

**Brookwood Homeowners Association, Inc.**

**11555 Central Parkway, Suite 801**

**Jacksonville, FL 32224**

**(904) 998-5365**

September 14, 2023

Dear Brookwood Association Member,

It is the responsibility of the Board of Directors to prepare and adopt an operating budget for each fiscal year, which begins on January 1st. The proposed budget will be reviewed and voted upon at the Board of Directors meeting to be held on **Wednesday October 4, 2023 at 6:30 p.m., at the Nocatee Welcome Center Nocatee Welcome Center, 245 Nocatee Center Way, Ponte Vedra FL, 32081**. Homeowners are invited to attend. There is not a membership vote for the adoption of the annual budget.

A copy of the proposed operating budget for the Brookwood Homeowners Association, Inc. for 2024 is on the reverse side of this letter. The budget as proposed reflects a 5% increase in the association fee from 2023, due to inflationary increases to operating expenses. Detailed budget assumptions are available for review on the community website at [www.brookwoodhoa.info](http://www.brookwoodhoa.info).

In addition, the Board of Directors will conduct a vote to consider adoption of the proposed Amendment to the Architectural Review Guidelines. (See enclosed.) Following adoption, the amended guidelines will go into effect immediately. The original Guideline document as well as the amended Guideline are available for review on the community website at [www.brookwoodhoa.info](http://www.brookwoodhoa.info).

Should you have questions regarding the proposed Budget or amendment to the Architectural Review Guidelines, please contact me at (904) 998-5365 ext. 231 or [Anna@firstcoastam.com](mailto:Anna@firstcoastam.com).

Sincerely,

Anna Hornstein  
Community Association Manager  
First Coast Association Management, LLC

**Brookwood Homeowners Association, Inc.**  
**2024 Proposed Operating Budget**

Acct	Description	Adopted 2023	YTD thru 7/31/23	Projected 2023	2024 Proposed Budget
<b>INCOME</b>					
4110	Assessments	58,850.00	34,329.19	58,850.04	61,703.00
4310	Capital Contribution	0.00	274.98	471.39	0.00
4410	Interest Income -Operating	0.00	3.11	5.33	0.00
4415	Interest Income- Reserves	0.00	50.57	86.69	0.00
4416	Allocate Interest to Res	0.00	(50.57)	(86.69)	0.00
4420	Interest Income - Owners	0.00	98.75	169.29	0.00
	<b>TOTAL INCOME</b>	<b>58,850.00</b>	<b>34,706.03</b>	<b>59,496.05</b>	<b>61,703.00</b>
<b>EXPENSES General &amp; Administrative</b>					
5120	Insurance Expense	3,100.00	2,036.37	3,490.92	3,900.00
5130	Legal & Professional	500.00	307.25	450.00	500.00
5135	Annual Corporate Report	61.25	61.25	61.25	61.25
5140	Management Contract	8,652.00	5,047.00	8,652.00	8,912.00
5150	Miscellaneous	146.75	364.75	364.75	389.75
5160	Office Supply/Postage/Copies	1,800.00	831.07	1,724.69	1,800.00
	<b>General &amp; Administrative</b>	<b>14,260.00</b>	<b>8,647.69</b>	<b>14,743.61</b>	<b>15,563.00</b>
<b>Grounds Maintenance</b>					
6010	Landscape Contract	20,790.00	12,127.50	20,790.00	20,790.00
6020	Landscape Remediation	4,000.00	3,551.48	4,000.00	4,000.00
6050	Irrigation Repairs	3,000.00	627.77	1,100.00	2,000.00
6060	Lake Maintenance	2,200.00	1,160.95	1,990.20	2,200.00
	<b>Grounds Maintenance</b>	<b>29,990.00</b>	<b>17,467.70</b>	<b>27,880.20</b>	<b>28,990.00</b>
<b>General Maintenance</b>					
6515	Repairs & Maint. - General	2,000.00	454.43	1,000.00	2,000.00
	<b>General Maintenance</b>	<b>2,000.00</b>	<b>454.43</b>	<b>1,000.00</b>	<b>2,000.00</b>
<b>Utilities</b>					
7040	Electricity	600.00	444.96	844.96	950.00
7090	Water/Irrigation	10,800.00	7,421.09	12,721.87	13,000.00
	<b>Utilities</b>	<b>11,400.00</b>	<b>7,866.05</b>	<b>13,566.83</b>	<b>13,950.00</b>
<b>Contingency Reserve</b>					
8110	Contingency	1,200.00	700.00	1,200.00	1,200.00
	<b>Reserve Expense</b>	<b>1,200.00</b>	<b>700.00</b>	<b>1,200.00</b>	<b>1,200.00</b>
	<b>TOTAL EXPENSES</b>	<b>58,850.00</b>	<b>35,135.87</b>	<b>58,390.64</b>	<b>61,703.00</b>
<b>CURRENT YEAR NET INC/(LOSS)</b>		0.00	(429.84)	1,105.41	0.00

550.00

575.00

The 2024 budget as proposed requires an annual assessment of \$575.00 per member which reflects a 5% increase in fee from 2023.

# BROOKWOOD AT NOCATEE

## HOMEOWNER'S ARCHITECTURAL REVIEW CRITERIA AND PROCEDURE MANUAL

October , 2023 ~~February 8, 2018~~ (Revised)  
(Effective \_\_\_\_\_, 2023 ~~March 1, 2018~~)

### Introduction

The Declaration of Covenants and Restrictions for Brookwood at Nocatee establishes a review and approval procedure for all improvements proposed within the community. All landscaping, improvements or structures of any kind to be built, placed or installed on a home site including but not limited to any building, house, exterior paint and roof color, pools, spa, ornamental statue, play structure, screen enclosures, walls, fences, sewer, drain, disposal system, landscaping, landscape device or object, flagpole, satellite dish, driveway or any other improvement ~~visible from any road or adjacent lot~~ must first receive written approval from the Brookwood Homeowners Association (Association) prior to commencement of construction or installation, erection, placement or maintenance.

### Architectural and Building Criteria

The following criteria may be changed or modified at the sole discretion of the Association. Each Homeowner will be provided with written notification of any such changes at least thirty days prior to its effective date. The Association retains the right to waive or modify any of the following provisions if in its sole discretion it determines such a change is not detrimental to the community as a whole.

All plans submitted for review shall be evaluated for total effect and may be disapproved by the Association, in its sole discretion. Each request for approval

should contain the required information and be delivered to the offices of the Association or its designee using the Submittal Process and Submittal Form (Exhibit A). Upon receipt of all needed information, the Association will approve, disapprove or require modifications within 10 working days.

### **Setbacks**

The setback for a pool or pool deck (with or without a screen enclosure) is a minimum of five (5) feet from the property line. Setbacks for pool equipment and air conditioning units shall be in accordance with the approved PUD.

### **Garages**

Garage doors should remain closed except to allow cars to enter and exit the garage. Garages may not be converted to living or storage space. Vehicles should be parked in the garage overnight.

### **Exterior Color Plan**

Any changes to the initial color scheme of the exterior of the house including roof, trim, shutters and front door should be submitted and approved prior to the change and shall conform to the list of approved color combinations attached as Exhibit B.

### **Covered Porches**

All covered porches (i.e. lanais) must be under truss support. No metal patio covers or metal screened-in rooms will be allowed. Screened enclosures cannot exceed 13 feet in height and the color of the screen should be Charcoal and the frame and door(s) dark bronze or black in color.

### **Swimming Pools**

Pools are required to be enclosed by a screen enclosure or approved pool fence meeting the applicable safety codes of the City of Jacksonville. Pool screen enclosures may not be visible from the street in front of the dwelling unless approved otherwise. Screen enclosures and door(s) must be dark bronze or black in color.

### **Fences**

The composition, height and location of any fence or wall to be constructed on any Lot shall be subject to approval. Wire or chain link fences are prohibited.

The following fence types have been approved for the Brookwood community.

1. Four (4) foot high, black aluminum railing fence.
2. Six (6) foot high, wood, shadow box fence.
3. Six (6) foot high vinyl solid panel tongue and groove fence, tan in color.

All lots that back up to a pond should use Fence Type 1. All other lots that back up to preservation areas (woods) may choose between Fence Type 1, 2 and 3, and the use of Fence Type 2 or 3 for side yards and Fence Type 1 for the rear lot line is acceptable. For Lots 7, 8 & 9, the approved fence is Fence Type 3 above only.

### **Side Yard Fences**

Fences in side yards shall not be closer to the front of the house than the mid-point of the sidewall plane of the house.

### **Satellite Dishes**

Satellite dishes may be installed in the rear or side of the home site out of view from the street. Additional landscaping may be required to properly screen the dish from the view of the adjacent house.

### **Residential Signs**

Residential signs include signs such as “For Sale”, “For Rent” and “Open House” signs placed on lots by residents and/or their real estate agent. These signs must comply with the attached uniform signage criteria generally known as the “Nocatee Sign Standard” (see Exhibit C). The sign shall not exceed 9” x 12” in size and must be professionally painted in a uniform tan color with green letters.

The sign should be mounted on a wood post painted a matching tan color. Only one sign per lot is allowed except during a Realtor’s open house, at which time two signs will be allowed during the duration of the open house, provided this is not longer than six hours.

The use of “Bandit” real estate signs is prohibited.

Political signs no larger than 3 feet x 4 feet may be installed on a lot no earlier than 10 days prior to the election. Each lot is limited to one political sign at a time and such sign should be removed the day after the election.

All pest control, landscaping, fencing installation, pool/spa installation signs and any other advertisement or business signage should be removed from the lawn within 48 hours of placement.

All other signs are prohibited without specific written approval from the Association. At no time should any sign be placed in a window.

### **Permanent Play Structures and Basketball Goals**

Permanent play structures and basketball goals are prohibited in front yards. Portable basketball goals are allowed provided they are located on the driveway and not within 30 feet of the roadway. Installation of any permanent play structure in the rear yard must receive approval prior to installation.

### **Outside Mechanical Equipment**

Outside mechanical equipment such as LP tanks, water softeners, pool pumps and heaters shall be properly screened from view by either landscaping material and/or vinyl fence panels designed for this purpose.

### **Landscaping**

The replacement of any dead or diseased trees with the same species tree is allowed without prior approval. Cypress mulch, pine bark or similar material is acceptable for use as mulch. The use of stones, rocks, gravel or lava rock as mulch in landscaped beds must be approved.

### **Street Trees**

Upon completion of each residence, the Builder or Developer may have planted a "street tree" in accordance with the community's approved plans between the edge of the roadway and the front or side lot line defined in the Declaration as "Limited Common Area". These trees are to be considered part of the landscaping of the home, must be properly maintained and irrigated by each homeowner, and must be

replaced at the expense of the Owner if the tree dies or is removed. Approved species of replacement street trees are listed on Exhibit D.

### **Irrigation**

All landscape beds and sod should be fully irrigated with an automatic irrigation system. Reuse irrigation water as supplied by JEA shall be the sole source of irrigation water. Individual wells are prohibited.

### **Window Coverings**

All windows should have an interior cover consisting of some type of blind, drape or shade. All coverings should be white or beige in color as seen from the outside of the house.

### **Trash Receptacles/Garbage Cans**

Trash receptacles should be placed curbside no earlier than dusk the day prior to collection day and the emptied receptacle must be removed prior to dusk the day of collection. Trash receptacles must be hidden from view at all other times.

### **Seasonal Christmas or Holiday Decorative Lights**

Seasonal decorative lights may only be displayed between Thanksgiving and January 15.

### **Mailboxes**

Replacement mailboxes must conform to the design and specifications of those originally provided by the Brookwood builders (See Exhibit E). All other mailboxes are prohibited.

