



ARCHITECTURAL REVIEW BOARD GUIDELINES

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**POLO WEST ESTATES
ARCHITECTURAL REVIEW BOARD GUIDELINES**

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Polo West Estates Homeowner's Association

ARCHITECTURAL REVIEW BOARD (ARB)

I. POLICIES AND PROCEDURES

A. PURPOSE

One of the most effective methods of assuring the protection of the community lifestyle and individual property values is through the establishment of high standards of design review. To accomplish this, the Architectural Review Board has been established to review applications and design documents for all new construction and alterations, modifications, or changes to existing properties, including landscaping. Each application is evaluated on its own merits with reasonable flexibility for design function and creativity.

B. AUTHORITY

By-Laws of Polo West Estates Homeowners Association

ARTICLE VIII

CONSTRUCTION AND LANDSCAPING

"The Board of Directors is authorized to establish an Architectural Review Board, hereinafter called A.R. Board, and to delegate to said A.R. Board the following powers:

- (a) To adopt, administer and enforce uniform architectural standards which conform to the architectural, landscaping and other restrictions in the Declaration of Restrictions recorded as to the property within the area described in Exhibit "A" to the Articles of Incorporation. Said standards to be adopted with the goal of maintaining the beauty of the natural environment of the area; and
- (b) To adopt, administer and appoint review committees with the goal of fairly and impartially enforcing architectural and landscaping standards; provided, however, that any powers delegated hereby to the A.R. Board shall be inferior to those of First Wellington, Inc., the master property owners' association.

Said Architectural Review Board shall consist of no fewer than five (5) members, appointed by the Board of Directors. Members of the Board shall be eligible to serve on the A.R. Board. The Board of Directors may, in its discretion, appoint a professional architect, engineer, or land planner, who may or may not be a member of the Association to serve on said A.R. Board and may provide that said architect, engineer, or land planner, be fairly compensated for serving on the A.R. Board. The Board of Directors may approve and distribute funds to meet the reasonable expenses of said

A.R. Board. Said A.R. Board shall be responsible to the Board of Directors, which shall have a veto power over any decision made by the A.R. Board. The veto power may be exercised by a majority of the Directors at any Board of Directors meeting, after application made by an aggrieved member or by any member of the A.R. Board.

Review committees may be appointed by the A. R. Board. The A.R. Board Committee may delegate authority to said review committee(s) and shall have the same veto power over decisions of any review committee(s) which the Board of Directors has over the A.R. Board.”

C. MAJORITY VOTE

Each member of the ARB shall have an equal vote. A majority constitutes a quorum. Non-voting consultants may be used to advise the Committee.

D. MEETINGS AND RECORD KEEPING

The ARB shall meet as necessary to conduct its business. Sub-committees may be used to perform specific review functions on a regular basis. Accurate minutes shall be kept and reports shall be made to the Polo West Estates Board of Directors at their regular meetings. Copies of all correspondence, minutes, approved plans, change requests, etc. shall be kept on file with the management company. Sub-committees and ad-hoc committees shall report directly to the ARB before any actions may be taken.

E. DISCLAIMER OF LIABILITY

Neither the ARB nor the PWE Board of Directors shall be liable in damages to anyone submitting plans for approval by reason of mistake in judgment, negligence or nonfeasance arising out of or in connection with approval, disapproval or failure to review any plans.

F. APPEALS

Builders/homeowners who object to conditions imposed by the ARB may request a special meeting with the ARB to attempt to resolve the conflict. If this meeting does not reach satisfactory resolution, the builder/homeowner may request a hearing before the PWE Board of Directors that has “veto” power over ARB decisions. Any member of the ARB may also request such a hearing before the PWE Board of Directors. Decisions of the ARB, unless appealed to and vetoed by the PWE Board of Directors, are final. All appeals to the PWE Board of Directors must be requested within 30 days of any written decision rendered by the ARB.

G. FUNCTIONS/SERVICES

On behalf of the PWE Homeowners' Association, the ARB is empowered to perform the following functions and services:

1. Establish planning criteria for the protection of enduring property values and to provide the best possible safeguards for continuing appreciation.
2. Amend planning criteria as may be required from time to time.
3. Review in a timely manner all applications for compliance with planning criteria and with the Declaration of Covenants Restrictions for Polo West Estates.
4. Assure compatible architectural designs and harmonious relationships with neighboring lots.
5. Require high standards of design and quality construction.
6. Establish fees for the review of applications as may be required.
7. From time to time inspect construction in progress to determine compliance with approved plans and ARB conditions, if any.
8. Require revisions to construction and improvement items, at any time, that were overlooked during the review process without prejudice to applicant.
9. Conduct final inspection prior to issuance of County (or The Village of Wellington) Certificate of Occupancy.
10. Approve the release of construction deposit after C.O. and upon substantial compliance of ARB approved plans and conditions.

H. DESIGN REVIEW APPROVALS AND DECISIONS

All new construction and changes, modifications, alterations, and improvements to the exterior of existing homes must receive approval from the ARB prior to obtaining building permits or commencing work. This includes repainting a home and/or trim if the color, other than the originally approved color, is to be used.

Upon receipt of a properly completed application, the ARB will review applicant's plans and specifications and render one of three decisions in writing:

1. ***APPROVED OR APPROVED WITH COMMENTS;***
2. ***APPROVED WITH LIMITING CONDITIONS; or***
3. ***DISAPPROVED.***

If applications are "APPROVED WITH COMMENTS", such "comments" are rendered to encourage changes that the ARB deems desirable, but such "comments" are **not** binding upon applicants.

If applications are “APPROVED WITH LIMITING CONDITIONS”, then applicants **must** make changes prior to submitting plans for building permits. “Limiting Conditions” are **binding** upon applicants.

In the event applications are “DISAPPROVED” (including Landscaping/Exterior Color Review), applicants must make appropriate changes and resubmit for the same step for which plans and specifications were disapproved.

Applications for review will be returned with the ARB’s decision, comments, and limiting conditions, signed by a member of the ARB along with two sets of design documents.

The foregoing items shall be the sole source of reference regarding ARB approval and oral statements should not be relied upon unless incorporated into written approvals or noted on design documents and signed by a member of the ARB.

All requests for variances must be submitted in writing and set forth the reasons for the variance. Any variance granted shall be on a case by case, as needed basis, and the granting of a variance shall not set any precedence for any future decisions.

I. APPROVAL EXPIRATION

Applicants must begin construction within one hundred twenty (120) days of approval by the ARB. Failure to do so will automatically revoke approval without prior notice from the ARB. Time extensions may be granted by the ARB if **written requests** are received prior to or within one hundred twenty (120) days of Architectural Review approval. Work must be completed within one year of commencement. Failure to do so will cause the ARB to re-review the approved plans. This **may** result in updating the approval to meet current standards, if they have been changed in the interim.

J. DUPLICATION OF DESIGN, COLOR, LANDSCAPE PLANTS, ETC.

1. Similar designs or design duplications are discouraged and subject to disapproval without sufficient variations in exterior colors, material, finishes, trim and detailing.
2. Elevations that are similar in appearance including roof and house color are prohibited on any three (3) adjacent lots, any three (3) lots immediately across the street, or any four (4) lots on a cul-de-sac.
3. The approval of plans for a specific site does not automatically imply approval on another lot by the ARB.

K. DESIGN DOCUMENT CHANGES

The participating builder must notify the ARB **prior** to making **any** changes to the approved plans. A letter with applicable support data (as required) must be submitted to the ARB. Any major deviations (as solely determined by the ARB) may require full ARB approval prior to commencement of changes. **FAILURE TO OBTAIN PRIOR APPROVAL MAY RESULT IN DENIAL OF CHANGES AND/OR FORFEITURE OF ALL OR A PORTION OF THE CONSTRUCTION DEPOSIT.**

L. APPLICANT'S RESPONSIBILITIES

The ARB assumes no liability for applicant's responsibilities that include, but are not limited to the following:

1. Performance or quality of work of any contractor or subcontractor.
2. Compliance with all laws, codes and ordinances of any governmental agency or body and securing all required permits and approvals there from.
3. Determination of environmental restrictions, drainage and grading requirements and all surface and subsurface soil conditions.
4. Determination of structural, mechanical, electrical and all other technical aspects of a proposed design that can only be determined by competent architects, engineers, contractors and other similar professionals.
5. Compliance with the Polo West Estates Declaration of Covenants and Restrictions and ARB planning criteria.
6. Accuracy of all stakeouts and surveys.
7. Grading and surface drainage so that surface run-off will not adversely affect adjoining properties. Provide rip-rap, stepped terraces or other forms of erosion control as may be required.
8. Grading in accordance with the approved sub divisional drainage plans and specifications of the community. These plans are available from the Village of Wellington or its designee.
9. Construction and/or improvements, including fill, shall not commence on any lot prior to obtaining ARB written approval, together with any and all other appropriate governmental permits.
10. Supervision of all contractors, sub-contractors, etc. to ensure the strict compliance with all rules contained in the manual, including "Construction Site Requirements."
11. Notify ARB two weeks prior to date of expected completion or of certificate of occupancy.
12. Cooperate fully with the ARB, from planning to completion, of construction and/or improvements.
13. Violation of these rules may result in such fines as have been established by the PWE HOA Board of Directors. Costs of cleaning up untidy lots will be withheld

from the construction deposit or held as assessments against the property at closing.

14. If a “cease and desist” order by the PWE ARB or Board of Directors (or other legal action) is imposed because of an infraction of these rules, all legal costs will be charged to the participating builder or applicant.

M. CONSTRUCTION SITE REQUIREMENTS

1. All job sites must be kept in a clean and orderly condition. No materials will be stored or placed in the swale or right-of-way areas. Dumpsters shall be used at all times and **must** be replaced promptly when full.
2. No signage or advertisement is permitted on any job site unless required by law or pre-approved by the ARB.
3. Construction hours are limited to 7:00 AM to 6:00 PM Monday – Friday and 8 AM –3 PM Saturday. No work shall be performed on Sundays or legal holidays: New Years Day, Memorial Day, Fourth of July, Labor Day, Thanksgiving, Christmas. This applies to owner/builders also during the construction period.
4. All participating builders are required to keep on record with PWE HOA, Security and ARB, a 24-hour emergency phone number.
5. The playing of loud music by any subcontractor or such, that may be annoying to residents, is prohibited.
6. No pets are permitted on job sites, roadways or within vehicles located within Polo West Estates.
7. Any agents, subcontractors, and employees of participating builders who violate construction site requirements or any other ARB criteria may be removed and prohibited from entering Polo West Estates by the ARB or Board of Directors.
8. Each contractor shall provide his own water and electric service. Both should be hooked up by the time the foundation is poured.
9. Discarded food and food containers must be removed from the site or placed in the dumpster.
10. Discarded building materials, broken tiles, pavers, packing wires and such must **not** be left as “fill” on the site. It is prohibited to dump these trash items into the lake or canals.

II. DESIGN CRITERIA

A. DWELLING SIZE/SET BACKS

1. All residences shall conform to the following standards:
 - a. Square Footage
 - (1) 2,600 S.F. is the minimum living area, defined as air conditioned space measured from the outside of perimeter walls, and the center of demising walls separating air-conditioned space from non-air conditioned space.
 - (2) Interior lots: 2,400 S.F. will be permitted for the following lots only: 2, 3, 4, 19, 20, 27, 86, 88, 122 and 159.
 - (3) Two story dwellings: 2,600 S.F. is the minimum with 1,600 S.F. minimum for the first story.

2. Height Restriction

No building shall exceed two stories or a mean roof height of 35'. (The **mean roof** height is the distance from the lowest finished floor to a point halfway between the 2nd story plate and the highest roof ridge. This does not apply to chimneys.)

3. Set Backs

- a. Front: 25' from property line
- b. Rear: 25' unless easement is greater
- c. Sides: 10'

4. Corner Lots

Front set back shall be 25', street side set back shall be 15'. If the garage door and/or driveway discharge onto the side street a 20' set back shall be required.

B. EXTERIOR ELEVATIONS AND MATERIALS

1. Exterior elevations will be reviewed for:
 - a. Traditional architectural design or materials; and
 - b. **Aesthetic** appearance in terms of the overall dwelling and its relationship to other homes within the community of Polo West Estates.
2. Approval of exterior design will consider the following:
 - a. Mass and scale;
 - b. Materials, textures, colors and finishes;
 - c. Continuity between primary design elements and secondary surface treatments;

- d. Placement of windows, doors and openings;
- e. Vertical and horizontal lines;
- f. Roof pitches; and
- g. Other considerations as deemed applicable by the ARB.

Designs employing traditional materials are encouraged and will be judged on their own merits. Preferred exterior materials include: natural stone, brick or concrete block with approved stucco treatment. Simulated stone or brick from natural materials shall be considered on a case-by-case basis.

Window frames may be metal or vinyl clad wood in compatible colors. All exterior doors and windows not within screened areas **must** have stucco banding on all sides.

The following are **not** approved for construction:

- 1. Decorative or plain concrete block, metal, plastic or asphalt siding, logs, certain imitation stone/brick, fiberglass garage doors.
- 2. Exterior colors will not be permitted that, in the opinion of the ARB, would be inharmonious or discordant in Polo West Estates.

C. ROOF PITCH/ROOFING MATERIALS

- 1. The minimum roof pitch shall be 6:12; however, higher pitches are preferred.
- 2. Roof overhang must be 24".
- 3. Flat roofs and tar and gravel surfaces are prohibited.
- 4. All roof stacks and flashings shall be painted to match the approved roof colors. Chimney caps should match wall color.
- 5. The only approved roofing materials in Polo West Estates are Slate, Spanish barrel tile, Spanish "S" tile, concrete flat tile and metal in the form of tile.
- 6. Roof variations may be permitted if aesthetically compatible with the overall architectural features of the proposed building. Individual treatments shall be one of the factors considered by the ARB.

D. GARAGES

All homes in Polo West Estates shall have a minimum of a two-car garage and a maximum of a four-car garage; minimum size shall be twenty feet by twenty feet inside wall to wall. Minimum required garage space may **not** be converted to "living" space. All garages must be side entry, no rear or front entry garages are permitted. Pre-wiring for electric garage door openers is required. Overhead garage doors shall be 8' minimum for individual doors or 16' for a single 2-car door.

E. DRIVEWAYS

All driveways in Polo West Estates shall be finished pattern concrete, Bomanite, brick pavers, or other stone finish approved in advance by the ARB. No blacktop or plain gray concrete is permitted. Driveways shall be a minimum of sixteen feet wide at garage entry. No curbside parking areas may be created by extending any portion of the street pavement. Two (2) off street parking spaces are required. Driveways should be five feet from the side property line.

F. EXTERIOR LIGHTING

No exterior lights shall be permitted which would create a nuisance to the adjoining lots. Floodlights/motion detectors should be aimed down to avoid shining into neighbor's windows.

G. SIDEWALKS

Sidewalks shall be built in accordance with all Deed Restrictions and Village/County requirements. Sidewalks shall follow grade at top of curb unless otherwise approved by the ARB.

H. WALKWAYS

Walkways within the property must be decorative, preferably matching the driveway or entry material. Plain gray concrete is not acceptable.

I. SWIMMING POOLS

Swimming pools, pool decks, screen enclosures or patio/decks setbacks vary. Please review the pool set back diagrams in the addendum to this manual. The elevation of the top of any swimming pool may not be over two feet above the natural grade. Above ground pools are not permitted. Swimming pools are to be located in the rear of the residence; pools shall be allowed on the side of homes on corner lots, provided they are landscaped to screen from street view. All pools must be completely enclosed by screen or fence. Atrium pools are allowed.

J. POOL ENCLOSURES

Pool and patio super structure finishes shall be bronze tone, black or white, or the color of the window frames of the structure. Screens shall be either gray or charcoal. All screens on any one structure shall be the same color. Mansard, dome, ridge or similar types of raised roof treatments are required for pool screen enclosures. Flat roofed screen enclosures are not permitted. However small segments of flat area are subject

to approval if they are necessary and aesthetically acceptable. Five foot aluminum picket fences may be used instead of screens. (See fence section.)

K. HURRICANE SHUTTERS, AWNINGS, AND CANOPIES

Decorative, non-operative shutters are permitted as an accent feature to homes in Polo west estates; size, quantity, design and color of these shutters must be submitted to the ARB for approval prior to installation. Awnings, canopies and shutters are not permitted, unless approved by the ARB. Storm shutters, storm panels and storm rollups shall meet the following design standards:

1. Permanently installed shutters
 - a. Shutters shall be painted to match either the principal color or the trim color of the structure to which they are attached.
 - b. Permanently installed hardware for storm panels and storm rollups shall be painted to match the principal color or the trim color of the structure to which it is attached, according to which will make such hardware the least noticeable.
 - c. No permanently installed plywood panels are permitted.
2. Permanent storm shutters and panels which are not permanently installed shall meet the following utilization standards:
 - a. They may be put in place or closed not more than seventy-two (72) hours before and seventy-two (72) hours after a storm event;
 - b. They may be put in place or closed for two (2) periods of up to fifteen (15) days each between June 1 and November 30 (the hurricane season) when the owner is absent.

L. FENCES

In addition to golf course, canal and lake setback minimums reflected in the Articles of Incorporation, effective March 15, 1997, all future fence requests will adhere to the following criteria:

1. Must be aluminum picket with maximum height of five (5) feet.
2. Must be setback at least three (3) feet from property lines and fifteen (15) feet from front corner of house.
3. Must be landscaped on outside with hedge material.
4. Must be white, bronze, green or black.

Existing fences not meeting these criteria must be replaced with aluminum fencing when greater than fifty (50) percent of the existing fence is in need of repair/replacement.

If you are installing a fence and neighbor(s) already have an existing fence meeting the above listed criteria, then you may ask the ARB committee for an exception to the rule of fences being three (3) feet from the property line to avoid a six (6) foot void between properties.

M. MAILBOXES

Standard mailboxes are required by all PWE residents. The only approved mailbox is a one piece cast aluminum purchased from *Nostalgic Lamppost Plus* in Venice, Florida in the color of Verde green. Each resident is responsible for the upkeep and repair of their mailbox. We try to keep a spare in our guardhouse in case one is damaged and when used the homeowner will be billed for the cost of the replacement. No newspaper boxes or other attachments, decorations, advertisements, etc. are permitted. Plants around the base of the mailbox shall be maintained at a height not to exceed twelve inches from the bottom of the box as required by U.S. Post Office.

N. UTILITIES/ACCESSORY STRUCTURES AND ATTACHMENTS

1. Temporary or permanent accessory structures, such as greenhouses, tree houses, playhouses, tool sheds, doghouses, shall not be permitted unless prior written approval of the ARB is obtained.
2. All permanent playground equipment, including swing sets and basketball backboards, may not be installed without prior written approval of the ARB.
3. The location of all satellite dishes and antennas shall be submitted to the ARB prior to installation. All obtrusive antennas and satellite dishes must be screened from view by adequate landscaping. The placement of all antennas or satellite dishes will be reviewed on a case-by-case basis.
4. A flagpole for display of the American flag only shall be permitted, subject to ARB approval of the size, placement, color, finish and design. No flagpole shall be used as an antenna.
5. Gutters must match color where they are being attached. (Trim or wall)
6. Solar panels will be reviewed on a case-by-case basis.
7. Clotheslines shall not be allowed.
8. All applicants shall be responsible for all utility services from the point of utility company connections underground to the applicant's home. All utilities shall be underground except temporary electrical service for homes under construction. Utility meters and related conduits shall be located on side or rear walls and conduits shall be painted to match wall or trim color. Transformers and other mechanical equipment/gear shall be completely screened from streets, adjacent properties, lake, canals or golf courses by walls, fences, or hedges approved by ARB.
9. Mechanical equipment shall be installed inside a building, underground or above ground in a side or rear set back. If above ground, equipment shall be no closer

than five feet to the facade of the structure. Transformers and other mechanical equipment/gear shall be completely screened from streets, adjacent properties, lake, canals or golf course by walls, fences or hedges approved by the ARB.

10. No window or wall air conditioning units will be permitted.
11. Each home shall be pre-wired for telephone, cable T.V. and a burglar/fire alarm system.
12. Garbage disposals are required under kitchen sinks.

O. BASKETBALL BACKBOARDS (Village of Wellington Rules)

Permanently installed basketball backboards and hoops shall be subject to the following regulations:

1. Backboards and hoops may be mounted only on a freestanding pole in a front or side yard.
2. Backboards and hoops shall not be mounted on a wall or roof of a building.
3. Backboards and hoops shall be located no closer than fifteen (15) feet to the front property line and three (3) feet from the side property line.
4. Backboards shall be mounted perpendicular to the front property line.
5. Backboards and the poles on which they are mounted shall not exceed fourteen (14) feet in height measured from the grade level at the point on the front property line nearest to the pole.
6. Freestanding poles and backboards shall not be painted or otherwise modified from the original manufactured finish or structure.
7. Portable units are permitted under the same rules as above or provided they are removed and stored indoors when not in use.
8. Portable or removable units should be stored indoors during hurricane alerts.

P. DOCKS (Village of Wellington Rules)

Docks may be erected subject to the following regulations:

1. Docks may extend up to six (6) feet over the surface of the water from the water's edge of a lake.
2. Docks may extend up to three (3) feet over the surface of the water from the water's edge of a canal.
3. Docks that extend over the surface of a canal shall be cantilevered from supports totally located on dry land above the mean high water line and no pilings or other supports shall be permitted in the water.
4. The top of the horizontal dock surface shall be no higher than two (2) feet above the mean high water level.
5. Docks shall not be located closer to a side lot line than the required side yard

setback for the principal building.

6. Docks may be constructed of wood or other materials approved by resolution of the Architectural Review Committee.
7. Permits to construct docks shall be issued by the Village conditioned upon the applicant obtaining any approvals required by other governmental agencies.
8. Some landscaping may be required.

Q. CONSTRUCTION INSPECTIONS

Periodic inspections may be made by the ARB while construction is in progress to determine compliance with the approved Design Documents. The Association is empowered to enforce its policy, as set forth in the Declaration and this Manual, by any action, including an action in a court of law to insure compliance.

R. CONSTRUCTION CHANGES

All construction must be completed in accordance with the Application and Design Documents **as approved**. Exterior changes to the subject property during or after construction shall receive approval of the ARB prior to the change being implemented.

III. LANDSCAPING STANDARDS AND CRITERIA

A. LANDSCAPE OBJECTIVE

The landscape objective for Polo West estates individual homes is to enhance the architectural features of the home by creating a balance of vegetation and concrete. Trees are used for shade, for visual effect, for privacy and/or as focal points. Shrubs, ground cover and perennials define space and views, provide color, texture, shape and help complete a well-planned composition that will be attractive now and in the future. Large masses of plant materials that do not require constant pruning will not only reduce maintenance, cost and landfill needs, but will be less likely to need early replacement or to lead to the overgrown “jungle” look which results from selecting plants which quickly outgrow the areas in which they are planted.

Consider the mature size when selecting plants to be placed in front of windows, doorways or in planters. Trees and large shrubs should not be planted too close to the sidewalks, driveway, and house or property lines. Consider their mature canopy, height, and proximity to other plants before selecting a planting location. Avoid planting trees in drainage easements or over utility, sewer and water lines.

The use of two or three gallon ground covers (instead of one gallon) and five or seven gallon shrubs (instead of three gallon) with larger spacing are encouraged. This will reduce the total number of plants required, but it will also give a more “finished” look to

new construction and will avoid the common problem of overcrowding which often results from planting smaller sized plants too close together to achieve a fuller look. Only low growing shrubs or ground cover should be used along driveways and walkways.

Just as your home was designed to create a certain, individual look, the landscape framing it should be uniquely suited to your home's design. This manual does **not** contain a list of "recommended" plants and trees, for the choices are nearly endless. The limitations are for environmental concerns, safety, or because of lot size or inherent problems.

B. LAKE, CANAL AND GOLF LOTS

Landscape choices for homes backing onto the lake, canals or the golf course should properly balance privacy **while not blocking** views for you or your adjacent neighbors. At the same time, the view of the home from the lake, canal or golf course should be attractive. Well-managed shrubs around the pool screen or fence (maximum 5') with some pool deck/patio plantings will be helpful in achieving this. Shade trees and large shrubs or accent plants should be kept out of the rear minimum setback area. Tall palms may be allowed. Plantings in easement and maintenance areas may also require approval from the agency involved and may be removed without permission or compensation by the agency with the easement/right of way.

C. LANDSCAPING

1. The **minimum** landscape budget for a lot shall be \$10,000.00 (ten thousand dollars) excluding sod and irrigation.
2. All plants and trees must be Florida grade #1 or Florida Fancy.
3. Sod shall be St. Augustine/Florata, or a comparable type sod to be approved on a case by case basis.
4. All lots, including easements and rights of way, shall be irrigated and sodded to the edge of the street, canal, lake or golf course.
5. Seventy-five percent (75%) of all required landscaping shall be located between the front building line(s) and a point on either side of the lot approximately one-half the distance between the front and back property lines. Corner lots will be considered to have two front property lines.
6. All lots must be sodded and landscaped prior to obtaining a certificate of occupancy.
7. All ground surfaces must be covered with turf, ground cover or mulch. Mulch must be a minimum of three (3) inches deep and is limited to planting beds only.
8. All air conditioning, irrigation, and pool equipment must be hedged to screen them from street and neighbors' view. Cable, telephone and FPL transformers must also be screened. FPL transformers shall be screened on three sides,

- leaving the **access** panel (front) open.
9. If trash containers are to be left outside, a wall or hedge wall must be provided to screen them from view as in #8 above.
 10. All playground equipment must be approved and landscaped.
 11. Construction debris (concrete, roof tile, pavers, wood, trash, etc.) Shall be removed from planting areas and replaced with clean top soil.
 12. All landscaping must be completed according to approved plans. Any changes or additional landscaping must be submitted for approval of the ARB **prior** to installation.
 13. All plants must be identified on the landscape plan by their proper botanical names.
 14. Please refer to ARB Submission Standards for landscape plan requirements.
 15. After the C.O. is issued, further additions or future renovations must obtain ARB approval prior to installation. (The Village of Wellington may also require such approval.)
 16. Call 1-800-432-4770 to have utilities marked before removing/planting trees, shrubs, etc. Call two (2) business days in advance 8:00 AM to 5:00 PM, Monday - Friday.

D. SPECIFIC VEGETATION REQUIREMENTS

1. Trees - total of 15 minimum per lot.
 - a. Six shade trees at least 12' in height, minimum diameter 4" at 4 ½ feet above grade, minimum canopy 7', measured at 3 points from trunk to outer edge of canopy. In general, a limit of two large (at mature growth 40' or more) trees per lot. Small to medium trees mature height 20' - 35' are suggested.
 - b. Remaining 9 trees may be palms, shade trees as above, or any combination. Palms which at mature height are 20' to 40' and width 20' or less shall be 12' overall with a minimum of 8' clear trunks.
 - c. Lots not on cul-de-sacs may be required to add 1-3 trees in the swale area to enhance planned streetscapes.
 - d. Larger palms (Majesty, date palms) which may attain a width of 25'-50' may be used **if** the space in which they are planted can accommodate their mature size. Planting size 12' OA. Tall palms (royal, coconut, cabbage) should be 12' OA with a diameter of 8" at 4' above grade. Queen palms, if used, limit of 5 toward tree count, must be 16' OA and 8" diameter at 4 1/2' above grade with 8' clear trunk..
 - e. All trees and palms shall be staked or guyed without damaging or penetrating trunk or root ball.
 - f. Plantings around tree bases are generally not recommended for at least the first year.

2. Accent Plants

- a. Six - seven to ten gallon accent plants.
- b. Four - fifteen gallon accent plants.

3. Shrubs and other perennials

- a. Two hundred three gallon plants (excluding hedges).
- b. Shrubs for hedging must be at least three gallons, but five to seven gallons are preferable.
- c. One or two gallon edging type plants - as many as needed.
- d. Annuals may be used, but they do **not** count in the above minimums.
- e. Plantings around mailboxes, if any, should be limited to edging types or low growing plants which will not grow higher than 12" below the box. Vines should not be used.
- f. Hedging along property lines should be planted 2 ½-3 feet in from the line. (More, if mature size of plants requires it.) Such hedges should generally be maintained at 8' or less (3'-4' along lake, canals, and golf course). If such hedges are for privacy care must be taken that the hedge does **not** create a nuisance for the neighboring property owner. Maintaining both sides of the hedge from your property should be a major consideration.
- g. Ficus hedges are no longer recommended because of their invasive root system.

4. Poisonous Vegetation

Many beautiful plants (e.g. oleander) and trees (e.g. Pongam) contain noxious leaves, flowers or seeds. These are not prohibited, however if such plants are being used, the landscape architect/licensed nursery man should note this and have the homeowners' approval before including them on their plan (See addendum).

5. Prohibited Vegetation

All plants and trees which are prohibited by the state, county and/or The Village of Wellington also apply to PWE. This list is updated regularly. Many trees and plants found in PWE at this time are now on the prohibited list for new installation/replacement. It is imperative that changes/additions be checked with the ARB before installation. (Current prohibited list is contained in the addendum.)

E. IRRIGATION

1. Irrigation systems should be designed **after** the landscape plan is finalized.
2. Bubblers should be provided for all trees.
3. Pop-ups must be used in all lawn areas.
4. Care should be taken to avoid spraying the house which might cause

discoloration to the exterior.

5. Zones should be designed to meet the specific needs of the areas served (i.e., lawn, xeriscape areas, trees, etc.).
6. Water wells for irrigation are permitted. Pumps for water from the lake or canals may be installed. In both cases it shall be the owner's responsibility to use whatever means necessary to prevent "stains" from either source. A filter system may be required.
7. Sprinklers may **not** be used between 9:00 AM and 5:00 PM.
8. Sodded and landscaped areas must be maintained in a healthy condition at all times.

F. MAINTAINING THE LANDSCAPE

Once installed, all vegetation will require a regular schedule for fertilizers, pest and fungus inhibitors, weeding, trimming and root pruning. An experienced landscape service should be able to recognize diseases and other problems before they cause serious damage. PWE residents are expected to adhere to these high standards of maintenance.

G. NON-PLANT MATERIAL

All site furniture, statuary, fountains, urns, decorative rocks, lighting, bird baths and other non-plant items must be identified and specifically located on the landscape plans. All such items are subject to approval.

APPROVAL BY THE ARB is generally required before you plant, remove, replace any tree, hedge or change your original **approved** landscaping. Check with the property manager to see what, if any, permits/approvals are needed from PWE, FWI and/or the Village.

IV. SUBMISSION STANDARDS

A. BUILDER REQUIREMENTS

Builders and/or owners are strongly encouraged to meet, in person, with the ARB prior to the commencement of construction. The purpose of the meetings is described herein below:

Meeting #1: An introductory meeting for ARB to meet the builder. We would also encourage the homeowner to attend this meeting. The ARB will issue an ARB Submission Standards package to the builder for use as a guide in planning the new home and preparing the ARB submittal documents. The builder/owner will be required to sign for the documents.

Meeting #2: A meeting for builder to submit the required ARB submittal documents to the Board and to ask any questions concerning the review process.

B. SUBMITTAL REQUIREMENTS

1. Builders shall be advised, plans **not** in compliance with the minimum standards set forth for ARB review, can be automatically rejected pending compliance.
2. Surveys shall be prepared, signed and sealed by a registered land surveyor. House plans shall be prepared, signed and sealed by a registered architect or certified residential design professional. Plans may be marked, "PRELIMINARY NOT FOR CONSTRUCTION", if so desired, by the design professional providing the seal and signature.
3. Landscape plans shall be prepared by a registered landscape architect or licensed nurseryman.
4. Changes after ARB approval shall be resubmitted to the ARB for review. No changes shall be implemented without written approval from the ARB.
5. Failure to comply with the rules and regulations contained herein can result in forfeiture of part or all of the construction deposit funds at the discretion of the ARB.
6. The ARB reserves the right to update the rules and regulations at any time without prior notice. Approvals given prior to updates taking effect shall not be affected unless construction time exceeds limit.
7. In the event of a disputed decision, the builder may appeal, in person, to the ARB by making an appointment to be heard at a regularly scheduled ARB meeting.

C. PLANNING DOCUMENTATION REQUIREMENTS

1. Survey
 - a. Minimum scale: 1" = 20.00'
 - b. Title block including name of firm, address, telephone number and initials of preparer
 - c. Legal description
 - d. North arrow
 - e. Elevations at crown of road in line with side property lines
 - f. Locations of any existing above ground utility equipment
 - g. All other accepted industry standards for single lot surveys
2. Site Plan
 - a. Minimum scale: 1/8" = 1.00'
 - b. Title block
 - c. Property lines indicated
 - d. Setback line indicated
 - e. Easement lines indicated
 - f. North arrow
 - g. Proposed grade elevations (one at each corner and one at the midpoint of each side property line)
 - h. Proposed finished floor elevation(s)
 - i. Indicate all structures including house, garage, any detached structures, pool, spa, screen enclosure, patio, deck, dock, driveway, walkway, privacy walls, mechanical equipment/pumps, fences and all other ancillary structures
 - j. Indicate surface finishes for driveways color, walkways, patios, decks and docks
 - k. Indicate proposed drainage direction arrows
3. Floor Plan
 - a. Minimum scale: 1/4" = 1.00'
 - b. Title block
 - c. Floor plan layout with all dimensions and labels
 - d. Square footage tabulation as follows:
 - (i) Conditioned area;
 - (ii) Garage area;
 - (iii) Covered entry area;
 - (iv) Covered patio area;
 - (v) Total area under roof (not including overhangs under 3.0');
 - (vi) List % of lot coverage: A ratio of total area under roof to total area of lot.
 - e. Indicate dotted line representing roof overhang
 - f. Typical Wall Section
 - (i) Minimum scale: 3/4" = 1.0'
 - (ii) Title block
 - (iii) Grade elevation (reference finished floor)

- (iv) Footer and slab details
 - (v) Wall component details
 - (vi) Roof component details
 - (vii) Soffit and fascia details
 - (viii) Overhang (typical)
 - (ix) Roof pitch
 - (x) Materials shall be designated
 - (xi) Windows, door, garage doors (type, material, finish, color)
4. Elevations
- a. Minimum scale: 1/4" = 1.0'
 - b. Title block
 - c. Front, rear, right and left side elevations are required
 - d. All hidden elevations (such as inner courtyard walls)
 - e. Indicate wall, roof finish materials
 - f. Indicate trim, banding and fascia finishes and sizes
 - g. Indicate all plate/tie beam and finished floor elevations
 - h. Provide description of screen enclosure as follows:
 - (i) Wall heights
 - (ii) Roof canopy style (e.g., mansard, gable, hip, flat, etc.)
5. Landscape Plan
- a. Minimum scale: 1/8" = 1.0'
 - b. Title block including name of firm, address, telephone number, and initials of preparer
 - c. Indicate all structures (main and ancillary)
 - d. Indicate all pools, spas, enclosures, patios, driveways and walkways
 - e. Indicate all mechanical equipment, pumps, and fences
 - f. Plant materials shall be called out by symbol and alpha/numeric tags with quantities listed for individual areas on each tag
 - g. Plant lists shall be included indicating material, size, spacing, quantity and grade
 - h. Trees shall be indicated with trunk and canopy diameters
 - i. Indicate easements, rights of way, exterior lighting, fountains/statuary, etc.

D. DETACHED ANCILLARY STRUCTURES

Plans and shop drawings for detached ancillary structures such as gazebos, docks, etc. shall be submitted for review and meet the same standards as described above.

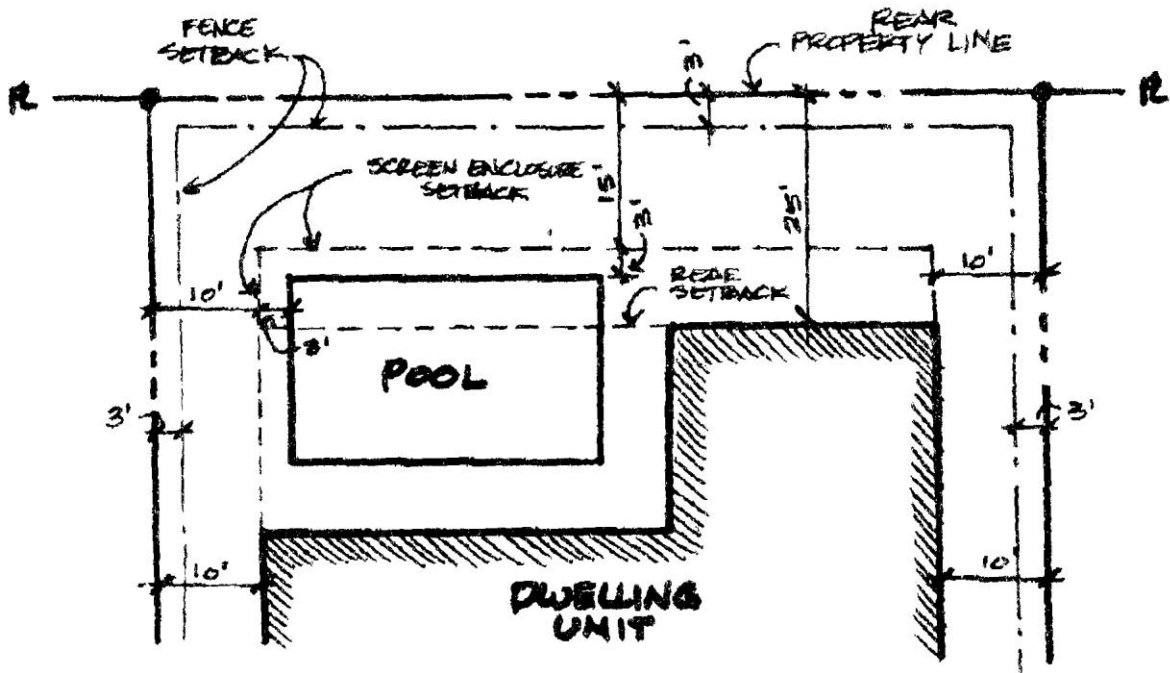
E. CONSTRUCTION DAMAGE AND LANDSCAPING COMPLIANCE DEPOSIT

1. All initial landscaping, construction and building exteriors require prior written approval of the Association's Architectural Review Committee. All changes in and/or additions to and/or deletions from approved landscaping or construction, require prior written approval by the Landscape and Maintenance Committee of the Board of Directors or the ARB. All landscaping must be maintained in accordance with the standards established by the Association's Architectural Review Committee.
2. The Association, through its Architectural Review Committee, shall have the right to require a Construction Damage and Landscape Compliance Deposit of not less than \$5,000.00, from any and all lot owners and/or contractors for any new, additions, or remodeling construction which requires a building permit from the appropriate governmental authority, including the Village of Wellington. Notwithstanding the foregoing, the Association shall have the right, at its discretion, to require a Construction Damage and Landscaping Compliance Deposit of not less than \$3,000.00 for the construction or remodeling of any accessory structures, i.e. a pool or gazebo, and/or minor additions and improvements to an existing home.
3. In addition to all other remedies that might be available to the Association, and in the sole and absolute discretion of the Association's Architectural Review Committee, the Association shall have the absolute right to apply any Construction Damage and Landscape Compliance Deposit towards any damage resulting from the construction and/or toward any deficiency in the Association's landscaping standards and criteria, as a result of the owner's and/or contractor's failure to comply therewith. Any dispute or disagreement with any decision of the Association's Architectural Review Committee shall be appealed by petitioning the Board of Directors at least five (5) days prior to the next regularly scheduled Board meeting, setting forth the reasons for the petition in writing and personally presenting oral arguments at that Board meeting, wherein the Board of Directors shall vote to determine the final disposition.
4. Correction of deficiencies/damage must be made within thirty (30) days of the notice of the ARB inspection.

V. ADDENDUM

A. Pool Setback Diagram (no scale)

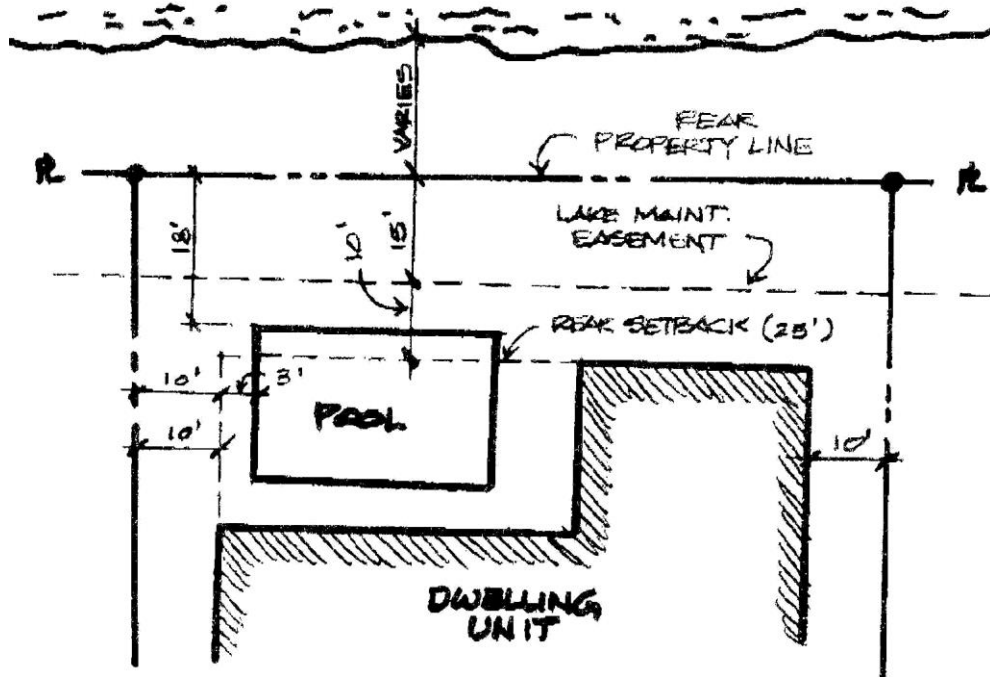
Golf Course or Adjacent Lot



Golf/Interior Lots:	Rear	Side
Fence :	3'	3'
Screen Enclosure :	15'	10'
Pool :	18'	13' w/enclosure 10' w/fence

B. Pool Setback Diagram (no scale)

Lake/Canal Lots



Lake Front Lots:	Rear	Side
Fence :	15'	3'
Screen Enclosure :	15'	10'
Pool :	18'	13' w/enclosure 10' w/fence

Easement shall take precedent over setbacks

C. PROHIBITED AND POISONOUS PLANT SPECIES

(Currently on the Palm Beach County and/or Village of Wellington, Inc. listings)

Melaleuca, Punk Tree, Paper Tree - *Melaleuca quisquenervis*---
Brazilian Pepper/Florida holly *Schinus Teribinthifoluis*
Australian Pine - *Causuarain* spp.
Earleaf Acacia - *Acacia Auriculiforis*
Kudzu - *Peuroria Montana* (P. Lobata)
Small leaved climbing fern - *Lygodium Microphyllum*
Air Potato Vine - *Dioscarea Blubifera*
Carrotwood - *Supaniopsis Anacerdiodes*
Schefflera - *Schefflera Actinophylla*
Black Olive - *Bucida buceras*
Cat's Claw Shrub- *Mimosa pigra*
Downy Rose Myrtle - *Rhodomyrtus Tomentosus*
Lather Leaf - *Calubrina Asiatica*
Lofty Fig - *Ficus Altissima*
Mahoe - *Hibiscus tiliaceus*
Shoebutton *Ardisia* - *Ardisia solanoceal*
Woman's Tongue - *Albizia lebbeck*

INVASIVE NON-NATIVE PLANT SPECIES

(Palm Beach County lists the following which must be removed from properties with a preserve area and prohibits the planting or installation of these plants thereafter)

Banyan - *Ficus bengalensis*
Bishopwood - *Bischofia javonica*
Chinese Tallow Tree - *Sapruim sebiferum*
Cork Tree - *Thespesia populnea*
Jasmine - *Jasminum dichatomum*
Java Plum - *Syngium Cumini*

These lists are updated regularly.

THIS FORM IS TO BE USED WHEN REQUESTING A MODIFICATION, ALTERATION OR ADDITION TO THE EXTERIOR OF YOUR HOME OR PROPERTY

Approval is required on all items that are visible from the exterior of the home, whether previously completed or not.

POLO WEST ESTATES HOMEOWNERS ASSOCIATION, INC.

The PWE HOA Architectural Review committee will review your request and return a copy to you with comments and decision

FROM: Owner's Name: _____
Mailing Address: _____
Home Phone: _____ Business Phone: _____

Approval is hereby requested to make the following modification(s), alteration(s), or addition(s) as described below and depicted in the required attachments.

Subdivision: _____ Lot: _____

Address: _____

Please provide details to include nature, kind, color, shape, size, material, location, and any other pertinent details. Location to be shown on survey.

Description: _____

Comments: _____

Date of Request: _____ Signature of Owner

Review Committee Signature: _____ Approved Not Approved

Approval of any Modification, Alteration, or Addition does not waive the necessity of obtaining the required Federal, State, County, City or applicable agency approval(s) or permit(s)

PLANNING CRITERIA APPLICATION FOR POLO WEST ESTATES

TO: PROJECT MANAGER/Polo West Estates

BUILDER: _____

PARCEL: Polo West Estates LOT: _____

DATE: _____

This application is being submitted for:

New Construction: Spec Home: _____

New Construction: Pre-Sale Home: _____

Architectural Review _____

Final Landscaping/Exterior
Color Review _____

MODEL/FLOOR PLAN ELEVATION

Has floor plan been previously approved for another lot? _____

If "YES", for which lot? _____

Is elevation style substantially different? _____

SQUARE FOOT AGE

Air Conditioned Space (1st Floor): _____

Air Conditioned Space (2nd Floor): _____

TOTAL NET SQUARE FEET: _____

Covered Porches: _____

Garage/Storage: _____

Other: _____

TOTAL GROSS SQUARE FEET: _____

BUILDER: _____
Name Firm
ADDRESS: _____
Street

City State Zip

Telephone Numbers

ARCHITECT: _____
Name Firm
ADDRESS: _____
Street

City State Zip

Telephone Numbers

BUILDER: _____
Name Firm
ADDRESS: _____
Street

City State Zip

Telephone Numbers

Buyer: *If*
Applicable
ADDRESS: _____
Name Firm
Street

City State Zip

Telephone Numbers

LANDSCAPE:
DESIGNER: _____
Name Firm
ADDRESS: _____
Street

City State Zip

Telephone Numbers

EXTERIOR FEATURES

COLOR/FINISH

DESCRIPTION

DRIVEWAY	_____	_____
ENTRY WALK	_____	_____
STOOP	_____	_____
SIDING	_____	_____
STONE/BRICK/STUCCO	_____	_____
SHUTTERS	_____	_____
WINDOW TRIM	_____	_____
ENTRY DOOR	_____	_____
GLASS SLIDING DOORS	_____	_____
FRENCH DOORS	_____	_____
GARAGE DOOR	_____	_____
ROOFING	_____	_____
FACIA	_____	_____
SOFFIT	_____	_____
GUTTERS	_____	_____
CHIMNEY	_____	_____
SCREENING	_____	_____
PORCH/PATIO DECK	_____	_____
POOL DECK	_____	_____
FENCING/WALLS	_____	_____
PLANTERS	_____	_____
POST LAMP	_____	_____

NOTE: Include color chips, material samples, and product photos as required with application.

PLANNING CRITERIA APPLICATION STATUS FOR Polo West Estates

TO: _____

FROM: _____

SUBJECT: _____

PARCEL: _____ LOT: _____

DATE: _____

The Architectural Review Board has reviewed the foregoing Planning Criteria Application and rendered the following decision:

- _____ Approved
- _____ Approved with Comments
- _____ Approved with Limiting Conditions
- _____ Denied

Comments (Recommendations/Suggestions): _____

Limiting Conditions (Binding Provisions): _____

The preceding application is submitted for review by the Architectural Review Board of Polo West Estates Homeowners Association, Inc. Required design documents are attached.

SUBMITTED BY:

(Print Name)

Signature

Title: _____

Firm: _____

Date: _____