

**Turnberry Architectural Review Board (ARB) Application – Exterior Renovations**  
**To: Turnberry Architectural Review Board**  
**C/o MAY Management Services 475 West Town Place, Suite 112 St. Augustine, FL 32092**

**Please print legibly.** Property Owner(s) \_\_\_\_\_ Lot #: \_\_\_\_\_

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

Mailing Address (if different): \_\_\_\_\_

Property Owner submitting application: \_\_\_\_\_ Phone: \_\_\_\_\_

E-Mail Address \_\_\_\_\_

Contractor's name, license & insurance information (if applicable): \_\_\_\_\_

Property Owner Signature (required): \_\_\_\_\_

Follow these steps to complete the application for your project:

1. Find your project on the following pages and check the appropriate box for your specific project.
2. Use the checklist under each project to compile the required documentation.
3. Submit a landscape or architectural plan for your project. Your contractor should be able to provide any scale diagrams required. Page 5 is a reference sheet providing more details about some of the information required in the documentation.
4. Attach all required documents and deliver or mail to May Management at the address above, or email to Kelly Frick at [kfrick@maymgt.com](mailto:kfrick@maymgt.com).

The remaining steps of the process will proceed as follows:

5. May Management receives the application form and ensures all required supporting documents are attached.
6. The ARB application is assigned to one of the five members of the ARB.
7. The assignee reviews the application and associated documents in accordance with the Turnberry Association Architectural Standards and Guidelines.
8. The ARB member then may contact the homeowner to review and address any questions.
9. The assigned ARB member makes a recommendation to approve/disapprove to all ARB members. Following their collective assessment, May Management sends a letter of approval/disapproval to the homeowner.
10. Upon project completion, homeowner contacts May Management and the ARB member performs a final inspection to confirm compliance with the Architectural Standards and Guidelines.
11. Compliance with all applicable building codes and communications with St. Johns County Building Services is the responsibility of the general contractor and homeowner and not that of the Turnberry ARB.

**Do Not Write Below This Line**

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Date Received by May Management: \_\_\_\_\_ May Mgmt Signature: \_\_\_\_\_

Date Received by Turnberry ARB Chairperson: \_\_\_\_\_

ARB Member Assigned as Lead: \_\_\_\_\_

Date approved by Turnberry ARB: \_\_\_\_\_ Project Deadline Date: \_\_\_\_\_

From: Turnberry Architectural Review Board

This application is **approved / disapproved** subject to the following conditions, if any:

\_\_\_\_\_  
\_\_\_\_\_

# ARCHITECTURAL REVIEW CHECKLIST MUST BE SUBMITTED WITH APPLICATION

PROJECT MUST BE COMPLETED WITHIN 90 DAYS OF START DATE

**NOTE:** This is not an all-inclusive list of potential projects. Please refer to the WGV Turnberry Community Architectural Standards and Guidelines (S&G) for a complete list.

## ARCHITECTURAL PROJECTS CHECKLISTS

**Exterior Paint** – ARB Standards & Guidelines(S&G), Part II: 1.0 Exterior House Painting and required paint schemes

- Attach color photo of front elevation of house, including roof, to application.
- Include color selection swatch. Identify main house paint color, as well as, trim color(s).
- Include \$500 check payable to 'Turnberry Homeowners Association' as a performance deposit. Performance deposit will be refunded after completion and ARB approval of the project.

**Rain Gutters** - ARB S&G), Part II: 2.0 Rain Gutters

- Attach color photo of front elevation of house, including roof, and color photo or swatch of the new gutters and downspouts. Rain gutters and downspouts must be white or match the trim color of the house. It is required that all gutters and downspouts be installed/painted/replaced together for uniformity.
- Attach manufacturer's specifications for new gutters, downspouts, etc.

**Driveway/Sidewalks/Patios (including painting, non-cement coatings or any custom materials)** - ARB Standards & Guidelines, Part II: 3.0 Driveway/Sidewalks)

- Attach architectural plan with scale diagram providing accurate dimensions of lot and street frontage, property lines and setbacks. Include sidewalk, if applicable.
- Must meet all county requirements. Compliance with county requirements and applicable building codes is the responsibility of the Homeowner and their contractor, not the ARB.
- Attach color and finish samples.
- Attach manufacturer's specifications for material.
- Include \$500 check payable to 'Turnberry Homeowners Association' as a performance deposit. Deposit will be refunded after completion and ARB final approval of the project.

**Roof Replacement / Modification** – ARB Standards & Guidelines, Part II: 4.0 Roofing

**Note:** Asphalt and fiberglass shingles should have a weight consistent with the manufacturer's minimum 40-year bond (50-year preferred) and should be of sufficient thickness to be "architectural shingles".

- Attach color photo of front elevation of house, including roof.
- Attach color photo or brochure of new roofing material, including manufacturer's specifications.
- Include \$500 check payable to 'Turnberry Homeowners Association'. Performance deposit will be refunded after completion and ARB final approval of the project.

**Fence** – ARB Standards & Guidelines: Part II: 5.0 Fencing

**Note:** The Turnberry community has specific guidelines for fences with the sole goal to maintain harmony throughout the community. All fences require an application and ARB approval.

- Is this fence replacing an existing fence? Yes \_\_\_\_\_ No \_\_\_\_\_
- Attach architectural plan with scale diagram showing fence location with all street, lake, and woodland frontage dimensions, property lines, setbacks, etc. More detailed information can be found in the reference sheet at the end of this document, if needed.
- All fences must be complemented with additional shrub planting to screen sections from street views, to soften sections from lake views, and to modulate sections adjacent to neighbors. A separate landscape plan will need to be submitted in these cases. (ARB S&G, Part II: 5.0.e)

- Attach color photo and brochure, pamphlet or other document listing the manufacturer's specifications.
- Include \$1,000 check payable to 'Turnberry Homeowners Association'. Performance deposit will be refunded after completion and ARB final approval of the project.

**Outdoor Structures, including but not limited to; Swimming Pool / Birdcage / Patio / Lanai / Outdoor Kitchen/ Gazebo / Pergola / Firepit/Fireplace –**

**Note:** Relevant sections of ARB S&G are:

- Part II: 6.0 Minimum pool and enclosure requirements
- Part II: 10.0 Gazebos, Garden Structures and Firepits
- Part II: 14.0 Swimming Pools and Above Ground Spa/Hydro-therapy/Hot Tub
- Structure to be built/installed:
- Attach architectural plan with scale diagram showing location of structure clearly marked with all street, lake and woodland frontage dimensions, property lines, setbacks, etc. More detailed information can be found in the reference sheet at the end of this document, if needed. Structure must not extend into an easement. All construction documents to include footprint, colors, material, elevation drawings, electrical, plumbing/gas.
- Include contractor name, license and insurance.
- Must meet all county requirements. Compliance with county requirements and applicable building codes is the responsibility of the Homeowner and their contractor, not the ARB.
- If outdoor kitchen, plan must include materials used, as well as, brochure (or copy) of appliances to be installed.
- For pool/spa/hot tub, include a diagram, drawn to scale for detail, depicting any existing structure(s), as well as, the proposed structure (basically, before & after images). Include check payable to 'Turnberry Homeowners Association':
 

- Gazebos and Garden Structures	\$1,000
- Pool, Spa, Hot tub, Sunroom, Room Addition, Major construction	\$2,000

**Note:** Performance deposit will be refunded after completion of project and ARB final approval of the project.

**Playset/Athletic Equipment -- ARB S&G, Part II, 7.0 Play/Athletic Equipment**

**Note:** These type structures are only allowed in the rear yard of a home, must be constructed of wood or be painted natural earth tones of brown, grey or green.

- Attach architectural plan with scale diagram showing location and size of structure.
- Attach photo with view of current location where proposed structure will go.

**Windows – ARB S&G, Part II, 18.0 Windows**

**Note:** All street-facing windows, regardless of size, must contain muntins. The standard Muntin pattern is 3 over 3 per window sash. Number of muntins may vary for larger size windows.

- Attach color photo of existing windows, if applicable.
- Attach manufacturer's specifications for new windows.
- Attach brochure, pamphlet or some type of image showing the style and color of the new windows.
- If new windows will be a different size than existing windows, the architectural plan must include diagram(s), drawn to scale, showing the new exterior window dimensions.

## LANDSCAPE PROJECTS – MAJOR

### **Planting Palms and Tropical Species** – ARB S&G, Part III, 2.0 Palms and Tropical Species

- Application must name the type of palm or exotic plant. It is also helpful to include a brochure or other document with a picture of the tree/plant and it's expected growth pattern.
- Landscape plan must include scaled diagram of property as outlined on page 1 of this application, noting the type of palm tree or exotic plant to be planted and specific location in yard. Please be mindful of the potential damage tree roots can do if tree is planted too near the home or underground utilities, as well as, easement, property lines and setbacks. More detailed information can be found in the reference sheet at the end of this document, if needed.

### **Pool Landscape** – ARB S&G, Part III, 3.0 Pool Landscape

**Note:** Pools must be visually screened and buffered for noise and privacy purposes from adjacent homes.

- If changing existing pool landscape, or adding a new pool, submit an ARB application that includes a landscape plan as outlined on page 1 of this application. This will be in addition to the architectural plan required for building the pool itself.

### **Sod** – ARB S&G, Part III, 5.0 Sod

- If you plan to use other than St. Augustine (Floritam) grass, you will need to submit an ARB application requesting approval.

### **Tree Removal /Replacement** – ARB S&G, Part III, 7.0 Important Information

- Removing oak trees, other canopy trees, or any large, living trees greater than 6 inches in diameter requires a landscape plan and ARB approval.
- Landscape plan should include reason for removal, and what, if anything, will replace it. A copy of the complete WGV Plant Palette is contained in the ARB S&G, Appendix 5.0.  
**Note:** If a tree is being removed due to disease, the landscape plan must include a report from a certified arborist certifying the disease. If the tree is causing property damage, the landscape plan must include a report from a certified structural engineer stating the ongoing damage being caused to the home, driveway, sidewalk, utilities, etc..
- If a tree is removed, the stump must be removed or ground down to a minimum of 12” below the surface.

*Note: These plans have been reviewed for the limited purpose of determining the aesthetic compatibility of the plans with the community and in conjunction with deed restrictions of your community. These plans are approved on a limited basis. No review has been made with respect to functionality, safety, and compliance with governmental regulations or otherwise and no reliance on this approval should be made by any party with respect to such matters. The approving authority expressly disclaims liability of any kind with respect to these plans, the review hereof, or any structures built pursuant hereto including, but not limited to, liability for negligence or breach of express or implied warranty. In addition, this approval does not in any way grant variances to, exceptions, or deviations from any setbacks or use restrictions unless a specific letter of variance request is submitted and a specific letter of “variance approval” is issued by the party entitled to enforce such setbacks or restrictions. This approval does not constitute approval of any typographical, clerical or interpretative errors on the submitted plans. Compliance with all applicable building codes, is the responsibility of the general contractor and the owner and not that of the Architectural Review Board or any developer. **The Owner is responsible for positive drainage during and after the construction of the lot. No water drainage is to be diverted to adjoining lots. The Owner is responsible for informing the primary contractor.** Compliance with all approved architectural and landscaping standards and guidelines is the responsibility of the owner of legal record, and any change to the approved plans without prior Architectural Review Board approval subjects these changes to **disapproval**, and **enforced** compliance to the approved plans may result.*

<b>Architectural and Landscape Plan Reference Sheet</b>	
<b>Application Review Process</b>	<b>Requirements</b>
	Completion of ARB Form
	Homeowner Contact Info (must be legible)
	Site Plan
	Building Plan
	Contractor Proposal or Scope of Work Document
	Color Samples
	Materials - Manufacturer Specifications and/or Samples
	Performance Deposit
<b>Architectural Plan</b>	
	Provide accurate lot dimensions, north arrow and scale 1"=10' or 1/8"=1' architectural scale. All plans must be submitted using an accurate, true measurable scale. Must include elevations.
	Provide samples of body, trim and accent color on paint chips, including color names.
	Provide color pictures or sample of shingles and color name.
	Provide sufficient information to determine that your roofing shingle choice is consistent with the manufacturer's minimum 40-year bond (50-year preferred) and is sufficient thickness to be "architectural shingles".
<b>Site and Landscape Plan</b>	
	Provide accurate lot dimensions, north arrow and scale 1"=10' or 1/8"=1' architectural scale. All plans must be submitted using an accurate, true measurable scale.
	Provide accurate street frontage showing street, curb, curb inlets, sidewalk and existing common area improvements, such as trees, street lights, signs, utility cabinets.
	Provide accurate lake frontage info showing top of bank, normal water line and lake maintenance easements.
	All lake front yards shall have either full sod or native grasses or a combination, installed down to the normal water line.
	Provide accurate woodland frontage info showing Conservation Area boundary line and Conservation Area buffer line, both as indicated on survey.
	Provide location of 4 foot opaque screen wall around both HVAC equipment and pool/spa equipment and irrigation well/pump. Enclose from both front and side yards.
	Provide sample of opaque screen wall. Must match color and material of building.
	Provide property lines, easement line, setback lines, driveways, decks, pools, pool equipment, HVAC units and screen walls, fences, etc.
	Provide a survey may be required to legally depict the actual platted lot lines, top of bank lines and conservation easement lines as well as utility and drainage easement lines.
	Shall be measured either from the right-of-way line, rear property line, top of lake bank, a conservation or landscape easement or side property line, whichever is most restrictive.
	Measured from the exterior building wall, not from the overhanging eave.