

# **SANDESTIN OWNERS ASSOCIATION, INC**

## **ARCHITECTURAL DESIGN GUIDELINES Residential and Commercial Properties EFFECTIVE November 14, 2024**

These Architectural Design Guidelines replace and supersede in its entirety all previous versions. These Guidelines apply to all applications submitted as of the effective date of these revisions, including re-submittals of previously expired approvals.

Whenever possible, each provision of this document shall be interpreted to be valid and effective under applicable law, but if any provision of this document is prohibited, invalid or unenforceable under any particular circumstances, that provision shall be ineffective only to the extent of the prohibition, invalidity or enforceability, without invalidating that provision under any other circumstances or invalidating the remaining provisions of the document. In accordance with the provisions of the Sandestin Owners Association governing documents, the Declarant is not subject to these Guidelines.

ARB Review of Revisions 11/14/2024

SOA Board of Directors Approved Revisions 11/14/2024, Effective 11/14/2024\*

\*Require all roof replacements to be submitted.

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## **I. INTRODUCTION**

The Architectural Review Board (ARB), which represents the Sandestin Owners Association (SOA), has created a set of Architectural Design Guidelines (Guidelines) for all members (residential and commercial) to:

- Ensure that Sandestin be homogenous with a park-like setting free from shapes, colors, and design statements, which vie for attention creating a greater visual impact than their neighbors;
- Provide guidance for and interpretation of the architectural guidelines contained in the SOA's Declaration of Covenants and Restrictions;
- Provide members with an application process and a checklist for their projects;
- Provide assistance in planning changes and creating change requests to help ensure their acceptance by the ARB.

These Guidelines are supplemental to the SOA's Governing Documents (Declaration of Covenants and Restrictions, Bylaws, and Articles of Incorporation). Requirements in the Governing Documents apply regardless of whether such requirements are addressed herein, including requirements for ARB review and approval.

## **II. MISSION**

In accordance with the authority established in the SOA's Declaration of Covenants and Restrictions and Bylaws, the mission of the ARB is to control and regulate all building construction and improvements within Sandestin in order to maintain and enhance the continuing quality of development and property values. This includes, but is not limited to:

- Protecting against the deterioration, destruction, or encroachment upon the overall design concept of the community;
- Encouraging uses which will lead to the continuation, conservation, and improvement of Sandestin;
- Assuring that new structures and uses within each neighborhood are in keeping with the architectural standards and natural character of the neighborhood and community.

## **III. DUTIES AND RESPONSIBILITIES**

In accordance with the SOA's Governing Documents, the Board of Directors (BOD) has empowered the ARB with the following duties and responsibilities:

- A. To delegate to any commercial land or property owner, Homeowner or Condominium association, within the Sandestin property:
  1. The opportunity to approve or disapprove improvements or structures of any kind located or to be located within the Homeowners Association (HOA) or Condominium Owners Association (COA) and submit this decision to the ARB to consider as part of the ARB's review process.
  2. The opportunity to submit from time to time, the architectural guidelines specific to the Neighborhood Association, which will be referred to as Supplemental Guidelines, to be used for the ARB and Neighborhood Association's review of applications for approval or disapproval of such improvements or structures. Should a Neighborhood Association desire to submit Supplemental Guidelines for consideration, the Neighborhood Association will submit said Guidelines to the ARB for recommendation to the SOA Board of Directors for approval, along with a legal opinion from the Neighborhood Association's legal counsel that the Supplemental Guidelines being considered do not conflict with the governing documents of said Neighborhood Association. Any revisions to the Supplemental Guidelines will require

the same approval process. The ARB shall reference the most current Supplemental Guidelines that were approved by the SOA Board of Directors when rendering its decision.

3. To require submission of one (1) complete set of all plans and specifications for any improvement or structure proposed upon any portion of the Property and which requires approval by the ARB under the terms of the Declaration, signed by the Owner thereof and contract vendee, if any. If the ARB's technical review consultants provide comments on any proposed improvement or structure, and/or if the Neighborhood Association provides written approval or disapproval for the proposed improvements or structures, such information will be considered as part of the ARB review process. The Architectural Review Board may also require submission of samples of building materials proposed for use on any portion of the Property, and may require such additional information and/or plan as reasonably may be necessary to completely evaluate the proposed structure or improvement.
4. To approve or disapprove improvements or structures of any kind located or to be located upon the property as provided in the Declaration.
5. To establish uniform procedures for the review of the applications submitted, which shall provide:
  - The time and place of meetings of the ARB
  - The submission and review procedure
  - The review cost and fees, if any, to be paid by the applicant to the SOA

The HOA/COA Supplemental Guidelines and ARB Guidelines in place at the time of application by an Owner to the HOA/COA or ARB shall control with respect to the review and approval or disapproval of any improvement.

The ARB will have 60 calendar days to render a decision from the date the Administrator receives a correct and complete application and all pertinent items required as detailed in the Review Procedures section herein. Applicants will be notified of the ARB's decision within 10 calendar days after the decision is made.

In the event that approval or disapproval is not forthcoming within 60 calendar days, unless an extension is agreed to by the applicant, the application shall be deemed approved provided that any construction shall be in accordance with the submitted plans.

Late and incomplete submission will not be considered for review until all items are received.

Approval or disapproval of any application by the ARB shall not constitute a basis for any liability of the members of the ARB or the SOA for any reason, including but not limited to:

- Failure of the plans to conform to any applicable building codes or
- Inadequacy or deficiency in the plans resulting in defects in the improvements.

Any party aggrieved by a decision of the ARB shall have the right to make a written request to the BOD of the SOA, within 30 days of such decision, for a review thereof. The determination of the BOD upon reviewing any such decision shall in all events be dispositive.

The ARB has the right to waive a requirement based on individualized demonstration of a hardship or extenuating circumstances and validation is noted at the time of approval or disapproval.

## **IV. ARCHITECTURAL REVIEW BOARD**

### **A. PURPOSE**

To review all plans to ensure that individual construction reflects the overall design objectives of the entire Sandestin Community and that the natural setting is preserved and enhanced to protect and promote the value of all property herein.

These plans include all proposals for new construction as well as improvements/modifications on existing structures and sites, commercial or residential, within Sandestin including, but not limited to: commercial buildings, lot or site clearing, dwellings, garages, outbuildings or parking lots, mailboxes, driveways, decks, patios, courtyards, swimming pools, tennis courts, greenhouses, playhouses, temporary structures or tents, awnings, walls, fences, docks, bulkheads, landscaping, screen doors, screen enclosures, (including improvements hidden from view), exterior lights, sewer, drainage, disposal system, and exterior additions or alterations to existing structures, including without limitation, painting or staining of any exterior surface.

### **B. OBJECTIVES**

Architectural and Design Review will be directed toward, but not limited to, the following objectives:

1. Preventing excessive or unsightly grading, earth moving or clearing of property and unnecessary removal of natural trees and vegetation.
2. Ensuring that the location, configuration, materials, and colors of the proposed improvements are harmonious with surrounding commercial or residential lots and structures and do not unnecessarily block scenic views from existing structures or tend to dominate any neighboring development or natural landscape.
3. Ensuring that plans for landscaping are consistent in type and style as adjoining or nearby lots or parcels and do not negatively impact or direct water drainage on neighboring property.
4. Ensuring that any proposed improvements comply with the provisions of these guidelines and any applicable governing documents.

### **C. ENFORCEMENT POWERS**

1. The ARB Compliance Officer or designee reserves the right during construction and at any time, to enter onto the lot or parcel to inspect the proposed improvements to assure compliance with the approved plans and specifications.
2. In the event that the work or conduct violates the Guidelines, the approved plans, or SOA Policy, the ARB may issue a "stop work order" until the violation is resolved. The stop work order will be put into effect immediately upon notification from the Compliance Officer and work must cease. If work does not cease, fines shall be issued in accordance with the fine schedule found herein.
3. If any improvements or modifications are made without the prior written approval of the ARB or are not in compliance with the approved plans and specifications, the owner will have 14 days from the date of the notification letter to submit an application with all required forms and fees for consideration at the next regularly scheduled ARB meeting.

If not approved, the ARB shall have the right to require proposed improvements to be removed or restored to their original condition within 14 days from the date of the written notification of non-approval. Such owner will bear all costs and expenses of such restoration or removal, including damages, costs, interest and attorney's fees as well as applicable fines as outlined in this document and authorized by the SOA governing

documents. The ARB will have the right to institute an immediate action to recover all sums due for damages and to seek injunctive relief to require the owner to cease, remove or restore the unapproved improvements or changes.

All the remedies set forth herein are cumulative. No delay, failure or omission on the part of the ARB in exercising any right, power or remedy herein provided will be construed as an acquiescence thereto or a waiver of the right to enforce its rights, powers or remedies. No right of action will accrue, nor will any action be brought or maintained by anyone whatsoever against the ARB, SOA, Neighborhood Association or any owner, due to any failure to bring any action of any violation or breach of the provisions of these Guidelines.

4. In all enforcement actions, the prevailing party will be entitled to reimbursement of its attorney's fees, associated with any action to enforce these guidelines, including but not limited to any appeal, as well as all court costs.
5. The SOA Board of Directors and the ARB authorize the ARB Administrator and the ARB Compliance Officer to implement these Guidelines and the applicable decisions of the ARB and the SOA Board of Directors.

#### **D. BASIS FOR DECISION**

Approval will be granted or denied based upon:

1. Compliance with the provisions of these Architectural Design Guidelines.
2. Written response from the local Neighborhood Association BOD or Architectural Review Committee (ARC) of the neighborhood in which the property is located, if received.
3. The relationship of the proposed construction modification or alteration to the scale of adjacent structures and surrounding areas.
4. The compatibility of the design and materials and overall aesthetics with that of the neighborhood and surrounding area.
5. The effect of the construction on the appearance or functionality of surrounding property.

#### **E. LIMITATIONS OF RESPONSIBILITY**

The ARB does not assume responsibility for the following:

1. Structural adequacy, capacity, or safety features of the proposed project or structure.
2. Soil conditions or erosion requirements.
3. Compliance with building codes, safety requirements, governmental laws, regulations, ordinances, or other agreements and covenants.
4. Performance or quality of work by any owner or contractor.

Any owner making or causing to be made any project or improvement, agrees and will be deemed to have agreed for such owner and his heirs, personal representatives, successors and assigns to hold the ARB, the Sandestin Owners Association, Inc. and all other owners harmless from any liability or damage to property and from expenses arising from the construction and installation of any proposed improvements or in any way relating to the subject matter of any such reviews, acceptances, inspections, permissions, consents or requirements, whether given, granted or withheld. Such owner will be solely responsible for the maintenance, repair, and insurance of any proposed improvement. In addition, such owner will be solely responsible for assuring that the proposed improvement fully complies with all local, state and federal laws, rules and regulations.

## **F. ARB COMPOSITION**

The ARB members, including alternates if applicable, will be appointed by the SOA BOD and will have the duties and functions described in the Declaration and these Guidelines. The ARB will consist of a minimum of five (5) members who shall be members of the SOA, and at least one (1) of whom must be a Member of the SOA BOD. The ARB may retain at least one (1) architect or building contractor to conduct the technical review of the submittals, which may also be reviewed by the Administrator and/or Compliance Officer. Each ARB member shall have one equal vote with the exception of the Administrator and Consultants, who will have no voting privileges.

The BOD reserves the right to approve recommendations and to replace any member whose actions do not conform to the guidelines of the ARB. The members will be appointed for a one- or two-year term based on the needs of the ARB and discretion of the BOD.

The BOD may retain the services of additional consultants as recommended by the ARB.

A quorum requirement will have been met if three (3) members of the ARB are in attendance at any regular or special meeting.

Any member of the ARB may be removed at the discretion of the Chairperson if such member has not attended in whole or in part, at least 50% of the meetings in any previous 6-month period, or four (4) consecutive meetings.

## **G. ADMINISTRATOR**

The ARB Administrator will handle the day-to-day responsibilities of processing submissions and coordinating with owners, contractors and builders, including but not limited to:

- Explaining and interpreting these Guidelines.
- Providing pre-design conferences to consider existing data related to commercial or residential projects, modifications, easements, setbacks, etc.
- Scheduling all meetings and member notifications.
- Reviewing job progress, scheduling ARB inspections and issuing applicable ARB approval notifications
- Reviewing applications for completeness and accuracy.

## **H. ARB COMPLIANCE OFFICER**

The ARB Compliance Officer responsibilities include but are not limited to:

- Ensuring and enforcing the Guidelines, construction site requirements, and verifying construction and modification plans are completed as approved.
- Conducting pre-construction site visits.
- Conducting post-construction and modification site inspections.
- Levying fines in accordance with the SOA governing documents and these Guidelines.
- Conduct site visits to consider field approval for less than minor modifications.

## **I. MEETINGS**

The ARB will conduct regular bi-weekly meetings on any agreed day and time with a technical review meeting held prior unless less frequent meetings are deemed appropriate by a majority of the ARB. The consulting architect, consulting landscape architect, ARB Administrator, and/or Compliance officer will attend the technical review meetings to review all submittals and ensure they are complete and meet the Guidelines.



The Administrator and/or Chairman may call special meetings with at least 48 hours written notification of time, date and place which will be properly posted and noticed to all members of the ARB.

Owners, consultants, builders, and SOA members or their designee, will be allowed to speak or present pertinent information at any scheduled ARB meeting when recognized by the Chairperson or Administrator.

## J. AGENDA

The ARB meeting agenda will be posted on the SOA website and sent via email to all Advisory Board Members (Neighborhood Association President or Representative) 48 hours prior to each regular or special meeting.

## K. MEETING MINUTES/NOTIFICATION

All decisions of the ARB will be recorded by the Administrator and the minutes of the ARB meeting will be posted on the SOA website. A letter advising of the decision of the ARB will be sent to the applicant and other pertinent entities, such as the Association Manager, contractor, and Neighborhood Association president, within 10 calendar days from the date of the decision. A copy of the letter, plans, and specifications will be kept on file at the SOA office.

## L. FEES, FINES, AND DEPOSITS (ALSO SEE APPEAL PROCESS)

### 1. Review Fees

The ARB requires the payment of a review fee at the time of application. This fee is non-refundable and should be made payable to the "SOA ARB."

#### **New Construction**

Single-family residences	\$1,250
Multi-family up to 4 units	\$2,000
Multi-family 5 units or more	\$2,500
Plus \$200 for each additional unit	
Commercial buildings	\$1,500
Plus an amount equal to \$.10 per square foot in excess of 3,000 sq. ft.	

**Major Modification** (1,001 sq. ft. and greater): \$250

**Minor Modification** (Up to and including 1,000 sq. ft.) \$100

#### **Modification to Previously Approved Plans**

Major Modification or New Construction plans: \$100 per occurrence  
(includes landscape and hardscape for new construction)

The following modifications require a full application submittal to the ARB; however, there will be no review fee for:

Minor landscape modifications, painting, bulletin boards, recreational equipment, hurricane protection, satellite dishes, generators, and gutters.

In addition, there is a \$.25 per square foot **impact fee** for all new construction and modifications that include additional under-roof square footage or a pool. The fee will be calculated based on total under-roof square footage, regardless if considered finished space, and pool, if applicable. All proceeds from fee will be allocated to Reserve Fund for roadway repairs.

## 2. Compliance Deposit

The ARB requires that each owner/contractor submitting plans and specifications for a proposed improvement will place a compliance deposit in escrow with the ARB.

The compliance deposit may be used for any reasonable purpose, including enforcement actions and attorney's fees, in the event that the owner or contractor does not comply with plans, specifications, or ARB approvals.

The compliance deposit will be held in a non-interest bearing account and will be refunded within 30 days after completion and final inspection of the home minus any unpaid fines, fees, or costs associated with enforcing these Guidelines.

The amount of the compliance deposit will be computed as follows:

### **New Construction:**

Minimum owner's deposit	\$ 5,000
Minimum contractor's deposit	\$ 5,000
TOTAL DUE:	\$10,000*

### **Major Modifications:**

Owner's deposit	\$2,500
Contractor's deposit	\$2,500
TOTAL DUE:	\$5,000*

### **Minor Modifications:**

Owner's deposit	\$1,000
Contractor's deposit	\$1,000
TOTAL DUE:	\$2,000*

\*If the owner is the contractor, only the owner compliance deposit will be required.

The ARB Administrator or designee has the sole discretion to determine if submissions are to be classified as "major" or "minor" modifications.

The foregoing amounts will not constitute a limit of the owner's liability but will be applied against the total cost of enforcement of these provisions including without limitation, applicable fines, cost of removal or restoration, construction in accordance with the approved plans and specifications, and attorney's fees and court costs.

In the event that the owner does not comply with their obligations hereunder including, without limitation, construction of an unapproved improvement or failure to construct in full accordance with the approved plans and specifications, the staff, as delegated by the ARB, shall provide the owner written notice of the non-compliance. Such written notice will allow fourteen (14) days from the date of the notice to correct such non-compliance and recommend that a fine be issued in accordance with the Fine section of these Guidelines.

## 3. Fines

When feasible, the ARB staff may make a reasonable attempt to contact the owner/contractor or issue a warning in an effort to have the owner/contractor bring the project into compliance prior to the issuance of a fine. This courtesy call or warning will be provided per project, not necessarily for each violation and will not apply to the \$100 fine as described in section ii below.

If the ARB Compliance Officer or designee determines that a violation has occurred, as provided herein, the following fines shall be imposed upon approval of the Fine Hearing Committee when at least a 14-day notice is provided as required by FL Statute.

a. **Homeowner** (including when acting as and/or on record as contractor for personal residence):

- i. Any of the following violations shall result in a fine of \$100 per day, per violation, beginning on the day indicated in the notification, to a maximum of Five Thousand Dollars (\$5,000) in the aggregate:
  - Commencing construction or exterior modifications prior to approval from the ARB.
  - Failure to complete construction of the improvements or make exterior modifications in accordance with the approved plans and specifications, including landscaping, without first obtaining the necessary modification approval from the ARB.
  - Violation of any Guidelines herein.
- ii. Modifications or new construction commencing prior to ARB approval will result in a fine of \$100. If a modification is restored within the 14-day notification window, a fine will not be imposed.

b. **Contractor:**

Fines may be issued per the signed Contractor Agreement required for ARB submittals. This section will also apply to owners who are contractors and completing any type of work for another homeowner or third party.

### **Category 1**

Parking violations at the site or adjacent property will be \$25 per violation. Citation may be issued to the vehicle owner or driver by ARB Compliance or SOA Security. If information regarding the vehicle owner or driver is not available, a citation will be issued to the contractor on record for the project.

The following jobsite violations will result in a \$100 fine per offense, per daily occurrence.

- Portable toilet door facing the road
- Personal conduct issues, including loud music
- Trash/debris/weeds and overgrowth on job site
- Full dumpster – defined as debris being visible over the top of the dumpster
- Dirt on roadway
- Any job site violation not specifically listed above, except the items listed in Category 2.

### **Category 2**

If Contractor begins any new construction or exterior modification or fails to complete the improvements in accordance with the approved plans and specifications including landscaping without first obtaining the necessary modification approval from the ARB, a Stop Work Order may be issued and/or the following fines shall be imposed per day for each violation. The following violations will also fall under this fine schedule:

- Work conducted outside of designated hours.
- Unapproved trailer(s)/Equipment (fine will be per piece of equipment per night)
- Use of lot without permission (storage/work/cleanout)

### **Category 2 Fine Schedule:**

1 <sup>st</sup> Offense	\$250
2 <sup>nd</sup> Offense	\$500
3 <sup>rd</sup> Offense	\$1,000

Fines for habitual offenders will continue to double i.e. 4th offense \$2,000; 5th offense \$4,000 and so on per RDU, per project, up to \$25,000.

**\*\* A STOP WORK order may be issued for any violation\*\***

The contractor on record for the project is responsible for **all** subcontractors' conduct at the jobsite.

## **M. VARIANCES**

Variances are defined in these guidelines as any architectural improvement that is contrary to any of the existing policies, or requirements for materials, setbacks, height, size or proportions of any improvement set forth within the ARB Guidelines. It is the responsibility of the submitting party to identify any variance on the application **and** plans, including details regarding the need and location of the variance. A variance not identified on the application and plans will not be considered part of the approved plan.

The request for the variance does not guarantee that the variance will be granted as part of the approval process. In addition, the approval or disapproval of any variance on any property within Sandestin does not set precedence on this issue nor does it guarantee that the neighborhood and/or the SOA ARB will permit this variance to occur again.

### **Variance Request Procedure**

Variances may be requested from the SOA ARB by submitting an Application for New Construction or Modification indicating the request for the variance as well as the completion of a Variance Request Form (available in the SOA office and website) provided to adjacent parcel owners that are affected by the variance. The applicant is responsible for obtaining the Variance Form and providing to the affected adjacent parcel owners The completed Variance Form must include a depiction of the lot, showing the impacted area of the variance. If the variance is for overall size of the project, the impacted area shall be all sides. The site plan must indicate the exact variance and include any variance information on the approved form as part of the regular submittal.

If the design of the home will require a variance request for any of the hardscape (IE: paver path to access golf cart garage on side elevation), the hardscape plan and Variance Forms must be submitted at the same time as the house plans.

The adjacent parcel owner(s) will have seven (7) calendar days to respond to the Variance Request Form. The application for improvement may still be submitted to the ARB along with a copy of the Variance Request Form that was sent to the adjacent property owner(s), with proof of mailing and/or delivery date to the adjacent parcel owner. The ARB is not bound by the response of the adjacent owner(s) unless the Variance involves encroachment in an easement, which would require approval.

The approval or disapproval of a requested Variance will be included in the ARB decision letter sent to the applicant.

## **V. ARCHITECTURAL REVIEW PROCEDURES**

The following is an outline of the procedures for plan submissions for all new construction and exterior modifications, as defined herein, for both residential and commercial development projects. All plans, completed ARB applications, forms, and fees are required to be submitted to the ARB Administrator for ARB approval prior to commencing any work. ARB approval is not needed

for maintenance, repairs, or replacement if there is no change in size, material, or design, with the exception of a roof. When modifying or replacing an existing roof, regardless if there is a color or material change, a full ARB application submission is required to ensure the proposed new roof meets current guidelines Neighborhood Association policies or Guidelines may require a submittal even if there is no change in material, color, design, etc.; therefore, homeowners shall also refer to their neighborhood association documents prior to commencing work. If in doubt regarding submittal requirements, contact the SOA ARB prior to making any modifications and avoid violations and possible fine(s).

## **A. APPLICATION APPROVAL PERIOD**

Approved applications are valid for one (1) year from the date of approval for new construction and major modifications. Minor modification approvals are valid for 120 days.

An extension may be granted, on a case-by-case basis, if requested prior to the expiration date. ARB staff may grant a one-time extension for a maximum of 30 days. Additional requests or timeframes must be submitted to the ARB. If no extension is requested or granted, a new application must be submitted with appropriate forms and fees. If the approved project has not commenced prior to the request for an extension, a new application with appropriate plans, forms, etc. may be required.

Only one extension request will be considered for projects that have not commenced prior to the expiration date.

## **B. SUBMITTAL INSTRUCTIONS & TIMETABLE**

Owner and contractor must be in good standing with the SOA and in compliance with all of the provisions of these Guidelines in order for an application to be considered. Good standing is defined as being current on all fines, fees, and assessments due to the SOA.

All applications submitted to the ARB must include the application checklist forms available at the SOA office.

All components of the required application must be submitted to the ARB Administrator. The ARB Administrator will then seek review from the Neighborhood Association President or his/her Representative prior to consideration by the ARB. If Neighborhood Association response is not received within 14 days, it is deemed that the Neighborhood Association has waived its rights to comment and the submitted plans will be placed on the ARB agenda for consideration.

All components of the application, including but not limited to required plans and payment must be received by 11:30 a.m. on the Monday of the week prior to the next scheduled ARB Meeting in order to be reviewed by the Technical consultants. Technical Review will occur the Wednesday following the Monday deadline. If no additional information is required after Technical Review, the submittal will be forwarded to the Neighborhood Association for review. Their review and response must be received by noon on the Monday immediately before the ARB meeting in order for the submittal to be placed on the ARB agenda.

## **C. DECISION TIMELINE**

The ARB will have sixty (60) days to render a decision from the date the Administrator receives a correct and complete application and all pertinent items required as detailed in the Review Procedures section of these Guidelines. Applicants will be notified of the ARB's decision within ten (10) calendar days after the decision is made. If the application is disapproved the decision letter will include the ARB's reason(s).

In the event that approval or disapproval is not forthcoming within 60 days, unless an extension is agreed to by the applicant, the application shall be deemed approved.

Late and incomplete submissions will not be reviewed until all items are received.

## **D. SOA ARB APPEAL PROCESS**

Any owner or Neighborhood Association aggrieved by a decision of the ARB will have the right to make a written request appealing the decision to the SOA Executive Director or the ARB Administrator within thirty 30 days of the date of the written notification of such decision. The fee to file an appeal will be \$100 and is due prior to commencement of the appeal process.

Upon receipt of the written notification of appeal and the \$100 fee, SOA staff will notify the owner, and/or builder, and other parties as applicable. If all parties agree that there may be a resolution with further discussion, a compromise meeting will be scheduled within 30 days of receipt of the written appeal (unless all parties agree upon an extension) in an attempt to resolve the aggrieved party's concern. If an agreement is reached by all entities to resolve the aggrieved party's concern, a new plan reflecting the change, if any, will be submitted to the ARB Administrator within the timeframe as agreed upon at the compromise meeting. The ARB Administrator will send a written summary of the agreement to all parties to confirm the details of the compromise. The compromise terms will be placed on the following ARB meeting agenda for approval of the ARB members. Upon ARB members approval of the compromise, a 30-day appeal window will be initiated from the date of the meeting.

If the parties are not able to agree upon a modified submittal, or the terms of the compromise are not met within the agreed upon timeframe, the appeal will move forward to the SOA BOD as outlined below, unless all parties agree upon an extension.

The SOA BOD will attempt to review the appeal at the next regularly scheduled Board meeting, but not later than sixty (60) calendar days from the date of the compromise meeting, if applicable, or receipt of the written appeal, unless all parties agree upon an extension. The determination of the SOA Board upon reviewing the appeal will be final.

While the appeal is pending, the owner or contractor may move forward with the project as approved, but at their own risk, with the understanding that if the ARB decision is overturned, they will be required to restore the site or remove any improvements/modifications at their own expense.

Should any aggrieved party not render such written request within the 30-calendar day period, all such appeal rights will have been waived and the decision of the ARB will be final.

## **E. CONCEPTUAL PLANS**

Conceptual plan submissions for new construction or modifications may be submitted for review to resolve potential problems or conflicts prior to final submittal.

If there are concerns about the need for a variance, or there are multiple elements that will require a variance, owners are encouraged to submit a conceptual plan for review prior to designing your final construction plans.

A review fee of \$250 is due at the time the conceptual plans are submitted. These funds will be applied to the final submittal review fee, if the final submittal is received within 90 days from the date of the conceptual response letter.

Conceptual plans should include, but are not limited to:

- Application form fully completed.
- Other details to be determined by the ARB Administrator depending on the type of submittal.

The application must state the reason(s) why it is being submitted as a conceptual. The ARB will render an opinion as to whether the conceptual plan may be acceptable based on the reason(s) stated on the application for the purpose of the conceptual. The opinion rendered for the conceptual plan is valid for 1 year from the date of the letter. Depending on changes to

Guidelines, Polices, and/or adjacent ownership, new Variance Forms may be required, if applicable, with the final submittal. The ARB opinion on the conceptual plan does not constitute final approval.

## **F. FINAL SUBMISSION FOR NEW CONSTRUCTION**

In order to provide a systematically uniform and timely review of the proposed new residential and commercial construction, one (1) set of completed and detailed architectural, site plan, grading plan, and landscape plans sealed by appropriate licensed architect or engineer, including any revisions, are required to be submitted. Sheet sizes of 24" x 36" and an electronic version are required to be submitted.

In addition to any Neighborhood Association Guideline requirements, as a minimum, the drawings must include the following items.

### **1. Site Plan/Grading**

Scale in size appropriate to show detail, but not less than 1" = 10', indicating:

- a. Access street(s) and walkway(s), drives and other exterior improvements, including material and color.
- b. Grading drainage plans showing existing and proposed contour lines on six-inch (6") increments to include contour lines on adjacent property that affect drainage on the principal property. Plans must include specific information as to the disposition of rainwater and disposal of excess rainwater on the property either graphically or with a written note. Stormwater must be retained on the property unless proposed and existing drainage features and equipment are available to carry away excess rainwater without encroaching on adjacent property or overloading an existing drainage system.
- c. Plans must show existing drainage features, drain structures, and equipment which will be used for stormwater collection and drainage, including those that are located off the principal property.

Upon completion of final grading, it is the responsibility of the project general contractor, in conjunction with the landscape architect or other sub-contractors, as appropriate, to certify that the grading has been completed in accordance with the approved grading plan on file. A copy of the ARB approved grading plan with the signed certification will be forwarded to the ARB Administrator.

- d. Fill plan, if any, indicating run-off and tree preservation method.
- e. Culvert(s), location and size and flow direction with invert elevations.
- f. Tree survey showing location of pine trees six inches (6") or more in diameter at a point four feet (4') above ground indicating those trees to be saved. Also include the location of all existing hardwood trees three inches (3") in diameter. An on-site inspection/meeting with the ARB Compliance Officer is required prior to removal of any trees. Approval of grading plan does not grant approval of tree removal.
- g. Building plan to scale showing house and garage floor elevations, pool and/or pool enclosure, overlaid on tree survey indicating all structures and other improvements to be included in the scheme with an indication of trees to remain and trees to be removed (at the same scale as boundary/tree survey).
- h. Indicate percentage of lot coverage with building(s) and pool, as illustrated and permitted for the project location.
- i. Location and identification of special features (e.g., drainage ditch, dune, nearby lagoon, easements, adjacent structures, golf course fairways, tennis courts, etc.)
- j. Mechanical equipment showing location and screening details.

- k. Location of contractor's I.D. sign, construction dumpster and portable outdoor toilet facilities.
- l. Front and rear set back building line of adjacent neighbors including the location and elevations of these homes.
- m. No permanent structures will be placed in any easement without written approval from the easement holder.

## **2. Floor Plans**

In a scale appropriate to show all detail.

## **3. Roof Plans**

In size appropriate to show detail.

## **4. Foundation Plans**

In size appropriate to show detail.

## **5. Elevations**

Depicting all four (4) sides, including hidden views.

- a. Existing and finished grade.
- b. Total height dimension from finished floor elevation to top of roof.
- c. Exterior treatment to include all materials, door and window fenestration, screened enclosure, division pattern, walls, fences, screening walls, generators, utilities, HVAC, vents, light fixtures, and mechanical systems, etc. Color and material details for exterior finishes, roof and pavers may be included on the application/plan; however not considered approved until posted at the site as described in the "Colors and Exterior Finishes" section of these Guidelines.
- d. Permanently installed hurricane window/door shutters must be integrated into the architectural design character of the building.
- e. An exact computation of the square footage stated by floor in the case of multi-floored residences or buildings and finished floor elevations. Indicate total square footage for the building(s), as illustrated and permitted for the project location.

## **6. Typical Wall and Building Sections**

Depicting:

- a. Materials.
- b. Roof pitch.
- c. Fences, screens, exterior walls, etc.

## **7. Details**

Depicting:

- a. Design features and other improvements requiring clarifications.
- b. Fascia and trim details.
- c. Doors and windows.
- d. Garage doors.
- e. Screened enclosures.
- f. Chimney detail.
- g. Raised stem wall details, including height above grade

## **8. Patios, Decks, Balconies, Verandas, Porches, etc.**

To include details of any steps, railings, gates, fixed benches, planters and construction material.

## **9. Exterior Lighting on Structure**

Exterior lighting must include location, details, Kelvin temp, and product photos. Floodlights



and spotlights must be positioned so as not to illuminate adjacent properties. Adjustment may be required after installation, if it is determined that the lights negatively affect neighboring residents.

## **10. Landscape Plan**

A landscape plan must be submitted at the same scale as the site plan and sealed by a registered Florida landscape architect. These plans are not required to be submitted with the new construction plans but must be received in ample time for review and approval prior to completion of the home/project. If the design of the home will require a variance request for any of the hardscape (IE: paver path to access golf cart garage on side elevation), the hardscape plan and Variance Forms must be submitted at the same time as the house plans.

### **Landscape Plan must include:**

- a. Boundary: Indicate all perimeter property lines, setbacks, dedicated easements, and north arrow.
- b. Structures: Position all structures on the property and indicate the location of all windows, doors, and permanent construction elements such as walls, fences, HVAC, etc. which are proposed. None of the above may encroach into the side yard setbacks.
- c. Perimeter Areas: Reflect all adjacent site conditions, including location of adjacent neighbor's building or house setback and surrounding roadways, lakes, golf elements, and pertinent features which may affect the subject property, including existing drainage structures.
- d. Hardscape: Indicate all proposed vehicular and pedestrian circulation treatments, swimming pool location and configuration, miscellaneous amenity elements, garden features, and permanent site furnishings which may affect the use of the site.
- e. Utility elements: Show all air conditioner equipment locations, exposed utility meters, garbage areas, LP gas tank, pool equipment and any service or utility elements which may require landscape treatment or buffer screening.
- f. Decorative Grading: Indicate general existing grades and all proposed decorative grading (earth berming) at six-inch (6") intervals.
- g. Existing Vegetation: Based upon the current tree survey, accurately identify and locate all existing vegetation which is intended to remain or be relocated on the site.
- h. Proposed Vegetation: Provide a comprehensive landscape layout for all trees, palms, shrubs, groundcovers, vines, and sod, which are proposed throughout the site.
- i. Plant List: Identify all proposed vegetation with a plant list that reflects the scientific and accepted common name, height, spread, caliper, or size at time of installation as well as any necessary remarks which may be required to clearly portray the technical needs for design review, and/or final installation purposes.
- j. Exterior lighting: Provide detailed drawing depicting any and all exterior landscape lighting.

## **11. Neighborhood Guidelines**

If submittal is for a new neighborhood or commercial development any architectural guidelines for said development must be submitted to the ARB.

## **G. EXTERIOR MODIFICATIONS – SUBMITTAL REQUIREMENTS**

Below is a general guide of items that are required for exterior modifications including but not limited to the exterior of the structure, hardscape, and landscape; however, depending on the type of modification, scope of the project, and whether it is considered a minor or major modification, additional information/plans may be needed or some of the items may be deemed as not applicable. ARB Staff will review the requirements for your specific project.

- Exterior Modification Application, including description/details of all proposed modifications provided on page 2 or additional pages, as needed.
- One full size hardcopy of the plans, to scale, indicating existing conditions and proposed modifications, with all specification details such as measurements, materials, colors, etc.
- Photos of existing conditions.
- Photos or brochures with specifications of proposed material such as pavers, new windows, etc.
- Electronic copy (pdf) of the Plans.

Note, with a wide variety of modifications requested, an all-inclusive list of what is required for each type is not possible.

Refer to the Neighborhood Association Supplemental Guidelines for any additional items that may be required.

## **H. COLORS AND EXTERIOR FINISHES**

For new construction and repainting/modifications, colors must be similar in nature to the buildings, homes and improvements in the neighborhood in which the project is located. The number of colors utilized should be kept to a minimum and the intense contrasting of base and trim colors should be avoided.

When reviewing the colors, ARB will take into account the combination and intensity of colors selected their appropriate use, and the palette of surrounding residences. Refer to any Neighborhood Guidelines in force for the neighborhood in which the project is located for any pre-approved color palettes or additional requirements.

Color and material details for exterior finishes, roof and pavers may be included on the application; however, a color board with samples of all colors, material, and pattern details (at least 12" x 12" in size) must be displayed at the front of the site in order to be reviewed by the HOA/COA and ARB members. Once the color board is on site, written notification including a list of all items posted, including details, must be sent to ARB staff. If there are inconsistencies with the written list and the color board, the items on the color board will prevail. These items are not considered approved until written notification from the ARB is received. These samples must remain posted on site until after final compliance inspection is complete.

## **I. VIEWING PLATFORM**

A viewing platform is a temporary platform, reached by stairs, that is placed on unimproved property to establish a view perspective relating to the placement of any structure on the lot. ARB approval is required prior to any placement or construction of a viewing platform.

Platforms must be maintained in good operating condition and must be removed if considered unsightly or a hazard by the ARB.

## **J. FINAL STAKEOUT**

Concurrent with final submission, the owner or contractor will provide a string stakeout of the lot lines and building lines for review by the ARB Compliance Officer. All trees to remain must be clearly indicated.

## **K. BUILDING PERMIT**

The building contractor or owner is responsible for obtaining all necessary state and/or county building permits and posting them on site as required.

## **L. CONSTRUCTION COMMENCEMENT**

Upon receipt of the ARB approval letter, a site visit must be scheduled with the ARB Compliance officer. Once complete and all county approvals are received, construction may commence.

## **M. SURVEY/CONSTRUCTION COMPLETION**

The owner/contractor must submit to the ARB written notification of the date that the foundation will be poured prior to commencement. At the discretion of the ARB Compliance Officer, a site inspection may occur prior to the pour to verify the stakeout for the finished floor elevation with the approved plan. Contractor is responsible to supply all equipment necessary to perform the verification.

Within 30 calendar days after completion of the foundation, a site survey with foundation locations of the house and garage finished floor elevations must be submitted to the ARB, showing that the foundation has actually been placed in the approved location. Failure to submit the survey within 30 calendar days from the pour date provided shall result in a fine in accordance with the fine schedule herein.

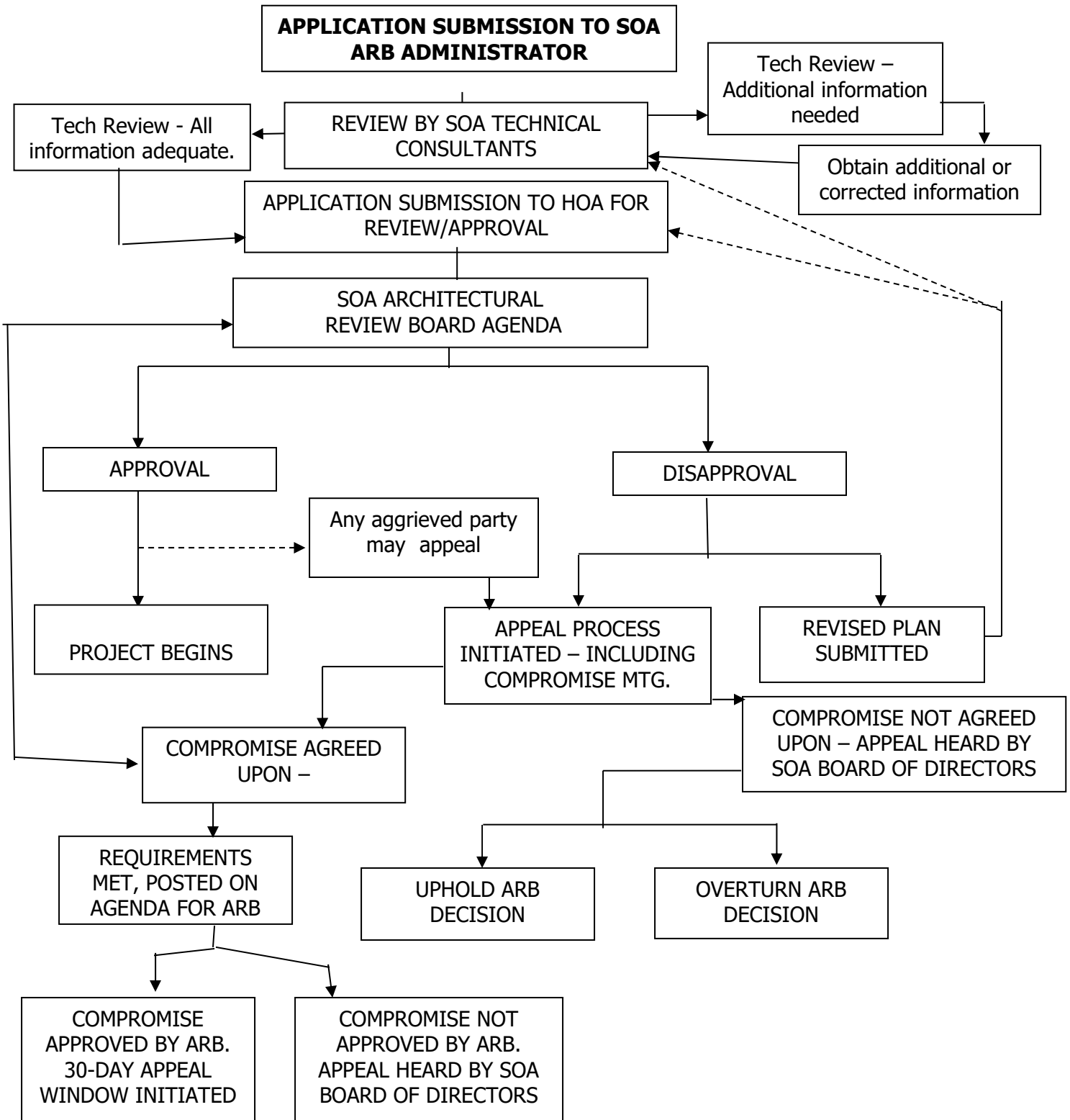
The completion date of the exterior of a new home construction project, including landscaping and removal of the dumpster, portable toilet and construction sign, must be no more than 18 months from the date of the ARB approval letter.

The completion date of a major modification must be no more than 12 months from the date of the ARB approval letter. The completion date of a minor modification must be 4 months from the date of the ARB approval letter.

An extension for new construction or modifications may be requested by submitting such request to the ARB and will be considered on a case-by-case basis.

Upon completion of construction, an as-built set of drawings must be submitted to the ARB in digital format. Completion is defined as final Certificate of Occupancy being issued by the County and all construction and landscape having been completed per the approved plans. Upon final inspection and receipt of the digital as-built plans that include all approved modifications, the ARB will return the compliance deposit(s) as is appropriate.

## SUMMARY OF SUBMISSION AND PROCESS OVERVIEW



## **VI. LANDSCAPING AND HARDSCAPING STANDARDS (New Construction and Modifications/Renovations)**

### **A. INTRODUCTION**

The landscaping goal of the ARB is to ensure that the visual appeal and consistency of the community is preserved and enhanced.

### **B. SUBMITTAL REQUIREMENTS**

A comprehensive landscape plan and plant list will be required for all proposed residential and commercial structures. The ARB reserves the right to approve or disapprove any such submission and may at its sole discretion require modifications.

The ARB requires landscaping to be of a type, density, height, and maturity consistent with the neighborhood and surrounding area. Landscaping is the responsibility of the property owner.

The landscape plan for all new construction will be prepared by a Florida licensed landscape architect and submitted to the ARB. One (1) copy of the plans, signed by the landscape architect, as well as an electronic copy, must be delivered to the ARB for review and approval. No implementation may commence prior to receipt of ARB written approval.

Any major alterations or modifications to existing landscaping will also require ARB approval. A comprehensive plan indicating modification(s) must be submitted to include existing and new plant material, size, and placement and must be to scale. Hardscape changes must also be included. If you are unsure of submittal requirements, please contact the SOA ARB Administrator prior to making any modifications and avoid possible violations and fine(s).

When address identification is in the yard, details regarding location, size, material, and color must be included in the landscape plan. See "Address Identification" section of these Guidelines for additional information.

The ARB requires that any tree three inches (3") or greater in diameter (measured four feet (4') above the existing grade) may not be removed without prior written approval of the SOA ARB. Prior to the removal of any vegetation, contact the ARB Compliance Officer. The applicant will submit a comprehensive tree survey in the initial site plan showing the location of all the above-mentioned tree locations indicating trees to be removed. All trees that are proposed to be saved will be tagged. Approval of the Grading Plan does not grant approval of any tree removal.

The ARB reserves the right to require a replacement for any tree, which is removed but is not approved for removal. Tree replacements will be similar to original species and will fully replace the total inches of caliper (tree diameter) lost to clearing. However, in the event that the cleared trees are pine trees, refer to the list of canopy trees for replacement options.

Upon completion of an approved plan, the ARB reserves the right to require additional plantings or modifications to comply with any of the Guideline requirements.

### **C. DESIGN REQUIREMENTS**

#### **1. Landscape Theme**

The general landscape design theme for Sandestin is intended to be natural and informal, using sufficient plant material to present a composed and balanced appearance at time of installation with an evergreen base to ensure year round sustainability and coverage.

Areas of undisturbed natural vegetation, if incorporated in the design, should be cleaned, trimmed, and mulched as needed to produce an integrated appearance throughout the design. Tree wells and other applicable forms should be considered to preserve some areas.

Plants should generally be massed in clusters and seemingly random patterns, rather than in overly organized, linear configurations.

In general, large radius bed lines are preferable to small radius bed lines.

Placement of primary trees and palms should be situated in such a manner as to complement the residence or building. Care should be taken to introduce plant material to interrupt long, horizontal building elements and to soften vertical surfaces and hardscape.

Common property lines of adjoining sites should be planted in such a manner as to be advantageous to each property. Masses of screen plantings will be desirable over uninterrupted hedges.

Submitted landscape plans should include existing (if any) landscape treatments to common property lines.

Small gardens may be allowed if contained in a private area not visible from the street, golf course, or adjoining properties.

Wherever possible, flowering trees, shrubs, ground covers, and blossoming vines will be introduced into the landscape for each installation.

Declining existing plant material in a previously approved landscape design plan may be replaced by material identified in the Landscape Revitalization section of these Guidelines.

Any redesign or changes to the current landscape design that include modifications of the plant material (changing tree, shrub, grass and canopy percentages) require a Landscape Modification Application (and all supporting documents described herein) to the ARB for approval prior to commencement.

Approval for removing plant material that is diseased, dying or causing damage to the surrounding area may be granted by the ARB Compliance Officer or ARB Administrator during a site visit. Replacement of the landscape material being removed may be required in order to maintain the landscape standard requirements. If field approval is not possible during the site visit, the Tree Removal Process will be followed or a full submittal to the ARB may be required.

If tree removal is required as a result of landscape modifications, the stump must be removed if such removal will not disturb surrounding landscape beds, hardscape, or existing structures. If not able to be removed, stump must be ground or cut below grade.

## **2. Street Trees**

If possible, each home or building site will provide a minimum of (2) two matched Live Oak (*Quercus Virginiana*) trees, along all street frontages. Such trees will be single stemmed, with a minimum height of fourteen feet (14'), minimum spread of six feet (6'), and a minimum caliper at time of installation of three and one-half inches (3-1/2"). Depending on sidewalk location, said trees will be planted back from the curb seven to ten feet (7'-10') if possible and be spaced at equal intervals (30' to 50' apart). Refer to Neighborhood Guideline for the neighborhood in which the proposed plan is located as some may have different size and placement requirements for Street Trees.

Placement of street trees should not interfere with sight lines required for pedestrian or vehicular safety, nor in such a manner as to restrict the vistas from adjoining residential sites. Street trees are not considered as a part of the Canopy Tree requirements. Street tree care is the responsibility of the property owner.

### **3. Primary Canopy Trees and Pines**

All primary canopy trees and pines shall have a minimum height of fourteen feet (14') and a minimum spread of six feet (6') at time of installation.

A minimum of fifty percent (50%) of all new trees used throughout each site will be non-deciduous (evergreen) in nature. No more than two (2) varieties of a primary canopy tree species will be permitted on any single parcel.

In general, primary canopy trees will be provided for both the front and rear elevations of each building or residence, in accordance with ARB Minimum Landscape Requirements.

The continued use of pines (long leaf, slash or loblolly) as canopy trees is permitted in areas where pines make up the existing canopy. Owner may substitute one (1) canopy tree for every four (4) mature pines saved on the lot measuring eight inches (8") or greater. Owner may substitute one canopy tree with three single trunk palms planted in tightly arranged cluster with a minimum of two feet (2') vertical stagger. Street trees are not included in the canopy tree requirements.

### **4. Single Trunk Palms**

Single trunk palm species, to be used in assembled odd numbered groupings, will generally be planted in tightly arranged clusters with a minimum vertical stagger of three feet (3'). When palm clusters are used in open lawn areas, they will be under planted with appropriately chosen groundcovers, shrub masses, or accepted palm "heads" to create understory plant beds. Such ground level plantings will be installed with an interconnected mulched bed and maintained in such a manner as to reinforce the configuration of the design while clearly defining the limits of adjoining sod lines.

### **5. Flowering Trees**

Flowering trees are encouraged throughout the community. Selection of flowering trees will be limited to no more than two (2) species per building elevation. Choice of colors should be kept compatible with remainder of the installation while remaining consistent with the neighborhood.

### **6. Accent Trees and Specimen Shrubs/Palms**

Smaller accent trees, specimen shrubs, and free-standing palm elements are acceptable as part of the overall plan design if consistent with the neighborhood.

### **7. Flowering Shrubs/Ornamental Grasses**

Flowering shrubs will have a height of thirty-six inches (36") and a minimum spread of eighteen inches (18") (measured from finish grade) at time of installation. To create a more mature appearance, the plants will be full to base and will be installed at no greater spacing than twenty-four inches (24") on center.

Ornamental and/or native grasses are encouraged in areas adjacent to natural marsh or swamp grass.

### **8. Evergreen Hedges**

Evergreen hedges will generally be used as design reinforcement to the architectural character of the residence or building or as may be required for visual screening or buffering purposes. When used for screening/buffer, hedges will have a minimum height of forty-two inches (42") and a minimum spread of eighteen inches (18") (measured from finished grade) at time of installation. To create a more mature appearance, the plants will be full to the ground. The use of double staggered rows of hedge plants rather than a single row is encouraged.

All exposed mechanical equipment (air conditioning units, swimming pool and spa equipment, generators, etc.) will be completely screened with sufficiently large and dense plant material, a solid evergreen hedge, wall, or appropriate wood or stucco fences, which appear opaque. If wood, stucco, or similar type hardscape material is chosen, landscape material will be required to soften the view, where possible. Care will be exercised in the placement of such plant or other material to avoid conflict with neighboring unit vistas and ventilation, while maintaining a visual screen of said equipment.

## **9. Shrubs and Groundcovers**

Foundation shrubs and groundcover beds will be provided in conjunction with the remainder of the landscape installation.

In general, larger quantities of a limited palette of shrubs will be considered more desirable than a wide mixture of limited quantities of varying materials.

## **10. Sod and Lawn**

Unless ARB approval is obtained, all sod throughout the residential portions of Sandestin will be St. Augustine or Zoysia.

Sod will be installed solid; no seeding, plugging or sprigging of lawns is permitted.

Sod will be installed on separate irrigation zones from planting beds. Rain sensors must be included per Florida Statute 373.62.

No more than fifty percent (50%) of any residential site (exclusive of building coverage and related impervious surfaces) may be sod.

Sod and lawn requirements for commercial construction shall be considered by the ARB to ensure the visual appeal of the community is preserved and enhanced. ARB reserves the right to approve or disapprove proposals and may at its sole discretion require modifications.

Sod or ground cover, such as jasmine, is to be used at the curb to avoid run-off of mulch from affecting drainage.

## **11. Lake Banks**

In order to stabilize lake banks and minimize lake sedimentation, it is recommended that all new construction or modifications to existing single family home sites, commercial sites, or Neighborhood Association common property which border a lake maintain a minimum six foot (6') "natural" buffer planted with muhly grass or plant materials, where appropriate.

Newly developed neighborhoods will be required to maintain a minimum six foot (6') "natural" buffer planted with muhly grass or plant materials as approved by the ARB.

No aquatic plantings within the littoral (willow water) zone will be allowed without specific ARB approval. See Lake Construction section of these Guidelines for additional information.

# **D. LANDSCAPE SPECIFICATIONS**

## **1. Plant Selection**

The following plant materials have been chosen to serve as a basic guideline for the general range of vegetation, which may be considered for use throughout the community. Other plant species and alternate varieties may be proposed and (subject to ARB approval) introduced on a submittal to supplement this partial list. ARB reserves the right to remove a plant from this list.



### **Street Trees**

#### Common Name

Live Oak

#### Scientific Name

Quercus virginiana

### **Primary Canopy Trees**

#### Common Name

Live Oak

Southern Magnolia

Florida Maple

Red Maple

Slash Pine

Longleaf Pine

Water Oak

Loblolly Pine

#### Scientific Name

Quercus virginiana

Magnolia virginiana

Acer floridanum

Acer rubrum

Pinus elliotti

Pinus palustris

Quercus nigra

Pinus Taeda

### **Single Trunk Palms**

#### Common Name

Pindo Palm

Cabbage Palm

Windmill Palm

Washington Palm

Sylvester Palm

Canary Island Date Palm

Medjool Palm

#### Scientific Name

Butia capitata

Sabal palmetto

Trachycarpus fortunei

Washingtonia robusta

Phoenix sylvestris

Phoenix canariensis

Phoenix dactylifera

\*Note: Palms must be cold hardy, and replaced if they die.

### **Flowering Trees**

#### Common Name

Redbud

Crape Myrtle

Goldenraintree

Loblolly Bay

Saucer Magnolia

Sweetbay Magnolia

#### Scientific Name

Cercis canadensis

Lagerstoemia indica

Koelreuteria paniculata

Gordonia lasianthus

Magnolia soulangeana

Magnolia virginiana

\*Note: Oleanders (Nerium oleander) in restricted areas only.

### **Accent Trees and Specimen Shrubs**

#### Common Name

Sago Palm

European Fan Palm

Needle Palm

Oleander (free form)

Drake Elm

Hollywood Juniper

Loquat

Hollies

Savannah

East Palatka

Fosters

Yaupon

Lusterleaf

Southern Wax-Myrtle

Tree Ligustrum

#### Scientific Name

Cycas revoluta

Chamerops humilis

Rhapidophyllum hystrix

Nerium oleander

Ulmus parvifolia 'Drake'

Juniperus torulosus

Eriobotrya japonica

Ilex opaca "Savannah"

Ilex opaca "East Palatka"

Ilex x fosteri II

Ilex vomitoria

Ilex latifolia

Myrica cerifera

Ligustrum japonicum

Crinum Lily  
Variegated Ginger  
Loropetalum

Crinum spp.  
Alpinia zerumbet 'Variegata'  
Loropetalum

### **Evergreen Shrubs and Hedges Plants (H)**

#### Common Name

#### Scientific Name

Hollies  
Dahoon Holly  
Nellie R. Stevens (H)  
Burford (H)  
Dwarf Burford (H)  
Inkberry  
Gardenia  
Anisetree (H)  
Pittosporum (H)  
Sandankwa Viburnum (H)  
Sweet Viburnum (H)  
Wax Myrtle (H)  
Wax-leaf ligustrum (H)  
Nandina  
Fatsia  
Azalea (H)  
Sasanqua Camellia  
Japanese Camellia  
Japanese Yew  
Italian Cypress  
Split Leaf Philodendron  
Clyera

Ilex casseine  
Ilex x 'Nellie R. Stevens'  
Ilex cornuta Burfordi  
Ilex cornuta Burfordi 'nana'  
Ilex glabra compacta  
Gardenia jasminoides  
Ilicium parvifolium  
Pittosporum tobira  
Viburnum suspensum  
Viburnum odoratissimum  
Myrica cerifera  
Ligustrum japonicum  
Nandina domestica  
Fatsia japonica  
Rhododendron spp.  
Camellia sasanqua  
Camellia japonica  
Podocarpus macrophyllus  
Cupressus semervirens  
Philodendron bipinnatifidum  
Cleyera

### **Deciduous Flowering Shrubs**

#### Common Name

#### Scientific Name

Bigleaf Hydrangea  
Oakleaf Hydrangea  
Summersweet Clethra  
Vanhoutte Spirea  
Chaste Tree  
Flowering Quince  
Ginger Lily  
Knock Out Roses (single or double bloom)

Hydrangea macrophylla  
Hydrangea quercifolia  
Clethra alnifolia  
Spirea vanhouttei  
Vitex agnus castus  
Chanomeles lagenaria  
Hedychium spp.  
Rosa x 'Knockout'

### **Ornamental Grasses**

#### Common Name

#### Scientific Name

Pampas Grass  
Maiden Grass  
Small Cordgrass  
Zebra Grass  
Fountain Grass  
Sea Oats  
Muhly Grass

Cortaderia sellowiana  
Miscanthus gracillimus  
Spartina patens  
Miscanthus strictus  
Pennisetum alopecuroides  
Uniola paniculata  
Muehlenbergia capillaris

### **Low Shrubs**

#### Common Name

#### Scientific Name

Dwarf Yaupon Holly (Schillings)  
Dwarf Pittosporum (Wheeler's)

Ilex vomitoria 'Schillings'  
Pittosporum tobira 'Wheeler's'

Dwarf Junipers (several)	Juniperus sp.
Florida Jasmine	Jasminum floridanum
Box Honeysuckle	Lonicera nitida
Carissa Holly	Ilex cornuta 'carissa'
Rosemary	Rosemarinus officianilis
Dwarf Gardenia	Gardenia augusta 'Kleims Hardy'

### **Groundcovers & Vines**

<u>Common Name</u>	<u>Scientific Name</u>
Algerian Ivy	Hedera canariensis
Liriope	Spp.
Asiatic Jasmine	Trachelospermum asiaticum
Confederate jasmine	Trachelospermum jasminoides
Mondo Grass	Ophiopogon japonicus
Carpet Bugle	Ajuga reptans
Carolina Jessamine	Gelsemium sempervirens
Holly Fern	Cyrtomium falcatum
Fig Vine	Ficus pumila (repens)
Trumpet Honeysuckle	Lonicera sempervirens
Plumbago	Plumbago capensis
Aspidistia	Aspidistra elatior
Daylily	Hemerocallis spp.
Juniper (many)	Juniperus spp.
Foxtail Asparagus Fern	Asparagus densiflorus 'Myers'
Boston Sword Fern	Nephrolepis exaltata 'Bostoniensis'
Agapanthus	Agapanthus orientalis
African Iris	Dietes iridioides
Society Garlic	Tulbaghia violacea
Lantana	Lantana montevidensis
Gardenia ground cover	Gardenia augusta 'Prostrata'
Flax Lily	Dianella tasmanica 'Variegata'

## **2. Minimum Planting Specifications**

- All plant material will conform to the minimum standards for Florida "Fancy" or better, as set forth in "Grades and Standards for Nursery Plants", State of Florida Department of Agriculture.
- Soil amendments and fertilizer applications at installation should conform to current practices and standards endorsed by the American Association of Nurserymen.
- All planting beds, (except seasonal color), tree rings, shrub groupings, and palm clusters will be installed and maintained with a minimum layer of two inches (2") of clean, fresh approved mulch material and may be used in combination with one of the approved rock varieties, which is available in the SOA office. Mulch is defined as a layer of material applied to the surface of soil.

Planting beds and tree rings are to be designed a minimum of 4 feet (4') from the curbs edge to avoid mulch material from affecting street drains.

Rocks may be used in some beds on a limited basis as an alternative material. Rocks may not be used in all beds and must be selected from one of the approved styles. When rocks are utilized, a permanent restraining edge must be installed that is one inch (1") higher than the rocks. Rock installation must be thick enough to completely cover the ground below.

Approved mulch varieties are pine straw, natural color artificial pine straw (Softscape), and natural color cypress. Natural color wood chips may be used in seasonal color beds.

Yard trimmings and commercial chipping residue will not be acceptable for use as plant mulch. Although approved, the SOA encourages the use of material other than pine straw in order to minimize the impact on the street drains.

- d. All newly installed trees and palms will be staked only as necessary to ensure stability during the initial established period for the landscape installation.

### 3. Minimum Irrigation Specifications

- a. Irrigation note is required on all landscape plans.
- b. All irrigation heads will be of such variety and installed in such a manner as to be generally out of sight.
- c. All exposed pumps, time clocks, switchgear, and equipment will be appropriately screened from view.
- d. Direct irrigation from SOA lakes is strictly prohibited.
- e. Rain sensors must be included per Florida Statutes.

## E. MINIMUM LANDSCAPE REQUIREMENTS

These minimum guidelines apply to most standard sized Sandestin home sites. Smaller lots in some neighborhoods may not be subject to these standards and will be reviewed on a case-by-case basis. Below are the minimum sizes, although larger sizes may be required in some locations as determined on a case by case basis.

<u>Vegetation Type</u>	<u>Quantity</u>	<u>Remarks</u>
1. Street Trees	2 (or as needed)	Minimum 14' height, 3½" cal.
2. Canopy Trees	4 required	Minimum 14' height, 3½" cal.
3. Single Trunk Palms	As needed	Minimum 10' clear trunk
4. Flowering Trees	2 required	Minimum 12' height
5. Accent Trees and Specimen Shrubs/Palms	2 required	Size determined by species
6. Deciduous Flowering Shrubs/Ornamental Grasses	As needed	Minimum 3 gallon and minimum of 36"
7. Evergreen hedges	As needed	Adequate size to provide 100% screening of all utility areas at installation
8. Low Shrubs and Groundcovers	As needed, Majority to be cold hardy	Minimum 1 gallon
9. Sod and Lawn	Full coverage	Must not exceed 50% of total site landscape area
10. Plantings should be included on elevations with no windows or architectural features to interrupt long, horizontal building elements and to soften vertical surfaces and hardscape. Plant heights must screen knee wall and be proportional to other architectural features of the home.		
12. When choosing plants to meet these requirements, the majority of selected plants should		

be cold weather hardy. A minimal quantity of Tropical plants may be considered as accent plants. Examples of Tropical Plants include but are not limited to Thai, philodendron, flax lily, variegated ginger, and croton.

## F. LANDSCAPE LIGHTING

Landscape lighting, if desired, shall be placed in a manner to enhance the landscape but not in a manner to impede the adjacent neighbors use and enjoyment of their property. Recessed or down lighting and landscape up lighting should be utilized. Flood lights are prohibited. Kelvin temp must be called out on the lighting plan and shall not exceed 2700. Down lighting used along walkways and driveways may not exceed 3000 kelvins.

Lighting plan that includes detailed specifications, sizes, quantity, etc. must be presented as part of the landscape submission and include fixtures on all structures and decorative lighting, such as café lights. Café lights will be limited to a single row/course installed under the eave of a rear porch/patio with no wiring, fixture, or bulb visible. Lights will not be permitted to be attached to or wrapped down a column/post or tree/landscaping nor strung across an open area. Light is to be white.

No lights are to be installed without the written approval of the ARB. The plan must include all proposed and existing lights as well as those on any structures.

Adjustments may be required after installation, if it is determined that the lights negatively affect neighboring residents. All landscape lighting must meet Walton County Wildlife Lighting Ordinance #2009-03 and Florida law if applicable.

## G. GENERAL LANDSCAPE APPEARANCE STANDARDS

Upon completion of new construction following the sign-off from the ARB Compliance Officer, and at all times for existing homes and other locations, including but not limited to all commercial, developer controlled, or neighborhood common property, landscape and hardscape will be maintained at a level consistent with all standard and practices herein with the emphasis on keeping the property in a pristine clean, and attractive manner.

Refer to your Neighborhood Association Governing Documents and/or policies for specific information regarding landscape maintenance requirements and standards. For information regarding maintaining items within the Right of Way, refer to the SOA Right of Way Policy.

## H. LANDSCAPE REVITALIZATION PROCEDURES

1. Any member may replace dead or diseased plants with a like-kind or those identified on schedule below. Replacement material should be chosen to adequately replace the material being removed, specifically in regards to shrubs and ground cover. This revitalization process does not require application submission or fees; however, written notice to the ARB office is required prior to commencement and may require ARB Compliance Officer field approval.
2. ARB approval consistent with these Guidelines will be required if the modification requires extensive demolition, use of heavy equipment, the placement of a dumpster, replacement of multiple varieties, trees, or a complete overhaul of the landscape on a parcel. This is to ensure the new plan meets the requirements and standards set forth by the Neighborhood Association and/or the ARB.

### **Approved Plant Replacement List for Revitalization**

This list may be modified from time to time based on availability of plant material.

<i>Azalea</i>	<i>Cleyera</i>	<i>Nandina</i>	<i>Spiraea</i>
<i>Abelia</i>	<i>Holly</i>	<i>Pieris</i>	<i>Thuja</i>
<i>Barberry</i>	<i>Hydrangea</i>	<i>Rose</i>	<i>Weigela</i>
<i>Boxwood</i>	<i>Ligustrum</i>	<i>Pittosporum</i>	
<i>Buddleia</i>	<i>Loropetalum</i>	<i>Plum Yew</i>	
<i>Camellia</i>	<i>Mahonia</i>	<i>Rhododendron</i>	

## VII. CONTRACTOR RULES AND STANDARDS

The following will apply to all construction, improvements, alterations, or maintenance of any structure, to any change to the exterior of any structure and to grading, excavating, tree removal, landscaping, or any other change to the grounds of a single-family, multi-family or commercial site within Sandestin. Compliance is mandatory and violations may result in a stop work order or fines as defined in the Fine section herein.

In both new construction and modifications, the owner and contractor on the application is responsible for all sub-contractor's compliance with these Guidelines. The parcel owner acknowledges that if the contractor, subcontractor or any of their employees or agents violate any provision of the Guidelines, the owner will be responsible for fines and penalties, including but not limited to, monetary fines and an order to Stop Work.

### A. START OF CONSTRUCTION

Following written approval from the ARB and all required governmental permits being obtained, a pre-construction meeting must be held with the ARB Compliance Officer. This pre-construction meeting is required **prior** to any lot clearing or placement of any construction material, equipment, dumpster or portable toilets. Contractors are required to place sand or fencing around the job site.

### B. PORTABLE TOILETS

Prior to commencing work, a portable toilet must be placed on the job site and in a manner to least disturb other residences and surrounding entities. Positioning of the toilet on the job site will be coordinated with the ARB Compliance Officer. The toilet should be positioned as far off of the street as possible and the door should not open onto the street. Toilet should be maintained in a clean and sanitary manner and must remain on the site for the duration of the project.

### C. CONSTRUCTION TRAFFIC, VEHICLES, AND EQUIPMENT

All construction traffic will access the community through the designated construction entrance which is currently the East Gate or the South Gate. No construction vehicles (trucks, vans, cars, etc.) may be left in the community overnight without prior approval of the ARB Administrator or Compliance Officer, who will notify SOA Security.

Parking is allowed only on the lot under construction or in front of the home or building under construction if in compliance with Neighborhood Association governing documents. Use of adjacent lots without prior written permission from the property owner is prohibited. Such written approval is to be provided to the ARB Administrator.

For new construction, one construction trailer and/or piece of equipment may be left on site overnight. The trailer should be placed in an inconspicuous location, near the rear of the lot. The general contractor is responsible for all trailers and/or equipment that are left on the site and will be considered the point of contact should any issues or concerns arise. The SOA will not be responsible or liable for any trailers or equipment left on site. Approval of equipment and trailer location is at the discretion of the ARB Compliance Officer.

When parking on the street, all four tires must be on the road surface. Subcontractors are requested to keep the number of vehicles at the work site to a minimum and washing of construction vehicles on Sandestin streets is strictly prohibited.

If a landscape truck or trailer is parked in the street during landscape installation or maintenance, safety cones must be placed on the street side of the truck, front, and rear.

## D. CONTRACTOR/CONSTRUCTION WORK AND HOURS

Contractors are permitted to work only during the following hours:

Mon. - Fri. 7:00 am to 6:00 pm during the months of March through October

Mon. - Fri. 7:00 am to 5:00 pm during the months of November through February

Saturday 7:00 am to 5:00 pm year round

No work is allowed on Sundays or holidays, including but not limited to the following:

New Years Eve	New Years Day
Memorial Day	Fourth of July
Labor Day	Thanksgiving Day
Christmas Eve	Christmas Day

Any construction work after designated hours is not permitted unless prior approval is granted. This includes but is not limited to noise or disturbance caused by owners, guests, invitees, visitors, or contractors.

All requests to work extended hours require a 24-hour advance notice, when possible. Approval must be received in writing from the ARB Administrator, ARB Compliance Officer, or Director of Security. Emergency maintenance services may be allowed on Sundays and holidays or outside of normal contractor hours with proper authorization from Security.

## E. SITE CLEAN UP AND APPEARANCE

A commercial dumpster must be provided for each project that generates debris and must be on site no later than the first day any debris is generated or a temporary, alternate method of removal must be provided. (IE: dump truck, trailer, etc.) The temporary method may be utilized for no more than three (3) days. The dumpster must be located within the property lines and cannot be placed on the road right of way or any adjacent private or common property. Each project that generates debris must provide a commercial dumpster at all times which must be located within the property lines and cannot be placed on the road right-of-way or on any adjacent private or common property.

Dumpsters must be emptied when debris becomes visible over the top of the container. If the dumpster is full, and there is no alternate debris disposal, work should cease until the dumpster is serviced. At no time should SOA dumpsters be used for disposal of construction debris.

Only materials associated with the approved project for each job site are permitted to be on that job site. Items may not be stored and/or delivered prior to commencement of the project. This includes, but is not limited to, storage of trusses, roof tiles or shingles, stone, brick pavers, empty pallets, or other palletized material.

Job sites and surrounding areas are expected to be kept clean and orderly at all times. Items including, but not limited to trash, litter, construction debris, empty paint and sheetrock mud containers must be picked up and disposed of at the end of each day. Contractors will use only the utilities provided on the site on which they are working.

It is the responsibility of the contractor and/or owner to dispose of construction debris and hazardous materials in a lawful manner as defined by all regulatory agencies.

Job sites should remain free of weed overgrowth or infestation and should be maintained consistent with the standards of the Sandestin community. The ARB Compliance Officer will conduct regular site visits of all construction site and those sites that fail inspection may receive a stop work order until the site is once again approved for construction.

## **F. CLEARING**

Only plants, vegetation and trees directly within the planned structure, roof overhangs, or driveway will be removed as shown on the approved plans. Any plants, vegetation or trees uprooted or cut down will be removed from the site and from the community as soon as is practical but not later than five (5) days.

## **G. CONSTRUCTION DAMAGE**

Repairs to any damage to streets and curbs, drainage inlets, sidewalks, irrigation systems, streetlights, street markers, mailboxes, walls, or any other property, will be the responsibility of the contractor that caused the damage and the registered contractor for the site. Repairs must be complete within the timeframe defined in the notification letter and to SOA standards. Should this not occur, SOA will complete the repairs and such costs will be billed to the responsible contractor.

## **H. CONSTRUCTION SPILLAGE**

Should any spill occur the contractor involved is responsible for the clean-up of the street and other affected areas immediately after the spill. Should this not be feasible, the owner or contractor must contact Security informing them of the details of the spill and approximate time for clean-up. Failure to do so will result in a fine plus costs incurred for SOA to clean-up the spill.

## **I. TELEPHONE/CABLE TV LINES**

If any telephone, cable television, electrical, water, etc., lines are cut or damaged, it is the contractor's responsibility to report it to the appropriate utility company immediately. In addition, the contractor or owner shall immediately advise the ARB Administrator or SOA Security of the incident.

## **J. PERSONNEL / PERSONAL CONDUCT**

Only authorized workers are allowed on the property. All construction workers are required to exit the property upon completion of their work. All construction workers will be required to wear clothing compatible with their specific job requirements. Proper personal conduct is expected from all workers at all times when on property. No loud music or language is allowed. Any sound, other than that of customary construction activity will be considered a nuisance and is prohibited. No alcohol, firearms, illegal drugs, pets, or non-employed individuals including children are permitted on worksites.

## **K. JOB SITE TROPICAL STORM & HURRICANE PREPAREDNESS**

All roof materials must be tied down while stacked on the roof during an official hurricane warning.

In order to protect against potential injury, property damage and significant liability situations, the following requirements must be accomplished prior to a storm in accordance with the SOA approved Hurricane Guidelines. Each infraction shall result in a fine in accordance with the fine schedule herein.

- Dumpsters must be less than 1/2 full and securely covered.
- All materials must be secured by tie-down or put inside the house.
- All doors and windows must be secured.
- Portable toilets are the responsibility of the contractor and must be removed.
- Scaffolding must be disassembled.
- Roof tile must be tied down or installed.



## **VIII. SIGNAGE**

### **A. CONSTRUCTION SIGNS**

During construction, one (1) approved standardized construction sign shall be visible on the lot as specified on the approved plans. Such sign will be erected at commencement of construction and removed at completion of construction. Refer to Sign Specifications herein.

The permit board is to be attached to the rear of the construction sign to accommodate all building permits and/or approvals that may be issued or required by OSHA or state law. The builder may use a permit board of his choice but it cannot exceed 2' x 2'-6".

A "No trespass sign" may be displayed on the site no larger than 2 feet x 2 feet with letters not less than 2 inches in heights and reads in substantially the following manner: "THIS AREA IS A DESIGNATED CONSTRUCTION SITE, AND ANYONE WHO TRESPASSES ON THIS PROPERTY COMMITS A FELONY." The sign shall be placed at the location on the property where the permits for construction are located.

### **B. LOT IDENTIFICATION SIGN**

One (1) "Lot ID" sign will be allowed at the front of a vacant lot, twenty feet (20') back from the street curb, with the bottom edge of the sign at eighteen inches (18") off the ground. Lot identification sign design must comply with the signage described herein. The sign must be kept in good repair and the maintenance is the responsibility of the lot owner.

### **C. OPEN HOUSE SIGNS AND REQUIREMENTS**

Open House signs must comply with ARB Guidelines. Refer to Sign Specifications herein.

Open house signs may not exceed three in number per home or one sign per intersection. Should any open house or model home require more than three (3) signs to successfully direct the client to the home, additional signs may be permitted if authorized by the ARB Staff.

Only one (1) "Open House" sign will be allowed on the property in which the open house is being held. No signs are to be placed on the Bay, Lake or Golf Course side of any property. No other signs, banners, balloons, etc. are allowed.

Open Houses will be permitted between the hours of 9:00 a.m. to 5:00 p.m. seven (7) days a week. No signs will be allowed before 8:30 a.m. and all signs must be removed by 5:30 p.m.

All "Open Houses" must be attended by a person during the entire time of the "Open House". Any Open House found unattended will be locked, the sign removed, and the realtor and/or owner notified.

If the Neighborhood Association does not allow or permit Open Houses under the same terms, those policies would take precedence over the ARB policy.

### **D. ESTATE SALES**

Estate sales will be permitted under the following guidelines. Refer to Sign Specifications herein.

Only one (1) directional sign at the entrance of the neighborhood in which the "Estate Sale" is taking place will be allowed. If an "Estate Sale" sign is already in place at a neighborhood entrance, another sign may not be placed at the entrance.

Only one (1) "Estate Sale" sign will be allowed on the property where the sale is occurring. No signs are to be placed on the Bay, Lake or Golf Course side of any property. No other signs, banners, balloons, etc. are allowed.

Estate Sales will be permitted between the hours of 10:00 a.m. to 5:00 p.m. Monday-Saturday, excluding holidays. No signs will be allowed before 9:30 a.m. and all signs must be removed by 5:30 p.m.

All "Estate Sales" must be managed by a professional management company in business to handle these matters.

Estate sale must occur inside the home with no items visible from the street, golf course, or neighboring homes.

Notification of the Estate Sale must be submitted to the ARB office prior to occurring and must include details, including but not limited to, location, company handling the sale, and date(s) of the sale.

Garage/yard sales are prohibited.

## **E. TOUR OF HOMES**

Any type of special tour of homes signage and/or event must be submitted to the ARB Administrator for coordination prior to the tour or event.

## **F. MODEL HOMES**

Only one (1) "Model Home" sign will be allowed at the front of the model home property. No signs are to be placed on the Bay, Lake or Golf Course side of any property. No other signs, banners, balloons, etc. are allowed. Please refer to Sign Specifications herein.

## **G. MISCELLANEOUS SIGN INFORMATION**

Except as allowed under Florida law, no other signs, boards, banners or similar features either of a permanent or temporary basis will be placed, posted or erected (for residential and commercial areas) without the prior review and approval of the ARB. Political signs are not permitted. Political signs include but are not limited to anything containing the name or image of political party, candidate for office or incumbent, political action committee or ballot initiative.

Permanent informational, regulatory, directional, street name, or location signage is required to be approved by the ARB and in compliance with the SOA common area signage specifications, which are available at the SOA office.

Neighborhood Association or Commercial entry signs require ARB approval prior to installation.

The SOA will have the absolute authority to remove open house or construction signs that do not meet these Guidelines.

A short-term vacation rental sign may be displayed in accordance with the Walton County Ordinance requirements. In order to maintain consistency within the community, the following design must be used within Sandestin:

- Sign dimensions: 16" x 12"
- Design: White with black letters
- Posted on the exterior wall of the home/unit (per the Ordinance, sign must be visible from the public right away)
- Do not put sign on post or pole.
- The sign must not include any advertising language or graphic, to include rental management company logo. The name of the company is permitted if that is the emergency contact being utilized for the unit; however, name must be in the same black font as the rest of the sign.
- SOA Security contact cannot be used as the 24-hour emergency contact regarding the rental.
- Signage does not require SOA ARB approval prior to displaying; however, must meet these requirements.

See Display of Flag section for additional information.

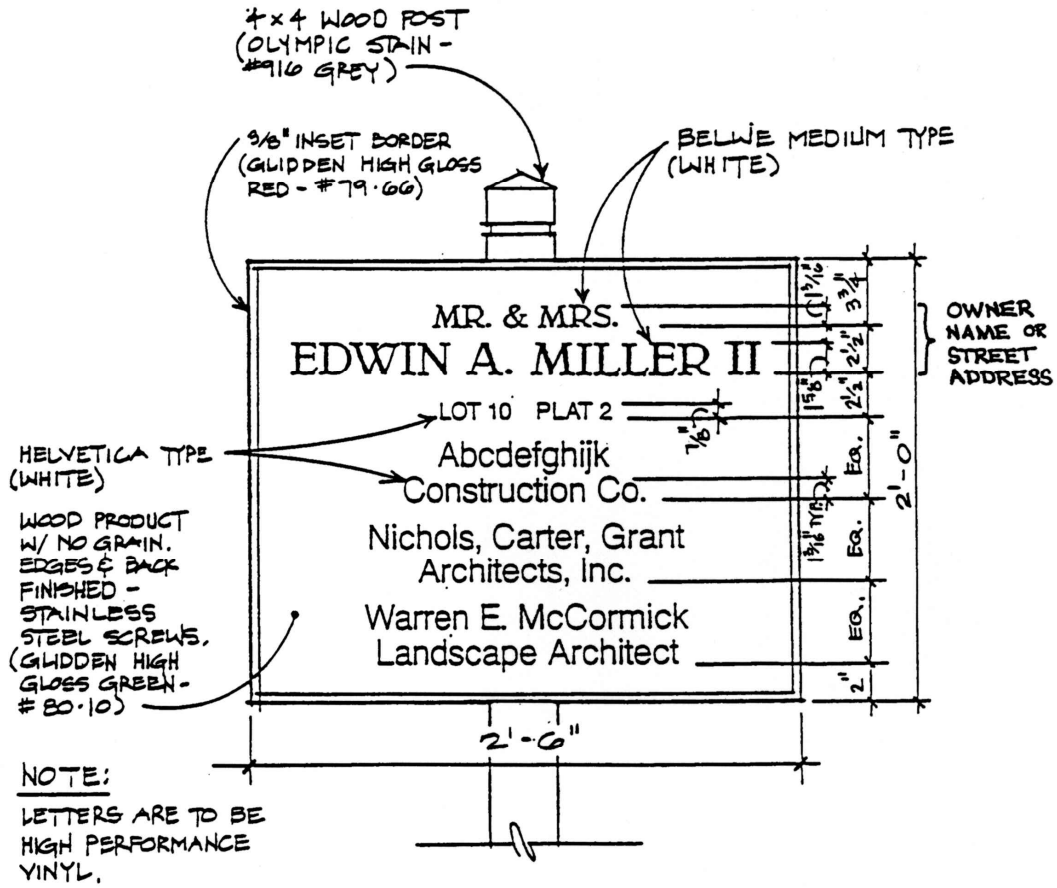
## **H. BULLETIN BOARDS**

All bulletin boards must be submitted to the ARB for approval prior to installation.

When reviewing bulletin boards, the ARB will consider size, color, and placement. They must be located inside the neighborhood, next to mailboxes if possible, and should not impede traffic sight lines.

Bulletin boards will be constructed of wood, metal, or composite, front will be glass or plastic, and are to be maintained by the Neighborhood Association.

# CONSTRUCTION SIGN SIGN SPECIFICATIONS



## SIGN SPECIFICATIONS

$1\frac{1}{2}" = 1'-0"$

**NOTE:**  
**BUILDER MAY INCLUDE PHONE**

**LOT IDENTIFICATION  
SIGN SPECIFICATIONS**



**Sign Material – White PVC Board**

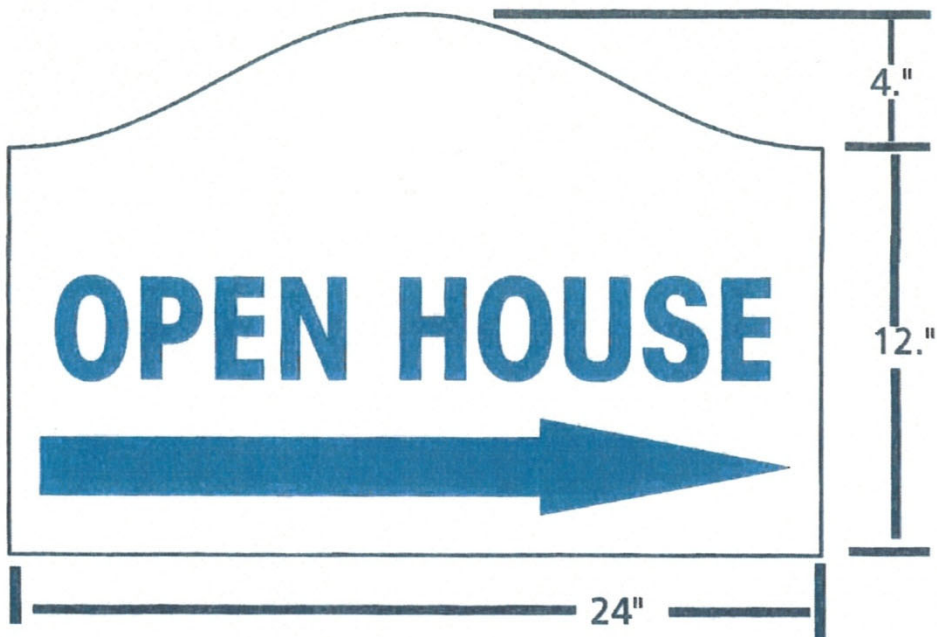
**Post Material – White PVC Post**

**Sign Face – Hunter Green**

**Sign Logo – Hunter Green and White**

**Sign Letters - White**

**OPEN HOUSE/ESTATE SALE  
SIGN SPECIFICATIONS**



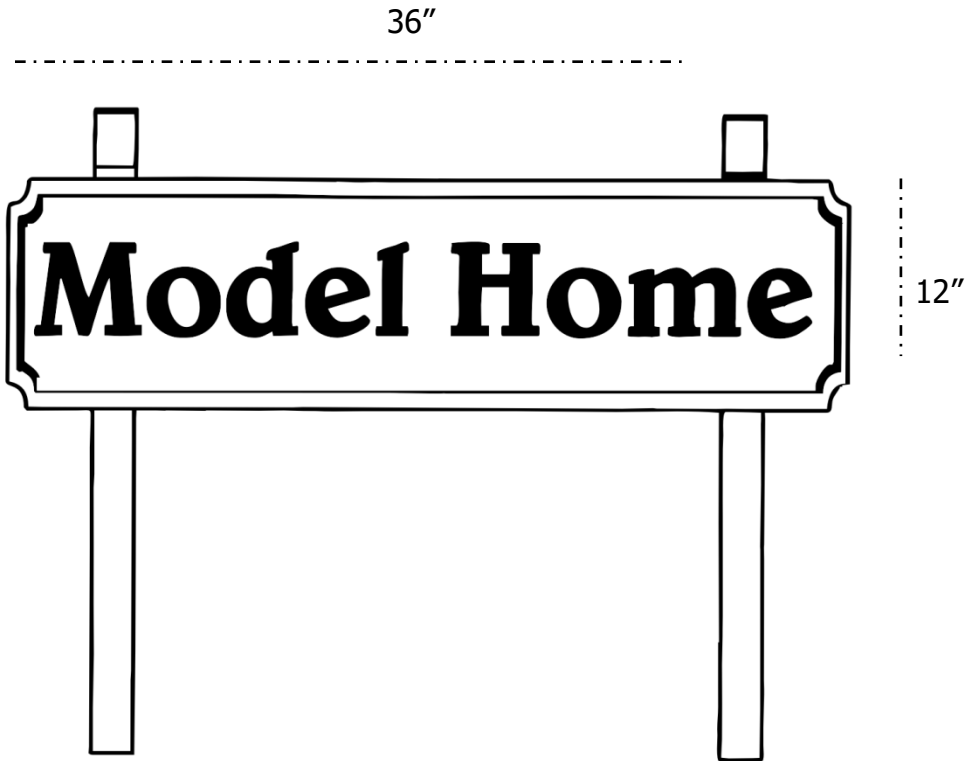
**Sign Material – White Coroplast**

**Lettering 3" – Medium Blue**

**This is the same design specifications to be used for Estate Sale  
Sign may be rectangular in shape with no "arch" at top.**

**NO ADDITIONAL INFORMATION IS PERMITTED, INCLUDING  
NAME AND PHONE NUMBER OF REAL ESTATE COMPANY AND/OR REALTOR.**

**MODEL HOME  
SIGN SPECIFICATIONS**



**Sand Blasted Wooden Sign**

**2 x 4 PT Post – Color Beige  
Sign Face – Hunter Green**

**Belwe Medium Font – Beige Letters – 3.75" High**

## **IX. CONTRACTOR REQUIREMENTS**

The following is required to be submitted to the ARB and must be applicable and in force for the duration of every project:

- A. Certificate of Insurance with the SOA listed as a certificate holder
- B. Proof of Liability Insurance
- C. Proof of Workers Compensation Insurance or waiver certificate

All contractors must sign an Agreement provided by the SOA ARB that states they have read, understand, and will comply with these Guidelines.

If the homeowner is serving as contractor, the following is required to be submitted to the ARB:

- A. Certificate of Insurance
- B. Proof of Liability Insurance
- C. Proof of Workers Compensation Insurance or waiver certificate.
- D. The signed Owner Agreement

## **X. DISPLAY OF FLAGS**

Any homeowner may display one portable, removable United States flag or official flag of the State of Florida in a respectful manner, and one portable, removable official flag, also in a respectful manner, not larger than 4½ feet by 6 feet which represents the United States Army, Navy, Air Force, Marine Corps, or Coast Guard, or a POW-MIA flag, or other flags as permitted by Florida Statute 720.304, regardless of any covenants, restrictions, bylaws, rules, or requirements of the association.

Any homeowner may erect a freestanding flagpole no more than 20 feet high on any portion of the homeowner's real property, regardless of any covenants, restrictions, bylaws, rules, or requirements of the association, if the flagpole does not obstruct sightlines at intersections and is not erected within or upon an easement.

Any condominium owner may display one portable, removable U.S. flag in a respectful way; and, one Armed Forces day, Memorial Day, Flag Day, Independence Day, and Veterans Day, a portable, removable official flag not larger than 4½ feet by 6 feet that represents the U.S. Army, Navy, Air Force, Marine Corps, or Coast Guard or other flags as permitted by Florida Statute 718.113(4). These flags are allowed regardless of other prohibitions in the COA's documents.

In addition, SOA allows one sports team flag to be displayed at maximum size of 4½ feet by 6 feet **or** one sports team sign to be displayed at a maximum size of 24" x 16". Flags and signs must be in good condition and should be placed near the entry to the home.

For safety reasons, flags must be removed prior to tropical storms and hurricanes.

All other flags, other than those described above and those permitted per FL Statutes, are prohibited.

## **XI. LAKE CONSTRUCTION AND MAINTENANCE**

### **A. NEW LAKE CONSTRUCTION**

All new lakes constructed by any developer or owner shall adhere to the following requirements and be presented to the ARB for approval.

All lakes shall conform to the standards and requirements of Walton County and the State of Florida in all respects, including but not limited to, safety standards, water impoundment and discharge.

Lakes shall be of sufficient size and stability to allow ingress and egress and launch/retrieval of SOA equipment used to maintain the lakes. Specific equipment access includes the Algae and



Pond Weed Harvester and 20 ft. boats used to gather, as well as, spray algae and pond weeds for control. Specific dimensions for such access are as follows:

- Access ramp shall be 20 ft. in width, slope no greater than 4:1, hard surface of aggregate capable of sustaining a gross weight of 10,000 lbs., turn radius no greater than 15 degrees for 60 ft. run.
- Electrical power at 220 VAC/100 AMPS in weatherproof boxes shall be provided within 20 ft of the lake for future connection of water aeration devices such as fountains and bubbler systems.

SOA will begin providing maintenance on a newly constructed lake upon SOA Board of Directors approval to accept ownership of the lake, which shall be contingent, in part, upon the lake being constructed in compliance with the specifications established by the ARB.

Newly developed neighborhoods will be required to maintain a minimum six foot (6') "natural" buffer planted with muhly grass or plant materials as approved by the ARB.

No aquatic plantings within the littoral (willow water) zone will be allowed without specific ARB approval.

## **B. EXISTING LAKES**

SOA will maintain lakes existing within the boundaries of the Sandestin community provided that the lakes are accessible and the developer or homeowner association have deeded said lakes properly to the SOA. Such deeds shall be executed and recorded at no cost to the SOA. Existing lakes owned by the SOA but not easily accessible by the SOA lake maintenance equipment will be maintained by the SOA using standard industry practices.

Seawalls or retaining walls are the responsibility of the property owner and each wall requires ARB approval prior to installation and must meet governing agency requirements.

## **XII. DEMOLITION**

All applicable forms and fees must be submitted prior to demolition. The submittal must include a statement of owner's intent regarding redevelopment.

- If redevelopment is expected within 90 days from the date of demolition, new construction plans must be submitted and approved within this timeframe. Failure to do so will be non-compliant.
- If redevelopment is not expected within 90 days of demolition, a landscape plan to revegetate the lot must be submitted with the request for demolition. Revegetation must include means of grading and 40% revegetation with pine straw covering any bare earth area.
- All construction Guidelines shall apply to the demolition process.
- No trees or natural growth shall be removed without prior approval by the ARB.
- All debris must be removed from the Sandestin community. Loads must be covered.
- All utilities shall be terminated at the entry to the property prior to commencing demolition.
- If partial demolition is proposed, a drawing must be submitted to the ARB for consideration, clearly showing the area affected prior to commencing work.

## **XIII. COMMERCIAL GUIDELINES & ARCHITECTURAL STANDARDS**

The architectural design concept of Sandestin is that commercial buildings should, in general, be unobtrusive in form and color in order to complement their natural setting.

Design concept submittals for commercial buildings should include documentation of the design proposed for the entire site.

All new construction and any modifications or alterations to any existing structures including landscaping, site and lot clearing, lighting, and signage must be submitted to the SOA ARB and approved prior to the commencement of any construction. In addition to complying with the ARB

guidelines, commercial buildings must meet all applicable building code requirements, as well as those of other pertinent governing authorities.

### **A. Building Height**

The proposed building height will be reviewed by the ARB but shall be compatible with the building heights that are in the surrounding area.

### **B. Exterior Building Materials**

Exterior materials should be of a form, color and texture that complement and enhance the surrounding environment and shall be compatible with and contribute to the character of Sandestin. Exposed components of proposed buildings shall be constructed of the following materials:

Stucco	Wood or Cementitious Siding and Trim	Stone or Cast Stone
Metal	Glass in approved framing	Brick Accent

### **C. Roof Designs**

Roof designs shall be consistent with the character of the surrounding buildings. Sloped roof lines, parapets, towers, and gable roof forms shall be scaled appropriately with the style chosen. In addition to code-required parapet walls or guardrails at flat roofs, screening of materials compatible with the building shall be designed to completely conceal from common area view, any equipment located on proposed building roof, which equipment may include, but not be limited to, exhaust fans, heating and air conditioning condensers, cooling towers, elevator equipment, plumbing and vent piping.

### **D. Service Screening and Miscellaneous Items**

All ancillary structures or areas required for storage, refuse collection, and mechanical equipment shall be located within the building lot envelope, shall comply with any setback requirements, and shall be screened from all views and the right of ways with landscape materials. Approved fencing may be included if additional security is required for these elements.

Any loading dock shall be connected to the building it serves and shall be made of materials compatible with the building.

### **E. Signage**

Proposed signage shall be designed to complement the subject building and its surroundings. All signs, including but not limited to those that are attached to the building, monument markers, sandwich boards, wall graphics and menu boxes, must be submitted to ARB. The submittal must include material, color, size, shape, and proposed location. Main entrance signs cannot be located outside the building envelope or be placed in an easement. The impact of all monument signs must be softened by landscape or plant material. Refer to landscape requirements below and elsewhere in these guidelines.

Each tenant or establishment may have:

- One primary store front sign;
- One smaller wall mounted blade style or other sign; and
- One rear façade sign.

### **F. Landscaping & Hardscape**

Submittals shall include details of all landscape plant material, service areas, irrigation, lighting, graphics, sidewalks, pedestrian trails, paving, hardscape items, statuary or art, fountains or water features, street furniture and any other accessory. Code compliant pedestrian circulation shall be considered as part of the landscape plan.

Proposed landscape plant material must be in compliance with the plant material list provided in the ARB guidelines. The use of natural vegetation and/or drought tolerant plant material is encouraged as part of the design and installation for any commercial development.

All proposed walkways or sidewalks must be constructed of concrete or approved pavers. Asphalt walkways shall not be permitted.

Vehicle parking shall be planned according to local ordinance and shall be illustrated on submittal documents.

#### **XIV. NON-COMMERCIAL BUILDING GUIDELINES AND STANDARDS**

Submittal to the SOA ARB for consideration is required prior to commencement of all new construction and any modifications or alterations to any existing structures including but not limited to landscaping, hardscape, site and lot clearing, painting, and lighting. In addition to complying with the ARB guidelines, all structures must meet all applicable building code requirements, as well as those of other pertinent governing authorities.

Each Neighborhood Association may have additional Guidelines specific to that neighborhood. Refer to the last page of these Guidelines for more information.

##### **1. Building Heights**

Building height requirements vary for each neighborhood. Measurements will be from the first floor to the highest point of the roof, excluding the chimney.

##### **2. Building and Accessory Structure Setbacks**

The building setbacks and envelope illustrations herein represent the placement of buildings, garages, decks, patios, walls and hedges, depending on the lot's location. Some lots may have required variations to the illustrations due to unique circumstances.

No permanent structures will be placed in any easement. A survey may be required prior to approval.

##### **3. Square Footage and Stories**

All single-family residences will have minimum square footage as set forth in the building envelope guideline herein and refer to air conditioned space.

##### **4. Finished Floor Elevation**

The minimum finished floor elevation (first floor) will be twenty-four inches (24") above the crown of the adjacent roadway and the maximum finished floor elevation will be forty-eight inches (48") above the crown of the road, in accordance with County standards.

The minimum garage floor elevation will be sixteen inches (16") above the crown of the adjacent road.

Neighborhood Associations may have additional or alternate finished floor elevation requirements. Refer to specific neighborhood association Supplemental Guidelines or governing documents.

##### **5. Exterior Building Material**

The following types of material are generally permitted for the exterior finish.

Stucco	Wood or Cementitious Siding and Trim	Stone or Cast Stone
Brick Accent	Glass in approved framing	

Neighborhood Guidelines may have additional requirements regarding exterior finishes for specific neighborhoods.

##### **6. Roofs**

Materials and designs will be based on any type of Neighborhood Guidelines in force for the neighborhood in which the project is proposed. If not included in said Guidelines, roof material and design must be compatible in design and material with roofs in the neighborhood in which the project is located.

All roof accessories such as vent stacks and roof vents must be painted to match the roof color and wherever possible, vents will be located away from the front elevation.

The use of solar energy producing devices (active and/or passive) are governed by Florida Statute Section 163.04. They must be submitted on a plan and are subject to the ARB approval.

## 7. **Gutters and Downspouts**

If being installed as part of new construction, gutters and downspouts must be included on the elevation plans to include material, style, and color details. Information is required regarding where the water will drain after discharge from the downspout.

Addition of gutters and/or downspouts is considered an exterior modification and requires ARB approval prior to install. The request for modification submittal must include proposed location, material, design, color and a photo or sample. The submittal must include information regarding where the water will drain after discharge from downspout.

Rainchains must be submitted for approval and will be considered on a case-by-case basis.

## 8. **Colors**

When reviewing colors, ARB will consider the combination and intensity of colors selected, their appropriate use, and the palette of surrounding residences. Some Neighborhood Associations may have pre-approved color palettes.

For new construction and repainting/modifications, colors must be similar in nature to the buildings, homes and improvements in the neighborhood in which the home is located. The number of colors utilized should be kept to a minimum and the intense contrasting of base and trim colors should be avoided.

When reviewing the colors, ARB will take into account the combination and intensity of colors selected, their appropriate use, and the palette of surrounding residences. Refer to specific Neighborhood Guidelines and/or the ARB office for any pre-approved color palettes.

The proposed colors and materials are required to be at the project site for ARB member review. Color details may be included on the application, but this does not constitute approval. Samples of each color at least 12" x 12" in size must be displayed on a color board at the front of the site and in plain view from the street.

## 9. **Swimming Pools, Spas Pool Cabanas, Pool Enclosures**

Pools must be designed to complement the architectural components of the residence. Pools and spas must be in-ground. Pool coping may not be higher than either the finished first floor elevation or forty-two (42") above the crown of the road, whichever is lower.

Pools must be surrounded by a fence, which is designed to coordinate with the architectural detailing of the home and meet all applicable building codes.

Pool enclosures may not be free standing and must be located within the building setback lines. The enclosure should preferably be designed as a continuation of the eave line and not appear as an added appendage. The maximum allowable height of screening will be two feet (2') above the eave.

Pool cabanas will be permitted if compatible with the architectural elements of the residence, including roof, and must be situated within the setbacks established.

Pools will not be permitted in front yards. No permanent structures will be placed in any easement.

## 10. **Accessory Structures, Detached Greenhouses, and Storage Structures**

Accessory structures, detached greenhouses, and storage structures will be reviewed on a case-by-case basis. The ARB will take into account the impact of the structure on neighboring residences and views. If approved, the accessory structures must be located within the required setbacks and match the architectural details of the home. Roofs and exterior walls of the structure

must be compatible with the main house in both design and color.

Temporary portable storage units may be utilized for a maximum of 7 calendar days; however, placement approval must first be obtained from the SOA ARB Administrator or Compliance Officer. The use of temporary storage units may be restricted by some Neighborhood Associations.

#### 11. **Porches, Decks, Verandas, and Balconies**

Approved materials for handrails, pickets, columns and safety walls are:

Stone	Wood	Painted Aluminum
Stainless Steel	Stucco	Wrought Iron (with rust inhibitor)
Concrete	Composite Material	

Porches and decks may not be freestanding. If screening is desired, the enclosure must be designed as an integral part of the roof and walls, not as an appendage.

#### 12. **Docks**

All docks are subject to required governmental approvals. The owner of any parcel abutting a lake or the Choctawhatchee Bay shall have the right to construct a dock (but not a boathouse or any similar structure) adjacent to the parcel in accordance with these and any applicable design and construction guidelines including the HOA's. Standards include but are not limited to:

- Dock may not exceed in length ½ of the edge of the parcel at the bulkhead or rear property line.
- No dock on a lake may exceed in length the lesser of 25% of the width of the lake or 15'.
- No dock on a lake may exceed in width 15'.
- The dock must be situated in a manner to minimize any negative impact on the view of the Bay or lake from the surrounding parcels.
- The dock will be subject to a lighting plan as described in these Guidelines.
- Insect killing devices and other accessories may be restricted.

#### 13. **Mailboxes**

Mailboxes will be clustered and will be provided by the developer or Neighborhood Association. No individual mailboxes will be allowed, except in Golfview and Sandestin Estates.

#### 14. **Address Identification**

Address identification shall be in compliance with Walton County Addressing Ordinance 2006-17, Article 11.

- Structures shall have the assigned address number displayed at the vicinity of the front door, entry, or a conspicuous place on the structure where it would be in plain view from the street.
- Where the structure is over 50 feet from the edge of the road right-of-way, it is recommended that the assigned number shall also be displayed at the property line adjacent to the walk or access drive.
- Numbers shall be not less than 3" in height and must be of a contrasting color to its background.
- Commercial structures shall have numbers placed on the business sign in front of the building or shopping center and shall also be posted on the building, if applicable.
- Neighborhoods may adopt uniform address identification requirements; however, requirements must be included in the Neighborhood Association documents or Supplemental Guidelines.
- If address identification will be in the yard, details regarding location, size, material, and color must be included in the landscape plan. Lighting will be required.
- If address identification will be located on the structure, details must be included on architectural elevations.

## 15. **Yard Art**

Yard art is defined as “non-plant material of a decorative nature located in the yard or on the structure.” Yard art does not include patio furniture in any location or other decorative items located inside a lanai or under the roof line of porches. “Yard” includes, but is not limited to, uncovered decks, docks, or patios, sodded areas, landscape material and beds, and driveways, parking pads, and walkways.

Yard art and exterior artwork must be submitted to the ARB. Approval of yard art will be decided on an individual basis as to its appropriateness regarding scale, color, theme, visibility from adjacent parcels, and compatibility to its surroundings. Relocation of any approved yard art, within the existing property or another property, must be submitted to the ARB.

Fountains, statuaries, and other yard art visible from adjacent properties must be included on the landscape plan if new construction or renovation and must include all applicable building elevations, photos, and dimensions of such features for review by the ARB.

Yard art placed on a parcel that does not extend beyond the height of existing screening material (IE: landscaping, fence, etc.) and cannot be seen from parcel frontage or any adjacent parcel, including but not limited to the golf course, may not require ARB approval but must be submitted for recording purposes.

## 16. **Recreational Equipment**

Recreational equipment of any type must be approved by the ARB prior to construction or placement in the yard and includes but is not limited to playhouses, basketball hoops/backboards, swing sets, trampolines, soccer nets, horseshoe courts, sandboxes, and any other recreational equipment.

- Placement: Must be located in the rear yard and not visible from common roadways and golf courses and have minimal impact on neighboring homes/lots.
- Color must be compatible with the design characteristics of the neighborhood.
- In addition, refer to any Neighborhood Guidelines that apply to the neighborhood in which the project is located for any other requirements.
- Portable recreation equipment is allowed but must not be left out overnight without prior ARB staff approval and will only be considered under extenuating circumstances.

Recreational equipment placed on a parcel that does not extend beyond the height of existing screening material (IE: landscaping, fence, etc.) and cannot be seen from parcel frontage or any adjacent parcel, including but not limited to the golf course, may not require ARB approval but must be submitted for recording purposes.

## 17. **Satellite TV Dishes**

Where possible satellite TV dishes must be small, and discreetly placed to minimize visibility from neighboring property, the street, or the golf course.

## 18. **Fences**

The use of chain link or similar fencing in a residential application is prohibited. See Neighborhood Guidelines for the neighborhood in which the proposed fence is located for additional specifications.

## 19. **Drainage**

A drainage plan signed and sealed by the landscape architect or engineer shall be submitted as part of the grading plans. All drainage plans must be in accordance with the master drainage plan for the community as well as state and local entities.

Special attention shall be given so that surface water does not adversely affect neighboring properties, surrounding wetlands, or roadways. Erosion control must be provided for all major

land changes, new construction and prior to any site work. The ARB will review all landscape elements, grade changes, ditches, culverts, or any drainage devices and approval is required prior to installation. See Drainage Requirements under New Construction section of these Guidelines.

Upon completion of final grading, it is the responsibility of the project general contractor, in conjunction with the landscape architect or other sub-contractors, as appropriate, to certify that the grading has been completed in accordance with the approved grading plan on file. A copy of the ARB approved grading plan with the signed certification will be forwarded to the ARB Administrator by the owner/contractor.

## 20. **Sidewalks**

Sidewalk specifications in regard to location and responsibility may be found in the Neighborhood Governing Documents or Neighborhood Guidelines.

## 21. **Driveways**

Driveways will not be closer than four feet (4') from the side property line unless other specifications are outlined in the Neighborhood Association Governing Documents or Neighborhood Guidelines. Any modifications to existing driveways require ARB approval.

The maximum driveway width at the intersection of a curb will not exceed 20 feet (20') and must remain 4' from the side property line (unless otherwise specified in the Neighborhood Association Governing Documents or Guidelines) that in some cases may extend through the SOA Right of Way. Although permitted 4' from property line, if it is across the setback line, the adjacent property owner must be sent a Variance Form. (See Variance Form requirements.)

Driveway approval is considered part of the landscape/hardscape review. Driveway design, material, and other details must be noted on the plan. Landscape material is required to soften the hardscape.

## 22. **Exterior Lighting**

Exterior light fixtures that will be considered part of the architecture must be identified on the elevation plans or submitted as an exterior modification. Non-standard light bulbs in exterior light fixtures must be submitted for ARB approval. See Landscape section of these Guidelines for Landscape Lighting requirements.

## 23. **Air Conditioning Units**

Window or through the wall style air conditioning units are discouraged. When necessary, a submitted for approval is required and must indicate how it will be screened from view of the street, golf course, and neighboring homes.

## 24. **Hurricane Protection**

Neighborhood Associations and commercial entities may adopt hurricane protection specifications for homes/condos and commercial buildings which must be submitted to the ARB for approval in advance of installation. Consideration shall include color, style, and other factors deemed relevant by the ARB.

Owners must submit their hurricane protection specifications to the ARB prior to installation. The ARB will waive all review fees for hurricane protection submittals.

When a tropical storm or hurricane enters the Gulf of Mexico, hurricane protection for buildings and homes may be deployed at the owner's discretion.

After a storm passes, if there are no other storms considered to be a threat to our area, hurricane protection (with the exception of protection approved for permanent installation) must be removed within 14 days.

If another storm is considered to be a threat to our area within 14 calendar days of the previous storm, hurricane protection may remain deployed until the second or subsequent storm passes,

but it must be removed or opened within 14 calendar days of the passing of the second or subsequent storms.

The following hurricane protection devices are approved for permanent installation, and shall be left in the open position until such time for deployment:

Clear flat panels

Bahama shutters

Stainless steel mesh screens

Roll-down with canister

Other devices may be considered as new technology becomes available.

## 25. **Solar Energy**

The use of solar energy producing devices (active and/or passive) are governed by Florida Statute Section 163.04. They must be submitted on a plan and are subject to the ARB approval.



## XV. BUILDING ENVELOPE GUIDELINES

### **Building Envelope Guidelines**

*Setbacks and Easements on Recorded Plats always govern  
(All setbacks are reflected in feet and measured from property line.)*

<b><u>Neighborhood</u></b>	<b><u>Lot #</u></b>	<b><u>Side Setbacks</u></b>	<b><u>Street Setbacks</u></b>	<b><u>Rear Setbacks</u></b>	<b><u>Notes</u></b>
Arrowhead	All	10	25	30	2
Bay Estates	All	10	25	45	2,6,8
Baytowne Ave E	All	10	25	10	2,7,8
Bay Villas Drive	All	10	25	45	2,6,8
Bay Villas Court	Lots 2987 –2991	7.5	25	45	2
Baytowne Ave N	Lots 3951 & 3958	20	20	30	
Baytowne Ave N	Lots 3959 – 3962	10	20	30	
Baytowne Ave N	All Other Lots	7.5	25	25	2,7,8
Bungalos	All	5	20	10	
Burnt Pine Cove	All	10	25	45	2,6,8
Burnt Pine Lane	All	10	25	45	2,8
Burnt Pine East II	Lots 3295 & 3296	10	20	35	
Club Drive	All	10	25	45	2,5,8,9
Club Estates	All	7.5	20	30 @ lakes, nature preserves, etc.	
Crystal Lake	All	5	20	10	1,2
Del Mar	All	7.5	25	25	2
Genoa	All	10	25	30 from lake	
Golfview (except 378-379)	All	10	25	45	
	378-379	10	25	30	
Island Estates	All	7.5	20	15	
Island Green	All	10	25	45	2,7,8
Legend Creek	8033-8034	--	--	12	
Merion	3100-3112	20	25	45	2
	3113-3115	25	25	45	2
	3116	25	15	45	2
	3117	25	25	45	2
	3118	15	15	45	2
	3119-3130	15	25	45	2
The Oaks	All	7.5	25	25	2,6,7,8
Pine Valley	2910-2932	7.5	25	35	2,7,8
(Plat supersedes Design Guidelines)	All Other Lots	10	25	35	2,7,8

## **Building Envelope Guidelines**

*Setbacks and Easements on Recorded Plats always govern*

<u><b>Neighborhood</b></u>	<u><b>Lot #</b></u>	<u><b>Side Setbacks</b></u>	<u><b>Street Setbacks</b></u>	<u><b>Rear Setbacks</b></u>	<u><b>Notes</b></u>
<i>Preserve</i>	<i>see setback information in Supplemental Guidelines</i>				
<i>Prestwick</i>	<i>1101-1112</i>	<i>7.5</i>	<i>20</i>	<i>25</i>	<i>2</i>
	<i>1113-1114</i>	<i>7.5</i>	<i>15</i>	<i>25</i>	<i>2</i>
	<i>1115-1122</i>	<i>7.5</i>	<i>20</i>	<i>25</i>	<i>2</i>
	<i>1123-1126</i>	<i>7.5</i>	<i>10</i>	<i>25</i>	<i>2</i>
	<i>1127-1134</i>	<i>7.5</i>	<i>20</i>	<i>25</i>	<i>2</i>
<i>Ravenwood</i>	<i>3400-3407</i>	<i>15</i>	<i>25</i>	<i>30</i>	<i>2</i>
	<i>3408-3409</i>	<i>15</i>	<i>25</i>	<i>30</i>	<i>2,3</i>
	<i>3410-3411</i>	<i>15</i>	<i>25</i>	<i>30</i>	<i>2</i>
	<i>3412-3414</i>	<i>15</i>	<i>25</i>	<i>30</i>	<i>2,4</i>
	<i>3415</i>	<i>15</i>	<i>25</i>	<i>30</i>	<i>2</i>
	<i>3416</i>	<i>15</i>	<i>25</i>	<i>30</i>	<i>2,3</i>
	<i>3417-3421</i>	<i>15</i>	<i>25</i>	<i>30</i>	<i>20' @ SW edge 2</i>
<i>St Andrews</i>	<i>All</i>	<i>5</i>	<i>25</i>	<i>25</i>	
<i>Tivoli Ridge</i>	<i>All</i>	<i>10</i>	<i>25</i>	<i>20</i>	<i>2</i>
<i>Troon Drive</i>	<i>All</i>	<i>15</i>	<i>25</i>	<i>10</i>	<i>2,7,8</i>
<i>Tuscana</i>	<i>1824-1828</i>	<i>7.5</i>	<i>5</i>	<i>20</i>	
	<i>1829-1830</i>	<i>7.5</i>	<i>5</i>	<i>30</i>	
	<i>1831-1841</i>	<i>7.5</i>	<i>5</i>	<i>25</i>	
<i>Villa Lago</i>	<i>All</i>	<i>5</i>	<i>20</i>	<i>15 (non lake)</i>	<i>10</i>
<i>Vineyards</i>	<i>2503 -2512</i>	<i>6</i>	<i>20</i>	<i>15</i>	
	<i>2513-2514</i>	<i>6</i>	<i>20</i>	<i>35</i>	
	<i>2517-2519</i>	<i>6</i>	<i>20</i>	<i>25</i>	
	<i>2520-2522</i>	<i>6</i>	<i>20</i>	<i>35</i>	

**Notes:**

- 1) *Rear setback 40' - Lake Side*
- 2) *Corner Lots – Front Setbacks apply to both street sides*
- 3) *Rear setback 20' @ Wetlands*
- 4) *Rear setback 10' @ Wetlands*
- 5) *Side setback for Club Drive Phase IV is 20' Lots 3321-3327*
- 6) *Rear setback 50' on Bay Lots (structural); 25' for pools or spas; 15' for fences.*
- 7) *Rear setback 45' on Golf Course Lots*
- 8) *Rear setback 30' where Lake separates Lot from Golf Course*
- 9) *Side Setback – Club Dr Phase III is 7.5 (lots 3150 – 3167)*
- 10) *Rear setback 5' on lake lots*

## SQUARE FOOTAGE REQUIREMENTS

<b><u>Neighborhood</u></b>	<b><u>1<sup>st</sup> Floor Sq. Ft. Min.</u></b>	<b><u>If a 2- Story 1<sup>st</sup> Floor Min.</u></b>	<b>Sq. Ft. Max.</b>
Arrowhead Point	2,800	2,000	8,500
Bay Estates	2,200	2,000	
Baytowne Avenue East (Lots 1400-1413; 1432; 1442; 1450-1463)	1,800		
Baytowne Avenue East Loop (Lots 1414-1430, Lots 1433-1441)	1,500	1,500	
Baytowne Avenue North (Lots 3951 – 3962)	2,150	1,850	
Baytowne Avenue Phase II (Lots 1464-1480)	2,150	1,850	
Baytowne Avenue Phase III (Lots 2500-2502; 3996-3999)	2,150	1,850	
Baytowne Avenue Phase IV (Lots 1540-1546)	2,150	1,850	
Bungalos	1,200	800	
Burnt Pine Cove (Lots 3250-3265)	2,500	1,850	
Burnt Pine Lane (Lots 3270-3294)	2,500	2,000	
Burnt Pine East II (Lots 3295 & 3296)	2,500		No max. sq. footage - <b>2<sup>nd</sup> floor min is 2,000 sq. ft.</b>
Club Drive (Lots 3024-3032)	2,500	1,850	
Club Drive Phase II (Lots 3242-3249)	2,500	1,850	
Club Drive Phase III (Lots 3150-3167)	2,100	1,600	
Club Drive Phase IV (Lots 3321-3327)	3,000	2,000	
Crystal Lake	950	500	
Del Mar	1,600	1,250	3,500
Genoa	See neighborhood guidelines		5,000
Golf View	1,750	1,500	

## SQUARE FOOTAGE REQUIREMENTS

<b><u>Neighborhood</u></b>	<b><u>1<sup>st</sup> Floor Sq. Ft. Min.</u></b>	<b><u>If a 2- Story 1<sup>st</sup> Floor Min.</u></b>	<b>Sq. Ft. Max.</b>
Island Estates	2,500	2,000	5,000
Island Green (Lots 1485-1536)	2,150	1,850	
Merion (Lots 3100-3111)	2,750	2,250	5,500
(Lots 3112-3117)	3,000	2,500	6,000
(Lots 3118-3130)	2,500	2,000	5,000
The Oaks	2,000		
Pine Valley (Lot 2901-2909)	2,500	1,850	
(Lot 2910-2942)	2,100	1,600	
(Lot 2943-2959)	2,500	1,850	
The Preserve	2,500	1,800	8,500
Prestwick	1,100	800	2,800
Ravenwood	2,500	2,250	8,500
Tivoli Ridge	2,200		
Troon Drive	1,800	1,800	
Tuscana	See HOA Supplemental Guidelines		
Villa Lago	1,605 total of both levels		3,100
Vineyard	2,000	1,800	3,200

### **XVI. NEIGHBORHOOD GUIDELINE INFORMATION**

Owners and contractors are subject to these Guidelines as well as the Guidelines of the neighborhood in which the subject property is located. Please contact the ARB Administrator should you have any questions regarding additional Guidelines.

For a list of what neighborhoods have additional Guidelines, please visit the SOA website, Architectural Review Board Department page.