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 finger, 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.

5. TIME FOR COMPLETION

All approved improvements must be completed within sixty (60) days of the written ACC approval date. This applies to all exterior improvements including but not limited to: fences, roofs, patios, walkways, awnings, windows, doors, gutters, hurricane shutters, satellite dishes, storage sheds, generators, and landscaping changes. If the approved improvement has not been completed within sixty (60) days, the Association may deem the Owner in violation and impose a fine of up to $100 per day until the work is completed or removed.

6. 30-DAY DEEMED APPROVAL

The ACC must approve or disapprove a request within thirty (30) days of receipt of a complete submission. If the ACC fails to act within thirty (30) days and no suit to enjoin has been filed, approval is deemed granted by operation of law.

[CC&R Article VII.]

7. DENIAL — WRITTEN NOTICE REQUIRED

If the ACC denies a request, the Owner must be provided written notice specifying the exact rule or covenant relied upon for the denial and the specific aspect of the request found to be non-conforming.

[Florida Statute §720.3035(4)(a), effective July 1, 2024.]

8. APPEAL TO THE BOARD

An Owner who receives a denial from the ACC may appeal the decision to the full Board of Directors by submitting a written appeal to the HOA office within thirty (30) days of the denial. The Board will consider the appeal at the next scheduled Board meeting.

9. UNAUTHORIZED IMPROVEMENTS

Any improvement made without prior written ACC approval is a violation subject to: (i) stop-work order; (ii) Subject to fines; and (iii) a requirement to remove or restore the unauthorized improvement at the Owner's expense. The ACC is not obligated to approve work already performed without prior approval.

2. ITEMS REQUIRING PRIOR ACC APPROVAL — A TO Z

ALL items listed below require a written ACC submission and prior written Final ACC Approval before any work, installation, or change is made. Forms are available at the HOA office at 9732 NW 16th CT, Pembroke Pines, FL 33024 (M–F, 9 AM–2:30 PM) and at https://eastlakeshoa.com/

1. AIR CONDITIONER — MOVING OUTSIDE PATIO

ACC approval is required for removing an air conditioning unit from inside to outside of a patio. A current property survey must be provided with the ACC request.

2. AWNINGS

Awnings are permitted only at the rear of residences and must be retractable or removable. All awnings must be an earth color compatible with the exterior of the residence. Existing Bahamian shutters/awnings on the front windows are permitted in the color of New East Lakes Brown, or Bronze.

3. CONCRETE PATIO SLABS

Plans and specifications showing the location of new or modified patio slabs are subject to review and approval of the ACC Committee. Concrete patio slabs in the rear of the unit may not extend beyond the party wall. City of Pembroke Pines permits are required.

a. Only removable pavers are permitted past the party wall in the rear of the unit, up to the setback requirements specified by the City of Pembroke Pines.

3A. LAKEFRONT PROPERTIES — REAR PAVER EXTENSION

This item applies to lakefront units only. A lakefront Owner may seek ACC Committee approval to extend the rear area of their unit with pavers, subject to the following standards:

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.

8. FINGER AND LANDSCAPE TREATMENT — SEE LANDSCAPING GUIDELINES

Prior written ACC approval is required for any change from the existing finger or landscape treatment of a Lot. The design standards that govern this work — including permitted ground covers, borders and edging, mulch, potted plants, artificial turf, grass, tree roots, and approved plant material — have been relocated to the separate East Lakes HOA Landscaping Guidelines document and are no longer set out in these ACC Guidelines. Owners must comply with that document and must obtain written ACC approval before any work begins.

[Finger and landscaping standards are now located in the East Lakes HOA Landscaping Guidelines, available at the HOA office and at https://eastlakeshoa.com/. See Rules & Regulations Section 9 for ongoing finger maintenance obligations.]

9. GENERATORS, WATER SOFTENERS, AND CHARGING STATIONS

Permanently installed whole-house generators, water softeners, and electric vehicle charging stations must be approved by the ACC. The Owner must obtain a City of Pembroke Pines permit and provide the ACC with the approved City permit before commencement of work.

10. GUTTERS

All gutters must be the color of New East Lakes Brown. Gutter downspouts must not concentrate water flow onto neighboring properties. Any installation or change of gutters requires ACC approval.

11. HURRICANE SHUTTERS

Installation of any style of hurricane shutters requires prior HOA/ACC written approval and a City of Pembroke Pines permit.

- **a.** Shutters must conform to City of Pembroke Pines and Broward County standards.
- **b.** The type and style are subject to the review and approval of the ACC Committee.
- **c.** The color of permanently mounted shutters must be Bronze or New East Lakes Brown.

12. JACUZZIS

Jacuzzis are permitted in backyards and must be placed on a porch located at the rear of the residence. ACC approval and a City of Pembroke Pines permit are both required before installation.

13. LANDSCAPING — CHANGES TO EXISTING

Any change from the existing approved landscape requires prior written ACC approval. All landscaping design standards — including finger treatment, ground cover, borders, xeriscape, and approved plant material — are set out in the separate East Lakes HOA Landscaping Guidelines document and are not repeated in these ACC Guidelines. See also: Tree Removal (Item 19) and Walkways (Item 20).

14. PATIO / PORCH — ENCLOSED

Installation of any new enclosed patio requires ACC approval. Screen and aluminum visible to the public must match New East Lakes Brown.

- **a.** Sunrooms are not permitted.
- **b.** Above-ground pools are not permitted.

15. PORTABLE STORAGE UNITS (PODS), MOVING TRUCKS, AND ROOFING TRUCKS

ACC Committee notification is required before placement of a POD, moving truck, or roofing truck/trailer. The following time limits apply:

- **a.** PODs — Move-In: A POD used solely for residential move-in may be placed in the driveway for up to fourteen (14) days with no ACC approval and no City permit required, per City of Pembroke Pines LDC §155.625. The homeowner must notify the HOA office prior to delivery.
- **b.** PODs — Renovation: A POD remaining beyond fourteen (14) days requires: (1) ACC written approval; and (2) City of Pembroke Pines zoning approval, for which the City requires the HOA approval letter. An active City building permit on the subject property is also required.
- **c.** Moving Trucks: Moving trucks must not block the street. Maximum of three (3) days permitted.
- **d.** Roofing Trucks/Trailers: Roofing trucks or trailers require ACC Committee notification and are subject to a maximum of three (3) days.
- **e.** All units must be placed in the driveway only — not in the street, common areas, or front yard.

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 — Shakewood; 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.

21. WATER FOUNTAINS AND BIRD BATHS

ACC permission is required to install any type of water fountain or bird bath. Maximum height is thirty-six (36) inches; maximum width is twenty-four (24) inches. Permitted locations: in front of the unit between the driveway and front wall, or in flower beds behind the unit. Placement restrictions within the finger areas are set out in the separate East Lakes HOA Landscaping Guidelines document.

22. WINDOWS — REPLACEMENT

Replacement of windows requires ACC approval. All windows must be Bronze or New East Lakes Brown to match the trim. City of Pembroke Pines permit required.

23. WOOD TRIM OR TRELLIS — REMOVAL OR REPLACEMENT

The Board of Directors has authorized removal of the trellis at the Owner's option, subject to prior written ACC approval and an approved plan for relocating and concealing waste containers. An ACC request must be submitted for any trellis removal or replacement. Replacement of trim or trellis with the same type of material and paint also requires ACC approval.

a. Decorative wood trim may be removed with prior ACC Committee approval.

b. Trellis Removal: A homeowner may remove the trellis with prior ACC Committee approval. Because many units use the trellis structure to screen waste containers from public view, the following must be submitted with the ACC request for trellis removal:

(i) A current property survey or site plan showing the location of the trellis and the area that will be exposed upon its removal.

(ii) A drawing or site plan showing the specific location to which the waste containers will be relocated, together with a written description of how they will be concealed from public street view after the trellis is removed. The ACC Committee must be satisfied that the relocation and concealment plan is adequate before approving trellis removal.

c. Trellis Replacement: If the trellis is being replaced, the ACC request must include the proposed replacement material, dimensions, and color. Replacement material must be compatible with the exterior of the unit and comply with the HOA-approved color.

[Board Resolution — trellis removal authorized at the Owner's option. CC&R Art. II-A, §12 — ACC approval required for all exterior modifications; Rules & Regulations Section 12c — waste containers must not be visible from the street.]

24. XERISCAPE

Any xeriscape installation requires prior written ACC approval, and plans and specifications showing the location, plant material, and any border or edging must be submitted with the ACC request. Xeriscape design standards and approved plant material are set out in the separate East Lakes HOA Landscaping Guidelines document, Section 8, and are not repeated in these ACC Guidelines.

3. ITEMS THAT DO NOT REQUIRE ACC APPROVAL

The items listed below do not require an ACC submission. However, ongoing maintenance and behavioral standards for these items are governed by the Rules & Regulations. See Rules & Regulations Sections 3 and 9 for details.

ROUTINE MAINTENANCE

Routine maintenance and upkeep that does not change the appearance, color, materials, or structure of the Lot or Unit does not require ACC approval. Examples: repainting the exterior in the same approved color; replacing screen mesh in an existing screened enclosure; normal lawn mowing and trimming.

BOARD ADOPTION

These ACC Guidelines were reviewed and adopted by the Board of Directors of East Lakes in Pembroke Pines Homeowners Association, Inc. on the date set forth below.

Board President — Signature _____ Date _____

Print Name / Title _____

ACC Director — Signature _____ Date _____

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.