

ACC Guidelines

This version contains the modification made at the 12/18/2006 Board of Directors meeting

SEAWALK ARCHITECTURAL CONTROL COMMITTEE POLICIES AND PROCEDURES

In accordance with the Declaration of Covenants Conditions, Restrictions and Easements, an Architectural Control Committee ("ACC") has been established to review and approve all plans for any external or structural modifications to residences and or any other outdoor improvements to be built in Seawalk. The ACC's purpose is to insure that all residences and improvements, changes in any external appearance, reflect the communities existing design quality while allowing for an owner's individual taste in design, colors and materials. The overall objective of the ACC is to enhance and improve the aesthetic qualities of the community, therefore maintaining the community's property values.

For projects requiring a Building Permit or any extensive improvements, the ACC recommends that a qualified registered architect or landscape designer be engaged to prepare the plans. The selection of an architect could be from local recommendations, so the homeowner could review examples of (their) accomplished projects. Good design and planning together with accuracy and sufficient details will help in the approval process. Owners may create these plans as well, as long as they contain sufficient detailed information.

There is no requirement to submit an ACC application for minor repairs, repainting or replacement of roofing material, as long as there are no changes to existing color or materials.

Owners are required to submit applications for all external changes including any new structure, change in existing structure, or improvement of any kind, including without limitation: fence, wall, sign, site paving, grading, sewer, drain, decorative lighting scheme, painting or alteration of a dwelling (including doors, windows, roof), installation of solar panels or other devices, construction of foundations, swimming pools, screened enclosures, Jacuzzi's, construction of privacy fences, additions of awnings, shelters, gates, flower boxes and other visual objects.

ARCHITECTURAL AND BUILDING GUIDELINES

Portions of the following guidelines reflect the requirements set forth in the Declaration of Covenants, Conditions, Restrictions and Easements. The guidelines are for the purpose of outlining the minimum requirements for residences in Seawalk as well as to assist owners in the creation of their modifications to their residences.

The evaluation of each submittal to the ACC, in addition to the Guidelines, relates to matters of judgment and taste, which cannot be reduced to a simple list of measurable criteria. It is possible a submission may meet all guidelines and criteria listed below and still not receive approval if in the judgment of the ACC the overall aesthetic impact is not acceptable.

In all instances, the applicant has the right to appeal any ACC decision to the Board of Directors.

1. ACC Review:

The ACC will review each submittal and its plans, specifications, materials and colors to determine if the proposed improvement conforms to the existing standards and conforms to the existing quality level of the community. The ACC does not assume any responsibility in assuring the submittals structural soundness, capacity, design or compliance with any existing building codes, governmental laws, regulations or ordinances.

2. Final Approval:

If the Owner does not begin construction within one (1) year of approval a new application will have to be submitted.

3. Builder's Conduct Requirements:

(a) All **builders** shall be held responsible for the acts of their employees, subcontractors, suppliers and any other persons or parties involved by them in construction or alteration of the home site. In this regard, a builder shall be responsible for the following:

- A. Ensuring that the construction site is kept clean and free of all debris and waste materials, and that stockpiles of unused materials are kept in a neat and orderly fashion. Placement of dumpsters on the site is required after the slab is poured.]]
- B. Ensuring there is no outside burning of any material.
- C. Installing and maintaining any required silt fencing on sites that may create the possibility of sand/soil eroding off the home site; this includes all lots adjoining lakes, buffer areas and wetland tracts.
- D. Maintaining their own portable toilets at the construction site from the completion of site clearing or construction start.
- E. Prohibiting the consumption of alcoholic beverages, illegal drugs or other intoxicants that could hamper the safety or well being of other personnel on the site or affect the quality of workmanship. Violators will be removed and repeat offenders will not be allowed into Seawalk for six months.
- F. Ensuring that all those for whom the builder is responsible are properly insured.
- G. Ensuring that all those for whom the builder is responsible do not commit any violations of the rules and regulations of the Seawalk HOA, their Covenants and ACC guidelines.
- H. Limiting working hours for major construction personnel to 6:30 a.m. to 6:00 p.m. Monday through Saturday. No construction work will be allowed on Sundays or the following holidays: New Year's Day, Memorial Day, July 4th, Labor

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Day, Thanksgiving Day and Christmas Day. The ACC may allow exceptions to this rule under special circumstances and with prior written authorization.

- I. Prohibiting construction personnel from having other than construction personnel on site.
- J. Prohibiting construction personnel from having firearms or other weapons anywhere in Seawalk.
- K. Prohibiting the playing of music or other sounds from non-construction activities.
- L. Prohibiting use of adjacent property for access or storage of material or equipment.
- M. Limiting all builders, employees, subcontractors and suppliers to construction related activities at the designated site only. (No fishing, touring, etc.)
- N. Ensuring all builders, employees, subcontractors and suppliers use only designated construction access routes as described by the ACC and allowing them to enter or leave on foot.

b) All Builders and Owners are required to post on the job site and keep on record with the Seawalk Homeowners Association a 24-hour emergency phone number and designate an individual as the builder's representative.

4. Size:

All single-family residences shall have a minimum square footage of heated and cooled living space of 1600 square feet. This space shall not include garages, sheds, terraces, decks, open porches and like areas.

5. Building Setbacks From Property Lines:

Front Yard	20 feet
Side Yard	10 feet
Rear yard	10 feet
Side adjoining a yard	5 feet

6. Building Elevations and Foundation:

The minimum finished floor and ground elevation shall be in compliance with the lot and block drainage plans.

In the event a wood floor or crawl space is provided, the ventilation openings are to be covered with grating, wood louvers or lattice painted to match the foundation color scheme of the home. Any concrete block foundation walls are to be clad or stucco. Wood pilings used for foundation support shall be encased in finished wood trim.

7. Exterior Wall Finish and Colors:

Recommended exterior finish may only be stucco, brick, wood shingles, lapped board or composite siding, limestone, coquina or coral natural stone. All materials, textures and colors must be submitted to and approved by the ACC. Exposed concrete block and concrete brick walls are not acceptable. Concrete block may be used for the foundation wall if covered with stucco or an approved heavy textured coating. However, in all cases, the typical minimal requirements shall be a front elevation constructed of a major exterior front, i.e. brick or stucco and lapped board or lapped composite siding on the 3 remaining sides.

8. Windows and Doors:

Windows should be carefully proportioned and located to enhance both the exterior appearance and interior light equality and views. Aluminum window and door frames are to have colored anodized aluminum, vinyl or painted finishes to match trim color. Natural color aluminum finishes are not acceptable.

9. Roofs:

Minimum roof pitch will be 6/12. No flat roofs except as a subordinate element in conjunction with a pitched roof design. It is recommended the roof overhang be 16" or more. Approved roof materials for the main structure such as:

- Cement tiles manufactured for maximum density and resistance to moisture;
- Shingles, sawed or hand split.
- Asphalt shingles of a quality of not less than a 25-year warranty;
- Clay tile either barrel or flat especially manufactured for maximum density and resistance to absorption. Textures and colors in the earth tone range;
- Woodruff mansonite.
- Natural slate or approved cement fiber slate
- ~~Metal~~ roofs will not be approved.

If sheet metal for roof valleys, flashings, drips, downspouts, gutters, etc., is other than copper material, it shall be painted to blend with shingles. All roof accessories, such as vent stacks and roof vents, shall be painted to match roof color. The use of solar energy providing devices (active and/or passive) is subject to ACC approval.

10. Garages and Driveways:

All garages shall have a minimum width of 20 feet. All garages must have either a single overhead door with a minimum door width of 16 feet for a two-car garage or for a 2-3 car garage with individual doors a minimum width of 9 feet per door. Minimum driveway width is 16 feet.

It is encouraged that all garage doors be electronically operated. Garage should remain closed when not in use.

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Driveways shall be paved with a hard surface such as concrete, patterned and/or colored concrete or brick pavers, or exposed aggregate (textured cement). Driveways shall be constructed in a way as to not restrict or impede the designed flow of drainage water.

11. Landscaping and Irrigation:

Adequate landscaping of each house is a vital aspect in assuring the overall quality of the Seawalk community. The use of a landscape architect or designer is recommended. The use of an irrigation system is recommended. The following are basic guidelines for landscape plans with initial construction. The location and composite of any natural vegetation on each lot should be used in the Landscape design.

- a) Use only plants and trees native to the area.
- b) All plants to be Florida # 1 grade or better.
- c) Shade trees should be minimum of 3-inch caliper and where possible 4 – 6 inches caliper trees are recommended. All shrubs should be at least a full three-gallon plant and spaced close enough to provide a mature look.
- d) Provide a minimum of two shade trees in front yard, i.e. oak, palm elm or magnolia, if natural tree cover is absent.
- e) Provide a minimum of two medium trees in plan, i.e., crepe myrtle, wax myrtle, patio ligustrum, cherry laurel, red bud, palatka holly (minimum height 6 ft.).
- f) Provide a minimum of 30 shrubs in key design locations around all sides of house. Shrubs should be at least three full gallons.
- g) Provide sod at all cleared areas on lot.
- h) Any plant material, which dies or becomes unsightly after installation will be replaced by approved plants within 30 days of installation or any notification by the association's management company.
- i) The completion of the landscaping should coincide with the completion of the home.

Owners may revise landscaping without ACC review providing the landscaping remains esthetically pleasing. Maintaining attractive landscaping will greatly enhance the value of any home as well as the entire Seawalk community.

12. Lawn ornamentation:

In addition to the landscape guidelines, temporary items which are not permanently installed must be in good condition and present an esthetically pleasing, non-cluttered appearance. Owners may have the following without ACC review if they are within 10 feet of the existing home structure. Any items planned beyond 10 feet would still require ACC approval:

- A total of 2 of items of statuary not to exceed 3 feet tall, which may include benches, fountains, small statuary-however, no plastic material is allowed.
- A maximum of 5 pots with plants in good condition.
- One house wreath and seasonal decorations are allowed without ACC review.
- Holiday decorations for a maximum period of thirty days before and after the holiday.
- For sale signs that meet the existing design and size requirements, see item 21.

Any improvements involving more than these quantities must be submitted to the ACC for review.

13. Landscaping lighting:

Application is required. Lights must be only white, for ground illumination and trees, which are designed to enhance the landscaping at night.

14. Play equipment:

Permanent installation of basketball goals is not permitted. Plans for play structures, e.g. swing sets, must be submitted for ACC approval. All portable play equipment must be maintained in good condition and all play equipment except basketball goals must be put away when not in use.

15. Finish Exposed Surfaces for Terraces. Walkways. Entrances. Decks. Open Porches and Steps

Concrete, brick, natural stone, cast stone, cast-in-place textured gravel concrete, certain colored or stained cements are acceptable with prior approval. Wood decks are acceptable if approved by the ACC.

16. Sidewalks and driveways:

Sidewalks are to be installed according to the sidewalk plan as approved. Use of pavers and edging on driveways requires an application. Colors and design must be compatible with the house design.

17. Fireplaces and Chimneys:

Exposed masonry chimneys should not be less than 2' -8"x3' -4" in size. It is preferred that the chimney top be designed so that the Flue will be covered from the elements. A detail of the chimney top should be shown. Prefab material fireplaces may be used in accordance with manufacturer's directions. Prefab metal flue chimneys may be used, providing they meet certain restrictions. The flue and chimney design and covering must be of a size and material that is architecturally acceptable. The design of this chimney must substantially cover the prefab flue top from view. The chimney must be completely detailed to show type, style and size. Exposed spark arrestors will not be permitted.

18. Fencing and enclosures:

Plans for additional, or modifications to, fencing, walls, screens, screened enclosures, privacy hedges must be submitted for approval before installation. The drawing must show the site (lot survey) location on site of existing facilities, location of proposed fencing,

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type or design of fence, dimensions and design detail. The fencing must consider the location and design of any adjacent existing fence. Fence height for houses on the lake is a maximum is 4 feet and only a metal fencing, which will not block any views, will be allowed. No chain link material is allowed. All fencing must be maintained in good condition.

19. Service Area:

Every house should have a screened area for trash receptacles, HV AC equipment, lawn care equipment, fuel tanks, boats, and any other vehicles, materials, supplies and equipment to be stored outside. These areas are to be screened from view if visible from the street by landscape or a screening wall which may be fencing material as approved by the Architectural Control Committee or masonry walls which are extensions of the house. In some instances the ACC may require a screening wall and/or landscaping.

20. Free Standing Structure:

Any freestanding structure contemplated for a property such as a pavilion, gazebo, pergola, platform, playhouse, storage room, cabana, etc. must be submitted for approval with the required drawings and information. Approval will be granted based upon the design of the structure, location and appropriateness for the neighborhood.

21. Signs and flags:

Only For Sale, For Rent and security company signs are allowed. Those signs must be of a design approved by the ACC (see attached). One security sign located within 10 feet of the main entrance is allowed. One flag is allowed without application. If it is the U.S. flag, proper flag etiquette must be observed. No ground-mounted flagpoles are allowed.

22. Satellite Dishes:

Location must be approved by the ACC. The goal is to have the Satellite Dishes not viewable from the street while also taking into account the required position to provide the satellite signal.

23. Solar collectors:

Are allowed, however the location must be approved by application.

24. Above Ground Pools:

Above ground pool are not allowed.

25. Hurricane shutters: (as distinguished from decorative shutters)

Any supports or hardware that remain permanent elements shall be finished to match the color of the adjacent Architectural element (i.e. stucco, window frame, trim band, etc). Hurricane shutters are to be closed no earlier than the official hurricane watch and are to be taken down (or opened) 72 hours after the official watch has been lifted and clear access to Seawalk has been established.

Laminated glass or window film designed to function as hurricane protection will not be permitted if the surface is reflective or colored.

Metal shutters, color either white or to match the trim; no bare metal allowed. Application is required to approve the specific design elements. Window film for the purpose of UV protection should be requested and may be approved by the ACC.

26. Mail Boxes:

Each homeowner will provide a standard rural type mailbox for postal deliveries. Color white, post material may be either pressure treated wood or vinyl. It must be maintained in good condition. See attached sketch for approved design.

APPLICATION PROCESS FOR NEW CONSTRUCTION & MAJOR ADDITIONS

Two complete sets of all plans required.

The preliminary application stage allows a cursory review prior to the final application thereby allowing the design process to flow smoothly and be potentially less expensive.

1. Plot Plan at 1" = 20' or larger

a) Location of house showing all property lines, easements, setbacks and restriction lines, drives, walks, roof plan, pools, fences, walls, terraces, patios, drainage plan and roadways.

b) Basic dimensions to be noted.

c) All lots to have positive drainage as per the approved drainage plan. No drainage runoff is allowed to flow on to adjacent residential lots.

2. Floor plans at 1/8" or 1/4" scale with basic overall dimensions.

3. Exterior elevations at 1/8" or 1/4" scale (show all four elevations).

4. Square footage:

a) First floor and b) second floor

FINAL APPLICATION

Two complete sets of plans required.

Upon approval of the preliminary application, a final application shall be submitted. This submittal shall include all items previously submitted with the preliminary application along with the following additional items:

1. Complete and final construction drawings

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- a) Plot plan (to show all finish grade elevations at lot and house corners, and drainage) walks, drives, fences and patios.
- b) Foundation plans (1/4" scale);
- c) Floor plans (1/4" scale)
- d) All elevations (1/4" scale with materials, patterns, sizes shown). Finish floor and roof plate heights shall be clearly and accurately shown.
- e) Wall sections or building cross sections and details.
- f) Roof plan (may be shown on plot plan).

IMPORTANT NOTE: Drawings submitted shall clearly and accurately depict the residence as it is intended to be situated on the lot for which it is submitted. In addition, floor plan, sections and elevations shall be consistent and coordinate between "as noted" and "as drawn". Adherence to this requirement will expedite the plan review process, but more importantly, it will help ensure that owners have a better and more complete understanding from their professionals of the project they are about to undertake.

2. Completed specifications:

- a) Describing type and quality of all materials.
3. Provide list of plants showing type, quality and size (see page 3, paragraph 11).
 4. Actual samples of roof shingle, brick, stone or other materials may be required. Paint or stain for exteriors may be required on actual exterior materials or submitted from manufacturer's chips or cards. Since these samples are bulky they should be submitted in a size convenient to carry and be submitted to the office.
 5. Final approval from the ACC will be required by the County Building Department prior to the issuance of any building permits.