



# IRONHORSE

*Dear Resident:*

Enclosed for your continuing review and reference is the New Construction Committee (NCC) Manual of the Ironhorse Property Owners Association, Inc. (hereinafter Ironhorse POA). This manual, also known as the Design Review Manual, details architectural guidelines and procedures.

It should be understood that no building, fence, hedge, wall, walk or plantings shall commence, or shall any addition to, or change, or alteration be made, until the plans and specifications, showing the nature, kind, shape, height, materials, floor plans, color scheme, location of such structure or work to be done, have been submitted and approved in writing by the New Construction Committee (hereinafter NCC). The NCC shall have the right to refuse or to approve any such plans and specifications that are not suitable or desirable in its opinion, for aesthetic or any other reasons.

Please review your manual carefully. If you have questions, please call your Management Company at 561-686-7818.

Sincerely,

NCC Committee

Revised April 2016

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## ATTACHMENTS – NCC APPLICATION & OWNER’S COMPLETION NOTICE FORM

## **AN INTRODUCTION TO THE IRONHORSE NEW CONSTRUCTION COMMITTEE (NCC)**

The New Construction Committee (the "NCC") is a standing committee of the Ironhorse Property Owners Association, Inc. (the "POA"). The NCC will in concert with the POA Board, control all design and review functions within Ironhorse. We are dedicated to the protection of enduring property values and future improvements. Each detail has been carefully formulated to assure an attractive environment for all residents.

Our commitment to you and Ironhorse is the reason behind this manual and the spirit in which all of the professionals associated with creating our community have approached their roles and responsibilities. As members of the POA we encourage you to embrace our commitment to excellence and the standards established herein.

1. This manual, also known as the Design Review Manual, has been adapted from the POA's governing documents for the purpose of establishing general guidelines for architectural approvals and does not supersede or replace the POA's governing documents or local, state or federal laws, codes, ordinance, rules or regulations.
2. This manual is subject to amendment from time to time. Also, because of the changing circumstances and technologies, matters prohibited or approved in the past may not necessarily be prohibited or approved in the future. The current version of this manual can be found in the POA website under the tab "IH Government". Go to [www.ironhorseonline.org](http://www.ironhorseonline.org)
3. While this manual is intended to establish consistency of appearance within the community it should be remembered that because of factors such as location, neighborhood characteristics and proximity to common areas, water bodies, road and the like, various properties may be treated differently in order to reflect such factors.
4. As stated in the POA's governing documents, no approval hereunder shall constitute a warranty or approval as to, and neither the POA nor any member or representative thereof shall be liable for, the safety, soundness, workmanship, materials or usefulness for any purpose of any improvement or alteration nor as to its compliance with governmental or industry codes or standards.

### **AND WHEN IN DOUBT ... CALL YOUR MANAGEMENT COMPANY**

#### **PURPOSE**

One of the most effective methods of assuring the protection of the master land concept, community lifestyle environment and individual property values is through the establishment of high standards of design review. In order to accomplish this objective, the NCC reviews application and design documents (as defined in this manual) for all new construction and alterations, modifications or changes to existing properties, including landscaping. Each application is evaluated on its own merits with reasonable flexibility for design function and creativity. Notwithstanding the merits of any individual application, NCC approval shall be in compliance with all conditions of any applicable government approval for the Ironhorse development.

#### **AUTHORITY**

The authority for the NCC is set forth in the POA's By-Laws and the Declaration of Covenants, Conditions and Restrictions for Ironhorse, which encumber every lot or parcel. The NCC is responsible for carrying out its duties on behalf of all members of the POA for the benefit of the total community.

#### **MEMBERS**

The NCC shall include a minimum of three (3) members, appointed by the POA Board. Where possible, members shall be selected for their experience in architecture, construction and landscaping.

### **MAJORITY VOTE**

The NCC shall meet as necessary to review applications received within 45 days of receipt. All efforts shall be made to provide timely reviews.

### **RESPONSIBILITIES**

On behalf of the POA, the NCC is empowered to perform the following:

1. To establish design review criteria for the protection of enduring property values and to provide the best possible safeguards for continuing appreciation.
2. To review all NCC Applications for compliance with design review criteria and with the Declaration of Covenants, Conditions and Restrictions.
3. To assure compatible architectural designs and harmonious relationships with neighboring properties and land uses.
4. To require high standards of design and quality construction.
5. To amend design review criteria as may be required from time to time.
6. To contact Applicants through the Management Company whose plans and specifications have been disapproved and to provide reasonable assistance and recommendations for adjustments to bring Applications into compliance with criteria and covenants.
7. To maintain through Management Company, copies of applications, design documents and related records.
8. To inform members of the POA regarding activities of the NCC and changes in criteria as they may occur.

### **POLICY STATEMENT**

Property in Ironhorse is subject to certain restrictions as further defined in the Declaration of Covenants, Conditions and Restrictions for Ironhorse and conditions contained in this manual and certain conditions of governmental approvals for the development of Ironhorse.

The NCC does not seek to restrict individual taste or preferences. In general, its aim is to avoid harsh contrasts in the landscape and architectural themes, and to foster thoughtful design so that there is harmony between the residences and their neighboring residences. The NCC intends to be completely fair and objective in the design review process and maintain sensitivity to the individual aspects of design.

### **LIMITATION OF RESPONSIBILITIES**

The primary goal of the NCC is to review the applications, plans, specifications, materials, and samples submitted, to determine if the proposed structure conforms in appearance and construction criteria with the standards and policy as set forth by the NCC. *The NCC does not assume responsibility for the following:*

1. The structural adequacy, capacity or safety features of the proposed improvement or structure.
2. Soil erosion, incompatible or unstable soil conditions.
3. Compliance with any or all building codes, safety requirements, governmental laws, regulations or ordinances.
4. Performance or quality of work of any contractor.

## 5. Design, plans and specifications.

### **APPLICATION FORM**

The application form (copy attached) must be used for requests. It must be filled out completely with the necessary attachments. If the form is not filled out completely or a necessary attachment is missing, the request will be returned with no action. Application forms can be found in the POA website at [www.ironhorseonline.org](http://www.ironhorseonline.org) under the tab "IH Government". Copies are also available at the guard house. *Applications are first reviewed by your Management Company before being sent to the NCC for approval or disapproval.*

### **TIME LIMITATIONS**

With the exception of new construction on undeveloped lots, all work in connection with approved applications must commence within ninety (90) days of NCC approval and be complete within one hundred eighty (180) days from the date of approval, or forfeit all approvals. In that event, a new application must be submitted and approval obtained before commencement of construction.

### **APPLICATION WITHDRAWAL**

An application withdrawal may be made without prejudice, provided the request for withdrawal is made in writing and filed with the NCC prior to the review and/or action on the application.

### **APPEAL**

If an applicant has been denied, or approval is subject to conditions that the owner feels are harsh, the owner may request a hearing before the full NCC within 7 days to justify his position. After the hearing the NCC will review their decision and notify the Owner of their final decision within ten (10) days of the hearing.

### **VARIANCES**

All variance requests shall be made in writing. Any variance granted shall be considered unique and will not set any precedent for future decisions.

### **CONSTRUCTION INSPECTION**

Periodic inspections will be made by the NCC while construction is in progress to determine compliance with the approved design documents. The NCC is empowered to enforce its policy, as set forth in the Declaration and this manual, by any action, including an action in a court of law, to ensure compliance.

### **JOB SITE CONDITIONS**

1. All job sites will be kept in a neat and orderly condition.
2. For security purposes, the Owner will be required to furnish the guard house with a list of all contractors, subcontractors, and employees who are permitted entry into Ironhorse.
3. Infractions of the published construction rules may be cause for a \$500.00 fine per infraction and/or the suspension of a builder's sub-contractor from the project.
4. Construction hours are subject to rules and regulations as published by the NCC from time to time, currently Monday through Saturday, 7:00AM to 6:00PM except on public holidays.

### **KEY DESIGN GUIDELINES**

The following list summarizes those design elements that the NCC requires, recommends and/or encourages:

1. Use of certified professionals qualified in the fields of planning architecture, landscape design, engineering and survey.

2. Emphasis on the aesthetics of exterior architectural theme, detailing and landscaping design.
3. Overall, high-grade, superior quality construction with the use of natural materials such as stone, wood and brick.
4. Compliance with all deed restrictions as found in the Declaration of Covenants, Conditions and Restrictions for Ironhorse.
5. The use of asphalt for driveways is prohibited.
6. Conformance with required setbacks.
7. All colors must be approved by the NCC.
8. Fences must conform to setback requirements and to specific materials that are pre-determined by the NCC.

#### **EXTERIOR MATERIALS AND COLORS**

1. Exterior artificial, simulated or imitation materials shall not be permitted without the approval of the NCC.
2. The use of the following items is appropriate:
  - a. Stucco
  - b. Masonry – stone, brick, split rock and ceramic.
  - c. Metals – factory finished in durable anodized or, wrought iron, copper or other as approved by the NCC.
3. Exterior colors that, in the opinion of the NCC, would be inharmonious, discordant and/or incongruous to Ironhorse shall not be permitted.
4. The NCC shall have the final approval for all exterior color plans and each owner must submit to the NCC a color plan. The NCC shall consider the extent to which the color plan conforms to the natural scheme of and for Ironhorse. Pre-approved colors can be found in the POA website under the tab “Daily Life”.

#### **ROOFS**

1. Roof colors shall be an integral part of the exterior color scheme of the building. Roof painting is not allowed in the Ironhorse Community.
2. Solar Water Heating Panels: Owners may erect solar water heating panels, provided such panels are located solely within the boundaries of the Owner’s parcel.

#### **WINDOWS, DOORS, SCREENED PORCHES AND PATIOS**

1. Bright-finished or bright-plated metal exterior doors, windows, window screens, louvers, exterior trim or structural members shall not be permitted.
2. All screening and screen enclosures shall be constructed utilizing anodized aluminum.
3. The use of reflective tinting or mirror finishes on windows is prohibited.

#### **GARAGES, DRIVEWAYS, WALKWAYS AND EXTERIOR LIGHTING**

1. No curbside parking areas may be created by extending any portion of the street pavement.
2. No exterior lighting shall be permitted which, in the opinion of the NCC, would create a nuisance to the adjoining property owners.
3. Use of blacktop is prohibited.

4. Driveway aprons must be patterned in the same manner as the driveway.
5. Garage doors are to be painted the color of the trim of the house or the color of the house. Alternate colors must be pre-approved by the NCC.
6. Driveways and Walkways. Surface treatment to existing driveways and walkways is a significant architectural alteration and must be carefully planned and should meet professional standards. Decorative pattern concrete systems, stamped concrete, and concrete engraving systems may be permitted based upon prior approval by the New Construction Committee. All driveway patterns must reflect a natural appearance – stone, tile, brick, slate, or cobblestone. Furthermore, concrete color must blend and complement the colors of the house. Also, pictures and lettering, etc. on driveway surfaces are prohibited. Coating (except for sealing), staining or painting of driveways is prohibited. (All driveways that were coated, stained or painted prior to 2016 are exempt. However, any re-coating, re-staining or re-painting of an existing coated, stained or painted driveway must be approved by the New Construction Committee.) Driveways may also be constructed of brick or interlocking pavers but must be on a stable and permanent foundation. Asphalt, blacktop, epoxy bonded aggregate and acid-etching are prohibited. Existing driveway and walkway size and configuration cannot be changed or altered. The above requirements and restrictions apply equally to walkways.

#### **AWNINGS, SHUTTERS, FENCES AND WALLS**

1. Awnings, canopies and shutters shall not be permitted or affixed to the exterior of the residence without prior approval of the NCC.
2. Hurricane storm shutters shall not be stored on the exterior of the residence unless approved by the NCC.
3. All proposed fences or privacy fences must be approved by the NCC prior to installation.
4. Fencing of the front yard areas is prohibited unless an integral part of the house.
5. Accessory units such as sprinkler controls, pumps and other similar utilitarian devices are permitted to be fenced or walled provided they do not extend into the setback and they are properly screened from view in a manner approved by the NCC.
6. No chain link fences are allowed.

#### **LANDSCAPING, LANDSCAPE LIGHTING AND PLANT MATERIALS**

Submit for approval, a NCC Application with survey indicating type and location of landscaping prior to commencing work.

#### **PLANT MATERIAL**

##### **1. TREES**

##### **A. TYPE**

- I. Most varieties are permitted.

##### **B. SETBACKS FOR TREES**

- I. Five feet from side property line.
- II. No trees are permitted in the 25-foot lake easement.

##### **2. HEDGING**

- A. Spacing shall be continuous.
- B. Setback inside property line by 18 inches.
- C. Landscaping shall not extend into lake easement.

### 3. PLANTS

1. No artificial vegetation allowed.
2. Most plant varieties are permitted.
3. Shall not encroach into the 25-foot lake maintenance easement.
4. Planting of flowers, borders, plants, or any other materials around swale trees is not permitted.
5. No landscaping whatsoever may be added or deleted without prior written approval of the NCC.
6. No landscape pavers, bricks, lighting or other decorative edging is allowed without prior written approval from the NCC.

### **AIR CONDITIONERS, GARBAGE AND TRASH CONTAINERS**

1. All air conditioning units shall be shielded and hidden so that they shall not be visible from any street or adjacent property.
2. Window and/or wall air conditioning units shall not be permitted.
3. All garbage and trash containers shall be placed in an enclosed or landscaped area as approved by the NCC

### **MAILBOXES, SIGNS, ANTENNAS AND FLAGPOLE**

1. All mailboxes and the appearance of house address numbers shall be standard in design throughout the Ironhorse community. Contact MMI for contractor details.
2. Exterior light fixtures must be approved by the NCC prior to installation.
3. No radio, television or other electronic antennas may be erected or maintained on the exterior of any parcel without prior written approval of the NCC. The term antenna includes a satellite dish.
  - Dish antennas that are one meter (39.37 inches) or less in diameter may be installed. Antennas larger than one meter (39.37 inches) are prohibited. Antennas must not encroach upon the common areas or a neighbor's parcel or airspace.
4. An owner may erect a freestanding flagpole of no more than 20 feet on any portion of his or parcel, provided the flagpole does not obstruct sightlines at intersections and is not erected within or upon an easement. On such flagpole, the owner may display one (1) official United States flag not larger than 4.5 feet by 6 feet as well as one official flag of the State of Florida or the United States, Army, Navy, Air Marines, Coast Guard or POW-MIAM flag.
5. All signs, billboards, and advertising structures, with the exception of security company signs, are prohibited on any lot except with written permission of the NCC. The NCC shall determine size, color, content and location of any sign. No sign shall be nailed or attached to a tree, mailbox or house.

### **AUXILIARY POWER SYSTEMS**

Auxiliary Power Systems are allowed subject to NCC approval and government codes.

### **SWIMMING POOLS, TENNIS COURTS, ACCESSORY STRUCTURES, PLAY EQUIPMENT, DECORATIVE OBJECTS AND PROPANE TANKS.**

1. Above-ground swimming pools shall not be permitted. Swimming pools shall not be permitted on the street side of the residence. Pool screening and decks must be within the building set-back area, which is 12 feet side yards and 15 feet rear yard.
2. Accessory structures, such as playhouses, tool shed, or dog houses, may be permitted but must receive specific written approval of the NCC before installation.



3. All playground equipment shall be placed to the rear of the residence and only with the approval of the NCC.
4. No decorative objects such as sculpture, birdbaths, fountain and the like shall be placed or installed on the street side of any lot without the approval of the NCC.
5. Clotheslines shall not be permitted on lots, unless approved by the NCC.
6. Propane Tanks: Propane tanks, gas container or cylinder are not permitted except:
  - a. Buried tanks must follow *all* county and federal safety guidelines.
  - b. Homeowner assumes all liability.
  - c. You must submit a NCC Application with a survey showing location of the buried tank.

#### **GUTTERS AND DOWNSPOUTS**

1. Gutter color must match the fascia of the house.
2. Downspouts must match the color of the house.
3. You must submit a NCC application with a survey showing location of the gutters.

#### **BASKETBALL HOOPS**

1. Shall be the portable type. No fixed backboards.
2. Must be kept within five (5) feet of the garage. Basketball hoops no longer need be laid down when not in use.
3. Must be well maintained.

#### **HOSES AND RACKS**

1. Shall not be placed in front of the residence.
2. Must be landscaped to obscure from view.

**IRONHORSE PROPERTY OWNERS ASSOCIATION, INC.**  
**NEW CONSTRUCTION COMMITTEE (NCC)**  
*APPLICATION INSTRUCTIONS*

**Complete Address information**

Item 1) If plans require changes outside the present scope of current improvements or change elevations, you must provide a sketch.

Item 2) Self explanatory

Item 3) Self explanatory

Item 4) Best estimate of completion

Please provide a description of work to be accomplished. If sufficient room is not available, attach additional pages. Number all attached pages.

Sign and date form.

Simple requests, such as replicating existing exterior house colors or use of pre-approved colors identified in the POA website, can be approved without a formal NCC meeting, however, a completed application specifying color choices must be submitted prior to commencing. Applications for exterior alterations must include as much documentation as possible in order to assure timely processing.

All applications must be sent to the Management Company (MMI of the Palm Beaches, Inc.) at the address shown below. Applications may be sent from the guard house through MMI interoffice mail, by fax, or by email. See contact details, below. MMI will review the request for completeness and forward it to the NCC for approval.

Once the project is completed, please complete the Owner's Completion Notice Form and return it to the Management Company.

**Return Completed Application to:**

**MMI of the Palm Beaches, Inc.**  
**11770 US Highway One, Suite 301**  
**Palm Beach Gardens, FL 33408**  
**561-686-7818 (Phone)**  
**561-686-7284 (Fax)**  
**BWelch@MiamiManagement.com – (EMail)**

**NCC APPLICATION  
REQUEST FOR REVIEW FOR  
NCC APPROVAL OF EXTERIOR MODIFICATION**

TO: Board of Directors of Ironhorse Property Owners Association, Inc. ("POA" or "Association")  
C/O MMI of the Palm Beaches, Inc. 11770 US Highway One, Suite E-310. Palm Beach Gardens, FL 33408

Owner's Name: \_\_\_\_\_

Block #: \_\_\_\_\_ Lot #: \_\_\_\_\_ Address: \_\_\_\_\_

Day Phone #: \_\_\_\_\_ Evening Phone #: \_\_\_\_\_

E-mail Address: \_\_\_\_\_ (All approvals are sent via e-mail)

SEE APPLICATION INSTRUCTIONS ON PREVIOUS PAGE.  
INCOMPLETE APPLICATIONS WILL BE RETURNED TO THE APPLICANT.

1. Sketch of Boundary Survey with Proposed modifications drawn on the survey.
2. The appropriate drawings, showing both a Plan view and an Elevation.
3. Specifications of the proposed modifications (eg., color, style, material, size).
4. Estimated Completion date of the project: \_\_\_\_\_

*Your approval shall be subject to the following:*

- You are responsible for obtaining any necessary permits from the appropriate Building and Zoning Department(s) and provide the Management Company with copies of same.
- Access to areas of construction is only to be allowed through your property, and you are responsible for any damage to the common areas during construction.
- All modifications must adhere to all federal, state, county and city laws and/or ordinances.
- An application may be approved from the "aesthetic point of view and does not constitute approval from an engineering/structural point of view".
- Any modifications, additions or deletions made to the attached plans after approval will void this approval and require a new application to be submitted and reviewed.
- All work must be completed within one hundred and eighty (180) days of this signed approval. If completion will exceed the allotted time frame you must resubmit your application for approval.
- Owner agrees to indemnify, defend and hold harmless the Association, its directors, officers, agents, employees and all members of the Association and their tenants, guests and invitees from and against any and all claims, damages, losses, actions, judgments, costs and expenses of any nature whatsoever, including but not limited to attorney's fees at both trial and appellate levels arising out of or in connection with the effectuation or existence of the modification and/or the breach of representations set forth in this Request for Review for NCC Approval of Exterior Modification.

**Approval is hereby requested to make the following modification(s), alteration(s) or addition(s) as described below:**

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Owner(s') Signature \_\_\_\_\_

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

Approved: \_\_\_\_\_ Disapproved: \_\_\_\_\_ Conditionally Approved: \_\_\_\_\_

Comments: \_\_\_\_\_

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NCC Committee Signature: \_\_\_\_\_

NCC Committee Signature: \_\_\_\_\_

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

**IRONHORSE PROPERTY OWNERS ASSOCIATION, INC.  
NEW CONSTRUCTION COMMITTEE (NCC)  
OWNER'S COMPLETION NOTICE FORM**

Dear Homeowner,

Your Request for Review for NCC Approval of Exterior Modification has been approved. When the alterations are completed, please fill in this "Owner's Completion Notice Form" and return it to:

**MMI of the Palm Beaches, Inc.  
11770 US Highway One, Suite E-301  
Palm Beach Gardens, FL 33408**

Thank you for your cooperation.

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Date: \_\_\_\_\_  
Lot #: \_\_\_\_\_  
Owner's Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone #: \_\_\_\_\_  
E-mail: \_\_\_\_\_

Describe Alteration Completed: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Date of Completion: \_\_\_\_\_

\_\_\_\_\_  
Signature of Owner

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
NCC Final Inspection

\_\_\_\_\_  
Date of Final Inspection