE WITH EXHIBIT "A"**

### **Window / Exterior Door Replacement**

- Photos of location of window / door replacement, indicating location on the structure
- Color photo brochure of proposed windows / doors, indicating material and color

### **MAJOR MODIFICATIONS - \$1000 Construction Deposit\***

#### **Addition**

- Site plan depicting location of existing structure and proposed addition
- Landscape plan (sketch/diagram) depicting existing plant material and proposed plant material
- Construction drawing of proposed addition, including texture and color of exterior

#### **Driveway Replacement**

(Pavers / Concrete Replacement)

- Site plan depicting location of existing structure and driveway location
- Color photo brochure of paver / concrete selection
- Color photo of front elevation of house, including driveway

#### **Pool / Spa**

- Site plan depicting location of existing structure and proposed pool / spa to include all door and equipment pads
- Landscape plan (sketch/diagram) depicting existing plant material and proposed plant material to include all door and equipment pads
- Construction drawing of proposed pool / spa
- Enclosure details including style and color

#### **Roof Replacement**

- Color photo of front elevation of house, including roof
- Contractor proposal, indicating shingle style, manufacturer and color
- Color photo brochure of roof selection

#### **Screen Enclosure**

- Site plan depicting location of existing structure and proposed structure to include door pad
- Landscape plan (sketch/diagram) depicting existing plant material and proposed plant material to include door pad
- Enclosure details including style and color

<b>EXHIBIT B</b>	<b>APPROVED PAVER PALETTE</b>
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See General Criteria "Driveways, Entry Walkways and Porches (Pavers)" for further details.

- I. Sierra**
- II. Sand Dune**
- III. Oak Run**
- IV. Mahogany Ash**
- V. Ortega**
- VI. Old Chicago**
- VII. Glacier**
- VIII. Granite**

**EXHIBIT C****APPROVED EXTERIOR COLOR PALETTE**

See General Criteria "Exterior Colors" for further details.

**EXTERIOR WALL COLORS**

<b>SW6059</b>	<b>Interface Tan</b>
<b>SW6073</b>	<b>Perfect Greige</b>
<b>SW6079</b>	<b>Diverse Beige</b>
<b>SW6093</b>	<b>Familiar Beige</b>
<b>SW6094</b>	<b>Sensational Sand</b>
<b>SW6114</b>	<b>Bagel</b>
<b>SW6129</b>	<b>Restrained Gold</b>
<b>SW6140</b>	<b>Moderate White</b>
<b>SW6148</b>	<b>Wool Skein</b>
<b>SW6150</b>	<b>Universal Khaki</b>
<b>SW6164</b>	<b>Svelte Sage</b>
<b>SW6170</b>	<b>Techno Gray</b>
<b>SW6197</b>	<b>Aloof Gray</b>
<b>SW6171</b>	<b>Chatroom</b>
<b>SW6379</b>	<b>Jersey Cream</b>
<b>SW7016</b>	<b>Mindful Gray</b>
<b>SW7036</b>	<b>Accessible Beige</b>
<b>SW7037</b>	<b>Balanced Beige</b>
<b>SW6378</b>	<b>Crisp Linen</b>

**TRIM COLORS**

<b>SW7006</b>	<b>Extra White</b>
<b>SW6385</b>	<b>Dover White</b>

**EXHIBIT D**

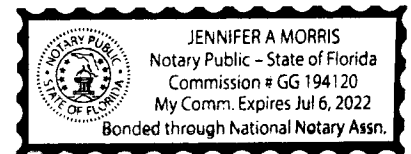
**APPROVED ROOFING MATERIAL PALETTE**

See General Criteria "Roofing" for further details.

Approved Roofing Colors based on manufacturer:

Owens Corning	GAF Timberline	Tamko Heritage	Landmark Certaineed	Atlas Pinnacle
Antique Silver	Birchwood	Olde English Pewter	Silver Birch	Pristine Oyster
Brownwood	Hickory	Rustic Hickory	Burnt Sienna	Pristine Heather Pristine Hickory
Desert Tan	Shakewood	Driftwood	Resawn Shake	Pristine Desert
Driftwood	Weathered Wood	Natural Timber	Weathered Wood	Pristine Weathered Shadow Pristine Weathered
Estate Gray	Slate Pewter Gray	Oxford Grey	Pewter	Pristine Pewter Pristine Hearthstone
Onyx Black	Charcoal	Rustic Black	Charcoal Black	Pristine Black

State of FL, County of St Johns  
 Signed before me on this 3 day of July, 2019  
 By James Post McCreary  
 Notary Public [Signature]  
 Personally Known \_\_\_\_\_  
 Produced ID FLDL



James McCreary  
 JAMES MCCREARY, PRESIDENT  
 OCEAN PALMS HOMEOWNERS ASSOCIATION  
 JULY 3, 2019

Ocean Palms ARB Criteria and Policies  
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