

EAST LAKES IN PEMBROKE PINES HOMEOWNERS ASSOCIATION, INC.

ARCHITECTURAL CONTROL COMMITTEE (ACC) GUIDELINES

Ref: CC&R Article II-A, Section 17; Article VII — Architectural Control Committee
Effective: March 2025 | Revised: August 14, 2026

AUTHORITY: These ACC Guidelines are adopted pursuant to CC&R Article II-A, Section 12 and Article VII, which grant the Architectural Control Committee (ACC) full authority to review and approve or deny all exterior improvements, landscaping changes, and modifications to Lots and Units within East Lakes in Pembroke Pines. These Guidelines supplement and are subordinate to the CC&Rs. In any conflict, the CC&Rs control.

NOTE TO HOMEOWNERS: These ACC Guidelines govern physical improvements, modifications, and exterior changes to your unit and lot. For day-to-day conduct rules — including parking, pets, garbage, noise, occupancy, leasing, and enforcement — see the separate Rules & Regulations document. For all fence, ground cover, planting, and landscape design standards, see the separate East Lakes HOA Landscaping Guidelines document. Both are available at <https://eastlakeshoa.com/>

These Guidelines apply to all Lot Owners, approved tenants, and any person performing work on any Lot or Unit. No work requiring ACC approval may begin before written Final ACC Approval is received from the Association. Any work begun without approval is subject to fines, stop-work orders, and a requirement to remove or restore the unauthorized improvement at the Owner's expense.

1. COMMITTEE AUTHORITY AND REVIEW PROCESS

Authority: CC&R Article VII; Article II-A, Section 12; Florida Statute §720.3035.

1. COMPOSITION

The Architectural Control Committee (ACC) shall be composed of three (3) or more representatives appointed by the Board of Directors. At the Board's sole discretion, the Board of Directors may act as the ACC Committee.

2. SCOPE OF REVIEW

Nothing may be constructed, changed, modified, altered, or added to a lot or the exterior of a unit without first obtaining prior written approval of the ACC. The ACC shall require a written request with plans and specifications showing the nature, kind, shape, height, materials, and location of what the unit owner proposes to do.

3. GOOD STANDING REQUIRED

The ACC will not consider or approve any request submitted by an Owner who is not in good standing with the Association. An Owner is not in good standing if they have any outstanding unpaid assessments, fines, or unresolved violations.

4. HOA APPROVAL THEN CITY PERMIT — OWNER'S RESPONSIBILITY

Upon receiving written ACC Committee approval, the Owner is solely responsible for obtaining all required City of Pembroke Pines building and zoning permits before any work begins. The City of Pembroke Pines requires the HOA written approval letter before issuing any permit. The correct sequence is: (1) Submit ACC request and receive written HOA/ACC approval; (2) Owner obtains all required City of Pembroke Pines permits using the HOA approval letter; (3) Work begins only after both HOA written approval and all required City permits are in hand.

- a. **Lakefront Units Only:** This provision applies exclusively to units that directly abut a lake or Water Management Tract within the East Lakes community. It does not apply to non-lakefront units.
- b. **Maximum Extension:** Pavers may extend approximately eight (8) feet from the party wall or rear patio edge toward the lake. No extension beyond eight (8) feet from the party wall or patio is permitted.
- c. **Property Survey Required:** A current, certified property survey must be submitted with the ACC request form, showing the proposed paver extension, the party wall location, the easement boundaries, and confirmation that the extension complies with all City of Pembroke Pines setback and easement requirements.
- d. **City Permit Required:** A City of Pembroke Pines building or zoning permit is required for any lakefront paver extension. HOA ACC Committee approval must be obtained first. The City requires the HOA approval letter before issuing any permit. The Owner must comply with all City easement requirements.
- e. **No Encroachment on Easement or Water Management Tract:** The paver extension may not encroach upon any drainage easement, lake easement, or Water Management Tract. The property survey must confirm that the proposed extension remains within the Owner's private property boundaries.
- f. **Approved Material:** Pavers only — no poured concrete for this rear lakefront extension. Pavers must be earth-toned colors compatible with the exterior of the unit.

[Board Resolution — adopted by majority vote. CC&R Art. II-A, §12 — prior ACC approval required. CC&R Art. II-B and Art. II-A, §11 — Water Management Tracts are Common Property and may not be encroached upon.]

4. DOORS — EXTERIOR

Exterior doors may be dark brown wood in nature and must be hurricane-rated. If the door has a glass inlay, it must adhere to hurricane standards. All doors must be the color of New East Lakes Brown or Bronze. City of Pembroke Pines permit required.

5. DRIVEWAY EXTENSION AND PARKING AREA WIDENING

Homeowners may extend or widen their driveway or front parking area subject to the following standards and prior ACC Committee approval:

- a. **Maximum Width:** The parking area in front of a unit may be widened by no more than fifteen (15) inches total — meaning no more than fifteen (15) inches combined across both sides, or on one side only. No extension may exceed fifteen (15) inches total from the existing driveway edge.
- b. **Approved Material:** Asphalt only. No concrete, pavers, gravel, rock, or any other material is permitted for driveway or parking area extensions or widening. This standard was adopted by majority vote of the Board of Directors.
- c. **ACC Submission Required:** The Owner must submit a completed ACC request form including a current property survey showing the proposed widening, the dimensions, and confirmation that the extension remains within the Owner's property boundaries and complies with all City of Pembroke Pines setback requirements.
- d. **City Permit:** A City of Pembroke Pines permit may be required. HOA ACC Committee approval must be obtained before submitting for any City permit.
- e. **Property Boundaries:** The extension must remain entirely within the Owner's property boundaries as confirmed by a current property survey. Any work outside the Owner's property boundaries is prohibited.

[Board Resolution — adopted by majority vote. CC&R Art. II-A, §12 — prior ACC approval required for all improvements to Lots.]

6. EXTERIOR LIGHTING — PERMANENT FIXTURES

All permanent exterior lighting fixtures — including sconces, flood lights, post lights, and permanently installed LED strip lighting along roof lines — require prior ACC Committee approval before installation.

- a. The timing, seasonal use, and behavioral rules governing exterior and holiday lighting are addressed in the Rules and Regulations, Section 4.

7. FENCES

No fence shall be constructed on any lot without the prior approval of the ACC Committee. Fences must be Shadow Box style wood fence, painted New East Lakes Brown. All fence gates must open inward. City of Pembroke Pines permits are required. Sequence: (1) ACC approval first; (2) City permit using the HOA approval letter; (3) then work begins.

City Code Reference: City of Pembroke Pines LDC §155.625 — No permit or fee is required for the first 14 days. After 14 days, zoning approval is required and may only be granted when an active City building permit exists on the property. (Amended December 11, 2025, Ord. No. 2056.)

16. ROOF EAVES, GABLES, AND REPLACEMENT

All roofs, including the replacement of all or any part of a roof, must be approved by the ACC Committee. HOA written approval must be obtained first; the Owner then obtains the City of Pembroke Pines building permit using the HOA approval letter.

- a. Approved shingle manufacturers and colors: GAF — Shakeswood; GAF — Driftwood; Owens Corning — Desert Rose; Owens Corning — Teak.
- b. Other roofing types require ACC Committee review and approval and must comply with the Florida Building Code, ASCE 7-22 standards.
- c. Flashing, roof vents, fascia, and drip caps must be painted New East Lakes Brown.

17. SATELLITE DISHES

Satellite dishes must be mounted on the back side of the roof only. Only one (1) dish per roof is permitted. Prior ACC approval is required before installation. The ACC Committee may require that the dish be screened from public view and that the installation complies with all applicable safety, electrical, zoning, and building codes.

- a. Grandfather Clause — Existing Dishes: Satellite dishes that were lawfully installed before the effective date of these Guidelines are permitted to remain in their current location and are not required to be relocated. All existing dishes must comply with all other requirements (neat wiring, no structural damage, proper mounting). When an existing grandfathered dish is replaced or a new dish is installed, the new installation must comply with the back-side-of-roof requirement.

Federal Law Notice: The FCC Over-the-Air Reception Devices Rule (47 C.F.R. §1.4000) limits HOA authority to restrict satellite dish installation. The HOA may impose reasonable restrictions on placement and screening but may not prohibit installation altogether or impose unreasonable delays or costs. This provision is drafted in compliance with federal law.

18. STORAGE SHEDS

Storage sheds are permitted in backyards and side of home so long as it does not encroach in common area and do not exceed a maximum height of six (6) feet. ACC approval is required prior to installation.

19. TREE REMOVAL

The removal of any existing tree or palm requires prior written ACC Committee approval AND City of Pembroke Pines authorization. The following process must be followed in order:

- Step 1.** Owner submits a completed ACC request form to the HOA office requesting tree removal. The ACC request must include: the species and location of the tree proposed for removal; and the reason for removal.
- Step 2.** Upon ACC Committee approval, the HOA will issue a written ACC approval letter and attach the City of Pembroke Pines Tree Removal Permit Application form to the approval letter.
- Step 3.** The Owner submits the City of Pembroke Pines Tree Removal Permit Application form, together with the \$25.00 permit fee, directly to the City of Pembroke Pines.
- Step 4.** The City of Pembroke Pines will send out a City Arborist to inspect the tree and provide final City authorization for removal. The City Arborist's decision is final as to whether the City will permit removal.
- Step 5.** Only after the Owner has received both: (1) written HOA ACC Committee approval; AND (2) City of Pembroke Pines Arborist authorization — may the Owner hire a contractor to remove the tree. No tree removal may begin before both approvals are in hand.

Note. All trees including palm trees require both HOA ACC Committee approval AND a City of Pembroke Pines permit before removal. The same five-step process above applies to all tree and palm removals without exception.

[City of Pembroke Pines tree removal permit fee: \$25.00, which covers the City Arborist inspection. The permit and the Arborist's approval go hand in hand. ALL trees including palm trees require both HOA ACC Committee approval and a City of Pembroke Pines permit before removal. City of Pembroke Pines Public Works / Urban Forestry — (954) 431-4000.]

20. WALKWAYS — REPLACEMENT, TILING, OR PAINTING

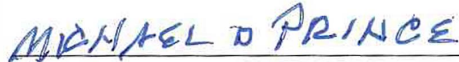
Plans and specifications showing the location, color, and material of any new or modified walkway are subject to review and approval of the ACC Committee. Earth colors are preferred.



Board President — Signature



Date



Print Name / Title



ACC Director — Signature



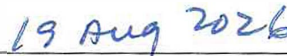
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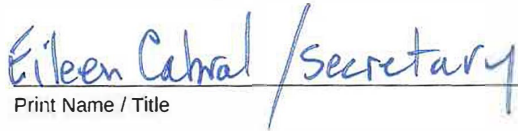
Print Name / Title



Board Secretary — Signature



Date



Print Name / Title

DISCLAIMER: These ACC Guidelines do not constitute legal advice. The Association recommends that all Owners consult with a licensed Florida attorney regarding their rights and obligations. For day-to-day conduct rules, see the separate Rules & Regulations document.

East Lakes in Pembroke Pines HOA | 9732 NW 16th CT, Pembroke Pines, FL 33024 | 954-432-6888 | <https://eastlakeshoa.com/>