

**ATLANTIC BEACH COUNTRY CLUB
ARCHITECTURAL REVIEW BOARD
STANDARDS AND PROCEDURES MANUAL**

Second Edition
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Section One – Overview

A. Introduction

It is not the intent of this manual to dictate all aspects of architecture and planning, but rather to provide direction to residents, architects and builders to produce designs of proper proportion, materials and scale that together produce homes of the finest architectural character. This manual is intended to augment the Atlantic Beach Country Club Pattern Book by further defining architectural standards and plan review procedures for the community's Architectural Review Board. The standards, policies and guidelines outlined in this manual may be clarified, modified or deleted from time to time, if in the sole opinion of the Architectural Review Board such changes are in the best interest of the community. In the event of such changes, future editions of this manual will be published.

B. The Architectural Review Board

The Declaration of Covenants, Conditions, easements and restrictions for Atlantic Beach Country Club established the community's Architectural Review Board, ("ARB") and charges that board with the task of administering the processing, evaluation and approval of home site improvements in the community. Atlantic Beach Partners, LLC, ("Declarant") will appoint the initial ARB as authorized in Section 6.2 of the Declaration of Covenants and Restrictions for Atlantic Beach Country Club. All initial Architectural submittals will be reviewed by the Declarant and ARB. This evaluation relates to matters of judgment and taste which cannot be reduced to a simple list of measurable criteria. It is possible, therefore, that a plan submittal might meet the individual criteria delineated in this manual and still not receive approval, if in the sole judgment of the Declarant or ARB, its overall aesthetic impact to the community is unacceptable. In addition, the approval of plans for one home by the Declarant or ARB should not be construed as creating any obligation of the part of the Declarant or ARB to approve plans involving similar designs at different locations.

C. Items To Be Reviewed

The ARB and Declarant, if applicable, will review and approve all plans for construction in the community including, but not limited to, the following improvements:

- New home construction including landscaping;
- Remodeling or additions to existing homes;
- Fences, columns, pilasters and walls;
- Swimming pools and spas;
- Ornamental statues, flag poles and play structures
- Driveways, walkways and patios; and
- Other improvements visible from the roadway, adjacent properties or golf course.

All required approvals from the ARB and Declarant must be obtained prior to permitting, commencing construction or installation of any improvements listed above. This manual details the procedures established by the ARB for the submittal and approval of proposed improvements.

Section Two – Plan Review Process

A. Submittal and Approval Procedure

The plan approval process of the ARB is a two-step procedure involving a Preliminary Plan Review and a Final Plan Review. The Preliminary Plan Review allows the Owner and Architect to obtain comments and direction from the ARB prior to the production of full working drawings. The Preliminary and Final Plan Reviews may be combined into one submittal provided all the necessary information is included in the submittal. Once a submittal is deemed complete, the ARB and/or Declarant will approve, disapprove or provide comments requesting additional documentation within thirty (30) days of each submission.

An optional pre-design meeting is also available for Owners and Architects to meet with an ARB representative to discuss the process and answer questions prior to commencing design.

No permitting, site clearing, material deliveries or construction activity of any kind may begin without prior plan approval by the ARB. All correspondence, plan submittals, material samples and other required information should be submitted to the ARB at the following address:

Atlantic Beach Country Club Architectural Review Board
c/o Floridian Property Management, LLC
414 Old Hard Road, Suite 502
Fleming Island, Florida 32003
904-592-4090
904-269-2729

B. Preliminary Plan Submission

The required items for a Preliminary Plan Review are:

- Site Plan at 1" = 20' or other suitable scale showing all trees with a caliper greater than four (4) inches at a height greater than four (4) feet above grade, existing and proposed lot grades, location and basic dimensions of the proposed home and other structures showing all required setbacks, driveways, walkways, patios, pools, fences, columns, pilaster, wall, easements, contractor service yards and portable toilets locations;
- Floor Plan at 1/4" scale with square footage table;
- Exterior Elevations at 1/4" scale defining the exterior of the structure;
- A list of materials and their locations;
- Plan Review Fee; and
- ARB Application

C. Final Plan Submission

The required items for a Final Plan Review are:

- Site Plan at 1" = 20' scale showing access street(s) and walkways(s), drives and other exterior improvements, including material and color, mechanical equipment, locations of all utility service access points, service yards and/or contractor lay down areas;

- Grading Plan at 1" = 20' scale showing all grading and drainage consistent with the development drainage plan, finished floor elevations for all structures;
- Tree Survey at 1" = 20' scale showing the location and species of trees four (4) inches or larger in diameter at a point four (4) feet above the ground with a building plan to scale overlaid identifying all structures and other improvements to be included in the scheme. Provide a table indicating species and inches per tree to be removed and preserved on the home site;
- Landscape Plan at 1" = 20' scale with specifications, irrigation lines, zone layouts, landscape lighting with specifications and mechanical service yard screening. Location and design of driveway and walkway treatments;
- Architectural plans at 1/4" or 1/8" including all elevations with material specifications, roof plan, foundation plan, electrical plan with exterior lighting specifications, typical wall section, wall section for porch or loggia, rafter tail diagram, window and door specifications, and all exterior utility connection;
- Actual exterior material product samples, color and texture sample
- Other material samples, if requested
- Completed ARB Application and Checklist
- Construction Deposit Agreement and deposit check

D. Review Fee and Construction Deposit Agreement

The Preliminary Plan Submission fee should include a plan review fee payable to the Atlantic Beach Country Club Owners Association, Inc. in the following amounts:

- | | |
|---|-------|
| • New Home Construction Plan Review | \$600 |
| • Exterior additions or renovations | \$400 |
| • Pools with fencing | \$300 |
| • Improvements to driveways, decks, patios,
or fencing | \$200 |

The Final Plan Submittal should include a fully executed Construction Deposit Agreement and deposit check in the amount of \$5,000 payable to the Atlantic Beach Country Club Owners Association, Inc. This deposit will

be refunded upon completion of the home in accordance with the Construction Deposit Agreement attached hereto.

Section Three – Site Planning

A. Site Planning and Architectural Standards

Building Criteria

Atlantic Beach Country Club has an eclectic mix of home site sizes ranging from cottage to estate size home sites. The building criteria for each home site are as follows:

80' or greater in width:	Area 8,000 square feet
70' or greater in width:	Area 7,000 square feet
60' or greater in width;	Area 6,000 square feet
55' or greater in width:	Area 5,500 square feet
Courtyard home sites-50'	Area 4,000 square feet
Maximum impervious surface	Sixty-five (65) percent
Maximum structure height	Thirty-five (35) feet

Setback requirements measured from the wall of the structure for all home sites except Courtyard home sites are:

Front	Twenty (20) feet from face of garage to back of right of way and fifteen (15) feet from building face or porch to back right of way; except corner/double-frontage lots, for which the non-address front/side minimum yard shall be ten (10) feet from garage or building face to back of right of way.
Side	Five (5) feet, provided that the combined side yards shall not be less than ten (10) feet.
Rear	Ten (10) feet

Courtyard setback requirements measured from the wall of the structure are:

Front	Twenty (20) feet from centerline of private access driveway
Side	Five (5) feet
Rear	Ten (10) feet

Easements

Drainage, utility and other type of easements may in some cases, be located on portions of a home site. Such an easement may affect site work, positioning of the home, construction of fences, and installation of landscape material. Permanent structures including patio decks and swimming pools cannot be constructed within these easements. No improvements are permitted within these easements which would interfere with vehicular traffic or prevent maintenance activities. All such easements are shown on the recorded plat for the community. The site plan submittal must reflect any easements located on the home site.

Existing Trees

The clearing of mature trees on home sites should be limited to areas required to accommodate the structure footprint and its customary accessories, such as open yard areas and those limited areas required to permit utility services and driveways. Where trees are to be preserved, care should be taken to prevent unnecessary disruption of the root system. Protective tree barriers are required to be installed prior to commencing construction for all trees or stands of trees to be preserved. Tree protection measures shall conform to the City of Atlantic Beach code.

Carriage House, Garages and Parking

Construction of Carriage Houses and detached garages are encouraged to vary the massing of the residence and to create architectural interest. The architecture should compliment the design of the primary structure. Covered

walkways, screened walkways or trellises may be used to connect the secondary structure to the primary structure. Garage and Carriage Houses roof peaks shall not exceed the primary structure.

Attached garages will be considered on a case by case basis. Setbacks for the attached garage will be discussed and provided during the preliminary review. Front facing garages require a separate door per automobile width.

Home sites with two street fronts require the garage entry point on the non-addressed street. The garage must be a minimum of forty (40) feet from the front building face excluding porches.

Each residence is required to provide two enclosed parking spaces and a driveway large enough to accommodate parking for two vehicles on each home site. The Courtyard home sites are exempt from this requirement and will be reviewed on case-by-case basis.

Swimming Pool/Spa

Swimming pools and spas should be located in the rear of the principal building or within a concealed courtyard. Appropriate barriers around the pool must be installed and maintained in accordance with applicable building codes. Swimming pool equipment, pumps, heaters, or other mechanical equipment must be sited appropriately and screened behind a 100% opaque barrier at the time of installation. No above ground pools will be considered.

B. Architectural Design Criteria

Home Size

Home size ranges have been established to ensure the creation of homes of substance and lasting value. For the purpose of establishing a home's minimum size, the total heated and cooled square footage should be calculated. The approved size ranges are as follows:

80' or greater in width:	2,400 square feet
70' or greater in width:	2,200 square feet
60' or greater in width:	2,000 square feet
55' or greater in width:	1,800 square feet

Courtyard home sites-50' 1,600 square feet

Exterior Materials/Elevation

Exterior elevations and related materials, finishes and colors are to be described on the drawings submitted for approval. Approval of exterior materials and elevations will consider mass and scale of materials, textures, colors and finishes. Continuity between primary design elements and secondary surface treatments; placement and detail design of windows, doors and openings; and roofing materials and pitches are important. The massing of the residence should be organized as a whole, and should not appear as a mixture of unrelated forms. Design and detailing should be compatible with the desired architectural style and expected level of quality for the community. A Tower Element is strongly encouraged for Lots 1, 6, 19, 28, 35, 42, 59, 64, 71, 86, 91, 143, 150, 158 & 178. A Vertical Element is strongly encouraged for Lots 98, 105, 106, 120, 123, 137, 138 & 167. Please refer to the Atlantic Beach Country Club Pattern Guideline for composition elements for each suggested architectural style.

Windows/Doors

Wood frame windows are preferred, as are the use of French doors in combination with windows. They should be carefully proportioned to enhance the exterior appearance and interior light quality. Vinyl or aluminum clad wood windows will be permitted, subject to color and frame/sash profile approval.

Lightly tinted glass is acceptable for windows and doors, but foil or reflective materials are not allowed.

Muntins in windows are typical in the style of homes anticipated in Atlantic Beach Country Club and are encouraged. Styles may include numerous options if in keeping with the style of the house such as 2 over 2, 6 over 6, 2 over 1, etc. True divided lights are encouraged however all muntins must provide a "simulated divided light" appearance and include an exterior and interior grill. The exterior grill profile is subject to approval by the ARB and flat applied bars are not permitted. Glass block windows are not permitted.

Front doors should make a strong architectural statement. Wood or glass exterior doors are recommended and doors less than 7' in height must have a transom above. The use of double front entry doors, or doors enhanced by side and/or transom panels are encouraged. Sliding patio doors are not permitted where they are visible from the street or used as a front entrance.

Window shutters such as louvered, bevel board and panel style are permitted. Louvered shutters may be side hinged or tilt from the top to swing open (also known as Bahama or Bermuda shutters). All shutters must be operable, sized to fit the window, and be of painted wood or pre-approved authentic looking material. Prefinished aluminum shutters may be permitted if the profile matches a typical wood shutter. The use of molded hollow back shutters is not permitted.

Roofs

Roof colors will be limited to mill finish or shades of gray with color accent roofs at towers, cupolas and garages. All color selections for the property shall be subject to the ARB approval. Please refer to the pattern book for appropriate materials for each architectural style.

The roofs of all residences within the community shall have a similarity of form to provide for a homogeneous character. All gable and hip roofs shall have a minimum roof slope of 5/12 and a maximum of 12/12.

Secondary roof structures such as porches, shed dormers, etc. may have a lower slope roof with pitches of 3/12. Such secondary roof structures shall not exceed 30% of the roof area.

Roof overhangs shall be a minimum of eighteen inches (18"). The maximum overhang shall be per the City of Atlantic Beach code.

Rain gutters and downspouts shall be permitted to control roof runoff. Gutters shall be of half round profile only and all downspouts shall have a round profile only. The gutters and downspouts may be of galvalume or copper. Colored materials are discouraged.

The use of solar energy devices (active and/or passive) and satellite dishes are entirely subject to the ARB approval. In general and to the extent possible these elements should be located so that they are not visible from the primary and secondary street.

Roof overhangs are an essential part of the home. Overhangs should be maximized wherever possible to provide shelter from both the sun and rain. Roof overhangs that incorporate balconies, decks, and screen porches are encouraged.

Materials for fascia, soffits and rafter tails shall be painted or stained wood or other materials approved by the ARB. The use of vinyl or aluminum fascia and soffit materials is not permitted.

Fireplace/Chimneys

Masonry or prefabricated fireboxes are acceptable. Fireplace locations include beyond the exterior wall, flush with the exterior wall plan or interior to the structure of the home. Any fireplace which extends beyond the limits of an exterior wall should extend from the foundation up and finished with stucco or brick. Chimney caps are required.

Ridge Vents/Vent Stacks/Plumbing

Unless contrary to applicable building codes and municipal regulations, all vent stacks should not exceed twelve (12) inches in height. Wherever possible, ridge vents or vent stacks should be located on roof slopes concealed from adjacent roadways. Ridge vents, plumbing and vent stacks should be painted to blend with the roof.

Service Courts

A service court is required for every home for storage of trash receptacles, utility meters, HVAC equipment, etc. The service court should be screened by a four (4) foot high wall consistent in color and material as the exterior wall of the home. Any other mechanical equipment such as pool pumps and/or heaters should be adequately screened from view with a 100% opaque barrier including approved fencing and/or landscape material. No window or wall mounted air conditioning units will be considered.

Screened Rear Porches

All screen porch details must conform with the suggested screen assemblies attached to this document.

Antennas/Satellite Dishes

Antennas or satellite dishes are subject to ARB review and must be approved prior to installation. Adequate screening from adjoining properties, golf course and street views is required.

Flagpoles

Flagpoles may not be installed in the ground or on the exterior wall of any home without prior ARB approval.

Recreational Equipment

The design and planning of recreational opportunities for children and youth at Atlantic Beach Country Club is considered an essential contributor to a high quality of life. Recreational equipment, depending upon type, size and material may be considered counterproductive to the creation of a distinctive community with lasting value. To this end, these guidelines are intended to balance the need for play equipment with the potential impact on street views, adjacent home sites, lake and golf course views. The location of basketball goals will be evaluated on a case by case basis by the ARB, with the preferred location behind the forward most wall plan of the residence. All basketball goals should have clear glass-type backboards and black pole support. Temporary or portable goals are prohibited. Play structures such as playhouses, swing sets, and play complexes should be constructed of cedar or redwood lumber. Play structures are prohibited on lake lots and some golf course lots depending on the home site size and dwelling footprint. No portion of a play structure may be higher than nine (9) feet above grade. Product photos and color swatches should be submitted to ARB prior to purchase. Approval of the type, color and location of each play structure will be on a case by case basis considering the view of such structure from adjacent properties and roadways.

Mail Delivery

Mail for the community will be delivered to a central mail kiosk located near the Dutton Island secondary entrance. No individual mailboxes will be approved on individual home sites.

C. Walls, Fencing and Gates

Walls

Masonry walls of minimal length for screening pools and courtyards may be utilized on a limited discretionary basis, but will require approval of the ARB. Walls shall be attached to the residence and not be standing-alone. Walls may be no higher than 6' and veneered in stucco and painted. A wall face plant cover of fig vine is encouraged. Cast wall caps are required. Masonry walls will not be allowed in the front yard.

Fences

Fences are secondary but vital element intended to unify the visual character of the community. Front yard fences shall be no higher than 42" and constructed of white painted pressure treated wood with vertical pickets and larger support columns, preferably topped with a decorative finial. Panels may incorporate other arrangements of architectural style and detailing provided it supports the architectural vernacular of the home. Black metal picket fences are acceptable for perimeter fencing in side and rear yards, and must comply with the community standard. Owners are encouraged to utilize existing fencing provided by adjacent property owners when applying for a fence. Double fence panels are strongly discouraged. Those fence heights may be up to 54" in height to meet current pool code. Wood shadow box fences will not be allowed.

Gates

Gates identify an entry way and therefore offer an opportunity for accent or embellishment or may be designed to fit seamlessly into the existing fence. It may be constructed of other approved material and offer the possibility of whimsy or color accent. ARB approval will be required.

Dog Runs/Pet Fencing

The use of fences to create a dog run is not permitted on any home site. Electronic underground fencing to control pets is encouraged as an alternative to perimeter fencing.

Portable Storage Buildings

All portable storage buildings are prohibited in the community.

D. Landscape Guidelines

The Atlantic Beach Country Club site is heavily influenced atmospherically by its proximity to the Atlantic Ocean through wind, airborne salt drift and the moderating effects of ocean temperature on local climate. These environmental influences affect and determine local plant communities, plant health and grow patterns. Given that the current site is a fifty-five year old golf course, much of what exists is mature and adapted to these conditions.

The suggested creative approach will be to harness the ecological conditions and natural plant systems found in Old Core Atlantic Beach with a nod to the manicured, open range golf course in which the new property resides. The community will be straightforward with a newly established tree canopy interspersed among preserved Live Oaks, Longleaf Pine and relocated Cabbage Palms with drifts of natural grasses contrasting with the fine turf grass to seamlessly tie the community together. The goal is to meld proven natural themes into the built community that reflects a standard of order, thoughtfulness, creative placement and quality settlement. The ARB will enforce design criteria so that the developing community stays horticulturally true to the stated overall development theme.

Landscape of Lots

Builders should strive to design and install a landscape axiomatic with the vision above. Plant selections should be compatible in Zone 9, natural in feel and presentation and have reduced maintenance costs and water requirements upon establishment. Low shrubs and groundcovers shall be planted in masses rather than in small single digit count pods. Plant specification shall consider sun exposure, scale of plant to house at semi-maturity, magnetic orientation based on vertical walls of house, utility impacts, sight lines and appropriateness to the setting and location. Planting must complement the house, not obscure or compete with it.

Front yards shall have a tree for every 750 SF of area, 50% of which should be hardwoods and the remainder accent trees – see ARB Plant Palette. Hardwoods should be selected for their resistance to disease, growth habitat an appropriateness adjacent to roadways, utilities and structures. Hardwoods should be a minimum of 4” in caliper and accent trees should be a minimum

of 2 ½” in caliper. All trunk palms shall have a minimum trunk caliper of 10”.

Foundation and fence planting of hedge material that must regularly be trimmed is discouraged. Natural and native plants not requiring weekly or monthly shearing is encouraged in all plant bed locations. ARB submittal of a Planting Plan is required. There must be a mixture of shrubs and turf in all yards. No more than 60% turf in the front yards and 70% in the side and rear yards. Plants shall be arranged in logical groupings compatible with the location within the landscaped lot with an emphasis on contrasting color and texture.

The use of native, drought resistant plant material is encouraged, particularly drifts of natural grasses, Coontie Palm, Saw Palmetto and Asiatic Jasmine. See the suggested Plan Palette from the ARB for an expanded list.

Garden plots for fruits and vegetables are encouraged in the rear and side yards. These can either be at grade or in raised boxes. These areas must be maintained in an orderly, seasonal and contained fashion.

Fences in the front yard should incorporate planting in front of the fence. That planting shall be lower than the height of the fence at maturity and generally not require regular pruning or shearing.

Plant bed mulch shall be limited to pine straw or pine bark mini-nuggets. No other mulch is acceptable within the development community. This will insure proper horticultural practices regarding moisture and weed control and soil gas exchange.

Irrigation

All landscape material installed on each home site shall be irrigated utilizing the reclaimed water supply provided to each lot owner. No other source is acceptable. A fully automatic underground irrigation system with a clock and rain sensor and providing 100% full coverage for all planted areas shall be provided by the owner. Owners are responsible for coverage in all street right-of-ways and to the edge of water on lots with lakeside frontage. Pop-up spray heads should be used in all shrub beds, rotors should irrigate turf areas and all large planted material such as hardwoods, palms and treeform shrubs should have a 1 gpm bubbler located within its root zone.

All piping shall be 'purple pipe' indicating a reclaimed water source. No wells will be allowed on individual lots.

Water Features

Water features shall be designed and constructed so as to minimize impact on adjoining properties with light and sound, and must be properly waterproofed. Water features must compliment the outdoor living space and may only be located in the rear or courtyard area of the home. Owners are strongly encouraged to intergrate a water feature into their pool design. No portion of the wall, raised bond beam, architectural relic, pot or column shall exceed thirty inches (30") in height, as measured from the finished grade of the Lot and be colored to harmonize with the color scheme of the dwelling. Pumps must be screened behind a 100% opaque barrier at the time of installation.

Self contained water features such as babbling brooks, streams or small ponds must be designed with native materials such as coquina rock or limestone and may not exceed eighteen inches (18") in height, as measured from the finished grade of the Lot. The overall size of the holding pond may not exceed thirty-five square feet (35 SF). A revised landscape and lighting plan must be submitted with the water feature request. Lot size and existing improvements will be considered when evaluating a self contained water feature.

Driveways and Walkways

All home sites are required to have a driveway that extends from the curb line to the garage, The ARB shall approve the driveway design, shape and material from a list provided by the ARB prior to construction. Driveways and walkways shall be of one consistent material with some accents pending ARB approval. Driveways shall be no wider than 11' wide. Where the driveway intersects with the curb a flair of two feet on each side will be allowed. Selection of harmonious and understated driveway materials is encouraged.

Walkways for the front entry shall be connected to the public sidewalk or driveway. Materials shall be consistent with those found in the community from the materials list provided by the ARB. Walkways shall be undulating

and be a width of between 30” – 48”. Wood walkways are not acceptable unless part of an off-grade deck.

Lighting

Exterior lighting can be beneficial for safety, security and aesthetic application and provide different nighttime perspectives of the community landscape. Light fixtures shall be Low voltage, LED type. Light fixture placement shall be carefully selected to compliment and highlight architectural features of the home and landscape. Uplighting, downlighting, moonlighting and spot lighting are all acceptable lighting techniques when implemented properly. Exterior lights placement shall not interfere with street lighting or provide nuisance glare or hotspots to surrounding properties. Soffit or eave mounted spot lights are strongly discouraged.

Section Four - Construction Guidelines

A. Before Construction:

After completing the review process and obtaining plan approval from the ARB, the following steps must be followed prior to lot clearing, material deliveries or construction activities.

Pre-construction Site Inspection

The Builder should schedule an on-site review with an ARB representative once the following items have been performed:

1. Lot corners are clearly staked.
2. Trees to be removed and trees to be preserved are clearly marked.
3. Protective tree barriers are installed.

Building Permit

Builder shall provide a copy of the building permit to the ARB at or before the pre-construction inspection.

Tree Protection

All tree protection barriers must be installed prior to clearing and remain in place through final grading. Fill should not be placed within the drip line of

trees to be preserved. The Builder is responsible for any disturbance or damage to trees caused by construction activities.

B. During Construction

Construction Hours

Monday through Friday: 8:00 a.m. – 6:00 p.m.

Saturday: 9:00 a.m. – 6:00 p.m.

Sunday: No Construction Permitted

In the winter time, construction is limited to being from dusk to dawn whichever is more restrictive.

In addition to the above regular weekly schedule construction on Holidays shall also be limited as follows:

New Years Eve: Construction end by 3:00pm

New Years Day: No construction

Memorial Day: No construction

July 4th: No construction

Labor Day: No construction

Thanksgiving Day: No construction

Christmas Eve: Construction end by 3:00pm

Christmas Day: No construction

Construction Access

All construction traffic and material deliveries shall enter and exit the community through the Dutton Island gate. It is imperative that contractors do not block driveways, alleys, roads or any other access routes. Violators may be towed at the vehicle owner's expense.

Trash Containment

It is extremely important each job site be kept clean and orderly at all times during construction including preventing debris from being blown into adjacent lakes or home sites. All construction trash and employee trash

must be cleaned up daily and any debris in adjacent lots and streets. Failure to properly police the job site will result in the ARB contracting to have the site cleaned and possible forfeiture of all or part of the Construction Deposit.

Signage

All signage placed on-site must conform to the Signage Policy attached hereto. No signs from subcontractors, material suppliers or other vendors are allowed. It is the responsibility of the Builder to police these "vendors" signs.

Music

No music is allowed on construction sites.

Erosion Control/Silt Fencing

Hay bales and/or silt fencing should be used to prevent runoff during construction. Each Builder is responsible for preventing or if necessary, repairing any sediment washed onto roadways, adjacent properties, lakes or environmental areas. Silt fencing should be installed along the side and rear lot lines immediately after clearing and remain until final grading.

Street Tree and Right-of-Way Landscape Protection

During construction proper care must be given to the protection of street trees, sod and irrigation within the right-of-way. Street trees should be protected with tree barricades throughout construction. Irrigation heads should be located and clearly marked. Access to the site should be from only one access point and vehicles should not be parked within the sodded right-of-way. At the completion of construction, any damaged street trees or sod should be replaced. Irrigation within the right-of-way should be capped and replaced with irrigation from the house's underground system. Damage to street trees, sod or irrigation heads within the right-of-way during construction is the responsibility of the Builder.

Drainage

It is the Builder's sole responsibility to ensure the lot is graded in accordance with the community's Neighborhood Grading Plan as approved by the City of Atlantic Beach.

Incidental Damage During Construction

Repair of any damage to the landscaping of adjacent lots, utility boxes including phone or cable, damage to roadway asphalt and curbs or any other damage caused by the Builder's subcontractors or material suppliers is the responsibility of the Builder.

Conservation Areas

Areas within the community designated as "Conservation" on the recorded plats are areas governed by the terms and conditions of the construction permits issued by St. Johns River Water Management District. These permits prohibit any construction, filling, removal of earth, cutting or removal of trees or other plants within these "conservation" areas. It is the responsibility of the Owner and Builder to ensure these areas are left undisturbed. Each Owner and Builder shall indemnify and hold harmless the Developer and Homeowners Association from any cost or expense, including legal fees incurred due to any action brought by any governmental agency due to a violation of this provision.

Builder's Responsibility

The Builder is responsible for the actions and conduct of the sub-contractors and vendors working on the job site. Loud music, disorderly conduct, drugs, alcohol or firearms are prohibited. Individuals, sub-contractors or suppliers who fail to obey the community's rules and regulations will be denied access into the community.

Site Inspections

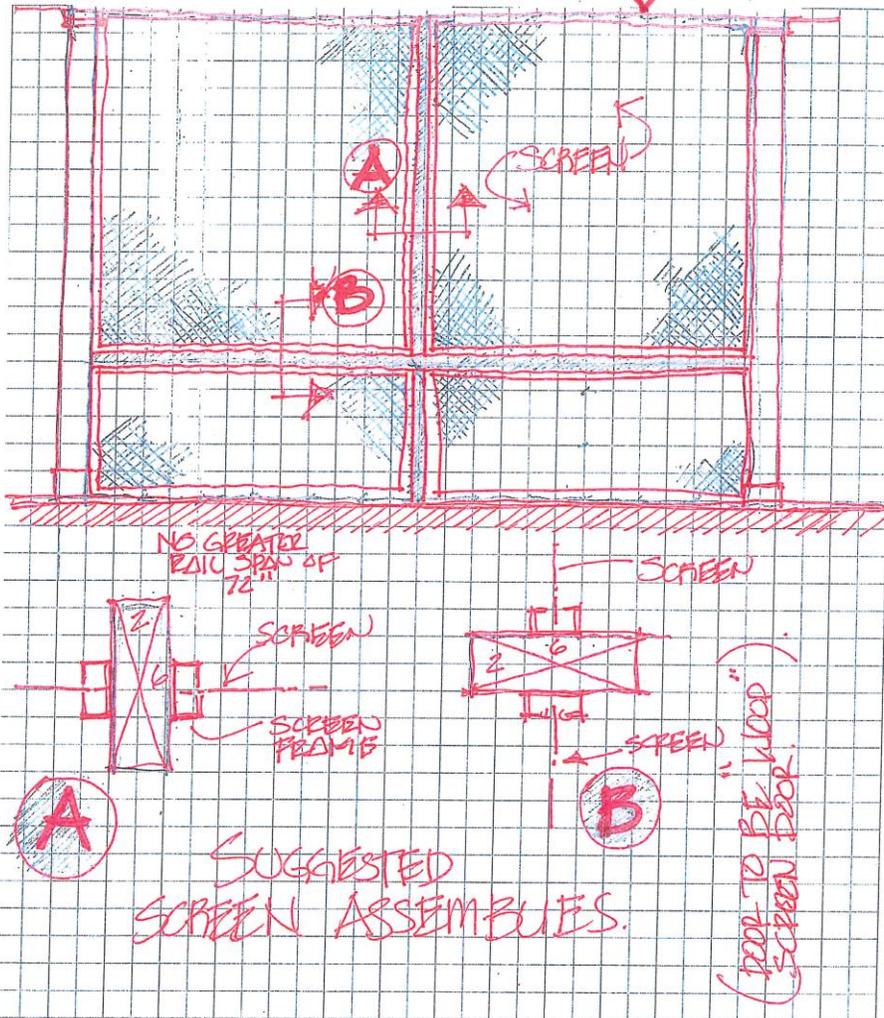
The ARB will make a minimum of two site inspections during the construction process. A pre-construction visit is required prior to site clearing. The second inspection will occur after the landscape is installed and prior to occupancy of the home. Builders are required to schedule the

second inspection a minimum of one week prior to home occupancy. In the event of non-compliance by a Builder, the ARB has the right to deny the Builder the opportunity to perform future construction activities in Atlantic Beach Country Club.

Atlantic Beach Country Club

Screen Details

BOTTOM OF BEAM



11700033 2012-10-29

ATLANTIC BEACH COUNTRY CLUB'S SIGNAGE POLICY

1. In order to maintain the overall integrity of the community, "For Sale", "General Brokerage", "For Sale By Owner", "For Rent" or any other signs on vacant land or residences must conform with the graphic design requirements for the community. Details of sign specifications and colors can be obtained from the ARB representative.
2. Builders may place a Builder Identification Sign on the property while the house is under construction. The text of this sign is limited to the Builder's name, logo and phone number and the lot number or street address of the house. The sign should be placed within 10 feet of the main entry to the house and shall be three feet in height and four feet in width and stand no more than five feet in height. The background color is to be Atlantic Beach Country Club blue and the lettering an off white. Details of sign colors and graphic design requirements can be obtained from the ARB representative. These signs are to be removed from the site upon completion of construction. Not other signs shall be placed on each construction site.
3. A resident of Atlantic Beach County Club may place political signs not exceeding three square feet in total area on his or her own lot; however, political signs may not be placed earlier than fourteen days before the election and must be removed within 48 hours following the election. For the purpose of this provision, election is defined as any federal, state, or local election recognized and supervised by the Duval County Supervisor of Elections. There can be no more than two political signs on any lot at any time. Residents wishing to place signs meeting these requirements may do so without any formal request to the ARB. The ARB will cause the removal of political signs that do not meet these guidelines, that are deemed to be in bad taste, or in any way are not in keeping with the general standards of Atlantic Beach County Club.

Atlantic Beach Country Club

Architectural Review Board Submittal Form

We are submitting this application and construction plans to Atlantic Beach Country Club Architectural Review Board (ARB) for review and approval. We understand that the ARB has set forth guidelines and regulations and we agree to abide by the decisions of the ARB pursuant thereto. We understand the primary purpose of the ARB is to provide architectural guidelines and review to achieve aesthetic continuity in Atlantic Beach Country Club and to conform to the community's Declaration of Covenants and Restrictions. We understand the compliance with all applicable building codes, governmental ordinances, the Atlantic Beach County Club PUD Ordinance, and rules and regulations of the Atlantic Beach County Club Homeowners Association is the responsibility of the Owner/Contractor. Therefore, we hereby hold harmless and indemnify the Atlantic Beach Country Club Architectural Review Board from any and all matters concerning the construction and fitness of the home and other improvement to be constructed on the home site, including but not limited to, drainage problems, code violations or plat, easement or setback violations.

Acknowledged:

Owner

Contractor

Signature

Signature

Print Name

Print Name

Date

Date

Lot Number

Phase

Street Address

**Atlantic Beach Country Club
Architectural Review Board Submittal Form**

Lot No. _____ Street Address: _____

Owner's Name: _____

Address: _____

Telephone: Home _____ Work _____

Cell: _____ Email Address: _____

Architect/Designer: _____

Address: _____ Phone _____

Contractor/Builder's Name: _____

Address: _____ Phone _____

State License Number: _____

Conditioned Square Footage:

1st Floor _____ 2nd Floor _____ 3rd Floor _____ Total _____

Covered Porch Square Footage: Front _____ Side _____ Other _____

Garage Square Footage _____ Conditioned Space over Garage _____

Elevations/Grades:

Finished Floor Elevation _____

Building Height _____

Sidewalk Required _____ Yes _____ No

Lot Coverage:

Lot Square Footage _____

Lot Coverage _____

Lot Coverage Percentage _____

Review Schedule:	Date Received	Date Approved	Initial
A. Preliminary Review	_____	_____	_____
B. Final Review	_____	_____	_____
C. Additional Review	_____	_____	_____
D. Site Meeting – Pre-con	_____	_____	_____
E. Final Architectural Inspection	_____	_____	_____

Note (1) Final Plans must be approved by ARB before a Building Permit will be issued.

Note (2) A foundation survey must be approved before proceeding with construction beyond the slab stage.

Requirements for Plan Reviews:

Preliminary Plan Review (Two sets of drawings required)

Check if Attached

- _____ Site Plan at 1" = 20' or other suitable scale showing all trees with a caliper greater than four (4) inches at a height greater than four (4) feet above grade, existing and proposed lot grades, location and basic dimensions of the proposed home and other structures showing all required setbacks, driveways, walkways, patios, pools, fences, columns, pilaster, wall, easements, contractor service yards and portable toilets locations
- _____ Floor Plan at 1/4" scale with square footage table
- _____ Exterior Elevations at 1/4" scale defining the exterior of the structure
- _____ A list of materials and their locations
- _____ Plan Review Fee \$600.00, Received on _____
- _____ Complete ARB Application

Final Plan Review (Three sets of drawings required)

Check if Attached

- _____ Site Plan at 1" = 20' scale showing setbacks, access street(s) and walkways(s), drives and other exterior improvements, including material and color, mechanical equipment, locations of all utility service access points, service yards, portable toilet location and/or contractor lay down areas

- _____ Grading Plan at 1" = 20' scale showing all grading and drainage consistent with the development drainage plan with finished floor elevations for all structures

- _____ Tree Survey at 1" = 20' scale showing the location and species of trees four (4) inches or larger in diameter at a point four (4) feet above the ground with a building plan to scale overlaid identifying all structures and other improvements to be included in the scheme. A table indicating species and inches per tree to be removed and preserved on the home site

- _____ Landscape Plan at 1" = 20' scale with specifications, irrigation lines, zone layouts, landscape lighting plan with specifications and mechanical service yard screening. Location and design of driveway and walkway treatments

- _____ Architectural plans at 1/4" or 1/8" including all elevations with material specifications, roof plan, foundation plan, electrical plan with exterior lighting specifications, typical wall section, wall section for porch or loggia, rafter tail diagram, window and door specifications, and all exterior utility connection

- _____ Exterior Material and Color Specification Sheet with actual exterior material product, color and texture samples

- _____ Other material samples, if requested

- _____ Completed ARB Application and Checklist

- _____ Construction Deposit Agreement and deposit check in the amount of \$5,000, received on _____

EXTERIOR MATERIAL AND COLOR SPECIFICATIONS

Check Attached	Element	Material/Finish/Manufacturer	Color
	Exterior Wall Finish – Major		
	Exterior Wall Finish – Minor		
	Foundation Walls		
	Trim		
	Dormers, Cupola		
	Chimney/Cap		
	Fascia/Overhang		
	Porch Columns		
	Porch Piers		
	Porch Railings		
	Porch Flooring		
	Porch Steps		
	Roof		
	Gutters/Downspouts		
	Front Door		
	French/Patio Doors		
	Garage Doors		
	Windows		
	Shutters		
	Driveway		
	Front Walk		
	Pedestrian Sidewalk		
	Pool/Spa Deck		
	Fencing		
	AC/Equip Screen		
	Retaining Walls		
	Arbors/Trellis		
	Exterior Lights		

**Atlantic Beach Country Club
Construction Deposit Agreement
New Home Construction**

Contractor Name _____

Contact Person _____

Address _____

Phone Home _____ Cell _____

Lot / Phase _____

Owner _____

As Contractor of the above referenced home, I acknowledge and agree to the following:

1. I have received and reviewed the Atlantic Beach Country Club's Architectural Design Guideline and Architectural Review Board Standards and Procedures Manuel.

2. All Improvements to be constructed on the home site will be in accordance with plans submitted to and approved by ARB.

3. The job site will be kept orderly at all times and I am responsible for the actions and conduct of the subcontractors and vendors working on the site.

4. Any funds paid out by Atlantic Beach Country Club Owners Association, Inc., including but not limited to, those needed for the correction of changes not approved by the ARB, the cost of work necessary to improve the appearance of the site, the cost to repair drainage problems, damage to the roads, right-of-way landscaping, utilities, etc., are my responsibility and such costs will be deducted from the Construction Deposit as necessary with any remaining balance over and above the amount of the Construction Deposit held by the Homeowners Association to be assessed against me and collected by the Homeowners Association as allowed by law.

**Atlantic Beach Country Club
Construction Deposit Agreement
New Home Construction**

5. The remaining Construction Deposit, if any, will be refunded at the completion of construction and upon certification by the ARB that all improvements were built in accordance with plans and specifications approved by the ARB. A copy of Certificate of Occupancy to be delivered to a minimum one week prior to home occupancy.

The Construction Deposit Agreement is made this ____ day of _____, 20__

by:

Signature

Print Contractor's Name

Deposit Amount: _____

Date Submitted: _____

Received by ARB on (Date): _____

By: _____