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Lighthouse Pointe Community Association, Inc.

“On Pointe” Handbook

(Revised February 2023)

RULES & REGULATIONS; BOOK OF RESOLUTIONS

The LPCA handbook is a guide to the deed restrictions and rules and regulations adopted by the Board of Directors. The intent of the restrictions and rules is to enhance the real estate values, aesthetics and peaceful livability of the community for current and future owners. Every property owner benefits by compliance. Rules and restrictions apply also to tenants, guests, invitees, and employees of owners. The Handbook is not all inclusive. In view of that, the reader should read, review and refer to the Association Declaration of easements, Covenants, Conditions, and Restrictions (“Declaration”), the Articles of Incorporation (“Articles”), the Bylaws, and all amendments thereto.

DEFINITIONS

Capitalized terms when used herein shall have the meanings prescribed by the Declaration, unless otherwise defined herein. Otherwise, capitalized terms when used herein shall have the following definitions:

1. **Architectural Committee, Architectural Review Committee, or ARC.** “Architectural Committee,” “Architectural Review Committee,” and “ARC” refer to the Committee appointed by the Board per Article VI of the Declaration which is responsible for reviewing and approving proposed modifications within the Property and performing the functions prescribed by Article VI of the Declaration. If the Board does not appoint an Architectural Committee, the Board shall constitute the Architectural Committee and perform all functions the Architectural Committee would otherwise perform.
2. **Association.** “Association” refers to Lighthouse Pointe Community Association, Inc.
3. **Common Area or Common Property.** “Common Area” or “Common Property” shall have the meaning prescribed by the Declaration and shall include (without limitation) all portions of the Property not included within the boundaries of Lots.
4. **Dwelling, House, and Home.** “Dwelling,” “House,” and “Home” refer to any single-family residential dwelling constructed or to be constructed on any Lot, including attached Houses which share a party wall.
5. **Governing Documents.** “Governing Documents” refers to the Declaration, Articles of Incorporation, Bylaws, and Rules and Regulations (this Handbook), and all amendments thereto.

6. **Lot.** "Lot" refers to any plot of land intended as a site for a House as shown on the recorded subdivision plats of the Property. The term Lot includes the House and Yard (as those terms are defined by the Declaration).
7. **Property.** "Property" refers to the real property subject to the Declaration, including amendments thereto.

BULLETIN BOARD

1. The bulletin board is located adjacent to the mailboxes. Every resident should regularly check the board when picking up mail and at other times.
2. A notice will be placed on the bulletin board regarding the date, time, place and agenda of scheduled regular or special Board meetings. Every homeowner in the community is not only invited, but encouraged to attend these meetings.
3. The bulletin board may also be used for requests for volunteers for community services, for special events, for private pool parties, or for other information of special value to homeowners and the community as authorized by the Board.

GENERAL USE

1. Solicitation is not allowed at any time within the Property.
2. Only 2 garage sales per Lot per year are allowed.
3. Signs for sale or lease are to be no greater than one square foot surface area on each side and must otherwise comply with standard Real Estate Association Commission specifications. No other signs, with the exception of security signs, may be displayed upon any Lot, window or common area without prior written approval by the Board and the Architectural Review Committee.
4. Owners may display one portable, removable United States flag or official flag of the State of Florida in a respectful manner, and one portable, removable official flag, in a respectful manner, not larger than 4.5 feet by 6 feet, which represents the United States Army, Navy, Air Force, Marine Corps, or Coast Guard, or a POW-MIA flag. All permitted flags displayed other than the United States flag must be equal in size or smaller than the United States flag if displayed in conjunction with the United States flag. All other flags and displays of any nature except those expressly permitted by law are prohibited, including without limitation any political flags and displays.
5. Water hoses are to be stored in the garage area when not in use.
6. Bird feeders are not allowed on individual lots.
7. Clothes, sheets, blankets, towels, bathing suits, laundry or any other kind of article shall not be hung out on any exterior portion of the dwelling. The installation of clotheslines is subject to Architectural Committee review and approval, which includes without limitation the ability to prescribe and regulate the location, size, dimensions, appearance, construction materials, and other characteristics, and the Architectural Committee may condition approval on requiring the Owner to install appropriate landscaping or other installations to effectively shield the clothesline from view from the front of Lots and the road.
8. At no time shall any portion of the Property be used or maintained as a dumping ground for rubbish. All trash and garbage containers shall be stored so as not to be visible from the street

or any other portion of the Property except as may be reasonably necessary to permit the collection.

9. Parking of any vehicle upon any portion of the Property is prohibited except in the garage or driveway of a Lot or other parts of the property specifically designated by the Board (see Appendix A). Residents are required to park their vehicles in their own garage or driveway.
10. For planned parties or gatherings, flags which are stored at the pool may be used to mark sprinklers and the edge of the grass. Parking on the grass within the Property is not allowed. The cost of repairing any damage to sprinklers or landscaping will be charged to the owner hosting the visitors.
11. Motorcycles, mopeds, go-carts, golf carts, and non-street-legal motor vehicles shall not be operated on the Property. Boats, commercial trucks, buses, or recreational vehicles may not be stored or parked within the Property at any time.
12. Bicycles, tricycles, and similar recreation equipment shall not be parked or left visible on any Lot or Common Area when not in use.
13. The speed limit for Lighthouse Pointe is 15 miles per hour.
14. Garage doors shall be kept closed except when automobiles are entering or leaving the garage.
15. The homeowner or lessee of a Lot at Lighthouse Pointe shall be present on the premises to supervise any party or gathering held at their Lot or any permitted location within the Property and shall reimburse the Association for any damage or costs of repair to any of the Common Areas. The owner shall also be responsible to ensure that the party or gathering does not create a disturbance of the peace or interfere with the right of other homeowners to enjoy the privacy of their Homes.
16. Outdoor grills shall be used on the ground level only in compliance with the Florida Fire Code at a distance of not less than 10 feet from the structure. When not in use, they are to be stored in the garage or rear of the Dwelling so as not to be visible from the street or neighbors, but only to the extent storage in such location is expressly permitted by law. L.P. gas grills and L.P. gas cylinders may not be stored on balconies (above the first floor) or anywhere above the first floor of the Dwelling.
17. Appendices. The Appendices attached hereto constitute part of the rules and regulations.
18. **DISCLAIMER: THE ASSOCIATION DOES NOT HAVE, NOR DOES IT UNDERTAKE, ANY DUTY OR OBLIGATION TO ENSURE OR PROVIDE FOR THE HEALTH, SAFETY, OR SECURITY OF ANY PERSON OCCUPYING OR TRAVELING UPON ANY PART OF THE PROPERTY, OR ADJACENT THERETO, AT ANY TIME. ALL OWNERS AND RESIDENTS ARE RESPONSIBLE FOR ENSURING THEIR SAFETY AND THE SAFETY OF THEIR TENANTS, GUESTS, AND INVITEES.**

PETS

1. Pets must be held or kept on a leash at all times that they are on the Common Property or Yards. Pet waste and litter must be immediately collected and properly disposed of by the owner. The retention pond area north of the fence at the north boundary of the Lighthouse Pointe property has been designated as a pet exercise area. Although that area is part of Beach Boulevard right-of-way and is not Lighthouse Pointe property, our Association has been given authority to maintain and use that property.

2. An owner may be required to permanently remove from the Property any and all pets which create a disturbance or annoyance to the reasonable displeasure of other Owners or residents.

ARCHITECTURAL

1. No construction, modification, alteration, or improvement of any nature whatsoever, except interior alterations not affecting the external structure or appearance of any House, shall be undertaken on any Lot unless and until plans are submitted to and approved in writing in accordance with Article VI of the Declaration. Approval by the Architectural Review Committee (ARC) or Board does not obviate the need for compliance with any governmental ordinances or regulatory agencies. Request for alteration(s) shall be submitted to the ARC in writing on a standard form (See Appendix C) no less than 14 days before the next scheduled ARC meeting.
2. The ARC (or Board, if no ARC has been appointed) shall have the authority to review, approve, and reject all decorative fixtures or other additions to the Dwelling which may be visible from the outside of the Dwelling, including without limitation patterned or brightly colored window coverings. Window air conditioning units may not be installed without prior written approval by the ARC or Board (as applicable). No addition of awnings, gates, flower boxes, shelves, statues, or other outdoor ornamentation shall be allowed on any Lot without ARC approval. Some latitude may be given to items placed in the back of the owner's Lot provided the proposed items do not interfere with performance of landscaping or mowing of the Lot.
3. The Board of Directors is the final authority for resolution, approval, or disapproval of architectural issues.
4. When considering requests for exterior installation of a whirlpool or hot tub, the ARC shall, at a minimum, require installation of the subject whirlpool or hot tub on the ground floor concrete deck at the rear of the house.
5. Fences, walls, hedges or other enclosures or dividers of any kind shall not be permitted or maintained on any Lot.
6. Maintenance of the surface of a party wall is the responsibility of the owner whose House faces such wall.
7. Lines or wires for communication or transmission are not permitted unless they are contained in conduits which shall be constructed or placed and maintained underground. Satellite dishes are permitted only upon request and approval through the ARC, and the ARC may condition approval of the installation of satellite dishes on the owner's installation of appropriate shielding, such as hedges or other landscaping, to shield it from view from adjacent Lots and the road. The Association may regulate all aspects of the installation of satellite dishes, including the size, location, color, and screening or shielding, consistent with applicable law, so long as the owner is capable of receiving a signal of acceptable quality. Any satellite dish which is not actively receiving signal from an active communications service provider subscription must be removed within ten (10) days of the date on which the signal is no longer being provided by the communications service provider. No antennas or other receiving devices not expressly permitted by law are permitted anywhere within the Property.
8. Installation of solar collectors and other energy devices based on renewable resources are subject to ARC review and approval. The Association may regulate all aspects of the

installation of solar collectors and other energy devices, including the size, location, color, and screening or shielding, consistent with applicable law.

9. Owners shall not paint, color, dye or deface the surface of any sidewalk, driveway, or Common Area in any manner. No owner shall reconstruct or resurface any driveway or common driveway until plans have been submitted to and approved by the ARC.
10. The Association has approved common paint colors for all exterior stairs, porches, trim and stucco. White is Benjamin Moore White N401 soft gloss or low luster finish; Green is Benjamin Moore HC-135 Lafayette Green flat finish.
11. House numbers, when replaced on Buildings 3, 4, and 5, are to be six (6) inches in height and of the same color as designated in Architectural Section 10 above. House numbers for Buildings 1, 2, 6 and 7 are to be 4 inches in height and painted black.
12. Replacement of front outside light fixtures for Buildings 3, 4 and 5 are to be white cast aluminum, Hampton Bay Exterior Wall Lanterns, style number 240-339. Replacement of front outside light fixtures for Buildings 1, 2, 6 and 7 are to be like the originally installed fixtures in design and color (Verde).
13. Each owner shall keep all parts of his or her Lot in good repair and free from debris. This also includes maintenance of doors, decks, screens, patios, as well as exterior maintenance.
14. The ARC shall inspect the property once yearly or more frequently as needed. A written report of the inspection findings will be provided to the Board along with the ARC recommendations for remedy. Findings from the ARC inspection, along with the Board's requirements for compliance will be conveyed to all owners.

LANDSCAPING

1. Landscaping of all Lots and Common Areas shall be maintained by the Association. Homeowners should not remove, alter, add to or otherwise modify the landscaping of individual Lots or the Common Areas without approval of the landscaping committee and Board of Directors.
2. Homeowners should use the "Request for Landscaping Change Approval" form (See Appendix D) when requesting any change or alteration to landscaping within their Lot.
3. Front yards: Landscaping, trees, and shrubs shall be uniform by building and consistent with the overall landscaping theme of Lighthouse Pointe.
4. Back yards: Homeowners should request approval for all plantings. Access for lawnmowers must be the primary consideration.
5. Homeowners have latitude in planting annuals but shall request approval through the Landscape Committee and Board. Requests for the removal of existing turf areas will be carefully scrutinized and all change requests should be specific as to location. Existing annuals may be changed at the homeowner's discretion.
6. The Association shall replace any trees and shrubs as needed due to disease or deterioration in common areas; provided, however, that the Association is not obligated to replace any trees in the same location as they previously existed and may consider factors such as proximity to adjacent improvements and aesthetic appearance incident to determining whether, when, and where to replace any trees or shrubs.

7. Residents may clear weeds and undergrowth (subject to any limitation from regulatory agencies) from their rear yards in the natural areas between the grass and the canal. Trees or other growth with trunks three (3) inches or larger in diameter at the base shall not be cut without prior written approval from the Landscape Committee and Board.
8. Financial responsibility for replacing trees and major shrubs within individual Lots is the responsibility of the individual homeowner. Financial responsibility for planting and replacing annuals, perennials, and small plants within individual Lots is also the responsibility of individual homeowners.
9. Association maintenance of trees on Lots shall be limited to minor palm tree trimming provided by the landscape contractor on an annual basis. All other tree maintenance is the responsibility of the homeowner.
10. The Landscape Committee is appointed by and reports to the Board. The Board is the final authority for the resolution of any landscape issues that may arise.
11. Anyone having suggestions or complaints regarding our landscape service is to give his/her comments to the chairperson of the Landscape Committee or to a member of the Board.

POOL AREA RULES

1. The pool and pool area are for use by Lighthouse Pointe owners, residents and guests only.
2. Pool hours are from 8:00 AM to 10:00 PM.
3. Running, pushing, or similar behavior in or around the pool area is not permitted.
4. Shouting and other loud noises shall not be permitted.
5. All persons using the pool shall wear proper swimming attire. Persons who are incontinent must wear appropriate swim attire capable of containing any human excrement to prevent pool contamination.
6. Personal property shall not be left in or around the pool area.
7. No lifeguard is on duty at the pool. Safety of all is an individual responsibility, and the Association undertakes no duty or obligation to ensure the safety or security of any persons who may use the pool. All persons using the pool are encouraged to do so with the accompaniment of another capable swimmer or individual capable of rendering aid if necessary. Persons who are not capable swimmers shall not use the pool unless accompanied by a person who is a capable swimmer and able to render aid if necessary.
8. Glassware, bottles and similar containers shall not be permitted in the pool or cabana areas.
9. Trash, garbage or other refuse shall not be left in the pool area except in waste containers provided. Food or other waste material that is subject to rapid decomposition and which may attract vermin shall not be placed in waste containers at the pool but must be properly disposed of at the resident's Home.
10. Only members of the Board, Pool Committee, or pool service contractor are allowed in the pump room unless specifically authorized by the Board or Pool Committee chairperson.
11. All residents are requested to notify the proper authorities of any unauthorized use of the pool. Anyone using the pool restroom is asked to check that the toilets operate and shut off properly and to report any problems promptly to the Pool Committee chairperson.

12. Residents who plan to use the pool for a party or more than six (6) persons should place a notice of such intent on the bulletin board seven (7) days or more in advance of the intended party. The posted notice should include the resident's name, telephone number, party date and hours of use, number expected to attend along with assurance that parking will comply with rules stated in General Use #10. The purpose of the notice is to minimize the likelihood of interruption of the party by other residents who may have been otherwise unaware of the party and to reduce the risk of more than one party scheduled at the same time and date. The Pool Committee chairperson should also be given a copy of the notice or be notified by telephone. The resident who sponsors the pool party will be responsible for the cost of any cleaning expense or damage to the pool, its premises, or other property of the Association.

ASSESSMENTS

1. The monthly general assessment may be paid monthly, quarterly or annually, with the frequency of payment being determined by the Board. The Lot owner will be charged interest and a late fee up to the maximum amount permitted by law for any assessment payment received after the 10th of the month in which it is due. Failure to promptly pay assessments, late fees, and interest may result in additional enforcement action as described in the Declaration.
2. With each sale of a Lot, a Transfer Fee in the amount of one hundred fifty dollars (\$150.00) is due and payable at the closing of the sale of the Lot to be paid by the purchaser (new owner of record).

OTHER FEES AND FINES

1. There will be a twenty-five dollar (\$25.00) charge for a returned check, in addition to the late fees and interest permitted to be charged by the Association. If a member has a second check returned, not only does the \$25.00 fee and late fee apply, but, thereafter, the member must pay by certified check or money order.
2. Upon violation of any provision of the Association's governing documents, the Association may levy fines and suspensions against the responsible owner and violating party as determined by the Board. Levying fines and suspensions is one optional, non-exclusive method of enforcement of the governing documents.

Notes:

⁽¹⁾ The "ARC" form, REQUEST FOR ARCHITECTURAL REVIEW COMMITTEE APPROVAL, is available from the ARC chairperson or a Board member or online (if available). When used, this form should be submitted to the ARC Chairperson at least fourteen (14) days prior to a regular ARC meeting.

⁽²⁾ The form, REQUEST FOR LANDSCAPE CHANGE APPROVAL, is available from the landscape committee chairperson or a Board member online (if available). When used, this form should be submitted at least fourteen (14) days prior to a regular Board of Directors meeting.

APPENDIX A – PARKING DIAGRAM, PARKING RESOLUTION

APPENDIX B – ARCHITECTURAL STANDARDS

APPENDIX C – ARC REQUEST PROCEDURE AND CHANGE FORM

APPENDIX D – LANDSCAPE CHANGE REQUEST FORM

APPENDIX E – FINE PROCEDURE AND NOTES AND CLARIFICATION

APPENDIX F – DECK & DOCK GUIDELINES

APPENDIX G – RENTAL GUIDELINES

APPENDIX H – DRIVEWAY REPAIR AND REPLACEMENT

This Handbook (Rules and Regulations) was approved by the Board of Directors on February 11th, 2023, at a duly-noticed meeting at which a quorum was attained.

APPENDIX A

MOTOR VEHICLE PARKING RESTRICTIONS

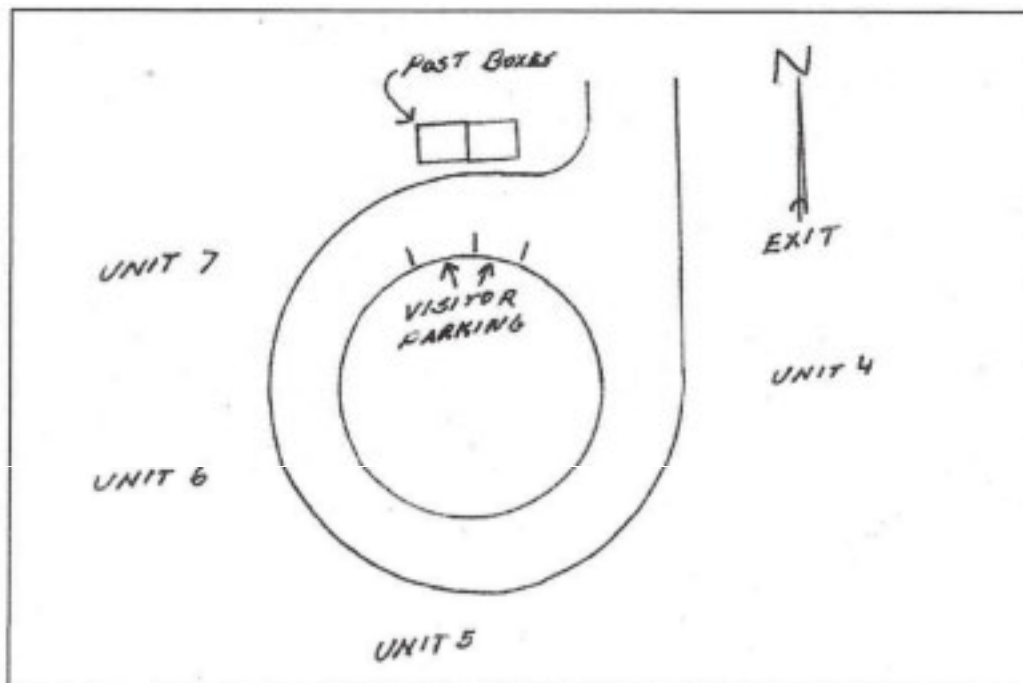
Pursuant to the Lighthouse Pointe Community Association (“LPCA”) Declaration and On Pointe Handbook, in order for emergency vehicles to have the ability to access all residences at all times, it is imperative that no one parks around the cul-de-sac (exception below*). Therefore, for the safety of all residents, vehicles must be parked either in driveways or garages. Short-term exceptions are permitted during daylight hours for purposes of commercial contractors, visitor(s), and/or residents ONLY IF the vehicle can be moved immediately in the event an emergency vehicle requires passage.

*During daylight hours, non-overnight visitors may park in the two spaces across from the mailboxes (as depicted in the drawing below) or in the pool parking area ONLY. Short-term overnight visitor parking is ONLY allowed at the pool parking area.

If you anticipate several guests for a social event, you must notify your neighbors with a posting on the bulletin board and be aware that your guests will be required to immediately move their vehicles in the event emergency vehicle access is necessary.

Your consideration for the welfare and safety of your LPCA friends and neighbors is appreciated.

The LPCA Board of Directors



PARKING RESOLUTION

WHEREAS, the Articles of Incorporation empowers the Lighthouse Pointe Community Association (hence Association) to manage the Common Property, and

WHEREAS, the asphalt roadway inside the entrance is designated Common Property, and

WHEREAS, the Declaration specifies that “All parking within the Property shall be in accordance with rules and regulations adopted by the Association”, and

WHEREAS, random parking on the asphalt roadway degrades the appearance of the Property, and

WHEREAS, towing of vehicles in violation of parking regulations on private roads is consistent with Florida State Statutes 715.07,

General:

1. NO PARKING ON THE ASPHALT ROAD except as noted in Exceptions below.
2. Residents shall park in their garages or driveways.
3. Guests shall park in the host’s driveway.
4. Motor vehicles are NEVER to be driven or parked on landscaped area.

VIOLATORS WILL BE TOWED AT THE OWNER’S EXPENSE

Exceptions:

1. Contractors shall park in the driveway of the owner receiving the service. In cases where the driveway is an impractical location, the contractor may park his/her vehicle on the asphalt during the service. Contractors shall not leave their vehicles on the asphalt overnight.
2. Only when the host’s driveway is unavailable, VISITOR parking for two (2) cars is allowed on the asphalt across from the mailboxes. NO AFTER DARK OR OVERNIGHT PARKING IS ALLOWED IN THESE SPACES. 3. VISITOR parking is also available at the pool parking area.
3. Overflow parking for parties is accomplished by placing marker flags in the grass next the asphalt to be used for parking. The party host shall post a notice of the party on the bulletin board at least seven (7) days prior to the party.

VIOLATORS WILL BE TOWED AT THE OWNER’S EXPENSE

APPENDIX B

ARCHITECTURAL STANDARDS

In order to maintain properties in a safe and attractive state the following basic standards apply to the exterior of all properties:

1. Paint color scheme shall be maintained using approved Benjamin Moore colors Brilliant White and Lafayette Green. The white is sold as Regal Select Low Lustre Finish, color code N401 and the green is HC135. The paints are available in several brands, but the codes must be used. White should be semi-gloss and green should be satin or flat.
2. Roof shingle replacement shall be made using Owens Corning – Chateau Green architectural shingles.
3. Siding shall be kept in good repair using a method that presents a uniform appearance.
4. House number size and style shall be uniform for each building.
5. Patio and balcony screens shall be maintained in good repair.
6. Wood trim, stairs and porches shall be kept clean, in good repair and properly painted. Rotten wood must be replaced and properly painted. Discoloration must be removed, and proper restoration performed.
7. Stucco shall be kept in good repair and painted white in a manner that presents an attractive uniform appearance. The prescribed finish is semi-gloss.
8. Driveways and entry ways shall be kept free of debris, stains, mold or other discoloration in a manner that allows the surface to display its original characteristics to the greatest extent possible. (See Appendix H)
9. The properties are to remain free of debris. Exception: While a property is actively under repair or renovation, required non-flammable materials may be stored as required by the licensed contractor performing the work. Materials that could be dangerous (such as saws, hammers, sharp tools, etc.) should never be stored on the outside of the unit.

Adopted by LPCA Board on November 17, 2021

ARCHITECTURAL STANDARDS FOR LIGHTHOUSE POINTE

BACKGROUND:

Lighthouse Pointe sustained substantial damage to the exterior of several units in October of 2016 due to Hurricane Matthew. The loss of vinyl siding contributed to significant water intrusion. Again, in October of 2017, Lighthouse Pointe was subjected to Hurricane Irma, causing the most extensive damage to end units and units with an easterly exposure to the Intracoastal Waterway. Due to vinyl siding being ripped off, water intrusion was significant causing interior damage as well.

The original sixteen units of Lighthouse Pointe were constructed in 1988 (almost 30 years) and the subsequent sixteen units were constructed approximately seven years later. The original vinyl siding is becoming increasingly difficult to obtain without special ordering which thereby increases the cost significantly. Additionally, owners are requesting a more substantial replacement construction material for their units which would provide a better moisture barrier to prevent water intrusion.

In order to maintain the original architectural integrity of Lighthouse Pointe, it was suggested that the Lighthouse Pointe Community Association Board consider approving the use of James Hardie (Hardie Board) siding for repair or replacement as it would be compatible with the original vinyl siding.

ACTION:

On September 19, 2017, the Board of Lighthouse Pointe Community Association held a special meeting noticed for all owners to discuss the option of allowing Hardie Board to be an approved Architectural Review Committee (ARC) alternative to vinyl siding for repair or replacement. The specifications for which are set forth below. The majority of owners in attendance at the meeting (19-1) were in favor of the Board approving the use of Hardie Board as an alternative to vinyl siding. It was the decision of the Board to develop and present a Resolution approving Hardie Board as an alternative to vinyl siding for inclusion in the LPCA "On Pointe" Handbook at the regularly scheduled Board meeting on October 17, 2017.

RESOLUTION:

As of October 17, 2017, pursuant to Article VI, Architectural Control, Section 1, Construction Subject to Architectural Control, of the Declarations of Easements, Covenants, Conditions and Restrictions for Lighthouse Pointe Community Association, Inc., it is Resolved:

The Lighthouse Pointe Community Association Board, in conjunction with the recommendation of the Architectural Review Committee, hereby approves the use of Hardie Board exterior siding as an alternative exterior construction material in repair or replacement of vinyl siding, subject to an approved ARC form being submitted to the ARC with the recommendation to the LPCA Board for approval.

SPECIFICATIONS FOR SIDING REPAIR

VINYL (two options):

Ovation siding, wood grained, color White, with 5" reveal.

Mainstreet Certainteed siding, wood grained, color Snow, with 5" reveal.

HARDIE BOARD:

James Hardie Board, 5/4"x4" smooth trim, and James Hardie 6-1/4" cedar mill with a 5" reveal to match existing siding, painted Benjamin Moore White, Regal Select Low Lustre Finish, color code N401.

Soffit and fascia repairs to be aluminum to match existing product on unit.

APPENDIX C

ARC REQUEST PROCEDURE

1. The applicant shall submit the ARC request to the ARC committee, online if available.
2. Upon confirmation of receipt via email, applicants will print confirmation and post a copy on the bulletin board for a period of at least fifteen (14) days. The ARC committee will review and approve (or deny) requests.
3. The ARC will meet and review any ARC requests once monthly.
4. The applicant will be notified by LPCA President or ARC Chairperson, or management company, if applicable, of the ARC's approval or denial of request.

Please note: The process may take up to, but no longer than, sixty (60) days, unless an extension is agreed upon by the applicant and the Board or a modification to the ARC request has been made. Please review the Declaration of Easements, Covenants, Conditions and Restrictions for Lighthouse Pointe Community Association, Inc.

The above procedure should streamline the processing of any application. The Board, in its sole discretion, may call a "special meeting" to discuss an application if the Board feels that the approval/disapproval process requires input from the total LPCA membership.

REQUEST FOR ARCHITECTURAL REVIEW COMMITTEE APPLICATION REVIEW

The following process is required for any modifications affecting the external structure or appearance of any House or lawn specifically, but not limited to, painting or other alteration of a House (including doors, windows and roof); installation of antennas, satellite dishes or receivers, solar panels or other devices; fountains, pools, whirlpools, hot tubs; privacy walls or fences; awnings, gates, flower boxes, shelves, statues, outdoor ornamentation; patterned or brightly colored window coverings; decks, docks, or any other alterations or improvements visible from other Lots. This applies also to any other amendments to the LPCA Declarations or Rules of the Association specifically requiring Architectural Review Committee (ARC) approval.

The architectural review process may involve site visits, additional information, and that the ARC response may take up to sixty (60) days. This is not a substitute for permits or other requirements of local ordinances. Work will be scheduled to commence upon approval.

(submit online form if available)

See Sample on next page.

ARC Form (to be completed ONLINE if available)

Contact Information

Community Name (Lighthouse Pointe)

Property Address * _____

Owner's First Name * _____

Owner's Last Name * _____

Mailing Address (if different than Property Address) _____

City/State/Zip _____

Email * _____

Primary Phone * _____

Project Details _____

Please enter in the project details below.

**(Use separate "Driveway Form" for ALL Driveway requests – Apply online if available)
SEE APPENDIX H)**

Type of Project/Improvement *

- ☐ _____ Exterior Paint
- ☐ _____ Deck/Patio
- ☐ _____ Pool/Hot Tub
- ☐ _____ Shed/Detached Building
- ☐ _____ Pavers Patio
- ☐ _____ Roof
- ☐ _____ Other

Detailed Description

*

For your application to be complete, you must provide a detailed description of the project. For any improvements other than painting and roofing, a copy of the survey of the property showing the location of the modification should be included with a description of the products to be used. Submit plans or a sketch of your request, if necessary, to fully define the project.

Project Documents (Attach Supporting documents)

-disclosures-

Owner's Signature * _____

SAMPLE – Confirmation of submission (for online submission only)

To Applicant

Thank you for your online request for an architectural review; a copy is below for your records.

Our office will contact you within three (3) business days if additional information is needed to submit your request for consideration. Complete requests will be forwarded to the Architectural Review Committee/Board for consideration.

The Committee is made up of volunteer homeowners and, by Statute, they have up to thirty (30) days to provide a decision, although the usual response time is much quicker than that. If there are unique circumstances requiring a rush, please contact our office.

No work should begin until you have approval in writing.

Community Name:	Lighthouse Pointe
Property Address:	xxxx Lighthouse Pointe Ln
Owner's First Name:	
Owner's Last Name:	
City:	Jacksonville
US States:	FL
Zip:	32250
Email:	
Primary Phone:	
Type of Project/Improvement:	
Detailed Description:	Note: Use separate "Driveway form" for Driveway found on "My Community" page at www.ElimServices.com
:	Checked
Owner's Signature:	

Upon receipt of this email confirmation, print copy and post on Bulletin Board, 14 days prior to next ARC meeting. If completed via email, print copy and post.

REQUEST FOR ARCHITECTURAL REVIEW COMMITTEE
APPLICATION REVIEW (completed by ARC)
Page 2

Applicant's Name _____

Address of Proposed Change _____

Proposed Changes (see attached)

Recommendation of ARC: Approve _____ Deny _____

Approval is subject to / or denied because _____

Signature of two (2) ARC members

_____ Date _____

_____ Date _____

Date Received by ARC _____

Date Posted on Bulletin Board _____

ARC Decision: Approve _____ Deny _____ Date _____

Signature of BOD President

_____ Date _____

Date Applicant Notified _____

APPENDIX D

LANDSCAPE CHANGE REQUEST FORM

Any change/addition to existing landscaping on an individual Lot is to be requested on this form and submitted ONLINE if available, or to Landscaping Committee Chairman for approval by the Board.

Name: _____ Phone: _____

Address: _____
Date: _____

In the space below, please provide specific information and a sketch or diagram regarding the location and the type of changes/additions desired, including names, color and number of plants to be taken out and/or added.

Approved/Disapproved _____ Date: _____

Conditions (if any) to approval: _____

**Following submission, please post on Bulletin Board.
Owner is responsible for any damages to irrigation or plumbing.
A DIG report is recommended**

APPENDIX E

FINE & SUSPENSION PROCEDURE

References: **1. Florida Statutes Section 720.305**
2. Lighthouse Pointe Declaration (CC&R)
3. On Pointe Handbook (Rules and Regulations)

STEP 1: COURTESY NOTICES

- Management sends 1 or 2 courtesy notices
- Cite to pertinent rule
- Provide time frame for compliance
- Advise that fine/suspension may be imposed
- Courtesy notice not required but suggested

STEP 2: BOARD IMPOSES FINE

- BOD meets and passes a motion to fine or suspend owner
- Establish per-day fine amount
- Include in meeting minutes
- Refer to Compliance Committee for hearing

STEP 3: COMPLIANCE COMMITTEE HEARING

- BOD provide 14 days' prior written notice
- Include time/date/location in notice
- Include description of violation(s) and reference to provisions of governing documents violated.
- No director/officer/employee/or spouse on committee
- Role of committee is to determine whether to confirm or reject fine levied by board

STEP 4: NOTICE & DEMAND FOR PAYMENT

- Advise party that fine or suspension has been imposed (include duration of suspension, n/t/e 60 days)
- Provide that fine will continue to accrue each day
- Provide amount & deadline for payment (10 days)
- Advise that violation must still be corrected
- Advise that matter may be referred to attorney

STEP 5: ATTORNEY & LAWSUIT

- Advise attorney of unpaid fine and violation
- Have attorney pursue collection of fine and injunction
- Prevailing party entitled to fees and costs

This procedure outlines one optional, discretionary, non-exclusive method of enforcement of the governing documents. The Association's decision to exercise the remedies contemplated by this procedure shall not constitute an election of remedies or preclude the Association from exercising any right or remedy available at law or in equity.

APPENDIX F

DECK & DOCK GUIDELINES

- Decks and docks are subject to the same guidelines as Homes regarding Architectural Review as provided in Article VI of the Declaration.
- Decks must be maintained as an extension of the home, including but not limited to rule regarding rubbish, excess items visible from neighboring Homes and/or the road.
- The recommendations of ARC in the annual and/or bi-annual inspections will include decks and docks. Any and all findings that are approved by the LPCA Board must be adhered to.
- Should an additional inspection be required upon demand of the LPCA Board to assure structural integrity of any portion of a dock, said inspection will be at the cost of the Homeowner.
- Design, colors and sizes of future decks and docks will be similar or same by building. Approved colors are natural wood, white and green. Only marine approved and treated wood shall be used for decks or docks located over water.
- Design must be uncovered, only one level, with appropriate safety railings.
- Covered boat lifts or covered storage will not be allowed on the dock.
- Non-motorized boats, i.e., kayaks, canoes, etc. must be stored and secured in an orderly manner so as not to be subject to strong winds or be offensive to neighbors. Same applies to deck chairs, tables and any other items on the deck or dock.
- Deck and dock lighting must be unobtrusive to adjoining units or neighbors.
- Decks are subject to a 5' setback from any drainage easement located at various areas in Lighthouse Pointe and cannot in any way impede the flow of water to the canal.
- Decks must not cover lawn/grass which would inhibit access for lawn care and maintenance of home/building. According to LPCA governing documents, any additional cost by landscape personnel to perform landscape maintenance must be paid by the homeowner responsible for the increase and not by LPCA.
- Decks must not be built against the ground floor of the home due to the possible erosion of the ground below the deck which would affect the foundation of the building.
- The width of the deck shall be one foot less than the width of the house on both rear sides (a total of two feet less than the width of the house). This applies to end units as well. The total square footage of any deck shall not exceed 432 square feet; provided, however, that given the unique characteristics and dimensions of the Lots in relation to the adjacent water body, the Board and ARC may only permit a deck or dock of a smaller dimension depending on the unique circumstances associated with the location of the Lot in relation to the adjacent water body.

- Written, approved permits or a written exemption from permitting from appropriate governmental agencies must accompany each ARC request for a deck or dock that will be in and/or over water. Permission by the LPCA Board will not be granted without a permit or written exemption from permitting from appropriate governmental authorities, including but not limited to the U.S. Army Corps of Engineers and Florida Department of Environmental Protection. The costs for any such permit shall be the responsibility of the Homeowner.
- The location and dimensions of Lots in relation to the adjacent water body are unique, especially considering that the width of the adjacent water body varies depending on location. As such, the ARC and Board reserve the right to prescribe the boundaries, dimensions, and other characteristics of all decks and docks located within, adjacent to, or over the water body, with the goal of attempting to avoid unreasonable interference with adjacent Lot Owners' access to the water body (i.e., to allow for sufficient room for kayaking and other water-dependent activities). Because of the unique characteristics of each Lot in relation to the adjacent water body, including the varying widths of the water body, the Association is unable to prescribe uniform, generally applicable dimensional and other criteria applicable to all Lots and all deck and dock installations. Accordingly, each application to install a deck or dock will be reviewed and determined by the ARC or Board on a case-by-case basis.

APPENDIX G

RENTAL GUIDELINES

- Homeowners are responsible to pay all HOA fees direct to Assn/Management company.
- Homeowners must enforce all community rules when tenants lease property.
- Homeowners should provide legal documents (CC&R's) to ensure Renters comply with all Association regulations.
- Homeowners should submit a copy of the fully executed lease to HOA, along with vehicle information, including license plate.
- Renters must submit all requests to the HOA through the property owner.
- Only HOA members have the right to attend Board and Membership meetings.

Appendix H

Driveway Repair & Replacement

Definitions “Driveway”, as used in this policy only, means the paved areas, including underlayment materials, located primarily in the front of a House, used for automobile access to the unit’s garage, and for parking. Other paved areas on a Lot, such as stairway landing pads, mechanical equipment and AC pads, entry patios and sidewalks, though they may adjoin or intersect with a Driveway, are not included in the definition of “Driveway”, for purposes of this policy.

“Approved Pavers” are: Tremron Pavers’ “Mega Olde Towne” PV21330, in Glacier (Gray) color

Background

The Community Driveways were originally constructed, in the early 1990’s, of poured concrete slabs with a natural finish. Since that time, the Driveways have weathered the passage of time reasonably well. However, some of the Driveways are starting to show the effects of our challenging environment and now need repairs or replacement. In addition, some Owners have made applications to the ARC requesting approval of concrete paver material to make significant repairs and complete Driveway replacements using a more current and attractive material. Informal discussions of Owners and ARC Committee members have indicated significant Owner interest in replacing aging concrete Driveways with new concrete paver blocks, thereby adding value to the community, and creating a more contemporary look.

Lighthouse Pointe Community governing documents, including the Covenants, are mostly silent on the specific topic of Driveway repairs, replacement, approved Driveway materials, and criteria for ARC/or Board approval of submitted plans for these improvements. This has made it a challenge to respond to Owner’s initiatives to improve their Driveway and the overall street view of the Community.

When maintenance issues show themselves to be of current concern to the Members, and the governing documents provide insufficient guidance on the topic, it is the duty of the Board to consider updating the Rules and Regulations, as is provided for in our governing documents, to establish sensible details and guidance regarding that specific issue.

This policy was drafted, then reviewed and discussed at a meeting of the Members. At a subsequent meeting of the Members on 26 July 2022, after additional discussion, with 17 votes For, 10 votes Against, and 1 vote discounted, (Total votes:28 of 32 members responding) voted to support this Policy. On that same date, at a meeting of the Board, a resolution was adopted with a vote of 4 For, and 2 Against, to incorporate this Driveway Repair & Replacement Policy into the Rules and Regulations governing document, in accordance with the provisions of the Covenants for maintenance of such a document to clarify “the details of the operation, use, maintenance and control of Lots”...

Policy Objective

The intent of this policy is to define a procedure that allows for safe, attractive, functional, and architecturally consistent repairs and replacements of Driveways in the Community. Further, this policy shall approve the use of concrete pavers, instead of poured concrete slabs, and prohibits the construction of, or replacement of, Driveways, or substantial portions of Driveways (> 1/3 total

square footage of Driveway), with new monolithic concrete. It is the intent of this policy to, over time; convert the aging concrete slab Driveways to more contemporary and attractive pavers. Finally, it is intended that this policy be interpreted so as not to require Owners to replace an existing concrete driveway, with pavers, before they independently elect to do so, or before the condition of the driveway is so compromised that it demands replacement.

Owner Application

It is the responsibility of the Owner to make “online” application to the ARC (or Board of Directors, if no ARC is in place) for their review and approval of planned repairs or replacement of Driveways. To be considered complete for ARC review, the Application must include the following:

- Completed Driveway form with supporting documents if applicable
- Drawings, sketches, or photographs of the affected area – with dimensions
- An online application must be submitted if available

Criteria for Granting ARC Approval

The ARC shall review the Application and determine whether the following criteria for approving the Application are met. Only 1 of the following 3 criteria is required.

1. Application is for complete replacement of the entire driveway using Approved Pavers.
2. Application is for concrete or cement repairs to an existing concrete Driveway, not using pavers, where the surface area of the repair is 1/3 or less of the square footage of the entire Driveway.
3. Application is for replacement of an existing concrete Driveway where the finished surface area for repair, is greater than 1/3 of the area of the Driveway, and the plan specifies use of Approved Pavers for a complete replacement of the Driveway.

In addition to meeting 1 of the above 3 criteria, all of the following 5 criteria must be met for the Driveway Application to be approved by the ARC.

1. Specified Driveway finish material is the Approved Pavers. See Definition section above.
2. Underlayment material is minimum 1” deep course paver sand, or equivalent.
3. Any sealant to be applied to the pavers is low-gloss or satin finish.
4. The Application does not specify stains, paints, or other similar materials that may alter the color or look of the natural finish of the pavers. Such materials are not permitted.
5. Plans show no significant change in the size, location, shape, or layout of the Driveway. If the Owner plans to change the Driveway dimensions, a separate ARC Application must be submitted to apply for approval of the added space.

Provided that the criteria above are satisfied as described, and the ARC determines there are no other concerns for the proposed Driveway project, and the Application is deemed to meet the Policy Objectives specified herein, it can be expected that the ARC (or BOD, if no ARC is in place) shall approve application.

Applicant responsible for damages to road/asphalt and Common Property. Applicant shall assume responsibility to repair any damage to irrigation or other areas resulting from the Driveway project.

Driveway Form

Applicant's Name: _____ Phone #: _____

Address: _____ Email: _____

Date: _____

Type of Driveway project: Driveway surface material, *EXISTING*:

☐ Repair or partial replacement ☐ Concrete

☐ Complete replacement ☐ Pavers

Driveway surface material, *NEW*

☐ Concrete

☐ Pavers

Overview description of the project: _____

_____ add pages if needed (ATTACHMENT)

_____ (Sq Ft) Total Driveway surface area _____ (Sq Ft) Total Driveway surface area

Calculate percentage of Driveway repair area= Impacted Sq Ft _____ / Total Sq Ft _____ x 100 = ____%

(Based on Sq Ft measurements above)

(Applicant or ARC)

☒ **Paver Materials** – Tremron's Mega Olde Towne PV21330 Color: Glacier (Gray) ☐ I have called
@811 to schedule a DIG underground survey of the Driveway area

Paver underlayment - thickness & description _____

Description of sealant (if applicable):

The following checked items are attached to this Application. All are required for ARC review.

☐ This Driveway form, completed

☐ Supporting documents attached (if applicable) Anticipated date of installation _____)

Please submit this completed form to ARC Chairperson or BOD via email, or online if available. After confirmation of receipt via email, post copy on bulletin board at least 14 days prior to next ARC meeting