

FLAGLER BEACH WEST

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Polo Club West

ARC Guidelines 2012

INTRODUCTION

I. ARCHITECTURAL REVIEW PROCESS

The natural environment has been immaculately preserved to retain the beauty of old world Florida. The abundant forest with towering oak trees and natural vegetation has created a setting uncommon in the local community. These features combined with waterfront home sites along the Intracoastal and Bulow Creek make the Flagler Beach Polo Club West one of the finest environmentally sensitive communities in Florida.

Great care has been taken in planning, design and construction phases to insure aesthetic harmony within the Flagler Beach West Polo Club. To this end, it is of the utmost importance that this special character not be compromised by housing designs that are improperly conceived, unresolved or poorly executed.

For this reason, an Architectural Review Committee will review all construction, design and plans for:-

- Consideration of primary site design
- Sensitivity to the special landscape features
- Excellence in architectural design

The Architectural Design Standards have been established to provide property owners, architect and contractors with a set of parameters for the preparation of their drawings and specifications.

By encouraging quality and attention to detail throughout the community, the aesthetic harmony, natural tranquility and overall property values at the Flagler Beach Polo Club West will be enhanced and preserved through the Architectural Review Committee and these design guidelines.

II. ARCHITECTURAL STYLES

It is not the intent of these guidelines to dictate specific architectural styles that must be used within the community, but rather to give property owners, their architects or designers a set of guidelines that will make the entire community a more attractive place to live.

The goal of these guidelines is to encourage a community of individual outstanding architectural statements that when viewed together produce an equally outstanding community environment.

The architectural designs should be customized for each lot to maximize the natural features that exist. Traditional styles that such as Georgian, Federal, Victorian, Old Floridian, Southern Colonial, Tudor, English Country, French Country or Louisiana Southern are preferred.

III. DESIGN GUIDELINES

It is desirable for the homes of our community to exhibit the individuality of their owners as well as adhere to the guidelines of their selected architectural style. However, it is also important that they observe basic design principles inherent in good architecture. The following are some questions that the property owner and design team should consider when developing the design of the home site:

- Is the residence located on the site in a sensitive manner with minimum disruption to the natural topography, vegetation, and unique site features?
- Is there a consistency in the site planning, architecture, and landscaping?
- Is there a sensitive interpretation of the architectural style within the constraints of budget and site?
- Are the specific features of the architecture well developed and carefully detailed?
- Have the features been researched to resemble a certain degree of authenticity?
- Is there an intelligent selection of details related to a well designed floor plan?
- Is there a consistent scale used throughout the design of the residence?
- Each element should be designed in proportion to the other designed in proportion to the other design elements. Will the various building materials allow for a pleasing and harmonious exterior appearance to the residence? Are the building materials used logically?
- Are the colors appropriate and used with restraint?

IV. HOME DESIGN

A. FEATURES

1. The main entrance should have a sense of prominence that is reflected in the design. The entry should be sheltered on the exterior and include a pair of door either with or without sidelights. If a single door is preferred, sidelights are then required. The main entry should contain more detail than other openings but remain consistent in styling
2. Consistency of detailing on all elevations should be maintained. Windows and doors should reflect restraint in the number of types, styles and sizes. All openings should be articulated with the use of shutters, flat or arched lintels, projecting sills or surrounds. If shutters are used, only real shutters are acceptable with the appropriately designed and detailed hardware.
3. Bay windows are to be carried down to grade or express visual support of a cantilevered condition. When bay windows are stacked in a two-story configuration, all blank panels between facets should be articulated.
4. Masonry or stone facing used as a veneer material on the front of a residence should return around a corner to a logical point of termination such as an inside corner.
5. Quions, when utilized in the design, should be expressed on the front and side elevations.
6. Roof forms should be well organized and demonstrate the same character on all sides of the residence. The main roof should be a minimum 6 vertical to 12 horizontal pitched roof, either gabled, hipped, or a combination. Eave lines should align wherever possible. Eaves and rakes should be articulated by multiple fascia. All roof structures such as attic, dryer and plumbing vents, gutters, etc, should be treated to match the roof color or appropriate material. Venting should be installed to the rear of the roof line.
7. Skylights are permitted only if they are flat, glazed and curbed and do not appear on the residence's front elevation. The finish must match the roof color.

8. Flue pipes are required to be encased with a chimney enclosure of masonry or stucco and supported by a foundation at grade when located on an exterior wall.
9. A raised deck and its supports should incorporate materials which relate to the residence such as brick, stucco, or stone. Columns 12" x 12" built with the same material as the house are encouraged. If wood posts are used they should be a minimum 6" x 6" with base and capital detailing. The deck railing design should be creative and unique.
10. Garage doors are preferred to be raised panel doors. We do not encourage glass to be used in the garage doors. Please indicate on the building elevations and the application form the intended garage door material, color, and finish.

B. BUILDING MATERIALS

1. Exterior walls may incorporate brick, stone, Hardi Plank Siding, stucco, synthetic plaster (e.g. Dryvit) or wood (when used in combination with brick, stone or stucco). Fiberboard and vinyl siding is not permitted.
2. Appropriate roofing materials include cedar shakes, cedar shingles, slate standing seamed metal, tile and laminated heavyweight composition shingles (e.g. Architect 80, Timberline). Standard 3-tab shingles or barrel tile are not permitted.
3. Windows and doors should be made of wood or vinyl-clad wood or aluminum clad wood. All true vinyl windows will be reviewed on a case-by-case basis. Glazing must be clear or gray tinted.

C. GARAGES

Side loading garages are preferred on each lot. Any proposed front loading garages will require enhanced architectural detail and landscape screening. A three-bay garage is recommended when the residence contains more than three bedrooms and four car garages are suggested for homes with five or more bedrooms. For side loading garages the Architectural Review Committee requires adequate screening using either landscaping, a wall, fencing or a combination of these. A minimum 28' back up distance is required for the garage turnaround area with 3' buffer to the property line. Guest or visitor parking areas should be provided and defined. Driveway slopes should not exceed a 14 % grade.

D. EXTERIOR LIGHTING

Exterior lighting fixtures will be noted during final inspection and must be of a quality, style, and proportion appropriate to the design of the home. No utility light fixtures (flood lights) are permitted in any location except under the eaves. Night lighting and security lighting must not impede upon your neighbors' privacy.

E. SOLAR ENERGY AND SKYLIGHTS

Although many of the techniques and hardware of solar energy are still in the development stage, the application of the principles of solar design should be carefully considered in the planning and construction of all residences in the community. Solar collectors must be aesthetically incorporated into the design forms when exposed to view and hidden from view whenever possible. Solar collection devices and skylights are restricted from the front elevation of the residence. Only flat, glazed, curved skylights are permitted but are restricted from the front elevation of the residence. Finish must match the roof color. Visible solar collector panels should be carefully designed to relate to the architectural mass on which they are placed. When collectors are placed on the roof, they should be raked at the same pitch, treated, and detailed to be as unobtrusive as possible. The Committee will discourage or require re-submittal of any collector of any size, shape or color that is insensitively designed or located. All solar equipment should be adequately screened and treated to protect adjacent views in some fashion acceptable by the Architectural Review Committee.

V. SITE DESIGN

A. PLANNING

Accurate site plans reflecting the requirement in these Design Guidelines are mandatory. If a Flagler County site plan is also required, the property owner's site plan will not be reviewed unless it corresponds with the Flagler County site plan.

The siting of a house is critical and important design decision. The site plan concept developed for each homeowner should reflect functional needs but also be sensitive to the individual site's unique characteristics as well as the surrounding community. Each residence will be seen from many different views as it relates to the environment. It is therefore important that the siting and three-dimensional characteristics of each home be carefully studied.

In order to accurately assess the design opportunities of each home site an individual site survey must be conducted. The site survey should determine the site's topography, locate significant trees, and pinpoint unique site characteristics. While the site survey is being conducted, a study of the design opportunities of the site should also be considered. This study merely involves walking the site, locating the best views to and from the home site, relationships to adjacent home sites and structures, dominant solar orientation, prevailing breeze, soil conditions, vegetation type and quality, and any other special site features worth noting. During the site analysis, a good feel for the existing terrain should also be taken into consideration. Therefore, detailed site planning of the proposed site structures and their

elevations can be understood in relation to the existing terrain. With the information provided by the detailed site analysis the design team can effectively optimize the design opportunities of the site.

B. SITING

The Architectural Review Committee shall consider each site independently but shall give extensive consideration to each individual plan's impact upon adjacent home sites and view corridors. Care must be taken to locate each structure, whenever possible, so not to infringe upon adjacent structures and home sites, view corridors and natural amenities of the area. Consideration in this regard includes the following:-

1. Topography of the site and surrounding home sites.
2. Distant and intimate views from the home site.
3. Distant and intimate views of the home site from adjacent lots and trails. If applicable.
4. Existing vegetation type and quality.
5. Existing water and drainage patterns.
6. Driveway access.
7. Height of proposed and adjacent structures.

C. DESIGN CRITERIA, GRADING AND EXCAVATING

The design and development concepts of the community call for the utilization and enhancement of the existing natural environment. The Architectural Review Committee is particularly conscious of site design and potential, seeking to insure that each residence works with the natural site features and existing terrain of the home site and the overall community in the best possible manner. It is important to remember that the beauty of our community is the land and its natural features, and the architecture should complement and enhance this natural beauty.

In order to ensure compliance with this philosophy, as part of the final design submittal, a grading plan is incorporated with the site plan eliminating the necessity of a separate document. Grading approval must be obtained from the Committee prior moving or removing any dirt from any home site. Absolutely no grading whatsoever shall be permitted without first obtaining authorization.

All grading reviews shall be subject to the jurisdiction of the Architectural Review Committee and considered individually for each home site. Recommendations or demands will be based upon individual site location, terrain, soil conditions, vegetation, drainage, proposes cuts and fills, and to any other the Committee determines impact upon the site grading.

D. DRAINAGE

All new construction must adhere to the St. John's River Water Management District (SJRWMD) requirements for the Vegetative Natural Buffer (VNB) area on the property. A SJRWMD approved vendor must submit plans and photographs of the VNB to SJRWMD and receive approval prior to the start of any construction. Once construction is complete, final approval from the SJRWMD is required before the construction deposit can be returned.

Drainage considerations for individual home sites play an important part in the ecological balance of the community. Water runoff for each individual building site must be handled by adequately sloping all areas so that the runoff can be directed to the natural drainage areas or storm drainage facilities. Water runoff and control is the responsibility of each lot owner. By creatively incorporating the drainage plan into the site plan and proposed landscaping, what once might have been a site problem can possibly become an amenity.

E. VEHICLES AND OUTSIDE EQUIPMENT

All boats and recreational vehicles must be kept in a garage or other structure designed to harmonize with the architecture of the residence. The Architectural Review Committee must approve the locations of all recreation equipment, playground sets or yard structures before installation. Basketball goals of clear acrylic backgrounds are strongly encouraged. If garage space is insufficient for the storage of trash containers, outside enclosures must be screened by fencing or landscaping approved by the Architectural Review Committee.

F. WALLS AND FENCES

Walls and fences should be considered as an extension of the architecture of the residence and a transition of the architectural mass to the natural forms of the site. All walls and fences should be designed to be compatible with the total surrounding environment and not block views of natural areas. Special consideration should be given to the design, placement, impact and views of the wall or fence from neighboring home sites. Fences and

wall should be considered as design elements to enclose and define courtyards, pools and other private spaces, provide security and relate building forms to the landscape.

All walls and fences must be approved by the Architectural Review Committee prior to installation. It is recommended that walls be constructed of solid masonry and faced with those materials as found in the architecture of the residence. All fencing will be black in color unless wood is the preferred material. PVC fencing will be approved on a per case basis. Maximum height of walls and fences is 6' behind the setback area at the rear of the house and 6' at the sides and front within the building setback area. All fencing must comply with those regulations which may be imposed by the local governing agency. Retaining walls which attach to the residence should utilize the same material as the wall that they adjoin. Cross-tie timber wall may be used if set apart from the residence.

G. POOLS. THERAPY POOLS AND SPAS

The size, shape and siting of pools must be carefully designed to achieve a feeling of compatibility with the surrounding natural and man-made environment. The location of swimming pools, therapy pools and spas should consider the following:-

1. Indoor/outdoor relationship
2. Setbacks
3. Views both to and from the pool area
4. Wind
5. Sun
6. Terrain (grading and excavation)
7. Fencing and privacy screening

Pool decks may not encroach into the setback area. No encroachment is permitted into a wetland or waterline easement. Pools are restricted from the front elevation of the residence. Pools located within the archeological site require special methods of construction. Refer to archeological sites covenants, conditions, and restrictions. Pool and equipment enclosures must be architecturally related to the residence and other structures in their placement, mass and detail as wells as screened or treated so as not to distract adjoining property owners because of noise or view.

A final survey is required prior to final inspection on a home with a pool and/or fencing.

H. TENNIS COURTS

Tennis courts will be permitted only when they can be constructed so as not to infringe upon view corridors and be naturally screened from adjacent home sites. A site plan showing the tennis location with proposed grading and screening shall be provided for review by the Committee. Minimum setback for a tennis court from any property line is fifteen feet (15'). Design and color of fencing material should blend naturally into the surrounding area and plant materials added to soften the visual impact. Fencing should be vinyl coated chain link dark green or black in color. Windscreens should be kept to moderate heights. Surface colors should be restricted to colors such as blacks and greens and not be highly reflective. Night lighting of tennis courts is permitted if the light does not intrude on adjacent residences. Lights must be turned off by 10:00 p.m.

I. LANDSCAPE DESIGN

The community of the Flagler Beach Polo Club West has been planned utilizing the natural elements as much as possible. Various hardwoods are quite prolific within the community, and it is the intent of the Architectural Review Committee to maintain this landscape integrity. The determining factor of good landscape design should always be the architecture and location of the residence. The Architectural Review Committee will take into account various relationships of house to house views, prevailing breeze, solar orientation and other amenities in making decisions in regards to specific landscape plans. To ensure that the overall beauty of the community is preserved and enhanced, the Architectural Review Committee has the authority to approve or disapprove landscape plans for individual residences.

A fundamental portion of the design criteria is the need for gardens and lawns to harmonize with the native vegetation, terrain and natural beauty of the community. Throughout the Flagler Beach Polo Club West many fine native, mature, specimen trees exist. Many are in prominent view from the street giving them special significance. In order to take a positive step toward the recognition and protection of such trees the Architectural Review Committee requires approval to remove any tree on any home site with a 6" trunk diameter of six (6) inches or greater at four and one-half feet (4.5) above natural grade. Owners will be encouraged to landscape their lots with plant material which is indigenous to the area and leave untouched as much as possible the existing vegetation and natural amenities.

The landscape plan must be submitted and approved no later than prior to installation of drywall. However, it is encouraged that the landscape plan be submitted and approved along with the final plan approval to avoid any

unnecessary delay and expense. The landscape plan must show all proposed site structures and features including driveway and turnarounds, walks, patios, decks, fences, pools, spas and any other site features. Utility trash, air conditioning and other visual screens should also be noted. Existing vegetation to remain should be specifically located and described. Accurately describe on the plan all proposed planting as to location, type and quality. A complete plant list is required indicating the size, quality and spacing of the proposed plantings. Phase planting will be permitted only after the initial requirements are met. Areas to be mulched or planted as a lawn should be shown. Mulching, preferable with pine or cypress mulch is required for all planted areas and ten feet (10') from any structure, lawn, or plantings. The mulched areas provide a smooth transition to the existing natural vegetation. In addition to the rules imposed by the Architectural Review Committee, Flagler County has ordinances protecting trees, wetlands, and detailing minimal landscape requirements. It is imperative that these regulations are confirmed by the homeowner or their agent prior to proceeding with any project.

The landscape plan should take into consideration the plants' quality and hardiness, as well as proper distance from and relationship to their backdrop. Dense evergreen landscape (such as Ligustrum, Leland Cypress, Holly, (etc.) is required along the driveway where a side entry garage is located and must be at least three feet (3') from the curb, including easements and rights-of way, and evergreens must completely conceal transformers and utility meters. An irrigation system is mandatory in order to maintain a quality landscape throughout the year.

Dead or diseased trees and limbs beyond the clearing area are to be removed by the builder. Even after approval of the plan, the Architectural Review Committee reserves the right to request additional or replacement plantings if deemed necessary during the final inspection.

The Architectural Review Committee will take into consideration all elements of the individual landscape plan and plant materials selected in the approval process. In addition to the already established natural vegetation, many other plant types will be acceptable for use within the community.

VI. REMODELING, ADDITIONS, IMPROVEMENTS

Remodeling and additions to existing improvements are required to follow the same guidelines as new construction. All criteria governing site location, grading and excavating, structures, roofs, landscape and aesthetics will remain the same as the previous submittal. Particular concerns of the Architectural Review Committee will be setbacks, height limit, skylights and solar collectors, recreational features, lighting, antennas

and satellite television. An approval from the Architectural Review Committee is required for remodeling and additions just as it is for new construction.

- A. Any plans submitted to the Architectural Review Committee for remodeling (i.e. Room additions) (i.e. Pool) or improvements (i.e. significant landscape improvements) will require a \$2,500.00 construction deposit and a \$250.00 Architectural Review Committee review fee.
- B. If no violations occur during the course of construction and all work is per the approved plan, the construction deposit will be refunded after the final inspection.
- C. All remodeling additions and improvements are required to follow the same guidelines as new construction.

VII. PRELIMINARY DESIGN REVIEW

The Architectural Review Committee encourages those who are building in the Community for the first time to participate in the preliminary design review. Although not required, the preliminary review may help avoid unnecessary expense and delay by hastening later phases of the review process. A meeting to review preliminary design sketches may be arranged at the request of the property owner or owner's agent by contacting the Architectural Review Committee at (386) 439-0134. The Architectural Review Committee will review with the owner or agent the design approach to confirm the intent to follow the design concept. In order to fully utilize the preliminary design review, a completed site plan and the architectural drawings as outlined in the Design Review Procedure should be included in the preliminary plan submittal. The plan submittal should also include a completed application for approval and the design review fee.

VII. DESIGN REVIEW PROCEDURES

The Architectural Review Committee has developed a standard method of arranging drawings submitted for review. Plans should be submitted for review on 24" x 36" maximum sheet size with the application form bound to the upper left-handed side of Sheet One, be in the order as stated below, and consist of the following, information. Please forward all submittals to:

Architectural Review Committee, FBPC-West

411 South Central Avenue

Flagler Beach, FL, 32136

A. STAGE ONE: APPLICATION

The lot owner shall submit the application form, review fees and bond at the time of application to the address stated above. Unqualified builders must present a resume, referrals, and addresses of recently completed comparable houses to the Architectural Review Committee at this time. The first submittal should consist of the following plans. And the site should be staked indicating the location of the proposed home.

SHEET ONE:

SITE PLAN 1" = 20' (minimum)

- a. Existing topography and proposed finish grades, significant trees, unique site features, and extreme site conditions should be located on the plan.
- b. First floor elevation and curb cut elevations must be indicated with respect to site spacing and grades.
- c. Driveway, mailbox, curb cut locations, sidewalks, patios, entry walks, and air conditioning and garbage enclosures are to be located and drawn to scale.
- d. Front and rear deck size, if applicable, and location with stairs to lower grade should be indicated. Columns for the deck at the lower level should be located on the first floor plan.
- e. Indicated garage back-up distance (minimum 28') with 3 feet between edge of concrete and property line. Fencing and /or heavy evergreen landscaping is required between driveway and property line and along the turnaround area, and must be a minimum of 4' in height.
- f. The plan should illustrate all proposed structures, improvements, fencing, building lines, easements, setback lines, buffers, and archeologically sensitive sites.
- g. Retaining wall locations, size, designs, height, and finish must be indicated. Retaining walls connecting to the house must be concrete and faced with the finish of the residence's exterior walls with which the retaining wall comes in contact. Crosstie timber walls may be used if set apart from the residence.
- h. Landscape plans are an integral part of the site plan. However, they can be submitted at a later date, landscape plans are encouraged to be part of the initial design reviews submittal. They must be approved prior to drywall installation. The landscape plan will show size, spacing, quality and quantity of plants drawn, sized and spaced to scale. A plant list is required with the landscape plan.

SHEET TWO:

FIRST FLOOR PLAN ¼" = 1'0"

- a. Walkout rooms are to have indicated windows, doors, patio areas, stoops, size and location for deck columns, retaining walls and all interior spaces.
- b. The first floor plan should correspond with site plan orientation.
- c. Decks, patios, stoops, retaining walls, trash enclosures, air conditioning, utility screening, front entry step with sizes, materials and finishes, driveway and turnaround, walks, and all interior spaces should be located and drawn to scale.

SHEET THREE:

SECOND FLOOR PLAN ¼" = 1'0" (If Applicable)

- a. The second floor plan should correspond with site plan orientation.

SHEET FOUR:

THIRD FLOOR PLAN ¼" = 1'0"

- a. Indicate and draw to scale lower roof projection, roof overhangs, chimney locations and interior spaces.
- b. The third floor plan should correspond with the first floor plan, second floor plan, and site plan orientation.

SHEET FIVE:

ROOF PLAN ¼" = 1'0"

- a. Indicate all roof areas and corresponding slopes.
- b. Indicate and label the roof material color. Although not required until prior to drywall installation, the roof material and color are an important part of the building façade and are carefully considered during the design review process.

- c. Label and locate all roof vents, projections, skylights, and solar collectors. All roof vents, projections, and other structures protruding from the roof's surface should be treated so as to appear the same color as the roof material. Skylights and solar collectors are not permitted on the front roof elevation.

SHEETS SIX AND SEVEN:

BUILDING ELEVATIONS ¼" = 1.0"

- a. All elevations must be detailed to articulate material, color, finish, window types, trims, and fascia details. The proposed finish grades against the proposed finish grades against the elevations must be indicated, along with AC condensing and trash screens, decks, and stairs.
- b. The elevations should indicate maximum height. Maximum height permitted is forty feet (40) taken at the mean average of the roof pitch from the published finished floor elevation, which is found in the covenants, Conditions, and Restrictions.
- c. The elevations should correspond with the floor plans and site orientation.

SHEET EIGHT:

DETAIL AND SCHEDULES

Scale as required.

- A. FOUNDATION SURVEY CONDUCTED, SEALED AND SIGNED BY A REGISTERED SURVEYOR, MUST BE SUBMITTED BEFORE FRAMING CAN BEGIN.
- B. **STAGE TWO: REVIEW**

Upon receipt of all documentation and plans the review process will begin. Comments will be available for pickup within 10 days of receiving a completed application submittal package. At this time, a meeting may be scheduled between the lot owner, the builder or agent, and the Architectural Review Committee to review the specifics of the project.

- C. **STAGE THREE: FINAL DESIGN REVIEW**

The final design review should be the most simple and straightforward of the design reviews. The final design submittal should incorporate all of the requirements of the Design Review Procedure and other portions of the

Design Standards as well as comments from previous meeting and design reviews. Upon final agreement of the items required to be modified as indicated on the final submittal, all parties shall affix signatures on the comments sheet attesting to the agreement. One set of documents will then be returned to the property owner: "Approved as Submitted," "Approved as Noted," or "Resubmit." Only items requiring extensive modification will necessitate resubmittal.

To insure compliance with all comments noted on the site plan and drawings during the Architectural Review Committee's preliminary and final reviews, no approval for clearing will be granted until the property owner or owner's agent has signed for and picked up the drawings from the Management office. Any resubmittal of plans resulting from Architectural Review Committee review must be completed before clearing can be approved. As mentioned in the plan description portion of the Design Review Procedure, residence color scheme and landscaping are not required at the final plan approval; it is however strongly encouraged to make them a part of the final plan review. Preliminary and final approval of the color scheme and landscaping can occur while the residence is in the initial stages of construction but must receive final approval prior to the installation of drywall.

The Architectural Review Committee will retain the final drawings and approval for a maximum on hundred eighty (180) days subsequent to approval. If work has not started or a continuance received by the lot owner or owner's agent within the above time period the approval will then automatically expire. A re-application and re-approval, subject to any new regulations, will then be necessary to begin construction. Once final approval has been granted the lot owner may stake the lot for a clearing inspection.

D. STAGE FOUR: SITE INSPECTION AND CLEARING

After final plan approval, the lot owner or owner's agent shall request the Architectural Review Committee to make a site inspection prior to the lot clearing and construction. Upon request, the lot owner or owner's agent must submit all construction permits as requested by local, state, and federal agencies. The owner or owners agent should clearly stake the proposed house and property lines, drive, patio, walk, and if applicable, pool location. Staking shall be with a continuous ribbon encircling the area to be cleared and any additional trees to be cleared outside the encircled area shall be ribboned individually or in groups. Failure to stake/ribbon the lot clearly may result in additional review fees being withheld from the construction deposit. The purpose of the site inspection is to insure compliance with the approved plans and to prevent any unnecessary damage to specimen trees and other unique site features. Inspections shall be made within two (2) working days of the request, however, it is preferred that they be scheduled for Tuesday or Thursday afternoons. Authorization to

proceed with clearing and construction will be issued immediately after inspection. To arrange for a site inspection, contact the Management office.

Along with the request for a site inspection a \$2,500.00 construction deposit must be submitted; checks should be made payable to Flagler Beach Polo Club West Homeowner's Association, "Construction Deposit". The purpose of the deposit is to ensure a clean job site, overall community appearance, and that the residence is built according to the approved plans. The General Construction Rules for the Flagler Beach Polo Club West is hereto attached. Weekly inspections of the job sites and community by the Architectural Review Committee Coordinator and Home Owners Association will keep the Committee informed of any violations with the community. A written five-day notice will then be issued to the property owner or owner's agent to correct the violation. If the violation has not been corrected within the five-day period the condition will be amended by the Flagler Beach Polo Club West and charged to the property owner. The amount will be deducted from the construction deposit until the deposit is exhausted, at which time the lot owner will be billed for any additional expense. Maintaining a clean and orderly job site within the community is one purpose of the construction deposit. The other reason for the deposit is to insure that the home's exterior and landscaping are built according to the approved documents. The design review process aids in creating a quality community and maintaining property values. Deviation from the approved plans and Design Standards defeat the purpose of the review process. Primarily concerned with the home's elevations, the site plan's structures and their locations, and the landscaping design, the Architectural Review Committee will watch the home closely to insure that approved plans are being accurately constructed (for example, that window grids and designs are installed exactly as indicated on the approved plans). If no violations occur during the course of construction and compliance is made with the final inspection letter (see Final Inspection), the construction deposit will be returned in full.

E. FINAL INSPECTION

Within 30 days of completion, the Architectural Review Committee will conduct a final inspection, sending a certified letter to the builder (with a copy to the owner) listing any changes required to bring the home into compliance with the approved plans. If corrections are not made within 60 days, the construction deposit will be forfeited, and the affected builder will be suspended from the Builder Program. The owner/agent is responsible for compliance with the Design Standards and for any items listed in the final inspection letter.

F. LOCAL, STATE, AND FEDERAL PERMITTING

Approval by the Architectural Review Committee does not grant the lot owner permission to proceed prior to having obtained the required permits of local, state, and federal agencies.

G. COVENANTS, CONDITIONS, AND RESTRICTIONS

The Architectural Design Standards is a tool to assist the lot owner in the design of the home and the site, Additional requirements for construction are found in the Covenants, Conditions, and Restrictions. It is imperative through review of these Covenants, Conditions, and Restriction be made prior to any plan submittals or proceeding with construction.

GENERAL RULES FOR ALL FLAGLER BEACH POLO CLUB WEST CONTRACTORS, SERVICE PERSONNEL, AND LOT OWNERS.

The following rules apply to all employees of Flagler Beach Polo Club West, contractors and service personnel while on the Flagler Beach Polo Club West premises. Any questions or concerns may be directed toward the Architectural Review Committee, Management office (386) 439-0134.

1. All contractor personnel are required to enter and leave through the designated construction gate, if applicable.
2. The construction gate will be open from 6:30 a.m. until 6:30 p.m. Monday through Saturday. If it is necessary to move special equipment/deliveries on Sundays when the construction entrance is closed, we will open it by special request with 24 hours notice.
3. During the time the construction entrance is closed, personnel may use the main entrance.
4. Contractors are required to keep the job site neat and clean as possible. Trash and discarded materials, such as lunch bags, cans and odd materials, must be removed daily. All debris stockpiled for removal should be located in the rear of the residence. Stock piling of trash or any material on adjacent lots or streets is not permitted. If trash and debris on the job site becomes a noticeable problem, notification to the reponsible party will be given by the Architectural Review Committee to clean up the site with

five (5) working days. If after the 5-day period the site has not been cleaned-up, the Flagler Beach Polo Club West will remove the debris and charge the property owner.

5. Proper erosion control is the responsibility of the contractor. Adequate silt fencing and gravel at the entry drive must be properly installed and maintained. The streets should be kept free of mud, silt and debris from erosion and construction traffic on a daily basis.
6. Contractors will use only the utilities provided on the immediate site on which they are working.
7. Portable toilets are the responsibility of the contractor. They should be located off of the right of way, screened from view and sanitized weekly.
8. Vehicles are to be parked on one side of the street only or on the immediate site on which the contractor is working. No vehicles (cars, trucks, vans, etc.) may be left in the subdivision overnight. Construction equipment may be left on the site while needed but must be kept off the street.
9. Washing of any truck or vehicle on the street is not permitted. Any washing of concrete delivery trucks must be on the construction site.
10. Operators of vehicles are required to see that they do not spill any damaging material while in the community. Object should not be thrown out of cars and trucks. If spillage does occur, it is the responsibility of the operator for clean-up. Clean-up done by Flagler Beach Polo Club West personnel will be charged to the Lot Owner. Please report any spills as soon as possible.
11. The established speed limit within the community is twenty-five (25) miles per hour for all vehicles.
12. Flagler Beach Polo Club West has a program of vehicle search that provides for the inspection and/or search of all vehicles entering and leaving the property. The program does not require forced search of any vehicle whose operator does not wish to comply. However, parties who do not agree to the search of all vehicles, if requested, or change their minds after agreement, will not be allowed in the community in the future.
13. Any damage to streets and curbs, drainage inlets, street lights, street markers, mailboxes, walls, fences, etc. will be repaired by the Flagler Beach Polo Club West and such costs billed to the responsible contractor. This amount will be deducted from the damage deposit. If not sufficient, the additional amount will be charged to the property owner.

14. If any telephone, cable TV, electrical, water, or other utility lines are cut, it is the responsible party's obligation to report such as an accident within 30 minutes to the Architectural Review Committee and arrange repair immediately.
15. No access across the wetland or conservation corridor is allowed except as expressly permitted for walk-overs to pedestrian crossings. Any contractors doing work on or adjacent to the wetland or the conservation area/easement must not encroach the specified area unless otherwise authorized by the ARC. All wetland buffers must be located and marked clearly with stakes and ribbons by a registered surveyor for the entire term of the project.
16. Loud radios or noise will not be allowed within the community. This is distracting to property owners. Normal radio levels are acceptable.

Do not mount speakers on vehicles or outside of the homes under construction.
17. Only bona-fide workers are allowed on the property. Spouses may drive workers to site and pick them up, but must not remain on the property unless they are employees of the contractor. No children will be permitted on the property unless they are bona-fide workers.
18. No contractor or service personnel will be permitted to bring pets on the property.
19. Building permits are the only sign or document to be posted at a home site during construction. Business signs or other forms of advertisement are not permitted. Permits are to be attached to a post in a manner protected for the elements. Trees are to be kept free of all permits and signage. 18" X 24" Builder signs may be posted on 4" X 4' post.

The Flagler Beach Polo Club West intends to enforce these regulations. Notification of violation will be sent to the responsible party and the Lot Owner defining those items not in compliance with the rules and regulations. Upon receipt of the notification, the involved parties have five (5) working days to correct the situation or the Flagler Beach Polo Club West will take the necessary actions to correct the violation. Those actions could include charging the owner for the corrections done by the Flagler Beach Polo Club West, withholding architectural review until the violations are amended, or, in certain cases, denying entry to contractors or personnel thereby preventing work within the community. Guidelines and specific cases in the field may differ. Developer reserves the right to change or modify these guidelines without prior notice.

FBPCW Arch Design Standards

- Application Form
- Compliance/Cash Bond (\$2,500.00 payable to FBPCW Homeowners Association)
- Architectural Review Fee (\$500.00 payable to FBPCW Homeowners Association)
- TWO COMPLETE SETS OF CONSTRUCTION PLANS THAT INCLUDE THE FOLLOWING:-
 - Sheet One: Site Plan should indicate the following:**
 - Topography
 - finish grades
 - significant trees
 - first floor elevation
 - driveway
 - mailbox
 - curb cut location
 - sidewalks
 - patios
 - entry walks
 - air conditioning and garbage enclosures

- front and rear deck size
- garage back up distance indicated
- utility screening
- all proposed structures
- all proposed improvements
- fencing
- building lines
- easements
- setback lines
- buffers
- archaeologically sensitive sites designated (if applicable)
- retaining wall locations, size, designs, height, and finish
- trash enclosures
- landscape plans (not mandatory at this time, but must be approved prior to drywall installation)

Sheet Two: First Floor Plan should indicate the following:

- windows
- doors
- patio areas
- stoops
- size and location of deck columns
- all interior spaces must correspond with site plan orientation
- decks
- front entry step (with sizes)
- overhangs
- materials and finishes

Sheet Three: Second Floor Plan (if applicable)

Should correspond with site plan and first floor plan orientation.

Sheet Four: Third Floor Plan (if applicable)

- should correspond with site plan orientations
- lower roof projections
- roof overhangs
- chimney locations
- interior spaces

Sheet Five: Roof Plan

- all roof areas and corresponding slopes
- roof material and color
- roof vents
- projections
- skylights
- solar collectors

Sheet Six and Seven: Building Elevations

- material
- color
- finish
- window types and moldings
- trim details

- facia details
- AC condensing screen
- trash screens
- decks
- stairs
- indicate maximum height
- corresponds with floor plans and site orientation

Sheet Eight: Detail and Schedules

- windows
- exterior doors
- garage doors
- exterior finishes
- other

NOTE: A Foundation Survey conducted, sealed, and signed by a registered surveyor MUST be submitted before framing can begin.

NOTE: Landscape plans can be submitted at a later date; however, they are encouraged to be a part of the initial design reviews submittal. Landscape plans MUST be approved prior to drywall installation.

NOTE: After final plan approval, the lot owner or owner's agent shall request the Architectural Review Committee to make a site inspection prior to lot clearing and construction. Upon

request, the lot owner or owner's agent must submit all construction permits as requested by local state, and federal agencies. The owner or owners agent should clearly stake the proposed house and property lines, drive, patio, walk, and if applicable, pool location. Staking shall be with a continuous ribbon encircling the area to be cleared and any additional trees to be cleared located outside the encircled area shall be ribboned individually or in groups. Failure to stake/ribbon the lot clearly may result in additional review fees being withheld from the construction deposit. The purpose of the site inspection is to insure compliance with the approved plans and to prevent any unnecessary damage to specimen trees and other unique site features, Inspection shall be made within two (2) working days of request.

Flagler Beach Polo Club West Architectural Review Application

Note: Please submit completed application to Preferred Management Services 3 weeks prior to submitting for Building Permit with all applicable information included, and a check for \$2,500 made out to Flagler Beach Polo Club West Homeowners Association for damage deposit.

Name _____

Address _____ Lot # _____

Telephone # _____ Email _____

Residence

Number of stories _____ Cond. square feet _____ Total under roof _____

Exterior wall material _____ Wall color _____

Trim material _____ Trim color _____

Roof material _____ Roof color _____

Roof pitch (6/12 minimum) _____

Window type(s)/material _____ Window color _____

Fascia Material _____ Fascia color _____

Soffit Material _____ Soffit color _____

List all exterior wall accent materials/colors _____

Exterior materials/Site plan information

Driveway material _____

Fence material (if applicable) _____ Fence color _____

Retaining wall material (if applicable) _____ Retaining wall color _____

Building Plans: _____ Provide floor plans and elevations drawn to scale that provide all square footage information as well as identifying all exterior materials. Minimum conditioned square footage is to be 2,500 square feet and a minimum building footprint of 2,000 square feet.

Site Plan: _____ Provide site plan drawn to scale depicting home placement with all setbacks dimensioned on plan, driveway location, all landscaping, and any fencing, retaining walls, and any privacy enclosures (condenser or garbage can enclosure). All wetland setbacks must be shown.