

## WELCOME TO FAIRFIELD PONTE VEDRA ASSN. INC.

Fairfield Ponte Vedra Association, Inc., (the Master association), was incorporated in 1988 and operates per By-Laws, Articles of Incorporation, Covenants and Operating Rules, and is comprised of seven incorporated sub-Associations and eight unincorporated sub-Divisions. The Master association is governed by a Board of Directors who oversee the Fairfield common property and the unincorporated sub-Divisions.

Each incorporated sub-Association and unincorporated sub-Division has their own governing documents, available from the property manager. The Fairfield Operating Rules are online at **Fairfield's website**, [www.fairfield-pv.com](http://www.fairfield-pv.com)

Fairfield Master Board meets on the 3<sup>rd</sup> Wednesday of the month, except July and December, 7:00 PM at the Clubhouse.

**PROPERTY MANAGER for the Master association is Signature Realty & Management, Gina Carrie, representative, tel. 904-940-9882, fax 904-940-4830, Email: gcsrm@hotmail.com.** The property manager is at Fairfield on Tuesdays, and Thursdays, 9:00-12:30, and that telephone is 285-5648.

**DUES for the Master and dues for incorporated sub-Associations are paid quarterly, due April 1, July 1, October 1, January 1, payable to Fairfield Ponte Vedra Assn. *Separate checks are required.* Billings are sent 30 days prior to due dates. Direct your billing questions to Lisa Baker, 904-268-0035.**

**Operating Rules**, including Architectural Review procedures, RV Lot procedures and Clubhouse use, are available on the Website, [www.fairfield-pv.com](http://www.fairfield-pv.com).

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**ACCESS for Guests and Vendors - Resident may provide access for up to five (5) people in one phone call by calling the automated guest-entry, 285-4861.**

**Creating Your Permanent Guest List.** Residents may authorize visitors, family members and vendors to have permanent access into Fairfield to go to their residence. The property manager will initially set up the resident in the system after resident has completed the Guest/Vendor List form. This form is on the website and also at the Gate house. After initial set-up, residents can create their guest list online at the Fairfield website: [www.fairfield-pv.com](http://www.fairfield-pv.com), click on the tab 'Online Guest List' and follow the prompts (enter your telephone number and create a Pin number).

Hosting a large or recurring event? Within the Fairfield website, enter the names on your Events tab: click on Guest List, click the Events tab, and list the names in this section.

*If you do not have access to the website, then events of more than five people require the submission of a typed or written list of nonresident guests (in alphabetical order by last name) to the Gate House prior to the event. If resident does not provide a list for large groups, the guard will follow the procedure of calling the resident's telephone number on record; if there is no response, entry will be denied.*

## VEHICLE REGISTRATION

Vehicle Registration Forms are available at the Gate House and online at Fairfield's website, [www.fairfield-pv.com](http://www.fairfield-pv.com). Return the completed form and required documents to the property manager; you may leave these documents at the Gate House.

New resident will be issued a temporary pass by the Access Control Officer on duty, valid for thirty (30) days. Provide proof of home ownership or rental (deed, closing or leasing document). The thirty days will allow time to obtain a Florida driver's license and vehicle registration. *By Florida Law, a person has up to ten (10) days to obtain a vehicle registration and thirty (30) days for a drivers license.* Military personnel, including spouses, are exempt from Florida statute. In those cases the resident need only show their active duty military ID and proof of purchase of a residence or rental agreement for the house in Fairfield. *Refer to Attachment 6 of the Rules and Regulations.*

**RFID Tag.** Resident vehicles, including golf carts that are State registered and street legal belonging to resident should display the Radio-Frequency Identification (RFID) Tag on the back of the rear-view mirror. Resident is entitled to a one-time free RFID tag for each vehicle; thereafter a fee will be imposed for each tag requested for additional vehicles. (Ref. Operating Rule 7.3).

**Recreational Vehicles in the RV Lot** must provide a copy of current registration at the time of renewal. The RV Lot procedures are on the website.

### ARCHITECTURAL CONTROLS (summary)

**More detailed information is on the website (fairfield-pv.com) and in the Operating Rules. The ARB Form is also at the Gate House.**

**What approvals are needed for exterior changes, and from whom?** For alterations that appear to the outside of your house, approval is required from the Architectural Review Board (ARB) of the Master association if you live in a sub-Division, or from your sub-Association's ARB. The ARB application form is available on the website and at the Gate House.

Alterations include, but are not limited to re-roofing (even if shingles are said to be "the same"), fencing, driveway paving, driveway coating colors, house exterior paint color, storm panels, decorative improvements, alterations to exterior, landscape drainage plan, and installation of satellite dishes and antenna. Covenants may require the preservation of existing trees where possible.

**Bulkheads and Docks.** Docks of any type are prohibited without written approval of the Master Association. Bulkheads, new and modifications to existing structures require Master Association approval. Refer to the Rules and Regulations for complete guidelines.

**Fences.** Requests for fences and other similar structures must be submitted to the Architectural Review Board (either the Master ARB or a sub-association ARB). The ARB may require that the appearance, composition and color of any fence be consistent with fences of surrounding homes, or if no precedent, recommend and approve maximum four (4) ft. height black iron/aluminum see-through that does not obstruct sightlines. Fences or any other structures are not permitted within common property lake maintenance easements. Construction must not interfere with common area underground irrigation lines. Chain link fences will not be allowed in residential areas of the community. Refer to Rules and Regulations for complete guidelines.

**Plumbing/Slab Leak Repairs.** *Re-piping resident's water supply does not require ARB approval, unless there is exposed piping which can be seen from the street.* Utility lines, electrical meters, irrigation timers, and other devices should be located on the side of houses and not in view from the roadway. Exposed piping at the front of a house is not acceptable. ARB members will meet with homeowners to develop a mutually acceptable alternative that will meet the community's standards.

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## MISCELANNEOUS

### **ENROLL TO RECEIVE EMAIL BULLETINS FROM THE FAIRFIELD WEBMASTER**

Fairfield's webmaster sends alerts from Fairfield, St. Johns County and the Sheriffs Office. You may voluntarily place yourself on the secure and private distribution list by registering your name and address with the Webmaster at [fairfieldpv@bellsouth.net](mailto:fairfieldpv@bellsouth.net)

### **CLUBHOUSE - 1.1.a Clubhouse**

The Clubhouse facility consists of the small and large meeting rooms (combined capacity of 77) and the outside patio deck immediately adjacent to the large meeting room. Adult residents may reserve the Clubhouse, subject to the rules in effect for scheduling and use, which may be used for private, personal social events reserved and hosted by a resident. The resident who is reserving the facility must supervise the event. The key to the Clubhouse will be issued only to this resident. *Refer to "Reservation Request & Agreement", Attachment 1, for complete terms, fees and conditions.*

1.1.d The Clubhouse is not to be used for commercial or business activities. Use of the Clubhouse does not entitle guests to use the pools except in accordance with Article 1.6 of the Operating Rules (*maximum of 6 non-residents per household accompanied by resident at any one time*).

**EMERGENCY? POLICE MATTER? CALL 911 or the Sheriffs Office, 273-3052. Do NOT call the Gate House for emergencies or police matters.**

**GARBAGE COLLECTION - Republic (825-0991)** picks up household garbage, vegetation and recyclables on Thursday. Residential waste must be placed curbside within 3 to 5 feet of the edge of the traveled portion of the roadway – not on any roadway.

Garbage containers of household trash, vegetation and recyclable blue cans shall be placed or screened in a manner not visible from any road or adjacent property except during refuse collection. Bags/containers should be placed for pickup the evening prior to or day of collection (storm cleanups are exempted). Dumping of refuse anywhere within the community including lakes and any other common areas is prohibited. Outside burning of wood, leaves, trash, garbage or household refuse is not permitted. If you need to dispose of large items such as a refrigerator, call Republic at 825-0991, who will provide you with a date when they will pick it up.

**IRRIGATION - Who should I call if my sprinklers don't work?** The system on personal property is the responsibility of the homeowner. *The homeowner is responsible for damages caused by their contractors that occur on their property or to the subassociation/division/ Master Association loop lines.*

The sub-Association/sub-Division is responsible for an irrigation line break on the lines running from the Master Association (common property) lines to the loop line into and throughout the sub-Association's common property. Line breaks outside the loop line are the Master Association's

responsibility. Aside from the obvious break on private property, it would be wise to contact one of the sub Board members (or Master Property Manager) and ask that the Master Association's irrigation company make the determination as to who is responsible for repairing the break.

**KEYS to Exercise Room, Tennis Courts.** The Gate House will provide the key for your use. The key will be issued to residents only. Persons under the age of 15 are not allowed in the Exercise Room. The exercise room will remain locked when not in use. Guests of residents may use the exercise facility if staying overnight in the home of a resident or if not an overnight guest, then only infrequently, not to exceed once a month. A resident may not receive compensation in any manner from a guest to use the facility because to do so would make the transaction a commercial activity which is a prohibited use of the facility. ***NOTE: If officer cannot verify a resident, person requesting key will need to show their drivers license to verify Fairfield address.***

**Parking - Excerpted from the Master Association Rule 4.4, Parking:**

Vehicles are to be parked in the garage, driveway or common areas designated for the parking of motorized vehicles, defined as four-wheeled cars, family passenger vans, and small pickup trucks (1/2 ton payload or less) with noncommercial registry and bearing no advertising, logos, design or other commercial identification. (Refer to Rule 5.1 for parking of commercial vehicles.) Vehicles may not be parked on lawns, grassy areas, hardscape, or common property not designated as a parking area other than in garages or driveways. On-street parking by homeowners, visitors or vendors is allowed between 6AM and 2AM provided vehicles do not prevent access of vehicles including fire rescue ladder truck, emergency medical and/or utility company vehicles. ***Parking is prohibited at all times on one-lane streets.*** Overnight parking, (2:00AM - 6:00AM), on any street in Fairfield is prohibited. Parking on a street opposite another vehicle at any time is prohibited\*. Extenuating circumstances, on a non-recurring basis, may require overnight street parking, without blocking access noted herein, and must be called into the guard house by the homeowner to avoid receiving a ticket. The Master Association approved fines for overnight parking violations, as observed and recorded by the Security company. Violations will incur fines as set forth in Fairfield's procedures and in accordance with State Statute 720.305. ***\*Reference St Johns County Ordinance 2006-58.***

4.4.1. **Vehicles blocking street access by emergency vehicles**, including fire rescue, emergency medical and/or utility company vehicles will be cause for the Sheriffs Office to be called to handle the violation. If the safety issue cannot be resolved by the Sheriffs Office, the vehicle(s) will be removed, at owner's expense.

4.5 **All Other Vehicles** Other motorized vehicles that do not meet the specifications of Rule 4.4, such as but not limited to Ford F-250 and F-350s or comparably sized trucks, as well as boats, trailers, campers, motor homes, travel trailers, trucks, golf carts, scooters, motorcycles, commercial vans/panel trucks with solid panels seating more than 9 people, and commercial vehicles may be parked in the resident's garage or in designated parking areas within Fairfield, with prior permission from the Master Association. These requests will be dealt with on an 'as available' basis and will be for short-term usage only. These same restrictions apply to said vehicles in sub-associations/sub-divisions unless specifically permitted by a sub-association's/subdivision's covenants. Parking of RVs (including motor homes (Class A & C), travel trailers, fifth-wheel travel trailers, pickup truck campers, tent trailers, boats and boat trailers, ATVs and trailers, and utility trailers used for recreational purposes (ref. RV1.3) is permitted in sub-association/subdivisions only for brief periods for the purpose of loading/unloading/cleaning – a maximum of five hours, before and after trips.

4.7 **Passenger Vans.** Passenger vans not outfitted for recreational purposes may be parked in driveways and garages. A passenger van is defined as weighing less than 5,000 pounds, has seating for more than two (2) persons and has non-commercial license plates. 'Outfitted for recreational purposes' shall mean a van that has running water, LP gas and/or sanitary waste facilities.

4.8 **Trucks and Non-Passenger Vans.** All other trucks, not described in Article 4.4, or non-passenger vans used as the resident's usual form of transportation, are required to be parked in the garage or in specially designated areas, regardless of whether they bear commercial tags and/or have advertising or logos. Specially designated areas are available in the Clubhouse parking lot but may not be left unused or stored; guest use of the Clubhouse parking lot is for short periods of time, through the Property Manager.

JAN-2017

# FREQUENTLY USED TELEPHONE NUMBERS

## EMERGENCY

<b>FIRE DEPARTMENT</b> - Non-emergency 285-2030	<b>Emergency 285-6555</b>
GATE HOUSE	<b>285-4861</b>
<b>PROPERTY MANAGER – Fairfield Master</b>	<b>904-940-9882; fax 904-940-4830</b>
ST. JOHNS COUNTY ANNEX in PV	285-5945
<b>SHERIFF Ponte Vedra Office 273-3052 ;</b>	<b>ST JOHNS COUNTY 824-8304</b>
TAX COLLECTOR St Johns County	285-5092
<b>VEHICLE REGISTRATION</b>	<b>823-2270</b>
WEBSITE – FAIRFIELD	<a href="http://www.fairfield-pv.com">http://www.fairfield-pv.com</a>
Webmaster's email:	<a href="mailto:fairfieldpv@bellsouth.net">fairfieldpv@bellsouth.net</a>

## HOSPITALS / MEDICAL CARE

BAPTIST MEDICAL CENTER – DOWNTOWN JAX	202-2000
BAPTIST BEACHES HOSPITAL – JAX BEACH	627-2900
BAPTIST MEDICAL CTR-SOUTH (Old St Aug Rd)	271-6000
MAYO CLINIC – JAX	953-2000
MEMORIAL HOSPITAL – JAX	399-6111
SHANDS JACKSONVILLE	244-0411
ST VINCENT'S MED. CTR. (nee St Luke's)	296-3700
WOLFSON CHILDREN'S HOSPITAL	202-8000

## UTILITIES

AT&T Telephone/TV	Residential	800-767-2355
	Repairs	800-247-2020
CABLE/TV - COMCAST		266-2278
ELECTRIC – BEACHES ENERGY SERVICES		247-6241
GARBAGE & RECYCLE –Republic Waste System		825-0991
WATER & SEWER – St Johns County Utilities		904-209-2700 / 209-0655

## SCHOOLS

LANDRUM MIDDLE SCHOOL	285-9080
OCEAN PALMS ELEMENTARY	285-9160
PONTE VEDRA HIGH SCHOOL	547-7350
PONTE VEDRA-PALM VALLEY ELEMENTARY	285-6022
RAWLINGS ELEMENTARY	273-4983

## MISCELLANEOUS

LIBRARY – PONTE VEDRA BEACH	273-0495
POST OFFICE – PONTE VEDRA BEACH	543-1697