

# **West End**

## **Homeowner's Architectural Criteria and Review Procedure Manual**

**October 1, 2020**

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### **Purpose**

The Declaration of Covenants and Restrictions for West End (the "Declaration") establishes a review and approval procedure for all improvements proposed within the community.

The purpose of this manual is to inform homeowners of the design guidelines for the community and the submittal procedures to be followed when requesting an exterior modification or addition to their property. Any improvement including but not limited to, exterior paint and roof color, pools, screen enclosures, walls, fences, landscaping, flagpole, play structure, satellite dish, driveway or any other improvement visible from any road or adjacent lot must first receive approval from the Developer prior to installation.

### **Authority**

The authority for this manual is set forth in Article IX of the Declaration of Covenants and Restrictions for the community which was received by all homeowners when they purchased their homes. The Declaration encumbers all the homes and lots within the community and is a contract between the homeowners and the Association, wherein, per Article IX, the homeowners agree to refrain from making any modifications to the exterior of their homes without first receiving approval.

These Architectural Criteria ("Guidelines") are supplemental to the Declaration of Covenants, Conditions and Restrictions for the community. Included herein are minimal standards for development, construction, improvements, or modifications. The Guidelines are intended to be a living

document that will be modified as needed to add, clarify, or change the Guidelines for the betterment of the community. Non-compliance with these Guidelines will be used as the basis for disapproval of the modification or construction plans, and may result in enforcement proceedings including, but not limited to, an injunction or the imposition of a fine, or both.

### **Architectural and Building Criteria**

The following criteria may be changed or modified at the sole discretion of the Developer. Each Homeowner will be provided with written notification of any such changes thirty days prior to its effective date. The Developer retains the right to waive or modify any of the following provisions if in its sole discretion it determines such a change is not a detriment to the community.

All plans submitted for review shall be evaluated for total effect and may be disapproved by the Developer, in its sole discretion. Each request for approval should contain the required information and be delivered to the offices of the Developer or its designee. Upon receipt of all needed information, the Developer will approve, disapprove, or require modifications within 20 working days.

### **Pool Setbacks**

Pool setback (with or without a screen enclosure) and setbacks for pool equipment and air conditioning units shall be in accordance with the approved PUD or St Johns County standards.

### **Garages**

Each house is required to have a two-car garage with operable doors. Garage doors should remain closed except to allow cars to enter and exit the garage. Garages may not be converted to living space. Vehicles should be parked in the garage spaces overnight.

### **Exterior Color Plan**

Any changes to the initial exterior color scheme of the exterior of the house including roof, trim, shutters, and front door must be submitted to and approved by the Developer prior to the change.

### **Covered Porches/Screened Enclosures**

The screening of a lanai or patio under the roof of the house is allowed. Screened enclosures in the rear yard or over pools are allowed but must meet

all building setbacks requirements and shall not exceed 13 feet in height. The color for the screen should be Charcoal and Dark Bronze for the frame. Metal patio covers or metal roofs over screened enclosures are not allowed.

### **Swimming Pools**

All pools shall be required to be enclosed by a screen enclosure or approved pool fence meeting the applicable City and/or County safety codes. Pool screen enclosures may not be visible from the street in front of the dwelling unless approved by the Developer.

### **Fences**

The approved fence type and location for each lot is shown on the attached **Fence Plan**. The fence types include a six-foot-high solid vinyl fence, tan or beige in color that matches the existing perimeter fence and a four-foot-high black aluminum rail fence. This fence plan may be modified at the discretion of the Developer, if in its sole opinion such a change will not negatively impact the neighborhood.

Fence location, height, composition, and color should be submitted to the Developer for approval. Desired fencing for alley loaded lots will be considered on a case by case basis depending on house orientation and other site conditions. Such fencing for alley loaded lots should consist of the standard six (6) foot high solid tan/beige vinyl fence. Rear yard fencing for alley loaded lots must be setback 3' from the rear property line with the alley. Alley loaded homes may request to install four-foot-high, black aluminum rail fence for rear and side yard fence. Alley lots adjacent to an approved black aluminum rail fence maintain the ability to install rear and side yard six-foot tan vinyl fence.

The Developer has installed the community's perimeter fencing including both six-foot-high tan/beige vinyl fence and four-foot-high black aluminum rail fence. These perimeter fences serve as the rear, front, and side yard fences for various homesites within the community and will be maintained by the West End Homeowners Association to insure uniform maintenance and appearance. Homeowners adjacent to the six-foot vinyl fence are responsible for the cleaning of the lot side of the fence. Adjacent homeowners are also responsible for any damage to the fence from the lot side from lawn maintenance activities, pets, etc.

Fencing along the street side of a corner lot must be located inside the five (5) foot side setback line for a corner lot and landscaped on the street side of the fence with a continuous hedge of at least 3 gallon plant material extending at least 50% of the length of the side yard fence. Side yard fences should extend no closer to the front corner of the house than the mid-point of the sidewall plane.

Homeowners who wish to add fencing to their yard should complete the attached submittal form and provide a site plan showing the location and type of fence desired. The fence type for both the rear and side lot lines should be consistent unless specifically approved by the Developer.

### **Satellite Dishes**

Satellite dishes may be installed in the rear or side of the home site out of view from the street. Additional landscaping may be required to properly screen the dish from view of the adjacent house.

### **Landscaping**

The replacement of any dead or diseased trees with the same species tree is allowed without prior approval. Cypress mulch, pine bark or similar material is acceptable for use as mulch. The use of stones, rocks, gravel, or lava rock as mulch in landscaped beds is prohibited.

### **Street Trees**

Upon completion of each residence, the Builder or Developer may have planted a “street tree” in accordance with the community’s County approved plan between the edge of the roadway and the front or side lot line defined in the Declaration as “Limited Common Area”. These trees are to be considered part of the landscaping for the home and properly maintained and irrigated by each homeowner. The large palms located at the two entrances to the community are an exception. These trees and the associated irrigation will be maintained by the West End Homeowners Association.

### **Irrigation**

All landscape beds and sod should be fully irrigated with an automatic irrigation system. Reuse irrigation water as supplied by JEA, shall be the sole source of irrigation water. Individual wells are prohibited.

### **Outside Mechanical Equipment**

Outside mechanical equipment such as LP tanks, water softeners, pool pumps and heaters shall be properly screened from view from the street by landscape material and/or solid vinyl high enough to block the view of the equipment.

### **Window Coverings**

All windows should have an interior cover consisting of some type of blind, drape or shade. All coverings should be white or beige in color as seen from the outside of the house.

### **Residential Signs**

Residential signs include “For Sale”, “For Rent” and “Open House” signs placed on lots by residents and/or their real estate agent. These signs must comply with the attached uniform signage criteria known as the “**Nocatee Sign Standard**”. The sign shall not exceed 9” x 12” in size and must be professionally painted in a uniform tan color with green letters. The use of “Bandit” real estate signs is prohibited. All other signs are prohibited without specific written approval from the Developer. At no time should any sign be placed in a window. Political signs no larger than 3 feet x 4 feet may be installed on a lot no earlier than 10 days prior to the election. Each lot is limited to one political sign at a time and such signs should be removed the day after the election.

### **Play Structures/Basketball Goals**

Due to the neighborhood design, play structures and basketball goals, either permanent or temporary are prohibited.

### **Trash Receptacles**

Trash receptacles should be placed curbside no earlier than dusk the day prior to the collection day and the emptied receptacle must be removed prior to dusk of the day of collection. Trash receptacles must be hidden from view at all other times.

### **Seasonal Christmas or Holiday Decorative Lights**

Seasonal decorative lights may only be displayed between Thanksgiving and January 15 and must be displayed in a respectful manner and not be a distraction to the community.

**Flags**

Owners may display one (1) portable, removable United States flag, official flag of the State of Florida or flags that represent a branch of the United States Armed Forces. These flags should be no larger than 4 ½ feet by 6 feet and be displayed in a respectful manner. The flag and pole may be fixed to the front elevation of the house no more than five feet off the ground.

## **West End Plan Submittal Procedure**

Please provide the following information for approval:

1. Completed Submittal Form
2. Applicable site plan, photograph, or product specifications
3. Color samples, if appropriate
4. Written description of desired improvements

Submit all plans and information to the following:

**West End Architectural Review  
c/o BCM Services, Inc.  
920 3rd Street, Suite B  
Neptune Beach, FL 32266  
904-242-0666 904-242-0670 fax**

**Email: [arc@bcmervices.net](mailto:arc@bcmervices.net)**

# West End at Town Center

## Architectural Review Submittal Form

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

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

Phone/Email: \_\_\_\_\_

Lot No. \_\_\_\_\_

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

Description of Improvement:

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Approval Date: \_\_\_\_\_ By: \_\_\_\_\_

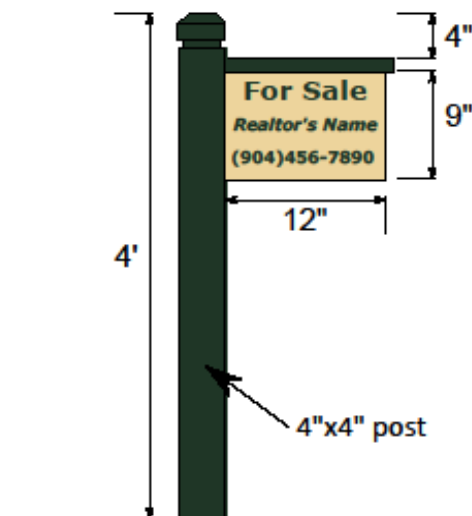


# WEST END SINGLE FAMILY – FENCE PLAN

- 6' Tan Vinyl Fence; Maintained and owned by the HOA
- 4' Black Aluminum Rail Fence; Maintained and owned by the HOA
- 6' Tan Vinyl Fence REQUIRED; Installed by the Builder, Maintained by the Homeowner



# Nocatee Sign Standard



- Posts should be green (RAL 6005) with beige (RAL 1015) sign face and green (RAL 6005) text