

# *Palencia Property Owners Association*

## *of St. Johns County, Inc.*

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### **Friendly Reminders**

#### **A Message from Property Management about Community Inspections**

Association inspections are performed weekly by members of the property management office. These inspections are performed to promote the well being of the community. We check for items, such as those listed below that are not in compliance with the Covenants and Restrictions for Palencia and Palencia Lot Owners ("Covenants and Restrictions"). When a property is found to be non-compliant with the Covenants and Restrictions, the property owner is contacted by management. If the violation is not remedied, the mandated statutory process is followed. The process includes sending violation letters which require specific remedies, if the violation is not remedied within the time provided the property owner may be subject to fines. The enforcement committee will approve or reject fines imposed by the Board. Fine levels have been established at \$100 per fine for typical violations. If the violation repeats itself it could go up to a maximum fine of \$1,000.

Our goal is for all homeowners to be proud of the community they live in, and we can achieve this if we all abide by the Covenants and Restrictions.

The following is a list of the most frequent violation notices sent from our office. Please take a moment to review these and take any appropriate action should your property require it. We appreciate your cooperation with these efforts!

**Section 5.16**, from the Declarations of Covenants and Restrictions for Palencia Lot Owners, **Maintenance of Lots and Limited Common Areas**, is very broad in scope and encompasses the following four topics:

#### **1) Replacement of Dead Plant Material**

Lawns need to be fertilized to remain healthy and free of insects and weeds which will inhibit growth and damage your yard. Lawns that have been damaged by chinch bugs, fungus or any other infestations, will need to be replaced with sod grass in the affected areas immediately after treatment. Owners of vacant lots are obligated to mow, trim, and edge their lots at least every 5 weeks during the growing season (mid March – mid November).

#### **2) Yard Waste, Recyclables and Trash - Place at End of Driveway No Sooner than the Evening Prior to Pick-up**

Please place yard waste, recyclables and trash out no earlier than the evening before scheduled pick-up days. Yard waste and recycle pick-up is scheduled for Mondays and trash pick-up is scheduled for Wednesdays. **Please place yard waste on your property for pick-up. The collection company will not pick-up from vacant lots.** Please visit the St. Johns County Solid Waste department website (<http://www.co.stjohns.fl.us/BCC/SolidWastelindex.aspx>) for holiday schedules and more detailed information. Collect and store from view your trash, recycle, and yard waste receptacles the evening of pick-ups.

#### **3) Mailbox Maintenance**

Each individual homeowner is responsible for the upkeep of their mailbox. The mailbox is part of a home package at Palencia, and any questions relating to the installation, warranty, and repair should be asked directly to the builder. Over time, each mailbox becomes weathered and can be easily cleaned with mild dish soap and water to remove any mildew build-up. Mailboxes and hardware (screws) shall be free of rust and can be spot-painted with semi-gloss spray paint to match the existing finish. If the numbers are missing from the Contemporary White mailbox, you can purchase the original "Casablanca" font numbers from Southern Woods, phone 904-733-1828, at a total cost of \$21.20 (\$20.00 + tax), and can be handled through the mail. If the numbers are missing from the Victorian Black mailbox, you can purchase replacement 3" brass numbers from Atlantic Powder Coating (904-724-2422) at a cost of \$10.00 each and can be handled through the mail. Regardless of either style, numbers shall be

displayed on both sides of the mailbox. Mailbox posts shall be vertical and placed so that the tip of the opened mailbox door is 41-45 inches directly above the curb, according to U.S. Postal Service Regulations. Mailboxes are most often hit by vehicles when they are not placed in accordance with code. Should you need mailbox repair or replacement, the following vendors are aware of the Palencia mailbox standard:

**Mailbox Vendors**

**Phone**

**Contact**

Southern Woods – White Only	904-733-1828	David Graves
Atlantic Powder Coating – Black and White	904-724-2422	Harold Matthews
Sundance Sign Graphics –Black and White	904-287-4949	Kevin Colcord
Nature’s Choice (Mailbox Repairmen)	904-222-1582	Pam Hutcherson

**Section 5.6, Motor Vehicles and Boats**, addresses the issue of the authorized/unauthorized parking of vehicles and boats, and states:

***"No boats, recreation vehicles or other motor vehicles, except four wheel passenger automobiles, shall be placed, parked or stored upon any Lot, nor shall any maintenance or repair be performed upon any boat or motor vehicle upon any Lot, except within a building, or otherwise screened, so as to be totally isolated from public view. Commercial vehicles shall not be parked within the Property within public view on a regular basis. Construction trailers may be parked only with the prior written consent of the Developer and in an area designated by the Developer."***

Please remember that all vehicles should only be parked in driveways, garages, or streets, and **not** on the grass or in vacant lots.

**Section 8.1, Architectural Review and Approval**, addresses the plan of Architectural Review and is the guideline for how all property owners need to be consistent so as to adhere to the overall Palencia community standards. The Palencia Architectural Review Board (“ARB”) exists to review all designs and plans of all new homes and improvements to existing homes and landscaping. It is very important for each homeowner to contact the Palencia ARB **prior** to making any type of improvement or modification to the exterior of their property. Please contact the Palencia ARB should you have any questions about an improvement you would like to make to your property.

Two of the most frequent items not in compliance with the Covenants and Restrictions which our office identifies when conducting community inspections is property owners who have installed either an irrigation well and/or satellite TV / broadband dish without gaining written approval from the ARB. If you are uncertain as to whether you gained prior written approval from the ARB on either a well or satellite dish, please contact the ARB at 904-810-0520, and we'll be happy to research it for you.