

# **SANDESTIN OWNERS ASSOCIATION, INC**

## **ARCHITECTURAL DESIGN GUIDELINES Residential and Commercial Properties**

This document represents the latest Architectural Design Guidelines, and supersedes all previous revisions. This document applies to all projects submitted as of the revision date of these guidelines. If re-submittal of a project is required due to the original approval date having expired, the guidelines in place on the date of resubmission will apply.

The inclusion of any guideline or recommendation herein shall not preclude the ARB's right to disapprove any proposed project, for any reason.

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.

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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 in feeling 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.

This document supplements the SOA's governing documents. Requirements in those documents that are not explicitly addressed herein still apply, including requirements for review and approval that are specified in those documents and are the responsibility of the ARB.

## **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 to the property 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 the property;
- 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 responsibility 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) if applicable to their neighborhood governing documents,
  2. The power to create and modify, from time to time, the Architectural Guidelines and uniform procedures specific to the Neighborhood Association (HOA/COA) to be used for the review and approval of such improvements or structures.
- B. To require submission of two (2) complete sets 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, together with written approval/review for such improvements by the HOA/COA for the neighborhood in which such property is located. The ARB 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.

- C. To approve or disapprove improvements or structures of any kind located or to be located upon the property as provided in the Declaration. Any party aggrieved by a decision of the HOA/COA shall have the right to make a written request to the ARB within 30 days of such decision or as may otherwise be provided by the governing documents or architectural guidelines of the HOA/COA. 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 final.
- D. To establish uniform procedures for the review of the applications submitted. The procedures 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
- E. The HOA/COA 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.
- F. Approval or disapproval of applications shall be provided to the applicant in writing within sixty (60) days from the date of complete submittal to the ARB. In the event that the approval or disapproval is not forthcoming within sixty (60) days, absent an extension agreed to by the applicant, the application shall be deemed approved provided that any construction shall be in accordance with the submitted plans.
- G. 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.
- H. The ARB reserves the right to modify, waive or impose more stringent requirements.

#### **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 new construction as well as improvements on existing structures and sites, commercial or residential, within Sandestin including, but not limited to: commercial buildings, dwellings, garages, outbuildings or parking lots, mailboxes, decks, patios, courtyards, swimming pools, tennis courts, greenhouses, playhouses, temporary structures or tents, awnings, walls, fences, docks, bulkheads, landscaping, screen doors, screen enclosures, 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 does 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 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 or SOA Policy, the ARB may issue a "stop work order" until the violation is resolved.
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. 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. In addition, or alternatively the ARB shall have the right to cure any violation by entering upon the property to remove or restore such unapproved improvements and the SOA shall be entitled to recover its costs in so doing.
2. 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, HOA/COA or any owner, due to any failure to bring any action of any violation or breach of the provisions of these Guidelines.
3. 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.

4. 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 opinion by the local HOA/COA BOD or ARC (Architectural Review Committee) of the affected neighborhood.
3. The proposed construction modification or alteration relationship in scale to adjacent structures and surrounding areas.
4. The design and materials compatibility with the neighborhood and surrounding area.
5. The effect of the construction on the appearance or functionality of surrounding property.
6. Such other factors, including purely aesthetic considerations, which in the sole opinion of the ARB will affect the desirability or suitability of the construction.

#### **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 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 will be appointed by the SOA BOD and will have the duties and functions described in the Declaration and Amendments. The ARB will consist of a minimum of five (5) members who need not be members of the SOA and one (1) of whom must be a Member of the SOA BOD and who will serve as Chairperson. The BOD may appoint at least one (1) architect or building contractor to the ARB in a consulting capacity. 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 request replacement of any member whose actions do not conform with the guidelines of the ARB. The homeowner members will be selected for at least one (1) two (2) year term.

The BOD may obtain 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 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:

- 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.
- Levy fines in accordance with Florida Statutes and these Guidelines.

## **I. MEETINGS**

The ARB will conduct regular bi-weekly meetings on any agreed day and time with a technical review meeting on the day prior if necessary, unless less frequent meetings are deemed appropriate by a majority of the ARB.

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 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 at the discretion of the Chairperson or Administrator.

## **J. AGENDA**

Each meeting's agenda will be posted on the SOA website and sent via email to all Advisory Board Members (HOA/COA President or Representative) at least 48 hours prior to each regular or special meeting.

## K. MEETING NOTES/NOTIFICATION

All decisions of the ARB will be recorded by the Administrator with the minutes of the meeting posted on the SOA website. A letter advising of the decision of the ARB will be sent to the applicant and other pertinent entities, within the specified timeframe defined herein. These letters will be kept on file with a copy of the plans and specifications.

## L. FEES, FINES, AND DEPOSITS

### 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."

Modifications such as landscape, color change, recreational equipment, bulletin boards, etc.	\$ 75
Major Landscape and minor structural modifications, 1,000 sq. ft and under	\$150
Structural modifications in excess of 1,000 sq. ft.	\$250
Hurricane Protection	\$ 0
Seawalls and Docks	\$150
New Construction	
Single-family residences	\$1,250
Multi-family up to 4 units	\$2,000
Multi-family 5 units or more Plus \$200 for each additional unit	\$2,500
Commercial buildings – 3,000 sq. ft. and under	\$1,500
Commercial buildings in excess of 3,000 sq. ft. Plus an amount equal to \$.10 per square foot	\$2,500
Pre-approved plans for single family residence	\$1,000
Modification to pre-approved plans involving significant architectural changes (e.g. roof lines, footprint, height, color, design, etc.)	\$750

In addition, there is a \$.25 per square foot impact fee for all new construction, hardscape, or construction modifications. Interior modifications that require a portable toilet or dumpster will pay a \$200 impact fee. All proceeds from this fee will be allocated to the Roadway Reserve Fund.

### 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 purpose of the compliance deposit is to provide the ARB with funds to complete the proposed improvement in the event that the owner fails to complete construction of the proposed improvements in accordance with the approved plans and specifications, including the approved landscaping, or fails to properly clean the construction site or adjacent property. In addition, the compliance deposit may be used to pay the attorney's fees of the ARB in the event that it is required to enforce compliance.

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*

In certain circumstances, up to 10% of the appraised value of the building and lot or parcel may also be required. These deposits must be included with the submittal for final approval.

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, just the owner compliance deposit will be required.

The ARB Administrator has the sole authority to determine if submissions are to be classified as "major" or "minor" modifications. Deposit requirement subject to ARB Administrator's discretion.

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 his/her obligations hereunder including, without limitation, construction of an unapproved improvement or failure to construct in full accordance with the approved plans and specifications, the ARB will give the owner written notice of the non-compliance and fourteen (14) days from the date of the notice to correct such non-compliance. If such non-compliance is not corrected, the ARB may use the compliance deposit to complete the construction in accordance with the previously approved plan or remove and restore the unapproved improvements. Upon a violation as set forth herein, the ARB will be entitled to retain the entire compliance deposit even if such amount is not utilized and such overage will be deemed a penalty for such failure.

### 3. Fines

The following fines may be imposed:

a. Homeowner as contractor for personal residence.

Any of the following violations may result in a fine of \$100 per day, per violation, beginning on the day of notification:

- Homeowners who commence construction or make exterior modifications without first making application, submitting plans, and obtaining approval from the HOA and the SOA ARB.
- Homeowner who fails 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.

Any fine may be appealed to the SOA Grievance Committee within 30 days from the date the fine is issued by written notice to the Committee Chairman with copies to the Director of the SOA and ARB Administrator. All appeals will be reviewed within 15 days from the date of the appeal. The decision of the Grievance Committee will be final.

b. Third Party Contractors

If Contractor fails to complete construction of the improvements in accordance with the approved plans and specifications including landscaping without first obtaining the necessary modification approval from the ARB or violates any Guideline herein, a Stop Work Order may be issued and/or the following fines imposed for \$250 per violation per day, not to exceed \$25,000 in the aggregate.

## **M. VARIANCES**

All variance requests must be clearly identified and the submittal must request specific approval from the HOA/COA and ARB. Failure of the ARB to recognize an unidentified variance does not constitute approval of the variance. Any variances granted will be considered unique and will not set any precedent for future decisions. All variances must comply with codes, ordinances, and rules and regulations from any governing authority or adjacent property owner.

## **N. HURRICANE PROTECTION**

HOA/COA's 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.

Each homeowner 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 is in the Gulf, hurricane protection for buildings and homes may be deployed.

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

If another storm approaches the Gulf within 14 days, hurricane protection may remain deployed until the second or subsequent storm passes, but it must be removed or opened within 14 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
Impact glass windows	Other devices may be considered as new technology becomes available.

## **V. ARCHITECTURAL REVIEW PROCEDURES**

The following is an outline of the procedures for plan submissions for all new construction and exterior modifications for both residential and commercial, single unit and multi-unit development projects. See page 18 for submittal diagram. All plans, completed ARB forms, and fees are required to be submitted to the SOA ARB Administrator for ARB approval prior to commencing any work.

### **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 90 days. An extension may be granted if requested prior to the termination date. If no extension is requested, a new application must be submitted with appropriate forms and fees.

### **B. SUBMITTAL INSTRUCTIONS & TIME TABLE**

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, see pages 23-26.

All components of the required application must be submitted to the ARB Administrator. The ARB administrator will then seek review and approval from the HOA/COA President or his/her Representative prior to consideration by the ARB. If HOA/COA approval is not received within 30 days, it is deemed that the HOA/COA has waived its rights to comment and the submitted plans will be placed on the ARB agenda for consideration.

In order to be placed on the agenda, all components of the application, including but not limited to required plans, payment and HOA review and approval, must be complete by close

of business on Tuesday of the week prior to the next scheduled ARB Meeting.

### **C. DECISION TIMELINE**

The ARB will have 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 seven (7) days after the decision is made.

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 placed on the agenda until all items are received.

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

Any party aggrieved by a decision of the ARB will have the right to make a written request appealing the decision to the President of the SOA BOD with copies to the Executive Director of the SOA, and the ARB Administrator within thirty (30) days of notification of such decision.

The SOA Board of Directors will have 60 days from receipt of the written appeal to add the appeal to the agenda for the next regularly scheduled Board meeting. The determination of the SOA Board upon reviewing the appeal will be final.

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

### **E. PRELIMINARY PLANS**

Preliminary plan submissions are recommended to resolve potential problems or conflicts.

Preliminary plans should include, but are not limited to:

- Application form fully completed (pages 25-28).
- Application checklist forms (pages 23-26).
- All information items marked "YES" under preliminary requirements must be furnished prior to review.

The ARB will render an opinion as to whether final preliminary submittal may be acceptable. The ARB opinion on the preliminary submission 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, two (2) sets of completed and detailed architectural documents are required. Sheet sizes of 24" x 36" are required as well as electronic versions.

In addition to any HOA/COA Guideline requirements, as a minimum, the drawings must include the following items.

## 1. Site Plan

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 6" increments.
- c. Fill plan, if any, indicating run-off and tree preservation method.
- d. Culvert(s), location and size and flow direction with invert elevations.
- e. 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 (3") in diameter.
- f. Building plan to scale showing house and garage floor elevations, 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).
- g. Location and identification of special features (e.g., drainage ditch, dune, nearby lagoon, easements, adjacent structures, golf course fairways, tennis courts, etc.)
- h. Mechanical equipment showing location and screening details.
- i. Location of contractor's I.D. sign, construction dumpster and portable outdoor toilet facilities.
- j. Front and rear set back building line of adjacent neighbors including the location and elevations of these homes.
- k. No permanent structures will be placed in any easement.

## 2. Floor Plans

In a scale appropriate to show all detail, including an exact computation of the square footage stated by floor in the case of multi-floored residences or buildings and finished floor elevations.

## 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, and mechanical systems, etc.
- d. Permanently installed hurricane window/door shutters must be integrated into the architectural design character of the building.

## **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.

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

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

## **9. Exterior Lighting**

Must include details and product photos. After install, if a nuisance is deemed to exist the fixture will either be removed or the wattage lessened to a more acceptable level.

## **10. Landscape Plan**

At same scale as site plan and sealed by a registered Florida landscape architect. Including:

- 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.
- 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. 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 for any pre-approved color palettes.

The proposed colors and materials are required to be at the project site for ARB member review.

## **12. Neighborhood Guidelines**

If submittal is for a new neighborhood or commercial development, ARB Guidelines for such development must be submitted to the SOA ARB for consideration simultaneously with the governing documents.

## **G. VIEWING PLATFORM**

A viewing platform is a temporary platform, reached by stairs that is placed on unimproved property for the purpose of establishing a view perspective relating to the placement of any structure on the lot.

A request for a viewing platform must be submitted to the ARB for review prior to any placement or construction.

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

## **H. 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.

## **I. BUILDING PERMIT**

The building contractor will be responsible for filing all necessary state and/or county building permits.

## **J. CONSTRUCTION COMMENCEMENT**

Upon receipt of the ARB letter of approval and all county approvals, construction may commence.

## **K. SURVEY/CONSTRUCTION COMPLETION**

Within 30 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.

The completion date of the exterior of a new home construction project, including landscaping and removal of the dumpster, port-o-let and construction sign, must be 18 months from the date of the ARB approval letter.

The completion date of a major modification must be 12 months from the date of the ARB approval letter.

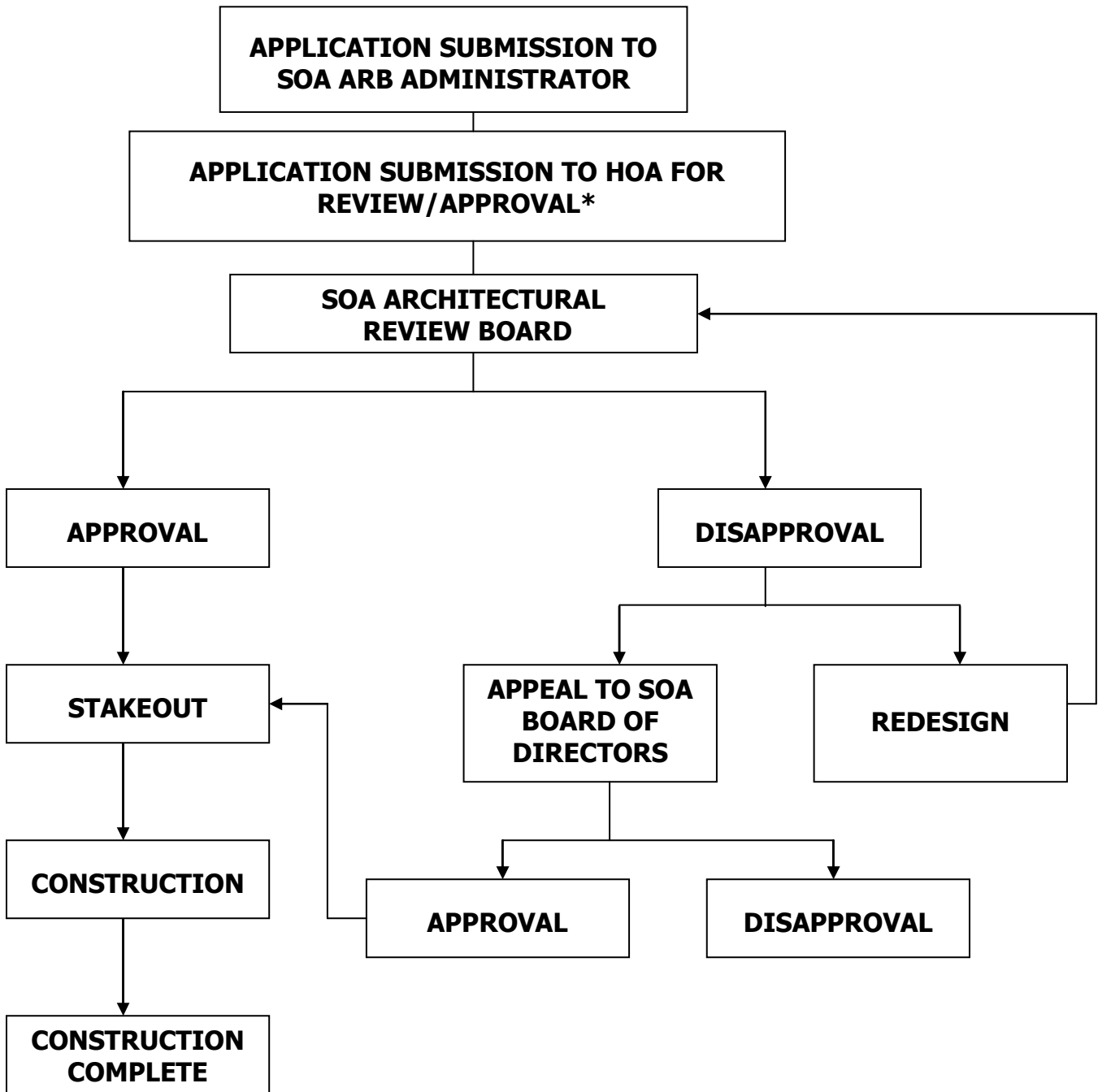
The completion date of a minor modification must be 3 months from the date of the ARB approval letter.

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.

No residence or commercial building may be occupied until a final approval is issued by the ARB. Upon final inspection, the ARB will return the compliance deposit(s) as is appropriate.

## **SUBMISSION AND REVIEW PROCEDURE**



\* Neighborhood has 30 days to respond. If no response, application goes to SOA ARB  
If submittal is not approved by HOA, applicant may appeal this decision by submitting application to the SOA ARB for consideration.

**SANDESTIN OWNERS ASSOCIATION, INC.**  
**Architectural Review Application Form**

**New Construction Application**  
**Page 1 of 3**

LOT#: \_\_\_\_\_

DATE: \_\_\_\_\_

OWNER:

\_\_\_\_\_  
Name

\_\_\_\_\_  
Street

\_\_\_\_\_  
Telephone/Cell

\_\_\_\_\_  
Email

CONTRACTOR:

\_\_\_\_\_  
Name

\_\_\_\_\_  
Street

\_\_\_\_\_  
City

State

Zip

Telephone/Cell

Email: \_\_\_\_\_ License#/State \_\_\_\_\_

ARCHITECT/  
DESIGNER:

\_\_\_\_\_  
Name

\_\_\_\_\_  
Street

\_\_\_\_\_  
City

State

Zip

Telephone/Cell

Email: \_\_\_\_\_ License#/State \_\_\_\_\_

LANDSCAPE  
ARCHITECT:

\_\_\_\_\_  
Name

\_\_\_\_\_  
Street

\_\_\_\_\_  
City

State

Zip

Telephone/Cell

Email: \_\_\_\_\_ License#/State \_\_\_\_\_

REVIEW FEE: (See page 9) \$ \_\_\_\_\_ CHECK # \_\_\_\_\_

OWNERS COMPLIANCE DEPOSIT: \$ 5,000 CHECK # \_\_\_\_\_

BUILDERS COMPLIANCE DEPOSIT: \$ 5,000 CHECK # \_\_\_\_\_

IMPACT FEE: (\$0.25/SQ. FT.) \$ \_\_\_\_\_ CHECK # \_\_\_\_\_

**Make check payable to SOA-ARB**

**SANDESTIN OWNERS ASSOCIATION, INC.  
Architectural Review Application Form**

**New Construction – Page 2 of 3**

Air-conditioned Space (1 <sup>st</sup> floor)	_____ sq.ft.
Air-conditioned Space (2 <sup>nd</sup> floor)	_____ sq.ft.
Total Net Sq. Ft.	_____
Covered Porches/Entries/Etc.	_____ sq.ft.
Garage	_____ sq.ft.
Other: _____	_____ sq.ft.
Total Gross Sq.Ft.	_____ sq.ft.

**GENERAL INFORMATION:**

Lot Dimensions: \_\_\_\_\_

Building Stories: \_\_\_\_\_ Bedrooms: \_\_\_\_\_ Baths: \_\_\_\_\_

Height from Slab to Top of Roof: \_\_\_\_\_

Crown of the Road Elevation (N.G.V.D.): \_\_\_\_\_

Finished 1<sup>st</sup> Floor Elevation (N.G.V.D.): \_\_\_\_\_

Height above Road: \_\_\_\_\_

Finished Garage Floor Elevation (N.G.V.D.): \_\_\_\_\_

Height above Road: \_\_\_\_\_

Variance being requested:    Yes \_\_\_\_\_                      No \_\_\_\_\_

If yes, provide specifics below and also identify on site plan: (See page 11 for information on Variances)

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<b>Exterior Features</b>	<b>Color/Finish</b>	<b>Description</b>
Driveway	_____	_____
Entry Walk	_____	_____
Siding	_____	_____
Trim	_____	_____
Shutters	_____	_____

**SANDESTIN OWNERS ASSOCIATION, INC.**  
**Architectural Review Application Form**

**New Construction - Page 3 of 3**

	<b>Color/ Finish</b>	<b>Description</b>
Windows	_____	_____
Window Trim	_____	_____
Entry Door	_____	_____
Patio Doors	_____	_____
French Doors	_____	_____
Garage Door	_____	_____
Other Doors	_____	_____
Roofing	_____	_____
Fascia	_____	_____
Soffit	_____	_____
Gutters	_____	_____
Chimney	_____	_____
Screening	_____	_____
Walls	_____	_____

The preceding application is submitted for review by the Architectural Review Board.  
Required design documents are attached.

SUBMITTED BY: \_\_\_\_\_

Company Name: \_\_\_\_\_

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

Owner/Agent Signature: \_\_\_\_\_

# SOA ARB COLOR SPECIFICATIONS

LOCATION: \_\_\_\_\_

	MANUFACTURER	DESCRIPTION
BODY COLOR:		
TRIM COLOR:		
ROOF COLOR:		
FASCIA COLOR:		
SOFFIT COLOR:		
FRONT DOOR COLOR:		
GARAGE DOOR COLOR:		
SHUTTER COLOR:		
DRIVEWAY TILE COLOR:		
SPECIAL NOTES/ACCENT, CHIMNEY, ETC. COLORS:		



<b>REQUIRED ITEMS:</b>		<b>Required with Preliminary</b>	<b>Required with Final</b>
P	SIGNIFICANT STANDS (more than 50sq.ft.) OF PALMETTO OR OTHER NATIVE SHRUBS	YES	YES
Q	PROPOSED HOUSE, GARAGE, POOL, SPA, ETC. WITH FINISHED FLOOR ELEVATIONS OF EACH	YES	YES
R	PROPOSED FENCES, SCREENS, FREESTANDING ARCHITECTURAL DETAILS AND EXTERIOR WALLS	YES	YES
S	PROPOSED WINDOWS AND DOORS	YES	YES
T	PROPOSED LIMITS OF CLEARING LINE (bold dashed line)	YES	YES
U	DRAINAGE ARROWS	YES	YES
V	SPOT GRADES ON ALL FOUR CORNERS, DRIVEWAY, WALKS, POOLS, DRAINS, PATIOS, PORCHES, WALLS, AND STEPS	YES	YES
W	PERCENT SLOPE (to nearest 1/10 <sup>th</sup> of a percent) CLEARLY MARKED THROUGHOUT THE SITE	YES	YES
X	TOP AND INVERT ELEVATIONS OF ANY DRAINAGE STRUCTURES WITH PERCENT SLOPE OF PIPES	YES	YES
Y	MISCELLANEOUS – SCALE, NORTH ARROW, DATE, STREET NAME (S), ADDRESS OF LOT, AND NAME, ADDRESS, TELEPHONE NO., AND SEAL OF FL LANDSCAPE ARCHITECT OR FL LICENSED ARCHITECT	YES	YES
2.	<b>FLOOR PLAN (SQUARE FOOTAGE AND FINISHED FLOOR ELEVATIONS) <u>SIGNED BY ARCHITECT OR DESIGNER</u></b>	YES foundation plan overlay	YES
3.	<b>ROOF PLAN (ROOFING MATERIAL AND COLOR) <u>SIGNED BY ARCHITECT OR DESIGNER</u></b>	YES	YES
4.	<b>FOUNDATION PLAN <u>SIGNED BY ARCHITECT OR DESIGNER</u></b>	YES	YES
5.	<b>ELEVATIONS: FOUR (4) SIDES-INCLUDING HIDDEN VIEWS (e.g. pool enclosure, screened areas, behind shutters, etc.) <u>SIGNED BY ARCHITECT OR DESIGNER</u></b>	YES	YES
A	EXISTING AND FINISHED GRADE	YES	YES
B	TOTAL HEIGHT DIMENSIONS	YES	YES
C	EXTERIOR TREATMENT (Windows, Doors, Walls, Fences, Banding, Etc.)	YES	YES
D	HVAC, VENTS, POOL EQUIPMENT, ETC.	YES	YES

<b>6.</b>		<b>TYPICAL WALL AND BUILDING SECTIONS SIGNED BY ARCHITECT OR DESIGNER</b>	YES	YES
	A	MATERIALS	YES	YES
	B	ROOF PITCH	YES	YES
	C	FENCES, SCREENS, EXTERIOR WALLS	YES	YES
<b>7.</b>		<b>DETAILS</b>	YES	YES
	A	DESIGN FEATURES AND OTHER IMPROVEMENTS REQUIRING CLARIFICATIONS	YES	YES
	B	FASCIA / TRIM DETAILS (MATERIALS & COLOR)	YES	YES
	C	DOORS AND WINDOWS (MATERIALS & COLOR)	YES	YES
	D	CHIMNEY DETAIL AND ALL ROOF PENETRATIONS	YES	YES
	E	GARAGE DOOR (MATERIALS & COLOR)	YES	YES
<b>8.</b>		<b>PATIOS, DECKS, BALCONIES, VERANDAS, PORCHES, ETC. (MATERIALS, COLOR, AND DETAILS)</b>	YES	YES
<b>9.</b>		<b>EXTERIOR PAINT SCHEME</b>		YES
<b>10.</b>		LANDSCAPE PLAN (scale 1"=10') MUST BE SEALED BY LANDSCAPE ARCHITECT, INCLUDING ANY REVISIONS		NO But must be submitted & approved prior to installation
	A	BOUNDARY: PROPERTY LINES, SETBACKS, EASEMENTS AND NORTH ARROW		YES
	B	STRUCTURES: POSITION ALL STRUCTURES, INDICATE WINDOWS, DOORS, ETC.		YES
	C	PERIMETER AREAS: ADJACENT STRUCTURES AND CONDITIONS (roads, lakes, golf course, etc.)		YES
	D	HARDSCAPE: VEHICULAR AND PEDESTRIAN CIRCULATION TREATMENTS, SWIMMING POOLS, GARDEN FEATURES AND PERMANENT SITE FEATURES. (Materials & Colors)		YES
	E	UTILITIES: HVAC, METERS, LP GAS TANKS, POOL EQUIPMENT, ETC.		YES
	F	DECORATIVE GRADING: EXISTING GRADES & PROPOSED BERMING AT 6" INTERVALS		YES
	G	EXISTING VEGETATION: 6" DIAMETER PINES OR GREATER 3" DIAMETER HARDWOOD TREES OR GREATER		YES

	H	PROPOSED VEGETATION: TREES, PALMS, SHRUBS, GROUND COVERS, VINES, SOD, ETC., INDICATE QUANTITIES AND SIZES.		YES
	I	STREET TREES: TYPE, QUANTITY, SIZE, AND LOCATION		YES
	J	PLANT LIST: TYPE, HEIGHT, SPREAD, CALIPER, OR SIZE (GALLON).		YES
	K	SOURCE OF IRRIGATION (WELL, LAKE, OR SOA)		YES
11.		<b>IRRIGATION NOTE REQUIRED ON ALL LANDSCAPE PLANS: AN AUTOMATIC, UNDERGROUND IRRIGATION SYSTEM WILL BE INSTALLED THAT HAS 100% COVERAGE, 55% MINIMUM OVERLAP, AND MATCHED PRECIPITATION RATES ACROSS ZONES.</b>		NO PLAN REQUIRED
12.		<b>APPLICATION FEE, OWNERS COMPLIANCE DEPOSIT, BUILDERS COMPLIANCE DEPOSIT, IMPACT FEE</b>	YES	
13.		<b>COPY OF DEED - TO SHOW OWNERSHIP OF PROPOSED SITE</b>	YES	
14.		<b>PROOF OF CAPITAL CONTRIBUTION PAID</b>	YES	
<b>DATE OF SUBMISSION:</b>				
<b>DATE OF COMPLETE SUBMISSION:</b>			<b>APPLICANT SIGNATURE</b>	



*SANDESTIN OWNERS ASSOCIATION, INC.*  
**Architectural Review Application Form**

**Exterior Alteration/Modification**  
**Page 2 of 2**

APPROXIMATE START AND FINISH DATE: \_\_\_\_\_

DESCRIPTION OF CHANGES DESIRED: Give full details of purpose and/or reason and location on the property:

If the alteration/modification involves a change in COLOR ONLY, please attach a color/paint sample along with the paint or stain type and number.

If the alteration/modification involves a STRUCTURAL CHANGE, please include the following:

- a) Site plan with modification noted (include setbacks and easements)
- b) Additional landscaping, fencing, etc. (if required)
- c) Materials list (including color) to be used
- d) Architectural plans with changes noted (Required for major improvements)
- e) Specifications
- f) Photos of existing structure

**DISCLOSURE STATEMENT  
Sandestin Owner-Builders**

**FLORIDA STATUTES, CHAPTER 489, REQUIRES CONSTRUCTION TO BE DONE BY LICENSED CONTRACTORS.**

You have applied for a permit under an exemption to that law, contained in Florida Statutes 489.103(7), which allows you, as the owner of your property, to act as your own contractor even though you do not have a license.

The Sandestin Architectural Review Board requires the following, in accordance with Chapter 489, Florida Statutes:

1. YOU MUST SUPERVISE THE CONSTRUCTION YOURSELF.
2. THE BUILDING MUST BE FOR YOUR OWN USE OR OCCUPANCY. IT MAY NOT BE BUILT FOR SALE OR LEASE. IF YOU SELL OR LEASE A BUILDING YOU HAVE BUILT YOURSELF WITHIN ONE (1) YEAR AFTER CONSTRUCTION IS COMPLETE, THE LAW WILL PRESUME THAT YOU BUILT IT FOR SALE OR LEASE, WHICH IS A VIOLATION OF THIS EXEMPTION.
3. YOU MAY NOT HIRE AN UNLICENSED PERSON AS YOUR CONTRACTOR. IT IS YOUR RESPONSIBILITY TO MAKE SURE THAT PEOPLE EMPLOYED BY YOU HAVE LICENSES REQUIRED BY STATE LAW AND BY COUNTY OR MUNICIPAL LICENSING ORDINANCES.
4. ANY PERSON WORKING ON YOUR BUILDING WHO IS NOT LICENSED MUST WORK UNDER YOUR SUPERVISION AND MUST BE EMPLOYED BY YOU, WHICH MEANS THAT YOU MUST DEDUCT F.I.C.A. AND WITHHOLDING TAX AND PROVIDE WORKERS' COMPENSATION FOR THAT EMPLOYEE, ALL AS PRESCRIBED BY LAW.
5. YOUR CONSTRUCTION MUST COMPLY WITH ALL APPLICABLE LAWS, ORDINANCES, BUILDING CODES AND ZONING REGULATIONS.

I am fully aware that when I sign this Disclosure Statement it is my assurance to the Sandestin Architectural Review Board that any construction done under Permit # \_\_\_\_\_ will be in accordance with this Disclosure Statement. I also understand that the Department of Labors' may apply monetary penalties for the violation of the Workers' Compensation Laws.

SIGNED \_\_\_\_\_ DATE \_\_\_\_\_

PRINT NAME \_\_\_\_\_

**AFFIDAVIT OF OWNER**

STATE OF FLORIDA

COUNTY OF WALTON

BEFORE ME, the undersigned authority, personally appeared

\_\_\_\_\_, who, being first duly sworn, deposes and says:

1. I am an owner of property located at the following address in Sandestin:

\_\_\_\_\_.

2. As an owner, I have employed or will employ subcontractors and other businesses and/or employees to perform construction or exterior modification(s) to my property.

3. I have received the Architectural Design Guidelines of the Sandestin Owners Association, Inc. (the "Guidelines") and I have reviewed and understand them.

4. I acknowledge that if I or any of my employees or agents violate any provision of the Guidelines, I may be subject to fines and penalties, including but not limited to, monetary fines and an order to Stop Work. I also acknowledge that my contractors could be denied access to Sandestin, subject to monetary fines, and issued an order to Stop Work for violation of the Guidelines

FURTHER AFFIANT SAYETH NAUGHT.

\_\_\_\_\_  
BY: \_\_\_\_\_  
(PRINT NAME OF OWNER)

SWORN TO AND SUBSCRIBED before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
NOTARY PUBLIC  
My Commission Expires:

**AFFIDAVIT OF CONTRACTOR**

STATE OF FLORIDA

COUNTY OF WALTON

BEFORE ME, the undersigned authority, personally appeared

\_\_\_\_\_, who, being first duly sworn, deposes and says:

1. I am a contractor or subcontractor doing business in Walton County, Florida.

2. I have been employed to perform work at the following address within the Sandestin property: \_\_\_\_\_.

3. I have received the Architectural Design Guidelines of the Sandestin Owners Association, Inc. (the "Guidelines") and I have reviewed and understand them.

4. I acknowledge that if I or any of my employees or agents violate any provision of the Guidelines, I and/or my company may be subject to fines and penalties, including but not limited to, monetary fines, an order to Stop Work, and denial of access to the Sandestin property.

FURTHER AFFIANT SAYETH NAUGHT.

\_\_\_\_\_  
BY: \_\_\_\_\_  
(PRINT NAME OF CONTRACTOR)

SWORN TO AND SUBSCRIBED before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
NOTARY PUBLIC  
My Commission Expires:

## **VI. LANDSCAPING STANDARDS**

### **A. INTRODUCTION**

The landscaping goal of the ARB is to insure 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, 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. Two (2), HOA approved, signed copies of the landscape plans must be delivered to the ARB for review and comments. To quickly facilitate this process, also submit plans digitally. No implementation may commence prior to receipt of ARB written approval.

Any significant major alterations or modifications to existing landscaping will also require ARB approval. If in doubt, submit to avoid possible fine.

The ARB requires that any hardwood tree three inches (3") or greater in diameter and any pine tree with a diameter greater than 6 inches (6") (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, 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.

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.

### **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 mature appearance at time of installation.

Areas of undisturbed natural vegetation, if incorporated in the design, should be cleaned, trimmed, and mulched as may be necessary 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.

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 address existing (if any) landscape treatments to common property lines.

Small formal gardens of certain varieties may be allowed if contained in a private area not visible from the street or adjoining properties.

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

## **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 specific Neighborhood Guideline section as some neighborhoods 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.

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

It is preferred where possible that the combined canopies of existing and proposed primary structure type trees will, at maturity, provide a minimum total coverage of at least 50% of all open site areas (exclusive of building coverage and related impervious surfaces). All trees of this type will 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 eight (8) mature pines saved on the lot measuring eight inches (8") or greater.

#### **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 bed. 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. Such 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. 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, Bermuda, or Empire 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 insure 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.

## 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 HOA/COA common property which border a lake maintain a minimum six foot (6') "natural" buffer planted with muhley grass or plant materials as approved by the ARB.

Newly developed neighborhoods will be required to maintain a minimum six foot (6') "natural" buffer planted with muhley 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 page 49 for addition lake 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 by the individual architect 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

##### Scientific Name

Quercus virginiana

Magnolia virginiana

Acer floridanum

Acer rubrum

Pinus Clliotti

Pinus palustris

### **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  
Goldenrain tree  
Loblolly Bay  
Saucer Magnolia  
Sweetbay Magnolia  
Indian Hawthorn  
(Free form)

#### Scientific Name

Cercis canadensis  
Lagerstoemia indica  
Koelreuteria paniculata  
Gordonia lasianthus  
Magnolia soulangeana  
Magnolia virginiana  
Raphiolepis "Majestic Beauty"

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

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

#### Common Name

Sago Palm  
European Fan Palm  
Needle Palm  
Indian Hawthorn (free form)  
Oleander (free form)  
Drake Elm  
River Birch  
Hollywood Juniper  
Loquat  
Hollies  
Savannah  
East Palatka  
Fosters  
Yaupon  
Lusterleaf  
Southern Wax-Myrtle  
Tree Ligustrum  
Crinum Lily  
Variegated Ginger

#### Scientific Name

Cycas revoluta  
Chamerops humilis  
Rhapidophyllum hystrix  
Raphiolepis "Majestic Beauty"  
Nerium oleander  
Ulmus parvifolia 'Drake'  
Betula nigra  
Juniperus torulosus  
Eriobotrya japonica  
  
Ilex opaca "Savannah"  
Ilex opaca "East Palatka"  
Ilex x fosteri II  
Ilex vomitoria  
Ilex latifolia  
Myrica cerifera  
Ligustrum japonicum  
Crinum spp.  
Alpinia zerumbet 'Variegata'

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

<u>Common Name</u>	<u>Scientific Name</u>
Hollies	
Dahoon Holly	Ilex casseine
Nellie R. Stevens (H)	Ilex x 'Nellie R. Stevens'
Burford (H)	Ilex cornuta Burfordi
Dwarf Burford (H)	Ilex cornuta Burfordi 'nana'
Inkberry	Ilex glabra compacta
Gardenia	Gardenia jasminoides
Anisetree (H)	Ilicium parvifolium
Pittosporum (H)	Pittosporum tobira
Sandankwa Viburnum (H)	Viburnum suspensum
Sweet Viburnum (H)	Viburnum odoratissimum
Wax Myrtle (H)	Myrica cerifera
Wax-leaf ligustrum (H)	Ligustrum japonicum
Nandina	Nandina domestica
Fatsia	Fatsia japonica
Azalea (H)	Rhododendron spp.
Sasanqua Camellia	Camellia sasanqua
Japanese Camellia	Camellia japonica
Japanese Yew	Podocarpus macrophyllus
Italian Cypress	Cupressus semervirens
Split Leaf Philadedron	Philodendron bipinnatifidum

## **Deciduous Flowering Shrubs**

<u>Common Name</u>	<u>Scientific Name</u>
Bigleaf Hydrangea	Hydrangea macrophylla
Oakleaf Hydrangea	Hydrangea quercifolia
Summersweet Clethra	Clethra alnifolia
Vanhoutte Spirea	Spirea vanhouttei
Chaste Tree	Vitex agnus castus
Flowering Quince	Chanomeles lagenaria
Ginger Lily	Hedychium spp.
Knock Out Roses (single or double bloom)	Rosa x 'Knockout'

## **Ornamental Grasses**

<u>Common Name</u>	<u>Scientific Name</u>
Pampas Grass	Cortaderia sellowiana
Maiden Grass	Miscanthus gracillimus
Small Cordgrass	Spartina patens
Zebra Grass	Miscanthus strictus
Fountain Grass	Pennisetum alopecuroides
Sea Oats	Uniola paniculata
Muhley Grass	Muehlenbergia capillaris

## **Low Shrubs**

### Common Name

Dwarf Yaupon Holly  
(Schillings)  
Dwarf Pittosporum  
(Wheelers)  
Dwarf Junipers (several)  
Florida Jasmine  
Box Honeysuckle  
Carissa Holly  
Rosemary  
Indian Hawthorn  
Dwarf Gardenia

### Scientific Name

Ilex vomitoria 'Schillings'  
Pittosporum tobira 'Wheeleri'  
Juniperus sp.  
Jasminum floridanum  
Lonicera nitida  
Ilex cornuta 'carissa'  
Rosemarinus officianilis  
Raphiolepis indica 'Alba'  
Gardenia augusta 'Kleims Hardy'

## **Groundcovers & Vines**

### Common Name

Algerian Ivy  
Liriope Evergreen Giant  
Asiatic Jasmine  
Confederate jasmine  
Mondo Grass  
Carpet Bugle  
Carolina Jessamine  
Holly Fern  
Fig Vine  
Trumpet Honeysuckle  
Plumbago  
Aspidistia  
Daylily  
Juniper (many)  
Foxtail Asparagus Fern  
Boston Sword Fern  
Agapanthus  
African Iris  
Society Garlic  
Lantana  
Gardenia ground cover  
Flax Lily

### Scientific Name

Hedera canariensis  
Liriope "Evergreen Giant"  
Trachelospermum asiaticum  
Trachelospermum jasminoides  
Ophiopogon japonicus  
Ajuga reptans  
Gelsemium sempervirens  
Cyrtomium falcatum  
Ficus pumila (repens)  
Lonicera sempervirens  
Plumbago capensis  
Aspidistra elatior  
Hemerocallis spp.  
Juniperus spp.  
Asparagus densiflorus 'Myers'  
Nephrolepis exaltata 'Bostoniensis'  
Agapanthus orientalis  
Dietes iridioides  
Tulbaghia violacea  
Lantana montevidensis  
Gardenia augusta 'Prostrata'  
Dianella tasmanica 'Variegata'

## **2. Minimum Planting Specifications**

- a. 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.
- b. All existing natural vegetation will be protected from damage during the construction period by the erection of a suitable fence enclosure located no closer than five feet (5') from the affected vegetation.
- c. Soil amendments and fertilizer applications at installation should conform to current practices and standards endorsed by the American Association of Nurserymen.
- d. All planting beds, tree rings, shrub groupings, and palm clusters will be installed and maintained with a minimum layer of two inches (2") of clean, fresh pine straw mulch.

Yard trimmings and commercial chipping residue will not be acceptable for use as plant mulch.

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

**3. Minimum Irrigation Specifications**

- a. Irrigation note required on all landscape plans – Note: An automatic, underground irrigation system will be installed that has 100% coverage, 55% minimum overlap, and matched precipitation rates across zones.
- 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 such neighborhoods as Genoa, Villa Lago and others, may not be subject to these standards and will be reviewed on a case by case basis.

<u>Vegetation Type</u>	<u>Quantity</u>	<u>Remarks</u>
1. Street Trees	2 (or as needed)	14' height, 3½" cal.
2. Canopy Trees/Pines	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	
6. Deciduous Flowering Shrubs/Ornamental Grasses	As needed	Minimum 3 gallon
7. Evergreen hedges	As needed	100% screening of all utility area at installation
8. Low Shrubs and Groundcovers	As needed	Minimum 1 gallon
9. Sod and Lawn	Full coverage	Must not exceed 50% of total site landscape area
10. Sides of house with no windows		must be screened or softened with some type of plant material.

## **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 are recommended rather than floodlights. All post mounted and building mounted fixtures, which cast light onto adjacent properties, will be reviewed for compliance following installation. Among other remedies, the SOA ARB may require the fixture to be removed or the wattage lessened to a more acceptable level.

Designs for lights must be presented as part of the overall landscape submission and no lights are to be installed without the written approval of the ARB.

All landscape lighting must meet Walton County Wildlife Lighting Ordinance #2009-03 and Florida law if applicable.

## **G. STUMP REMOVAL**

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.

## **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, \$250 minimum fine per infraction or denial of access to Sandestin. In new construction, the contractor on the approved application is responsible for all sub-contractor's compliance to these Guidelines. In a modification, the owner is ultimately responsible for the project and the contractor or subcontractor behavior and compliance to these guidelines.

### **A. START OF CONSTRUCTION**

No lot clearing or placement of portable toilets will be permitted until all required governmental permits are obtained and formal written approval of the ARB has been granted. Contractors are required to place silt 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.

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

All construction traffic will access the community through the designated construction entrance which is currently the East Gate. No construction vehicles (trucks, trailers, vans, cars, etc.) may be left in the community overnight without prior approval of the ARB Administrator with notification provided to Security by the owner. Parking is allowed only on the lot under construction or in front of the home or building under construction if in compliance with HOA/COA documents. Use of adjacent lots without prior written permission from the property owner is prohibited. 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. CONSTRUCTION HOURS**

Construction is permitted only between

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

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

All requests to work extended hours require a 24-hour advance notice approved in writing by the ARB Administrator. All builders are required to keep a 24-hour emergency contact number on record with the ARB office. Failure to comply will result in fines and/or penalties. Emergency maintenance services may be allowed on Sundays and holidays with proper authorization from Security.

#### **E. SITE CLEAN UP**

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. It must be emptied when debris becomes visible over the top of the container. Job sites and surrounding areas are expected to be kept clean and orderly at all times. Trash, litter, construction debris, empty paint and sheetrock mud containers will be picked up and put into the dumpster at the end of each day. Contractors will only use the utilities provided on the site on which they are working. The ARB Compliance Officer will conduct a weekly site visit of every construction site and those sites that fail inspection may be closed 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. Other clearing should be kept to a minimum in coordination with the ARB Compliance Officer. Any plants, vegetation or trees uprooted or cut down on the job site 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**

Any damage to streets and curbs, drainage inlets, sidewalks, irrigation systems, street lights, street markers, mailboxes, walls, etc., will be repaired by the SOA and such costs will be billed to the responsible contractor or deducted from the compliance deposit.

## **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, it is the contractor's responsibility to report it the appropriate utility company as soon as it occurs. In addition, the contractor or owner shall immediately advise the 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. Each infraction may result in a \$500 fine.

- 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 will 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 on page 45.

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. The builder may use a permit board of his choice but it cannot exceed 2' x2'-6."

## **B. LOT IDENTIFICATION SIGN**

Only 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. Refer to Sign Specifications on page 46.

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

Open House signs must comply with ARB Guidelines. Refer to Sign Specifications on page 47.

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

Only one (1) "Open House" sign will be allowed on the property being held open. 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 10:00 AM to 5:00 PM seven (7) days a week. No signs will be allowed before 10:00 AM and all signs must be removed by 5:00 PM.

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 owner notified.

If an HOA/COA does not allow or permit Open Houses under the same terms those policies would take precedent over the ARB policy.

## **D. TOUR OF HOMES**

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

## **E. 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, page 48.

## **F. MISCELLANEOUS SIGN INFORMATION**

Except as allowed under Florida law, no other signs, flag, 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. (Except as described in Section X of these Guidelines.)

Permanent identification, informational, and directional signage, whether identifying an individual development, community, street name, or location are required to be approved by the ARB.

The SOA will have the absolute authority to remove any and all signage not having approval of the ARB.

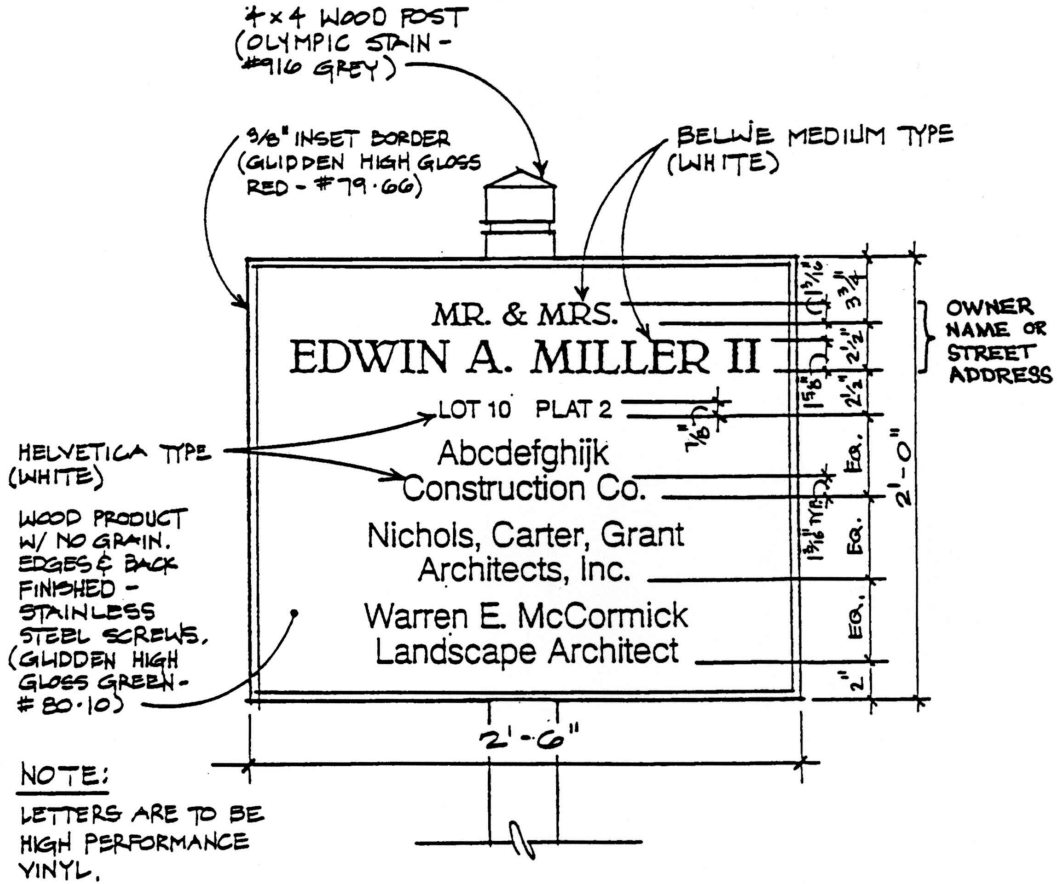
## **G. BULLETIN BOARDS**

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 free from view of right of ways.

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

# CONSTRUCTION SIGN SIGN SPECIFICATIONS



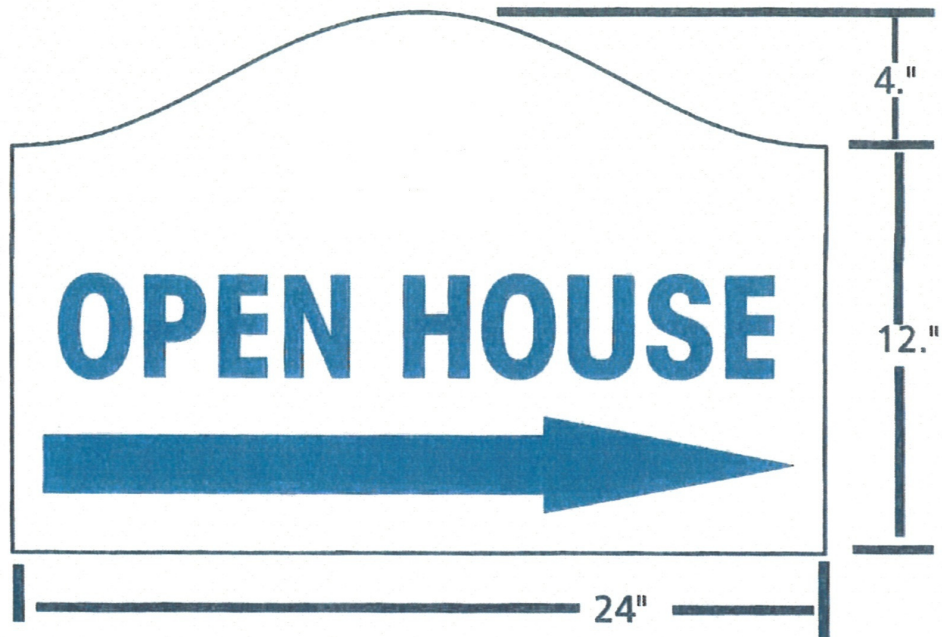
## SIGN SPECIFICATIONS

1 1/2" = 1'-0"

**NOTE:**  
**BUILDER MAY INCLUDE PHONE NUMBER.**



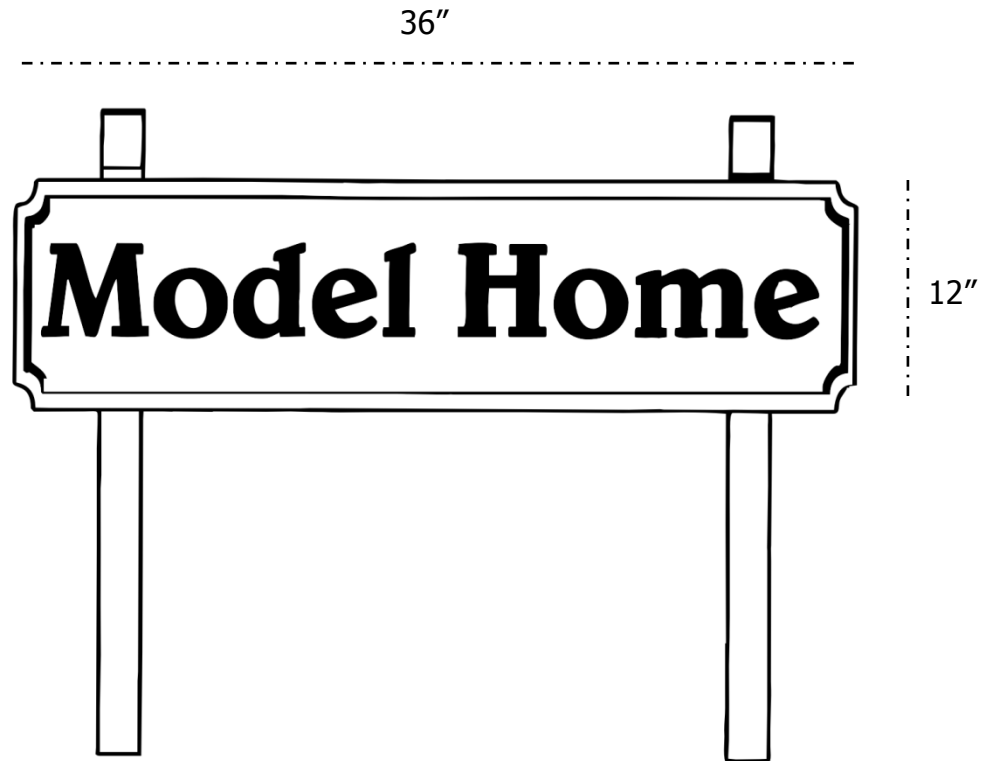
**OPEN HOUSE  
SIGN SPECIFICATIONS**



**Sign Material – White Coroplast**

**Lettering 3" – Medium Blue**

**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 for the duration of every project:

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

All contractors must sign an affidavit 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:

- A. Certificate of Insurance
- B. Proof of Liability Insurance
- C. The signed Owner Affidavit

## **X. DISPLAY OF FLAGS**

In accordance with HOA Florida Statute 720.304:

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, 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.

In accordance with COA Florida Statute 718.113(4):

Any condominium owner may display:

- One portable, removable U.S. flag in a respectful way; and,
- On Armed Forces day, Memorial Day, Flag Day, Independence Day, and Veterans Day, a portable, removable official flag not larger than 4.5 feet by 6 feet that represents the U.S. Army, Navy, Air Force, Marine Corps, or Coast Guard.

These flags are allowed regardless of other prohibitions in the COA's documents.

In addition, SOA allows team flags to be displayed on game days only and must be no larger than 4½ feet by 6 feet.

Flags must be removed for safety reasons prior to tropical storms and hurricanes. All other flags, other than those described above, 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 weather proof 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's written acceptance of 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 muhley 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 page 35 for addition lake information.

## **B. EXISTING LAKES**

SOA will maintain lakes existing within the boundaries of the Sandestin community provided that the lakes are accessible and the developer and 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 such wall requires ARB approval prior to installation and must meet governing agency requirements, if applicable. Also see page 35 regarding Lake Banks.

## **XII. DEMOLITION**

- All applicable forms and fees must be submitted to the ARB for consideration in accordance with new construction Guidelines.
- All construction Guidelines shall be in effect in the demolition process.
- No trees or natural growth shall be removed without prior approval by the ARB.
- All debris must be removed from Sandestin. Loads must be covered.

In the case of total demolition:

- All utilities shall be terminated at the entry to the property prior to demolition commencing.
- The lot must be restored to unimproved condition by means of grading and ground cover.
- No bare earth areas shall remain.
- If partial demolition is proposed, a drawing must be submitted to the ARB for consideration, clearly showing the area affected prior to work commencing.
- The property may not remain un-restored for more than 45 days after the completion of demolition.

### **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, lighting, and signage must be submitted to the SOA ARB for consideration 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 generally should be compatible with the buildings that are in the surrounding area. It is recommended that all commercial buildings be limited to 3 stories or fewer and an overall mean roof height of 40 feet or less.

#### **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	

#### **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 for consideration. 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. BUILDING GUIDELINES AND STANDARDS**

### **A. FOR ALL ENTITIES**

Each neighborhood may have additional Guidelines specific to that neighborhood. Refer to page 60 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 on pages 56-57 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 special factors. The ARB will establish setbacks on these lots in consultation with the owner and architect during the initial review stage.

No permanent structures will be placed in any easement.

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

All single family residences will have minimum square footage as set forth in the building envelope guideline on page 58-59 and refer to air conditioned space.

#### **4. Roofs**

Materials and designs will be based on the neighborhood Guidelines.

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.

## 5. Colors

When reviewing colors, ARB will consider the combination and intensity of colors selected, their appropriate use, and the palette of surrounding residences. Some HOA/COA's have pre-approved color palettes. Refer to page 60 for more information.

## 6. 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 to the architectural elements of the residence, including roof, and must be situated within the pool setbacks established.

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

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

## 8. Porches, Decks, Verandas, and Balconies

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

Stone	Wood
Painted aluminum	Wrought iron (with rust inhibitor)
Stainless Steel	Stucco
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.

## 9. 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:

- The 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.

## 10. Mailboxes

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

## 11. Address Identification

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

- Structures shall have the assigned 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.

## 12. Yard Art

Yard art is defined as “non-plant material of a decorative nature. Yard decorations and exterior artwork are prohibited if visible from the street, the golf course, or adjacent lots. In some cases, yard art has been “grandfathered” for the current homeowner only and when the residence is conveyed, any existing yard art will need to be removed and any future will be prohibited.

Fountains or statuary must be included on the landscape plan and must include all applicable building elevations for review by the ARB. Photos of such fountains or statuary must also be submitted.

## 13. 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.
  - Refer to specific Neighborhood Guidelines for any other requirements related to this policy.

#### **14. Satellite TV Dishes**

Satellite TV dishes must be small, out of sight from the street and discreetly placed to minimize visibility from neighboring property, the street, or the golf course.

#### **15. Fences**

The use of chain link or similar fencing in a residential application is prohibited. See specific Neighborhood Guideline for any fence specifications.

#### **16. 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.

## 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.)*

<u>Neighborhood</u>	<u>Lot #</u>	<u>Side Setbacks</u>	<u>Street Setbacks</u>	<u>Rear Setbacks</u>	<u>Notes</u>
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
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
Bay Villas Drive	All	10	25	45	2,6,8
Bay Villas Court	Lots 2987 –2991	7.5	25	45	2
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	
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>Neighborhood</u>	<u>Lot #</u>	<u>Side Setbacks</u>	<u>Street Setbacks</u>	<u>Rear Setbacks</u>	<u>Notes</u>
Preserve	<u>see setback information on neighborhood guideline page</u>				
Prestwick	1101-1112	7.5	20	25	2
	1113-1114	7.5	15	25	2
	1115-1122	7.5	20	25	2
	1123-1126	7.5	10	25	2
	1127-1134	7.5	20	25	2
Ravenwood	3400-3407	15	25	30	2
	3408-3409	15	25	30	2,3
	3410-3411	15	25	30	2
	3412-3414	15	25	30	2,4
	3415	15	25	30	2
	3416	15	25	30	2,3
	3417-3421	15	25	30	20' @ SW edge 2
St Andrews	All	5	25	25	
Tivoli Ridge	All	10	25	20	2
Troon Drive	All	15	25	10	2,7,8
Tuscana	1824-1828	7.5	5	20	
	1829-1830	7.5	5	30	
	1831-1841	7.5	5	25	
Villa Lago	All	5	20	15 (non lake)	10
Vineyards	2503 -2512	6	20	15	
	2513-2514	6	20	35	
	2517-2519	6	20	25	
	2520-2522	6	20	35	

**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. Minimum</u></b>	<b><u>2- Story 1<sup>st</sup> Floor Minimum</u></b>	<b>Sq. Ft. Max.</b>
Arrowhead Point	2,800	2,000	7,500
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	
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. Minimum</u></b>	<b><u>2- Story 1<sup>st</sup> Floor Minimum</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 2901-290)	2,500	1,850	
(Lot 2910-2942)	2,100	1,600	
(Lot 2943-2959)	2,500	1,850	
The Preserve	2,500	1,800	7,500
Prestwick	1,100	800	2,800
Ravenwood	2,500	2,250	7,500
Tivoli Ridge	2,200		
Troon Drive	1,800	1,800	
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. If your neighborhood is not included on either list below; they may not have additional or supplemental Guidelines. Please contact the ARB Administrator should you have any questions regarding additional Guidelines.

The following HOA/COA's maintain their own Guidelines; therefore, owners and contractors should contact the Neighborhood Association Manager for a copy.

Augusta Village	Linkside Village
Bayou Village	Northshore
Beachwalk Villas	Sandpiper Village
DelMar	Tivoli By the Sea I
Fairways	Tivoli By the Sea II
Fountains	Tivoli By the Sea III
Golfview	Vantage Point
L'Atrium	

The following HOA/COA's Guidelines are considered Supplemental SOA ARB Guidelines therefore enforceable by the SOA ARB. A copy of the Supplemental Guidelines are available on the SOA website or ARB office.

Baytowne Ave. (Raven Oaks)	Island Green (Raven Oaks)
Bungalos	Laurel Grove
Burnt Pine	Prestwick Place
Burnt Pine East	St. Andrews
Crystal Lake I	Tivoli Ridge
Crystal Lake II	Troon Drive (Raven Oaks)
Deerwood	Tuscana
Genoa	Villa Lago
Grand Harbour	Vineyards
Island Estates	