

SUMMARY OF CHANGES – AUGUST 10, 2026 BOARD MEETING

[illegible]

QHRRP 5000-134

Driveways

Review/update responsibility Architectural Review Board (ARB)

Revision 12 Oct 2026 (CH2)

Reference CCRE Article V
Florida Statute 720.3035

Policy Driveways must be designed with a hard surface of at least 16 feet in width at the entrance to the garage. When concrete is utilized, it must include an approved banding scheme with a textured, colored and/or patterned surface. Here is the pertinent information....

Approved surfaces are...	• pavers • brick • stamped concrete or spray crete, concrete, epoxy finish material.
Banding must be...	• installed for a minimum distance of the first 3 expansion joints or 30 feet from the street curb toward the house, whichever is greater. • a minimum of 8 inches wide and extend along the outside edge of both sides of the driveway and on both sides of each expansion joint running across the width of the driveway.
Driveways	• must be placed at least 3 feet from adjacent properties to allow for landscape material. • shall have a combination of shrub, ground cover and tree plantings, which screens the driveway from the street and adjacent property for a minimum of 25% of the linear dimension of the driveway. Note: Driveways that are circular need to be screened from view by plant beds and good landscaping. Landscape plant material shall not block sight triangles for vehicular visibility.

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What to submit Property owners submit these documents to the ARB for approval...

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different color and/or material or change in footprint	1. Architectural Review Application (QHFORM 5000/1). 2. checks for the review fee, CIF and deposit. See QHRRP 5000-020 (Schedule of Fees). 3. picture of existing driveway. 4. scaled land survey of the property. 5. site plan reflecting new driveway if changing driveway footprint. Site plan must be to scale and show all dimensions; if driveway is to be concrete, banding is required. 6. if pavers <u>or brick</u> are selected, a brochure or a sample of the <u>new material</u> is required <u>including the manufacturer, color and style</u>. 7. <u>for a change in footprint, a landscape plan is required and an as-built survey upon completion</u>. See QHRRP 5000-335 (Landscaping Plan Submission Requirements).
same color and material	1. Architectural Review Application (QHFORM 5000/1). 2. Checks for the review fee, CIF and deposit. See QHRRP 5000-020 (Schedule of Fees). 3. Picture of existing driveway. Note: Check with the ARB before starting project to obtain originally approved color and material to ensure the driveway is same color and material.

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Help

If you have any questions, please contact the ARB Coordinator at 904.221.8859 or email ARBcoord@qhycc.com.

QHRRP 5000-405

Protected Trees

Review/update responsibility	Architectural Review Board (ARB)
Revision	12 Oct 2026 (CH1)
Reference	CCRE Article V Florida Statute 720.3035 Florida Friendly Landscaping (FFL) Florida Friendly Plants Recommended Plant Material
Protected trees	Because of tree death, damage, disease or growth in inappropriate locations, etc., it may become necessary to remove a tree which is a significant part of the canopy. Any tree over 6 inches in diameter at 4.5 feet above natural grade is a <u>Queen's Harbour Protected Tree</u> .

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Commented [SS1]: CCREs state: No tree of six (6) inches in diameter at two (2) feet above natural grade shall be cut or removed without approval of the ARB.

Tree removal

The Queen's Harbour Canopy is one of the special features that separate this community from others in North East Florida. To protect the community's landscape standards and ensure compliance with the Association's governing documents and Architectural Review Board (ARB) requirements, all protected tree removals must receive ARB approval prior to removal and may require mitigation by the property owner.

Homeowners wishing to remove a Protected Tree or applying to remove a Protected Tree due to a notice from the POA, must submit the ARB application.

Deleted: Removal of any protected tree requires ARB approval prior to removal and may require mitigation by the property owner. ...

The ARB will...

- review applications to remove a Protected Tree with the assistance of a QH designated Licensed Arborist (QH Arborist) which may include a site visit. The QH Arborist will recommend to the ARB approval or denial of removal of Protected Tree(s), and recommend mitigation, if any.
- either approve the application without mitigation or approve it with mitigation. Notwithstanding anything to the contrary contained herein, the ARB may disapprove the removal of any tree, or trees, included in the application. If it approves removal(s) with mitigation, the homeowner must replace the Protected Tree(s) as directed by the ARB within the time frame designated by the ARB.

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Note: Homeowner appeals of their application must be presented to the ARB and may be accompanied by a report from the homeowner's licensed arborist. The homeowner and their arborist (if applicable) are urged to attend the ARB appeal meeting. If the homeowner does not agree with the ARB's decision on its appeal, the homeowner may make a further appeal to the Board of Directors as set in QHRRP 3000-210 (Rules Enforcement Process).

Commented [SS2]: 2023 Guideline states: "must be accompanied by an arborist report"

The Property Owner will...

- obtain ARB approval before scheduling protected tree removal.
- inform their tree service contractor of the Association's approval and access requirements. (See Contractor access procedures below)
- display a tree removal permit in the front window of their property where the tree removal occurs.
- adhere to any mitigation requirements if so directed by the ARB.

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What to submit Property owners submit these documents to the ARB for approval...

1. Tree Removal Request/Permit Application (QHFORM 5000/5).
2. checks for the review fee, CIF and deposit. See QHRRP 5000-020 (Schedule of Fees).
3. drawing of location(s) of trees.
4. picture of each tree to be removed.

Note: Each tree must have survey ribbon tied around the tree (pick up the survey ribbon at the ARB office).

Contractor Access Procedures

Gate Access Procedures have been implemented to protect the tree canopy and reduce unauthorized protected tree removals.

1. Access Control Officers shall inquire about the nature of the contractor's service upon arrival at the gate. Tree service contractors will only be granted entry to the community for tree removals at a property that has received prior Architectural Review Board (ARB) approval for tree removal. The ARB will provide gate house personnel with a current list of addresses approved for tree removal.
2. ARB approval is not required for access when tree service companies are providing estimates or trimming.
3. This procedure helps preserve the aesthetic integrity of the community and ensures that all tree removals are properly reviewed and approved in accordance with established ARB guidelines. Failure of tree contractors to adhere to these guidelines could lead to suspension of work in the community.

Note: Tree service contractors bringing multiple vehicles, trailers, or pieces of equipment into the community are responsible for conducting their operations in a safe and professional manner. Contractors shall park strategically to minimize disruption to traffic flow and avoid creating traffic hazards. When loading or unloading equipment, materials, or tree debris, contractors must implement appropriate traffic control measures to ensure the safety of residents, guests, and motorists. All tree debris, limbs, logs, and related materials must be removed from the property and the community on the same day the work is performed.

Help

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