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RESIDENT GUIDELINES AND RULES

RULES VS. LAWS The Sawgrass Association, Inc. has established certain rules that deal with issues that may also be addressed by local, state, or federal laws, ordinances, and statutes. The purpose for this is to allow certain situations to be addressed at our local level, and to complement existing laws with rules specific to life at Sawgrass. These rules do not limit individual or Association rights to access government authorities regarding these issues, or the right of government authorities to enforce the law. The Covenants, which are agreements between the property developer and owners, are structured to encourage neighbors to discuss and resolve any disagreements. There is no dispute resolution procedure in place from either the Sawgrass Association, Inc. or the property management company.

PROPERTY MANAGEMENT SERVICES The Association contracts with a professional property management company, currently Castle Group, to oversee operations at Sawgrass.

- Office hours are 9:00am to 5:00pm Monday through Friday.
- Telephone number is (904) 686-7552. This number also routes messages to on-call staff during non-business hours and on holidays.
- Castle Group's office is located near the South Gate at:

10033 Sawgrass Drive W.
Suite 123
Ponte Vedra Beach, FL 32082

NAVIGATING THE SAWGRASS COUNTRY CLUB PROPERTY

The following procedures and policies apply when using the roadways, sidewalks, and parking areas within Sawgrass Association, Inc. property.

- **Motor Vehicle Use:** Our roads are for use by motor vehicles for transportation, not for recreation. In addition, motor vehicles may only be operated on surfaces intended for motor vehicle traffic.

- **Speed Limits:** The speed limit is 25 mph, except where otherwise posted. Please exercise caution when driving by parks and recreational areas. State law requires stopping for pedestrians at all crosswalks.
    - The St. Johns County Sheriff's Office enforces speed limits, which may include substantial fines and points on your license.

- **Golf Carts**: Golf carts and Low Speed Vehicles (LSV) are motor vehicles and must observe all "rules of the road."
    - Golf carts and LSV's should be driven on the road, not the sidewalk.

- Sawgrass Association, Inc. requires golf carts to be operated only by **licensed drivers**. The driver is required to carry the license while operating a golf cart.
- The number of passengers in a cart should not exceed the number of seats. Each rider must be in a seat.
- Cart drivers are not to drive with children or pets in their laps.
- Carts should pull over, when possible, to allow faster traffic to pass to prevent traffic backups.
- Our Officers on patrol may stop golf carts that are being improperly operated.

- **Bicycles and Motorized Bicycles:** Bicycles are permitted on the sidewalks or the roads. Pedestrians have the right of way on the sidewalks. Bicycles must travel on the right side of roads, single file, and in the same direction as other traffic. Motorized bicycles are not permitted on sidewalks.

- **Parking on Sawgrass Association, Inc. Property:** Where parking is allowed, park at the roadside, parallel to the road, and in the direction of traffic. The following parking restrictions are subject to citations:

  - On any street overnight (2am-6am).
  - On surfaces not intended for vehicles (e.g.: lawns or other grassy areas) or sidewalks, cart paths, crosswalks, and bridges.
  - Within 6 feet of a fire hydrant, or 8 feet of a street corner.
  - Opposite to the direction of traffic flow.
  - In a manner that blocks access to driveways, mailboxes, utility boxes, parking lot entrances, or that obstructs the flow of traffic.
  - Commercial vehicles may not be parked outdoors between 11:00pm and 7:00am.

- **Parking on Private Property:** All property within the Sawgrass Association, Inc. that is not owned by the Sawgrass Association, Inc. is private property. This includes ALL areas owned by the Country Club, condominiums, or other property owners, including driveways, parking garages, and parking lots. Unless authorized by the owners, parking on ANY private property is strictly prohibited.

  - Only Country Club Members (and their accompanied guests) may park in the Country Club's parking lots.
  - Only owners of the condos near the beach (or their approved guests) may park on their property, including driveways, parking garages, and parking lots.
  - Please respect the property rights of others when at the beach.

SPECIAL VEHICLES, BOATS, AND MAINTENANCE

- Special Vehicles which are owned by residents (e.g.: motor homes, RVs, buses, travel trailers, boats, trailers, jet skis, vehicles with more than two axles, commercial vehicles, etc.) cannot be parked or stored outdoors on Sawgrass Association, Inc. property or on property designated for residential use, other than for loading and unloading between the hours of 9:00am - 5:00pm. Special Vehicles shall not be parked overnight without written permission of the Sub Association Property Manager, where applicable, *and* the Sawgrass Association Property Manager and may not remain on property for more than 24 hours. Failure to comply *will* result in citation.

- Our bridges have specific weight restrictions. Any large vehicle (including some vans) thought to be near these restrictions must be escorted on Sawgrass Association, Inc. property by the Officer on patrol to avoid damage to our property. If you are expecting a large vehicle, please call the property manager's office so they can let you know what to tell the driver.
- Except in an emergency, maintenance or repair of any motor vehicle or boat may only be performed on private property, isolated from public view.

MAINTAINING OUR QUALITY OF LIFE

As residents, we are each entitled to enjoy our home and property to the fullest. However, in doing so, we need to be careful to avoid situations that create a nuisance or that prevent our neighbors from fully enjoying their properties. The Governing Documents give the Association the authority to determine what constitutes a nuisance on a case-by-case basis, should a complaint arise. However, the following are some specific limitations to be aware of.

Noise:

- Use of noisy equipment by residents, such as lawn mowers and other outdoor power tools, is limited to the hours of 7:00am to 5:00pm Monday through Friday, and 7:00am to 3:00pm on Saturday.
- Be conscious of other noise (e.g.: parties, TV, or audio system volume) and its effects on your neighbors.

Service Providers: (e.g.: pet or house sitters, health care workers, indoor cleaning people, etc). Service providers are not under the same restrictions as outdoor workers. Please call the property manager with any questions.

Hired Outdoor Workers: (e.g.: lawn and tree services, painters, roofers, various kinds of construction workers). Outdoor hired workers may only work during the following hours:

- Monday through Friday 7:00am – 5:00pm
- Saturday 7:00am – 3:00pm
- Sunday No outside work permitted.
- Additionally, outdoor hired workers may not work within Sawgrass on federal holidays: New Years Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, and Christmas Day.
- These hour restrictions may be waived for emergencies with the permission of the property manager.

Indoor Construction Workers: Indoor construction work schedules are at the homeowner's discretion unless:

- The work within the house creates objectionable noise
- The residence has more than one set of people working at a time (major construction or renovation).
- Rules established by a condominium Association may be more restrictive— Please check with the management company of your Association.

Business Activity Conducted at Home: Association approval is required to conduct a commercial or business activity at your home. To apply:

- Obtain written approval from any condominium or homeowner's Sub Association, if applicable. (Renter must also obtain written consent from the property owner).
- Submit a written request to the Association, c/o the property manager, describing the type of business and any effects on the community (such as an increase in visitors, deliveries, or mail).
- You must have final approval from the Master Association before the license is applied for.
- Requests must meet the requirements set forth in the St. John's County Ordinance No. 95-9, with revisions. A copy of the ordinance can be obtained online or from the County Planning and Zoning Department by calling (904)823-2470.

Pets: Per St. Johns County Ordinance 2012-34, pets must always be under direct control of their owners. Direct control means "Immediate and continuous physical control of an animal at all times by means of chain or leash of sufficient strength to withstand determined escape attempts and not exceeding six (6) feet in overall length."

- Pets that create a nuisance or are dangerous may be reported to St. Johns County Animal Control or the Sheriff's Office for resolution.
- Stray pets may be reported to St. Johns County Animal Control or may be turned over to the County if the owner cannot be located in a timely fashion.
    - **Please note: Members of our Access Services staff are not animal control Officers and are not required to locate or catch lost pets.**
- Pet droppings must be picked up and disposed of per St. Johns County Ordinance 2012-34.
- Animals may not be kept for breeding or any commercial purpose.
- Please refer to your Sub Association regarding further pet restrictions.

Dumping in Waterways, Street Drains, etc.: Discarding or dumping anything in any waterway or street drain is a citable offense and may result in a fine. This includes, but is not limited to, grass clippings, yard trash, garbage, construction material, soil (or anything causing a silt buildup), chemicals, fertilizer, or pesticides.

Courteous Relations with Our Service Staff: The staff members of the firms providing services to the Association are trained to behave with courtesy and respect. We anticipate our relationship with them to be friendly and cordial as well. Should a disagreement or difficulty arise

while interacting with a staff member, you are requested not to prolong the incident. To report it for investigation and appropriate action, contact the property manager during business hours or after office hours. The Officer on duty will proceed with an incident report.

Fireworks:

APPEARANCE OF PROPERTY

The most important thing we can do to maintain the aesthetics of our community is keep our property attractive and well maintained. Any unsightly condition needs to be avoided, and the following are some specific rules directed toward achieving that goal.

Exterior Appearance: Houses and other buildings need to be well maintained, to include (but not limited to):

- All siding and trim in good repair and neatly painted.
- Screening, windows, roofing, concrete, and masonry in good repair and free of mold or mildew.

Lawns and Landscaping: All grassy areas need to be kept closely mowed and weed free. Trees, shrubs, hedges, etc. need to be kept trimmed, and underbrush must be cleared away. Planting beds need to be kept weed free. Yard waste or refuse may not be stored on the property (other than out of sight while waiting for the next yard waste pickup day).

Lake Fronts: Maintain the banks and bulkheads of waterways bordering your property as neatly as you do your lawn and gardens.

Mailboxes: Your mailbox is the first thing viewed at your property and should be well maintained. Please keep your mailbox straight and at the proper height. Vegetation should be kept trimmed away from the actual box for ease of access. Apply three-inch reflective address numbers to assist the post office and emergency vehicles. Call the property manager with any questions regarding mailbox standards in your community.

Flags: Any homeowner may display one portable, removable United States flag or official flag of the State of Florida in a respectful manner, and one portable, removable official flag, in a respectful manner, not larger than 41/2 feet by 6 feet, which represents the United States Army, Navy, Air Force, Marine Corps, or Coast Guard, or a POW-MIA flag, regardless of any covenants, restrictions, bylaws, rules, or requirements of the Association. Florida Statute 720.304(2)(a).

Any homeowner may erect a freestanding flagpole no more than 20 feet high on any portion of the homeowner's real property, regardless of any covenants, restrictions, bylaws, rules, or requirements of the Association, if the flagpole does not obstruct sightlines at intersections and is not erected within or upon an easement. The homeowner may further display in a respectful manner from that flagpole, regardless of any covenants, restrictions, bylaws, rules, or requirements of the Association, one official United States flag, not larger than 4 1/2 feet by 6 feet, and may additionally display one official flag of the State of Florida or the United States Army, Navy, Air Force, Marines, or Coast Guard, or a POW-MIA flag. Such additional flag must be equal in size to or smaller than the United States flag. The flagpole and display are subject to

all building codes, zoning setbacks, and other applicable governmental regulations, including, but not limited to, noise and lighting ordinances in the county or municipality in which the flagpole is erected and all setback and locational criteria contained in the governing documents. FL Statute 720.304(2)(b).

The current Florida Statute shown above is the authority that the Sawgrass Association, Inc. uses when monitoring flag use throughout the community.

When an American flag is worn or torn beyond repair, it should be retired in a respectful manner. Flag disposal locations include local Veterans of Foreign Wars (VFW) posts, American Legion, and Boy and Girl Scout organizations.

Lawn flags are prohibited unless on a flagpole.

Game day flags are permitted for only a 3-day period: The day before a game, the day of the game, and the following day.

Yard Waste, Recycling, Household Trash, and Dumpsters:

Yard Waste: Your landscape contractor should remove any yard waste. However, if you have accumulated yard waste, it must be stored out of view from neighboring properties.

Yard Waste Pickup: Yard waste is picked up curbside by the County-designated trash collection service. Do not place yard waste at the curb more than 24 hours prior to the scheduled pickup. Do not place yard waste close to your neighbor's property line.

Recycling: Recycle items are stored in recycle bins provided by the County-designated collection service, and recycle bins need to be stored out of view from neighboring properties.

Recycle Pickup: Recycling is picked up at curbside by our County- designated collection service. Recycle bins may be taken to the curb 24 hours before pickup.

Household Trash: All trash receptacles must be stored out of site within 24 hours of pickup. Trash and garbage need to be stored in appropriate containers until it is picked up. Trash containers need to be stored out of view of neighboring properties.

Curbside Trash Pickup: In some neighborhoods, household trash is picked up at curbside. If you live in one of these neighborhoods, you may take trash containers to the curb 24 hours before pickup. Note: Please do not leave household trash or garbage at curbside contained only in a trash bag. It needs to be in a covered container designed for trash.

Trash Bins on Community Property are not for household trash.

"Back Door" Trash Pickup: Some neighborhoods have contracted for what is called "back door service." In these neighborhoods, trash is not taken to the curb, but is picked up from a utility area or designated locations near the house.

Dumpsters: Use of dumpsters must be approved by the ARC. If the ARC approves a dumpster to be on the street, it must have a full protective layer of ¾" plywood under the entire dumpster. Damage to the road may result in a charge to the property owner. Commercial waste containers (e.g., dumpsters) can only be used by the owner of the property on which they are

located. Please do not put anything in a dumpster that is not on your property. For more information, please see the ARC section of this guide or call the property manager.

Garages: Garages must have a functioning electrically operated door opener, and garage doors and golf cart storage doors need to be closed when not in use.

Signs: To display any sign, except one that is legally required (e.g., building permits, insecticide treatment advisories, board meeting notices, etc), you need the Association's advance approval; please contact the property manager. To prevent "sign pollution", unauthorized signs may be removed wherever found. Political signs are not permitted.

Note: The American flag, state flags, and US military flags are not considered signs.

Real Estate Signs: There is an approved "for sale" sign that is the only sign permitted when selling a house. Only one sign is allowed, and it must be on the property being sold. Please contact the property manager for specifics.

Easements: Please be careful not to construct anything on or that obstructs an easement. The Association has the right to remove (at the expense of the homeowner) any wall, fence, pavement, planting, or other improvement placed on an easement by the owner or any previous owner of the property on which the easement lies if it obstructs access. Sub Associations may also address easements specific to that Association.

Bulkheads: Residents are responsible for the maintenance, repair and replacement of bulkheads abutting their property. ARC approval is required to replace or install a bulkhead.

AMENITIES

Going to the Beach: All residents, as well as their guests and visitors, have access to the beach. Please be aware that the Beach Club, Pavilion, and parking lots are part of the Sawgrass Country Club. These facilities and lots may only be used by Club members and their guests. All residents have the right to drive to the beach via the Beach Gate, let people off, and depart without parking.

To Access the Beach: Use ramp to the right of the Country Club pavilion.

- This easement is for residents to cross the Club's property.
- It does not include parking privileges at the Beach Club. A Club decal or Club dashboard pass is required to park in these spots.
- Towing is enforced.
- Golf carts without a Country Club decal may not park at the Beach Club.
- Residents and their accompanied guests may walk or ride their bicycles to the beach. Bicycles may be parked at the provided racks.

Community Pool & Rules: To ensure the enjoyment and safety of all residents and their guests, the following rules apply at the Sawgrass Association, Inc. pool, located at Sawgrass Drive and South Nine Drive:

- **WARNING – NO LIFEGUARD ON DUTY.**

- An adult must accompany children under 12 years old.
- For emergency assistance, call 911.
- For Sawgrass Association, Inc. Access Control, call (904)330-9204.
- Pool hours are from Dawn until Dusk.
- No animals are permitted.
- Diving is not permitted.
- No running or horseplay is permitted near the pool.
- Trash is to be placed in the containers provided.
- No glass containers are permitted in the pool area.
- A resident must accompany guests or visitors.
- No food, drinks, or alcoholic beverages are permitted in the pool enclosure.
- No smoking.
- Other pools in the community are strictly for the use of the Sub Association in which they are located.

Waterways, Boating, and Fishing: Lakes, wetlands, and other waterways are for use only by residents and their guests. Use by any other person or organization needs to be approved in advance by the Association.

- Swimming is not allowed in our lakes, wetlands, or any waterway.
- Boating and fishing are permitted in areas that do not interfere with the play of golf on adjacent land.
- Fishing is allowed in our waterways from boats or banks. The fish, however, are unfit for human consumption. Fishing is permitted only in Lake Julia Park, Preston Trail East Park, and Osprey Point Park.
- Boats on our waterways may only be propelled by hand, sail, or an electric motor. (You may notice other types of boats from time to time. These are used by the Association's contractors for repair and servicing).
- Boating is only permitted during daylight hours.
- Boats and trailers may not be stored on residential property outside the house, but a small boat or canoe may be kept at a private dock.
- Trespassing on the property of a resident to access a waterway is prohibited.

<u>Florida is home to many species of wildlife. Please do not provoke, touch, handle, or feed wildlife.</u>

Wildlife: The American alligator is Federally protected by the Endangered Species Act as a Threatened species, and as a Federally designated Threatened species by Florida's Endangered and Threatened Species Rule.

Living in a community in Florida with so many interlocking lakes and wetlands, alligators are always going to be part of our way of life. Since Sawgrass became fully developed alligators have created very few problems, but an alligator may be deemed a nuisance if it is at least four feet in length and the resident believes it poses a threat to people, pets, or property.

- <u>To report a nuisance gator:</u> contact the property manager at (904) 686-7552, or via email at info@sawgrassassociation.com. If the issue is time critical you can call the Nuisance

Alligator Hotline at 866-FWC-GATOR (866) 392-4286); please make the property manager aware of the contact. Under no circumstances should a resident contact an alligator trapper directly.

- To report other nuisance wild animals: call the property management group or Sawgrass patrol. They will advise you on the action you may take and may provide a contact for the county.

Walking, Jogging, & Bicycle Riding: When walking, running, or bicycle riding on our roadways or sidewalks, please do so in a way that does not block the flow of traffic. (For example, if walking, running, or riding two-abreast, give way to automobiles and golf carts by moving to single file at the side of the road). Joggers and pedestrians always have the right of way. Per Florida Statute 316.2065, all bicyclists and passengers under the age of 16 must wear a helmet when riding. A bicyclist is not allowed to wear headphones, headsets, or any other listening device except a hearing aid while riding. Please do not use phones while riding.

Note: The golf courses are private property for registered country club members only. Jogging, biking, or walking is not permitted on the golf course or cart paths at any time.

ENFORCING OUR COVENANTS AND RULES

The Covenants and Restrictions that you have access to upon becoming a property owner in Sawgrass are designed to protect you and your investment. If a homeowner, guest, tenant, or vendor fails to comply with the Association's Covenants or Rules and Regulations, the homeowner may be issued a citation, either by Patrol or as a letter stating that you are not in compliance, listing what action(s) must be taken to avoid further noncompliance and possible fine.

CITATION VIOLATIONS & FINE SCHEDULE	
PARKING	
Overnight in the street or on common property	$25.00 + cost of repairs $50.00 for 3rd & subsequent violations
NUISANCES	
Excessive Noise	$50.00
Animal violations: Barking or unleashed pets	$50.00
Harassing a staff member serving the Association	$50.00
Dumping in waterways	$50.00
Yard or residential waste at the curb more than 24 hours before scheduled pick up	$50.00
BOATS, WATERCRAFTS, RVs, TRAILERS	
Not garaged	$50.00
SAFETY	
Speeding	$100.00

Contact the property manager for permission to park on the road overnight due to construction.

If there is no parking offense in 12 months, your record is cleared and the fine returns to $25.00. Sub Association HOAs are urged to notify Residents they are prepared to tow offenders at the owner's expense when repeated violations of boat/trailer parking restrictions occur.

If you are issued a citation with a fine, you may pay the fine by sending a check, payable to "Sawgrass Association, Inc." to the property manager within 14 days. Mark "Citation" in the remarks section of the check and send to:

Sawgrass Association, Inc. c/o Castle Group
10033 Sawgrass Dr West, Ste 123
Ponte Vedra Beach, FL 32082

Other Covenants and/or Rules Violations: The Homeowner Association ("the Sub Association") must exhaust "all reasonable means at its disposal to enforce compliance with its own Covenants and Restrictions." If no resolution is attained, the Sub Association may then seek intervention from the Sawgrass Board of Directors ("the Master Association") which will determine enforcement. Possible Covenants and Restrictions violations include, but are not limited to:

- Refusing to comply with Sub Association request for routine maintenance of your residence.
- Starting a project without ARC approval OR deviating from the plans that were approved by the ARC.
- Repeating citations.

Speeding: At the request of the residents, for whom speeding is always a priority issue, the Sawgrass Association, Inc. has invested in four speed-capture cameras that rotate among 11 poles through the community's common roadways: the "loop" road, including Preston Trail West; South Nine Drive to the entrance to The Preserve; and the connector roads coming in from the East, North and South gates. The speed limit on these roads is 25 MPH. The Association has implemented a speeding citation program for everyone who drives our roads to try and make our community safer. Those who speed excessively or repeatedly will be cited. All fines will be $100. If fines are not paid, or in the case of repeat offenders, RFID privileges may be suspended.

These are community citations; they do not involve the police, and they do not impact anyone's permanent driving record. As with any other community citation, fines can be appealed.

Citation Review Committee: The Association has established a Citation Review Committee to hear and rule on appeals to fines levied. The committee is made up of homeowners who volunteer to participate. Florida Statute 720.305 provides that a violation or breach of any condition or restriction of the Covenants and Restrictions is subject to fines up to $100 per day for each day of a continuous violation not to exceed $1,000 for each violation. Fines can be imposed upon a property owner for the failure of the property owner, his or her family, guests, invitees, tenants, or employees to comply with any Covenant or Restriction

contained in the Sawgrass Association, Inc. declaration of Covenants or with any rule adopted by the Board.

Appealing Citations or Fines: Citations or issued fines under Florida Statute 720.305 may be appealed by contacting the property manager within 14 days.

If you appeal, you will be notified in writing of the date, time, and location of the Citation Review Committee meeting at which your appeal will be considered.

You may present evidence and arguments, in person or in writing, explaining why you believe the citation or fine should not be imposed. An Appeals Form is available on SawgrassAssociation.com, or you may appeal by sending an email with your name, address, nature and date of the citation, and reason for appealing to info@sawgrassassociation.com.

If you choose not to appear at the meeting or do not submit a written explanation, the matter is considered closed, and the citation and any fine stands as issued.

ARCHITECTURAL REVIEW REQUIREMENTS AND PROCEDURES

Our governing documents establish a process requiring review and advance approval of any exterior alteration to your residence within Sawgrass and establish The Architectural Review Committee (ARC) to manage and administer this process. Property owners, neighborhood and condominium Sub Associations, The Sawgrass Country Club, and even the Master Association are subject to this review process.

THE ARCHITECTURAL REVIEW COMMITTEE

- The ARC'S purpose is to protect and enhance the property owners' investment in the Community, by maintaining the tasteful and aesthetically pleasing architectural design of the community, in harmony with surrounding structures and the environment.

- The ARC is empowered by our Governing Documents to set architectural standards, and to make final decisions relative to approval or disapproval of plans, based solely on aesthetic judgments and the governing documents. The Governing Documents empower the ARC to require changes to proposed plans, to cite violations, establish fines for violations, and require unapproved development or modifications to be removed or otherwise made conforming, at the owner's expense.

WHAT NEEDS TO BE SUBMITTED TO THE ARC FOR APPROVAL

Simply stated, anything that changes the external appearance of your property needs to be submitted to the ARC for approval before work is begun.

HOW TO SUBMIT A PROJECT TO THE ARC

There is an Architectural Review Application on the website that must be completed. In addition, depending on the type of project, there are attachments that must be submitted, i.e., drawings, surveys, material samples, photos, paint chips, and fees that must be paid.

TO INITIATE THE APPLICATION PROCESS:

- Contact the ARC Coordinator by phone to discuss the project, or for an appointment to visit in person, by calling (904) 686-7552.
- Application forms are available on the Sawgrass website under the ARC tab. The coordinator will advise you of any specific requirements for submitting your project.
- If you live in a community with a Sub Association (homeowners' or condominium), your project requires their **SIGNED** approval before it can be submitted to the Master ARC.

ARCHITECTURAL REVIEW FEES AND DEPOSITS

All projects have two fees. These fees need to be paid at the time of application submittal. The two fees are:

- A non-refundable ARC Review Fee
- A refundable ARC Construction Deposit Fee. Refunds are made after project completion. If the completed project is consistent with approved plans, and the construction site and Common Property are undamaged and clean of debris, the construction deposit will be returned minus any pending charges.
- The ARC Coordinator will have the latest information on fees.
- Sawgrass Association, Inc. ARC Fees can be found on SawgrassAssociation.Com under the ARC tab Applications as well as stated below on this document.

SAWGRASS ASSOCIATION, INC. – ARC FEE SCHEDULE

The property owner must send two separate checks with this application made payable to Sawgrass Association, Inc. One is for the nonrefundable review fee and the other is a refundable, in whole or part, construction deposit. Any penalties or citation fines will be deducted from the construction deposit.

You are required to submit each check before the application can be reviewed by the ARC.

Project Type	Review Fee	Construction Deposit
Bulkhead	$300.00	$1,000.00
Demolition	$400.00	$4,000.00
Dumpster/POD	$50.00/$50.00	$1,000.00 / $50.00
Driveway	$200.00	$100.00
Exterior Doors & Windows With Change	$150.00	$1,000.00
Exterior Doors & Windows No Change	None	None
Fence	$100.00	$500.00
Fence > 100’	$150.00	$750.00
Gazebo/Pergola	$150.00	$1,000.00
Generator	$150.00	$1,000.00
Home Add < 1,000 SQ FT	$400.00	$3,000.00
Home Add > 1,000 SQ FT	$500.00	$3,000.00
Home Remodel Minor*	$400.00	$3,000.00
Home Remodel Major*	$500.00	$3,000.00
New Home < 3,500 SQ FT	$1,500.00	$4,000.00
New Home > 3,500 SQ FT	$2,500.00	$5,000.00
Landscape > 25% Change	$200.00	$1,000.00
Landscape < 25% Change	$50	$250
Legal Issue	$500.00 / hour	None
Maintenance/Repair No Change	None	None
Modifications – Prior Approval	$150.00	None
Painting New Colors	$50.00	$500.00
Painting Existing Colors	None	None
Patio/Deck	$150.00	$500.00
Patio/Deck > 500 SQ FT	$300.00	$750.00
Pool/Spa/Enclosure	$400.00	$2,000.00
Propane/Gas Tank	$100.00	$1,000.00
Reroof With Change	$250.00	$1,000.00
Reroof No Change	None	None
Reside < 500 SQ FT	$100.00	$500.00
Reside > 500 SQ FT	$250.00	$1,000.00
Screen Enclosure (New)	$150.00	$500.00
Screen Enclosure – No Change/Repair	None	None
Solar Panels	$50.00	$1,500.00
Summer Kitchen	$300.00	$1,500.00

Tree Removal	$50.00	$250.00
Walkway	$100.00	$500.00
Walkway > 100’	$150.00	$1,000.00
Well	$150.00	$1,500.00
*Use House Remodel Minor for 2-3 projects submitted together		
*Use House Remodel Major for 4+ projects submitted together		
Tree Removal: Arborist Report & Mitigation Required		
1-4, live	$50.00	$250.00
5-8, live	$100.00	$250.00
9+, live	$150.00	$250.00
Dead	N/A	$250.00

If your project is not listed above, please contact the ARC Coordinator for additional information, guidance, and fees.

ARC REVIEW AND APPROVAL

The ARC meets every 3 weeks. All applications must be submitted by the Friday, 11 days prior to the next meeting. The ARC Coordinator will contact the applicant if more information or submittals are necessary. The ARC Coordinator is the key person during the submittal process.

While attendance, by phone, zoom, or in person, is not mandatory at the meeting, it is encouraged so any questions may be answered that might delay the decision-making process.

The ARC or its representatives may visit the site to better understand the applications.

The ARC may:

- Decline to review an application because it is an incomplete packet **or has not been approved by a Sub Association where required.**
- Approve or disapprove a project.
- Require modification to plans, or any part of a request before the project can be reconsidered for approval.
- Conditionally approve projects with stipulations that must be met before final approval.

The ARC notifies applicants of its actions and decisions in writing, normally within 7 days. If an applicant is not notified in writing within 30 days of submitting a properly completed application, it is deemed to be approved by default.

APPEALING AN ARC DECISION

In accordance with our Governing Documents, if the ARC disapproves of a proposed plan, the decision may be appealed to the Board of Directors of the SGA. A written request to the Board must be made within 15 days of the ARC's written notice of disapproval.

Before appealing an ARC decision, please contact the ARC Coordinator to be certain the reason for disapproval is clearly understood, and to see if an accommodation can be worked out within the ARC.

MAINTAINING YOUR PROPERTY DURING A PROJECT

Care needs to be taken to ensure that your property is maintained in a neat and orderly condition during a project

- Debris must be disposed of in appropriate containers and be kept below the level of the walls of the container. This is especially important when windy or inclement weather is expected.
- For all projects requiring a dumpster:
    - One must be registered with the property management company, Castle Group, located at 10033 Sawgrass Drive W, Suite 123, Ponte Vedra Beach, FL 32082.
    - A "Dumpster, Trash & Debris Agreement" must be completed.
    - Failure to do so before beginning the project will result in refusal of entry for the dumpster delivery.
- Dumpsters, Roll Offs, and other waste containers need to be emptied as frequently as necessary. Dumpsters left on Association Roads must have a full protective layer of ¾" plywood under the entire dumpster. Damage to the road will result in a charge to the property owner. Dumpsters may only be placed on the road briefly while a driveway is being removed. Otherwise, dumpsters must be placed on the owner's property and not in the street.
- All dumpsters must be securely covered with a neutral-colored tarp each workday when not in use.
- Portable toilets need to face away from the road and neighbor's properties and need to be located as far as practical from the road or sidewalk. Toilets must be screened at all times from the street and neighbors. The homeowner is responsible for any biohazard spill or overflows and any necessary remediation.
- Roads, paths, and waterways need to be kept unblocked and free of obstacles. Damage to roads, paths and waterways will result in charge to property owner.

FINES

Citations may be issued either for starting a project without ARC approval OR for deviating from the plans that were approved.

FORMS

The following is a list of forms available on the Sawgrass Association, Inc. website, as well as on site at the property management office.

- Architectural Review Application
    - Sawgrass Association, Inc. ARC Submittal Requirements Checklist
    - Dumpster, Trash, & Debris Agreement
- Tree Canopy Preservation and Renewal Application
- Recommended Tree and Plant List
- Design Review Application for New Home Construction

Forms may change from time to time. The ARC Coordinator will have the most up-to-date forms and information.

ARCHITECTURAL REVIEW – GUIDELINES

ARTIFICIAL TURF

No person shall install artificial turf without approval from the Master ARC without first obtaining approval, if applicable, from their Sub Association. Guidelines for installation, maintenance, and repair of artificial turf can be found on the association website.

EMERGENCY GENERATORS

a. The units must be fully screened with a wall, fence, or appropriate landscaping to reduce noise. The ARC will consider the type of screening on a case-by-case basis.
b. The times for testing the equipment on a weekly basis are set between 10:00am – 3:00pm Monday through Friday.

FENCING

The composition and height of fences to be installed on any lot shall be subject to the approval of the ARC.

Open-style, black aluminum is preferred unless specified in governing documents or rules and regulations of a Sub Association.

Additional landscaping may be required to break up and mask fences.

All fencing along the Loop Road must be painted SW 7548 – Portico.

FOR SALE SIGNS

No sign of any kind shall be displayed on any lot except those approved as to size, design, etc., by the ARC.

The Master Association has approved a For Sale/For Lease sign. Specs are made part of these guidelines for **Attachment A.**

Additional signage throughout the community is not allowed unless it is legally required

or expressly needed to protect property or person(s) from harm. Signs must have a common appearance (size, shape, color, material, etc.). and must be approved by the ARC. Wording must be concise.

HURRICANE PROTECTION

The term “hurricane protection” includes, but is not limited to, roof systems recognized by the Florida Building Code which meets ASCE 7-22 standards, permanent fixed storm shutters, roll down track storm shutters, impact-resistant windows and doors, polycarbonate panels, reinforced garage doors, erosion controls, exterior fixed generators, fuel storage tanks, and other hurricane protection products used to preserve and protect the structures or any legal requirements and conform with the appearance standards noted in the guidelines and as set forth in the Specification adopted by the Association.

LANDSCAPING OF ELECTRIC TRANSFORMERS

No structures or vegetation other than grass is to be planted at the front opening of the transformer/switchgear (fifteen foot minimum).

A minimum of four feet of clearance is to be maintained on the other three sides of the transformer/switchgear.

MAILBOXES

At all Sub Associations, homeowners are governed by the standards of their homeowners or condominium Association.

Mailboxes must be approved by the Master ARC.

PAVERS

Pavers are allowed in earth tones only. Pavers must be submitted for approval except in some Sub Associations that have standard colors and designs.

ROOFING MATERIALS

Any roofing material used must be a color and style that is compatible with the color and style of the house and surrounding properties.

All roofing and re-roofing must be submitted to and approved by the Sub Association as well as the Master Association’s ARC before work begins.

Roofs at Village Walk and Garden Homes must be replaced using GAF Timberline High Definition architectural shingles in the color Weathered Wood only.

SATELLITE DISHES

FCC states that Over-The-Air Reception Devices (OTARD) cannot be prohibited

and must be allowed to locate where an acceptable quality signal is received. Dishes up

to one meter (39.37”) and masts up to 12 feet (12’) above the roofline must be allowed. The Master Association has formulated a prioritized list of placement preferences, as follows:

- Highest priority location: Short pole in Landscaping
- Second highest priority location: Behind chimney
- Third highest priority location: Under eave as far back on side as possible
- Fourth highest priority location: Just below apex of roof

If none of the above locations provide the homeowner with the minimum level of acceptable quality signal, the homeowner and the ARC shall work together to find an acceptable location for the antenna.

SCREEN ENCLOSURES

A bronze frame is standard.

The roof pitch of the screen roof must match the roof pitch of the home.

A mansard-style roof is preferred.

Solid roofs must be pitched and shingled to match the home. Screen rooms cannot have vinyl knee walls. All roofing materials are to match the existing home.

The height of the screen enclosure is not to extend above the roofline of the home.

Screen enclosures cannot extend beyond the sides of the house.

Screens must be landscaped with a minimum 3-gallon hedge row planted 36” on center.

Layered landscaping at the back corners of the screen may be substituted for the hedge row.

SECURITY CAMERAS

A. Plans for residential security cameras must be submitted to the ARC before installation.
B. Documentation submitted shall include photos/brochure of cameras and plot showing locations.
C. Security cameras to be installed must be designed for residential use only.
D. Cameras shall be limited to a maximum of (16) (standard receiver), no larger than four inches (4”), shall be mounted in a discrete location, and where the wires shall be concealed.
E. Cameras shall be limited to colors of brown, black or white.

SIGNAGE

See **For Sale Signs (Attachment A).**

SOLAR COLLECTOR PANELS

Florida Statute 160.04 states “No deed restrictions, covenants, or similar binding agreements running with the land shall prohibit or have the effect of prohibiting solar collectors, clotheslines, or other energy devices based on renewable resources from being installed on buildings erected on the lots…”

Solar panels must be “low profile” panels installed on the roof and not tank collectors on the ground. While it is realized that the panels must be installed with an orientation to the South, or within 45 degrees east or west of due South, installing said panels on the front of a home may decrease its property value.

All pipes must be painted the same color as the surfaces that they cross.

TREE REMOVAL

The objective of the Master Association is to preserve as many trees as possible. Trees that are prevalent throughout the community must not be arbitrarily removed. No tree the trunk of which exceeds four inches (4”) in diameter at a point four and a half (4.5) feet above ground level, shall be removed without the prior express written approval from the ARC. The tree removal contractor must grind the stump(s) one foot below ground level and remove all debris from the tree removal process. The ARC will require mitigation depending upon the size and number of the tree(s) removed and the size and number of trees remaining on the property. See Tree Canopy Preservation and Renewal Application **Attachment C.**

WELLS

Wells are allowed for irrigation only. Water cannot be pumped from the waterways. Wells must be deep enough, or treated, so that there is no discoloration of driveway, plants, and homes. The equipment must be completely buffered from view with appropriate fencing and landscaping.

ABOVE GROUND PROPANE TANKS

Propane tanks must be:

1. Minimum of 10’ from a building
2. Minimum of 10’ from a line of adjoining property.
3. Enclosed or shielded either behind a wall or by landscaping.

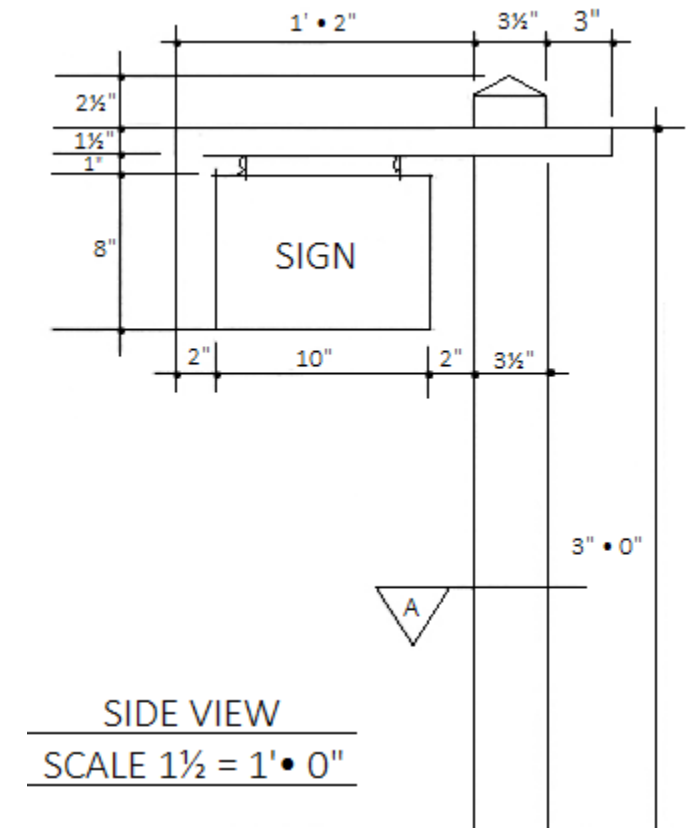
POOL AND OUTDOOR EQUIPMENT

Pool and outdoor equipment must be concealed, as to not be seen from both the road and adjacent properties, by means of fencing, enclosures, landscaping, screens, or walls.

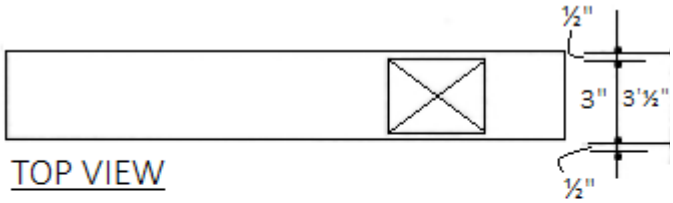
ZERO LOT LINES

A five (5) foot easement shall be provided along the lot perimeter adjacent to a zero setback Dwelling for maintenance of the structure.

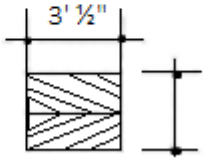
ATTACHMENT A



SIDE VIEW
SCALE 1½ = 1'• 0"



TOP VIEW



SECTION AT 'A'

TYPE STYLES:

- Real Estate Company's Name: Palatino Semi-Bold
- Listing Real Estate Agent's Name: Helvetica Bold
    - Benjamin Moore #HC-189 Chrome Green
    - Benjamin Moore #CC-368 Sandpiper Beige

COLORS:

- 1/16" Border: Match Pantone #468 Cream
- Real Estate Company's Name: Match Pantone #468 Cream
- Background: Match Pantone # 349 Green
- Listing Real Estate Agent's Name: Match Pantone # 349 Green
- Background: Match Pantone # 465 Tan
- 1/16" Border & Logo (If Used): Match Pantone #349 Green
- Wooden Post: Match Pantone #349 Green

ATTACHMENT B

Sundancer Sign Graphics
(904) 570-6927
tyler@sundsg.com
sundancersigngraphics.com

All mailboxes must be approved by the ARC.
Please contact your Sub Association on their mailbox requirements or recommended guidelines.

For use in zero lot line single family homes only:

Sawgrass Tulip Standard Single Single



For use in both non-zero lot line and zero lot line single family homes:
Sawgrass Tulip Standard Single or WHL Capitol Deluxe



ATTACHMENT C

Tree Canopy Preservation and Renewal Application (TCPRA)
Architectural Review Committee
August 2022

1. The ARC's purpose is to protect and enhance property owners' investment in the Community by maintaining the tasteful and aesthetically pleasing architectural design of the community in harmony with surrounding structures and the environment.
2. The Covenants and Restrictions and/or Rules and Regulations of the Sawgrass Association, Inc. generally prohibit the removal of any tree measuring four (4) inches or more in diameter at a point four and one-half (4.5') feet above ground level without permission of the Architectural Review Committee (ARC).
3. Removal of any tree without obtaining approval from ARC is subject to replacement at the owner's expense and a possible fine. **Mitigation or payment to the Tree Fund will be required.**
4. The property owner must ensure all stumps are ground down and debris is removed 1 foot below ground level.
5. The tree removal and mitigation must commence within 6 months of approval.
6. The procedure for tree removal is as follows:
   a. The property owner submits TCPRA to the ARC Coordinator and ensures the trees in reference are marked with yellow tape.
   b. The ARC Coordinator inspects tree/palm within two (2) business days of application receipt and determines if an arborist is needed or not.
   c. If an arborist is needed, the ARC Coordinator will direct the in-house arborist to review the tree removal request within two (2) business days. The results of this inspection will be noted by the property management company on the application and the property owner will be notified accordingly.
   d. If tree or palm is dead, located within 10' of a home, or listed as a non-native/invasive tree, it may be removed once the request is stamped as noted in c. above. *Other applications that do not meet these criteria must go to ARC for approval.*
   e. If the tree/palm is an imminent threat or hazardous to personal safety or property, the resident may proceed with the removal if the ARC Coordinator is notified beforehand and an application is submitted with proper documentation afterward for retroactive approval.

Mitigation Required

1. High Canopy Trees (Dead or Alive)-must be re planted with a 1:1 replacement specimen.
2. Replacement trees must be from the High Canopy Sawgrass Recommended Tree list and be at least 65 gallons in size.
3. Stumps must be ground down 1' below grade level and all debris removed.
4. Trees should only be planted on Property Owner's land.
5. The soil from removed tree area should be remediated before planting a new tree in the same place.
6. Palms can be replaced with Palms or Accent Trees from the Sawgrass Recommended Tree List found on the Sawgrass website.

Mitigation Not Required

1. Removal of nonnative species found on Recommended Tree List on website.
2. Removal when required by owner's insurance company with documentation.
3. Fallen or damaged trees that pose a significant and immediate danger to property or personal safety.

Tree Fund

1. In lieu of replanting removed tree/palm with a new specimen, homeowners may forfeit their deposit or pay $250 to the Tree Fund, managed by the Sawgrass Landscape Committee, to support its ongoing canopy restoration efforts. If there are multiple trees to be mitigated, the deposit can be applied to one tree. Payment must be submitted for each of the remaining trees. Tree Fund payments must be paid within 90 days.

APPENDIX A: CONTROLLED ACCESS

There are four access points into the Sawgrass Association, Inc. community. There is a staffed gatehouse at each of these entry points. Entry is controlled through a series of policies, procedures, technology (the Gate Access System), and Access Control Officers (Officers). Identification for authorized vehicles is provided through the use of:

- windshield stickers
- radio frequency identification devices (RFIDs)
- paper passes.

All residents are responsible for understanding, complying with, and ensuring that their guests comply with all rules, regulations, and procedures adopted by the Sawgrass Association, Inc. for controlling access to and within the property.

Administrative Services: Administrative services for gate access functions, including RFIDs, decals, and guest/vendor sponsorship forms, are handled by our Sawgrass Association, Inc. property management firm, Castle Group. Their office is located at 10033 Sawgrass Drive W Suite 123, Ponte Vedra Beach, FL 32082. Office hours are 9:00am to 5:00pm Monday through Friday. The office can be reached at (904) 686-7552 or by emailing info@sawgrassassociation.com.

When you move into the Sawgrass Country Club community, you must register your vehicle(s), including cars, bicycles, and golf carts, at the property management office. You will need to complete an RFID Enrollment Form. Please be sure to bring your driver's license, copy of the registration, and proof of insurance. If you are leasing, please bring a copy of the applicable lease agreement. The office will provide information on the entry process that includes gate access credentials and procedures.

It is preferred that the owner or primary driver of a given vehicle be the one to register. Whoever signs that RFID enrollment form takes responsibility for all possible fines incurred in connection to the use of said vehicle. Only one RFID (decal) will be provided per completed registration form. The vehicle must be present at the time of registration, as property management staff applies the RFID to the car.

The Castle Group office is available to answer any questions or concerns about gate access or associated procedures.

Please remember, access to the Sawgrass Country Club Community is a privilege which can be denied to non-residents for due cause. Residents, and their vendors or guests, may be liable for damages caused by those vendors or guests.

Access Control Officers: The Sawgrass Association, Inc. contracts with a private firm to provide access services which monitor entry through our gates. This firm provides Access Control Officers (Officers) as well as the system technology needed to run gate operations. In addition to gate responsibilities, those Officers also patrol the roadways and common areas, issue citations for community violations, and assist residents and guests whenever possible. An Officer can be reached at (904) 686-1513.

Our Officers are expected to treat residents with courtesy and respect. In turn, Sawgrass Country Club residents are expected to treat our Officers with the same courtesy and respect. Failure to do so could result in a citation.

The primary responsibility of Access Control Officers is to “control access” into and within the community. Those Officers have neither the authority nor the responsibility of local law enforcement and should not be considered surrogates of those officials. Residents should immediately contact the Sheriff’s Department or call 911 when confronted with situations which involve potential injury and/or property damage. Nevertheless, for those instances involving questionable and/or suspicious behavior, it may be appropriate to contact an Access Control Officer for guidance and/or to investigate such behavior.

Certain personal services (e.g., charging a car battery, animal control) may be provided by Officers if an Officer is available and is trained to do so. Officers on patrol have many duties and may not always be available to you. Personal services are totally at the discretion of the Officer and not part of regular job responsibilities.

It is important to remember that residents are responsible for their own personal safety and the security of their property, pets, and possessions.

Entry Gates: There are four entry gates to Sawgrass Association, Inc. property:

- North and South gates, located on State Route A1A.
- East and Beach gates, located opposite each other on Ponte Vedra Boulevard.

There are three gate arms at each of the gates: two for entry (a Visitor’s Lane and an Express Lane) and one for exit. There is also a bike lane to exit the Sawgrass Country Club community. (Note: This bike lane is NOT to be used for entry of any kind). When approaching any gate arm, please proceed slowly to prevent damage or injury. Do not tailgate. Gate arms descend after each vehicle passes through.

Our North and Beach Gates are staffed 24 hours a day, 7 days a week. The South and East Gates are staffed daily from 7:00 am to 11:00 pm and then are virtually controlled by the Beach Gate Officer during the hours of 11:00pm to 7:00am. To enter either the South or Beach Gate during the late shift, your vehicle must have an RFID (see below), or the occupants must adequately identify themselves using the virtual system at the gate.

If a gate arm is damaged upon entry or exit, the vehicle must stop immediately and consult with the gate Officer.

- Negligence: If a gate arm is damaged because of a driver’s negligence, the driver or resident sponsor will be responsible for all repairs.

- Malfunction: If the gate arm is damaged solely due to a gate malfunction or Officer error, the Sawgrass Association, Inc. will repair the gate arm and pay for any damage to the vehicle.

Each gate is equipped with audio and video equipment to monitor activity in and around the gates.

Windshield stickers for Owner's and Club Members' Motor Vehicles: The sticker can be either a Sawgrass Association, Inc. sticker or a Country Club sticker, but you do not need both. Windshield stickers are provided at no cost and should be displayed in the lower left corner of the driver-side windshield. The expiration date is printed on each sticker. Please note that Windshield stickers do not provide access to RFID lanes.

Sawgrass Association, Inc. Windshield stickers are provided by the Castle office for residents **who do *not* belong to the Sawgrass Country Club.**

Sawgrass Country Club windshield stickers are provided by the Country Club's Membership Services Department for Club Members regardless of property location. This department is located at the Sawgrass Country Club Golf Clubhouse and can be reached at (904) 273-3700.

The Sawgrass Country Club's windshield sticker serves two purposes:

- Entry through the Visitors' Lane at the gates (same as Sawgrass Association, Inc. windshield stickers)
- Permission to park on Country Club property (for example, at the Beach Club). The Country Club actively monitors their parking areas. You may be asked to show your license even with a sticker for security purposes.

You will also need to get a Sawgrass Country Club windshield sticker for your golf cart to allow you to park on Country Club property. If you will be driving your golf cart on the golf course, the Country Sawgrass Club requires an inspection and registration at the Country Club Golf Pro Shop.

Stickers for Residents' Bicycles: Residents' bicycles must display a special sticker which can be obtained at the Castle Office. Stickers must be affixed to the left side of the bikes, so they are visible to the Officers. Bicyclists must be prepared to show valid ID if stopped by an Officer. There are bike lanes at each gate for exiting the Sawgrass Country Club community.

Bicycles are permitted on the sidewalks or the roads. Pedestrians have the right of way on the sidewalks. Bicycles must travel on the right side of roads, single file, and in the same direction as other traffic.

RFIDs for Sawgrass Country Club Owners' and Non-Resident Club Members' Motor Vehicles: While your windshield sticker permits you to enter Sawgrass Country Club community through the visitor lanes, you may want to purchase an RFID for fast entry via the RFID lanes.

RFIDs are available for residents' golf carts as well as additional vehicles. There is a fee for obtaining an RFID. Payment may be made only by credit/debit or checks made out to SGA, Inc.

The RFID decal is applied by Castle Group, either internally in the top corner, passenger side windshield or externally, across the bottom of the passenger side headlight.

Sponsored RFIDs for Frequent Guests or Vendors: Occupants, Guests, Tenants, or Vendors may receive an RFID if sponsored by a Sawgrass Country Club owner. Please note

that Sawgrass Country Club owners must provide written authorization (or email) noting their Sawgrass Country Club property address, listing the name of the person they are sponsoring, and the duration of access. Sponsored individuals must complete an RFID Enrollment Form; and provide a driver's license, vehicle registration(s), and proof of insurance. Property owners may be held responsible for all actions of sponsored individuals, including property damage or other community violations.

To Obtain a Sponsored RFID:

- A Sawgrass Country Club owner may call or visit the Castle office to fill out a sponsor's form.
- After approval, sponsored occupants, guests, tenants, or vendors must take their vehicle(s) to the Castle office with their registration, driver's license, and proof of insurance, to fill out the enrollment form to complete registration to have the RFID affixed.
- A check or credit/debit card is required to pay the RFID fee.
- Once RFIDs for sponsored individuals expire, they may be renewed by repeating the process.

Type	Fee	Renewal Terms
Residents	$35.00	Valid until you leave or sell your car
Renters	$35.00	Valid until lease agreement ends
Rental Cars	$35.00	Valid until rental agreement ends
Sponsored Frequent Guests	$35.00	Valid for 1 year. No renew fee
Sponsored Vendors	$50.00	Valid for 1 year. $20.00 renewal fee
Realtors	$50.00	Valid for term of Real Estate license. $20.00 renewal fee

Authorizing Visitors: Residents must authorize gate entry for periodic visitors using the Gate Access system. There is a limit of 20 permanent visitors/guests allowed per resident account.

Using the Gate Access System with your computer (Preferred Method): Go to www.Gateaccess.net using your computer or through a web browser app on your smartphone or tablet device or utilize the free smartphone app available from Gate Access. This system allows you to enter your guest's name(s) and set up start and end dates for their entry period. You may also indicate the visitor is a vendor with restricted hours by selecting the "Vendor" box.

You'll need a community code, username, and password to use the system. The community code is always SGA. Initially, your username is the primary phone number associated with your account and the password is your PIN (assigned by the master property management office when you first registered as a property owner). You may change them after logging into the Gate Access System. If you don't remember your username or password/PIN, contact the Castle office for assistance.

Using the Gate Access System using your telephone: If you do not have access to a computer, smartphone, or tablet, you may authorize visitors using the voice capability of the Gate Access System. Using any phone, dial 904-543-7768 and follow the prompts. If the phone you are using is registered in the Gate Access System, you will not need to provide your PIN. If the phone is not registered, you will need to enter your PIN (contact the Castle Office if you don't know your PIN).

You will be asked to say the name of your guest or vendor (please speak slowly and very clearly). You will be prompted to enter the time period the guest will be within Sawgrass Association, Inc. property ('today' – press 1; 'tomorrow' – press 2; 'today and tomorrow' – press 3; or press 4 to specify the end date by using the phone's touchpad). Upon arrival, your guest will enter through the Visitors' Lane and stop at the gatehouse to obtain a paper dashboard pass to be displayed while in the Sawgrass Association, Inc. community.

Download the Gate Access App: ABDI Gate Access has a smartphone app for easy access on your phone. You will need to enter the Community Code of SGA, the primary phone number as the username, and the four-digit pin number that has been provided to you as the password. These are the same credentials you will use for gateaccess.net on your computer browser.

Entering the Gates:

Visitor Lane: This access lane is on the left lane upon entering the property. It is to be used by anyone entering the Sawgrass Country Club community without an RFID.

Unauthorized vehicles, including bicycles, and pedestrians must stop at the gate house and wait to be admitted by the gate Officer.

Vehicles that do not have, or do not display, a valid sticker or dashboard pass must state whom they are visiting, then identify themselves with a valid driver's license, which will be scanned by the Officer. The gate Officer will use the Gate Access System to verify that you authorized them for entry and give them a paper dashboard pass valid for the length of their stay, up to one month. Vendors will be given a pass for up to one week. Driver's licenses shall be required at any time for entry by any vehicle.

If the visitor is **not authorized** in the Gate Access system, the gate Officer will make **one** phone call to the primary phone call to ask if they should be admitted. If the Officer does not receive the necessary authorization, the vehicle or pedestrian will be denied entry.

Vehicles with a valid sticker or dashboard pass will be allowed entry through the gate without further need to identify themselves.

RFID Lane: This access is on the right lane entry to property. Only vehicles with an RFID may enter. Approach the gate slowly until the light turns green and the arm rises automatically. If the gate arm does not rise, please honk once and await assistance from the Gate Officer.

It is important that you do not tailgate as the gate arm goes down automatically after each vehicle passes through.

Renters/Tenants: If you rent your property directly (e.g., without using a rental agency), please call the Master property management office for instructions on how to provide authorization for your renters to enter the Sawgrass Country Club property. Renters may purchase RFIDs that expire on the end date of the rental agreement or lease. If you use a rental agency, the rental agent will handle these tasks directly with the Master property management office.

Loaners/Rental Cars: If you use a loaner or rental car within the Sawgrass Country Club community, you will be given a paper dashboard pass when you first enter one of the gates. You must present your driver's license to prove residency. You may also purchase an RFID for a rental vehicle by registering at the property management office. The RFID expires at the end date of the rental car agreement.

Hired Vehicle: If you are being driven home in a limo or other hired car, you must stop at the gatehouse and show proof of residency.

Large Gatherings: If you expect to hold an event with 10 or more attendees (for example an Open House or large party), you need to take some extra steps to make sure there are proper provisions for traffic control and parking. Please contact Castle Group 72 hours ahead. They will alert the Officers on patrol and discuss any things you need to do for traffic control and parking provisions.

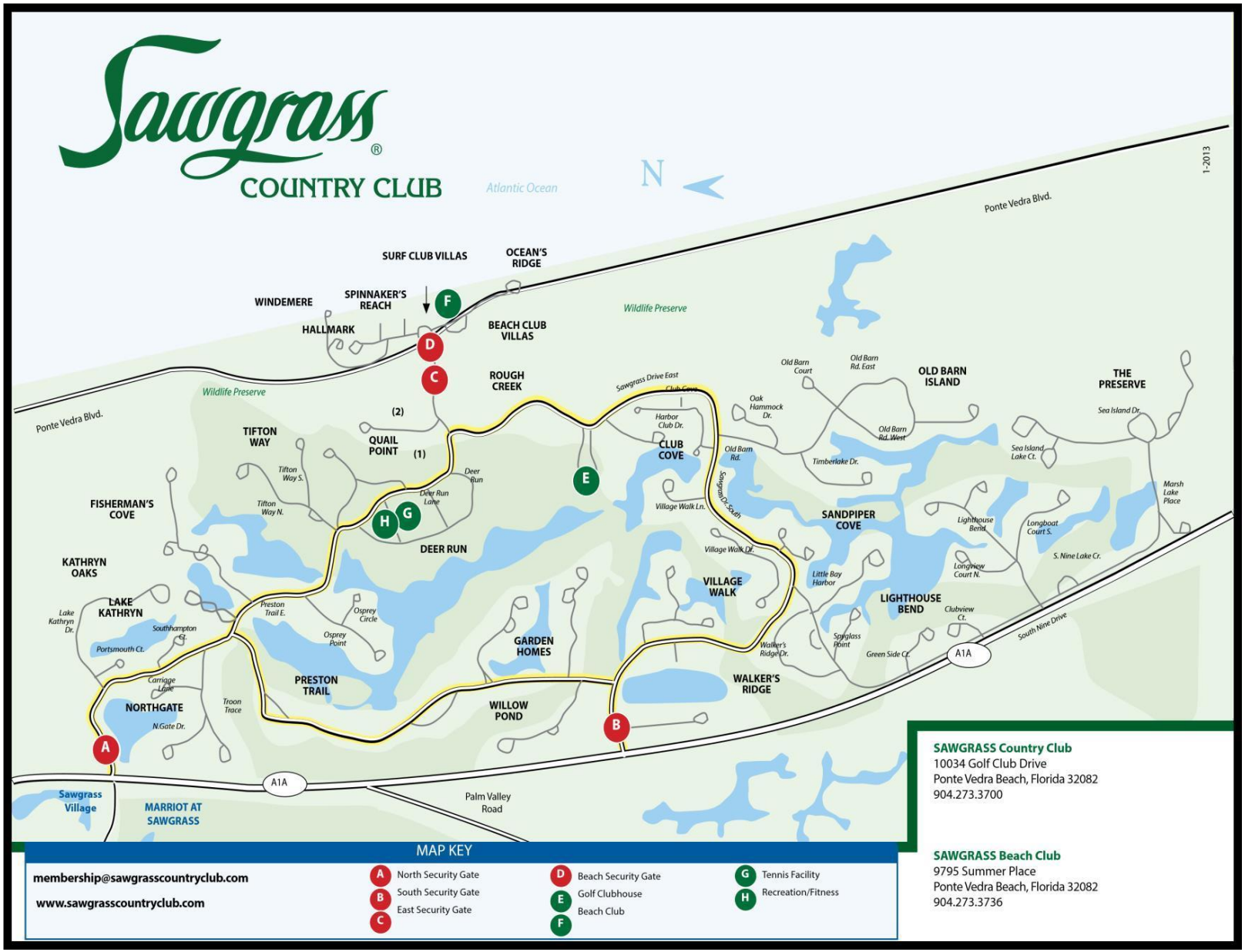
Estate Sales: Estate Sales are uncommon within Sawgrass Association, Inc. property and residents must request permission by contacting Castle Group at (904) 686-7552. If a resident is leaving the Sawgrass Association, Inc. due to a life-changing event such as moving into a nursing/assisted living residence, death, or severe health reasons, the Sawgrass Association, Inc. Board of Directors may grant permission for an Estate Sale. Written application must be made to the Board no less than 10 days before the requested sale date.

The following rules will apply and be agreed to by the operator of the Estate Sale:

- Arrangements must be made to shuttle visitors to and from the sale from outside the Sawgrass Association, Inc. community.
- The sale cannot be more than two (2) consecutive days.
- Sale hours cannot begin before 9:00 am and must end by 3:00 pm.
- No advertising signs can be placed on the property in advance of the sale.
- Surrounding properties will be marked off by the Estate Sales Manager so that no one parks on the grass.
- Those who purchase articles that cannot be carried out will be given a pass to return to pick up their purchase.

If these rules are not followed, the Association has a right to shut the Estate Sale down.

Non-Licensed Drivers: Guests attempting to enter the community without a driver's license will not be permitted.


Sawgrass®
COUNTRY CLUB
Atlantic Ocean
N
1-2013
Ponte Vedra Blvd.
SURF CLUB VILLAS
OCEAN'S RIDGE
WINDEMERE
SPINNAKER'S REACH
HALLMARK
BEACH CLUB VILLAS
Wildlife Preserve
ROUGH CREEK
TIFTON WAY
QUAIL POINT
(1)
(2)
Tifton Way S.
Tifton Way N.
Deer Run
Deer Run Lane
FISHERMAN'S COVE
KATHRYN OAKS
LAKE KATHRYN
Lake Kathryn Dr.
Southhampton Ct.
Portsmouth Ct.
Preston Trail E.
Osprey Circle
Osprey Point
DEER RUN
PRESTON TRAIL
Carriage Lane
Troon Trace
NORTHGATE
N.Gate Dr.
GARDEN HOMES
WILLOW POND
Sawgrass Drive East
Club Cove
Harbor Club Dr.
CLUB COVE
Village Walk Ln.
Village Walk Dr.
VILLAGE WALK
Walker's Ridge Dr.
WALKER'S RIDGE
Oak Hammock Dr.
Old Barn Court
Old Barn Rd. East
Old Barn Rd.
Old Barn Rd. West
OLD BARN ISLAND
Timberlake Dr.
SANDPIPER COVE
Little Bay Harbor
LIGHTHOUSE BEND
Lighthouse Bend
Longview Court N.
Clubview Ct.
Spyglass Point
Green Side Ct.
THE PRESERVE
Sea Island Dr.
Sea Island Lake Ct.
Longboat Court S.
Marsh Lake Place
S. Nine Lake Cr.
South Nine Drive
A1A
Palm Valley Road
Sawgrass Village
MARRIOT AT SAWGRASS
MAP KEY
membership@sawgrasscountryclub.com
www.sawgrasscountryclub.com
A North Security Gate
B South Security Gate
C East Security Gate
D Beach Security Gate
E Golf Clubhouse
F Beach Club
G Tennis Facility
H Recreation/Fitness
SAWGRASS Country Club
10034 Golf Club Drive
Ponte Vedra Beach, Florida 32082
904.273.3700
SAWGRASS Beach Club
9795 Summer Place
Ponte Vedra Beach, Florida 32082
904.273.3736