



**POINTE
EAST**

POINTE EAST HOMEOWNERS' ASSOCIATION, INC.

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Architectural Guidelines

What is approved in advance, what needs an application, and how to apply

DRAFT for review | Proposed for adoption at the November 10, 2026 meeting

How this works

Article VI of the Declaration requires the Architectural Committee's written approval before an owner builds or changes any structure or improvement, including fences and driveways, or makes a material change to the landscaping of a lot. To keep that simple, the Committee approves the routine work in Part 1 in advance. If your project is on that list and meets its conditions, it is approved and no application is needed.

Part 2 lists the work that needs an application, Part 3 explains how to apply, and Part 4 explains how the Committee reviews requests. If you are unsure which list your project is on, email acc@pointeeasthoa.com and the Committee will answer in writing.

Start here: do I need to apply?

Answer the questions in order and stop at the first yes. Where Part 1 specifically lists the work, Part 1 controls over the more general entries in Part 2.

Question	If yes
1. Will you build, place, grade, fill, or plant anything inside a drainage easement or other easement the Association maintains? Mowing, routine upkeep, and repairing or replacing an existing improvement in the same location do not count.	Apply (Part 3).
2. Is the work entirely inside a building?	No application needed.
3. Is it an item you will install, display, or store that cannot be seen from the road, a neighboring lot, or common area? This does not include buildings, additions, clearing, or grading.	No application needed (section 720.3045, Florida Statutes).
4. Is it listed in Part 1, and does it meet the conditions there?	No application needed.
5. Is it listed in Part 2?	Apply (Part 3).
6. Still not sure?	Email acc@pointeeasthoa.com . The Committee will answer in writing.

Part 1. Approved in advance

Work in this table is approved, with two conditions. First, nothing new may be built, placed, graded, filled, or planted inside an easement the Association maintains (question 1). Second, a new or enlarged structure, such as a deck, play equipment, a flagpole, or an equipment pad, must stay within the building setbacks, and a new or enlarged driveway or turnaround must stay at least ten feet from an interior lot line. Repairs and replacements in the same location are not subject to these conditions.

Category	Approved in advance
Repairs and upkeep	Repairing or replacing roofing, siding, trim, gutters, windows, doors, decks, fences, mailboxes, and driveways in the same location with the same or similar materials and colors, with driveways in concrete, exposed aggregate, pavers, or asphalt (Article XXV). Repainting in the existing color or a close one.
Roof replacement	Architectural shingles, cedar shake, tile, metal shingles, or standing-seam metal, in a color close to the existing roof.
Lawn and garden	Mowing, pruning, edging, mulch, sod, flower beds, shrubs, and replanting. Florida-friendly landscaping. Vegetable and herb gardens out of view of the road.
Maintained ground	Mowing or bush-hogging lawn, pasture, or field that has been mowed or bush-hogged within the past two years.
Trees	Removing dead, diseased, or storm-damaged trees, or a tree an arborist or tree service identifies as a danger to a building, driveway, or power line, anywhere on the lot. Removing living trees under 4 inches in diameter, measured 4.5 feet above the ground, more than 50 feet from a shared lot line or the road. Specimen trees the Committee has designated are excluded (Article XXXI, Section 4).
Brush and invasive plants	Clearing underbrush, vines, and saplings within 30 feet of a building, and removing invasive plants such as Chinese tallow, privet, and Japanese climbing fern, anywhere on the lot. All tree and brush work in Part 1 is approved when done without heavy clearing equipment (Part 2).
Storms	Storm panels, portable generators, and the other hurricane protection approved in advance by the Hurricane Protection Specifications, and storm cleanup.
Flags	Up to two portable, removable flags from the list in section 720.304, Florida Statutes (the United States, Florida, military branch, POW-MIA, and first responder flags), each up to 4.5 by 6 feet. One freestanding flagpole up to 20 feet high, outside any easement and clear of sightlines at the road, flying the United States flag and one other listed flag no larger than it.
Dishes and solar	A satellite dish 1 meter (39 inches) across or smaller, behind or beside the house where reception allows. Solar panels mounted on the roof, following its slope.
Outdoor lighting	Fixtures on the house, porch, walks, and driveway, aimed down or shielded so the light stays off other lots and the road, and screened from them by trees, other vegetation, or landscaping (Article XVI).
Backyard	Swing sets, playhouses, trampolines, doghouses, and clotheslines behind the rear line of the house. Grills, smokers, and attended recreational fires in a fire pit or chiminea, following county and state fire rules (Article XXIX).

Category	Approved in advance
Trash and air conditioning	Trash and recycling containers kept in the garage or screened from the street (Article XXII). Heating and air-conditioning equipment beside or behind the house, shielded from the road and other lots (Article XXVII).

Part 2. Needs an application

- **Buildings.** A new home, an addition, or any new building, including a garage, barn, stable, shed, workshop, or pool house. New decks, porches, and covered patios.
- **Pools.** Swimming pools and pool enclosures.
- **Fences and walls.** New fences, walls, and gateposts, or a change in fence material or style. Chain link and wire fencing are approved only by exception (Article XXIII, Walls, Fences and Gateposts).
- **Driveways.** New or relocated driveways, parking pads, and culverts.
- **Appearance changes.** Exterior colors or materials beyond those in Part 1.
- **Clearing and grading.** Any of the following, other than work listed in Part 1:
 1. removing a living tree 4 inches or more in diameter, measured 4.5 feet above the ground;
 2. using heavy clearing equipment, such as a forestry mulcher, bulldozer, excavator, or a skid steer or tractor with a brush cutter, anywhere other than maintained ground;
 3. clearing, or removing a living tree of any size, within 50 feet of a shared lot line or the road; or
 4. grading, adding fill, or changing how water drains.
- **Animals.** Pens, kennels, stalls, run-in sheds, and pasture fencing (Article XV).
- **Equipment.** Ground-mounted solar panels; antennas, towers, and dishes larger than 1 meter; standby generators and fuel tanks, which the Committee approves when they meet the Hurricane Protection Specifications; other buried tanks; wells and pump houses.
- **Recreation.** Sports courts and basketball goals.
- **Lighting and storm protection.** Pole lights and floodlights aimed outward. Permanent storm shutters, which the Committee approves when they meet the Hurricane Protection Specifications.
- **Easements.** Building, placing, grading, filling, or planting anything inside a drainage easement or other easement the Association maintains.
- **Burning yard debris.** Board approval after any required Florida Forest Service authorization (Article XXIX).

Florida law limits what the Committee may restrict. It will not deny roof-mounted solar panels or clotheslines protected by section 163.04, Florida Statutes, and may set the roof location of solar panels only within the orientations that section allows.

Part 3. How to apply

Use the Architectural Request Form, or send an email with the same information, to acc@pointeeasthoa.com or PO Box 15702, Tallahassee, FL 32317. One electronic copy is enough. For a project that calls for them, the Committee may ask for the paper copies or professional plans Article VI describes. Send what fits the project:

Project	What to send
Clearing or landscaping	An aerial photo or sketch marking the area; the trees 4 inches or larger to be removed; the equipment; the dates; and the contractor. The Leon County Property Appraiser's online map works well for the aerial.
Fence, shed, pool, driveway, or similar	A sketch showing the location and the distances to lot lines; a photo or brochure of the materials and colors; and the contractor.
New home or addition	The items listed in Article VI: plans and elevations, exterior finishes and colors, a site plan showing the trees to be removed, a sediment control plan, and the contractor's and supervisor's contact information. The landscape plan may follow, and must be approved and installed before occupancy.

You may apply before you have a county permit. The Committee will tell you on request whether your lot has a designated specimen tree or an easement the Association maintains. Recorded easements are shown on the plat.

Timing. Within a week, the Committee or its designated reviewer confirms in writing the date it received your request and either that the request is complete or which required item is missing. A reviewer the Committee designates flags any apparent conflict with the covenants or these Guidelines, citing the requirement and feature, and any existing exception authority that may apply. That letter does not approve, deny, or require changes; you may revise your plans if you choose. The Committee decides at a noticed meeting, and the agenda gives the Lot and a short subject for each variance or other exception, such as “fence-material exception.” Owners provide plans; the Committee identifies the applicable rules. Exceptions remain limited to authority granted by the Declaration. The 60 days in Article VI run from the date the request is complete. Questions the Committee asks after that date do not restart the period. The Committee decides complete requests at the next regular meeting that notice allows, and always within the 60 days. If it does not decide a complete request within 60 days, Article VI no longer requires approval for that request.

Following a request. Each request, whether submitted online, by email, or on paper, appears on the Association website's list of pending requests with its Lot, the date received, any identified covenant conflicts or variance requests, and its status. The plans are available to owners in the Owner Portal. Any owner may sign up for email updates on all requests or on one request: a new request, conflicts the Committee identifies, the meeting date and agenda, and the decision or the end of the decision period. These updates are a courtesy. Official meeting notice is given as Florida law requires.

Decisions. Every decision comes to you in writing:

- **Approved**, sometimes with conditions.
- **Not approved**, with the covenant or guideline involved and the part of the request that does not conform. You may revise and resubmit at any time.
- **No review needed**, when the work is approved in advance under Part 1 or falls outside the Committee's review. This answers questions as well as requests.

After approval. An approval stays valid until the work is done. If work has not begun within 180 days, and the covenants, these Guidelines, or the Hurricane Protection Specifications have since changed in a way that affects the project, the owner applies again under the new rules. Once work begins, the exterior must be finished within the time in Article XXXI. A change during the work needs no new request if it does not affect the location, size, height, exterior materials, or colors; the trees to be removed or the area to be cleared; the clearing equipment; grading or drainage; or any condition of the approval. Any other change needs a new request.

Part 4. How the Committee works

Meetings. Florida law treats a committee that approves or disapproves architectural requests like the Board for meeting purposes. The Committee therefore decides requests at noticed meetings, held with the monthly Board meeting, and each request appears on the mailed agenda. Members may share requests and ask questions by email between meetings, and decisions are sent by email, but every decision is made at a meeting. Requests answered "No review needed" require no meeting.

Standards. Members apply the covenants and these Guidelines consistently, set personal preference aside, and step aside from any request in which they have a personal interest. A decision requires the votes of a majority of the Committee's members.

Report to the Board. The Committee's report at each Board meeting lists each decision by lot, with the result and a one-sentence description, and each pending request with the date its decision is due.

Records. The Committee keeps each complete request, any revisions, and the decision permanently, in electronic form, as official records of the Association.

Part 5. About these Guidelines

The Architectural Committee adopts these Guidelines under Article VI, which gives it authority to approve plans and specifications in writing and to set design criteria, and the Board approves them. Each item in Part 1 is the Committee's written approval for that work. The grill and fire pit approval is the Board's approval under Article XXIX.

An approval, standing or written, addresses the Declaration only. County permits, and recorded instruments held by others such as conservation easements and environmental preservation affidavits, remain each owner's responsibility.

Terms used here. A *close* or *similar* color is in the same color family and of similar lightness, so that the change is not noticeable from the road. A *similar* material looks substantially the same from the road. *Not readily visible* means a person standing on the road or a neighboring lot cannot readily see the item in any season, taking screening into account.

The Committee may revise these Guidelines at a noticed meeting, with Board approval. A revision does not affect work already begun, or a written approval already issued, except as the 180-day rule in Part 3 provides. The Declaration controls over anything here, except where Florida law requires otherwise, as with the Hurricane Protection Specifications.

Questions: acc@pointeeasthoa.com.