



## **Governors Towne Club HOA, Inc.**

### **Governors Town Club Signage Policy**

**GTC HOA Board approved July 2025**

The following policy outlines the procedures and guidelines for submitting signage proposals within Governors Town Club (GTC). It aims to ensure that all signage within the community is aesthetically pleasing, of high quality, and in compliance with established design guidelines.

**No Signs or Advertising Posters, etc of any kind shall be maintained on any Lot or Dwelling or elsewhere on any portion of the Property per the GTC Home Owners Association (HOA) Bylaws section: Article XI Use Restrictions, 11.05 Signs, pg 57.**

**Signs may be considered, approved and only then placed as noted in this policy.**

#### **Request and Approval Process**

**1. Approval and Fee:**

- a. Prior approval from the HOA board, specifically the Architectural Standards Committee (ASC) and the GTC HOA Board, is required for all signs installed within the community.
- b. A \$100 fee per sign must be paid to cover administrative costs and reviews.

**2. Non-Compliance:** Signs that are not approved or do not adhere to this policy will follow the notification and fines policies of the GTC HOA Bylaws and this policy.

**3. Material:** Signs must be crafted from premium materials such as stainless steel, brass, or acrylic, ensuring durability and conveying a sense of luxury. All signs must be procured from HOA-approved vendors. Signs must not pose any safety hazards, including sharp edges, unstable structures, or distracting elements.

4. **Size Limit:** Signs must not exceed 18x24 inches in size or exceed 20 inches in height from the ground.
5. **Location:** Signs should be positioned within the property boundaries, ensuring they do not obstruct the view or access of other residents or visitors, GTC HOA, or local business and government agencies to include gas, water and cable companies. If the sign is placed between the sidewalk and the road it will only be permitted at the base of the mailbox.
6. **Design and Content:** All signage must feature professional design and printing, with elegant typography and minimalistic design. Messages must be appropriate, without offensive wording and approved, as noted above, prior to fabrication. No signs of an advertising or marketing nature are allowed in GTC.
7. **Lighting:** No illuminated or florescent signs are allowed. Special event signs of this type must be approved following the guidelines of this policy and the Bylaws.
8. **Maintenance:** Residents are responsible for maintaining the cleanliness and upkeep of their approved signs, ensuring they remain aesthetically pleasing and do not detract from the community's appearance.
9. Additionally, all signage within GTC will integrate seamlessly with landscaping elements, such as decorative plants or lighting fixtures, to enhance the overall aesthetic appeal of the community. Consistency for all signage will be enforced to maintain a unified and upscale visual identity.

### **Submission and Approval**

1. Residents wishing to install signage must submit a detailed proposal through the GTC HOA along with the \$100 processing fee. The proposal should include the intent of the sign, wording desired, design, dimensions, materials, and the proposed location of the sign as noted above.
2. Upon receipt of the proposal, the HOA Board and ASC will conduct an initial review to verify its compliance with the GTC HOA sign policy guidelines and bylaws.
3. This review will consider all factors as noted above.
4. Residents are invited to provide feedback or make revisions to their proposal based on the committee's recommendations after review. This feedback loop ensures that residents have an opportunity to address any concerns or suggestions raised during the review process.
5. The HOA/ASC will issue a final approval or denial of the proposal. Final approval is contingent upon the sign meeting all criteria and standards outlined in the GTC bylaws and sign policy.

6. Upon receiving final approval, residents may proceed with the installation of the sign as approved by the HOA/ASC. Following installation, a final inspection will be conducted to verify compliance with the approval.

7. The HOA will monitor signage within the community to ensure ongoing compliance with approved designs and guidelines. If any violations are identified, the HOA will take appropriate enforcement actions.

8. As changes occur in the GTC Community changes may also occur to the GTC Bylaws and this Policy. When such changes occur, any previously approved signage may also need to be changed, replaced or removed to reflect the updated Bylaws and Policy, at the expense of the owner. No "grandfathered in" clause may be used to avoid such change.

9. The sale of or transfer of ownership of a property in GTC will void all sign approvals for that property.

### **Penalty Policy for Non-Compliance**

1. Penalties will follow The HOA Bylaws, Article XII, Rule Making and Enforcement, 12.04 Procedure and 12.05 Enforcement of Violation fine Schedule (10th amendment)

2. The HOA may pursue legal action against the resident to enforce compliance with the signage policy. Legal fees and expenses incurred by the HOA will be the responsibility of the resident.

3. Appeals Process: Residents have the right to appeal any penalties imposed for non-compliance of GTC HOA policy. Refer to the GTC HOA Bylaws for appeals.

**The GTC HOA** may maintain the following to include, but not limited to:

1. Documentation and Records: Maintain records of all sign approvals, signage-related violations, warnings issued, fines imposed, and enforcement actions taken. This documentation may include photographs, written warnings, correspondence with residents, and any other relevant information and may be viewed on request by homeowners.

2. Regular Inspections: Conduct inspections of signage throughout the community to identify any violations. Inspections should be conducted to cover all areas of the community to ensure uniform enforcement.

3. Timely Response to Complaints: Residents may report signage violations or concerns to the HOA. The HOA will then ensure that all complaints are investigated promptly and that appropriate enforcement actions are taken in accordance with this policy.

4. Consistent Application of Penalties: Apply penalties for violations of the signage policy consistently and without bias and follow this policy and the HOA Bylaws.