



River Club at Carlton Community Association, Inc.

ARCHITECTURAL AND DESIGN REVIEW PROCEDURES

The attached information is provided to assist River Club Homeowners seeking approval of contemplated exterior home improvements and/or landscaping. Please be aware that certain exterior alterations or additions to your home and lot are permitted, but require prior approval of your River Club Architectural and Design Review Committee (ADR). Also, some exterior additions or modifications are not permitted under the Architectural Standards of the River Club Declaration of Protective Covenants and Restrictions Sections (8.00 – 8.6.1.2).

The objective of these guidelines, which apply to all homeowners, is to maintain the highest standards that will insure a consistent and high quality development. It is the responsibility of the ADR to assist homeowners in maintaining these high standards.

The following information is intended to aid homeowners contemplating improvements and if you are considering some exterior projects, these steps are required:

- **Step 1:** Consult the River Club Architectural Standards, (Sections 8.0 – 8.6.1.2) included in your River Club Declaration of Protective Covenants and Restrictions to determine if the particular exterior project you have in mind is of the type permitted.
- **Step 2:** Prepare two (2) copies of plans for your project and two (2) copies of the AAIS forms, and submit a complete package to the management company for ADR review. Your contractors may draw the plans, and be present with you at ADR meetings, but the homeowner must complete the application and is responsible for proper submittal and must be prepared to review it with the ADR. The information needed on your plans shall be complete enough to assist the ADR in understanding: what your project is, where it will be located with respect to your existing home/lot, its relationship with your property lines and your neighbors properties, what materials and colors you plan to use, and any additional information that would be helpful to the ADR in reviewing your project. The more complete your plans are, the easier and quicker it will be for the ADR to review and approve them. After the Committee has reviewed and approved your project, one set of plans and application will be returned to you. The second set will be forwarded to the River Club Community Association for filing. When your application has been approved, then:
- **Step 3:** Contact the City of Indian Rivers Shores to determine if a city construction permit is required for your project. This permit is your responsibility. The City most likely will require proof of approval from the River Club Architectural Review Committee before issuing a permit.
- **Step 4:** After completion of the work, contact the ADR and advise them that the job is complete. A final ADR review will be required at this stage to ensure that the project built conforms to the approved plans.



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**ARCHITECTURAL AND DESIGN REVIEW COMMITTEE OVERVIEW
AND GENERAL GUIDELINES**

MISSION

The mission of the River Club Architectural and Design Review Committee (ADR) is to ensure and protect River Club's general appearance and homeowner property values.

PURPOSE

These policies and guidelines were established for the River Club community to include landscape themes as well as the general standards that will insure a consistent and high quality neighborhood as intended for this excellent Indian River Shores community.

INTRODUCTION

River Club has been planned as an attractive, up-scale community in Indian River Shores, Florida. Current and future homeowners are concerned with maintaining their property values as well as preserving our unique natural environment of a River to Ocean community.

The establishment of an architectural review process is essential in insuring and maintaining high community standards as well as establishing reasonable procedures and guidelines to attain and enforce these standards.

THE ARCHITECTURAL AND DESIGN REVIEW COMMITTEE

The River Club Declaration of Protective Covenants and Restrictions, section 8.0 through 8.6.1.2 establishes the creation of an Architectural and Design Review Committee (ADR) that is appointed by and reports directly to the River Club Community Association Board of Directors. The ADR is authorized to publish written architectural standards, community regulations, procedures, and guidelines governing construction, location, height, size, dimension, material design improvements, structures, landscaping, renovations, etc.



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GENERAL GUIDELINES

Construction of any structure, improvement on any lot or any exterior changes to the property requires specific prior approval by the ADR and will be approved or disapproved based on compliance with the River Club Declaration of Protective Covenants and Restrictions, the Guidelines, and/or the aesthetic discretion of the Committee. An ADR Application Information Sheet (AAIS), will need to be completed and submitted to the ADR for review. The ADR has sole discretion in approving or disapproving specific proposals.

PROJECT REQUESTS

No improvements, alterations, repairs, paint colors, excavations or other work, which in any way alters the exterior appearance of any property within River Club, shall not be made or done without the prior written approval of the ADR. Each request must be submitted in writing using the AAIS for approval prior to the commencement of any work. AAIS forms are available at our Property Manager's Office:

Elliott Merrill Community Management
835 20th Place
Vero Beach, FL 32960
(772) 569-9853, ext. 136

AAIS forms should be completed with a detailed explanation of the proposed project, including the property plat with present and proposed structures, relevant surrounding features, landscaping plans, irrigation plan (if applicable) sketches with dimensions, and color samples.

The ADR will consider any possible influence on surrounding properties and will concentrate on maintaining the architectural style. The ADR considers requests within 30 days of submission. Requests must comply with the provisions of the River Club Declaration of Protective Covenants and Restrictions, these guidelines and with the applicable requirements of Federal, State, County, and local law.

ADR APPLICATION FEE

All new home construction, all major renovations and replacement of existing homes and all projects estimated to be greater than Fifty Thousand Dollars (\$50,000.00) in costs shall additionally be required to pay an application fee of a minimum of Three Hundred Fifty Dollars (\$350.00) (the "Application Fee") submitted together with a properly completed ADR request form. In the event an ADR request is disapproved, the Application Fee shall be returned to the applicant. In the event an ADR request is approved, the Application Fee shall become non-refundable and shall be used for anticipated wear and tear on the Community roadways and shall be used by the Corporation for right of way maintenance, repairs and improvements.



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QUESTION & ANSWER

WHAT IS AN ADR APPLICATION INFORMATION SHEET?

An ADR Application Information Sheet (AAIS) is a document that outlines your project with the objective, scope of work, costs, etc. and authorizes you to do that specific activity, whether you perform the work yourself or hire a contractor. It also ensures that the work performed will be safe and aesthetically pleasing.

WHAT HAPPENS IF WORK BEGINS WITHOUT ADR INPUT OR APPROVAL?

A homeowner will be visited by a member of the ADR or by the River Club Property Manager and will be asked to stop the project until an AAIS form is submitted and subsequent approval by the ADR.

Failure to proceed without an approved AAIS form may result in a “Stop Work Order” being issued on your project. A “Stop Work Order” is a document specifying that the project has no ADR Application Information Sheet on file, and work cannot continue until an approved AAIS form is received, reviewed and issued from the ADR.

Costs involved with pursuing compliance may be added to the resident’s account according to provisions in our documents and guidelines and billed as a special individual assessment. These costs include expenses in providing non-compliance notices, and potential attorney and legal costs.

WHAT IF A PROJECT WAS COMPLETED WITHOUT AN ADR APPLICATION INFORMATION SHEET?

A project is considered to be out of compliance with our River Club documents and guidelines without an approved ADR Application Information Sheet on file. A homeowner will need to submit an ADR Application Information Sheet for the already-completed project to the ADR in order to be in compliance. If any part of the project does not meet the requirements of our documents, the homeowner will be responsible for making the necessary corrections or alterations.



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ADR APPLICATION INFORMATION SHEET

Please complete this ADR APPLICATION INFORMATION SHEET and attach two (2) copies of your proposed home improvement/modification plans and mail/email or deliver to:

River Club at Carlton
c/o Elliott Merrill Mgmt.
835 20th Place
Vero Beach, FL 32960

email: Paolaa@elliottmerrill.com

PROJECT DATA

From: _____

Date: _____

Home Phone Number(s): _____

Business Phone Number(s) _____

Email Address: _____

Property Address: _____

Block Number: _____ Lot Number: _____

Architect, Contractor, or Owner's representative: (if applicable)

Phone Number _____

Street Address _____

City _____, State _____ Zip _____



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Project Objective:

Vendor Information:

Scope of Work:

Cost of Project:



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Other Information

Attach to this AAIS forms all renderings, color samples, specifications, etc. to assist the ARC in its decision process.

I UNDERSTAND AND AGREE THAT:

1. No work in this request shall commence until written approval of the Architectural Review Committee has been received.
2. All improvements approved by the Architectural Review Committee must be completed within the time allotted in the ARC standards. Failure to complete the work within the prescribed period of time will cause the approval to be rescinded and resubmission will be required. Extenuating circumstances should be brought to the attention of the ARC.
3. The “Conditions of Approval” section of the Architectural Standards shall apply to any approval.
4. The above and attached information is complete and accurate to the best of my knowledge. Installation is to be at no cost whatsoever to the River Club Homeowners Association. Any further maintenance shall be the responsibility of the owner, heirs, or assigns.
5. All home and yard improvements requested and performed shall comply with the River Club Declaration of Protective Covenants and Restrictions guidelines and procedures. All approvals from the ARC are contingent upon compliance with the provisions of those documents and permits by the Town of Indian River Shores. ARC approval does not override or waive the provisions of those documents.

Homeowner Signature: _____



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CHECK LIST FOR ASSISTANCE IN AAIS SUBMITTAL:

Did I:

- _____ Read River Club Architectural Standards for requirements
- _____ Provide a description of improvement
- _____ List the location of home/lot
- _____ Provide dimensions/measurements of improvements proposed
- _____ Provide description and samples of materials, color schemes, etc.
- _____ Provide the landscaping plan with details on trees, plants, ground cover, sprinklers, well, etc. For New Home Build - at which time the landscaping plan is completed and ready to be submitted to the Town of Indian River Shores, it should be first presented to the ADR for review and approval.
- _____ Provide fences (location, design, color and height)
- _____ Provide plans of concrete or other hardscape work (location and color)
- _____ Provide two copies of all plans