

**NORTH SHORE ARCHITECTURAL REVIEW BOARD GUIDELINES  
NORTH SHORE TOWNHOMES HOA**

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## **I. Introduction**

### **General Information**

This document represents the latest Architectural Review Guidelines ("Guidelines" herein) for the North Shore Townhomes Homeowners Association ("Association"). They have been defined by the North Shore Architectural Review Board ("North Shore ARB") as required by the Association in the "Declaration of Covenants, Conditions, Restrictions and Limitations for North Shore Townhomes" ("Documents"), and supersedes all previous revisions.

This document applies to all projects submitted as of the revision date of these guidelines. If re-submittal of a project is required due to the original approval date having expired, the guidelines in place on the date of resubmission will apply.

If any provision of this document is found to be invalid or unenforceable under a particular circumstance, it does not invalidate the provision under other circumstances nor does it invalidate the remaining provisions of the document. The inclusion of any guideline or recommendation herein shall not preclude the North Shore ARB's right to approve or disapprove any proposed project, for any reason.

### **Compliance**

The North Shore ARB is to provide general Guidelines per the Documents (Article X, Sections 2 and 3), which are to be considered and adopted by the North Shore Townhomes Board of Directors ("North Shore BOD" herein). The North Shore BOD has the right to bring any home into compliance with these Guidelines (Article VI, Section 1 of the Documents), which will occur after official notification has failed to motivate the owner to address all violations. In all cases the owner will assume all cost, including but not limited to any fines levied by the Sandestin Owners Association Architectural Review Board (SOA ARB). It is imperative that homeowners take responsibility for making sure their homes are compliant.

### **Nuisances**

The North Shore HOA Rules and Regulations address nuisances within the community. For nuisance issues homeowners should speak with association management. Approval of construction by the North Shore ARB does not imply the negation of any potential nuisance issue resulting from construction or modification project homeowners undertake for their property. In cases during the project that result in a neighborhood nuisance, homeowners will be required to address all issues and will be responsible for all costs associated with any corrections.

### **Improvement Applications**

Homeowners must submit a SOA ARB Exterior Modification Application to the SOA ARB office detailing all plans and specifications for any improvement, repair, structural change or new structure proposed upon any portion of their property. This also includes any changes to existing landscaping/hardscaping or grounds, or other items as described in the SOA ARB Guidelines.

In general improvement applications should include as much detail as possible, including, but not limited to:

- SOA ARB application form available from the Sandestin Owner's Association web site
- The construction plans and/or specifications if applicable
- Proposed landscaping changes or improvements if applicable Drawings showing a rendering of all proposed changes/improvements
- Detailed explanation of the proposed changes, including pictures and/or brochures of any proposed materials, structures, or additions, colors of any surfaces, and dimensional information in respect to the property on which the changes are to be implemented.

The SOA ARB may require submission of samples of building materials proposed for use and may require such additional information and/or plan details as reasonably may be necessary to completely evaluate the proposed changes.

Applications must be submitted to the Sandestin Architectural Review Board for approval. As part of the review process, the SOA ARB will review all applications and engage the North Shore ARB for the review. The SOA ARB Guidelines define a number of additional requirements beyond these Guidelines to which homeowners must adhere. Prior to submitting an application to the SOA ARB, homeowners should review the Sandestin ARB guidelines to ensure proposed changes are compliant.

**Under no circumstances should a homeowner commence work on any improvement prior to receiving written approval from the Sandestin ARB. It is also highly recommended that no materials or supplies be purchased prior to the completion of the approval process.**

Approval or disapproval of any improvement application shall not constitute a basis for any liability of the members of the SOA ARB, North Shore BOD, North Shore ARB, or the Association.

### **Improvement Application Approval Process**

Improvements approval shall be granted or denied based on compliance with the provisions of the Documents and these Guidelines, the materials, harmony of external design with surrounding landscape and structures, the effect of the construction on the outlook from surrounding property and units, and any other factors, including purely aesthetic considerations, which in the sole opinion of the SOA ARB and North Shore ARB and/or North Shore BOD may affect the desirability or suitability of the construction.

The SOA ARB will seek approval/disapproval from the North Shore ARB before considering an application. The North Shore ARB decision will be communicated to the owner and SOA ARB for their review. Owners may appeal in writing a decision by the North Shore ARB to the North Shore BOD for consideration prior to the next SOA ARB meeting.

Final decision on the application will be determined by the SOA ARB and communicated to the homeowner and the North Shore ARB in writing. An SOA ARB decision may be appealed in accordance with the SOA ARB Guidelines. For details on the SOA ARB approval process and meeting schedule, please see the Sandestin Owner's Association web site.

## **II. Architectural Guidelines**

### **Equipment**

All exterior equipment (air conditioners, pool and spa equipment, lighting fixtures, or other mechanical equipment) must remain in their current locations. Plants or other screening options require approval per the approval process.

Replacement of existing equipment does not require approval assuming newly installed equipment generally matches the specification of equipment being replaced and is being installed in the same location.

### **Exterior Lighting**

Permanent exterior lighting must be approved prior to installation. The North Shore ARB will consider each project on a case-by-case basis. Temporary holiday-oriented displays do not require approval.

## Front Doors

Front doors should be 6-panel wood, aluminum or fiberglass doors painted using the designated standard paint and color (see Paint Colors section).

## Garage Doors

Garage doors will be a traditional flat panel design and must be approved prior to replacement. Homeowners should submit a brochure or picture of the proposed new door.

Garage doors should be kept closed at all times except when individuals are working within their garage.

## General Appearance and Upkeep

Homeowners are expected to maintain the quality of the exterior of their homes, including features visible from outside the unit (e.g. screens, shades, blinds, signage, etc.). Damaged or cracked stucco, soffits, soffit vents, balconies, glass, screen porches or other exterior surfaces are the responsibility of the homeowner to repair and maintain. Owners that receive notification of the need for exterior maintenance are expected to immediately repair or correct the situation. Where work may take longer than two weeks to complete, the owner should communicate their plans for correction to the North Shore ARB.

## Exterior Surfaces and Paint

Northshore exterior roofs and surface coatings are the responsibility of the owner. It should be noted that warranties are in place for the surface coatings (paint), roof and fascia that were applied as part of the 2022 renovation program so if there are paint or roof issues, homeowners should communicate any issues to the Condo Association Manager (CAM). The CAM will verify responsibility, whether warranty coverage applies and contact the contractor(s) if needed.

When there is a need for repainting of exterior areas following storms, repairs or other work, it is very important that the designated coating (paint) color, brand and type be used. This is required to make sure the warranty we obtained from the painting contractor as part of the 2022 renovation project remains in effect for all owners. Unfortunately, if a different coating is used, you will be asked to redo your project at your expense.

### Stucco Body and Trim Coatings Specifications

- Spot Prime Coat: Sherwin Williams Loxon Masonry Conditioner Sealer, as needed
  - Primary Coat: Sherwin Williams Loxon XP Masonry Coating
  - Finish Coat: Sherwin Williams Loxon Self Cleaning Acrylic Coating
- COLORS: Greek Villa** (main body light color)  
**Crushed Ice** (accent slightly darker color; also color for back porch columns)

### Wood Trim, Soffits, Fascia, Entry Doors, Perimeter Wall Coatings, Garage Doors Trim

- Primer: Substrate specific primer for any bare or raw areas as needed
  - Finish Coat: Sherwin Williams Duration Exterior Satin Coating
- COLOR: Colonnade Gray**

### Garage Doors

- Primer: as needed with corrosion mitigating priming solution
  - Finish Coat: Sherwin Williams Pro Industrial Acrylic Alkyd Urethane Enamel
- COLOR: Crushed Ice**

### Handrails

- Primer: as needed with DTM Wash Primer.

- Finish Coat: Accessa Invirathane Urethane Semi-Gloss Coating  
**COLOR:** must match existing white.

#### **Roof Panels**

- Petersen PAC-CLAD, SNAP-CLAD .032 aluminum panels, with striations  
**COLOR: Granite**

#### **Gutters**

- Product: Norandex aluminum  
**COLOR:** HG-A2, MC Harbor Grey; EP Greystone; RL Harvard Slate

### **Landscaping Guidelines**

Homeowners are not allowed to install landscaping (plants, bushes, trees, walkways, walls, posts, lighting, etc.) without prior approval. Please submit a general drawing of changes and applicable details via the Exterior Modification Application process described above. Note that the SOA ARB places added restrictions on permitted landscape which may also impact approval. See the SOA ARB guidelines for details.

If trees are removed, stumps must be ground down to grade level so as not to be visible above existing foliage and ground cover. Similarly, any removed landscaping should be removed to grade level.

### **Miscellaneous Exterior**

- Window awnings — window awnings are not allowed.
- Window shutters – window shutters are not allowed.
- Address numbers — all homes should maintain the designated standard address number for the property.
- Reserved parking signs – all homes with designated parking should maintain the designated standard sign
- Satellite dishes – satellite dishes are not allowed.
- Outdoor furniture – furniture should not be left outside overnight. While in use during the day, furniture should remain within the area immediately behind the unit so as to not impact sight lines of adjacent properties.
- Decorative lights, other than holiday lights, are not allowed without approval
- Yard Art – yard art is not allowed without approval
- Planters, hanging pots, wreaths, wall hangings and other decorative displays are not permitted without approval. Holiday decorations are allowed.

### **Screened Patio Enclosure**

The North Shore ARB will consider the enclosure of screened porches as interior living space. Owners must submit their plans for any enclosure for prior approval as described above.

### **Rear Patio Additions**

The land outside the back patio doors is HOA common area on all units, both interior and end units. End unit owners, however, do own the parcel of property to the side of the unit. The North Shore ARB will consider requests for the addition of a patio outside the rear-facing exit door (side away from the parking lot). Exit could be from a screened porch, or rear exit door if the porch has been enclosed. Any such change must be submitted for approval. The North Shore ARB has established some general guidelines for size and shape to assist owners, but each building and unit has unique backsets, land availability, landscape and door configurations that will need to be evaluated individually. It is possible that a particular property may not be approved due to location limitations. Owners must submit their plans for any new or modified patio for prior approval.

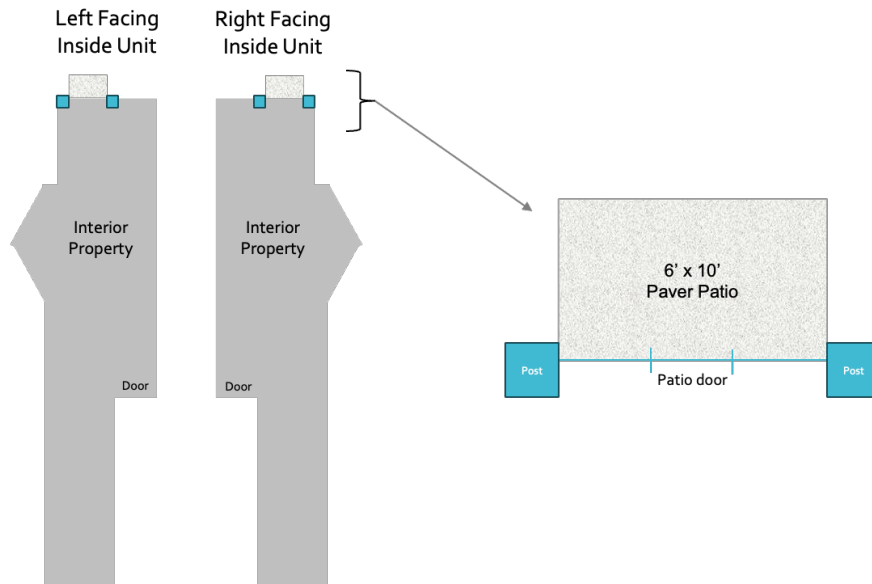
Existing or new patios are to be maintained by the owner to remain clean, level and without broken surface material. Surfaces that no longer meet these criteria should be repaired or the problem area replaced. If greater than one quarter (25%) of an existing patio is being replaced, the owner must follow the then current patio guidelines and submit for approval.

**Patio Guidelines**

**Steps** - steps are allowed for access from the porch or unit (if enclosed) to ground level. Elevations vary but typically require one or two steps to reach ground level. Steps should be poured concrete, with a width no wider than the balcony columns and meet local code requirements. Decorative pavers or other surface treatment may be added to cover the concrete steps.

**Surface** – Concrete pavers suitable for patios and driveways are the preferred surface for the patio additions, professionally installed using substrate consistent with that used for driveways and roadbed. A design utilizing a uniform size or including multiple size pavers is acceptable. Different manufacturers use different color descriptions, but the required color choice is within the light gray color family (slate, granite, gray, etc.). A manufacturer example available in the local area (as of this revision date) is Belgard pavers. Exterior Modification Application must specify the material intended to be used, the color and the pattern. A sample may be requested if the product is unfamiliar.

**Interior Unit Patio** – patio size is to be approximately 6 feet by 10 feet and is to align with the balcony columns, which are approximately 10 feet apart. Patios should be installed at ground level where the material used is embedded so the patio surface is flush to the grass and not above ground. Example:



*Figure 1 - Interior Unit*

**End Unit Patio** – patio size is to be approximately 6 feet out the back door by 10 feet wide, aligned with the balcony columns like the interior units. However, end units in each building have included as part of the unit’s property ownership deed for the land to the east or west of the unit (toward the side with the front door). End unit owners are allowed to extend their patios around to the side of the building to include a portion of their property. Patios should be installed at ground level where the material used is embedded so the patio surface is flush to the grass and not above ground. Example:

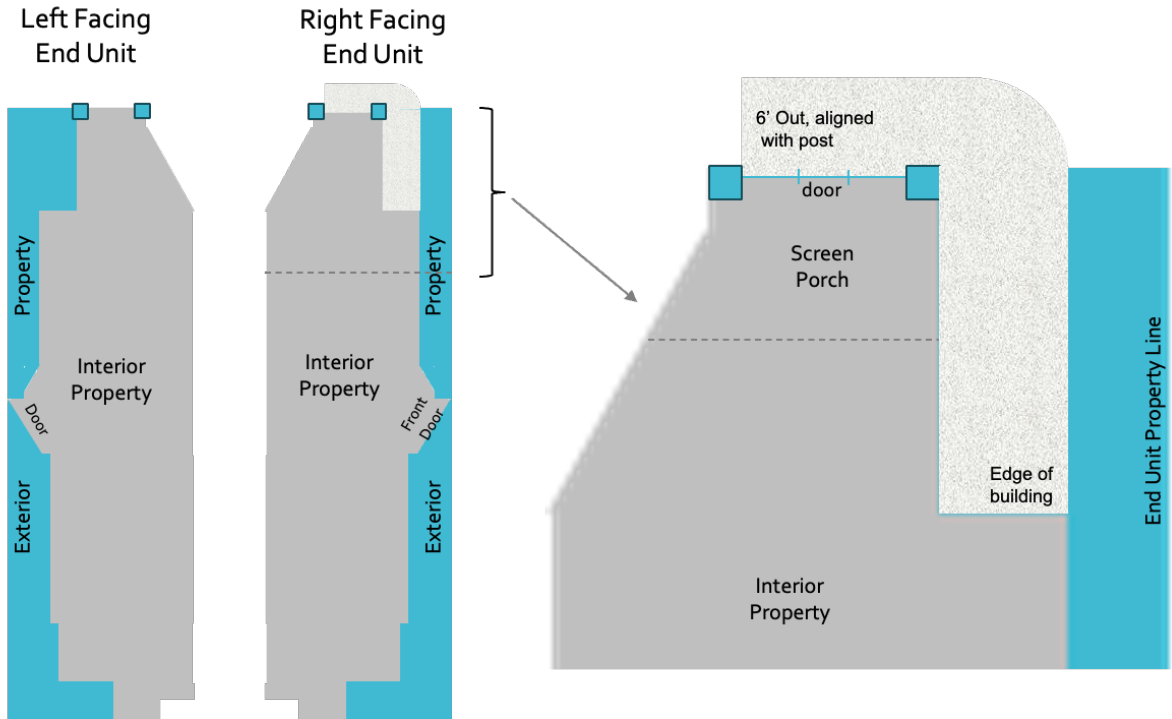


Figure 2 - End Unit

### Window Frames

Window must have white exterior frames and be consistent in style with the window(s) being removed.

### Mailboxes

Mailboxes for North Shore are provided for each unit in the USPS cluster mailboxes near the property entrance. No additional private mailboxes are allowed.

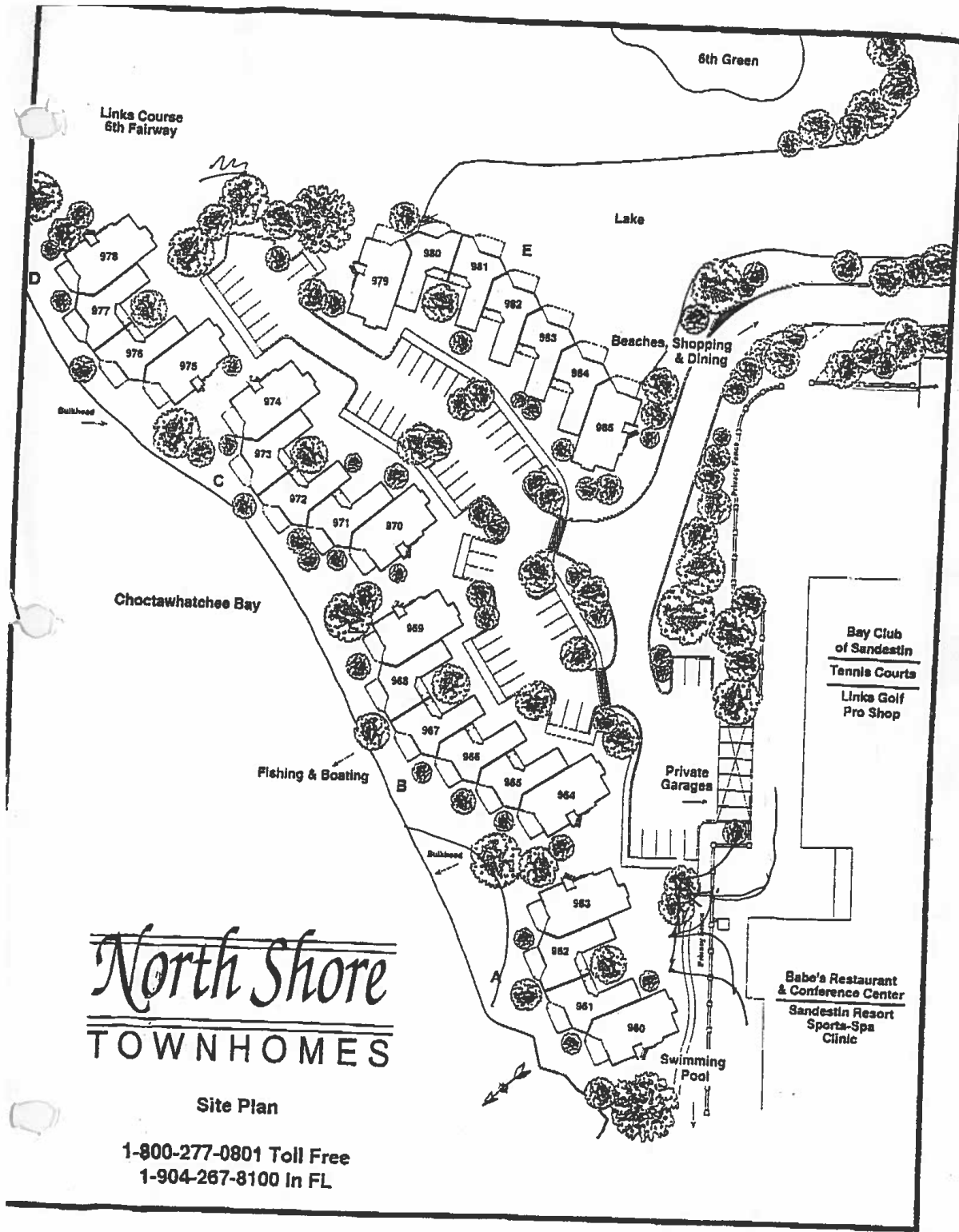
### III. Revision Date

**September 27, 2024**

- (paint color correction April 29, 2026)

Attachments

North Shore Site Plan



*North Shore*  
TOWNHOMES

Site Plan

1-800-277-0801 Toll Free  
1-904-267-8100 In FL