

The Meadows Homeowners Association, Inc.

Greetings:

The Board of Directors of The Meadows welcomes you to the community. Our mission is to do everything we can to make your living here easy and enjoyable. We are always available to answer questions and communicate.

To that end, this packet contains information that will be useful to you as you settle into your home, meet your neighbors, and learn where things are located and whom to call when a need arises.

We wish you good living...

The Meadows' Board, Mike Schmidt, Pres.
2/19

THE MEADOWS OF SUGAR MILL

HOMEOWNERS' GUIDE

EDITION 2019

This guidance document has been assembled to assist new and existing members of The Meadows community. It includes the Policies and Procedures of operation for Sugar Mill and The Meadows, key contact names and numbers, and general information thought to be helpful. The Board welcomes additions or corrections to this guide, which will be updated annually. And, please pass this Guide along to new owners of your home or to those who might rent your home.

Michael Schmidt
President
The Meadows Homeowners Association
2/19

The Meadows Homeowners' Guide

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- The Arborist Plus...386-690-5797

GENERAL SERVICES TELEPHONE NUMBERS

Emergencies	911	Emergency Operator
Poison Control	1-800-222-1222	Emergency Assistance
Sugar Mill Security	423-4900	Security Guard
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2019 Meadows of Sugar Mill Board of Directors and Committees

Board of Directors

President	Michael Schmidt 386-478-1912 drbones5000@aol.com
Vice President + Grounds & Landscape	Dave Richards 386-423-1188 drichards1098@gmail.com
Secretary	Marsha Lundy 386-426-6624 marshalundy@earthlink.net
Treasurer	Jon Wolff 203-512-6719 jonwolff12@hotmail.com
Architecture Design Review	Carter Rose 386-426-8800 Crosey2@bellsouth.net

Volunteer Committees

Social Committee	Gail and Jan Miller
Decorations Committee	Marilyn and Steve Howland
Landscape Services QC	Dave Richards Mike Schmidt

~ Mission of the Board of The Meadows ~

- Anticipate and deal with everything affecting The Meadows so that you, the residents, can live a good community life without worry or complaint.
- Maintain the structures and landscaping of The Meadows to uphold our high reputation in the Sugar Mill community and with realtors, and for our own well-being.
- Develop a sound fiscal plan and execute it appropriately; and anticipate and plan for future financial needs and wants.
- Assure all residents and builders adhere to our Governing Standards and Policies, Bylaws ... and Declaration of Covenants, Conditions and Restrictions... to maintain our community as we like it.
- Keep abreast of new regulations affecting homeowners' associations and address all regulations, as needed.
- Communicate effectively with the residents of, and vendors for, The Meadows by being available, open to suggestion, and by responding promptly with answers and good solutions.
- Assure transparency in the operations of the Board and any associated documents.

~ Roles & Responsibilities of the Board ~

The goal of the Board of Directors of The Meadows is to fulfill assigned responsibilities in order to:

- Maintain a good and safe living environment for all homeowners, their guests, and any tenants living in The Meadows.
- Enforce our policies and DCC&Rs to maintain community standards and properties.
- Uphold the reputation of The Meadows in the Sugar Mill community and in New Smyrna Beach.
- Create a realistic budget and adhere to it by tracking expenses continually and using fact-based planning for the calendar year and for the future.
- Be available to residents for questions arising; listen well and respond promptly.

To these ends, the Board will meet bi-monthly throughout the year to hear and act on issues arising, make decisions, and to monitor expenditures and keep the organization on budget.

~ General Information ~

Animal Control

Issues regarding animals should be referred to New Smyrna Beach Animal Control (424-2400) to deal with the situation.

Architectural Control

The design and construction of all structures in The Meadows must conform to the requirements of the decors of The Meadows, as well as the DCCRs applicable to the Sugar Mill Association.

All new construction, (and major changes to existing construction) require prior design review and approval by The Meadows' Board of Director and the Sugar Mill Design Review Board. The Meadows' Architectural Control Committee provides an initial review of all major construction, landscaping, and irrigation plans, as well as location of installations such as solar heating, electrical generators, etc., and provides recommendations to the Meadows Board.

Most elements of the exterior of Meadows' homes are standardized with respect to materials and color schemes. Homeowners must comply with these stipulations, which are detailed in the DCC&Rs of The Meadows.

To facilitate the review processes for building and landscaping, The Meadows uses a form for homeowners to use that captures the correct information for consideration. This form can be obtained from the President of The Meadows's Board or the Chairperson of the Architectural Review committee. The Board works to assure the review process is completed in a timely fashion...usually within two weeks. Note: for minor changes in landscaping or if exterior work is done using standard/approved Meadow's materials and colors, then a formal review and form completion is not needed.

DCCRs and By-Laws of The Meadows

The Meadows community is governed by a *Declaration of Covenants, Conditions, and Restrictions (the DCC&Rs)* that define the community and specify property and voting rights of homeowners, lot covenants and architectural controls, and general provisions regarding the operation of the neighborhood.

The *By-Laws* document describes the composition, selection, powers, and duties of the Board of Directors of the Meadows; and, how Board meetings will be conducted, and meeting minutes communicated to homeowners.

Complete copies of the DCC&Rs and the By-Laws can be obtained from the Board president.

(Note: The community of Sugar Mill, at large, also has such documents that apply to homeowners of The Meadows as well as other homes in Sugar Mill.)

Decorating and Landscaping Common Areas and Owners' Lots

According to the By-Laws of the Meadows Homeowners Association, The Board of Directors has the power to adopt and publish regulations for the Common Areas and facilities. It is responsible for maintenance and preservation of these areas, as well as for control of landscaping and decoration.

Responsibility for the administration of maintenance, landscaping, and decoration duties is assigned to the Grounds Committee, which will decide, subject to Board approval, on appropriate plantings, designs, and displays in Common Areas, in concert with the Architectural Control Committee if circumstances warrant.

The Grounds Committee is responsible for selection and maintenance of plantings and displays, and supervision of the installation thereof. It is important that control be exercised by the Grounds Committee to ensure that landscaping in Common Areas is attractive and properly maintained, and that Common Area holiday decorations are tasteful and in keeping with the nature of the occasion, and consistent with the balanced best interests of the community.

Association Members, from time to time, may wish to make suggestions or request permission to install plantings or special holiday decorations in a Common Area or upon their Lots. All such requests and suggestions should be submitted to the Grounds Committee in advance, in writing, and in sufficient detail to allow the Committee to properly evaluate them. After consideration of the request, the Committee will make its decision and advise the member accordingly. This applies to lawn decorations, which should be kept to a minimum in the neighborhood.

Electrical Surge Suppression and Electrical Grounding

Electronic devices such as TV's, VCR's, and Computers are especially susceptible to transient electrical conditions and surges, which may cause extensive damage during electrical storms.

As a minimum, individual homes should have a ground connection measuring 25 ohms or less – but experience indicates that many Meadows' homes have substantially higher resistance grounds, a condition that can increase the chance of damage. The New Smyrna Beach Utilities Commission, upon request and at no charge, will test the resistance value of grounds and make recommendations for corrective action by the homeowner.

During extended absences, it is advisable to unplug expensive electronic devices. Several homeowners have also installed sophisticated surge protection equipment to provide a greater measure of protection of their electronic equipment.

Emergency and Evacuation Procedures

In case of emergencies call 911 for ambulance services and medical attention; they will also respond to fire-related emergencies.

In the case of a needed evacuation, police will patrol the community and notify residents via loudspeakers as to how to leave and where to go. It is recommended that each homeowner have a packed bag (clothes, bottled water, medications and a listing, vital documents, some cash, key contacts' numbers, etc.) in an easily accessible location in order to be able to evacuate quickly. Refer to the front section of the New Smyrna Beach telephone book for detailed information about preparing for an emergency and evacuation centers.

Generators

Homeowners who wish to install standby electrical generators to provide power during electrical interruptions must follow the following requirements:

1. All installations of generators must be approved in advance by the Architectural Control Committee and the Board of Directors.
2. Installations must meet the City of New Smyrna Beach Building Code, which requires a permit prior to installation and contains additional restrictions covering their use. It is the homeowner's responsibility to obtain this permit.
3. The preferred location for the generator is on the side or rear of the home, in a location that is least obtrusive in terms of visibility from the street and the golf course, attempting also to minimize the noise level to the neighbors.
4. As is the case with all externally mounted equipment, suitable shrubbery and plantings must be installed to screen the unit from public view.
5. These units need to be run a few minutes every week to assure they are functional when needed.

Home Maintenance Responsibilities

To assist in the enforcement of the Meadows DCCRs, our contracted management company (Atlantic Community Management, Inc.) conducts periodic walk-thru inspections of the Meadows' properties. They notify registered owners and the Board of Directors directly of any maintenance items needing attention, including, but not limited, to those listed below. Any disputes regarding citations and recommendations, or appeals by homeowners, should be directed to the management company or the Board of Directors for resolution.

It is important to maintain a consistent and high-quality appearance of homes in The Meadows. The DCCRs list regulations regarding materials and colors to be used in any

new construction or for renovations or repairs. Some details from the DCCRs are reiterated below.

All plans and specifications for new construction, renovation, or rebuilding, including the landscaping and irrigation plan, must be approved in advance by the Board of Directors of the Association and the Sugar Mill Association Design Review Board. In the event an Owner undertakes any change in the appearance of the Lot or Living Unit or the landscaping and irrigation plan without the prior approval of these bodies, the Owner shall be responsible for all costs of restoration to the original approved state and the costs of enforcing the restoration by legal means, including court costs and attorney fees.

Specifically, this includes (but is not limited to) the following architectural elements that are necessary in order to assure harmony in the exterior appearance of the Meadows subdivision:

- Placement and/or orientation of Living Units on Lots
- Roof colors, texture and appearance
- Gutter materials and colors
- Trim and siding materials and colors
- Window and exterior door types and trim color
- Screen enclosures and sliding door types and trim color
- Garage door (side and front entry) designs and colors
- Driveway designs, materials and colors
- Location of solar heating panels
- Walls and landscaping designs (note: fences are not allowed on properties)
- Compliance with minimum square footage of Living Unit
- Location of satellite reception equipment
- Raised beds for flowers or shrubs

Colors shall conform to the following standards:

- | | |
|---------------------------------|--|
| □ Building Siding: | Georgetown Gray |
| □ Trim: | Meadows Blue or Silver Mist |
| □ Doors: | Meadows Blue or Georgetown Gray |
| □ Front Entry Doors: | Raised front panels may be outlined in the trim color of the house |
| □ Awnings: | Senesta Blue #314011 if trim is Meadows Blue |
| or | Senesta Grey #314030 if trim is Silver Mist |
| ○ Roof Shingles: | Harbor Blue |
| □ Window trim: | Bronze |
| □ Screen Enclosure trim: | Bronze |
| □ Screen Enclosure mesh: | Charcoal |
| □ Driveways: | Sussex Grey with tint added (Richard's Paint) |

(Note: Regarding the correct paints to be used in The Meadows, "Southern Paint" of New Smyrna Beach is aware of the appropriate paints and stocks them or mixes them upon request.

1.) House Painting. Sun and fungal growth affect painted surfaces and necessitate periodic house painting.

2.) Driveway Painting. Driveway surfaces can be worn down by traffic or discolored by prolonged exposure to sprinklers or shrubs' run-off and will require periodic repainting to maintain a uniform look within the community.

3.) Roofs. Problems with algae growth, fungus, or mildew on roof surfaces can result in unsightly black streaks and discoloration which detract from the appearance of the community. There are a number of solutions to correct and prevent these conditions, ranging from power washing to chemical treatments. It is advised to check with the Board

for recommendations on reputable companies for roof care; for example, power washing in an incorrect manner can weaken shingles and shorten the lifespan of roofing.

4.) Gutters. Residents are allowed to add rain gutters to their homes. Rain gutters should be painted to match the trim color of the home. Residents are also responsible for avoiding drainage problems that may arise from gutter installations, such as excessive flooding or water pooling from drain pipes. It is important that gutters be cleaned yearly to prevent the buildup of flammable debris and to ensure proper drainage.

5.) Exterior Equipment. To avoid unsightly views from the street, the golf course, or neighboring properties, externally mounted equipment, (e.g., air conditioners, hose racks, pool equipment, recreational equipment), and portable equipment stored outdoors, (e.g., gas or charcoal grills, hose reels) must be screened from public view by shrubbery or other approved screening. Boats, bicycles, motorcycles, lawn chairs or wheelbarrows should not be stored in driveways or alongside houses.

6.) Undeveloped Lots. The DCCRs are applicable to all property in Sugar Mill (see Article VIII of the SMA), as well as Meadows (Articles VII and IX). They require that owners keep their lots in a neat and orderly condition. Excessive growth of weeds and vegetation on undeveloped lots is unsightly, detrimental to community property values, a potential haven for vermin, and a potential fire hazard. Owners will keep the vegetation growth on their lots under reasonable control. The Association's lawn maintenance contractor will "bush hog"/cut the vegetation any time the growth becomes unsightly.

Also, no debris (e.g., paper, metal, plastic, fallen limbs, palm fronds, etc.) should remain on any lot for more than 30 days.

7.) Dumpsters: Dumpsters may be parked in driveways or on properties during construction or renovations. However, they should be removed within 14 days of the completion of the project.

Irrigation Systems. Policies and Procedures

The Meadows Homeowners Association provides the central irrigation distribution system, the water supply, and replacement or repair of sprinkler heads. The initial installation of individual lot irrigation systems is the responsibility of the homeowner and must be approved by the Architectural and Grounds Chairperson and the Board. The lawn maintenance contractor will provide a bid to any home or lot owner installing a new irrigation system or when/if making changes to an existing one.

The system is designed to provide for basic water needs. Individual lots are grouped in zones designed for optimum usage of our "limited" resources, which draw water from dedicated wells. Therefore, use of the irrigation system for special applications such as fountains, etc. is not permitted and Board approval is required for any individual lot sprinkler changes that will require additional water usage.

Operation of the sprinkler system may also be limited by the St. John's River Water Management District regulations and water conservation policies, which are a matter of public record. Where water usage is curtailed due to problems with our own system, every effort will be made to notify homeowners so that they can take precautions to protect their shrubbery and plantings. For new sod or plants, hand watering each day for the first two weeks is recommended and allowed.

We have contracted with Brightview, our landscape service provider, for an irrigation specialist to be on site weekly to handle repairs and special needs in the community. Issues should be reported to him or called in to Brightview at 1-407-831-8701.

In emergency, call Brightview immediately, and then Dave Richards (423-1188) or Mike Schmidt (478-1912). They are authorized to turn off water supplies to affected zones, or to turn off the central water supply if a major break occurs. Note: if the problem is a single sprinkler or zone, that water will only run for an hour at most, and then automatically shut off; i.e., no need to worry about a sprinkler running overnight.

Homeowners who wish to install privately sourced water wells on their property for the purpose of providing irrigation to their lot(s) are permitted to do so, but only after informing the Board of Directors in writing for approval. All expenses associated with locating, designing, drilling, pump installation and sprinkler system installation must be borne by the individual homeowner. Consistent with existing by-laws, design specifications of the sprinkler system must be submitted to and approved in advance by the Architectural Control Committee and Grounds and Maintenance Chairperson. In addition, any changes in the existing design or any new irrigation system (as well as a disconnection from the current irrigation system) must be supervised by our Irrigation Contractor. Once installed, the Meadows Homeowners Association will maintain the sprinkler system. This does not include any expenses that might be required to maintain the well and its pumping system. These expenses will continue to be borne by the individual homeowner. Accordingly, improved lots with private wells will be assessed the same quarterly homeowners' fees as all other improved lots.

Lawn Care and Landscape Services

Lawn mowing, edging, weeding, mulch application, fertilization, insecticide and weed control applications, and the trimming of palms, small trees and shrubs is done by a contractor hired by the Meadows Homeowners Association. Costs for this are included in homeowner fees. The current providers are Brightview Landscape, Inc. (phone-1-321-400-3077) and The Arborist Plus (1-386-690- 5797). Lawn mowing is usually done mid-week during the growing season and less frequently in the winter months. A limited amount of tree trimming is provided to each homeowner for hedges and trees not exceeding 8 feet in height and for palmettos. These contractors will provide special consultations and services to homeowners for specific fees for specific jobs. If work is needed, the homeowner should contact them directly via phone or by seeking out a crew chief when they are on site.

Notices and Information

A community bulletin board is located at the front gate/entry station of The Meadows. Posted there is a map of the area and notices regarding Meadows' Board meetings and minutes of the meetings, special events, and other subjects of general interest. This bulletin board is not for individual use. Notices from the Board and Board Meeting Minutes will be sent via e-mail also. Requests to post information should be sent to the President of the Homeowners Association.

Parking

The Meadows community has agreed on a number of parking restrictions, all with the intent to keep the neighborhood "free of vehicle clutter", the streets safer and easier to navigate, and vehicles secure.

- vehicles should be parked in garages during the day and night.
- garage doors should be kept closed
- vehicles should not be parked in the street.
- trucks, trailers and RV/motorhomes can be parked in driveways or on the street for 24-hour periods to prepare for trips and for loading purposes.

It is understood that service people's vehicles and equipment will have to be parked in driveways when work is being done at a home. And, guests' vehicles can be parked in driveways when visiting. If needed, exceptions to the above regulations can be brought to the Board for consideration.

Pet Control

Dogs, cats, and birds are allowed to be kept as pets by homeowners. It is expected that residents will curb their pets and clean up after them, this includes in the common areas. All pets should be on-leash in the neighborhood; and, no pets are allowed on the golf courses.

Pest Control

Pest control is not provided by the community or covered by homeowner fees. It is recommended that homeowners' contract for their own service for inside and outside applications, to be done on a regular basis.

Post Office Procedures

Arrangements for a mailbox, keys, mail delivery instructions must be made directly with the U. S. Post Office. The current office location that services the Meadows is located on Mission Ave. Phone: 427-1961. The Meadows Homeowners Association has no role in any procedures for U. S. Mail. Several kiosks are located within The Meadows and each serves the adjacent homes. Mail is delivered daily. A slot for Outgoing mail is provided also. Large metal secure boxes for oversized packages are part of each mail box kiosk system. If a key is in your mail box, that signifies that a large package is in one of the boxes.

Rental and Home Sales Policies

Home Rental.

Homeowners are allowed to rent their homes, but only for no less than a three (3) consecutive month period. Renters must be given and acknowledge reading the DCCRs of The Meadows and abide by the policies and stipulations therein. It is helpful if homeowners especially point out the parking regulations in the community and the policies concerning pets. The Board does not set rental fees or screen rental applicants or assist in the rental process or collection of fees.

Home Sales.

Homeowners may sell their homes either through agents or on their own. Appropriately designed and constructed signs can be placed on lots or lawns. The Board will not assist in any way the viewing or sale of a home; however, homeowners can receive community-related documents from the Board, as needed, to assist the process.

Sale of Home Furnishings.

Homeowners are allowed to sell items from their home, but only "by appointment". General "Garage Sales" are not allowed and should not be advertised to attract people to the neighborhood.

Security

Overall security for Sugar Mill is provided by the Sugar Mill Homeowners Association which maintains two gates to control access to the Sugar Mill Community. The main "east" gate at the end of Sugar Mill Drive is staffed by a uniformed guard, who can help visitors and emergency vehicles to their destinations. The "west gate" is not staffed but controlled by a card reader system. Entrance through this gate, located off Pioneer Trail, is limited to residents' vehicles bearing decals that can be read by a barcode scanner that controls the gate. Access decals can be obtained at the administration offices at the entrance to the Country Club. There is no charge for decals for each vehicle. The decal should be pasted on the rear window on the driver's side of the vehicle.

Sugar Mill security is supplemented by periodic roving patrols by Association personnel and the New Smyrna Beach Police department. Sugar Mill Security (423-4900) will, upon request, monitor properties that are unoccupied during residents extended stay away from home. To facilitate location of addresses for security and emergency services personnel, homeowners should ensure that house numbers are prominently displayed on homes.

Additional security for The Meadows is provided at the Meadows entrance gate: a security camera scans the vehicle and license plate of all traffic thru the gate. If a homeowner needs information from the system, they should contact a Board member who will contact the operations person (contracted by The Meadows) who will retrieve relevant time-line tapes for review. If a break-in has occurred, he will work with local police to use the information as part of their investigation.

Trash and Foliage Debris Procedures

Refuse collection is done each Tuesday and Friday. Recyclables collection is only done on Friday. Cardboard boxes must be collapsed, or they will not be picked up. If very large items are being discarded at the curb, prior notice must be given to Waste Management at 424-1850. Homeowners may put their trash bins curbside after dark on the evening before or prior to 9:00 AM the morning of pick up. Trash bins should be put away as soon as possible after the trash has been collected. Homeowners who expect to be away more than eight hours after trash collection should ask one of their neighbors to help with this. Burning off papers or trash is not permitted in The Meadows.

If a homeowner is physically not able to handle bringing their trash containers to the curb, they can call Waste Management and arrange for the crew to pick up at the garage door.

Yard waste is collected on Thursdays. Per the New Smyrna Beach Municipal Yard Waste Policy, all accumulations of leaves, grass, or shrubbery cuttings (branches, etc.) should not exceed four (4) feet in length, six (6) inches in diameter, or sixty (60) pounds in weight; and does not include any form of matter or debris resulting from tree removal, land clearing, land development, building demolition, or home improvement or remodeling. Yard waste collection shall be limited to the collection of up to four (4) thirty-two-gallon solid waste containers, or eight (8) plastic bags or eight (8) bundles of yard waste. Palm fronds will be collected untied, regardless of length, if neatly stacked.

TV and Internet Services

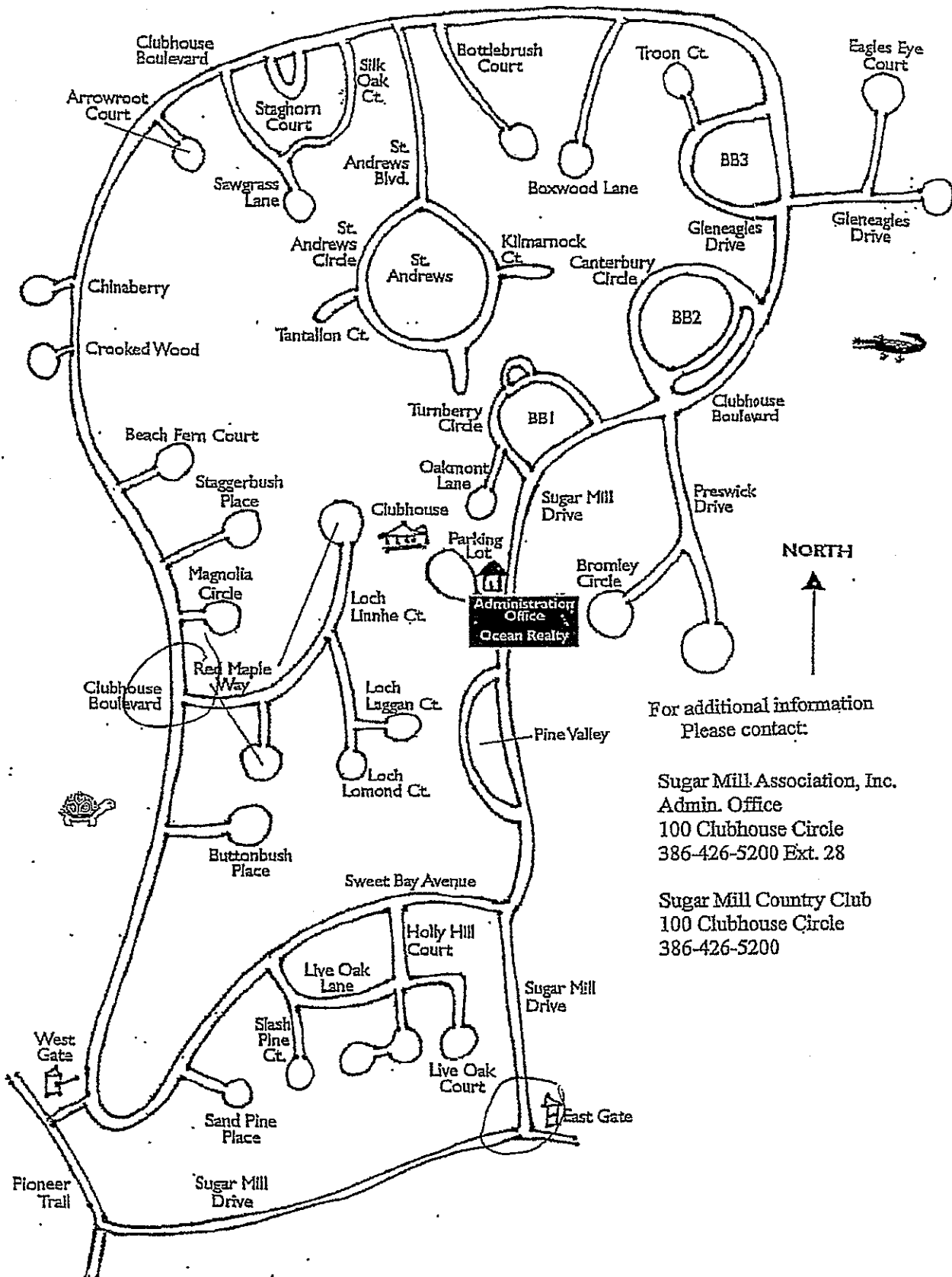
The Meadows Homeowners Association has a contract with Spectrum Communications for providing "basic and standard" cable service to each home in the Meadows. We have a bulk contract for the entire neighborhood. The costs for this are included in each homeowner's community fees; Spectrum will not bill homeowners directly for this basic service. Basic service includes about 175 channels, including the premium HBO Channel and high-speed internet service. Homeowners can select (at their expense) other programming from Spectrum, as listed in their catalog. Landline telephone service is also available, at homeowner cost. For new installations or to add services, call 1-888-345-7139. Problems or questions regarding Spectrum's standard cable service should be directed to Spectrum Customer Service: 1-855-222-0102 or 423-1151 referring to "The Meadows' Bulk Account". Note: If the call concerns basic cable service (no premium channels), the cable TV company should be given the account number (522-462-01) and told that the caller is a resident of the Meadows of Sugar Mill subdivision in New Smyrna Beach.

Homeowners may also install, in approved locations, "Direct TV" or DISH type equipment for extra services. Placement of equipment must be approved by The Meadows' Architectural Committee and the Board of Directors to assure compliance with

Sugar Mill Association as well as the Meadows' requirements. Units are not to be visible from the street. Large satellite dishes are not permitted.

Call the Board Secretary for any additions or corrections needed to this document

MJS
2/19



For additional information
Please contact:

Sugar Mill Association, Inc.
Admin. Office
100 Clubhouse Circle
386-426-5200 Ext. 28

Sugar Mill Country Club
100 Clubhouse Circle
386-426-5200

- Lawn Care Communications -

The Meadows' Board is committed to providing homeowners good lawn care services. The information included herein should be helpful to you for understanding the schedule of Brightview's services, and their obligations and processes for resolving issues and handling requests for special services. You have a right to have easy access to Brightview and acknowledgment of your call...and prompt resolution of your request.

So, how best to file a request for Brightview services?

- Use the "Brightview Homeowner Connect" computer portal, as previous instructed; or use the self-instruction materials provided by Brightview. Also, we will be hosting a tutorial on this in the near future. Homeowners will be informed as to when and where.
- Use a "Landscape Services Request Form". These are located in the red tubes on the back of the mailbox kiosks. These tubes are checked by crew leaders when they arrive on Thursdays for their weekly service. If the work crew has time, you will be contacted on that day; or, your request information will be entered into the Brightview system for action later. You should be notified that your request was entered...and some information on action to be taken.
- You can call our Brightview Account Manager (Kris Craddock: **321-400-3077**, and he will process your request, as noted above.

Then, what should you expect?

- An acknowledgement of your request, within three (3) days.
- Action your problem/request or a visit by a Brightview representative for discussion.
- Your request will be logged into the Brightview database for The Meadows
- If these do not occur, you may call Dave Richards (Meadows Board Members for landscape and grounds) at 386-423-1188. He will contact Brightview to resolve issues. Dave is a full -time resident and, except for vacations, is here in The Meadows and always available.

Brightview is committed to maintaining a history of all requests received from Meadows' homeowners. In addition, there will be a monthly "Site Quality Inspection" by Brightview staff, accompanied by a Board member. Work Requested will be checked against Work Done, and appropriate follow up will be scheduled, as needed. Also, Dave will meet with the Brightview account manager weekly to review requests and any work still outstanding.

Dave Richards

- The Meadows Landscape Care Considerations -

~Shrub and Tree Trimming Instructions~

*We would appreciate your attention to our special requests for
the trimming of our shrubs and trees, and the care of our
flowerbeds. Thank you,*

Name: _____

House Number: _____

Phone Number: _____

Date: _____

Shrubs

<u>What</u>	<u>Locations</u>	<u>Requests</u>

Flower beds

<u>What</u>	<u>Locations</u>	<u>Requests</u>

Trees

<u>What</u>	<u>Locations</u>	<u>Requests</u>

The Meadows

NAME: _____

ADDRESS: _____

DATE: _____

DESCRIPTION OF SERVICE REQUEST: _____

DATE RECEIVED: _____

RESOLUTION: _____

SIGNATURE: _____

DATE: _____

To: Homeowners of the Meadows
From: The Meadows Board
FEBRUARY 2019

Homeowners:

At the recent Homeowners Association meeting there were questions and some discussion regarding homeowner-initiated construction and landscape changes in the Meadows. Specifically:

- What was considered a "major" vs. "minor" change in structure or landscaping?
- What is the "Approval Form" that must be filed with the Board or the Architectural Review committee?
- Could homeowners have the Design Review and Approval Form used by the Board more readily available to them?
- What needs to be approved and by whom? Can these processes be expedited?

This note addresses these questions.

- **What is considered a "major" vs. "minor" change in structure or landscaping? What needs to be approved by the Board?**

The DCCR's use the words "*materially alters*" in describing changes that must be approved by the Meadows' Board. The Board does not consider the following to "materially alter" or to need the review and approval by the Board: replacing flowers, shrubs or sod with similar plantings of the same size and in generally the same places; routine trimming of trees; removal of shrubs or flower plantings; repainting of homes, house trim, or driveways with Meadows-approved colors; or replacing siding or house trim with approved similar materials of the appropriate color; or replacing roofing with approved roofing materials of the appropriate color. These Board-approved materials are listed in the DCCR's and The Meadows Homeowners' Guide, which all homeowners have received. If further clarification is needed, call the current President of the Board or the Chairperson of the Architectural Review Committee. **All other changes proposed must be routed through the Meadows Architectural Review Committee (ARC) before any work begins.**

The Board believes these considerations will facilitate homeowners in maintaining their homes in good order and commensurate with the high standards of the neighborhood.

- **What is the "approval form" that must be filed with the Board or the Architectural Review committee? Could homeowners have the Design Review and Approval Form used by the Board more readily available to them?**

The "Design Review Application" form is attached. It is also now posted on the Atlantic Community Management website, under the Sugar Mill link-

Meadows. It can be downloaded, completed, and submitted electronically to the ARC chairperson or the board president.

- What needs to be approved and by whom? Can these processes be expedited?

For projects/changes considered to "*materially altering*", the Architectural Review Committee Chairperson and the President of the Board may, at their discretion, visit the site and talk with the homeowner. The entire Board of the Meadows will review for approval proposals of this nature. For example: construction of a new house, home additions, changes that alter the appearance or footprint of the house, the removal or changes of driveways and walkways, planting of large trees, the removal or addition of significant plantings that are visible from the street or county club.

You, the Homeowner, are ultimately responsible for assuring that changes you make to your structures and landscaping are appropriate, done well and reviewed in the correct way. Therefore, if a homeowner is uncertain if (or wants assurance that) their project is "*minor and routine*" and need not be reviewed, they should submit their proposed changes to Architectural Review Committee on the Design Review Application. Just the Committee Chairperson and the President of the Board will review such changes for approval. This will expedite such projects.

End
mjs
2/19

DESIGN REVIEW APPLICATION
for
The Architectural Design and Control Committee
of
The Meadows

APPLICATION DATE: _____

APPLICANT'S SIGNATURE: _____

PROPERTY OWNER INFORMATION

NAME: _____

ADDRESS: _____

CITY: _____

STATE: _____

PHONE NUMBER: _____

EMAIL ADDRESS: _____

IMPROVEMENTS OR CHANGES TO PROPERTY

PLEASE WRITE A BRIEF DESCRIPTION OF WHAT YOU PLAN TO DO AND INCLUDE A DRAWING OF THE PLANNED LANDSCAPING OR MINOR CONSTRUCTION. FOR MAJOR CONSTRUCTION, WE NEED BLUEPRINTS, INCLUDING ELEVATIONS AND SETBACKS, E.G., NEW HOMES, ADDITIONS, PATIOS, POOLS, ETC.

CONSTRUCTION SITE LOCATION

ADDRESS: _____
SMHOA UNIT/LOT NUMBER: _____

CONTRACTOR INFORMATION

NAME: _____
PHONE: _____
ADDRESS: _____
CITY: _____
STATE: _____
CONTRACTOR'S LICENSE NUMBER: _____

SCHEDULE FOR THE PROJECT

ESTIMATED START DATE: _____
ESTIMATED COMPLETION DATE: _____

(Note: dumpsters must be removed from the work site no more than two (2) weeks after completion of the work)

COLOR SPECIFICATIONS (SIGNIFY OK OR NA)

DRIVEWAYS AND WALKWAYS = *SUSSEX GREY*: _____
ROOFING = *HARBOR BLUE*: _____
GUTTERS = *MEADOWS BLUE* or *SILVER MIST*: _____
TRIM = *MEADOWS BLUE* or *SILVER MIST*: _____
DOORS-all exterior/garage = *MEADOWS BLUE* or *GEORGETOWN GREY*: _____
HOUSE WALLS = *GEORGETOWN GREY*: _____

**APPLICATION REVIEW SIGNATURES AND APPROVAL DATES
BY THE MEADOWS BOARD:**

~ ALL PROJECTS ~

ARCHITECTURAL DESIGN CHAIR PERSON: _____

MEADOWS BOARD PRESIDENT: _____

and

~ MAJOR CONSTRUCTION OR LANDSCAPE CHANGE ~

BOARD SECRETARY: _____

BOARD TREASURER: _____

GROUNDS COMMITTEE CHAIRPERSON: _____

SPECIAL CONSIDERATIONS OR COMMENTS FROM THE BOARD:

**APPLICATION REVIEW SIGNATURES AND APPROVAL DATES
BY THE SUGAR MILL COMMUNITY BOARD:**

SUGAR MILL DESIGN REVIEW COMMITTEE CHAIRPERSON:

Return to the Meadows' Architectural Review Committee

Carter Rose
386-426-8800
crose2@bellsouth.net

or

Mike Schmidt
386-690-7242
drbones5000@aol.com

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