

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 1-4 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: If you are part of a Master Association, you will be required to obtain approval from them as well prior to starting any work.

DOCUMENTS LISTED BELOW MUST BE SUBMITTED BACK WITH YOUR REQUEST:

1. **Complete ARB form – Fill in each box indicating colors, materials, and proposed work**
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 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:**

THE REGENCY CLUB COMMUNITY ASSOCIATION, INC.

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 Email or mail. They can also be dropped off to our office at the address below.

Email: Arcrequests@jlpropertymgmt.com

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

REGENCY CLUB ASSOCIATION, INC.
ARCHTECTURAL CONTROL REQUEST



Please complete one form for each project and submit with necessary support documentation and material samples (if applicable). You may mail, email or hand deliver your application to:

The Regency Club Community at Fairway Isles
C/O J & L Property Management
10191 W Sample Rd Ste 203
Coral Springs, FL 33065
954-753-7966
Arcrequests@jlpropertymgmt.com

Date application submitted: _____

Property Owner's Name: _____

Property Address: _____

Daytime Phone Number: _____ Evening Phone Number: _____

Email address: _____

Please explain below what type of change(s) you are requesting approval for. Please include the following: copy of contract (including specifications for work to be done), picture of product, survey/site plan. If requesting approval to install a fence or patio on your property, a copy of the survey/site plan must indicate the location and dimensions of the fence or patio. Please refer to the attached guidelines for required set backs.

List support documentation submitted with this application: _____

Brief description of your project: _____

WHO WILL BE DOING THE WORK OUTLINED IN THIS APPLICATION?

☐ Unit Owner

☐ Licensed and Insured Professional Contractor

If, Contractor, list contact information: _____

Anticipated commencement date for this project: _____

Time frame for project completion: _____

ALL APPROVALS ARE SUBJECT TO THE FOLLOWING:

REGENCY CLUB ASSOCIATION, INC.
ARCHTECTURAL CONTROL REQUEST

Owner and/or applicant are responsible for conforming to all applicable codes, construction practices, laws, permit requirements, etc., as relevant within the State of Florida, Broward County and City of Sunrise. Failure to do so may result in the owner being forced to remove an improvement, even if said improvement had received approval from the ARCH below.

Owner and/or applicant are responsible for repair of damages caused to their own, neighboring or common areas as a result of work performed on their property, said repair to be completed within one week of occurrence. Access to project and construction areas is only allowed through your private property or common areas, and, as aforementioned, owner/applicant will be held responsible for any damage incurred during process and billed by the Association for any repairs which may have to be undertaken on its behalf to expeditiously bring the property up to its general state of repair. Damage to the Association's irrigation system will be repaired by the Association and billed to the homeowner.

ADDITIONAL REQUIREMENTS: _____

APPLICATION IS: ☐ Approved as submitted ☐ Approved with the following stipulations:

☐ Disapproved because the modification does not fit the harmony of the community.

☐ Disapproved because there is not sufficient information to make a decision. Please obtain the following documentation and resubmit a new application for review.

☐ Disapproved because the desired materials or project specifications are not in line with the standard of Regency Club Community. Please review the Community Standards and resubmit a new application to fit the standard for your project.

ACC Representative Name/Managing Agent: _____

ACC Representative Signature/Managing Agent: _____

Date: _____

THE REGENCY CLUB COMMUNITY ASSOCIATION, INC.

COMMUNITY STANDARDS

(Rules and Regulations)

THESE COMMUNITY STANDARDS SUPERSEDE ANY PRIOR AMENDMENTS OR REVISIONS

AUGUST 30, 2023

Unless otherwise noted, application must be made to the ACC (Architectural Control Committee) in all cases described below including those situations where automatic approval is granted if community standards are met.

1. **Use Restrictions:**

1.1 **Disputes as to Use:** If there is any dispute as to whether the use of any portion of Regency Club Community complies with the Declaration, such dispute shall, prior to the Community Completion Date, be decided by the Association. A determination rendered by such party with respect to such dispute shall be final and binding on all persons concerned.

1.2 **Use of Homes:** Each Home is restricted to use as a residence by the Owner or permitted occupant thereof, their immediate family, guests, tenants and invitees. Any new occupant into a Home, (relative, spouse, roommate, partner, child over 18, etc.) must be permitted by the Regency Club Screening process if their stay will be or has been thirty (30) days or longer. Total number of occupants of a Home may be considered in addition to any other screening requirements.

1.3 **Leases:** Entire Home may be leased. However, no leases of portions of a Home are permitted, i.e., single or several rooms. All leases shall be on forms approved by Association and shall provide that Association shall have the right to terminate the lease upon default by the tenant in observing any of the provisions of this Declaration, the Articles and By-Laws of Association, applicable rules and regulations or other applicable provisions of any agreement, document or instrument governing the Association. Leasing of Homes shall also be subject to the prior written approval of Association. No lease shall be approved for a term of less than ninety (90) days. Only two (2) leases shall be permitted within a 365-day period; which 365-day period shall be measured from the commencement date of each lease. As a condition to the approval by Association of a proposed lease of a Home, Association has the authority to require a security deposit in an amount equivalent to one month's rent (or such greater amount as may be determined by the Board from time to time) be deposited into an account maintained by Association. The security deposit shall protect against damages to the Common Areas. A security deposit shall be governed by Chapter 83 of the Florida Statutes, as it may be renumbered from time to time. The Owner will be jointly and severally liable with the tenant to Association for any amount in excess of such sum which is required by Association to affect such repairs or to pay any claim for injury or damage to property caused by the negligence of the tenant. The Owner must make available to the lessee or occupants' copies of the Association Documents. An updated lease must be submitted to Association for each year that the property is rented.

1.4 Lawful Use: No immoral, improper, offensive or unlawful use shall be made of any portion of Regency Club Community. All laws, zoning ordinances and regulations of all governmental entities having jurisdiction thereof shall be observed. The responsibility of meeting the requirements of governmental entities for maintenance, modification or repair of a portion of Regency Club Community shall be the same as the responsibility for maintenance and repair of the property concerned.

Any activity that is deemed to be a disruption of the peace and harmony of the community is prohibited including but not limited to obviously commercial activities and/or activities that result in excessive traffic or noise.

1.5 Children: Parents shall be responsible for all actions of their minor children at all times in and about the Regency Club Community.

1.6 Animals: No animals of any kind shall be raised, bred or kept within Regency Club Community for commercial purposes. Owners may keep domestic pets (other than obnoxious animals, fowl or reptiles) as permitted by Broward County ordinances and in accordance with the Community Standards established by the ACC and the Board from time to time. Notwithstanding the foregoing, pets may be harbored in a Home so long as such pets do not constitute a nuisance. The determination of what is or may be an obnoxious animal, (example but not limited to fowl or reptile) shall be determined by the ACC and/or the Board. A determination by the ACC and/or the Board that an animal or a pet kept or harbored in a Home is a nuisance shall be conclusive and binding on all parties. No cat or dog shall be "tied out" on the exterior of the Home or in the Common Areas, or left unattended in a yard or patio. No dog runs or enclosures shall be permitted on any Home. All dogs shall be walked on a leash. No dog shall be permitted outside a Home except on a leash. When notice of removal of any pet is given by the ACC and/or the Board, the pet shall be removed within seven (7) days of the giving of the notice. All Owners must pick up pet feces and either bring it to their own Home to dispose or dispose in the waste receptacles provided in various locations of the Regency Club Community. Each Owner shall be responsible for the activities of its pet. Any resident violating this rule will get one (1) courtesy violation notice. After that, up to a \$100 fine will be assessed for each additional violation not to exceed \$1,000.

2. Construction: Owners are permitted to operate equipment used in construction commencing at 8:00 a.m. and must stop no later than 6:00 p.m. Monday thru Saturday only, except in the case of an emergency. Construction is prohibited on Sundays except in the case of an emergency. Construction includes the operation of any equipment used to perform repairs, alterations or demolition work on a Home within the Regency Club Community, including but not limited to, knocking down walls, putting up walls, hammering, cutting tiles, sawing wood, remodeling, etc., and/or anything creating noise that can cause a nuisance.

3. Standard of Maintenance: All lawns, landscaping and sprinkler systems and any property, structures, improvements, and appurtenances shall be well maintained and kept in first class, good, safe, clean, neat and attractive condition consistent with the general appearance of Regency Club Community. No stone, gravel, or paving shall be used as lawn unless approved by the ACC.

4. Lawn Maintenance: Association is specifically responsible for maintaining the lawns within any portion of a Home. Association, **at its option**, may also weed flower beds, trim hedges, trim trees, mulch, fertilize, and/or provide other landscape or lawn services to Owners, at Association's sole and absolute discretion. Each Owner is solely responsible to replace all grass, flowers, hedges, trees, and other landscaping within a Parcel. In the

event such items need replacement, the Owner shall have ten (10) days from written notification by Association to make such replacements. Should an Owner fail to comply with Association's request, Association will complete the work on the Owner's behalf and charge the Owner for such work as an Individual Assessment on the Home.

5. Landscaping Improvements: Owners may plant flowers and other plants of their choice within the existing landscape beds on their own properties. All such plantings must be maintained by the Owner in a neat and attractive condition, free of weeds, and must be replaced or removed as necessary to maintain an attractive appearance. No invasive plants or trees are permitted. New coconut palm trees are not permitted. For existing coconut palm trees (as of August 2023), it is the Owners' responsibility to have any coconut that can become a projectile during a storm removed from the tree(s) no later than the end of June each year. No vines, trellises, lattice, or artificial vegetation (e.g., silk plants, artificial grass, plants, or other artificial vegetation, or other landscape devices) are permitted on the exterior portion of a Parcel unless approved by the ACC. Owners are encouraged to use native plant materials. Rocks and rock gardens must be approved by the ACC Committee prior to installation. Due to the inability of the Landscaper to maintain the area, no solar lights or any other items are to be placed on the grass.

The ACC must approve removal and/or replacement of large shrubs or trees, all new tree planting, all tree removals, and all changes to the shape and size of landscape bed areas. A landscape plan must be submitted that provides a detailed description of the type, quantity, and location of the proposed plantings and/or new or revised beds in relation to the building and property lines. New landscape beds may not impede lawn mowing; that is, there must be space for a riding mower to maneuver easily. If the lawn is damaged by the removal of a tree, the Owner is responsible for correcting the damage. The ACC will approve or disapprove applications based on impacts on the harmony and appearance of surrounding areas, as well as any burden that may be placed on the Association contractors who maintain the community.

In addition to the ACC approving tree replacements, a permit application for the removal of any tree must also be approved and permitted by the City of Sunrise. The city has a published list of replacement trees which can be obtained from secretary@regencyclubhoa.com or assistant.at.vip@gmail.com and is subject to change.

Owners may choose any small or medium (not large) tree from the *Single-Family Homes "Group A Trees" List*. Citrus can attract pests and, therefore, the Association has decided not to permit them. Large trees cannot be approved due to the limited space available on each Home. If you choose a Mango Tree, it must be a Dwarf Mango, and the Owner will be responsible for picking up the fruit from the ground during ripening season.

Please note; the City's list indicates the size required for a replacement tree. Numbers in the *"Uses"* column indicate the minimum height for that variety. A blank box indicates that a tree of that type must be at least nine (9') feet at planting. Any tree marked *"SG"* (Slow Growing) with a number next to it, even if that number is more than nine (9') feet, may be nine (9') feet. If the number is smaller, then that number would apply. The number of feet must be measured from the ground to the top of the tree at time of planting. Any tree with an asterisk (*) next to it is a native Florida tree.

Owners must consider the space available before planting any tree. Even a medium tree grows between 21 and 40 feet (twenty-one to forty feet) when mature with roots that extend far from the original planting. There are areas where two (2) trees may be required and space must be left for the second tree. To help prevent damage to cable lines, irrigation lines, plumbing etc., the Owner must call 811 to have the city mark the area.

Following the marking the Owner must email the city at pmachin@sunrisefl.gov or tmccombs@sunrise.gov. The city will then determine exactly where the replacement tree can be planted. Owners are responsible for any damage to utility or irrigation lines, neighbors' property or common areas.

Please research each tree before choosing and call the city or email the Association with any questions before choosing/planting any tree.

Owners must maintain and replace Owner installed landscape materials. However, the Association reserves the right to remove ANY unkempt or dead landscaping anywhere within community, regardless of who installed it and assess cost to property Owner. Owners may not plant anything in or remove anything from common areas without the written approval of BOTH the ACC and the BOD (Board of Directors). Common areas are any part of Regency Club Community that is not specifically included within a Home's surveyed property lines. It includes, but is not limited to, some areas behind and between Homes, all recreational facilities, roadways, sidewalks, etc.

6. Privacy Hedges: Privacy hedges must follow all limitations that apply to fences.

7. Installation of Private Fence:

7.1 Rear Fences Along Wall Side: The ACC must approve any modification, replacement or addition of a fence. A black, vinyl-clad chain-link fence ***six (6') feet high with a four (4') foot wide gate*** opening on both sides, is permitted. The fence must start at the wall of the Home and must stop five (5') feet before the end of the Owner's property line. The fence must align with other existing fences. A six (6') foot hedge on the interior of the fence, is permitted.

7.2 Rear Fences on the Water Side (Solterra): The ACC must approve any modification, replacement, or addition of a fence. A black, vinyl-clad chain-link fence ***four (4') feet high with a five (5') foot wide gate opening in the back***, is permitted. The fence must start at the wall of the Home and must stop five (5') feet before the end of the Owner's property line. The fence must align with other existing fences. A four (4') foot hedge on the interior of the fence, is permitted.

7.3 Other Fence Guidelines: City of Sunrise survey must be conducted prior to the installation of a fence to ensure any water, irrigation and/or cables are protected. Before the ACC approves the installation of any fence, the irrigation system that will be within the fenced portion of that Parcel must be re-routed by a professional irrigation company. Should an Owner install a fence without providing the necessary letter or other evidence from a professional irrigation company in advance, as required herein, then Association may conduct the necessary inspection, repair any necessary drainage facilities, and charge the work as an Individual Assessment to such Owner.

Once a fence is installed, the Owner is responsible for all lawn and other maintenance inside the fenced area, i.e., landscaping, trimming trees, hedges, etc.

The ACC or BOD shall have the power to grant variances, at its discretion, for any fence requirements from the Community Standards, on a case-by-case basis, provided that the variance sought is reasonable.

8. Back Yards: Owners and Residents going onto another Owner's/Resident's property is trespassing. It is common courtesy not to walk through the back of any Home for privacy reasons.

9. Exterior Paint: The Association paints Homes every six (6) to seven (7) years or as voted on by the Board. You **MAY NOT** paint your unit. If touch-ups are desired, you must use the same color and brand used by the Association's painters. Contact the Association's Management Company for paint information and color codes. ACC approval not required for touch-ups using approved paint colors.

10. Roofs and Pressure Cleaning: The Association has assumed responsibility for cleaning the roofs on a two-to-three (2-3) year basis or as the BOD deems necessary, which will be incorporated into Association's budget. Owners are encouraged NOT to undertake cleaning of their own roofs because they may inadvertently cause damage that would result in a leak into another unit in the same building. Any Owner causing such damage is responsible for making all repairs if any damage is caused by the cleaning process. See rules for roofs with solar panels.

For those Owners that opt out of having their roof cleaned by the company the BOD engages, those Owners must have their roof cleaned by a professional roof cleaning company of their choice at the same time the community is doing a mass roof cleaning. Any Owner or Owner's contractor causing damage to a neighboring Home is responsible for making all repairs if any damage is caused by the cleaning process.

11. Roof Repairs and Replacement: The replacement, repair, or alteration of all or any part of any roof must be approved by the ACC and a City of Sunrise permit is required. Roof materials and color scheme must match what is presently used throughout the Regency Club Community. The Regency Club Community **current** color scheme is "Bayside Blend". Vents may not penetrate the roof on the roadside of the building unless determined to be absolutely necessary by the ACC. Vents, roof edges, and flashing must have the same ACC approved color scheme as other roofs in the community. When repairs are made on an **emergency** basis, no approval is required, but the colors must match and all guidelines still apply. Each Owner shall be liable for any damage to the roof or any other part of an adjacent Home resulting from repair or replacement of such Owner's roof. A sample of the material to be used, including the color of the material, must be submitted with the application for approval of any material other than the existing material. In addition, once the roof tiles are delivered and before they are placed on the roof, they must be examined by the BOD or their designee to verify color scheme to match roofs in the community.

12. Solar Panels: Solar panels must not be installed in the front of any Home. Solar panels must be approved by the ACC and requires the City of Sunrise approval and permit. Owners are responsible for cleaning any roof having solar panels installed. Owners must have their roof cleaned by a professional roof cleaning company of their choice at the same time the community is doing a mass roof cleaning. Any Owner or Owner's contractor causing damage to a neighboring Home is responsible for making all repairs if any damage is caused by the cleaning process.

13. Satellite Dishes: Satellite dishes must be located below the building roofline in the rear of the unit. They may not exceed eighteen (18") inches in diameter. A dish must match the color of the surface on which it is mounted. The ACC may also require screening with landscape materials. Dishes may not be installed in any location in which they may cause a safety hazard to residents or to contractors providing services to the Association. All satellite dishes are installed at the Owners' risk, and damage to them or caused by them will be the Owners' responsibility. No ACC approval is necessary, if the standards are followed.

14. Gutters: Replaced or repaired gutters must be painted to match the current gutter color or the Association-approved paint color. Downspouts must not concentrate water flow onto neighboring properties or

common areas. Owners are responsible for the contractors who install their gutters and, if the gutters are improperly installed, they will be held responsible to pay for repair or damages caused to neighboring or common areas by improper installation or water flow. No ACC approval is necessary, if standards are followed.

15. Exterior Patios: The ACC must approve any installation or modification of exterior patios. The maximum depth that an exterior patio may extend from the rear exterior wall of a unit is ten (10') feet. Patios may not be located within nine (9') feet of a unit's property line to allow access for lawn mowing. Patios must be professionally installed and neatly maintained. Acceptable patio materials are pavers, bricks, stone, outdoor stepping stones, or concrete slab with a decorative finish or tile covering. Patio coloring must be stone, terracotta or sand-like. Wood decks and temporary, unanchored patios are not allowed. City of Sunrise permit required.

16. Screened Patio Extensions: The ACC must approve any installation or modifications of screened enclosures. Screened enclosures may be extended only to cover an approved solid concrete patio to a maximum depth of ten (10') feet from the rear exterior wall of the unit. Such enclosures should match the height of the original (under roof) enclosure. Enclosures must be made of white aluminum with charcoal-gray screen. Screened enclosures not under the original roof may not have acrylic or glass walls or kick plates. The roof of an enclosure may be screened in a mansard or gable style or constructed of solid white aluminum panels. City of Sunrise permit required.

17. Pools, Spas and Portable Hot Tubs: No above ground swimming pools or hot tubs shall be permitted on outside unscreened patios. Portable above ground hot tubs may be placed within an approved screened-in patio without the approval of the ACC. Lighting of spas or other recreation area shall be placed so as not to infringe on a neighbor's property or create a visual or other nuisance. Filter and heating equipment must be screened and placed so as to keep noise levels from infringing on neighboring properties.

18. Doors and Windows:

18.1 Air Conditioners -Wall Units: No window air conditioning unit may be installed in any window in a Home.

18.2 Window Treatment: Window treatments shall consist of drapery, blinds, decorative panels, or other tasteful window covering, and no newspaper, aluminum foil, sheets or other temporary window treatments are permitted, except for periods not exceeding one (1) week after an Owner or tenant first moves into a Home or when permanent window treatments are being cleaned or repaired.

18.3 Replacement Window Frames: The ACC must approve replacement window frames that differ from the originals. No mill-finish aluminum frames are allowed. New frames must have the same color as the ones being replaced. Installation of impact windows must go through the ACC approval process and must be white. ACC approval will be granted automatically upon receipt of application, if the standard is followed. Requires the City of Sunrise approval and permit

18.4 Replacement of Entrance Doors: Replacement doors and doorjambs must match the original Regency and Lennar style doors and must have the same color paint as before the replacement. All exterior doors must meet current City of Sunrises building codes. ACC approval will be granted automatically upon receipt of application, if the standard is followed.

18.5 Replacement of Rear Sliding Doors: Rear sliding doors (glass or screen) may be replaced with WHITE exterior French doors of the same size. ACC approval will be granted automatically upon receipt of application, if the standard is followed.

18.6 Replacement of Garage Doors: Replacement of garage doors must match the design used throughout the community and must be painted the same color. NO carports, canopies, or tents are permitted at any time. ACC approval will be granted automatically upon receipt of application, if the standard is followed.

19. Hurricane Shutters: The ACC must approve any installation of hurricane shutters and also requires a City of Sunrise permit. Only roll-up, accordion, or panel shutters are allowed. All permanently installed shutters and tracks must be white. Shutters must remain open unless a hurricane watch or warning has been posted. Removal or opening of shutters must occur within seven (7) days of the lifting of the hurricane warning has been posted. If such shutters are not removed or opened within the stated time frame, the Association shall give the Owners written notice to remove or open the hurricane shutters. Failure to remove or open the shutters within ten (10) days of the written notice may result in a fine by Association in accordance with Chapter 617 of the Florida Statutes. ACC approval will be granted automatically upon receipt of application, if the standard is followed.

20. Driveways: The ACC must approve any modification or replacement of a driveway. Driveways must be made of brick pavers that match the original or ACC or BOD-approved color and materials used throughout the community. No driveway will be approved for a width extension. Driveway maintenance is the responsibility of the Owner. Stains and weeds must be removed. Uplifted pavers must be repaired.

21. Walkways: The ACC must approve any modification or replacement of a walkway. Walkways must be made of pavers, bricks, or poured or stamped concrete. Colors must match existing driveway colors.

22. Electrical Wiring: No exposed wiring or above ground utility connection is permitted on the exterior of a structure or within the landscaping.

23. Lights:

23.1 Exterior Lights: Two identical, appropriately-sized light fixtures that fit the harmony of the community may be installed at an appropriate height on opposite sides of the garage door. Fixtures must be made of nickel, brushed nickel, or brass OR colored white, green, black, or beige. Light bulbs must be frosted white, clear, or yellow (bug) lights. Bulbs of any other color are permitted only during the holiday season, from Thanksgiving Day and must be removed no later than ten (10) days after New Year. Holiday lighting may not be used year-round as accent lighting in the landscaped areas or within a courtyard if said lights are visible from the street. The ACC may require the removal of any lighting that creates a nuisance (e.g., unacceptable spillover to adjacent lot). No ACC approval is necessary, if standards are followed.

23.2 Spot Lights: Non-colored spotlights with white bases may be professionally installed, with no visible wiring, as long as they do not shine on neighboring properties or cause a nuisance. No ACC approval is necessary, if standards are followed.

23.3 Malibu/Driveway Lights: Malibu lights may be installed only within an approved landscape bed area, on a driveway, and not in grass or any other area that would inhibit proper maintenance of the property. Such lights may be colored white, green, gray, black, blue, or beige. No ACC approval is necessary, if standards are followed.

23.4 Landscaping Spotlights: Spotlights may be colored white, green, black, or beige, and may use only white, green, or yellow bulbs. Spotlights must be installed in a professional manner with no above ground wiring and in locations that do not inhibit proper lawn maintenance, infringe on a neighbor's property, or create a visual or other nuisance. No ACC approval is necessary, if standards are followed.

23.5 Security Cameras: Security Cameras may be professionally installed, with no visible wiring, as long as they are not facing in the direction of a neighboring Home or cause a nuisance. No approval is necessary, if standards are followed.

Association may summarily remove and destroy all unauthorized lighting in grass or any other area that would inhibit proper landscaping maintenance and the same shall not be deemed a trespass. Notwithstanding anything contained herein, the ACC shall not be obligated to maintain any lighting.

24. Signs: No signs may be posted on the exterior of any unit or on cars parked overnight in the community, with two exceptions: (1) A security service sign provided by the security company that is no more than twelve inches by twelve inches (12" x 12") may be installed within ten (10) feet of any entrance to a unit. If placed outside the courtyard, the sign must be installed within an existing landscape bed. Signs must be replaced as needed due to weathering and must be neatly installed and stabilized. (2) One "For Sale" or "For Rent" sign no larger than twenty-four inches by twenty-four inches (24" x 24") **may only be placed in the interior of a unit's front window.** No political signs shall be permitted. No vendor advertising signs shall be permitted. No flashing signs shall be permitted. **Association may summarily remove and destroy all unauthorized signs and the same shall not be deemed a trespass.** Notwithstanding anything contained herein, the ACC shall not be obligated to maintain any signs.

25. Flags and Banners: One flagpole no taller than twelve (12') feet in height may be placed on your property within two (2') feet from the Home, OR one flagpole holder may be mounted at a reasonable height on the exterior of the unit. American flags may not exceed four feet by six feet (4' x 6'); all other flags are limited in size to three feet by five feet (3' x 5'). One secondary garden banner is permissible, as long as it is located within an approved landscape bed and is not larger than twelve inches by twelve inches (12" x 12"). Exceptions will be made for flag displays as holiday decorations provided the display follows holiday decoration guidelines. Flags that are deemed by the ACC to be signs will not be permitted. Any flag the ACC determines to be a visual detriment to the beauty or harmony of the community or inappropriate for placement within a family community will not be allowed. No ACC approval is necessary, if the standards are followed.

26. Holiday Decorations and Flags: For all other exterior holiday decorations and flags, (not mentioned in 25 above and 27 below) flags and decorations must be removed no more than ten (10) days after the holiday. There is no size requirement nor is there a limit on the number of flags or decorations displayed for Federal or religious holidays and Halloween. No ACC approval is necessary, if the standards are followed.

27. Exterior Furnishings, and Ornamental Items: A maximum of six (6) ornamental items, including statues, fountains, wall or yard art, bird houses, urns, items nailed to the structure or placed on the wall, etc. may be

placed inside a unit's courtyard. Items that can be viewed from the street or neighboring properties may be disallowed if the ACC determines them to be a detriment to the community's beauty and/or harmony or inappropriate for placement within a family community. One (1) well maintained wooden, concrete, or wrought iron bench is permitted in courtyards, mulched areas, or flower beds, not in common areas and not on driveways or walkways. Dimensions of the bench should not exceed five (5') feet in length, three (3') feet in height, and two (2') feet in depth.

In addition to the six items allowed within the courtyard, no more than two (2) decorative items (including garden banners) and no more than two (2) potted plants may be placed in the exterior yard, for a total of four items (two plus two). Planters may not exceed thirty-six inches (36", or 3 feet) in height or twenty-four inches (24", or 2 feet) in diameter if they are visible from the street or neighboring properties. No exposed plastic planters or plastic nursery pots are allowed. No decorative items are permitted on the walls outside of the courtyard other than the one wall-mounted flag holder. No decorative items are permitted on the grass or placed in such a way as to interfere with lawn mowing.

28. Games, Play Structures, Recreational Equipment and Storage Sheds: No basketball-backboard, swing set, gym, sand box, nor any other fixed or portable game or play structure, including, but not limited to, portable goals, platform(s), doghouse(s), playhouse(s), or any structure of a similar kind or nature shall be constructed on any part of a Parcel located within the sight of the street or of any neighboring properties unless properly screened as determined by the ACC. All such structures must have the prior written approval of the ACC. No portable or permanent outdoor gaming structures will be approved. Storage sheds, (buildings with a walk-in entrance door), are not permitted anywhere in the community, including on patios or in courtyards. Deck boxes no taller than four (4') feet high and five (5') feet wide, are permissible in back yards with proper screening and prior approval by the ACC provided they do not interfere with lawn mowing or neighbors' use and enjoyment of their property.

29. Vehicle Coverings/Tarps: Vehicle coverings and tarps are not permitted. Motorcycles are subject to the same rules as other vehicles.

30. Kick Plates/Protection Guards: Clear Plexiglas kick plates may be installed on the interior side of courtyard gates, fences, and screen enclosures. Lattice protection guards may not be used in any area that is visible from the street or neighboring property. All kick plates must be installed in a neat and professional manner and replaced from time to time if the clarity or color of the material deteriorates through weathering. No ACC approval is necessary, if the standards are followed.

31. Access to Gym and Clubhouses: The gym and clubhouses are set on timers. They open at 6:00 a.m. and are locked at 9:00 p.m. seven (7) days a week.

32. Trash: All trash/recycling disposals for **Monday** pick-up should be placed curbside on Sunday after 7:00 p.m.; **and not before that time**. However, bulk may be placed by the curbside after 3:00 p.m.; **and not before that time**. On **Thursdays**, the trash should be placed curbside on Wednesday evening after 7:00 p.m.; **and not before that time**. Failure to comply with the established trash/recycling/bulk procedures will result in one (1) courtesy violation notice. After that, up to a \$100 fine will be assessed not to exceed \$1,000.

Residents **MUST** remove and properly store their trash and/or recycling containers after Republic Services empties them. Your containers must be removed from the street, lawn, swale, and/or driveway aprons no later

than 10:00 p.m. the evening of the scheduled pick-up day, and stored in a location NOT visible from the street or by your neighbors.

Additionally:

- Loose items will not be collected.
- Trash containers must be placed with the arrows pointing to the street to allow for the smooth collection of containers contents.
- Trash bags (during bulk pick-up only) cannot be put at the curb the night before; they must be put out the morning of collection.
- Yard waste - such as trimmings and small branches - must be placed in the green container for collection. Larger items will only be accepted during bulk trash collection.
- **Hazardous materials will not be accepted.**
- Holiday Service - The City provides residential garbage pick-up on every holiday except Christmas day.
- Customer Service – For questions regarding garbage pickup, call Republic Services' dedicated phone number for Sunrise residents: (954) 327-9504. For questions related to residential garbage accounts and billing, please contact the City's Public Service division (954) 746-3232 or sanitation@sunrisefl.gov. When emailing, be sure to include the name on the account, the service address, the account number, and the customer ID number.

If Republic Services misses your villa and trash/bulk and/or recycling pick-up, please contact Republic Services first (954) 327-9504 and then email us at secretary@regencyclubhoa.com to let us know that you have already reported this to Republic Services. They make it a point to make sure they come back that same day or extremely early the next morning to make the missed pick-up.

33. **General Parking Rules:**

- **ALL VEHICLES parked on the street MUST PARK IN THE DIRECTION OF TRAFFIC.**
- Residents are not allowed to park on the street at any time except when their unit is undergoing roof repairs, roof cleaning, roof replacement, driveway pressure washing, driveway sealing, driveway repairs, a Home Owner visiting another Home, or an emergency. Contact secretary@regencyclubhoa.com or assistant.at.vip@gmail.com to inform.
- Residents and Owners must park their vehicles in their garage or driveway
- Longer-term visitors - Any person who occupies a property for more than fourteen (14) consecutive days or thirty (30) days in a calendar year is deemed a resident for purposes of Guest Parking Spaces
- Guest Parking Spaces are for use by guests, and are not intended for regular use by Owners and residents/tenants/family members, etc. (See Guest Parking Rules for Guest Parking Passes)
- The residents' guests may park on the street from Sunday through Thursday from 7:00 a.m. to midnight and on Friday and Saturday from 7:00 a.m. to 2:00 a.m. (See Guest Parking Rules for Guest Parking Passes)
- Vehicles cannot park at Gym, Main Clubhouse, and Tennis Court or in Handicap spaces unless facilities are being used or if their unit is undergoing roof repairs, roof cleaning, roof replacement, driveway pressure washing, driveway sealing, driveway repairs, a Home Owner visiting another Home, or an emergency. Residents' guest must follow Guest Parking Rules for Guest Parking Passes. Handicap spaces are reserved for vehicles displaying handicap permit hangars or license plates.
- Vehicles cannot park in a driveway sideways (parallel to the street or diagonal)
- Vehicles cannot double park or obstruct traffic flow

- Vehicles cannot block the sidewalk
- Vehicles cannot park on the swale/gutter
- Vehicles cannot park on the grass
- Vehicles cannot park on the "apron" (which is that portion of the driveway between the sidewalk and the street).
- Derelict vehicles may not remain in the community except in Owners'/residents' garages.
- No vehicle repairs, except emergency repairs (inflate/change tire, jump battery), may be made within the community except in a garage.
- Commercial vehicles, recreational vehicles, boats, campers, trailers, or Jet Skies cannot be parked in the community except in a garage. A vehicle with printing is considered a commercial vehicle. A pick-up truck with bars over the cab, ladders and/or commercial equipment and building supplies in the cab, is a commercial vehicle.
- It is the Owners' or residents' responsibility to make sure their guests and/or vendors follow our community rules.

Please note: NO Guest Parking Pass is required for guests parking in resident's driveways for daytime or nighttime parking.

Any vehicle not following these guidelines may be subject to towing at Owner expense.

34. Guest Parking Rules: As it was set forth in Article 12.32 of the Restated Declaration and General Protective Covenants for the Regency Club Community, Owners and residents must park their vehicles in their garage or driveway. Parking on the roadways, sidewalks, grass, swale/gutter, and sideways (parallel to the street), is prohibited. Any person who occupies a property for more than fourteen (14) consecutive days or thirty (30) days in a calendar year is deemed a resident for purposes of these rules and may not utilize the Guest Parking Spaces.

All Guest Parking Spaces are for use by guests, and are not intended for regular use by Owners and residents/tenants/family members/etc., that are limited to parking their vehicles in their garage and/or the driveway of their unit. While Owners may use their garage for purposes other than parking, doing so will not entitle such Owner to an exception to the restriction on Owner use of Guest Parking Spaces. No exception to this rule will be permitted, other than of temporary emergency circumstances. Should such an emergency situation arise, you must contact secretary@regencyclubhoa.com or assistant.at.vip@gmail.com to inform. No exceptions will be granted for purposes of convenience.

Residents' guests may park on the street Sunday through Thursday from 7:00 a.m. until midnight and on Friday and Saturday from 7:00 a.m. to 2:00 a.m. Also, residents' guests may park in a designated guest parking area without a Guest Parking Pass during those same hours. Guest Parking Passes may be obtained from assistant.at.vip@gmail.com. Any guest parking overnight in designated guest parking areas must obtain a Guest Parking Pass from assistant.at.vip@gmail.com, which may be issued for up to two (2) weeks. If needed longer, Guest Parking Pass must be renewed on a weekly basis.

Guest utilizing any Guest Parking Spaces, including those at the tennis court, the gym, and the 24th Place pool areas, you must park head-in so your valid license plate is visible from the street. **No back-in parking at any time.**

For visitors expected to remain on the property for longer periods, the Owner may make a request to secretary@regencyclubhoa.com or assistant.at.vip@gmail.com to utilize Guest Parking Spaces for a period of up to two (2) weeks. Any vehicle approved for such use of the Guest Parking Space will be provided a temporary Guest Parking Pass, which must be hung from the rear-view mirror clearly visible through the windshield. No more than one (1) such Guest Parking Pass will be issued to a vehicle and/or per unit in a six-month period. The Board of Directors cannot guarantee the availability of Guest Parking Spaces, as these spaces are used on a first-come-first-served basis. It is the Owners' or residents' responsibility to make sure their guests and/or vendors follow our community rules.

You may obtain the Guest Parking Pass from VIP between the hours of 9:00 a.m. to 3:00 p.m. weekdays ONLY. **No Guest Parking Passes will be issued by VIP after those hours.** The email address to request the pass is: assistant.at.vip@gmail.com. Provide VIP with the license plate #, color, year, make and model # of your guest's vehicle. Do not allow your guest to utilize the Guest Parking Space until you have physically obtained the Guest Parking Pass from VIP. By simply emailing VIP requesting the pass does not validate that the request was acknowledged. The Guest Parking Pass must be hung from the rear-view mirror clearly visible through the windshield.

Should you need to obtain a Guest Parking Pass after those hours or over the weekend ONLY, please email secretary@regencyclubhoa.com and provide the license plate #, color, year, make and model # of your guest's vehicle. The temporary Guest Parking Pass must also be hung from the rear-view mirror clearly visible through the windshield.

Please note: No Guest Parking Pass is required for guests parking in resident's driveways for daytime or nighttime parking.

Any vehicle not following these guidelines may be subject to towing at Owner expense.

35. Towing Information:

- Tow Maxx Telephone number is: 954-680-0105
Posted on all three (3) entrances.
- Tow Maxx address to retrieve your vehicle should it get towed is:
3816 NW 49th Street
Tamarac, FL 33309
- Current cost of a tow is approximately \$200 (subject to change).

36. Vehicle/Motorcycle Registration/Gate Access Devices:

36.1 Vehicle/Motorcycles Registration: All residents living within the Regency Club community must register all personal vehicles, including motorcycles, with the Association when directed to do so from time to time by the Board of Directors (BOD). The first such registration must occur within one (1) month of the purchase date or, for tenants, the first day of the lease. Any additional vehicle brought to the community by a resident must be registered with the Association within one (1) month of its arrival. A permanent Association provided permit sticker will be affixed to the interior, lower left-hand corner of each vehicle's windshield. When changing a vehicle by a resident, it must be updated in the system within one (1) month of the change.

All residents must provide the following information at the time of registration:

- A valid state issued ID showing each resident's current name and the Regency Club Community address. If the address on the ID does not reflect the community address, the resident must provide a utility account record showing the name of the resident and community address.
- An up-to-date state issued registration form for each vehicle being registered by the Association that shows the vehicle's license plate #, color, year, make, and model #.
- The vehicle(s) being registered.
- If a renter, a copy of your current lease agreement. (If you do not have a utility bill in your name)

These documents must be presented to a member of the BOD or its designee for verification at the time of registration.

Tenants residing in the Regency Club Community must also provide a copy of the current lease agreement showing the names of the renters, the name and address of the Owner of the unit in which they live, and the expiration date of the lease. Tenants who have not been approved by the Association may be denied vehicle permits.

Any vehicle not registered during the period established and posted by the BOD will be considered in violation of these standards, unless the resident Owner of the vehicle notifies the BOD of the reason for non-compliance and makes specific arrangements to achieve compliance. Residents who have not complied with this standard must appear at a hearing before the Arbitration Committee and are subject to a fine of \$100. Continued non-compliance will result in a subsequent fine of \$100 per day, up to a maximum of \$1,000.

36.2 Gate Access Devices: To ensure that the gate access system can accommodate all residents' devices, each household will be limited to a total of six (6) devices in any combination of cards and clickers.

Residents are responsible for replacing damaged or non-functioning devices that have been assigned to them. New devices are available from the Association.

Owners/Residents are responsible for keeping track of who they distribute a card or clicker to.

Owners/Residents are responsible for informing Board when a card or clicker is lost, stolen, or removed from the system.

The current cost for a Regency Club Community entrance gate card is \$15; clickers are \$50. The current cost for a Regency Club Community key to access entrance/exit gates and pools is \$100. Checks are to be made payable to Regency Club Association.

37. Fines: Any Community Standard violation is subject to a fine up to \$100. Continued non-compliance will result in a subsequent fine up to \$100 per day, not to exceed \$1,000.

38. Clarity: If there is any item in these Regency Club Community Standards that is not clear, the interpretation would be at the discretion of the ACC and/or the Board.

39. Regency Club HOA Email Address: secretary@regencyclubhoa.com

40. ACC PROCESS FOR IMPROVEMENTS TO HOMES IN REGENCY CLUB COMMUNITY ASSOCIATION, INC.:

40.1 Approval Required: The ACC shall approve or disapprove any improvements or structures of any kind in the Regency Club Community – including (but not limited to): any fence, wall, swimming pool, tennis court, patio, walkway, screened enclosure, decorative building, landscaping, bushes, trees, exterior lighting, exterior decorative objects, shutters, gutters, parking, trash, bulk, recycling, driveways, and any other enhancements to Homes. The ACC also approves or disapproves any exterior addition, changes, repairs, modifications or alterations of Homes. Upon receipt of an application from Homeowner, the ACC submits their decisions to the Homeowner and the Board. Any Homeowner who disagrees with a decision by the ACC has the right to appeal the decision by making a written request to the Board, within thirty (30) days of the ACC's decision, for a review. The Board's decision after reviewing the application shall be final. The ACC's approval is NOT required for improvements or changes to the interior of a Home if the improvements are not visible from the exterior of a Home, but the City of Sunrise approval and permits may be required.

40.2 Exceptions/Deviations to Standards: The ACC has the right to deviate from the provisions of these Community Standards if practical difficulty or a particular hardship would be suffered by any Owner, without the consent of the Owners of any adjoining or adjacent Homes. These "exceptions" (which must be in writing) will not waive any restrictions or provisions of these Community Standards to other Homes in the Regency Club Community. Granting an exception, deviation or variance does not affect the right of the ACC to require strict compliance with the Community Standards.

40.3 The Application: All requests for proposed improvements, repairs or changes should be submitted to the ACC by completing the "ARCHITECTURAL CONTROL APPLICATION." The request should include any additional documentation, plans, surveys, descriptions, material samples, etc. The current application form is available from our Management Company.

40.4 Plans: Currently the ACC requires one (1) complete set of all plans and specifications for any of the improvements listed in "Approval Required" above, but could require up to three (3) complete sets of plans. The plans should include proposed elevations, drainage plans, grading plans, tree surveys, lot surveys, color plans and material descriptions. Plans and drawings submitted must be signed by both Owners of the Home. The ACC may also require the Owner to submit final plans and specifications if initial plans must be revised.

40.5 Landscape Plan: Any additional landscaping shall include a graphic indication of the location and size of all trees and shrubs on the site, (existing and proposed) and the Latin and/or common names of all and their planted sized.

40.6 Survey: A current certified survey of the Home showing the proposed location of the improvement, elevation, contour lines, location of all proposed paved areas and location of all existing trees. Requirement may be waived by the ACC when the ACC deems appropriate.

40.7 Building Materials: The ACC may also require the Owner to submit samples of building materials and colors to be used.

41. ACC PROCEDURE AFTER COMPLETE APPLICATION PACKET IS RECEIVED:

41.1 If application is incomplete or supplemental information is required: If in the ACC's opinion the application is incomplete, the ACC may require the submission of additional information before a decision is made on the application. The application would then be returned to the Owner and the Owner would resubmit the original application with additional information requested.

41.2 Time frame for decisions: No later than thirty (30) days after receipt of all information required by the ACC for final review, the ACC will approve or deny the application in writing. If an approval is not received in thirty (30) days then the application is deemed denied.

41.3 Quorum: Over half a majority of the ACC members must be present at a meeting in order to establish a quorum and transact business at the meeting. Once a quorum has been established, it takes a majority of those present to make a decision (pass or veto a proposal).

41.4 Time frame for decisions: No later than thirty (30) days after receipt of the information required by the ACC for final review, the ACC will approve or deny the application in writing.

41.4.1 The ACC has the right to refuse to approve any plans or specifications which are not suitable or desirable in the ACC's sole discretion for aesthetic or any other reason or to impose qualifications and conditions thereon.

41.4.2 In approving or disapproving such plans and specifications, the ACC shall consider the suitability of the proposed improvements, of which the improvements are to be built, the site upon which the improvements are proposed to be erected, the harmony thereof with the surrounding area, and the effect thereof on adjacent or neighboring property.

41.5 Rehearing: In the event that the ACC disapproves any plans and specifications, the applicant may request a hearing by the ACC for additional review of the disapproved plans and specifications. The meeting shall take place no later than thirty (30) days after written request for such meeting is received by the ACC, unless application waives this time requirement in writing. The ACC shall make a final written decision no later than thirty (30) days after such meeting. In the event the ACC fails to provide such written decision within said thirty (30) days, the plans and specifications shall be deemed disapproved.

41.6 Appeal to Board: If the appeal to the ACC is also disapproved, the Owner may appeal the decision of the ACC to the Board (Board members who are also voting ACC members would not vote on the appeal) within (30) days of the ACC's written review and disapproval of appeal.

41.6.1 Review by the Board shall take place no later than forty-five (45) days after the receipt by the Board of the Owner's request therefore. The Board shall make a final decision no later than thirty (30) days after such meeting, or fails to hold such a meeting within forty-five (45) days after the receipt of request for such meeting, and then the plans and specifications shall be deemed approved.

41.6.2 The decision of the ACC, or if appealed, the Board shall be final and binding upon the applicant, his heirs, legal representatives, successors and assigns.

42. **ADDITIONAL REQUIREMENTS:**

42.1 **Modifications and Amendments to Community Standards:** The ACC may adopt, from time to time, additional procedures, requirements and forms necessary to carry out its responsibilities under the Declaration and these Community Standards. The ACC shall recommend from time to time to the Board modifications and/or amendments to these Community Standards. The modifications or amendments to these Community Standards shall not be effective until approved by the Board.

42.2 **Alterations:** Any and all alterations, deletions, additions and changes of any type or nature whatsoever to the existing improvements or the plans or specifications previously approved by the ACC will require re-approval by the ACC.

42.3 **Time for Completion:** Construction of all improvements shall be completed within the time period set forth in the application and approved by the ACC. Reasonable accommodations may be made beyond the control of the Owner.

42.4 **Permits:** The Owner is solely responsible for obtaining all required building and other permits from all governmental authorities having jurisdiction and is responsible for compliance with all applicable building and zoning codes.

42.5 **Harmony and Appearance:** The ACC shall have the right of final approval of the exterior appearance of all Homes, including the harmony of the architectural design with the other Homes within the community, including but not limited to, the quality and appearance of all exteriors, and all exterior building materials.

42.6 **Setbacks:** The minimum front, side and rear setbacks and minimum square footage for all Homes in the community shall be as required by the City of Sunrise and/or the South Florida Building Code, whichever is more restrictive. Where conditions permit, the ACC, at its sole discretion, may require larger setbacks.

42.7 **Type:** No building shall be erected, altered, placed or permitted to remain on any Parcel other than a Home. Unless approved by the ACC as to use, location and architectural design, no garage, tool or storage room, playhouse, screened enclosure or greenhouse may be constructed separate and apart from any residential building nor can such structure(s) be constructed prior to construction of the main residential dwelling.

42.8 **Work Commencement:** No work shall commence prior to approval by the ACC and receipt of all required permits. No foundation for a building shall be poured, nor pilings driven, nor shall construction commence in any manner or respect, until the layout for the building is approved by the ACC. It is the purpose of this approval to assure that removal of desirable existing trees is minimized and that the building is placed on the Home in its most advantageous position.

42.9 **Final Inspection:** A final inspection will be conducted and final approval given upon completion of the modification. The Owner is required to notify the Management Company upon completion of the modification to arrange for such inspection. A copy of the permit sign-off sheet shall be given to the Management Company, should such permit be required.

42.10 Deviations: No construction may commence until the final plans and specifications have been approved by the ACC. No deviations from the approved plans and specifications shall be permitted and the ACC may require work to be stopped if a deviation is discovered, until the deviation is corrected. Association may withhold issuance of its Certificate of Compliance if the complete improvements deviate from the ACC approved plans and may take appropriate action against the responsible parties to require conformance to the ACC approved plans.

43. Power of the ACC: No improvements shall be constructed on any portion of Regency Club Community, no exterior of a Home shall be repainted, no landscaping, sign, or improvements erected, removed, planted, or maintained on any portion of Regency Club Community, nor shall any material addition to or any change, replacement, or alteration of the improvements as originally constructed by the Developer (visible from the exterior of the Home) be made until the plans and specifications showing the nature, kind, shape, height, materials, floor plans, color scheme, and the locations of same shall have been submitted to and approved in writing by the ACC.

Date:

Dorinda Cardillo
President, Board of Directors
THE REGENCY CLUB COMMUNITY ASSOCIATION, INC.