

**St Lucie Falls POA, Inc.  
Architectural Control Committee  
Change Request Form**

Date: \_\_\_\_\_

Parcel Owner's Name (s) \_\_\_\_\_ Phone: \_\_\_\_\_

Address of Parcel where change is requested \_\_\_\_\_

Who will be performing the work?       Parcel Owner       Contractor

Contractor's Name \_\_\_\_\_ Phone \_\_\_\_\_

Address \_\_\_\_\_ License # \_\_\_\_\_ Insurance \_\_\_\_\_

Circle item that applies to change request:

- |                               |                              |                             |
|-------------------------------|------------------------------|-----------------------------|
| 1. Antenna / Satellite Dish   | 5. Driveway/ Patio/Sidewalks | 9. Landscape                |
| 2. Carport/Porch              | 6. Fence                     | 10. Painting                |
| 3. Detached Shed/Utility Room | 7. Flag Pole                 | 11. Roofing                 |
| 4. Doors/Siding/Windows       | 8. Irrigation System / Wells | 12. Other - * Specify Below |

\*  
Please attach the following: Detailed description and drawings of proposed change. Include samples of materials wherever applicable, Plot plan or survey wherever applicable.

You will receive a call prior to inspection. Please be available to answer questions.

All inspection must have three (3) ACC members to be present. All ACC members will have proper ID displayed.

Please read all of the information on the reverse side, sign and date

**PLEASE BE ADVISED THAT MARTIN COUNTY BUILDING PERMIT MAY BE REQUIRED**

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**For ACC Use Only**

**Accepted**

**Denied**

**Date:** \_\_\_\_\_

**Add reason for denial** \_\_\_\_\_

**Signatures:**

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

Parcel Owner requests approval to make additions or modifications (changes) as described on reverse side hereof, and agrees to the following conditions:

Parcel Owner or Contractor is required to obtain necessary St Lucie Falls POA, Inc. Architectural Control Committee approval. **Please be advised that a Martin County Building Permit may be required.** Charges and fees for plans, permits, inspections and the like are solely the responsibility of the Parcel Owner. Any work, for which ACC approved, that is not in progress within ninety (90) days after the date of issue, requires notification of ACC Chairperson by the Parcel Owner and subsequent review of problems

ACC will have inspection rights throughout project.

Parcel Owner, heirs and assigns thereto, shall be fully responsible for repair, maintenance and replacement of any change (s). If the Association is required to take action to repair, maintain or replace such change(s), or repair damage resulting there from for any reason to existing structure or other property, Parcel Owner shall be liable for charges, including reasonable attorney fees.

Requests for material changes of color or texture involving, but not limited to, paint, siding and roofing shall be submitted with a "color chip" or sample. A sketch of proposed changes shall be submitted with requests for structural changes.

Parcel Owner assumes all responsibility for construction material being neatly stored until used, cleanup and disposal of materials wherever applicable.

Parcel Owner assumes responsibility and any cost for change and future upkeep.

Parcel Owner shall indemnify and hold harmless the Association, its management company and or property manager, and respective Board of Directors and Architectural Control Committee (ACC) from liability arising from design, construction or use of change(s) described therein.

Upon completion of work outlined in the application, the Parcel Owner shall notify the ACC to obtain final approval. The work will be inspected by a group of no less than three (3) ACC members. If the work is not in compliance with the request the Parcel Owner shall have seven (7) days in which to effect work necessary to meet approvals. Failure of the Parcel Owner to affect the work necessary within thirty (30) days shall be cause for the Association to do so, and resulting costs and charges including reasonable attorneys fees shall become the responsibility of the Parcel Owner. The final acceptance upon completion and inspection will be signed and dated by the three (3) ACC members and the signed sheet delivered to the St Lucie Falls POA, Inc Administrative Assistant to be filed and retained for future reference.

If change becomes a nuisance even after approval, the Board shall have the right to rescind approval and have it removed by Parcel Owner.

All charges to Parcel Owner shall be upon notice and if unpaid after fifteen (15) days, shall become a lien upon the parcel and treated as described in the declarations.

**WORK CANNOT BEGIN UNTIL WRITTEN APPROVAL IS RECEIVED.** I have read, understand and agree to all terms contained herein.

**Applicant Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Final Inspection and Remarks** \_\_\_\_\_ **Date** \_\_\_\_\_

**ACCEPTED**

**DENIED**

**Signature:**  
1. \_\_\_\_\_  
2. \_\_\_\_\_  
3. \_\_\_\_\_

**Add reason for denial** \_\_\_\_\_

**St Lucie Falls Property Owners Association, Inc.  
Architectural Control Committee  
Purpose, Procedures & Regulations**

**PURPOSE (New 2018)**

A major responsibility of the St Lucie Falls Property Owners Association is the preservation of the basic appearance of the community. Architectural controls protect the character and value of the community from unplanned and unauthorized changes that may detract from the appearance of the community.

**PROCEDURES**

Architectural control is provided by the Architectural Control Committee (ACC). The authority for the ACC is found in Article VIII of the Declaration of Covenants and Restrictions of the Association (*and Florida Statutes 720.3035.*) A minimum of three (3) ACC members will be appointed by the Board of Directors and must be members of the Association. Enforcement of architectural requirements is one of the most important functions of the Association.

**Revised 2018**

The architectural review process shall be adhered to as follows:

1. The Parcel Owner submits a separate application for each addition, alteration, or change to the ACC on the approved form. ACC change request forms are available behind the receptionist's desk and/or at the St Lucie Falls Office.  
**Revised 2018**

2. ACC calls Parcel Owner and schedules a time for the ACC to examine the site of the proposed change(s) prior to the decision of the ACC. The ACC may use the attached Appendix A (Property Set Back Line Procedure) to identify exterior changes wherever applicable.  
**Revised 2018**

3. The ACC will hold a duly noticed open meeting to approve or disapprove the application.

A: Pursuant to Florida Statute 720.303(2) BOARD MEETINGS. The provision of this subsection shall also apply to the meetings of any body vested with the power to approve or disapprove Architectural decisions with respect to a specific parcel of residential property owned by a member of the community.

B: Pursuant to SLF Covenants Article VIII. In the event the Architectural Control Committee fails to approve or disapprove such design and location within thirty (30) days after complete plans and specifications have been submitted to it, approval will not be required, and this Article will be deemed to have been fully complied with. All requests for approval hereunder shall be mailed or delivered to the SLF office.

**NEW 2018**

4. The Parcel Owner is then notified verbally and (via postal service) within ten (10) working days of the ACC's decision. **Revised 2018**  
If the application is approved the parcel owner will receive a GREEN copy of approval. This GREEN copy must be posted with the Martin County Building Permit (if applicable).  
**New 2018**
5. If the application for change is denied, the parcel owner will be notified (via postal service) within ten (10) working days. The parcel owner will have the opportunity to submit a NEW change request. If the new application is still denied, an answer shall be given within three (3) working days of submission. **Revised 2018**
6. Parcel owners will have ninety (90) days from date of approval to commence a project. Projects that have not commenced within the ninety (90) days may require a NEW application to be submitted.  
**Revised 2018**
7. After a project is completed the ACC must then review the changes made by the parcel owner to determine if they are in accordance with the approved application. If not, the Parcel Owner will be notified within five (5) working days and will be required to make necessary alterations to conform to the approval, within thirty (30) days. If project is not brought into compliance with the approved application within thirty (30) days, the Board of Directors will consult the Association legal counsel and proceed with the legal action that may be required.  
**Revised 2018**
8. Any Parcel Owner can report any violation. Any violation of the architectural guidelines of the Association must be reported in writing to the ACC Chairperson for appropriate action. After reviewing the violations, the ACC will make its recommendations to the Board of Directors. The Parcel Owner will then be notified and if the violation is not corrected, the Board will consult with legal counsel and proceed with legal action that may be required. Strict enforcement is necessary in order to preserve the integrity of the community.  
**Revised 2018**

The approval and recording of these revised Architectural Control Purpose, Procedures and Regulations supercede all previous revisions to the Architectural Control Committee Procedures & Guidelines. Last dated revision June 14<sup>th</sup>, 2016

# St Lucie Falls POA, Inc Architectural Control Regulations

Upon installing something new or changing the style or color it is necessary to submit an application. If any existing item is being maintained (and not changed) it is not necessary to submit an application.

Existing alterations that do not conform to these rules but were previously approved do not have to be removed or altered. Existing alterations that do not conform to the rules that have not been previously approved must submit an application and may be required to alter or remove the alteration. If major maintenance is performed on a non-conforming item, it must be brought into compliance.

## **PLEASE BE ADVISED MARTIN COUNTY BUILDING PERMIT MAY BE REQUIRED MARTIN COUNTY PROPERTY SET BACK LINES MUST BE ADHERED TO New 2018**

1. **Antennas – Satellite Dishes:** Per current law HOA's cannot require ACC approval, however HOA's rules applying to exterior satellite dishes and antennas less than one meter in diameter are permitted and must be installed in the rear of the home if an acceptable signal can be achieved.  
**Revised 2018**
2. **Carport – Porch:** Application and ACC approval required: Carport's must follow roofline pitch of the home. No gable roofs on carports. Porches are allowed.  
**New 2018**
3. **Detached Shed – Attached Utility Room:** Application and ACC approval required. Detached sheds must be to the rear of the home, within 4 foot of the home, and must not be visible from front of home. Detached sheds must not block egress window of home unless the home has another window for egress. Detached sheds must not exceed a dimension of 12' x 20' with a maximum wall height of eight (8) feet. The shed roof must not exceed a 3/12 pitch and cannot be above the roof pitch line of the home. All utilities must be underground. Detached shed color must match home color. Attached Utility Room Utility room roof must follow the roofline pitch of the home. No gable roofs. **NO DETACHED GARAGES, NO TEMPORARY STRUCTURES, NO PORTABLE STORAGE UNITS ALLOWED.**  
**Revised 2018**
4. **Doors – Siding- Windows:** Application and ACC approval required. **Revised 2018**
5. **Driveway – Patio – Sidewalks:** Application and ACC approval required. ACC application is necessary showing length, width, and distance from property lines. Driveways, driveway extensions, Patios, and Sidewalks must be concrete or pavers. Pavers are permitted provided that proper procedures are followed to ensure that there will be minimal amount of shifting. Driveways, Patios, and Sidewalks shall not restrict access to water shut off valves and sewer access pipes. Blacktop driveways are not permitted.  
**Revised 2018**

6. **Fences:** Application and ACC approval required. Fences must not exceed a height of five (5) feet. Fence material: Vinyl picket, Chain link fences (galvanized, white, green or black) are allowed. However, slats/strapping are not allowed in chain link fences. Trash containers and air conditioners may be fenced in using approved materials, such as vinyl lattice panels not to exceed the height of the items being fenced. Fences must not extend beyond the front of the home or carport. Fences are not to extend into common areas, easements, and right of ways or alleys. Fences Not Allowed: No Wood Fencing of any type, Vinyl Solid Privacy, Stockade, Shadow Box Privacy, Collapsible Enclosures, and or Wire fencing.  
**Revised 2018**
7. **Flag Pole:** ACC application and approval is necessary. Flagpole must not exceed 20' and must be anchored in concrete. Suggested style telescoping aluminum pole.  
**New 2018**
8. **Irrigation System – Wells:** All irrigation systems, whether served by well water or County potable water must meet Florida Administrative Code requirements and the criteria set forth in the American Water Works Association (AWWA) Manual M14, Recommend Practice For Backflow Prevention and Cross Connection Control. All service entrances, which have dedicated irrigation service lines, must have backflow preventers, which meet the criteria of the Martin County Building Code. Proof of compliance with the above criteria must be submitted to the Association upon request. **Revised 2015**
9. **Landscaping:** ACC application and approval required. Florida Friendly Landscaping is preferred. Green space must equal 30% of the parcel size. Maximum height of landscaping wall must not exceed 24".  
**NEW 2018**
10. **Exterior Painting:** ACC application and approval is required. Color change requests are required for home, driveways, and sheds. All paint changes must include a color chip or selection from available color charts in the Association office. Pastels and muted colors are preferred. Note: Dark colors should not be used on aluminum or vinyl siding as it may cause siding to buckle and separate.  
**Revised 2018**
11. **Roofing:** ACC application and approval required. Approved roof material: Shingle, Metal and/or Tile,  
**NEW 2018**
12. **Other – Specify** – All other applications will be reviewed on a case by case application.  
**New 2018**

Property Set Back Line Procedure

The following property set back rules are based on information received from Martin County Growth Management on April 16<sup>th</sup>, 2018. The Architectural Control Committee shall use these rules for the sole purpose of identifying the placement of exterior changes. As these set back rules may change from time to time, parcel owners are advised to confirm the most current set back rules with Martin County.

These rules are for ACC informational purposes only.

1. Decks: Must be no closer than six (6) feet to property line.
2. Fences: Must not be more than five (5) feet high. No set back rule – Can be up to but not over property line.
3. Patios: No set back rule - Can be up to but not over property line.
4. Enclosed Porches: Must be no closer than six (6) feet to property line, and not more than twenty (20) feet to front property line or fifty (50) feet from center of roadway.2/27/2019
5. Attached Sheds, Utility Rooms, and Carports: Must be no closer than six (6) feet to property line, and not more than twenty (20) feet to front property line or fifty (50) feet from center of roadway.
6. Unattached Sheds: Must meet Martin County Codes and ACC approval. See above #5 for side property set back lines. ACC Regulations # 3 must be adhered to for all detached sheds.
7. Sidewalks: No set back rule – up to but not over property line.
8. Driveway's: No set back rule - up to but not over property line.
9. Solar Panels: Must be no closer than six (6) feet to a property line.
10. Green Areas: Must be 30% green within all existing property lines.