

SEAWALK AT PONTE VEDRA HOMEOWNERS ASSOCIATION

Architectural Control Committee Procedures

MAY Management
240 Canal Blvd, Suite 2
Ponte Vedra Beach, FL 32082
904-273-9832

Prior to the initiation of any exterior changes, except those specifically identified in our Seawalk Architectural Guidelines, the homeowner is required to submit a request for approval by the Architectural Control Committee (ACC). The ACC function is to review, approve, or disapprove architectural change requests within the Seawalk community. This is a requirement of the Seawalk Declaration of Covenants and Restrictions. The intent of this requirement is to maintain the original concept of the community and to ensure that any changes are in harmony with the overall community, in compliance with the “Seawalk Covenants and Restrictions” and with the “Architectural Control Committee Guidelines”.

The procedure for completing an ACC Request for any exterior or landscaping change to your property is as follows:

1. Obtain an ACC request form which are available from May Management, the Seawalk Website (www.seawalkhoa.com) or an ACC Committee member. Fill out a form and include samples of colors, textures as well as diagrams / sample pictures or architectural renderings of items such as the location of fencing, railings, trees, plantings, tile, stonework etc. A written description of the plan should also be attached. Be as detailed as possible so that the committee will have the best understanding of what you wish to accomplish to eliminate any delay in processing.
2. Inform the ACC that you intend to submit an application for one of the meetings. Submit two copies of the completed form and 2 copies of the appropriate surveys, plans, pictures, etc. (Contacts and schedule should be on web site and available at May Management)

The ACC meets 6:00 PM on the 1st and 3rd Thursday of each month at the Seawalk Pool Gazebo. Please be prompt if you plan to attend. Meeting may be cancelled when there are no known applications to review. If you cannot attend a meeting, you can submit an application to one of the ACC members who will date and sign the receipt of your application. The ACC is required to review and give a decision within 30 days of receipt.

The ACC is known as a “Statutory Committee” and must operate according to the Florida Sunshine Laws. As such, we are not allowed to discuss your application outside of a scheduled meeting. For more information on the Florida Sunshine Law go to the website: <http://myfloridalegal.com/sunshine>

3. During the meeting, the ACC will review, approve, disapprove or table the application. An application typically would be tabled for lack of sufficient details or necessary information that the ACC requires to make an informed decision.
4. Upon approval the ACC will stamp and sign the application as is required by St. Johns County for County permit approval. The applicant will then deliver a copy of the application to May Management for filing.

SEAWALK AT PONTE VEDRA HOMEOWNERS ASSOCIATION
Architectural Control Committee Approval Form

MAY Management
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904-273-9832

DO NOT WRITE BELOW - FOR ACC & MAY MANAGEMENT

Your application is Approved / Disapproved subject to the following conditions, if any:

PRINTED NAME: _____

SIGNATURE: _____ DATE: _____

ACTUAL COMPLETION DATE: _____ SIGNATURE: _____

COMPLETED ACCORDING TO APPLICATION: YES NO
IF NO – EXPLANATION _____

NOTE: These plans have been received for the limited purpose of determining the aesthetic compatibility of the plans with the community and in conjunction with deed restrictions for the community. These plans are approved on a limited basis. No review has been made with respect to functionality, safety, compliance with government regulations or otherwise, and reliance on this approval should be made by any party with respect to such matters. The approving authority expressly disclaims liability of any kind with respect to these plans, the review hereof, or any structures built pursuant hereto, including, but not limited to, liability for negligence or breach of express or implied warranty.

This approval concerns only your architectural and/or landscape plans. You are responsible to obtain whatever easements, permits, licenses and approvals, which may be necessary to improve the property in accordance with the approved plans. The approval must not be considered to be permission to encroach on another property owner's rights to use and enjoy all possible property rights. Approval of the plans does not constitute a warranty or representation by the Architectural Control Committee.

In addition, this approval does not in any way grant variances to, exceptions or deviations from any setbacks or use restrictions unless a specific letter of variance request is submitted and a specific letter of "Variance approval" is issued by the party entitled to enforce such setbacks or restrictions. This approval does not constitute approval of any typographical, clerical or interpretive errors on the submitted plans.

Compliance with all applicable building codes is the responsibility of the general contractor and the owner and not that of the Architectural Control Committee. The owner is responsible for positive drainage during and after the construction of the lot. No water drainage is to be delivered to adjoining lots. The owner is responsible for informing the primary contractor.

Compliance with all approved architectural and landscaping is the responsibility of the owner of legal record, and any change to the approved plans without prior Architectural Control Committee approval subjects these changes to disapproval, and enforced compliance to the approved plans may result.