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# MAGNOLIA POINT COMMUNITY ASSOCIATION, INC.

A Florida Corporation Not-for-Profit  
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## ARCHITECTURAL REVIEW COMMITTEE DESIGN REVIEW FENCE APPLICATION

Date: \_\_\_\_\_

From: Property Owner: \_\_\_\_\_ Lot #: \_\_\_\_\_

Property Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_

To: Magnolia Point Community Association, Architectural Review Committee

### 1. Fence Plan Detail Checklist

\_\_\_\_\_ Two copies of the site plan showing the location of the fence.

\_\_\_\_\_ Type Fence: Aluminum / Wooden Shadow Box / Vinyl Shadow Box

\_\_\_\_\_ Color: \_\_\_\_\_ Shadow Box dimensions: \_\_\_\_\_

\_\_\_\_\_ Appendix A Worksheet complete.

Owner's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Contractor's Signature: \_\_\_\_\_

Printed Name: \_\_\_\_\_ Date: \_\_\_\_\_

Title: \_\_\_\_\_ Contractor Emergency Contact Number: \_\_\_\_\_

2. Property owners are responsible for reviewing Appendix B - Guidelines.

3. **Contractors are responsible for meeting the requirements cited in Appendix C.**

4. All Fence Projects must be completed within six months of application date.

5. Please drop off completed forms and any material samples at the MPCA front gate house or scan and email the forms to [arc@magpt.com](mailto:arc@magpt.com).

**ARCHITECTURAL REVIEW COMMITTEE DESIGN REVIEW  
FENCE APPLICATION**

From: Architectural Review Committee

To: \_\_\_\_\_

1. Your application is approved / disapproved subject to the following conditions, if any:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Title: \_\_\_\_\_

*Note: These plans have been reviewed for the purpose of determining compliance with MPCA Covenants and aesthetic compatibility of existing architectural plans within the community. These plans are approved on a limited basis. No review has been made with respect to functionality, safety, compliance with governmental regulations or otherwise, and any party with respect to such matters should make no reliance on this approval. The approving authority expressly disclaims liability of any kind with respect to these plans, the review hereof, or any structures built pursuant hereto, including, but not limited to, liability for negligence or breach of express or implied warranty.*

*The homeowner is responsible for acquiring any/all applicable permits and inspections.*

**APPENDIX A**  
**WORKSHEET FOR FENCE APPLICATION**

Property Owner: \_\_\_\_\_ Date: \_\_\_\_\_

Address: \_\_\_\_\_

1. Are there fences on adjoining properties? Yes / No

*If yes, please indicate the type of fence: Aluminum, Wood Shadow Box or Vinyl Shadow Box*

Left Side: \_\_\_\_\_

Right Side: \_\_\_\_\_

Rear: \_\_\_\_\_

2. Is your house on a corner lot? \* Yes / No

*\* When the residence is situated on a corner lot, hedges, fences or walls may not be built closer to a side street than the line of the main residence abutting such side street.*

3. Is the proposed fence to be placed in a Utility Easement? \* Yes / No

*\* Fences are not allowed in Utility Easements*

4. Is the proposed fence to be placed in a Drainage Easement? \* Yes / No

*\* Fences in Drainage Easements are evaluated individually. If allowed, any damage to the fence during drainage easement access is the homeowner's responsibility.*

5. Is proposed fence on a pond or on the golf course? \* Yes / No

*\* Only black, 4 foot aluminum or wrought iron fences are permitted on golf course or waterway lots.*

6. Does the proposed fence back up to a preserve or another property? \* Yes / No

*\* On lots where the rear view is identified as preserve or another property, fences shall be no more than 6 feet in height and may be of open or shadow box design as described in Appendix B.*

ARC Site Visit Date: \_\_\_\_\_ ARC Rep: \_\_\_\_\_

Left side: Yes / No

Right side: Yes / No

Rear: Yes / No

**APPENDIX B**  
**GUIDELINES FOR FENCES, HEDGES AND WALLS**

**1. General information:**

- a. The location, composition and height of any fence, hedge or wall shall be subject to the approval of the Architectural Review Committee (ARC), which may grant or withhold such approval at its discretion.
- b. All fences must be approved by the ARC, and then be properly permitted by the City of Green Cove Springs before installation.
- c. All fences are required to be installed with the "good" or "finished side" of the fence facing away from the residence installing the fence, so the neighbors are looking at the good or finished side. This meets the City code requirements of Green Cove Springs.
- d. All solid walls shall be constructed with brick, stucco, or natural stone on all exposed surfaces. Walls must be capped with brick, stone or precast concrete.
- e. No hedge or wall is permitted along any part of a lot line along the Golf Course.
- f. No fence, hedge or wall shall be installed higher than six feet from the normal surface of the ground.
- g. Only one style fence will be permitted on a single lot.
- h. No back to back fences. If a fence is in place, another fence may be connected to it, but no fence may be installed to run parallel to it.
- i. Chain link fences are prohibited.
- j. All fences must be maintained in good condition at all times.
- k. If a fence cannot be maintained to community standards (as determined by the Rules Enforcement Committee), it must be removed.
- l. If a fence is to be replaced, a new application must be submitted to the ARC for approval and must conform to the guidelines in Appendix B.

**APPENDIX B**  
**GUIDELINES FOR FENCES, HEDGES AND WALLS**

**2. Styles of fences allowed in Magnolia Point**

- a. Black Aluminum:
  - Open style 4 foot or 4 1/2 foot height
  - Top of fence must be a horizontal rail with no spikes above the rail
  
- b. All Wood Shadowbox Design:
  - 6 foot height
  - All wood shadowbox fencing will have a natural finish and constructed with vertical slats measuring a minimum of 3/4 inch-thick x 5 1/2 inches wide x maximum 72 inches tall. The horizontal members shall be a minimum of 3 1/2 inches x 1 1/2 inches. The post shall be a minimum of 3 1/2 inches x 3 1/2 inches x 96 inches in length. All wood fence components must be fastened with galvanized nails (not staples).
  - Upon installation, the fence must be stained with a natural wood color and sealed.
  
- c. Vinyl Shadowbox Design:
  - 6 foot height
  - Color choice of tan, beige or khaki.

**3. Location of fences:**

a. Hedges, fences or walls may not be built or maintained except within the rear interior side lot lines and no closer to the front of the lot than the rear line of the main residence nor when the residence is situated on a corner lot, closer to a side street than the line of the main residence abutting such side.

b. Fences will begin from the rear corners of the home, and extend to the left or right to the property line. Then extend along the side property line to the rear property line, and across the rear property line, thereby, enclosing the entire backyard. Lots that back up to a pond and whose rear property line is at the water line or is in the pond shall place fence along the top crown or top slope of land instead of rear property line. Odd shaped lots will follow the property lines enclosing the entire backyard.

- An open style black aluminum fence is allowed on any lot in the community. If a pool is involved, the fence may be a 4 foot or 4-1/2 foot open style black aluminum (pursuant to Green Cove Springs regulations). (AG-I)
  
- Open style black aluminum or wrought iron are the only fence styles allowed on the golf course or waterways.
  
- Open style black aluminum or shadowbox style fences (wood or vinyl) are allowed where the rear view is preserve or another home.

**APPENDIX B**  
**GUIDELINES FOR FENCES, HEDGES AND WALLS**

*This approval concerns only your architectural and/or landscape plans. You are still responsible to obtain whatever easements, permits, licenses and approvals which may be necessary to improve the property in accordance with the approved plans. This approval shall not be considered to be permission to encroach on another property owner's rights to use and enjoy all possible property rights. Approval of the plans does not constitute a warranty or representation by the Architectural Review Committee or any developer or landowner that the proposed improvements will be consistent with the development plans of any other landowner.*

*In addition, this approval does not in any way grant variances to exceptions, or deviations from any setbacks or use restrictions unless a specific letter of variance request is submitted and the party entitled to enforce such setbacks or restrictions issues a specific letter of "variance approval". This approval does not constitute approval of any typographical, clerical or interpretative errors on the submitted plans.*

*Compliance with all applicable building codes is the responsibility of the owner and general contractor/sub-contractors and not that of the Architectural Review Committee, the Association, or any developer. The owner is responsible for positive drainage during and after the construction. No water drainage is to be diverted to adjoining lots, common areas or wetlands.*

*The owner is responsible for informing the primary contractor of these provisions.*

**APPENDIX C**  
**CONTRACTOR REQUIREMENTS & RESPONSIBILITIES**

1. The primary contractor is responsible for subcontractors meeting the requirements as noted.
2. No materials shall be stored in the roadway. Any materials in the roadway will be removed with a minimum charge of \$500 to the primary contractor.
3. Dumpsters are not allowed in any roadway at any time. The primary contractor will be charged for any towing and recovery charges.
4. No vehicles or trailers shall be left in the roadway overnight. Any vehicle or trailer left in the roadway after normal working hours will be towed and the primary contractor will be charged for any towing and recovery charges.
5. No vehicles or trailers shall be left on the job site overnight.
6. No signs advertising the contractor or subcontractor are permitted on the job site.
7. Failure to follow the above requirement may result in lack of access into Magnolia Point for the primary contractor and subcontractor responsible for violation. Primary work hours:
  - Monday through Friday, 7am - 6pm
  - Saturday, 8am - 3pm
  - No Sundays or major holidays (New Year's Day, Easter, Memorial Day, Independence Day, Thanksgiving Day and Christmas Day).
  - All contractors and vendors must leave Magnolia Point by the end time noted above.
8. Failure to follow the above requirement may result in lack of access into Magnolia Point for the primary contractor and subcontractor responsible for violation.