

SANDESTIN OWNERS ASSOCIATION, INC

ARCHITECTURAL DESIGN GUIDELINES Residential and Commercial Properties

This document represents the latest Architectural Design Guidelines, and supersedes all previous versions. This document applies to all projects submitted as of the date of approval of these guidelines. If re-submittal of a project is required because the original approval date has expired, the Guidelines in effect 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. In accordance with the provisions of the SOA governing documents, the Declarant is not subject to these Guidelines.

ARB Review of Revisions 2/26/2020

SOA Board of Directors Approved Revisions 2/27/2020

Advisory Board Approved Revisions to Section III on 2/28/2020

EFFECTIVE MARCH 15, 2020

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I. INTRODUCTION

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

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

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 opportunity to approve or disapprove improvements or structures of any kind located or to be located within the Homeowners Association (HOA) or Condominium Owners Association (COA), and submit this decision to the ARB to consider as part of the ARB's review process and,
 2. the opportunity to submit from time to time, the architectural guidelines specific to the Neighborhood Association, which will be referred to as Supplemental Guidelines, to be used for the ARB and Neighborhood Association's review of applications for approval or disapproval of such improvements or structures. Should a Neighborhood Association desire to submit Supplemental Guidelines for consideration, the Neighborhood Association will submit said Guidelines to the ARB for recommendation to the SOA Board of Directors for approval, along with a legal opinion from the Neighborhood Association's legal counsel that

the Supplemental Guidelines being considered do not conflict with the governing documents of said Neighborhood Association. Any revisions to the Supplemental Guidelines will require the same approval process. The ARB will only reference the most current Supplemental Guidelines that were approved by the SOA Board of Directors when rendering its decision.

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

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.

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

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

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

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

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

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

The ARB reserves the right to modify, impose more stringent, or waive any requirements herein, not conflicting with Local, state, or federal law.

IV. ARCHITECTURAL REVIEW BOARD

A. PURPOSE

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

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

B. OBJECTIVES

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

1. Preventing excessive or unsightly grading, earth moving or clearing of property and unnecessary removal of natural trees and vegetation.
2. Ensuring that the location, configuration, materials, and colors of the proposed improvements are harmonious with surrounding commercial or residential lots and structures and 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, the approved plans, or SOA Policy, the ARB may issue a "stop work order" until the violation is resolved. The stop work order will be put into effect immediately upon notification from the Compliance Officer and work must cease. If work does not cease, fines shall be issued in accordance with the fine schedule found herein.
3. If any improvements or modifications are made without the prior written approval of the ARB, or are not in compliance with the approved plans and specifications, the owner will have 14 days from the date of the notification letter to submit an application with all required forms and fees for consideration at the next regularly scheduled ARB meeting.

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

documents. The ARB will have the right to institute an immediate action to recover all sums due for damages and to seek injunctive relief to require the owner to cease, remove or restore the unapproved improvements or changes. In addition, or alternatively the SOA/ARB shall have the right to remedy any violation by entering upon the property to remove or restore such unapproved improvements and the SOA/ARB shall be entitled to recover its costs for taking such remedial action.

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

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

D. BASIS FOR DECISION

Approval will be granted or denied based upon:

1. Compliance with the provisions of these Architectural Design Guidelines.
2. Written response from the local Neighborhood Association BOD or Architectural Review Committee (ARC) of the neighborhood in which the property is located, if received.
3. The relationship of the proposed construction modification or alteration to the scale of adjacent structures and surrounding areas.
4. The compatibility of the design and materials with that of 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 members, including alternates, will be appointed by the SOA BOD and will have the duties and functions described in the Declaration and these Guidelines. The ARB will consist of a minimum of five (5) members who need not be members of the SOA and at least one (1) of whom must be a Member of the SOA BOD. The ARB may retain at least one (1) architect or building contractor to conduct the technical review of the submittals, which may also be reviewed by the Administrator and/or Compliance Officer. Each ARB member, or alternate if needed for quorum, shall have one equal vote with the exception of the Administrator and Consultants, who will have no voting privileges.

The BOD reserves the right to approve recommendations and to replace any member whose actions do not conform to the guidelines of the ARB. The ARB members will serve for at least one (1)- two (2) year term.

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

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

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

G. ADMINISTRATOR

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

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

H. ARB COMPLIANCE OFFICER

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

- Ensuring and enforcing the Guidelines, construction site requirements, and verifying construction and modification plans are completed as approved.
- Conducting pre-construction site visits.
- Conducting post-construction and modification site inspections.
- Levying fines in accordance with Florida Statutes, the SOA governing documents and these Guidelines.

I. MEETINGS

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

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

Owners, consultants, builders, and SOA members or their designee, will be allowed to speak or present pertinent information at any scheduled ARB meeting 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 (Neighborhood Association President or Representative) 48 hours prior to each regular or special meeting.

K. MEETING NOTES/NOTIFICATION

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

L. FEES, FINES, AND DEPOSITS

1. Review Fees

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

New Construction

Single-family residences	\$1,250
Multi-family up to 4 units	\$2,000
Multi-family 5 units or more	\$2,500
Plus \$200 for each additional unit	

Commercial buildings	\$1,500
Plus an amount equal to \$.10 per square foot in excess of 3,000 sq. ft.	

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

All landscape and structural changes and additions less than 1,000 sq ft, bulletin boards, recreational equipment, hurricane protection, satellite dishes, generators, gutters, seawalls, or docks.

Review fee for modifications 1,001 sq ft and greater ("major modification"): \$250

In addition, there is a \$.25 per square foot impact fee for all new construction and construction modifications. The fee will be calculated based on total under-roof square

footage and pool, if applicable. 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, only the owner compliance deposit will be required.

The ARB Administrator has the sole discretion to determine if submissions are to be classified as "major" or "minor" modifications. Deposit requirements are subject to the 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 and a fine in accordance with the fine schedule herein. 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 non-compliance.

3. Fines

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

The following fines shall be imposed:

a. **Homeowner** (including when working as contractor for personal residence):

- i. Any of the following violations shall result in a fine of \$100 per day, per violation, beginning on the day indicated in the notification, to a maximum of Five Thousand Dollars (\$5,000) in the aggregate:
 - Homeowners who commence construction or make exterior modifications without first making application, submitting plans, and obtaining approval from the 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.
- ii. Any modification or new construction commencing prior to approval will result in a fine of \$100 if approved by the ARB. If not approved and restoration/removal of the modification is required, no fine will be issued.

Any fine may be appealed to the SOA Grievance Committee within 30 (thirty) calendar days from the date the fine is issued by written notice to the Director of the SOA and ARB Administrator. All appeals will be reviewed within 30 (thirty) calendar days from the date of the appeal unless an extension is agreed upon by all parties. The decision of the Grievance Committee will be final.

b. **Contractor:**

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

Category 1

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

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

- Portable toilet door facing the road
- Personal Conduct Issues, including loud music
- Trash/debris/weeds and overgrowth on job site
- Full dumpster – defined as debris being visible over the top of the dumpster

- Dirt on Roadway
- Any job site violation not specifically listed above, except the items listed in Category 2.

Category 2

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

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

Category 2 Fine Schedule:

1 st Offense	\$250
2 nd Offense	\$500
3 rd Offense	\$1,000

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

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

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

M. VARIANCES

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

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

Variance Request Procedure

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

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

The adjacent property owner(s) will have 7 calendar days to respond to the Variance Request Form. The application for improvement may still be submitted to the ARB along with a copy of

the Variance Request Form that was sent to the adjacent property owner(s), with proof of mailing and/or delivery to the adjacent property owner. The ARB is not bound by the response of the adjacent property owner.

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

V. ARCHITECTURAL REVIEW PROCEDURES

The following is an outline of the procedures for plan submissions for all new construction and exterior modifications, as defined herein, for both residential and commercial, single unit and multi-unit development projects. All plans, completed ARB applications, forms, and fees are required to be submitted to the SOA ARB Administrator for ARB approval prior to commencing any work. ARB approval is not needed for maintenance, repairs or replacement if there is no change in size, material, or design. Neighborhood Association policies or Guidelines may require a submittal even if there is no change in material, color, design, etc. therefore homeowners must also refer to their neighborhood association documents prior to commencing work. If in doubt regarding submittal requirements, please contact the SOA ARB prior to making any modifications and avoid possible fine(s).

A. APPLICATION APPROVAL PERIOD

Approved applications are valid for one (1) year from the date of approval for new construction and major modifications. Minor modification approvals are valid for 90 days.

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

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

B. SUBMITTAL INSTRUCTIONS & 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 available at the SOA office.

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

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

C. DECISION TIMELINE

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

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

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

D. SOA ARB APPEAL PROCESS

Any owner or Neighborhood Association aggrieved by a decision of the ARB will have the right to make a written request appealing the decision to the Executive Director of the SOA and/or the ARB Administrator within thirty (30) days of the date of the written notification of such decision.

Upon receipt of the appeal, SOA staff will notify the owner and/or builder and other parties as applicable. A compromise meeting will be scheduled within 30 days of receipt of the written appeal (unless all parties agree upon an extension) with all parties involved in an attempt to resolve the aggrieved party's concern. If an agreement is reached to resolve the aggrieved party's concern, a new plan reflecting the change, if any, will be submitted to the ARB Administrator within the timeframe as agreed upon at the compromise meeting. The ARB Administrator will send a letter to all parties outlining the details of the compromise. If the parties are not able to agree upon a modified submittal, the appeal will then be presented to the SOA Board of Directors. If compromise terms are not met within timeframe agreed upon, the appeal will move forward to the Board of Directors as outlined below, unless all parties agree upon an extension.

If all parties do not agree to a compromise meeting, the appeal will be considered by the SOA Board of Directors.

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

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

E. CONCEPTUAL PLANS

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

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

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

Conceptual plans should include, but are not limited to:

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

The ARB will render an opinion as to whether the conceptual plan may be acceptable. and is valid for 1 year from the date of the letter. Depending on changes to Guidelines, polices, and/or adjacent ownership, new Variance Forms may be required, if applicable. The ARB opinion on the conceptual plan does not constitute final approval.

F. FINAL SUBMISSION FOR NEW CONSTRUCTION

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

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

1. Site Plan/Grading

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

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

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

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

- j. Mechanical equipment showing location and screening details.
- k. Location of contractor's I.D. sign, construction dumpster and portable outdoor toilet facilities.
- l. Front and rear set back building line of adjacent neighbors including the location and elevations of these homes.
- m. No permanent structures will be placed in any easement.

2. Floor Plans

In a scale appropriate to show all detail.

3. Roof Plans

In size appropriate to show detail.

4. Foundation Plans

In size appropriate to show detail.

5. Elevations

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

- a. Existing and finished grade.
- b. Total height dimension from finished floor elevation to top of roof.
- c. Exterior treatment to include all materials, door and window fenestration, screened enclosure, division pattern, walls, fences, screening walls, generators, utilities, HVAC, vents, light fixtures, and mechanical systems, etc.
- d. Permanently installed hurricane window/door shutters must be integrated into the architectural design character of the building.
- e. An exact computation of the square footage stated by floor in the case of multi-floored residences or buildings and finished floor elevations. Indicate total square footage for the building(s), as illustrated and permitted for the project location.

6. Typical Wall and Building Sections

Depicting:

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

7. Details

Depicting:

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

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

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

9. Exterior Lighting on Structure

Exterior lighting must include location, details, Kelvin temp, and product photos. After installation, if a nuisance is deemed to exist the fixture will either be removed or the wattage lessened to a more acceptable level. Floodlights and spotlights are not permitted.

10. Landscape Plan

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

Landscape Plan must include:

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

11. Neighborhood Guidelines

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

G. COLORS

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

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

Samples of all of the proposed colors and materials are required to be at the project site for ARB members review. Color and material details may be included on the application; however, samples of all color, material, and pattern details (at least 12" x 12" in size) must be displayed at the front of the site in order to be considered for approval. These samples must remain posted on site until after final compliance inspection is complete.

H. VIEWING PLATFORM

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

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

I. 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.

J. BUILDING PERMIT

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

K. CONSTRUCTION COMMENCEMENT

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

L. SURVEY/CONSTRUCTION COMPLETION

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

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

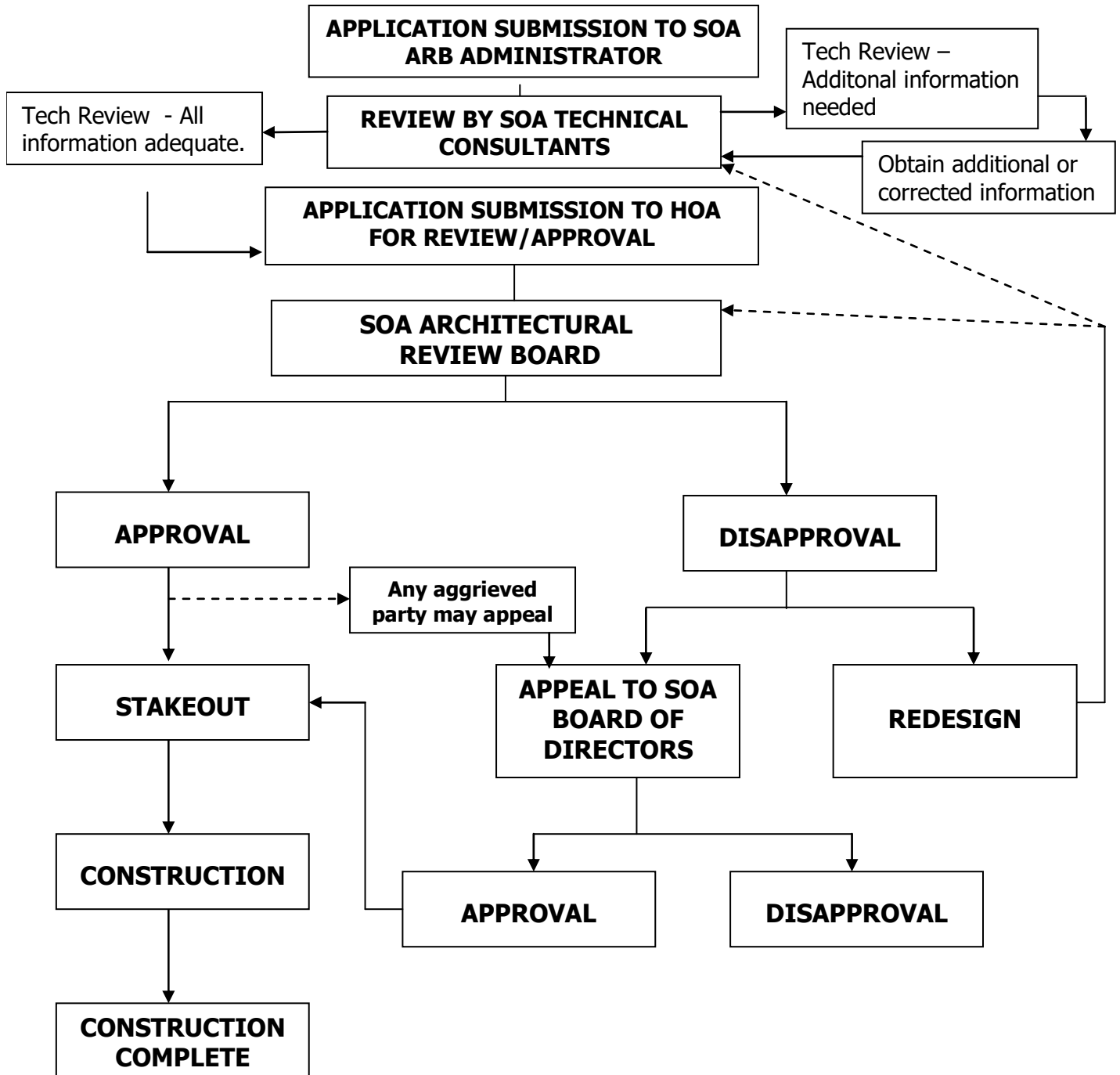
The completion date of the exterior of a new home construction project, including landscaping and removal of the dumpster, portable toilet and construction sign, must be 18 months from the date of the ARB approval letter.

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. Completion is defined as final Certificate of Occupancy being issued by the County as well as all construction and landscape having been completed per the approved plans. Upon final inspection and receipt of the digital as-built plans that include all approved modifications, the ARB will return the compliance deposit(s) as is appropriate.

SUMMARY OF SUBMISSION AND PROCESS OVERVIEW



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

A. INTRODUCTION

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

B. SUBMITTAL REQUIREMENTS

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

The ARB requires landscaping to be of a type, density, height, and maturity consistent with the neighborhood and surrounding area. Landscaping is the responsibility of the property owner. Upon completion of an approved plan, the ARB reserves the right to require additional plantings or modifications to comply with any of the Guideline requirements.

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

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

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

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

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

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 with an evergreen base to ensure year round sustainability and coverage.

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

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

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

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

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

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

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

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

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

2. Street Trees

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

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

3. Primary Canopy Trees and Pines

All primary canopy trees and pines 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 four (4) mature pines saved on the lot measuring eight inches (8") or greater. Owner may substitute one canopy tree with three single trunk palms planted in tightly arranged cluster with a minimum of two feet (2') vertical stagger. Street trees are not included in the canopy tree requirements.

4. Single Trunk Palms

Single trunk palm species, to be used in assembled odd numbered groupings, will generally be planted in tightly arranged clusters with a minimum vertical stagger of three feet (3'). When palm clusters are used in open lawn areas, they will be under planted with appropriately chosen groundcovers, shrub masses, or accepted palm "heads" to create understory plant 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. When used for screening/buffer, hedges will have a minimum height of forty-two inches (42") and a minimum spread of eighteen inches (18") (measured from finished grade) at time of installation. To create a more mature appearance, the plants will be full to the ground. The use of double staggered rows of hedge plants rather than a single row is encouraged.

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

9. Shrubs and Groundcovers

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

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

10. Sod and Lawn

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

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

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

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

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

Sod should be considered when designing adjacent to street drains.

11. Lake Banks

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

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

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

D. LANDSCAPE SPECIFICATIONS

1. Plant Selection

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

Water Oak

Loblolly Pine

Scientific Name

Quercus virginiana

Magnolia virginiana

Acer floridanum

Acer rubrum

Pinus elliotti

Pinus palustris

Quercus nigra

Pinus Taeda

Single Trunk Palms

Common Name

Pindo Palm

Cabbage Palm

Windmill Palm

Washington Palm

Sylvester Palm

Canary Island Date Palm

Medjool Palm

Scientific Name

Butia capitata

Sabal palmetto

Trachycarpus fortunei

Washingtonia robusta

Phoenix sylvestris

Phoenix canariensis

Phoenix dactylifera

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

Flowering Trees

Common Name

Redbud

Crape Myrtle

Goldenrain tree

Loblolly Bay

Saucer Magnolia

Sweetbay Magnolia

Scientific Name

Cercis canadensis

Lagerstoemia indica

Koelreuteria paniculata

Gordonia lasianthus

Magnolia soulangeana

Magnolia virginiana

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

Accent Trees and Specimen Shrubs

Common Name

Sago Palm

European Fan Palm

Needle Palm

Oleander (free form)

Drake Elm

Hollywood Juniper

Loquat

Hollies

Savannah

East Palatka

Fosters

Yaupon

Lusterleaf

Southern Wax-Myrtle

Tree Ligustrum

Scientific Name

Cycas revoluta

Chamerops humilis

Rhapidophyllum hystrix

Nerium oleander

Ulmus parvifolia 'Drake'

Juniperus torulosus

Eriobotrya japonica

Ilex opaca "Savannah"

Ilex opaca "East Palatka"

Ilex x fosteri II

Ilex vomitoria

Ilex latifolia

Myrica cerifera

Ligustrum japonicum

Crinum Lily
Variegated Ginger
Loropetalum

Crinum spp.
Alpinia zerumbet 'Variegata'
Loropetalum

Evergreen Shrubs and Hedges Plants (H)

Common Name

Scientific Name

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

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

Deciduous Flowering Shrubs

Common Name

Scientific Name

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

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

Ornamental Grasses

Common Name

Scientific Name

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

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

Low Shrubs

Common Name

Scientific Name

Dwarf Yaupon Holly
(Schillings)
Dwarf Pittosporum
(Wheelers)

Ilex vomitoria 'Schillings'
Pittosporum tobira 'Wheeleri'

Dwarf Junipers (several)
Florida Jasmine
Box Honeysuckle
Carissa Holly
Rosemary
Dwarf Gardenia

Juniperus sp.
Jasminum floridanum
Lonicera nitida
Ilex cornuta 'carissa'
Rosemarinus officianilis
Gardenia augusta 'Kleims Hardy'

Groundcovers & Vines

Common Name

Algerian Ivy
Liriope
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
Spp.
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. Soil amendments and fertilizer applications at installation should conform to current practices and standards endorsed by the American Association of Nurserymen.
- c. All planting beds, (except seasonal color), tree rings, shrub groupings, and palm clusters will be installed and maintained with a minimum layer of two inches (2") of clean, fresh approved mulch material and may used be in combination with one of the approved rock varieties, which is available in the SOA office.

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

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

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

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

3. Minimum Irrigation Specifications

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

E. MINIMUM LANDSCAPE REQUIREMENTS

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

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

F. LANDSCAPE LIGHTING

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

Lighting plan that includes detailed specifications, sizes, quantity, etc. must be presented as part of the landscape submission and include fixtures on all structures and decorative lighting, such as café lights. No lights are to be installed without the written approval of the ARB. The plan must include

Following installation, the SOA ARB may require the fixture to be removed or the wattage lessened to a more acceptable level if deemed to be excessive. in quantity and/or brightness. All landscape lighting must meet Walton County Wildlife Lighting Ordinance #2009-03 and Florida law if applicable.

G. GENERAL LANDSCAPE APPEARANCE STANDARDS

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

Refer to your Neighborhood Association Governing Documents and/or policies for specific information regarding landscape maintenance requirements and standards.

For information regarding maintaining items within the Right of Way, refer to the SOA Right of Way Policy.

H. LANDSCAPE REVITALIZATION PROCEDURES

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

Approved Plant Replacement List for Revitalization

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

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

VII. CONTRACTOR RULES AND STANDARDS

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

In new construction, the contractor on the approved application is responsible for all sub-contractor's compliance with these Guidelines. In a modification, the owner and/or the contractor is responsible for the project and the contractor or subcontractor behavior and compliance with these guidelines.

A. START OF CONSTRUCTION

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

B. PORTABLE TOILETS

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

C. CONSTRUCTION TRAFFIC, VEHICLES, AND EQUIPMENT

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

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

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

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

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

D. CONTRACTOR/CONSTRUCTION WORK AND HOURS

Contractors are permitted to work only during the following hours:

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

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

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

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

New Years Eve

New Years Day

Memorial Day

Fourth of July

Labor Day

Thanksgiving Day

Christmas Eve

Christmas Day

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

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

E. SITE CLEAN UP AND APPEARANCE

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. If the dumpster is full and there is no alternate debris disposal, work should cease until the dumpster is serviced. At no time should SOA dumpsters be used for disposal of construction debris. Only materials associated with the approved project for each job site are permitted to be on that job site. Items may not be stored and/or delivered prior to commencement of the project. This includes, but is not limited to, storage of trusses, roof tiles or shingles, stone, brick pavers, empty pallets, or other palletized material.

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

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

Job sites should remain free of weed overgrowth or infestation and should be maintained consistent with the standards of the Sandestin community. The ARB Compliance Officer will conduct regular site visits of all construction site and those sites that fail inspection may 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 as shown on the approved plans. Any plants, vegetation or trees uprooted or cut down will be removed from the site and from the community as soon as is practical but not later than five (5) days.

G. CONSTRUCTION DAMAGE

Repairs to any damage to streets and curbs, drainage inlets, sidewalks, irrigation systems, street lights, street markers, mailboxes, walls, etc., will be the responsibility of the contractor that caused the damage. Repairs must be complete within the timeframe defined in the notification letter and

to SOA standards. Should this not occur, SOA will complete the repairs and such costs will be billed to the responsible contractor.

H. CONSTRUCTION SPILLAGE

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

I. TELEPHONE/CABLE TV LINES

If any telephone, cable television, electrical, water, etc., lines are cut, 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 SOA Security of the incident.

J. PERSONNEL / PERSONAL CONDUCT

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

K. JOB SITE TROPICAL STORM & HURRICANE PREPAREDNESS

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

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

- Dumpsters must be less than ½ 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 herein.

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

B. LOT IDENTIFICATION SIGN

One (1) "Lot ID" sign will be allowed at the front of a vacant lot, twenty feet (20') back from the street curb, with the bottom edge of the sign at eighteen inches (18") off the ground. Lot

identification sign design must comply with the signage described herein. The sign must be kept in good repair and the maintenance is the responsibility of the lot owner.

C. OPEN HOUSE SIGNS AND REQUIREMENTS

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

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

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

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

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

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

D. ESTATE SALES

Estate sales will be permitted under the following guidelines.

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

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

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

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

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

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

Garage/yard sales are prohibited.

E. TOUR OF HOMES

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

F. MODEL HOMES

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

G. MISCELLANEOUS SIGN INFORMATION

Except as allowed under Florida law, no other signs, boards, banners or similar features either of a permanent or temporary basis will be placed, posted or erected (for residential and commercial areas) without the prior review and approval of the ARB. Political signs are not permitted.

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

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

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

See Display of Flag section for additional information.

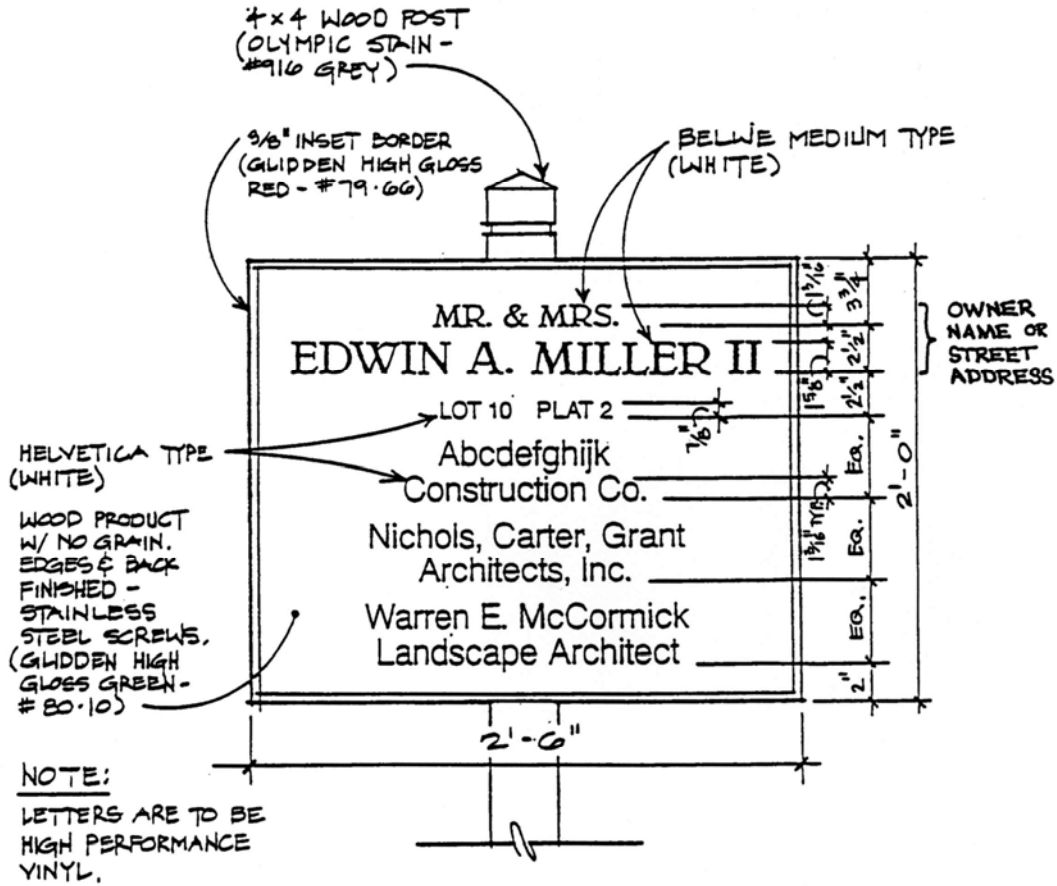
H. BULLETIN BOARDS

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

When reviewing bulletin boards, the ARB will consider size, color, and placement. They must be located inside the neighborhood, next to mailboxes if possible, and 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 Neighborhood Association.

CONSTRUCTION SIGN SIGN SPECIFICATIONS

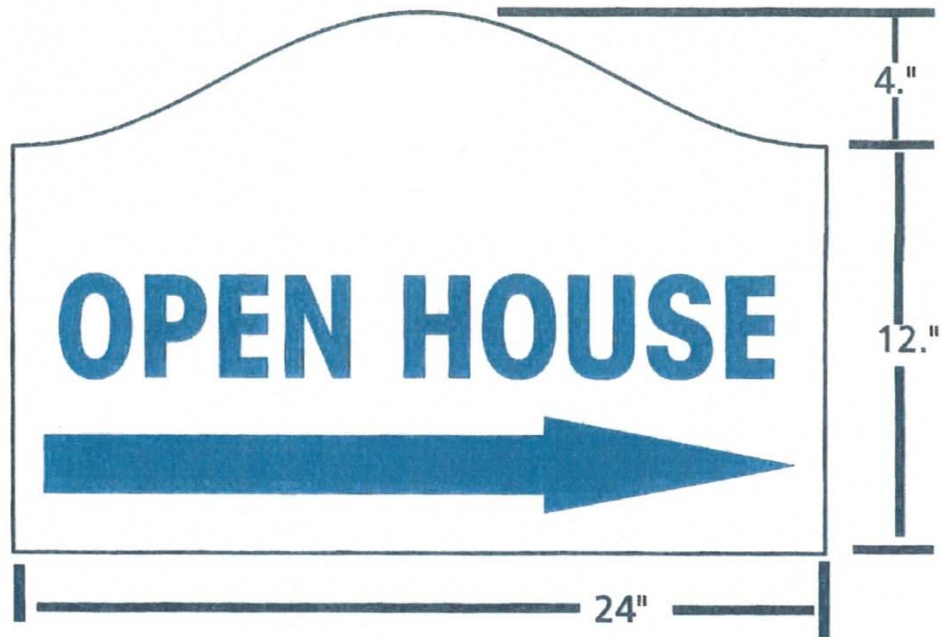


SIGN SPECIFICATIONS

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

NOTE:
BUILDER MAY INCLUDE PHONE

**OPEN HOUSE/ESTATE SALE
SIGN SPECIFICATIONS**

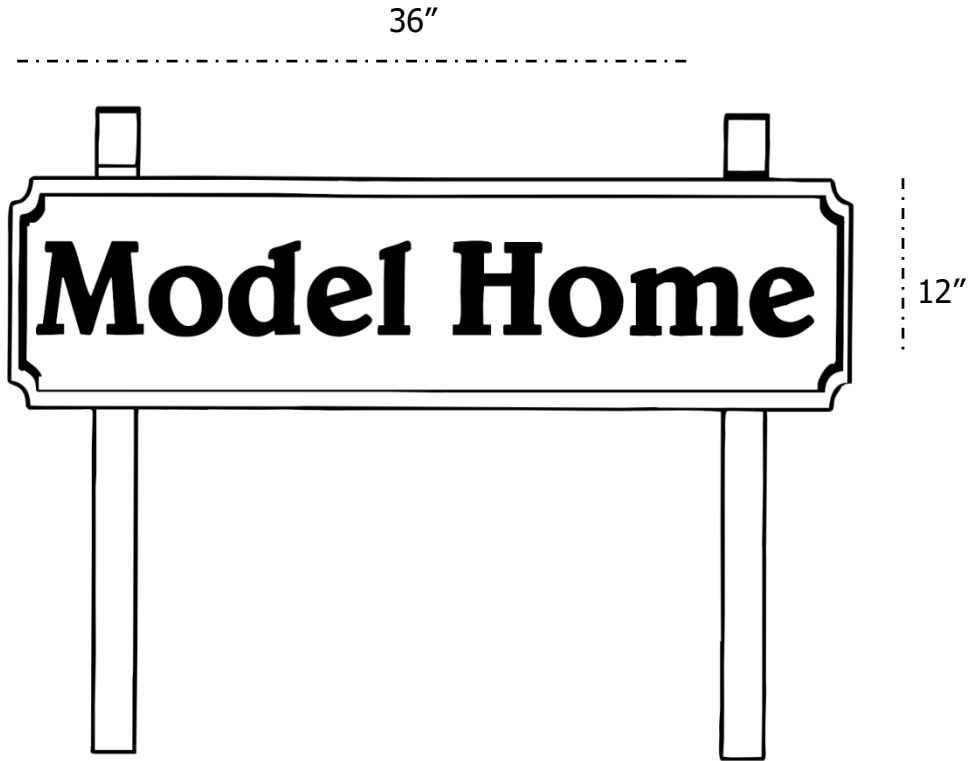


Sign Material – White Coroplast

Lettering 3" – Medium Blue

This is the same design specifications to be used for Estate Sale

**MODEL HOME
SIGN SPECIFICATIONS**



Sand Blasted Wooden Sign

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

Belwe Medium Font – Beige Letters – 3.75" High

IX. CONTRACTOR REQUIREMENTS

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

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

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

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

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

X. DISPLAY OF FLAGS

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

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

All other flags, other than those described above, 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 Board of Directors approval to accept ownership of the lake, which shall be contingent, in part, upon the lake being constructed in compliance with the specifications established by the ARB.

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

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

B. EXISTING LAKES

SOA will maintain lakes existing within the boundaries of the Sandestin community provided that the lakes are accessible and the developer 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.

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 the Sandestin community. Loads must be covered.

In the case of total demolition:

- All utilities shall be terminated at the entry to the property prior to commencing demolition.
- The lot must be restored to unimproved condition by means of grading and 40% revegetation with pine straw covering any bare earth areas.
- If partial demolition is proposed, a drawing must be submitted to the ARB for consideration, clearly showing the area affected prior to commencing work.
- 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, site and lot clearing, 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	Brick Accent

C. Roof Designs

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

D. Service Screening and Miscellaneous Items

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

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

E. Signage

Proposed signage shall be designed to complement the subject building and its surroundings. All signs, including but not limited to those that are attached to the building, monument markers, sandwich boards, wall graphics and menu boxes, must be submitted to ARB 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. NON COMMERCIAL BUILDING GUIDELINES AND STANDARDS

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

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

1. Building Heights

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

2. Building and Accessory Structure Setbacks

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

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

3. Square Footage and Stories

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

4. Finished Floor Elevation

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

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

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

5. Exterior Building Material

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

Stucco
Brick Accent

Wood or Cementitious Siding and Trim
Glass in approved framing

Stone or Cast Stone

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

6. **Roofs**

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

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

7. **Gutters and Downspouts**

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

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

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

8. **Colors**

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

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

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

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

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

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

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

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

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

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

10. Accessory Structures, Detached Greenhouses, and Storage Structures

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

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

11. Porches, Decks, Verandas, and Balconies

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

Stone	Wood	Painted aluminum
Stainless Steel	Stucco	Wrought iron (with rust inhibitor)
Concrete	Composite material	

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

12. Docks

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

- Dock may not exceed in length 1/2 of the edge of the parcel at the bulkhead or rear property line.
- No dock on a lake may exceed in length the lesser of 25% of the width of the lake or 15'.
- No dock on a lake may exceed in width 15'.
- The dock must be situated in a manner to minimize any negative impact on the view of the Bay or lake from the surrounding parcels.
- The dock will be subject to a lighting plan as described in these Guidelines.
- Insect killing devices and other accessories may be restricted.

13. Mailboxes

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

14. Address Identification

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

- Structures shall have the assigned address number displayed at the vicinity of the front door, entry, or a conspicuous place on the structure where it would be in plain view from the street.
- Where the structure is over 50 feet from the edge of the road right-of-way, it is recommended that the assigned number shall also be displayed at the property line adjacent to the walk or access drive.
- Numbers shall be not less than 3" in height and must be of a contrasting color to its background.
- Commercial structures shall have numbers placed on the business sign in front of the building or shopping center and shall also be posted on the building, if applicable.

- Neighborhoods may adopt uniform address identification requirements; however, requirements must be included in the Neighborhood Association documents or Supplemental Guidelines.
- If address identification will be in the yard, details regarding location, size, material, and color must be included in the landscape plan. Lighting will be required.
- If address identification will be located on the structure, details must be included on architectural elevations.

15. **Yard Art**

Yard art is defined as “non-plant material of a decorative nature located in the yard or on the structure.” Yard decorations and exterior artwork must be approved by the ARB. Approval of yard art will be decided on an individual basis as to its appropriateness regarding scale, color, theme, and relation to its surroundings. Relocation of any approved yard art, within the existing property or another property, must be submitted for approval.

Fountains, statuaries or other yard art must be included on the landscape plan and must include all applicable building elevations for review by the ARB. Photos and dimensions of such features must also be submitted with application for approval.

16. **Recreational Equipment**

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

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

17. **Satellite TV Dishes**

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

18. **Fences**

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

19. **Drainage**

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

Special attention shall be given so that surface water does not adversely affect neighboring properties, surrounding wetlands, or roadways. Erosion control must be provided for all major land changes, new construction and prior to any site work. The ARB will review all landscape elements, grade changes, ditches, culverts, or any drainage devices and approval is required prior to installation. See Drainage requirements under New Construction section of these Guidelines.

Upon completion of final grading, it is the responsibility of the project general contractor, in conjunction with the landscape architect or other sub-contractors, as appropriate, to certify

that the grading has been completed in accordance with the approved grading plan on file. A copy of the ARB approved grading plan with the signed certification will be forwarded to the ARB Administrator by the owner/contractor.

20. Sidewalks

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

21. Driveways

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

The maximum driveway width at the intersection of a curb will not exceed 20 feet (20') and must remain 4' from the side property line (unless otherwise specified in the Neighborhood Association Governing Documents or Guidelines) that in some cases may extend through the SOA Right of Way.

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

22. Exterior Lighting

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

23. Air Conditioning Units

Window or through the wall style air conditioning units must be submitted for approval and will be required to be screened from view of the street, golf course, and neighboring homes.

24. Hurricane Protection

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

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 calendar days of the previous storm, hurricane protection may remain deployed until the second or subsequent storm passes, but it must be removed or opened within 14 calendar days of the passing of the second or subsequent storms.

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

- | | |
|------------------------------|--|
| Clear flat panels | Bahama shutters |
| Stainless steel mesh screens | Roll-down with canister |
| Impact glass windows | Other devices may be considered as new technology becomes available. |

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	
Golfview (except 378-379)	All	10	25	45	
	378-379	10	25	30	
Island Estates	All	7.5	20	15	
Island Green	All	10	25	45	2,7,8
Legend Creek	8033-8034	--	--	12	
Merion	3100-3112	20	25	45	2
	3113-3115	25	25	45	2
	3116	25	15	45	2
	3117	25	25	45	2
	3118	15	15	45	2
	3119-3130	15	25	45	2
The Oaks	All	7.5	25	25	2,6,7,8
Pine Valley	2910-2932	7.5	25	35	2,7,8
(Plat supersedes Design Guidelines)	All Other Lots	10	25	35	2,7,8

Building Envelope Guidelines

Setbacks and Easements on Recorded Plats always govern

<u>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 in Supplemental Guidelines</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

<u>Neighborhood</u>	<u>1st Floor Sq. Ft. Minimum</u>	<u>2- Story 1st Floor Minimum</u>	Sq. Ft. Max.
Arrowhead Point	2,800	2,000	8,500 ¹
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

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

XVI. NEIGHBORHOOD GUIDELINE INFORMATION

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

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