

# ARCHITECTURAL CHANGE APPLICATION

C/O J&L Property Management, Inc  
10191 W. Sample Rd. #203  
Coral Springs, FL 33065  
Office: (954) 753-7966 Fax: (954) 753-1210  
Www.jlpropertymgmt.com

## **REQUIREMENTS FOR SUBMISSION OF ARB FORMS**

- Work cannot be started until you receive back the architectural form signed and approved.
- If you are doing the work yourself, put "Homeowner" next to "Contractor Name" on the Architectural Change Application. Only submit documents 1-3 that are listed below.
- Include one (1) copy of the documents listed below **WITH** your architectural request or it may not be accepted if it's incomplete.
- Owners are responsible for obtaining necessary permits required from the City.
- Owners are responsible for any and all damages to Association property and any utilities, including sewer, water, cable, electric and telephone.
- Owner's must make sure all debris is removed off Association property during and after the work is being done.
- Other conditions may be applicable and may be determined or stipulated on an individual basis.
- Please note: After receiving Association approval, you are required to obtain approval from **Welleby Management** as well prior to starting any work.

## **DOCUMENTS LISTED BELOW MUST BE SUBMITTED BACK WITH YOUR REQUEST:**

1. Complete ARB form – Fill in indicating colors, materials, and proposed work as specified in the instructions
2. A picture of the item/material that will be installed or used for your request (Windows, doors, paint samples, etc.)
3. A copy of the property Survey or a Site Plan indicating where and what the improvements are (If applicable)
4. A copy of the Contractor's License
5. A copy of the Contract detailing the work (does not have to show the price)
6. A copy of the Contractor's current General Liability Insurance Certificate & ☐ Workers Comp Certificate or Exemption form. The General Liability Certificate and Workers Comp Certificate must be made out to your Association as follows:

**SOUTHPOINTE II HOA, INC. (VILLA WELLEBY)**  
c/o J&L Property Management, Inc.  
10191 W. Sample Rd. #203  
Coral Springs, FL 33065

## **Documents can be returned to J&L Property Management via Fax, Email or Mail**

**Email:** JLadmin@jlpropertymgmt.com

**Mail:** J & L Property Management, Inc. - 10191 West Sample Rd., Suite 203, Coral Springs, FL 33065

## **OWNER AFFIDAVIT**

I, (Print Name), herby submit this application for approval pursuant to the regulations of my Association for the architectural change noted in my Architectural Change Application. If said approval is granted, I agree to comply with the conditions stipulated above. I further understand that I may be prosecuted by my Association should I fail to comply with the covenants and restrictions of the Association or if I intentionally misrepresent information on this form. Additionally, I understand that I cannot start any work until my request is approved by the Association and I have a signed copy of my approval.

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

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

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



Welleby Management Association Inc.  
4570 N Hiatus Road, Sunrise, FL 33351  
954-749-6228 \* fax 954-748-2440 \* info@welleby.net

ACCT # \_\_\_\_\_

**ARCHITECTURAL MODIFICATION REQUEST** (all exterior modifications)

NAME \_\_\_\_\_ ADDRESS \_\_\_\_\_ SR 33351

SUB-ASSOCIATION (if any) \_\_\_\_\_

EMAIL \_\_\_\_\_ PHONE(S) \_\_\_\_\_

NOTIFICATION SHOULD BE SENT TO MY: ☐ EMAIL ☐ ADDRESS ☐ OTHER \_\_\_\_\_

Please describe the requested modification below (include details such as manufacturer, color, material, dimensions, location, etc.)  
**USE A SEPARATE FORM FOR EACH MODIFICATION IF MULTIPLE CHANGES ARE BEING MADE**

I have attached the following documentation:

- ☐ Lot survey (REQUIRED IF NEEDED TO SHOW A LOCATION)
- ☐ Color picture of front of house (REQUIRED FOR PAINTING/ROOFING/LANDSCAPING/DRIVEWAYS/SHUTTERS/DOORS)
- ☐ Paint swatches (REQUIRED FOR PAINTING, manufacturer sample with name/number of color) & color locations

I UNDERSTAND THAT THIS REQUEST WILL NOT BE CONSIDERED COMPLETE/SUBMITTED AND WILL NOT BE REVIEWED UNTIL ALL REQUIRED DOCUMENTATION (INCLUDING SUB-ASSOCIATION APPROVAL IF APPLICABLE) IS SUBMITTED. Approvals are valid for **180 days** unless the request is in response to a violation which must be resolved within 30 days of the date of an approval. I agreed to and will comply with all city, county and other governmental regulations and will obtain any applicable permits.

Signature of owner: \_\_\_\_\_ Date: \_\_\_\_\_

**-DO NOT WRITE BELOW THIS LINE, FOR ASSOCIATION USE ONLY-**

SUB-ASSOCIATION NAME \_\_\_\_\_  
(MUST BE SIGNED BELOW BY A AGENT OF THE SUB-ASSOCIATION OR LETTER OR APPROVAL MAY BE ATTACHED)

Approved ( ) Disapproved ( ) DATE \_\_\_\_\_

SIGNATURE \_\_\_\_\_ PRINT NAME \_\_\_\_\_

**WELLEBY MANAGEMENT ASSOCIATION USE ONLY**

Approved ( ) Disapproved ( ) DATE \_\_\_\_\_

SIGNATURE \_\_\_\_\_ FOR THE BOARD OF DIRECTORS

## **SOUTHPOINTE II HOA (VILLA WELLEBY)**

C/O J&L Property Management, Inc  
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Office: (954) 753-7966 Fax: (954) 753-1210  
[www.jlpropertymgmt.com](http://www.jlpropertymgmt.com)

### **APPROVED ROOF SHINGLES**

Owens Corning Desert Tan Dimensional or 3-Tab shingle

### **APPROVED PAINT COLORS**

Must be matched- the flashing must be painted the same brown as the trim



**WELLEBY MANAGEMENT ASSOCIATION INC.**  
**RULES, REGULATIONS AND ARCHITECTURAL MODIFICATION GUIDELINES**

**Adopted 6/26/2013**

**Revisions 10/23/2013, 4/22/2015, 1/24/2018, 2/27/2019, 1/22/2020**

The Board of Directors has created this supplemental manual outlining the requirements for exterior modifications and rules and regulations of the Association.

In conjunction with the Declaration of Covenants for Welleby Management Association Inc. (hereinafter called WMA), these rules and regulations and architectural guidelines are binding on all parties having interest in the Association, and each owner is required to comply with all requirements as set forth herein. Any failure to comply with these requirements will be subject to remedies as provided for in the Declaration of Covenants.

**All exterior modifications must be pre-approved in writing by WMA.** An architectural modification (AM) form must be submitted to WMA along with any additional information as specified, including written approval from the sub-association (if the house/unit is also part of a sub-association and required by the sub-association's governing documents). A lot survey is required for the majority of exterior changes (a lot survey is a sketch of your lot showing property lines and dimensions of existing structures and improvements together with planned structures and/or improvements or changes to existing structures and/or improvements). WMA shall have thirty (30) days from the receipt of a complete application (signed AM form along with plans and specifications (if required), lot survey (if required) and any and all other required documents, samples or pictures) to approve or disapprove such request. All modifications must be completed within six (6) months of approval.

All structural modifications, additions and/or improvements must comply with the Florida Building code; WMA may require written evidence of same.

**The owner is responsible to obtain any permits required by the City of Sunrise or any other governmental entity.**

**Nothing contained in this manual shall waive a sub-association covenant or rule;** furthermore, nothing contained in this manual shall obligate any agency or association, governmental or otherwise, to approve plans submitted, nor shall the approval of WMA be construed as meeting the requirements of the City of Sunrise nor any other agency or association required for approval.

Any modification not addressed in this guideline may be addressed by WMA on a case by case basis.

There may be exceptions for modifications of common elements in regards to sub-associations and rental communities.

To the extent any existing structure or improvement does not comply with the guidelines and standards specified herein, such structure or improvement shall be grand-fathered in and shall be allowed to remain; however, such structure or improvement may not be expanded, enlarged, modified, repaired or replaced unless such expansion, enlargement, modification, repair or replacement fully complies with the guidelines and standards specified herein. Additionally, any future structure or improvement shall fully comply with the guidelines and standards specified herein, even if the other previous structures or improvements that have been grand-fathered in are substantially similar or even identical to the now impermissible requested structure or improvement.

Awnings	3
Basketball equipment	3
Businesses	3
Driveways & walkways	3
Exterior décor and accessories	3-4
Exterior equipment	4
Exterior structures	4
Fencing	4-5
Flags and Banners	5
Gutters	5
House numbers	5
Hurricane protection	5-6
Lawn, landscaping and trees	6
Landscape borders	6
Lighting	6
Mailboxes	6-7
Painting	7
Playsets and play equipment	7
Pods	7
Pools, spas & hot tubs	7
Roofing	7-8
Room additions	8
Satellite dishes	8
Screen and glass enclosures	8
Seasonal and Holiday decorations	8
Security cameras	8
Sheds	8
Sidewalks	8
Signs	8-9
Trash	9
Windows and doors	9
Vehicles	9-10
Animals	10
Resolution of the Board of Directors	10-11

**1- Awnings:** Retractable fabric awnings and shade sails (intended for use as sun/weather protection) are permitted with prior written approval of WMA- a color picture or sample of the material must be submitted along with a lot survey showing the location and size of the proposed awning or sail.

a) Fabric shall be one solid color (only brown, tan, beige, green, red, gray or white shades are permitted), the color shall reasonably blend with the color scheme of the house/unit. Retractable awnings may be installed over rear or side doors only. Shade sails may be installed in the rear of the house/unit only and may not exceed 20' X 20'. No awning of any kind may be installed over individual window openings or over any other area of the house/unit.

b) Aluminum awnings or any other type of awning other than fabric awnings are prohibited.

c) Retractable awnings must be kept closed when not in use

d) Fabric must be kept in good and clean condition, free of mildew, stains and tears.

**2- Basketball equipment:** Permanently installed basketball poles or portable units are permitted with prior written approval of WMA- a survey showing proposed location of equipment is required.

a) Both permanent and portable equipment must be setback 4' from sidewalk; permanent equipment must be setback 18" from edge of driveway; portable equipment may not be placed in the street at any time.

b) Basketball equipment must be kept in good condition, with the net intact. Backboard may not be painted or altered, and may not have pictures, logos or lettering.

c) Basketball hoops may not be installed on any wall of a house/unit.

**3- Businesses:** No manufacturing, trade, business, commerce, industry, profession or other occupation whatsoever may be conducted or carried on in or upon any residential unit or any part thereof.

**4- Driveways and walkways:** All driveway and walkway modifications require prior written approval of WMA and in some instances a city permit- a survey showing the area to be modified and a color picture, brochure or sample of material to be used is required.

a) Driveways and walkways shall be maintained in a clean condition, free of weeds, mildew, oil and other stains. All walkway areas shall be constructed of the same type material (i.e. concrete, pavers, etc.) and shall be the same approved color.

b) Pavers and stamped concrete are permitted in shades of tan, brown, gray, red or terracotta only, and shall reasonably blend with the color scheme of the house/unit.

c) Concrete staining is permitted in shades of tan, gray, white, terracotta and red only, and shall reasonably blend with the color scheme of the house/unit. All concrete shall be the same color.

d) Sidewalks may not be painted, stained or altered in any way. Sidewalks that run parallel to the street and sidewalks in a right of way are subject to City of Sunrise code requirements.

e) No exposed mulch, gravel or rock may be used as a finished driveway.

f) Driveways may be widened no more than the width (exterior walls) of the garage.

g) Circular driveways are permitted subject to the following stipulations: width of new driveway including the new apron may not exceed 12'; center island must be a minimum of 6' from the sidewalk; green space required between crown (top) of circular driveway to the walkway must be a minimum of 5'; finished driveway may not be placed within 3' of the property line; sidewalks may not be altered in any way; center island must be landscaped (landscape changes must be submitted for approval on a separate form).

**5- Exterior décor and accessories:** All lawn ornaments, statues and other decorative items require prior written approval of WMA- survey showing location, size and description of item(s) required.

a) The total number of statues, pots or any other similar decorative item combined may not exceed 12 and may be permitted as follows, provided the total number of items does not exceed 12:

b) There shall be no more than 5 statues per house/unit; statues shall not exceed 30" in height; statues must be placed inside a landscape bed or on a patio area. Statues must be of a tasteful nature and not offensive to an ordinary person.

- c) There shall be no more than 12 potted plants in decorative containers permitted in the front of a house/unit; pots shall not exceed 30" in height, must be arranged in a neat fashion and must reasonably blend with the color scheme of the home.
- d) Wall ornaments not to exceed 4' in diameter are permitted; maximum number of wall ornaments permitted per house/unit is 3.
- e) There shall be a maximum of 1 bird bath OR fountain in a front yard, installed in a landscaped area, not to exceed 3' in height and 30" in width.
- f) There shall be a maximum of 2 lattice(s) per lot, not to exceed 8' high by 4' wide. Lattice must be maintained in good condition and shall be white, natural wood or painted one of the approved house/unit colors. Archway style lattice may not be used in front of a house/unit.
- g) There shall be no more than 2 benches or chairs and 1 table permitted in the front or visible area of a house/unit. No other furniture may be placed/stored on the front portion or visible area of the lot.
- h) Round curbstones, not to exceed 10" in diameter, may be installed in the swale area to prevent parking; curbstones may not be closer than 2' on center and must be white. Triangle type/pointed curbstones are prohibited.

**6- Exterior equipment:** Prior written approval from WMA and city permit required- survey showing location, size and description of equipment required.

- a) Any and all equipment, air conditioner, water conditioner, solar equipment, pool/spa equipment, irrigation pump, trash and other similar container or other such outdoor equipment must be placed in an area that is not readily visible from adjacent lots, streets, waterfront or must be concealed with landscape material or inside a fence, which landscape material and/or fence must also be approved in writing by WMA. No equipment installation shall be allowed to cause a nuisance to a neighboring house/unit.
- b) Window A/C units are only permitted in ground floor windows only if such a/c unit is completely concealed, behind a fence or with landscape material, from street and neighbor view.

**7- Exterior Structures:** Free standing gazebos, canopies, pergolas, decks or similar type exterior structures may be permitted with prior written approval of WMA and city permit- a survey showing proposed location of structure and picture/brochure is required. This section does not pertain to play equipment (section 18) or sheds (section 27).

- a) Temporary structures must be taken down and stored properly at least 48 hours prior to an impending tropical storm or cyclone.
- b) Permanent structures require a city permit. Structure may be natural wood, not painted or stained, or other such material approved by the city, however, structure shall be wood, metal, black or white.
- c) Fabric (if any) shall be a solid, neutral color in shades of only brown, tan, white or gray and must be maintained in good condition (no tears, missing material, mildew, etc.). No lights or decorative items may be hung from the outside of a gazebo.
- d) Only 1 canopy, pergola, gazebo or similar type structure per lot.
- e) Structure may not be larger than 12' X 12'; maximum height is 10' at highest point (peak).
- f) Structure must be set back from the property line (or fence) at least 6' if visible from any street view.
- g) Umbrellas shall be a solid color in shades of only brown, tan, white, gray, green, blue, terracotta or red and shall not be placed in the front of any unit/home.
- h) Plastic may not be used as roof or covering for any exterior structure.

**8- Fencing:** Prior written approval of WMA and city permit required for any type of fence installation- a survey showing proposed location of fence is required.

- a) Boundary fencing must be 6' wood, standard or executive shadowbox style and may not be painted or stained with any color (unless required by the applicable sub-association). Double gates are permitted, however, no boat, trailer or any other type of vehicle may be parked or stored in a rear yard. Gate(s) shall not exceed 4' in width and shall have a flat top; the total opening for double gated area shall not exceed 8'. All hardware and supports shall be on the inside of the fence.
- b) On lake lots only, 4' high wood picket style is permitted along waterline only. Fences must have at least one gate, no wider than 4'; area from fence to water line must be maintained by the owner. Approval from SFWMD may be required. Approvals will be granted provided owner agrees to remove any improvement built on a lake maintenance easement at the request of the Association, if the Association requires use of the lake maintenance easement for any reason whatsoever.

- c) No fence may be painted or stained (with the exception of clear stain) unless it is required by the sub-association with their pre-approved color
- d) Fencing around pools, decks, etc. that is not considered a boundary/perimeter fence may be 4' high wood picket style.
- e) Homes/units that have an entrance way or front foyer type area may install a gate made of either natural wood (not painted or stained) or metal/wrought iron in white, bronze, black or one of the approved house colors.
- f) Wood shadowbox fence, when approved to be installed as a privacy barrier in a front patio area, may be painted to match the trim of the house (only the section of fence installed in the front patio area may be painted).
- g) No finials or any other decorative item are permitted on top of boundary fences.
- h) Fences may only be installed between the projection of the front of the main residential building thereof and rear boundary of each platted lot or parcel, and across the rear boundary thereof (no fence shall create a boundary or barrier on any front portion of any parcel or lot).
- i) Owners are responsible to maintain the grass/area on the outside of the fenced area and no landscape material shall be allowed to grow through or above/over any fence.

#### **9- Flags and banners:**

- a) Any homeowner may display 1 portable, removable United States flag or official flag of the State of Florida in a respectful manner, and 1 portable, removable official flag, in a respectful manner, not larger than 4 1/2 feet by 6 feet, which represents the United States Army, Navy, Air Force, Marine Corps, or Coast Guard, or a POW-MIA flag.
- b) Any homeowner may erect a freestanding flagpole no more than 20 feet high on any portion of the homeowner's real property, if the flagpole does not obstruct sightlines at intersections and is not erected within or upon an easement. The homeowner may further display in a respectful manner from that flagpole, 1 official United States flag, not larger than 4 1/2 feet by 6 feet, and may additionally display 1 official flag of the State of Florida or the United States Army, Navy, Air Force, Marines, or Coast Guard, or a POW-MIA flag. Such additional flag must be equal in size or smaller than the United States flag. The flagpole and display are subject to all building codes, zoning setbacks, and other applicable governmental regulations, including, but not limited to, noise and lighting ordinances in the county or municipality in which the flagpole is erected and all setback and locational criteria contained in the governing documents.
- c) Banners and other types of flags are prohibited.

**10- Gutters:** Gutters require prior written approval of WMA; a city permit is not required. Gutters and downspouts shall be metal, aluminum or fiberglass or such other approved material and shall be painted to match the wall or area of the house/unit to which they are affixed. Water dispersed by downspouts shall be directed so that it does not create or exacerbate water drainage issues on neighboring properties.

#### **11- House numbers:**

- a) Each house/unit is required to have standard easy to read house numbers so that emergency responders can locate the residence. Numbers shall be placed on the house/unit adjacent to or above the garage door; or alternatively on a column of the home. House numbers shall be at least 4" high but not greater than 10" high and shall be black, white, bronze, brass, silver or painted one of the approved colors on the house/unit.
- b) Sub-associations may have a more restrictive or specific requirement on the style/type and location of such numbers.

**12- Hurricane protection:** All shutter installations require prior written approval of WMA and city permit- a color, brochure or sample showing color and survey showing location of proposed shutters is required.

- a) Aluminum awnings are prohibited.
- b) Accordion, PVC rolling shutters, rolls shades or storm panels are permitted. Colors may be white, beige or bronze to closest match the color scheme of the home.
- c) Bahama style shutters are permitted and must be painted to match the trim on the house/unit.
- d) Permanently installed tracks for removable panels must be painted to match the abutting wall.
- e) Shutters may not be installed or closed until 72 hours prior to an impending tropical storm and should be opened or removed within 72 hours after a storm has passed.



f) Owners are responsible to secure the house/unit, including any and all exterior structures, equipment or loose items prior to an impending tropical storm or cyclone.

**13- Lawn, Landscaping and trees:** All landscape changes with the exception of mulch require prior written approval of WMA- a survey showing location of proposed changes and types of plant material required. All trees and plant material must be chosen from the City of Sunrise approved plant list. Tree removal or installation requires a city permit.

a) There shall be a minimum of 15 shrubs & 2 trees in the front of each lot; additional trees may be required by city code.

b) Lawns must be cut on a routine basis to keep grass less than 6" and dead sod replaced when needed. Landscape beds and tree rings must be kept weed free. Owners of single family homes are responsible to maintain swale (area between street and sidewalk) abutting their home, front & side (if applicable). No grass, weeds or any other landscape material shall be permitted to grow under, thru or over any fence.

c) Mulch may be installed without prior approval and shall be brown, gold, red, grey or black.

d) Rock may be installed in landscape beds and tree rings only and shall be brown, tan, white, gray or black.

e) Hedges of any kind shall be limited to a height of six (6) feet above the normal surface of the ground between the projection of the front of the main residential building thereof and rear boundary of each platted lot or parcel, and across the rear boundary thereof (no plant material shall be used to create a boundary or barrier on any front portion of any parcel or lot).

f) Trees must be trimmed utilizing proper pruning practices, and must be kept to a minimum clearance of 8' from sidewalk or street. Trees may not be trimmed, removed or installed without a city permit.

g) No artificial flowers, shrubbery or trees are permitted.

h) No plants, shrubs or trees are permitted to be installed on the outside of a fence if fence is less than 2' from abutting sidewalk; landscape material shall not be permitted to grow onto or over any sidewalk.

**14- Landscape borders:** Installation of landscape borders requires prior written approval of WMA- a survey showing proposed location of borders and a color picture, brochure or sample of the proposed border required.

a) All borders on a particular house/unit must be of the same style and color and border material must be a solid color (no patterns allowed). Borders may be wood, stone, concrete or a material typically used as a border to hold in soil or mulch, not to exceed 18" in height. Only shades of brown, tan, terracotta, red, gray and white are permitted.

b) Borders may be installed around landscape beds and trees only.

c) Wire and plastic type "decorative" borders are not allowed.

d) Borders must be maintained in a clean and neat condition.

**15- Lighting:** All types of exterior lighting, either electric or solar (coach lights, landscape lighting, light posts, etc.) requires prior written approval of WMA- a survey showing location of proposed lighting and a picture of fixtures required.

a) Electrical work requires a city permit.

b) Lighting fixtures must be of a style, design and color which would blend in with the color scheme of the house/unit. Maximum number of free standing (not attached to the structure) light posts per house/unit is 2. The maximum number of solar or landscape type lighting is 15; solar and landscape type lighting may installed in a landscape bed or along a walkway only.

c) Lights that create annoying glare visible from other lots and colored bulbs are prohibited (except that color bulbs may be used during holiday periods).

d) Lighting shall be maintained in working condition and in good repair.

**16- Mailboxes:** Replacement of mailbox requires prior written approval of WMA- a color picture of the proposed mailbox is required. Mailboxes must be of a tasteful nature and installed in a location approved by the USPS

a) Mailboxes shall be all white, black, natural wood, tan, brown (mailbox and post); or any of the aforementioned colored mailboxes may be mounted on a natural wood post or a post painted with one of the approved house colors; or mailbox and post may be painted with no more than two of the approved house colors; maximum number of colors on any mailbox is 2.

b) Mailboxes and mailbox posts shall be kept free of dirt, mold and rust.

c) Mailboxes shall not have pictures or lettering of any kind, with exception of manufactured address numbers; address numbers shall be black, white, bronze, brass, silver or painted with one of the approved house colors.

**17-Painting (house/unit):** Painting requires prior written approval of WMA- a color picture of the house and manufacturers paint samples are required. If the house/unit is part of a sub-association, the sub-association may require specific color(s).

a) Homes may not be painted with the same color scheme as a neighboring home.

b) An approved paint color list has been adopted and may be updated from time to time. Only colors on the approved list may be used, unless otherwise required by a sub-association. Color combinations must be approved by WMA prior to painting. The color scheme should coordinate with the roof color and colors chosen should complement each other.

c) The maximum number of colors on any house is 3, inclusive of tile and any other accent.

d) The flashing of the home/unit must be painted to match the abutting trim.

e) Garage doors and front doors must be painted a solid color (no patterns allowed).

f) Brick features or structures must be painted one solid color (no patterns allowed).

g) Murals, designs or other types of paintings are not allowed on exterior walls or any other exterior surface.

**18- Playsets and play equipment:** Play equipment requires prior written approval of WMA and city permit- a survey showing proposed location and picture/brochure of equipment required.

a) All play structures and equipment shall be located at the rear of the house/unit.

b) If the house/unit is a corner lot, equipment shall be maintained to the rear of the residence, set back at least 6' from the property line or fence and reasonably masked from view from the street with adequate landscaping.

c) Playsets shall be no higher than 12' at the highest point (peak).

**19- Pods:**

a) There shall be no more than 1 portable storage unit or container allowed per lot.

b) No portable storage unit or container shall remain in excess of 7 days.

c) The container must fit and be located within the dimensions of a standard parking space or driveway. The container must not impede vehicular or pedestrian traffic across roads or sidewalks or access to a unit.

**20- Pools, spas and hot tubs:** Pools (including above ground pools), spas and hot tubs require prior written approval of WMA and city permit- survey showing location and size and contractor plans/specifications required.

a) Pools, spas and hot tubs may be installed in the rear portion of a lot only.

b) Pools (in ground and above ground) must meet city of Sunrise requirements, together with all federal, state, county and local codes, regulations, ordinances and requirements. Pools shall be maintained in a sanitary and safe condition; pools require a safety barrier that meets the requirements of the City's land development code and any other applicable federal, state, county or local code, regulation, ordinance or requirement. During construction, a temporary safety barrier must be used- safety barriers should enclose the pool completely and gate(s) must be locked when pool is not in use; safety barriers must be impenetrable and maintained free of any defects that will allow unrestricted access to the pool.

**21- Roofing:** Roof replacement requires prior written approval of WMA and city permit- a color picture of the home and picture, brochure or sample of proposed roof material required.

a) Roof material that is in compliance with current code shall be permitted. Roof color(s) may be shades of tan, brown, red, terracotta, white or gray and shall reasonably match the color scheme of the house/unit.

b) Shingles and/or tiles may not be painted or stained.

c) Weather proofing/sealing of roofs may be permitted (with prior approval) provided material used is in an approved color (tan, brown, red, terracotta, white or gray) and reasonably blends with the color scheme of the house/unit.

- d) Sub-associations may have a specific roof style/color.
- e) Plastic may not be used as roof or covering for any portion of a lot, house or unit.
- f) The flashing must be painted the same as the fascia/trim.

**22- Room additions:**

a) Additions to the structure of a home require a city permit and prior written approval of WMA- a lot survey and contractor plans/specifications are required to be submitted.

b) No conversion of an existing garage to a habitable room is permitted.

**23- Satellite dishes:**

a) Dishes less than one meter in diameter do not require approval of WMA provided that: satellite dishes must be placed so that dish is not visible from the view of the street or is not located in the front portion of the Owner's lot; provided however, the foregoing shall not apply if installation of the dish shall otherwise: (i) cause unreasonable expense, (ii) unreasonably delay or prevent installation, maintenance or use, or (iii) preclude reception of an acceptable quality signal. In the event an Owner must place the dish in front of the unit or visible from the street (in order to receive an acceptable quality signal or avoid unreasonable expense or delay); the Association requires written documentary proof of same.

b) Dishes that are over one meter in diameter require the prior written approval of WMA and must be placed in the rear of the house/unit.

c) Maximum number of dishes on any house/unit is 2.

d) Satellite dishes must be shielded from view of the street and neighboring properties to the maximum extent possible as long as an acceptable signal may be received. Antennas, masts and any visible wiring must be painted to match the color of the structure to which they are installed. Wires must be secured to home.

**24- Screen and glass enclosures:** Screen and/or glass enclosures and door replacements require prior written approval of WMA and city permit- a survey showing location of proposed enclosure and contractor plans/specifications required.

a) Frame color may be white, bronze or black. If roof of enclosure is aluminum, roof color must match frame color.

b) Enclosures may be installed over patio areas, on the side or rear of the home. Enclosures in the front of the house may be permitted if the original design of the home is conducive to such installation.

c) Screen doors may be installed over front, side or rear doors only. No type of screening may be installed in front of garage door(s).

d) Plastic may not be used as roof or covering for any portion of a lot, house or unit.

**25- Seasonal and Holiday decorations:** Seasonal/holiday decorations may be installed 2 weeks prior to the holiday and must be removed 1 week after (with the exception of Hanukkah and Christmas, where decorations may be installed the weekend after thanksgiving and should be removed by January 15).

**26- Security cameras:** Security cameras require prior written approval of WMA- a survey showing location of proposed cameras and picture/brochure of camera type is required. Cameras may be installed under roof eaves of a house/unit, and shall be of the smallest size possible for intended purposes. Association does not assume any responsibility for operation of cameras.

**27- Sheds:** Shed installation requires prior written approval of WMA and city permit- survey showing location of proposed shed and size/material specifications required.

a) Shed dimensions may not exceed 10' X 10', maximum height is 8'.

b) Shed must be in the rear yard and set back from the fence or property line at least 6' if visible from any street view.

c) Shed shall be concealed from street view with landscape material.

**28- Sidewalks:**

a) Sidewalks may not be painted, stained, widened or altered in any way.

b) Owner is responsible to keep sidewalk clean and repair the sidewalk abutting their lot (including the side if applicable).

c) Repairs require city of Sunrise permit.

**29- Signs:** Signs are prohibited with the following exceptions:

- a) Signs that specifically state “Bad dog” are permitted with prior written approval from WMA (owner must sign and submit the Association’s architectural application for “bad dog” signage), subject to the following conditions: 1 sign per gate; sign must be rectangular and no larger than 14” wide by 10” high; sign must specifically state the words “bad dog”; no picture/images allowed on sign; sign must be installed on the fence at least 4’ from ground proximate to the gate; sign must be maintained in good condition.
- b) Any owner may display 1 sign of reasonable size provided by a contractor for security services within 10 feet of the entrance to the house/unit.
- c) Any owner may display sign(s) that read “no soliciting” and/or “no trespassing” (maximum of 1 of each), provided signs do not exceed 2” X 8” each or 5” X 10” combined. Sign(s) shall be mounted on the front door or on a wall in close proximity to the front door only.
- d) Political signs are permitted to be placed on a lot not more than 30 days prior to an election under the following conditions: Only 1 sign per candidate and/or 1 sign per amendment or related issue; sign(s) may be installed only for elections/issues that are on the ballot for the precinct in which the residence lies; sign dimensions may not exceed 18” X 24”; sign(s) must be removed the day following the election; sign(s) may only be placed on an owners lot, not on any common area, swale area and not affixed to any structure or fence.
- e) This section does not apply to signage for sub-associations that may be required by law or used for common area purposes, provided such signage is approved by WMA prior to installation.
- f) No items, including but not limited to vehicles, may be displayed for sale, lease or rent on any lot or any other area within Welleby.

**30- Trash:** All trash, garbage and other waste, including bulk pickup items, shall be stored out of street and neighbor view (in the garage, behind a fence or reasonable concealed with landscape or other approved material) except when placed out for pick-up. Trash containers shall be of sufficient size to meet requirements for biweekly pick-up and should be of watertight construction with a tight-fitting cover. Containers for single family residences shall have a capacity of not more than fifty (50) gallons. Such containers shall be placed curbside easily accessible to the trash contractor, but not on any street or sidewalk. Trash and trash containers shall not be placed curbside earlier than 7:00 pm on the night before the scheduled pick up, and all containers and uncollected trash/items shall be removed from view no later than 7:00 pm on the pick-up day. Lots shall be kept free of debris and trash at all times.

**31- Windows and Doors:** Window and door replacements require prior written approval of WMA and city permit- a survey showing location of windows/doors to be replaced as well as contractor plans/specifications required.

- a) No aluminum foil, sheets, bath linens, banners or any other such material shall be used as a window covering.
- b) Burglar bars are permitted provided they are in compliance with city of Sunrise code.
- c) Sub-associations may have additional restrictions on the type/style and color of windows and doors.
- d) Unless otherwise required by a sub-association, the frames on all windows and doors shall be all one color (all the same color as each other).

**32- Vehicles:** Vehicles in violation of this section may be towed or booted at the owners’ expense.

- a) Recreational vehicles (boats, trailers, campers, RVs, etc.) are prohibited to be parked overnight on any portion of any lot or common area in Welleby.
- b) Commercial vehicles are prohibited unless performing work on property, and are hereby defined as:
  - 1) Vehicles with lettering, pictures, artwork, racks, equipment or other item used for commercial purposes including trailers of any kind
  - 2) Vehicles that are designed, intended or used for transportation of goods, things or persons (for profit)
- c) Vehicles with expired/missing tags or flat tires, inoperable vehicles and “junked” vehicles (vehicles with broken window(s), windshield or vehicles obviously damaged and inoperable) are prohibited at all times.
- d) Vehicle repairs, other than changing flat tires, are not permitted on any portion of any lot.
- e) Vehicle covers may be used on cars, standard trucks and standard vans provided they are maintained in good condition (no tears, mildew, etc.), and conceal the entire vehicle. Covers may be white, tan, black or gray only.

- f) No vehicle shall be parked in such a way that it impedes vehicular or pedestrian traffic or view.
- g) Vehicles may be parked in the swale adjacent to a home provided it is parked with the permission of the owner of the home, and provided that the vehicle is parked parallel to the street and completely off the pavement.
- h) Vehicles may not be parked on any portion of the lawn except the swale area as provided above.
- i) Vehicles shall be parked in designated parking areas/spaces only; no vehicle shall be parked in any handicap space (without a valid permit), fire lane, loading zone or any other striped or designated no parking area.

### **33- The Lakes in Welleby:**

- a) Boating, fishing and swimming in the lakes and waterways within Welleby is prohibited.
- b) No dock or other structure that extends into any Welleby waterway is permitted.

### **34- Animals:**

- a) Dogs shall not be permitted to howl or bark excessively or disturb the sleep or peace of any neighbor.
- b) The owner shall immediately remove dog droppings from any neighboring lawn, public right-of-way, including sidewalks and swales, association common area and/or any other area not belonging to the owner of the animal.
- c) No horses, cows, goats, swine, poultry, fowl, wild animal or vicious animals shall be kept on any portion of Welleby.
- d) Per city of Sunrise code, owners of pit bull dogs must register their dogs with the city of Sunrise code enforcement division and be in full compliance with city requirements.

END OF GUIDELINES

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## **RESOLUTION OF THE BOARD OF DIRECTORS OF WELLEBY MANAGEMENT ASSOCIATION INC. RULES, REGULATIONS AND ARCHITECTURAL MODIFICATION GUIDELINES**

WHEREAS, The Board of Directors of Welleby Management Association, Inc. is empowered to govern the affairs of the association, including the interpretation and enforcement of the governing documents and the development of rules and regulations;

AND, WHEREAS, Pursuant to Article Six of the Declaration of Covenants:

*"Each owner of a residential unit in Welleby shall, by virtue of such ownership interest, be a member of the Management Association, and by acceptance of a deed or other instrument evidencing his ownership interest, upon compliance with other provisions herein pertaining to the acquisition and vesting of such ownership interest, such owner accepts his membership in the Management Association, acknowledges the authority of the Management Association to manage, operate and maintain Welleby as an exclusive, private residential community, and agrees to abide and be bound by the provisions of this Declaration of Protective Covenants, the Certificate of Incorporation and By-Laws and other rules and regulations of the Management Association..."*

AND, WHEREAS, Pursuant to Article Seven, section D of the Declaration of Covenants:

*"Each owner of a Residential Unit is required to maintain his property, whether improved or unimproved in a state of good repair at all times, which shall include, but shall not be limited to, the periodic painting (or other appropriate refinishing) of all structures requiring same and the maintenance of the lawns, shrubbery and trees in a well-groomed and trim condition, and if unimproved, in any orderly and uncluttered condition. In the event of the failure of any owner or owners of Residential Units to maintain their property as required herein, then the Management Association, after first giving thirty (30) day notice to such owners, may take such steps as are necessary to remedy any defective and/or unsightly conditions and the owners of said property shall be assessed for the expense of same."*

*Continued on next page...*

AND, WHEREAS, Pursuant to Article Ten of the Declaration of Covenants:

*"For the purpose of further insuring development of Welleby as a desirable residential community of the highest standard, the Management Association reserves the right and authority to control the type, nature and design of all buildings, structures and other improvements constructed in Welleby. Each owner of a platted lot or parcel in Welleby, or interest therein, covenants and agrees that no building, wall, cabana, swimming pool, aerial, antenna (including TV ANTENNA), air conditioning or heating unit, or other structure of whatever nature shall be placed upon such property unless and until plans and specifications therefore have been approved in writing by the Management Association. Each such building, wall or other structure, shall be placed on the premises only in accordance with the plans and specifications so approved. Approval may be refused on any ground, including purely aesthetic grounds, all in the sound and reasonable discretion of the Management Association. No alteration in the exterior appearance of any such building, wall, etc., or other structure shall be made without similar approval."*

AND, WHEREAS, Pursuant to Article Eleven of the Declaration of Covenants:

*"Walls, fences, hedges, and other types of permanent boundary structures shall be limited to a height of six (6) feet above the normal surface of the ground between the projection of the front edge of the main residential building thereof and rear boundary of such platted lot or parcel, and across the rear boundary thereof. Fences shall be of a type approved by the Management Association. Notwithstanding any of the foregoing, no fencing shall be permitted on the portion of a platted lot or parcel between the projection of the front edge of the main residential building thereon and the front boundary thereof unless approved in writing by the Management Association."*

AND, WHEREAS, Pursuant to Article Twelve of the Declaration of Covenants:

*"... The Management Association shall have the right, power and authority to regulate and control traffic in and use of the lakes and waterways of Welleby in such manner as the Management Association deems in the best interest of all Welleby residents."*

AND, WHEREAS, Pursuant to Article Fifteen of the Declaration of Covenants:

*"The owners of each Residential unit not a part of a condominium shall provide sanitary disposal for all garbage and rubbish, which disposal shall be regulated by the Management Association. Garbage and rubbish shall, at all times, be concealed from view from the access ways, lakes and waterways and from adjacent Residential units."*

AND, WHEREAS, Pursuant to Article Sixteen of the Declaration of Covenants:

*"Nothing shall be done by owners of or residents on property in Welleby which may be or become an annoyance or nuisance to the neighborhood. No horses, cows, goats, swine, poultry, fowl, wild animal or vicious animals shall be kept on any portion of Welleby. No sign of any character shall be displayed or placed upon any platted lot or parcel in Welleby, including "For Rent" or "For Sale" signs, except upon the written approval of the Management Association, and except for those deemed necessary by the Developer or by another Welleby Developer in the construction and development of Welleby. No manufacturing, trade, business, commerce, industry, profession or other occupation whatsoever will be conducted or carried on in or upon any Residential Unit or any part thereof, except such as is deemed necessary in the development of Welleby. No trash shall be allowed to accumulate so as to be a detriment to Welleby or a fire hazard."*

*The use of any carport, driveway, parking area or Open Land Area located in Welleby as a habitual parking place for any boat, recreational vehicle (other than a van not having a commercial symbol or signs) or commercial vehicle is prohibited, except as to those vehicles necessary in the development, maintenance and management of Welleby... The term "recreational vehicle" shall include all campers, motor homes, trailers, boat trailers, and vans having commercial symbols or signs. The term "commercial vehicle" shall include trucks and vehicular equipment or other vehicles which shall be used or which are ordinarily intended to be used for commercial purposes. The habitual violation of the parking regulations set forth in this paragraph shall be deemed a violation of the nuisance restrictions of this Declaration."*

*The Management Association shall have the sole and absolute power and authority in its discretion to determine the existence or non-existence of a nuisance under this provision of the Declaration of Protective Covenants, and the determination by the Management Association shall not be limited to those nuisances defined herein, but shall include any act, omission or condition which, in the opinion of the Management Association, detracts from or interferes with the use and enjoyment intended to be preserved by this instrument for all Welleby residents."*

*Owners of Residential Units in Welleby, or interests therein, shall keep and maintain the same in good condition and repair, neat, orderly and if applicable, with the landscaping well groomed at all times. The interior and exterior of any building comprising part of a Residential Unit or consisting of multiple Residential Units in Welleby shall be kept and maintained in good condition and repair at all times, and the exterior specifically shall be painted, or the exterior surfaces appropriately otherwise treated, at frequent intervals as required by the Management Association. All such exterior surfaces and the painting or other treatment thereof, shall be subject to the approval of the Management Association as to materials, colors and applications thereof so as to be compatible with other Residential Units in Welleby, and for the purpose of maintaining the high standards of the community."*

*Walks, drives or access ways, and other areas over which Welleby residents have been granted an easement, recreation areas and other common areas, shall not be obstructed, littered, defaced, or misused in any manner."*

*THEREFORE, the Board of Directors has created this supplemental manual outlining the requirements for exterior modifications and rules and regulations of the Association."*



**WELLEBY MANAGEMENT ASSOCIATION INC.**

3489 Hiatus Road, Sunrise, FL 33351  
(NW corner of Hiatus Rd. & Oakland Park Blvd.)

954-749-6228 \* 954-748-2440 fax

[www.welleby.net](http://www.welleby.net)

[info@welleby.net](mailto:info@welleby.net)

*Architectural modification request forms are available on the website or may be obtained from the management office.*

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**CITY OF SUNRISE**

[www.sunrisefl.gov](http://www.sunrisefl.gov)

[communitydevelopment@sunrisefl.gov](mailto:communitydevelopment@sunrisefl.gov)

**Building** Division- 1607 NW 136th Avenue, Building B  
Phone: (954) 572-2354 Fax: (954) 572-2357

**Planning** Division- 1601 NW 136th Avenue, Building A  
Phone: (954) 746-3281 Fax: (954) 746-3287

**Engineering** Division- 1601 NW 136th Avenue, Building A  
Phone: (954) 746-3270 Fax: (954) 746-3287

Offices are located at the city hall annex at the SW corner of Sunrise Blvd. and NW 136 Avenue.