

DCB FEE SCHEDULE – Category Descriptions and Procedures

Effective March 1, 2023

Category 1: Pre-Approval Only (No Fee Required)

The following scope of work is considered a pre-approval application.

Benefits of this pre-approval category is that residents do not have to wait for the next scheduled DCB meeting. It allows Villages an increased opportunity to make decisions for their communities while still abiding by our POA master documents.

1. All Villages will need to submit their board approved palettes/guidelines for paint, roofs tiles, light fixtures, windows, pavers etc. to the DCB in advance at a duly scheduled DCB meeting for approval. There will be no application fee to the Village.
 2. Once approved, the palette/guidelines will be on file for the DCB at the POA office.
 3. Any changes/additions to the approved Village palette/guidelines must be approved by the DCB, same process as above.
- **Village residents may only be considered for pre-approval if they are applying for an already approved palette/guideline from their Village on file at the POA office.**
 - Residents will need to submit an application to their Village. Once approved by their Village it will then be submitted to the DCB Specialist at the POA Office to be signed off.
 - The DCB Specialist will submit all pre-approval applications at the next duly called DCB meeting for ratification.
 - A DCB member will be assigned to the project and will follow through completion.
 - Replacing like for like (kind and quantity) plants, annual flowers, broken windows, broken garage doors etc.; residents will be eligible for the pre-approval process and there will be no application fee.

In the absence of an approved Village palette/guideline on file, the homeowner must submit a DCB application for approval at the monthly DCB meeting, automatically moving into another category depending on the parameters as per below.

*The Village (HOA/COA), may charge an application fee. The POA cannot authorize a Village, or Marina to charge a fee unless the underlying Village or Marina's Declaration or governing documents allow the same, or unless the delegation of the authority to charge a fee is added to the Declaration or Article IX of the Amended and Restated By-Laws.

Category 2 (\$150 Non-Refundable Fee Required except painting and dead tree removal)

1. The following scope of work shall be approved by the respective Village HOA/COA Board, Golf Club and Marina, and then submitted to the DCB for review and approval. (These do not qualify for pre-approval as the resident's Village has NOT submitted a pre-approved palette/guideline).
2. Projects require a nonrefundable application fee of **\$150.00**. All projects in this category shall require sufficient information in either written description or attached plans to enable the DCB to properly review and grant approval.

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3. All information submitted needs to be in compliance with the DCB Guidelines.
 4. All applications that involve improvements to a lot that may implicate a lot boundary, or which include review of the placement of improvements require a boundary survey or surveyors' sketch indicating the location and extent of proposed work.
- Painting - (if no pre-approved village palette on file. **No fee required**)
 - Roofing (No boundary survey required)
 - Replacing an existing roof.
 - Windows and Doors (No boundary survey required)
 - Window/door replacements.
 - Replacement of existing garage or front entry doors.
 - Driveway/Sidewalk
 - Repair or replacement of existing driveway/sidewalk
 - Any additions or extensions to existing driveway or sidewalk.
 - Pools/Patios
 - Installation of patio paving materials or pool finishes at residences and village pools.
 - Installation of a new patio or pool screen/glass enclosure.
 - Renovated pool or patio installations visible from outside the property.
 - Fencing
 - Any additions to or new installations of fencing.
 - Docks/Seawall (Survey is required)
 - Maintenance or repair of an existing bulkhead, dock, or seawall in its current location. (*refer to Pier Easement guidelines*).
 - Replacement or new installation of bulkhead, dock, boatlift, or seawall in its current location. (*refer to Pier Easement guidelines*).
 - Pier Easement modifications and documentations or original submittal will require DCB approval.
 - Generators & LPG Tanks
 - Emergency generators which must be covered by landscaping, fencing or wall enclosure; they must be screened from view. (In compliance with Palm Beach County regulations for all setbacks).
 - Landscaping
 - Landscaping that is limited to plant replacement with either the same materials or materials specifically approved by the village HOA/COA Board (*refer to landscape design guidelines*).
 - Removal of canopy shade trees and/or large palms that are dead, diseased or are posing a danger to structures, foundations, or utilities. Owners shall comply with requirements as described in the DCB Guidelines. – Tree Preservation.
 - Dead Tree Removal – **No fee required**
 - Courtyards (Within courtyard walls)

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- Landscaping, paving and site furnishings (i.e., pots, benches, or small fountains), visible by neighbors or the general public.
- Miscellaneous
 - Solar panels and transmission towers. (Satellite dishes under 1 meter are not subject to Village POA approval).
 - Pool, air conditioning, and generator equipment, screened in accordance with DCB Guidelines.
 - Replacement of existing or new exterior lighting.

Category 3 (\$300 Non-Refundable Fee Required)

Additions/modifications deemed “minor”, meaning other than first or second floor additions or removal/destruction of a structure.

1. The following scope of work shall be approved by the respective village HOA/COA board, Golf Club and Marina, and submitted to the DCB for review and approval.
2. All projects in this category shall require sufficient information in either written description or attached plans to enable the DCB to properly review and grant approval.
3. All information submitted needs to be in compliance with the DCB Guidelines and POA documents.
4. Any project requiring a permit will need a boundary survey indicating the location and extend of proposed work.

Examples of such projects but not limited to:

- Pergolas
- Summer kitchens
- Golf cart enclosures
- Lanais
- Gazebos
- Cabanas

Category 4 (\$1000 Non-Refundable Fee Required)

First or second floor additions

1. The following scope of work shall be approved by the respective village HOA/COA Board, Golf Club and Marina, and submitted to the DCB.
2. All projects in this category shall require sufficient information in either written description and attached plans to enable the DCB to properly review and grant approval.
3. Any project requiring a permit will need a boundary survey indicating the location and extend of proposed work.

Examples of such projects but not limited to:

- Additions to an existing residence/living space

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- Construction of a guesthouse

Category 5 (\$2000 Non-Refundable Fee Required)

Removal/demolition of a residential or commercial structure, construction of a new residential or commercial structure, renovation to the exterior of a residential or commercial structure that changes the size or elevation of such structure.

1. The preceding scope of work shall be approved by the respective village HOA/COA Board, Golf Club and Marina, and then submitted to the DCB for approval.
2. All projects in this category shall require sufficient information in either written description and attached plans to enable the DCB to properly review and grant approval.
3. Any project requiring a permit will need a boundary survey indicating the location and extent of proposed work.

Other information: Design Control Board Policies

In all cases, permits, inspections and approvals required by Palm Beach County, or other applicable regulatory agencies shall be the responsibility of the lot owner. Should any damage to POA property result from the execution of the work, the cost to restore the POA property to its condition prior to the work being performed shall be invoiced directly to the lot owner and paid to the POA with the next quarterly POA assessment.

In all categories should the DCB require an outside consultant to review the submitted application, the respective lot owner shall be responsible to reimburse the cost of said inspection to the POA. Such consultants will not be engaged without notifying the lot owner in advance.

Fees listed in the respective categories shall be remitted with the application to enable the project to be placed on the next DCB agenda for review. All applications must be submitted at least one week prior to the next scheduled DCB meeting to be listed on the agenda. The check is payable to J.L. Property Owners Association, Inc. **Once a fee is paid, additional submissions to the resident's application will result in NO ADDITIONAL FEES. If an application consists of request for projects in different categories, only the highest category fee will be charged.**

In the event of an emergency, the DCB will expedite the review and approval process so that work can proceed.

After a period of one year of inactivity, the application will be closed, and the resident will be notified in writing.