

June 2005

**BELFRY PLACE ARCHITECTURAL
COMMITTEE MISSION STATEMENT**

ARCHITECTURAL COMMITTEE MEMBERS:

Chairman	—	Charlotte Bruins
Senior Member	—	John LeClere
Senior Member	—	Kathie Scherer

MISSION STATEMENT:

The Architectural Committee is responsible for ensuring that all homeowners meet the requirements and guidelines for the modifications of the exterior of their homes as defined by the Architectural Committee, the Oakhill Homeowners Association and the PGA Master Association. These modifications may include, but are not limited to:

- Color of paint-exterior and driveways
- Cleanliness of roofs, exterior of houses and driveways
- Additions to homes - pools, screened enclosures, pads (for grills, etc.)
- Mailboxes Outside lights
- Hurricane shutters
- Gutters and leaders
- Trellis work

The Architectural Committee will provide unbiased recommendations to the Oakhill Homeowners Association, which shall be the result of a majority of the committee one of whom shall be the Chairperson. The "modification" request, after being presented to the Oakhill Homeowners Association for its approval, will be sent to the Master Association.

The Committee shall work as a liaison between the homeowner and Master Association to ensure prompt action on requests for modifications.

The Architectural Committee shall work with the Landscaping Committee as the Design Review Board to serve our residents in a manner that will enhance the attractiveness and value of our community.

DESIGN REVIEW PACKAGE

The Oakhill Architectural Committee requires the following:

1. Any and all changes to the exterior of your home must be submitted to the Oakhill HOA for review. This is done by completing all of the paperwork attached.
2. Incomplete submittals will be sent back and cannot be reviewed.
3. Owner is responsible for obtaining all city and county permits, which must be submitted to the Architectural Committee and/or Lang Management.
4. Include one (1) copies of any samples, sketches, helpful photos, color schemes, etc of the proposed changes.
5. Applications may be subject to an application fee to the PGA Village POA.
6. You will be notified in writing by the DRB of the result of your review. Please allow adequate time for review prior to scheduling work.
7. When you have completed each of the forms, please return to the PGA Village Association office, 2140 NW Reserve Park Trace, Port St. Lucie, FL 34986.

If you have any questions, Dan can be reached at (772) 323-2004 or by fax at (772) 878-1519 at Bristol Management Services.

DESIGN REVIEW BOARD APPLICATION

TO BE COMPLETED BY EACH RESIDENT THEN SUBMITTED TO THE OAKHILL HOMEOWNERS ASSOCIATION DESIGN REVIEW BOARD

APPLICANT: _____ PHONE #: _____

DATE:

ADDRESS: _____

COMMUNITY: _____ DATE: _____

DESCRIPTION OF WORK:
(Attach Separate Page if Necessary)

COMPLETE THE ABOVE PORTION OF THIS FORM, ATTACH SIGNED WAIVER OF LIABILITY FORM. AND SUBMIT WITH BLUE PRINTS, SKETCHES, SITE PLANS, ETC. TO LANG MANAGEMENT COMPANY FOR PROCESSING BY THE OAKHILL HOA. (PLEASE INCLUDE APPLICATION FEE, IF APPLICABLE, PAYABLE TO PGA VILLAGE ASSOCIATION).

OAKHILL HOA / PGA VILLAGE POA

WAIVER OF LIABILITY

Print Name _____ (hereinafter known as "Owner") of _____, (Unit/Address), Port St. Lucie, FL, seeks approval for said addition, change, or alteration to the above-mentioned Unit/Lot from the Board of Directors of Oakhill HOA/PGA Village POA (hereinafter known as "Associations"),

Owner shall be responsible for all costs and expenses in the addition, change or alteration of said Unit/Lot. All such work shall be completed in good and workmanlike manner in accordance with all applicable laws, ordinances, rules, regulations and requirements of all governmental bodies or officers having jurisdiction over such work, and before such work is commenced, all required permits and authorizations shall be obtained by Owner. Work shall be in conformance with the approved plans.

Owner shall pay all costs, expenses and damages to repair or replace any portion of the common areas damaged by subcontractors, material men, mechanics or other third parties rendering goods or services to said Unit/Lot upon notice of the PGA Village Association Board and Oakhill HOA Board within forty-five (45) days of substantial completion of the review. In the event that said costs and expenses are not paid within thirty (30) days written notice, PGA Village POA or Oakhill HOA Association shall have the right to levy an assessment against the Unit for said costs and expenses. The Associations shall have all remedies for non-payment of assessments, including but not limited to lien rights, as further contemplated in the Declaration of the Associations.

Owner expressly understands that Associations approvals or disapprovals will be based on any ground, including without limitation, aesthetic reasons, to maintain and protect the value of property within Oakhill. Owner shall seek architectural and engineering opinions on said plans from respective professionals in the field and shall not request or rely on the Association for these opinions.

Owner shall indemnify and hold Associations free and harmless from and against any and all liability caused by or arising from any acts, which may increase the susceptibility to loss on the described property or common areas and any loss, claim or damage by reason of any injury, accident or damage to any person or property, including common areas of the Associations arising out of or in any way relating to the addition, change or alteration of the Unit, occasioned wholly or in part by any act or omission of Owner, any contractor, or any other third party rendering goods or services. In the event that Associations shall be made a party to any litigation commenced against Owner concerning addition, change or alteration to the Unit/Lot, then Owner shall defend, protect and hold Associations harmless and pay all attorney's fees, costs and expenses incurred by them in connection with such litigation.

In connection with any dispute, litigation enforcement, or interpretation of this Waiver of Liability, Associations shall be entitled to recover reasonable attorney's fees, including appellate and post-judgement proceedings, costs and expenses.

The WAIVER OF LIABILITY has been executed on the ____ day of _____. The benefits derived by the applicant from the approval of this DRB application shall be considered sufficient consideration to support the Owners obligation(s) in this Waiver of Liability.

WITNESS:

UNIT OWNER

UNIT OWNER

PGA VILLAGE PROPERTY OWNERS ASSOCIATION

DESIGN REVIEW BOARD DISPOSITION OF REQUEST

The request of (Applicant) _____

For the work to be performed at the property located at (address):

Lot#

In the Community of Oakhill in the PGA Village has been - Please circle:

APPROVED

DISAPPROVED

.....

Subject or due to the following: _____

Signature of OHHOA, Architectural Committee

Print Name

Date

Signature of OHHOA, Architectural Committee

Print Name

Date

The above approval/disapproval is the decision of the OHHOA, Architectural Committee of the Oakhill Home Owners Association at a meeting held _____, 20__

The approval of the DESIGN REVIEW BOARD of either the Oakhill HOA or PGA Village Property Association does not waive the St. Lucie County permits process if applicable, or the requirement for petitioner to notify all utility companies whose line/equipment may rest within the boundary of any improvement/alteration.