

Pinewood Village of Melbourne Homeowners Association, Inc.
C/O Directors Choice Management
1713 Thrush Drive
Melbourne, Florida 32935
www.pinewoodvillagehoa.com

Date: 12 August 2025

To: Property Owners of Pinewood Village of Melbourne Homeowners Association Inc.

Enclosed please find the Revised and Updated: Rules/Regulations, Appearance Standards and Architectural Rules (Dated 11 August 2025). **Which became effective on 11 August 2025.**

These policies have been reviewed and passed at a legally posted and held Board Meeting on 11 August 2025 and all owners were able to attend.

The newly passed current policies will be filed with Brevard County Courthouse and become part of the legal documents of Pinewood Village of Melbourne HOA. Inc.

Please take a few minutes to read the enclosed documents and become familiar with them.

These are not new standards, as they are currently a part of the Bylaws and covenants of Pinewood Village of Melbourne HOA, Inc., original documents, just updated for clarity and current local and state laws.

Thank you for your cooperation and understanding. A copy of this current document has been mailed to all owners, and it can also be found on the website: pinewoodvillagehoa.com . under documents.

For the Board of Directors
Pinewoods Village of Melbourne HOA
Original Signed
Robert Kramer, CAM
Directors Choice Management

Pinewood Village of Melbourne, HOA Inc.

Rules/Regulations, Outside Appearance Standards and Architectural Rules

Rev (11 August 2025)

EFFECTIVE 11 AUGUST 2025

These are not new standards, as they are currently a part of the Bylaws and covenants of Pinewood Village of Melbourne HOA Inc. original documents, just updated for clarity and current local and state laws.

These documents can also be found on the website: pinewoodvillagehoa.com.

The laws and ordinances of the State of Florida, Brevard County and the City of Melbourne, as well as the rules and regulations of their administrative agencies now or hereafter in effect and are hereby incorporated herein and made part of.

It is the responsibility of each property owner to maintain the outside of their property in such a manner that it does not detract from the appearance of the development. The main purpose of these ground rules is to assist you in knowing and meeting these standards. The Architectural Control Committee makes periodic inspections, and homeowners who are remis will be advised by letter to make necessary corrections. Those failing to make the necessary corrections will be referred to the board for possible fining action as stated in our bylaws, **Article VII section 1, Paragraph E.**

A. Houses:

- (1). Well water along with mold and mildew stains should be removed on a routine basis.
- (2). Damaged Stucco must be repaired.
- (3). Damaged wood needs to be replaced or repaired.
- (4). Repainting becomes necessary when touch-up paint no longer matches your original color. When that occurs request the "paint book" from the Architectural Control Committee, select a color scheme, fill out an approval form and submit it to the ACC. (If you are repainting in the original color no approval is needed).
- (5). Roofs can be replaced with dimensional shingles or metal. The color and style need to be noted in the ACC application and sent to the ACC for approval. If a roof is to be replaced with the original color and style no approval is needed.
- (6). Reflective solar screening films are permitted only in bronze or charcoal tints. "Mirror" types are not permitted.

(7). Only charcoal or black color screening is approved for use on doors, windows, or screened enclosures.

(8). Garbage cans, yard waste and recycling bins must be stored behind the front building lines in accordance with the laws of the City of Melbourne. Do not place curbside until the night before collection and remove with 24 hours after pickup.

(9). Erection of outdoor recreation equipment is not permitted on owners' lots. Jungle gyms, skateboard ramps, playhouses, basketball hoops will not be approved.

(10). Window type air conditioners will not be approved.

(11). Irrigation pumps, water softeners, etc. shall not be mounted in front yards, and the location of these units must be approved prior to installation. These items shall be screened or walled from the street or adjoining properties.

(12). Each resident shall display a house number, in addition to the one required on mailboxes. The numbers shall be a minimum height of (3) three inches and a minimum width of 1.5 inches.

(13). Mailboxes must be kept straight and in good repair at the height of (36) thirty-six" inches above the edge of the street gutter and recessed back height 8" (eight) inches from the street gutter. When ready to replace an old mailbox there is only one approved mailbox and the picture of it can be found on the website [www://pinewoodvillagehoa.com](http://www.pinewoodvillagehoa.com) and there is no need to get it approved.

(14). No dogs' cats or other animal runs or outside pet shelters are allowed. All pets must remain on a leash when not on owners' property.

(15). Any owner who leases their property must furnish a copy of the lease to the Board of Directors within 30 days of the signed lease.

B. Driveways:

(1). Weeds should not be allowed to grow in driveways and should maintain a clean appearance.

(2). No mobile homes shall be parked on any of the said lots. No lot shall be used as a junkyard. Mobile homes, travel trailers, motor homes or house trailers of any kind shall be permitted to park in the subdivision for a period of more than four (4) hours unless the same is present in the actual, active, and continuous construction or repair of buildings. No other vehicle shall be used for living purposes.

(3). Trailers, boats, campers or other similar equipment may not be stored in residential areas of said property, except in enclosed garages or enclosed areas which are completely screen or blind the equipment from the common areas, streets or adjacent residences. No trucks, mobile homes, travel trailers or house trailers shall be parked overnight on any lot or within the common areas.

(4). Vehicles parked in driveways cannot extend into or block sidewalk areas.

(5). No vehicle of any kind can park on the grass; this applies to the roadway easement as well.

(6). Garage door material and design must be compatible and conform to exterior design of other existing homes and current local laws and must be approved by the ACC before installing.

C. Yards:

(1). Lawns should be mowed and edged on a regular basis. Grass should be maintained between 3 to 4 inches.

(2). Insects, fungus and weeds need to be controlled in a timely manner.

(3). Bushes and flower gardens need to be weed free and well-trimmed, so they enhance your property instead of detracting from it.

(4). All trees of (4) inches in diameter or larger shall be preserved unless they exist within a proposed public or private easement or drainage facility, proposed structural dimensions, within (5) feet of a structure, proposed driveway or other active recreational area.

(5). Toys, tools, buckets, plastic pools, old tires, bicycles and other miscellaneous items need to be stored when not in use. Do Not leave them littering the yard.

(6). No husbandry shall be conducted or maintained on said premises provided, however, house pets only shall be excluded from this resolution.

(7) . No clothing or any other household fabric shall be hung in the open on any lot unless the same is hung from an umbrella or retractable clothes line hanging device which is removed from view when not in use or unless the same is enclosed by a fence or enclosure at least six (6) inches higher than such hanging articles provide such fence or other enclosure does not violate the provision above.

(8). No signs of any kind, other than a typical residential "for Sale" sign on a temporary basis, shall be exhibited in any way on or above the described properties, including all signs

to be painted on any side or face of a structure without written approval of the Board of Directors.

(9). No wall, fence or hedge of any kind shall be erected or maintained on the property as described which shall unreasonably restrict or block the view of an adjoining lot or shall materially impair the continuity of the property. A hedge or fence shall be maintained at no greater height than six (6) feet and no wall shall be erected or placed within the front setback lines of any lot, unless said wall or fence shall be ornamental and a desirable feature and shall not in any manner impair the general scheme of said properties. No wall or fence of any kind whatsoever shall be constructed on any lot until after the type; height/ design and location thereof shall have been approved by the Architectural Control Committee and forwarded to the Board of Directors for final approval.

(D) Buildings and Structures:

(1). No structure or building shall be constructed, dug, or erected in any of the greenways, canals, lakes or other connecting bodies of water except as approved by the board of directors and the city of Melbourne.

(2). All buildings shall be connected to central water and sewer utilities.

(3). No building, wall awning or other structure shall be constructed,., erected or maintained upon the properties, nor shall any exterior addition to or change or alteration therein be made until the plans and specifications showing the nature, kind, shape, height, materials and location of the same shall have been submitted to and approved in writing as to harmony of external design and location in relation to surrounding structures and topography by the Architectural Control Committee comprised of three (3) or more representatives appointed by the board of directors and submitted to the Board Of Directors of the association for final approval.

(4). No lot set forth in the recorded plat of property with the Association can be divided or subdivided without specific authorization as to create a violation of any of the restrictions herein established or ordinances and regulations of the City of Melbourne and Brevard County, Florida.

(5). All storage buildings, utility sheds, greenhouses and other similar structures did not make an integral part of the architectural design of the main structure shall be prohibited.

(6). The only fencing permitted is fencing attached to the house for the purpose of enclosing an existing patio or corner alcove. It must be of solid board type without spacing and maximum height of (6) feet and painted externally to match the trim.

(E). Common Areas:

- (1). Trailers, boats, mobile homes, campers or other similar equipment may not be stored in the common areas at any time. Vehicles in these areas will be subject to being towed.
- (2). No commercial vehicles of any type should be parked overnight in common areas.
- (3). No type of landscaping on the common grounds is permitted.
- (4). Erection of outdoor recreation equipment is not permitted. No structure of any type is allowed in the common areas, these include but not limited to child playsets, water slides, swings set, jungle gyms, skateboard ramps, basketball hoops etc.
- (5). All pets must remain on a leash while in Pinewood Village of Melbourne areas. Pet owners are responsible for the conduct of their pets, including policing of droppings. Violations of the above-mentioned policies will be reported to animal control of the city of Melbourne.

Procedure for Non-Compliance

1. In the event an owner/responsible party is in violation of the governing documents established by the board of directors for the association he/she will be notified of the specifics in writing and be given 30 days to come into compliance. The written notice shall give the recipient the opportunity to appear before the board of directors at the next scheduled board meeting to present his/her side of the matter. Failure to appear shall allow the board to render a decision in the owners' absence and to levy a fine if warranted.
2. Upon the determination by two-thirds of the board that the owner/responsible party is in fact in non-compliance he/she will be given a fifteen (15) day written and final notice to rectify the situation or be subject to the penalties outlined below.
3. Upon determination that the violation has not been remedied within the 15-day period and at a legally posted meeting, the board of directors will convey their decision to levy a fine or not.
4. If a fine is levied against the owner/responsible party the BOD will refer it to the Fining Committee for review.
5. A certified letter will be sent to the owner/responsible party with at least 15 days' notice of when and where the Fining Committee will meet and that they can present their case to the committee at that time. A majority of the committee must agree by a two thirds majority that the violation is valid and vote to impose the fine, then the following procedures are in place.

6. The following penalties are hereby established as a remedy for infractions

- a. At the expiration of the final fifteen-day notice and the owner/responsible party who has appeared before the fining committee, the board is empowered to levy a fine of one hundred dollars (\$100) payable by the owner/responsible party who is in violation to the Pinewood Village Homeowner's Association.
- b. Included in the citation to the owner or responsible party such a fine will be notification that upon each subsequent fifteen (15) day anniversary of the preceding due date when the violation has not been corrected the fine will be increased by another one hundred dollars (\$100) up to a maximum of one thousand dollars (\$1000) for that violation. Fines assessed and any other costs associated therewith become a personal obligation of such an owner/responsible party as well as a lien enforceable in the same manner as any other assessment provided herein.
- c. The association shall be entitled to collect all costs and reasonable attorney fees incurred in actions brought against the owner or responsible party to enforce violations of the bylaws, rules, covenants, conditions or restrictions of the association.
- d. Failure by the association to enforce any of the provisions contained herein shall in no way be deemed a waiver of the right to do so thereafter.