

**SEAGROVE PROPERTY OWNERS
ASSOCIATION, INC.**

**Architectural Review Criteria
Amended and Restated January 2021**

TABLE OF CONTENTS

SECTION 1	Establishment of the Architectural Review Committee	1
	1.1 Function and Establishment	1
	1.2 Membership	2
	1.3 Voting	2
	1.4 Meetings	2
	1.5 Reply and Communications	3
	1.6 Costs of Review	3
	1.7 Limitation of Liability	3
	1.8 Relationship of Guidelines to Development Regulations	3

SECTION 2	Home Improvements	3
	2.1 Roof Replacements	4
	2.2 Fences/Walls	4
	2.3 Exterior Painting	5
	2.4 Landscaping	5
	2.5 Pool Screens	6
	2.6 Driveways, Walkways and Patios	6
	2.7 Antennas and Satellite Dishes	6

SECTION 3	New Home Construction/Major Modifications	6
	3.1 Application Requirements	7
	3.2 Review Considerations	7
	3.3 Pre-Design Considerations	7
	3.4 Schematic Design Submission	8
	3.5 Design Development Submission	9
	3.6 Construction Plan Submission	9
	3.7 Approvals and Inspection	9

SECTION 4	Site Development	10
	4.1 Design Precept	10
	4.2 Topography	10
	4.3 Ground Floor Elevation	10
	4.4 Utility Connections	10
	4.5 Swimming Pools	10
	4.6 Recreational Property	11
	4.7 Outdoor Lighting	11
	4.8 Dune Crossovers	11
	4.9 Temporary Buildings (During Construction)	11

	4.10 Contract Approval	11
	4.11 Inspection by the ARC	11
	4.12 Agreement to Comply	11
	4.13 Sheds and Vehicles (During Construction)	11
	4.14 Construction Timetable	11
	4.15 Damage to Roadside Blacktop	12
	4.16 Final Approval Conditions	12

SECTION 5	Architectural Design Standards	12
	5.1 Design Percept	12
	5.2 Building Materials and Color	13
	5.3 Roofs	13
	5.4 Building Massing	14
	5.5 Garages	15
	5.6 Architectural Components	15
	5.7 Exterior Equipment	15
	5.8 Mailboxes	16
	5.9 Solar Devices	16
	5.10 Driveways and Walkways	16
	5.11 Residential Interiors	16

SECTION 6	Site Landscaping	16
	6.1 Design Percept	16
	6.2 Landscape Development Standards (General)	17

SECTION 7	Miscellaneous	19
	7.1 Contractor Rules	19
	7.2 Signs	19
	7.3 Maintenance of Property	19
	7.4 Trash Containers	19

ATTACHMENTS		
	Plans Approval Package Summary	20
Item A	Architectural Review Process/Fee & Expense Assessment	21
Item B	Approval Process – Architectural Review Committee	23
Item C.1	Application for Review – New Home Construction/Major Modification	24
Item C.2	Check List of Items	25
Item C.3a	Plans Approval Procedure	26
Item C.3b	Approval Procedure – New Home Construction	27
Item C.4	Plans Specification Checklist	29
Item D.1	Application For Review – Minor Modifications	33
Item E	Seagrove Plans Approval Appeal Procedure	34
Item F.1 & F.2	Agreement to Comply	35
Item G	Contractor Requirements, Rule & Regulations	36
Item H	Compatible Landscaping Along A1A	38
Item I	Landscaping Checklist	39
Item J	Certificate of Compliance	40

Amended and Restated

Architectural Review Criteria

Seagrove Property Owners Association, Inc.

SECTION 1 – Establishment of the Architectural Review Committee

- 1.1 Function and Establishment. The Architectural Review Committee (hereinafter referred to as “the ARC”) has been appointed by the Board of Directors of Seagrove Property Owners Association Inc. (hereinafter referred to as the “Board”) to govern the design, construction, maintenance and modification of homes within Seagrove. The ARC shall approve, monitor and enforce the Architectural Review Criteria including, but not limited to: site clearing and grading; new building plans; new landscape plans; modifications of existing structures; modifications of existing landscaping; all other details described in the Architectural Review Criteria.

No Improvement at Seagrove shall commence, no lot shall be cleared, nor shall any change or addition be made to any existing improvement until complete plans and specifications, in such form and detail as the ARC may deem necessary, shall have first been submitted to, and approved by, the ARC. Once work has been completed, the owner of the lot upon which the work is being performed (hereinafter referred to as “owner”) must contact the Association’s then Management Company (hereinafter referred to as “Management Company”) to have the ARC final inspection. If an improvement is commenced without submission of the required documents to and approval by the ARC, the resident shall be subject to a fine as set forth in the Amended And Restated Rules And Regulations. The fine shall be continuing until proper documents are submitted and approved.

The Board shall have the authority to amend and update these Architectural Review Criteria from time to time as it deems appropriate.

All actions of the ARC shall be consistent with the purpose and intent of these Guidelines. The ARC or its representative may, at any time, inspect any improvement to determine whether construction, use and/or operation and maintenance of that improvement conforms to the plans and specifications approved by the ARC. The ARC, in conjunction with its review of plans and specifications, may apply other building requirements and restrictions, which the ARC deems relevant to its purposes and in keeping with the intent and purpose of these guidelines.

Subject to the standards set forth in the Amended Declaration of Covenants and Restrictions, the ARC may grant a variance from the provisions of these Criteria when, in the opinion of the ARC, a variance is necessary due to the unusual shape or size of the lot upon which the work is to be performed. All variances must be approved by the ARC and must be evidenced by a written instrument, and attached to a copy of the plan(s) approved by the ARC. If a variance is granted, no violation of these Guidelines shall be

deemed to have occurred with respect to the provision for which the variance was granted provided that the development of the property affected by the variance is in compliance with the details set forth in the approved plans and specifications.

- 1.2 Membership. The ARC shall consist of no less than three (3) and no greater than five (5) members and shall include a member of the Board who shall be the Chair Person.

The Board shall appoint all members of the ARC, and shall have the right to remove any and all members from the ARC at any time for any reason, with or without cause. In the event one of the members of the ARC resigns, or is no longer able to serve as a member, the Board must appoint a new member of the ARC within thirty (30) days of the ARC vacancy so that there will continue to be at least three (3) members of the ARC. The Board may also appoint staff and consultants to the ARC including, but not limited to, architects, planners, engineers, attorneys, and other individuals whose knowledge or skills will assist the ARC in carrying out its functions.

Each member of the ARC shall serve on the committee from the date of his/her appointment until March 31st of the succeeding calendar year or until such time as he/she has resigned or has been removed. As of the first meeting following the Association's annual meeting, the Board shall review the composition of the membership of the ARC and shall either reappoint any or all of the members and/or shall appoint one or more new members.

- 1.3 Voting. Actions taken by the ARC shall require a majority of voting members at a committee meeting.

- 1.4 Meetings. The ARC shall meet from time-to time as needed to perform its duties. The Chairman of the ARC shall provide for reasonable notice to each member of the ARC prior to any meeting, setting the place and time of said meeting. A majority of the members of the committee must be present either in person, via telephone or teleconference in order for there to be a meeting of the committee.

Applicants shall have the right, upon request, to appear before the ARC at its meeting to explain and answer questions about their submittals. The ARC may require an applicant to appear before the ARC at its meeting if the ARC deems such an appearance necessary. The ARC reserves the right to designate one or more of its members to take action or perform duties on its behalf, and to adopt rules and guidelines concerning who may attend a meeting of the ARC and what input, if any, someone other than the applicant may have at such meetings.

If the Applicant is not satisfied with the final decision as rendered by the ARC, the Applicant may, within sixty (60) days of the date of the meeting of the committee, appeal to the Board. Reference ATTACHMENT – PLANS APPROVAL PACKAGE, item E, provides further information related to the Appeal Procedure.

- 1.5 Reply and Communications. Within the time frame set forth for each step in the design review and approval process, the ARC shall respond to the submittal in one of the following ways:
- a. Approved as submitted.
 - b. Approved with conditions
 - c. Deferral of action pending receipt and review of additional information required by the ARC.
 - d. Disapproval with explanation(s).

If the ARC fails to reply within thirty (30) days of the date the complete application was filed and fees were paid, it shall be concluded that the ARC has approved the plans and specifications. Any minor home modification as set forth in any of these rules shall be completed within six (6) months of approval. If not completed the application is deemed expired and a new application is required.

- 1.6 Costs of Reviews. The Board will charge each Applicant a fee for the review of plans and specifications and, in addition, shall be reimbursed by the Applicant for all reasonable and customary costs for professional review of plans and specifications and for all other reasonable costs incurred by the ARC in the review process.

Such fees and expenses are further defined in ATTACHMENT – PLANS APPROVAL PACKAGE, Item A (as may be amended from time to time). Applicant shall be provided a copy of latest Fee and Expense Assessment upon request to the ARC.

- 1.7 Limitation of Liability. Neither the ARC, its members, or the Board shall be liable in damages or otherwise to anyone submitting plans and specifications for approval or to any owner of land affected by these Criteria by reason of mistake of judgement, negligence, or nonfeasance arising out of or in connection with the approval, disapproval, or failure to approve or disapprove any plans and specifications.
- 1.8 Relationship of Criteria to Regulations. In all instances where design criteria established as part of this document is in conflict with local development regulations, the most rigorous standards shall apply. In no event are these Criteria intended to relieve the applicant from compliance with all applicable Federal, State, County, or City development regulations.

SECTION 2– Home Improvements

Applications for exterior modifications to existing homes may be considered minor alterations if the nature of the proposed exterior improvement is consistent with the existing architectural style of a home. Application for Home Improvement is included in the ATTACHMENT – PLANS APPROVAL PACKAGE, Item D.1; this Application Form may be obtained at the Seagrove Gate House or the Seagrove portal and must be completed, dated, signed and mailed, emailed, faxed, or hand delivered to the management company. Necessary descriptive plans, specifications, color charts, County Permit(s) (if required), associated with the “minor” improvement(s) must be included with the

Application. Prior to performing any home improvements, the ARC reserves the right to review and approve proposed additions/modifications if determined to be “minor” in nature. In the event proposed improvements alter the existing architectural style of the home, the ARC reserves the right to request additional information regarding the proposed improvement and may impose additional requirements.

- 2.1 Roof Replacements. Roofing constitutes a key element of Seagrove’s unique aesthetic look and feel. The community’s original homes were built with cedar shake roofs, and this remains the singular, guiding design characteristic and requirement for both new and replacement roofs throughout the community.

Since that time, roofing materials have evolved considerably. Commensurate with this, Architectural Review Criteria allow for materials other than true cedar—although, again, the shake roof appearance must be maintained.

For details governing roofing, refer to SECTION 5 – Architectural Design Standards, Sub-Section 5.3. Homeowners are required to submit a roofing material sample being considered to the Architectural Review Committee for approval prior to purchase and installation.

Please note the following:

- Cedar shake is a light-weight material. Accordingly, homes original to Seagrove may not have the structural strength to accommodate heavier roofs. Please consult a reputable contractor or architect.
- Seagrove is located in a tropical climate, adjacent to the ocean, subject to a six-month hurricane season. Roofing materials and installation methods should be such as to withstand this environment. Installation shall be performed in strict compliance with manufacturer’s specifications governing installation. Homeowners are responsible for ensuring their roofs meet all relevant codes.
- The ARC maintains a list of previously-approved “branded” roofing materials. Simply contact the ARC for a copy.

- 2.2 Fences/Walls.

2.2.1 All fences defining property lines shall be “shadow box”, black aluminum or black vinyl coated chain link. Shadow box may be capped or open top, constructed of cedar, redwood or treated pine and may be painted or natural wood finish. No shadow box fence may be higher than six (6) feet above finished grade. No aluminum or vinyl coated fence may be higher than five (5) feet above finished grade. Chain link gates are not allowed. Proposed fence applications shall be submitted to the Architectural Review Committee for approval setting forth the specific dimensions, material, location and any other information that the owner or committee feels necessary to secure approval.

2.2.2 All shadow box fences must be landscaped on the outside of that portion of the fence that is not a gate and that faces the street. Owners are encouraged to provide some form of landscaping along extended lengths of the fence to avoid

the effect of a “wall of wood.” Aluminum and vinyl coated chain link fence shall be screened on both sides along the entire fence line exclusive of any gate. Any vegetation used for screening must completely obscure the fence within six (6) months from installation so the aluminum or vinyl coated chain link fence is not visible from the street or adjoining property. The aluminum or vinyl coated chain link fence shall be set back from adjoin property lines so vegetation on the outside of the fence does not encroach on adjoining property.

- 2.2.3 Masonry walls the height of six feet six inches to seven feet six inches, will be allowed under the following conditions ONLY: Residences with rear yards and/or side yards abutting Highway A1A. The exact location, design, materials, and colors shall be submitted to the ARC for review and approval. Landscaping shall follow directions and criteria as further described in this document.
 - 2.2.4 A permit is required by the Indian River County Planning Department for all structures, including permanent fences, located within the five (5) foot easement of the owner’s property. A copy of the Permit may be submitted with the Application for Home Improvement as part of the ARC Approval process, or the permit may be obtained and submitted after approval.
 - 2.2.5 Fencing to enclose open (non-screened) swimming pool patios may be permitted to comply with home insurance requirements upon submittal of drawings and specifications to the ARC for approval. This fencing may be of prefabricated aluminum (such as manufactured by Alumi-Guard) or other approved materials, and painted. Planting of shrubbery adjacent to the fence is encouraged, where possible, to blend with the surrounding landscape.
- 2.3 Exterior Painting. The ARC shall give final approval of all exterior color plans and each owner must submit to the ARC a color plan showing the proposed color for exterior walls, shutters, doors and trim. A minimum of one foot by one foot sample of the color must be painted on an exterior wall of the home for review by the ARC. The ARC shall consider the extent to which the color plan is consistent with the homes in the surrounding area and the extent to which the color plan conforms to the natural color scheme of and for Seagrove. Color charts indicating manufacturer and specific paints, and a copy of completed Form “Paint Application Data” (reference ATTACHMENT – PLANS APPROVAL PACKAGE) must be included with the submitted Application for Home Improvements. Notification to the ARC is required when painting the same color via an application for the records.
- 2.4 Landscaping. Aside from routine maintenance, no revisions to existing landscaping shall be performed by owner prior to written approval by the ARC. The Application submittal shall include a description of area to be revised and a Landscape Plan indicating the materials to be utilized in the “re-nourishment” program. SECTION 6 – Site Landscaping, a part of these criteria, further defines the requirements, intent and purpose of the review/approval process by the ARC.

- 2.5 Pool Screens. Indian River County Building Codes require that all new or remodeled enclosures must be approved by the County Planning Department. A copy of the approved Permit and drawings shall be submitted to the ARC for approval prior to start of construction. All screen enclosures must be bronze or black in color and conform to existing screen enclosure materials/design in Seagrove.
- 2.6 Driveways, Walkways and Patios. Replacement of driveways and walks shall utilize one of the following materials:
- a. A Frozen Chattahoochee (Chattahoochee set in concrete and not epoxy).
 - b. Stamped concrete designed to mimic pavers or brick (see e.g. 326 Ocean Way).
 - c. Pavers: detailed material specifications, design, and color must be specified.

Detailed material specifications, design and, for paving brick/paving process, color, must be submitted with the Application for Home Improvement to the ARC for specific approval.

- 2.7 Antenna and Satellite Dishes.
- a. The following antennas may be installed by property owners:
 - i. Satellite dish antennas that are one-meter (thirty-nine (39) inches) or less in diameter and which are designed to receive direct broadband satellite service, including direct to home satellite service.
 - ii. Satellite dish antennas that are one-meter or less in diameter or diagonal measurement and are designed to receive video programming services via wireless cable.
 - iii. Standard television antennas that are designed to receive television broadcast signals.
 - iv. Any other antenna or satellite dish which Federal Law, as may be amended from time to time, requires the Association to permit.
 - b. All antennas must be installed in accordance with manufacturer's specifications and State and Local Building codes. Antennas must be painted so that they blend into the background against which they are mounted. The Association's antenna and satellite dish restrictions shall not be interpreted so as to unreasonably delay installation, maintenance or use; preclude reception of an acceptable quality signal; or an unreasonable increase in the cost of installation, maintenance or use.
 - c. Application for installation of antennas or satellite dish shall include a description of the proposed location for approval of the ARC.

SECTION 3- New Home Construction/Major Modification

The design and construction of a residential dwelling on a lot in Seagrove, or major improvements to an existing dwelling, are governed by these Amended and Restated Architectural Review Criteria and any Rules or Regulations concerning the construction of homes in the community.

Major improvements are defined as work which will alter the existing architectural style of the home (such as addition of a second story, addition of room(s), replacement of existing windows which materially alter the appearance or addition of a swimming pool).

The application and review process at Seagrove has been designed to follow the process typically used by architects in preparing plans for construction. This was done to ensure maximum coordination with the application, thereby minimizing the need for plan revisions. The steps in this review process are as follows:

- | | |
|-------------|---------------------------|
| STEP ONE: | Pre-design Coordination |
| STEP TWO: | Schematic Design Review |
| STEP THREE: | Design Development Review |
| STEP FOUR: | Construction Plan Review |

The applicant's involvement in this process will help to ensure that all new construction at Seagrove is of the highest standards and will make a positive contribution to our unique quality of life.

- 3.1 Application Requirements. Submission, review, and written approval are required before any site improvements are permitted. Plans and specifications are to be submitted to the ARC at the following address:

Seagrove Property Owners Association, Inc.
c/o Elliott Merrill Community Management
835 20th Place, Vero Beach, FL 32960

Submission shall consist of one (1) set of plans signed and sealed by a Florida registered architect and a digital copy of all plans. Reviews of all submissions shall be completed and returned, in writing, to the applicant within the time periods specified herein (from the time of receipt of such plans and specifications).

- 3.2 Review Considerations. Emphasis during review will be given to the following:

- a. The exterior will be evaluated with respect to its compatibility of design, site massing, and materials as compared to the predominant architectural style present in Seagrove.
- b. The relationship of the size of the lot and its topography to the proposed architectural massing and building orientations with emphasis on the proposed building's impact on adjacent homes.
- c. Plans will be evaluated for excessive similarity or dissimilarity in relation to neighboring dwellings and those within the Block.
- d. Impact of construction on existing trees.

- 3.3 Pre-Design Construction. Owners and their architects or builders are encouraged to meet with the ARC early in the design and planning process, while plans are tentative and preliminary, in order to assure full understanding of the requirements of these Criteria and to inform the ARC of preliminary design and planning concepts.

Since Seagrove is a highly restricted community, it is each owner's responsibility to obtain and read carefully the recorded documents which set forth the structure and organization of the Association and the duties and obligations imposed on the agencies created by the following documents:

- A. Declaration of Covenants and Restrictions
- B. Architectural Review Criteria
- C. Rules and Regulations
- D. By-Laws of Seagrove Property Owners Association, Inc.
- E. Articles of Incorporation of Seagrove Property Owners Association, Inc.

Each Owner is urged to study the above listed documents, with special emphasis on Architectural Review Criteria. These documents are available to each owner. The Management Company contracted by the Seagrove Property Owners Association, Inc. can assist you in obtaining these documents or they may be obtained from your closing agent.

It is recommended that when the owner has decided to move forward with house building plans, he/she contact the Chairman of the ARC to obtain a copy of "PLANS APPROVAL PACKAGE" (reference ATTACHMENT). This "package" contains the forms required to initiate the approval process. With your architect, study these materials carefully and use them as your guide in developing architectural and landscape plans for your home. This process will help to ensure compliance with the Architectural Planning Criteria and can avoid future pitfalls and problems. Any questions you may have should be directed to the Chairman of the ARC.

- 3.4 Schematic Design Submission. This shall include a Schematic Design Package consisting of a site plan and building elevations. The schematic design plans should convey the applicants understanding of the Guidelines. This submission shall address the following:
- a. Preliminary clearing, grading and drainage plans.
 - b. Preliminary lot layout plan including pools and patio locations.
 - c. Preliminary house floor plans together with programmatic data regarding lot coverage, building height(s), and total building square footage.
 - d. Preliminary elevations (all sides).
 - e. A tree survey locating all existing trees measuring three (3) inch DBH (diameter at breast height) or greater, including species.

Review of all Schematic Design submissions shall be completed and returned, in writing, to the applicant within ten (10) days following the next ARC meeting. Written approvals for Schematic Design submittals shall be valid for a period of three (3) months from the date of approval.

- 3.5 Design Development Submission. Design Development submittals are reviewed prior to initiating final construction plans and shall include the following:
- a. Revised house plans at a scale of no less than $\frac{1}{4} = 1'0''$.

- b. Revised elevations (all sides).
- c. Roof plans including pitch, materials, overhang and general detailing.
- d. Site plan information showing:
 - 1. The location of all improvements and their relationship to the setback requirements and adjacent off-site structures.
 - 2. Curb cut and driveway plans.
 - 3. Exterior storage, equipment locations, and other proposed activities or improvements, which would significantly alter the natural site, or impact adjacent lots, must also be shown.
- e. Foundation plans.
- f. Building materials and colors (including sample(s)).
- g. Preliminary landscaping and landscaping lighting plans.
- h. Builders/Architects Specification Sheets.
- i. Construction staging.
- j. Adjacent property improvements, where applicable, and the relationship between existing and proposed improvements, including window and view orientations, screening and alterations to exiting patterns.
- k. Anticipated schedule of all construction activity.
- l. Sealed topographical survey by a licensed surveyor showing lot elevations, setbacks, square footage, and including adjacent lot elevations.

Review of all Design Development submittals shall be completed and returned, in writing, to the applicant within twenty (20) days of the next ARC meeting.

Written approvals for Design Development submittals shall be valid for a period of six (6) months from the date of approval.

- 3.6 Construction Plan Submission. Construction Plan Submission is a review of the finalized construction or building plans. These plans are to be completed in accordance with the plans and review comments approved during the design development submission.

Review of all Construction Plan submittals shall be completed and returned, in writing, to the applicant within thirty (30) days following receipt by the ARC.

New home construction/major modification must be approved by the Seagrove Property Owners Association, Inc. Board of Directors prior to its commencement. Written approvals for Construction Plan Submissions shall be valid for a period of one (1) year from the date of approval. All major modification work must be completed in accordance with the plans and specifications approved by the ARC within eighteen (18) months from the date of approval. (See 4.14 re: timetable for new home construction.)

- 3.7 Approvals and Inspections.

- 3.7.1 Additional Submittal Requirements. In addition to the foregoing submittal requirements which are consistent with the established design precepts of Seagrove.
- 3.7.2 Modified Submittal Requirements. The ARC may waive or excuse compliance from the submittal requirement if the ARC determines that some or all of the

information or materials required by the ARC is not necessary or appropriate in specific situations. The ARC may, due to unforeseen circumstances, notify the applicant of the need to extend review deadlines for any or all steps of the review procedure.

- 3.7.3 Approvals. Any approval of plans, specifications, or proposed construction given by the ARC or the Board shall be only for the purpose of permitting construction of proposed improvements within Seagrove. Such approval shall not constitute an approval, ratification, or endorsement of the quality of architectural or engineering soundness of the proposed improvement and neither the ARC or its members or the Board or its members shall have any liability in connection with, or related to, approved plans, specifications, or improvements. The ARC approvals shall be in the form of a letter to the applicant and signed by the ARC Chairman.

SECTION 4 - Site Development.

- 4.1 Design Precept. Over the years, Seagrove has evolved into a premier ocean-side community providing a unique quality of life to its residents. The architecture is typified by the use of low informal building massing, moderately pitched hip roofs with broad flat lines and overhangs, shutters, quoins (if block and stucco are used), roofs of hand split red cedar shakes, cement or concrete tiles or Country Manor Shake roofs or like and the extensive use of informal native landscaping creating the "Seagrove Look."
- 4.2 Topography. There shall be no change in the Topography of the lot either for construction or landscaping without prior written approval of the ARC.
- 4.3 Ground Floor Elevation (Finished). The basic ground floor elevations of the house must be at least eighteen (18) inches above the level of the crown of the road at the center point of the house as situated on the lot. Basic ground floor elevations may not, however, exceed twenty-four (24) inches above the level of the crown of the road.
- 4.4 Utility Connections. Building connections for all utilities, including but not limited to water, electricity, telephone, and cablevision shall be run underground from the proper connection points to the building structure in such a manner to be acceptable to the governing utility authority.
- 4.5 Swimming Pools. All swimming pools must be in ground and of poured concrete. No other pools are allowed. Any swimming pool or tennis court to be constructed on any lot shall be designed so as to buffer the surrounding residences from the lighting and noise and must be approved by the ARC. All screen enclosures must be bronze or black in color and conform to existing screen enclosures.
- 4.6 Recreational property. If one owner elects to purchase two adjoining lots and use one for residential and use one for recreation purposes, the lot used for recreation must be adequately screened by landscaping and/or walls or fences on both the front and sides as required by the ARC.

- 4.7 Outdoor Lighting. Any plan approved by the ARC for a dwelling must provide for a lamp post light or lights strategically placed at the street in front of the dwelling no more than fifteen (15) feet from the edge of the road. The light(s) must be on from dusk to dawn.
- 4.8 Dune Crossovers. A permit for a dune crossover from the Florida Department of Natural Resources (DNR) is required and a copy is to be submitted to the ARC for review. The ARC typically approves construction consisting of three (3) foot wide elevated wood walkway, approximately thirty six (36) inches above the natural grade from the CCCL seaward to the beach. Stairs may be parallel (preferred) or perpendicular to the shoreline.
- 4.9 Temporary Buildings (during construction): Except as otherwise provided herein, no tents, trailers, vans, shacks, tanks or temporary or accessory buildings or structures shall be erected or permitted on any residential lot.
- 4.10 Contract Approval: Any contractor constructing a residence or additions thereto must be duly licensed as a Residential Contractor, Building Contractor, or a Certified General Contractor by the State of Florida.
- 4.11 Inspection by the ARC: The ARC, or it's duly authorized representatives, shall have the right to inspect construction as it proceeds at such reasonable times and in such manner as it deems appropriate, so as to confirm that the improvements are being constructed in accordance with the Declaration of Covenants and Restrictions and these Criteria, and so as to confirm compliance with the Agreement to Comply. In the event of a violation of, or non-conformity with approved plans and specifications, these criteria and/or the Agreement to Comply, the ARC may require that all construction activity cease until such time as the violation of non-conformity with approved plans and specifications, these Criteria and/or the Agreement to Comply has been corrected.
- 4.12 Agreement to Comply: Both the Property Owner and the Residential Contractor, Building Contractor, or a Certified General Contractor must sign a separate Agreement to Comply letter (reference ATTACHMENT – PLANS APPROVAL PACKAGE, items F.1 and F.2) which shall be delivered to the ARC prior to the commencement of construction of the dwelling.
- 4.13 Sheds and Vehicles (during construction): Temporary tool sheds, trailers and equipment may be allowed to remain on property during the work week but must be removed by 5 pm on Friday each week. Construction vehicles shall not remain on premises after regular business hours.
- 4.14 Construction Timetable:
- a. Site clearing inspection by ARC with owner/builder.
 - b. An owner shall have his/her lot ready for a form board inspection by representatives of the ARC prior to placing concrete for the foundation and have a form board tie-in survey prepared by a Florida Registered Surveyor for review, showing elevation of forms to the street, and dimensions and set property to property lines.

- c. All work must be completed in accordance with the plans and specifications approved by the ARC within eighteen (18) months from the date of construction plan approval.
- d. The ARC may grant a written extension of the deadline stated herein, for a period not to exceed ninety (90) days, upon showing a good cause by the owner. Otherwise, the failure of the owner to meet the deadline set forth herein shall void the ARC approval. Thereafter, no further work shall be conducted on the property.
- e. In the event that the applicant does not adhere to the aforesaid schedule, he/she may resubmit a new application to the ARC for review and consideration. The ARC shall determine what stage of review is required of the reapplication (regarding schematic, design development, or construction plan approval). Until such time as the ARC issues (or waives) its final approval, no dwelling or addition shall be occupied by any person.

4.15 Damage to Roadside Blacktop: Roadside blacktop damage that has been caused by vehicles or other equipment involved in the construction must be properly repaired by the owner or contractor at their expense. Professional and neat blacktopping repair only is permissible. Patching is not acceptable.

4.16 Final Approval Conditions. Upon completion of the improvements, the owner or general contractor shall furnish the ARC a copy of the Certificate of Occupancy issued by Indian River County. Within seven (7) days from receipt of said notice the ARC, or its designated representatives, shall inspect the improvements and landscaping to ensure that the owner has fully complied with all approved plans; specifications, and conditions. Following final inspection and determination of full compliance, the ARC shall issue a Certificate of Compliance (reference ATTACHEMENT – PLANS APPROVAL PACKAGE, item J) to the owner. The Certificate of Compliance shall be in recordable form and shall state that the improvements and landscaping have been inspected and found to be in compliance with approved plans, specifications, and conditions.

SECTION 5 - Architectural Design Standards

5.1 Design Percept. The homes at Seagrove are custom designed residences which have been carefully designed to respond to the needs of their owner. Additionally, all homes should respond to topography or vegetation existing on-site and should carefully blend into its architectural context.

Sound design and good taste are difficult to define and extremely difficult to legislate. The ultimate goal is to:

- a. Produce an atmosphere of continuity and harmony for the architecture of Seagrove without impeding creativity; and,
- b. Create a community standard that is unique, distinct, and admired by others in the Vero Beach area.

- 5.2 Building Materials and Colors. Dwellings constructed of wood framing shall have plywood sheathing not less than one-half (1/2) inch in thickness, applied to the studs prior to the installation of the exterior siding. The installation of exterior siding directly to the stud is not permitted. All exterior siding and trim shall be of cedar, fir, redwood or Hardi Plank fiber-cement lap siding.

A complete painting schedule shall be submitted for Design Development and Construction Plan review.

Any deviation from approved colors requires the submission of a sample color for approval by the ARC. Garage doors must be the same color as the house or trim.

There shall be no exposed concrete block. When concrete block is used, it shall be covered with wood siding or stucco. If stucco is used, it shall be of sufficient thickness to conceal the mortar lines between the blocks after it has dried. Stucco shall have a smooth finish and be natural cementitious stucco with integral color or acrylic paint finish. Stucco over wood requires metal lathing as an underlayment. Quoins are encouraged to add interest to exterior stucco walls. Paint, as the sole covering over concrete block is not permitted.

- 5.3 Roofs. Section 4 – Roofing constitutes a key element of Seagrove’s unique aesthetic look and feel. The community’s original homes were built with cedar shake roofs, and this remains the singular, guiding design characteristic and requirement for both new and replacement roofs throughout the community.

1. Structural Design Stipulations.

a. Roof Pitch: Roof pitches shall not be less than 5 in 12 – i.e., five inches decline per linear foot. A roof pitch of less than 5 in 12 will be permitted at the flare of eaves.

b. Roof overhang: There shall be a minimum roof overhang with “return” of twenty-four (24) inches and a maximum of thirty-six (36) inches.

c. Flat Roofs: Flat roofs covering an entire house will not be permitted. A flat roof may be permitted over garages providing: (1) It is a two-story house (2) The roof will have an accessible finished deck with an approved railing.

d. Flat roof areas will be permitted over patios and porches provided they are not visible from the front of the house, or in the case of beach houses, from Ocean Way.

e. Mansard roofs are not permitted.

2. Roofing Materials Stipulations. - Since original construction in Seagrove, roofing materials have evolved considerably. Commensurate with this, Architectural Review Criteria allow for materials other than true cedar—although the shake roof appearance must be maintained.

- a. Approval Process: Homeowners are required to submit a roofing material sample being considered to the Architectural Review Committee for approval prior to purchase and installation.
- b. Aesthetic look: The cedar shake appearance required by the ARC is defined along three parameters:
 - i. Shape: Flat, rectangular, individual shingle appearance, approximately one-inch thickness
 - ii. Texture: Smooth or slight ridges to mimic wood grain, wood irregularity, weathering
 - iii. Color: Brown and Grey shades, [additions.....], flat finish
- c. Approved Materials:
 - i. Cedar wood
 - ii. Tile
 - iii. Cement
 - iv. Aluminum
- d. Not Approved Materials:
 - i. Asphalt
 - ii. Slate
 - iii. Metal (excluding Aluminum per Section C)
 - iv. Steel
 - v. Green
- e. Materials to be reviewed and approved on case-by-case basis:
 - i. Solar
 - ii. Composites

3. Other Stipulations.

- a. Seagrove is located in a tropical climate, adjacent to the ocean, subject to a six-month hurricane season. Roofing materials and installation methods should be such as to withstand this environment. Installation shall be performed in strict compliance with manufacturer's specifications governing installation. Homeowners are responsible for ensuring their roofs meet all relevant codes.
- b. The ARC maintains a list of previously-approved "branded" roofing materials. Simply contact the ARC for a copy.

5.4 Building Massing.

- 5.4.1 Building Height: The maximum height at the roof ridge, i.e. the highest point of the house, excluding the chimney, shall be thirty-five (35) feet above the approved ground elevations.
- 5.4.2 Building Type and Dimension: No building shall be erected, altered, placed, or permitted to remain on any lot other than a detached single-family dwelling meeting the following minimum air-conditioned square footage standards (exclusive of open or screened porches, terraces, or garages):

- a. A minimum of eighteen hundred (1,800) square feet of area is required in a two-bedroom house, and a minimum of two thousand (2,000) square feet in a three-bedroom house;
- b. A minimum of fifteen hundred (1,500) square feet on the ground floor, in a two-story dwelling is required;
- c. A minimum of thirty-five hundred (3,500) square feet is required on all oceanfront lots.

5.4.3 Out-buildings: No subordinate or ancillary structure whether attached to or detached from the primary structure is permitted except a non-residential poolside cabana or bathhouse which may be allowed on a case by case basis if determined to be architecturally and functionally significant and consistent with the primary structure. It must permanent in nature and built with materials complimentary to the primary structure and comply with all building codes.

5.5 Garages. An automobile garage shall be enclosed and may not be converted to any other use. Carports shall not be permitted. All garages shall have a minimum inside width of twenty-two (22) feet and a minimum inside depth of twenty (20) feet.

5.6 Architectural Components.

5.6.1 Door/Entrances: Entryways should be highly detailed and should make an architectural statement. Double doors with paned glass treatments set into landscape entry courts are preferred.

5.6.2 Shutters: Louvered shutters are acceptable. Louvered, panel-over-panel, or board-over-batten shutters are acceptable with appropriate ARC approval. Color shall be approved by the ARC. Storm shutters are permitted with the approval of the ARC.

5.6.3 Frieze Boards: All dwelling shall have exterior frieze boards not less than six (6) inches and preferably eight (8) inches or more in width.

5.6.4 Vinyl or Aluminum soffits or fascia are not allowed.

5.6.5 Exterior Flashings, Vents and Metal Work: All exterior flashing and metal work shall be of copper. No plumbing vents, exhaust fans, or similar items of equipment are to protrude through the roof on the front side of the roof, and shall not be seen from the street. Any aluminum ridge vents must be covered with copper flashing. All plumbing vents or stacks protruding through the roof shall be to code.

5.7 Exterior Equipment. All exterior equipment (such as air conditioning units and pool pumps) must be concealed from view of the road and the adjoining property whether the property is currently developed or not. This can be accomplished with either landscaping material or appropriate enclosure.

5.8 Mailboxes. All mailboxes and paper boxes shall be of one design throughout the entire development, black or verdigris in color, with a natural wood or composite material for a post and must be maintained at all times. Approval from the ARC is mandatory and minor deviations may be considered.

- 5.9 Solar Devices. A property owner may not be denied permission to install solar collectors or other energy devices based on renewable resources by any entity granted the power or right in any deed restriction, covenant, or similar binding agreement to approve, forbid, control, or direct alteration of property with respect to residential dwellings not exceeding three stories in height. The ARC shall determine the specific location where solar collectors may be installed on the roof within an orientation to the south or within 45 degrees east or west of due south provided that such determination does not impair the effective operation of the solar collectors.
- 5.10 Driveways and Walkways. All Dwellings shall have driveways and walkways. Driveways shall be at least eighteen (18) feet in width at the entrance of garage. All exterior walks must be a minimum in width of four (4) feet and a composition compatible with surrounding dwellings, porches, and patios. Driveways and walks shall be of one of the following materials:
- a. A Frozen Chattahoochee (Chattahoochee set in concrete and not epoxy).
 - b. Stamped concrete designed to mimic pavers or brick. Detailed specifications, material design and color proposed must be submitted to the ARC for specific approval.
 - c. Pavers: detailed material specifications, design, and color proposed must be submitted to the ARC for specific approval.
- 5.11 Residential Interiors.
- 5.11.1 Windows: All windows and sliding glass doors (including fixed panels) are to be to code and must be submitted to the ARC for review. No window or wall air conditioning units shall be permitted.
- 5.11.2 Fireplaces and Chimneys: All fireplaces and chimneys shall be of a masonry construction and the chimney shall be lined with a vitrified clay flue liner. No metal or prefabricated fireplace units or chimneys shall be permitted. The chimney may be constructed of brick or stone. Wood may be used to clad the masonry chimney on the exterior of the dwelling. If block is used, it shall be coated with cement or stucco in sufficient thickness to conceal the mortar lines between the blocks after it is dried.

SECTION 6 – Site Landscaping

- 6.1 Design Percept. It is important in preparing a landscape plan to consider each lot and house to be constructed a unique undertaking. Each lot and house will have landscape requirements differing from one house and its site to its neighbors and to Seagrove as a whole.

The plan, therefore, should develop a quality of landscaping that will retain and continue the overall neighborhood landscape standards in a harmonious blend from site to site. The plan must enhance the aesthetic qualities of Seagrove by maintaining the continuity of the existing landscape on adjacent or nearby developed lots.

All landscape plans must be designed to blend house lots into the neighborhood. The effect of landscaping shall not be to simply box in or frame the house. The intent to be kept in mind is that each landscape plan will become an integral part of the continuous flow of landscaping in Seagrove. Any abrupt breaks of dissimilarity in the existing “flow” that will adversely affect the pleasing, visual appearance of Seagrove is to be avoided.

6.2 Landscape Development Standards (General).

6.2.1 The Plan

- a. Landscape Architect: A landscape plan prepared, signed, and sealed by a registered Florida Landscape Architect and a digital copy shall be attached to and submitted to the ARC along with the homeowner’s house building plans.
- b. Plans Detail: A description of the planting materials must be on the plan. The plan must show tree positions, tree measurement (height, spread, and caliper), lot contouring, fill dirt and elevation, and perimeter planting.
- c. Green Fences: Any plants, trees, or shrubs used to define a property line shall be of mature growth, and planted within enough distance of each other to insure maximum growth and fullness and meet the criterion as further described herein.
- d. Typical Plantings: Landscaping material shall be of mature size and selected from native, indigenous species, which are especially drought, freeze, and salt resistant.
- e. All plant materials must be Florida #1 or better.
- f. The minimum plant size for any shrub must be three (3) gallon pot. However, minimum dimensions for this three-gallon pot or shrubs are also required.

6.2.2 Trees: Tree Requirements

- a. Shade trees on each lot are a requirement. Each lot shall have:
 1. A minimum of four (4) large shade trees per each 5,000 square feet of property.
 2. No more than fifty (50) percent of said trees may be palms (exceptions made for lots which already have numerous existing palms, or for ocean lots where excessive wind and salt may inhibit the growth of some hardwood species).
 3. Each hardwood species shall have a minimum of 4 ½ inch caliper DBH (diameter at breast height).
 4. Planting of adequately sized (12-foot minimum) trees is encourage for variety.
 5. Any lots having existing shade trees shall receive credit toward the previously mentioned requirements provided the builder does not remove or destroy the same. The owner shall site his home on the lot in order to maximize the preservation of existing trees.
- b. Tree Removal

1. A tree survey is required as a part of the design development submittal.
 2. Existing trees larger than two (2) inches in diameter at one (1) foot above the natural grade shall not be cut or removed without the approval of the ARC.
 3. No cutting or clearing of any trees or shrubs shall be permitted on any lot prior to the approval of plans for that lot by the ARC.
- c. Palm Trees. Any palm tree that has to be moved for the construction of a dwelling shall be replanted or replaced on the same lot and properly maintained in accordance with sound nursery practices. Trees not surviving this relocation must be replaced by a tree of equal size and species.

6.2.3 Sodding: The sod shall be of the St. Augustine – Floratam grass variety, and no other type shall be permitted.

6.2.4 Corner Lots:

- a. In landscaping corner lots, no fences, walls, building or shrubs planted thereon shall block or obstruct Sight Distance Lines at an intersection. Sight lines are to be protected by an area formed by the street lines, and the line connecting the street lines at points thirty-five (35) feet from the intersection of the street lines or, in the case of a rounded corner, from the edge of the driveway.
- b. No trees shall be permitted to remain within such distance of said intersection unless the foliage line is maintained at a sufficient height to prevent obstruction of the sight lines. Trees that have to be moved to comply with this criterion must be replanted elsewhere on the same lot.

6.2.5 Mulching: All planting beds should be clearly defined and mulching is encouraged for good plant growth. Cypress or Maleluka mulch is recommended. Rock may be used as an alternative to mulch.

6.2.6 Irrigation: All lots are required to have installed a standard underground sprinkler system. This sprinkler system shall be of sufficient size and capacity to irrigate all sodded and/or landscaped areas, and must be maintained in good working order at all times.

If necessary, all well water for irrigation must be chemically treated to remove iron from the water so as to prevent iron or rust staining.

The entire lot, including that portion between the street pavement and the right-of-way line, must be irrigated and maintained.

6.2.7 Artificial Vegetation: No artificial grass, plants or other artificial vegetation shall be placed or maintained upon the exterior portion of any lot.

- 6.2.8 Final approval: The ARC is empowered to reserve final approval until all of the landscape material has been planted. The ARC reserves the right to request additional shrubs, plants and/or trees if, upon inspection, it is deemed necessary.

SECTION 7 - Miscellaneous

- 7.1 Contractor Rules. All contractors are subject to the Contractor Requirements, Rules and Regulations (reference ATTACHMENT – PLANS APPROVAL PACKAGE, Item G) as promulgated by the Board of Directors. Attention is directed to the information stated below and to Rules and Regulations--Work Time Restrictions.

Except for work performed by owners or residents, maintenance or service work inside or outside of buildings is not permitted before 7:30 a.m., after 5:00 p.m. on weekdays, or at any time on Saturday or Sunday, New Year's Day, Memorial Day, Fourth of July, Labor Day, Thanksgiving Day or Christmas Day. An exception to this regulation may be granted when such work is required due to an emergency or inclement weather, or other conditions, where the delay of work would cause damage or undue hardship.

If a series of rainy days have occurred during a workweek, lawn and pool service personnel may be permitted to enter Seagrove between the hours of 7:30 a.m. and noon on Saturday to "catch up" on their work schedules.

No contractor work is permitted at any time on Saturday, Sundays or the above holidays. All Contractors' personnel must be off the property by 5:00 p.m. All contractor equipment shall be removed at the end of work on Friday, except for portable toilets and dumpsters or other trash containers (which must be covered at all times).

- 7.2 Signs. No sign of any kind shall be displayed to the public view on any lot except for sign displaying the words "OPEN HOUSE" (together with the name of the real estate company), Notice of Commencement of Construction, or the Construction Permit. The "OPEN HOUSE" sign shall no exceed four (4) square feet, and may be displayed only during the time the homeowner or his designated representative is in attendance. No signs are permitted on A1A at the entrance to Seagrove Oceanside Subdivision.
- 7.3 Maintenance of Property. Undeveloped lots must be mowed monthly and kept in neat condition at all times. No weeds, underbrush, or other unsightly growth shall be permitted to grow or remain upon any lot and no refuse pile or unsightly objects shall be allowed to be placed or suffered to remain anywhere thereon.
- 7.4 Trash Containers. No lot shall be used or maintained as a dumping ground for rubbish, trash, or other waste. All trash, garbage, and other waste shall be kept in sanitary containers and, except during pick-up days, if required to be placed at the curb, all containers shall be kept within a garage or an enclosure approved by the ARC. No owner or Contractor shall be permitted to burn any type of trash or construction material on any lot at any time.

SEAGROVE PROPERTY OWNERS ASSOCIATION, INC

DATE: _____

FROM: Seagrove Oceanside Architectural Review Committee

TO: _____

Enclosed is a Plans Approval Package (reference Seagrove Property Owners Association, Inc. Architectural Review Criteria Section 3.3, plus other Sections), including:

- A. Fee and Expense Assessments (Section 1.6 – Architectural Review Criteria)
- B. Approval Process – Architectural Review Committee
- C. New Home Construction (Section 3)
 - 1) Application For Review (New Home Construction)
 - 2) Material Submittal Form to Architectural Review Committee
 - 3a) Plans Approval Procedure
 - 3b) Approval Procedure Flow Chart
 - 4) Seagrove Plans specification Check List
- D. Home Improvements (Section 2)
 - 1) Application For Home Improvements
 - 2) Paint Application Data
- E. Seagrove Plans Approval Appeal Procedure
- F. Agreement To Comply (Section 4.12)
 - 1) By Home Owner (Notarized)
 - 2) By Project Contractor (Notarized)
- G. Contractor Requirements, Rules and Regulations (Latest Amendment)
- H. Compatible Landscaping Along A1A
- I. Landscaping (Checklist)
- J. Certificate of Compliance (reference Seagrove Oceanside Architectural Review Criteria SECTION 4.16)

Special requirements to note:

- 1. Project Contractor/Architect detailed Specification List must be included with Seagrove Plans Specification Checklist (Item C.4), above)
- 2. Paint Application Data (Item D.2), above) requires paint sample affixed to form application and actual paint applied to small plank.
- 3. Landscape Plan must include plant list (units, size and total)

Recommendations:

It is recommended that Owner and their Architect and/or Project contractor request a preliminary meeting with the Architectural Review Committee (ARC) early in the design and planning process, while plans are tentative and preliminary. Minimum formal documents required for this meeting are preliminary site plans and elevations (three (3) copies). Please be prepared to discuss all other relevant criteria. You may provide as much of other required material at the meeting as you deem necessary.

Architectural Review Process
FEE AND EXPENSE ASSESSMENTS

1. The Association shall charge each Applicant a fee for review of plans and specifications and, in addition, shall be reimbursed by the Applicant for all reasonable and customary costs to professionally review of plans and specifications and for all other reasonable costs incurred by the ARC in the review process;
2. The Non-Refundable Fee is charged for professional review of plans and specifications. This fee is due upon submission of Design Development Drawings for review/approval;
3. Refundable deposits are also assessed against the Lot owner and/or Project Contractor to assure compliance with Seagrove Architectural Review Criteria and Declaration of Rules and Regulations (as may be amended from time to time). In the event review/approval of multiple submittals of plans and specifications by the Lot Owner/Architect, the additional costs will be deducted from the Refundable Deposit(s). Additionally, the Refundable Deposit may be retained should the Lot Owner or Project contractor fail to comply with the aforementioned Architectural Review Criteria and Declaration of Rules and Regulations. Refundable deposits are due upon submittal of Design Development Drawings for review/approval;
4. The Board of Directors has established a fee of \$100.00 per day following notice, in writing, to Lot Owner or Contractor for failure to comply with the Seagrove Architectural Review Criteria and Declaration of Rules and Regulations;
5. Lot Owner and Project Contractor are directed to Sections 1.6, 1.7 and 1.8 of the aforementioned Architectural Review Criteria related to Costs of Review, Limitation of Liability and Relationship of Guidelines to Development Regulations.

1. Home Improvements/Major Improvements

Minor Improvements (SECTION 2) – nature of the proposed exterior work is consistent with the existing style of the home or adjacent homes (painting, repairs/replacement, roof, siding, fencing, etc., replacement of landscaping, addition of fencing).

No Fee or Deposit Required

Major Improvements (SECTION 3) – work which will alter the existing architectural style of the home (such as the addition of a second story, addition of room(s), replacement of existing windows which materially alter appearance, addition of swimming pool, or interior changes which do not comply with present Architectural Review Criteria)

No Non Refundable Fee Required

\$1,500 Refundable Deposit payable to:

Seagrove Property Owners Association, Inc.

(Note: Paragraph 3 above)

Fee and Expense Assessments – (Continued)

2. New Home Construction (SECTION 3):

\$500 Non-Refundable Fee payable to:
Seagrove Property Owners Association, Inc.

(Note: Paragraph 2 above)

\$5,000 Refundable Deposit by Lot Owner
payable to:

Seagrove Property Owners Association, Inc.

(Note: Paragraph 3 above)

\$5,000 Refundable Deposit by Project

Contractor payable to:

Seagrove Property Owners Association, Inc.

(Note: Paragraph 3 above)

3. Non-Compliance with Seagrove Architectural Review Criteria and Declaration of Rules and Regulations.

\$100.00 per day following written notification
of non-compliance.

APPROVAL PROCESS – ARCHITECTURAL REVIEW COMMITTEE

SECTIONS 2 AND 3 – Application Procedure of the Seagrove Architectural Review Criteria and Declaration of Rules and Regulations addresses the steps required to perform home improvements, major modifications and to construct new homes.

1. Home Improvements (Reference SECTION 2 of the Architectural Review Criteria)

Procedure:

- Home Owner obtains Form (reference PAP Item D.1) – APPLICATION FOR HOME IMPROVEMENTS at Gate House
- Complete and submit Application, with any necessary attachments, to Gate House for forwarding to the ARC
- Chairman, the ARC, and/or Committee review and discuss with Applicant or Contractor, if necessary
- If Application satisfies criteria, the ARC may verbally approve the improvements to the Owner prior to signing the Application
- A member of the ARC signs, approving the APPLICATION, and leaves a copy at Gate House for Applicant to pick up (or delivers copy to Owner’s residence).

2. New Home Construction/Major Modifications – Reference SECTION 3 of Architectural Review Criteria.

The Seagrove Property Owners Association, Inc., retains both Home and landscape Architects to support the ARC in review of new home construction to assure standards satisfy the Architectural Review Criteria established for the community.

PAP Items C.1 through C.4 outline the process flow from the initiation of a request to build through the final inspection by the Seagrove Architect and the ARC.

PAP Items E through J provide the guidance for submittal of required documents necessary for approvals, Appeal Process and Issuance of CERTIFICATE OF COMPLIANCE approved by the Board of Directors of The Seagrove Property Owners Association, Inc. and signed and sealed by the Chairman of the ARC.

TO: *Architectural Review Committee*

APPLICATION FOR REVIEW
NEW HOME CONSTRUCTION/MAJOR MODIFICATIONS

OWNER(S) BLOCK _____ PARCEL _____ DATE _____
Name _____
Address _____
Telephone _____

ARCHITECT/PLANNER Name _____
Address _____
Telephone _____

BUILDER Name _____
Address _____
Telephone _____

Requesting the Following Review:

- Schematic Design Plans ()
- Design Development Plans ()
- Construction Plans ()

REMARK: _____

Submitted By: _____
Title: _____
Date: _____

ACTION BY COMMITTEE:

- () APPROVAL
- () DISAPPROVAL
- () APPROVAL SUBJECT TO CONDITIONS (SEE ATTACHED)
- () INCOMPLETE, SEE BELOW

ITEMS/INFO NEEDED: _____

BY: _____
TITLE: _____
DATE: _____
PAGE: _____

ATTACHMENT
PLANS APPROVAL PACKAGE
ITEM C.2

To: Seagrove Architectural Review Committee
From:

Owner: _____ Block: _____ Lot: _____
Contractor: _____

We are hereby enclosing the following information for review and approval as required by the Architectural Review Committee in accordance with the requirements set forth in Section B, Architectural Review Criteria of the Declaration of Covenants and Restrictions for Seagrove Subdivision (North) and (South).

We understand that failure to comply with all the criteria set forth will result in a delay in said approvals.

We further understand that any modifications or changes to the original approved plans must be requested in writing. All of the below documentation must be approved before a permit is granted.

	ITEM	SUBMITTED	APPROVED
	Review and Processing fee \$500 Non-Refundable		
	Security Deposit – Lot Owner \$5,000		
	Security Deposit – Contractor \$5,000		
	Site Plan – 1 Set (1 Sealed) 1 Digital		
	Floor Plan – 1 Set (1 Sealed) 1 Digital		
	Elevations – 1 Set (1 Sealed) 1 Digital		
	Building Specifications Sheet(s) – 1 Set (1 Sealed) 1 Digital		
	Landscaping – 1 Set (1 Sealed) 1 Digital		
	Exterior Materials - Samples		
	Exterior Paint Colors - Samples		
	Notarized Agreement to Comply (Lot Owner)		
	Notarized Agreement to Comply (Contractor)		
	Copy of Contractor’s License		
	Certificate of Insurance (Lot Owner)		
	Certificate of Insurance (Contractor)		
	Copy of Deed		
	Copy of County Building Permit		
	Experience Resume and References – Contractor		

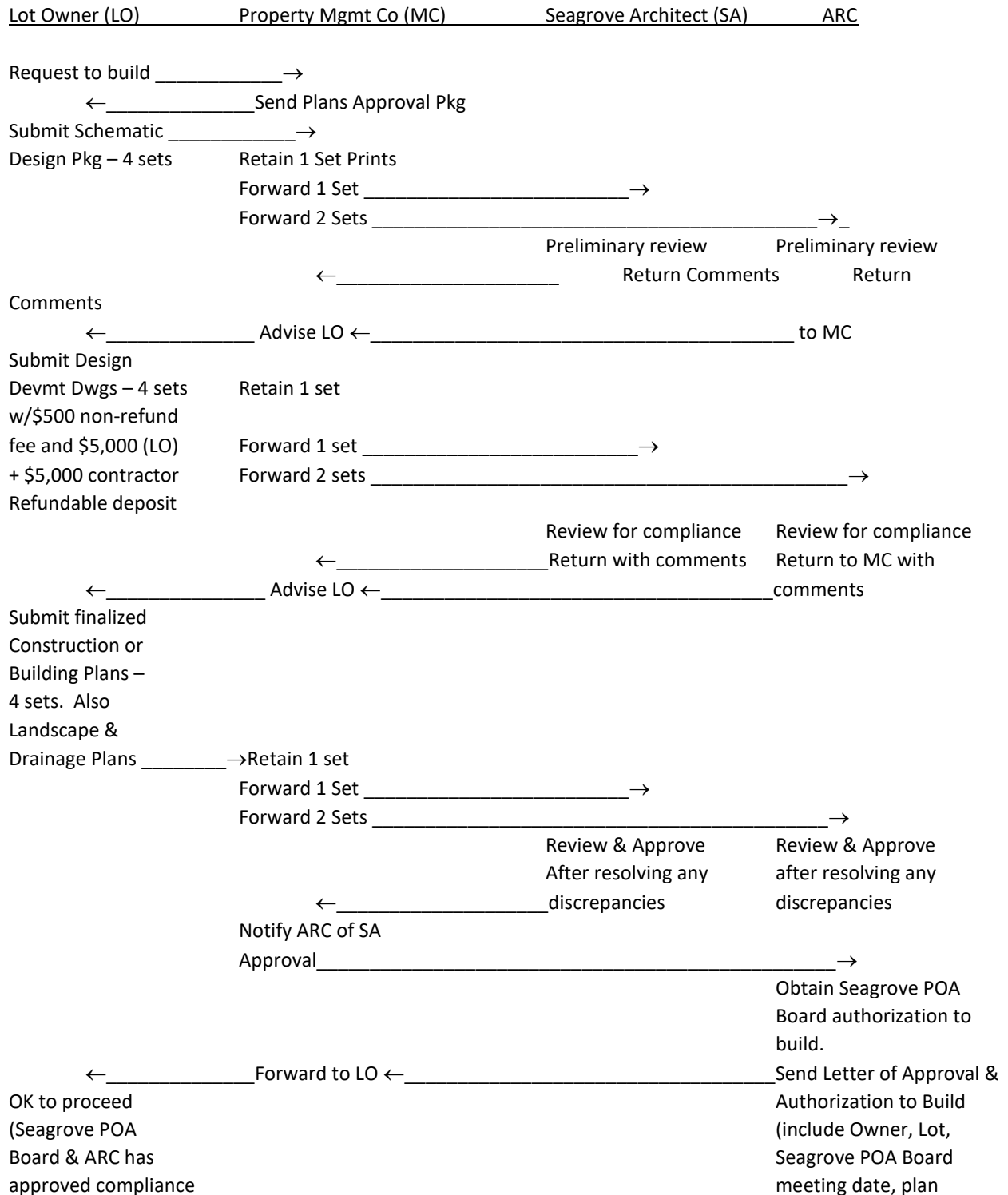
Signed: _____ Date: _____

PLANS APPROVAL PROCEDURE

1. File completed Application for New Home Construction/Major Modifications with the Architectural Review Committee (ARC)
 - A. One (1) set sealed by a Registered Florida Architect and one (1) digital.
 - B. One (1) set sealed by a Registered Florida Landscape Architect and one (1) digital.
NOTE: All plans must adhere to State and County Codes, Regulations and Ordinances, as well as, those designated in Exhibit B - Architectural Planning Criteria recorded in the Office of Records of Indian River County - The Seagrove Property Owners Association, Inc.
2. Applicant must appear before the ARC to submit formal application and plans for review.
 - A. Informal, preliminary application and sealed plans must be submitted to the ARC a minimum of twenty (20) working days before the requested review appointment.
 - B. The Lot Owner and/or Plans Architect must present the Application and be present at the hearing.
 - C. In the event the property is being developed by a Builder for speculative sales, then the presentation must be by the Plans Architect.
3. The ARC will render its final decision within thirty (30) days after the receipt of the formal application and plans, and after the official meeting of the ARC has been held to review the plans.
4. A copy of County and State (if required) Building Permits must be presented to the ARC before any site preparation or construction may begin.
5. The Lot Owner agrees to provide to the ARC and/or its Consultant access to the property for the purpose of inspection and enforcing compliance with the required building specifications and conditional on those plans as approved by the ARC.
6. The ARC will make a final inspection of the Applicants property at about the same time as a Certificate of Occupancy is issued. The Applicant will prove the ARC with the copy of the Certificate of Occupancy.
7. By written request of Applicant, the Chairman of the ARC may, at his discretion, call a SPECIAL MEETING of the ARC (a quorum is necessary) to consider an application. All other conditions of the Application Procedure must be met.
8. Following completion of all construction activities, satisfaction of any outstanding concerns, final inspection and submittal of a copy of Certificate of Occupancy issued by the Indian River County to the ARC Chairman, a Certificate of Compliance, signed and sealed, will be issued permitting Owner to Occupy the residence. The Owner shall not occupy the residence prior to the issuance of a Certificate of Compliance. Prior occupancy will be a violation of the Seagrove Architectural Review Criteria, may result in a fee being assessed and a lien being placed upon the property.

Seagrove (Oceanside)

APPROVAL PROCEDURE – NEW HOME CONSTRUCTION



w/Architectural
Review Criteria

numbers, stamp and
initial, date)

APPROVAL PROCEDURE – NEW HOME CONSTRUCTION – Continued –

Lot Owner (LO)	Property Mgmt Co (MC)	Seagrove Architect (SA)	ARC
Owner or Contractor Advise MC when ready for inspection.		Perform two inspections 1. Prior to drywall 2. Final of completed building and landscaping.	Make periodic walk-throughs and inspections To assure compliance. Resolve any discrepancies. Chairmen of the ARC and/or delegates accompany SA on final inspection. Send Certificate of Compliance to LO with Instructions regarding Refundable deposits
<hr/> Owner may occupy Residence.			

SEAGROVE PLANS SPECIFICATION CHECKLIST
(Attach to construction Plans Submittal)

Date: _____

Block _____ Lot _____ Owner _____ Builder _____

Project Architect _____ Review Architect _____

1. Plans Review	Yes	No	Remarks
A. House Plans ¼" = 1.0'	_____	_____	_____
B. Site Plans 1" = 10.0'	_____	_____	_____
C. Prepared, signed and sealed By a Florida Licensed Arch	_____	_____	_____
D. Plot Plan			
1. Building "Set Back Lines	_____	_____	_____
2. Easements	_____	_____	_____
3. Driveways	_____	_____	_____
4. Walks	_____	_____	_____
5. Swimming Pool	_____	_____	_____
6. Patios	_____	_____	_____
7. Existing Grades	_____	_____	_____
8. Finish Grades	_____	_____	_____
E. Foundation Plan	_____	_____	_____
F. Floor Plans	_____	_____	_____
G. Elevations (all sides)	_____	_____	_____
2. Single Family Dwelling (detail)			
A. 2 Bedroom – 1800 S.F. Min	_____	_____	_____
B. 3 Bedroom – 2000 S.F. Min	_____	_____	_____
C. Two-Story (Ground 1,500 S.F. Min)	_____	_____	_____
D. Waterfront – 3500 S.F. Min (Screened Enclosures, patios and garages excluded)	_____	_____	_____
E. Garage – Min 2 Cars/Max 4 Cars			
1. Min 22' W x 20' D (Inside Dimensions)	_____	_____	_____
2. Electric Door Operator(s)	_____	_____	_____

F. Ground Floor Elevations (18" above road crown/24" max)	_____	_____	_____
G. Roof Height (Max 35' above highest point)	_____	_____	_____
3. Building Materials (Sample to be submitted)			
A. Roofing	_____	_____	_____
1. Red Cedar Split Shakes	_____	_____	_____
2. Cedarlite Cement Tile	_____	_____	_____
3. Firefree Cement Tile	_____	_____	_____
4. Concrete Tile	_____	_____	_____
5. Country Manor or Rustic Shake			
B. Siding	_____	_____	_____
1. Red Cedar	_____	_____	_____
2. Hardi Plank (Shake Surface Texture)	_____	_____	_____
3. Concrete Block/Stucco (none exposed)			
C. Paint Samples (Exterior walls, Doors, trim, shutters)	_____	_____	_____
4. Existing Tree Review	_____	_____	_____
A. None "unnecessarily" disturbed	_____	_____	_____
B. Position of home to preserve trees	_____	_____	_____
C. Palm relocated same lot			
5. Roof	_____	_____	_____
A. Pitch – 5" in 12" min	_____	_____	
B. Overhand – 24" – 36"			
6. Exterior Flashing/Metal Work	_____	_____	_____
A. Copper			
7. Plumbing Vents, Exhaust Fans, Etc	_____	_____	_____
A. Rear of Roof	_____	_____	_____
B. Not Seen From Street			
8. Driveways/Walkways			
A. Driveway	_____	_____	_____
1. Chattahoochee set in concrete	_____	_____	_____
2. Brick pavers (submit sample)	_____	_____	_____
3. Stamped Concrete			
B. Walkways – 4' Min width	_____	_____	_____
C. Walkways – compatible material	_____	_____	_____
D. Sufficient size (all planted/sodded areas.	_____	_____	_____
9. Swimming Pool (Separate Plan)	_____	_____	_____
Yes	No	Remarks	10. Sprinkler System (Separate Plan)

A. Entire lot irrigated (inc ROW)	_____	_____	_____
B. Sufficient size (all plants/sodded areas)	_____	_____	_____
C. No rust stains (from well water)	_____	_____	_____
11. Landscaping/Sodding/Trees			
A. Separate Review	_____	_____	_____
B. Sod – St Augustine	_____	_____	_____
12. Exterior Equipment – Concealed	_____	_____	_____
13. Fences			
A. Separate Plan Approval	_____	_____	_____
B. See Fence Plan/Specs	_____	_____	_____
14. Mailbox – Seagrove Style and Finish	_____	_____	_____
15. Utility Connections – Underground	_____	_____	_____
16. Trash Enclosure – Included in Bldg Plan	_____	_____	_____
17. Windows/Glass Doors			
A. Double Pane Glass	_____	_____	_____
B. Wood Construction clad in metal or vinyl	_____	_____	_____
18. Frieze Boards			
A. 8" Wide	_____	_____	_____
B. Soffit and Fascia Treatment	_____	_____	_____
19. Exterior Walls (Wood Framed House)			
A. Sheathing of Typical House construction applied to studs before installation of exterior siding	_____	_____	_____
B. Siding of Quality Cedar, fir or Redwood	_____	_____	_____
C. Stucco Over Wire lath over Felt Paper Over ½" Plywood Sub Sheathing	_____	_____	_____
20. Fireplaces			
A. Masonry Construction	_____	_____	_____
B. Vitrified Clay Flue Liner	_____	_____	_____
21. Antennas – Satellite Dishes	_____	_____	_____
22. Stairways (No Exterior)	_____	_____	_____
23. Pre-Wiring (Required)			
A. Security System	_____	_____	_____
B. Telephone	_____	_____	_____
C. Cablevision	_____	_____	_____
24. Outside Light			
A. Post Lamp w/Solar Sensor	_____	_____	_____
B. Other/Buffered	_____	_____	_____
1. Review for Approval	_____	_____	_____
Yes	No	Remarks	

Construction must adhere to the Seagrove covenants and these Architectural Review Criteria. The dwelling shall be harmonious in design, location, grade, color plan and aesthetic detailing expected in this community. This Specification Checklist is attached to the permit plans and becomes a part of that approved plan. This Specification Checklist may be amended by the ARC as it deems fit.

Any construction not conforming to the approve plans and specifications may be stopped by the ARC and further work on the job will cease until the work has been corrected, so at to conform with approved plans and specifications.

APPLICATION FOR HOME IMPROVEMENT – MINOR MODIFICATIONS

To: Seagrove Architectural Review Committee
FROM:
OWNER _____ BLOCK _____ LOT _____
ADDRESS _____

TYPE OF IMPROVEMENT

HOUSE _____ FENCE _____
SWIMMING POOL _____ SCREEN ENCLOSURE _____
EXTERIOR MATERIALS _____ EXTERIOR COLORS _____
LANDSCAPE _____ OTHER _____

NOTE: Sample of color, material, or renderings and dimensional drawings (height, width, length, elevations, setbacks) must be submitted where applicable to above.

Architectural Review Committee

Please be advised that we are requesting review and approval of the indicated home improvement(s) on the above-captioned property.

We understand that this request must conform to the Architectural Criteria as set forth in Exhibit B of the Declaration of Covenants and Restrictions for Seagrove and are enclosing the following documents and/or materials in compliance with same.

We also understand that the project must be completed within six (6) months of approval, or the application will be deemed expired and a new application required.

DATE: _____ SIGNATURE: _____

ARCHITECTURAL REVIEW COMMITTEE APPROVAL COMMENT APPROVAL/DISAPPROVAL/COMMENTS:

DATE: _____ SIGNATURE: _____

Architectural Review Committee

SEAGROVE PLANS APPROVAL APPEAL PROCEDURE

If the Applicant is not satisfied with the final decision as rendered by the Architectural Review Committee, the applicant may, within sixty (60) days of the date of the meeting appeal to the Seagrove Board of Directors.

- A. The appeal application shall be filed in writing with the Secretary of the Association.
- B. The appeal must be submitted at least thirty (30) days prior to the requested hearing date. The applicant should delineate in writing his reasons for appealing the Architectural Review Committee decision with emphasis on specific hardship that may be incurred as a result of the decision. Hardship does not include financial considerations.
- C. Appeals will be heard at a monthly Board of Directors meeting, unless at the discretion of the Board, it is necessary to postpone the Applicant's appeal. A postponement will only result because of extreme and/or unusual circumstances as determined by the Board of Directors.
- D. There is no further appeal beyond the Board of Directors.

AGREEMENT TO COMPLY

BLOCK _____ LOT _____

TO: *Seagrove Property Owners Association, Inc.*

FROM: _____	CONTRACTOR LICENSE NO _____
NEW CONSTRUCTION _____	HOME IMPROVEMENT _____
HOUSE _____	EXTERIOR MATERIALS _____
POOL _____	EXTERIOR COLORS _____
SCREEN –ENCLOSURE _____	LANDSCAPING _____
FENCE _____	OTHER _____
ADDITIONAL COMMENTS _____	

I, _____, Owner and/or Project Contractor, being first duly sworn and under oath, acknowledge that I have received and read Seagrove Property Owners Association, Inc., Architectural Review Criteria and Declaration of Rules and Regulations. I further acknowledge that it is my duty and responsibility to make certain that the subject residential improvements comply with and conform to the said Architectural Review Criteria and Declaration of Covenants and Restrictions and Rules & Regulations. I understand that the ARC approval of work or plans does not relieve me of any duty to comply and any such approval will not constitute an exception to the documents of Seagrove Property Owners Association, Inc.

I understand and agree that I must utilize the services of a Certified Architect/General Contractor and all contractors, material men and laborers must adhere to the Declaration of Covenants and Restrictions, Architectural Review Criteria, and Rules and Regulations promulgated by the Board of Directors of the Seagrove Property Owners Association, Inc. I further agree that in the event of any violation of these documents or in the event that I fail to construct such improvements in accordance with approvals granted by the ARC, I will cause construction to be discontinued until such violation or non-compliance has been corrected.

I grant permission to the ARC or its representative to inspect the subject project on the property at such reasonable time and manner as to insure compliance with the Architectural Review Criteria, Declaration of Covenants and Restrictions, and Rules and Regulations.

I agree to make any required changes, when required by the ARC regardless of cost to bring the improvement into compliance with Seagrove Property Owners Association, Inc. Architectural Review Criteria, Declaration of Covenants and Restrictions, and Rules and Regulations and the conditions of approval.

I understand failure to comply could result in the imposition of a fine of \$100.00 per day from the date of notice until the violation is corrected or corrective work is underway to the satisfaction of the ARC. The fine imposed may be reduced to a lien against the property on which the violation exists.

Witness my hand and official seal
In the State of Florida, County of Indian River
This _____ day of _____, _____

Owner and/or Project Contractor

CONTRACTOR REQUIREMENTS RULES AND REGULATIONS

1. All builders or contractors will receive a copy of the Seagrove Property Owner's Association, Inc. Architectural Review Criteria prior to submission of any plans to the ARC.
2. All builders or contractors must be licensed in Indian River County and be approved by the Seagrove Board of Directors. This approval may be determined by a reasonable request for references, work experience and a copy of pertinent licenses.
3. All builders or contractors to be involved in new home construction will be required to complete the Application for Review – New Home Construction. Contractors involved in home improvement will be required to complete the Application for Home Improvement. All of the information requested must be provided. Failure to comply could delay approval by the ARC. Contractors will be advised in writing of said approval.
4. When builder or contractor has been notified of approval by the ARC of the Application for New Home Construction or Home Improvement, said builder(s) or contractor(s) are required to advise the ARC and the Gate House (231-5278) of the approximate starting date of work and the estimated completion date. No work will be permitted to start before the notification.
5. Prior to the start of construction all builders or contractors must submit to the Gate House a written list of all subcontractors associated with a specific job. Further, the Gate House must be advised by the builder or contractor of any changes in previously submitted information. Unauthorized Individuals/employees will not be admitted into the Seagrove (Oceanside) Subdivision.
6. Builders or contractors are solely responsible for their employees, subcontractors and materialmen. Individuals not employed by a builder or contractor (relative, friend, etc.) and animals belonging to a builder, contractor, or their employees are not permitted access to Seagrove (Oceanside's) property.
7. No work inside or outside the building or construction site is permitted before 7:30 AM or after 5:00 PM on weekdays, or at any time on Saturday or Sunday, Christmas Day, New Years, Day, President's Day, Memorial Day, Fourth of July, Labor Day, Veterans Day or Thanksgiving Day. All contractor personnel must be off the property promptly by 5:00 PM. No truck deliveries of any kind are permitted into Seagrove (Oceanside) subdivision after 5:00 PM on any day.
8. No loud music will be permitted.

9. All builders, contractors and their employees, subcontractors and materialmen are required to strictly adhere to the 15 MPH maximum speed limit while operating vehicles within the Subdivision and to strictly comply with all traffic control devices and stop signs.
10. All builders, contractors and their employees, subcontractors and material men must avoid blocking mail boxes to U.S. Postal delivery service (a federal offense) and the ingress or egress of any private residence or street in the Seagrove Community.
11. No signs (builders, contractors, subcontractors or materialmen) may be displayed on any lot during the course of construction. Any signs posted will be removed and the builder, contractor or subcontractor may be assessed a fine of \$100 for each violation and/or denied permission into the Subdivision.
12. A clean and orderly job site must be maintained at all times both inside and outside the home/property. Contractors are responsible for removing their refuse from the construction site. Refuse must be placed in covered containers. No dumping is allowed on any adjoining lot. Dumpsters or other containers are permitted; however, these containers must be covered when not inserting refuse and removed and emptied when they are full. No materials which may produce objectionable odors are permitted in containers and must be removed from the jobsite daily. Portable toilets are permitted but must be shielded by a fence enclosure.
13. No open fire or burning of trash is permitted on any construction site.
14. Use of heavy vibrating tamping roller equipment is not permitted for compacting fill.
15. Concrete trucks will not be permitted in Seagrove after 2:00 PM.
16. All builders and contractors must strictly adhere to the Seagrove Declaration of Covenants and Restrictions, and are subject to the Rules and Regulations as promulgated by the Board of Directors. Failure to comply will result in the stoppage of all work on the construction site and will not be permitted to resume until the violation has been corrected.
17. Upon notification to the Architectural Review Committee of completion of contract work, an inspection will be initiated of common grounds (street, pavement, islands and shrubbery, etc.) to assess any damage to these areas by the builder or contractor as a result of construction activities. All builders or contractors will be responsible for any repairs to common areas resulting from the contracted work.

*SEAGROVE PROPERTY OWNERS ASSOCIATION INC.
COMPATIBLE LANDSCAPING ALONG A1A*

The Purpose

The owners of the lots, which back up to Route A1A will want to be sure that their privacy and home environment is enhanced through landscaping that meets those objectives. It is also mandatory that the landscaping blends with the Seagrove Common property and the State right-of-way, which joins the properties to the West. It is imperative that the design people visit the lot as much as needed so as to fully comprehend the natural and finished conditions in the development of a congruous landscape plan.

The Plan

Each homeowner and/or builder when preparing the landscaping plan should consider for that portion of the property the objectives as outline in “The Purpose”. The following Architectural Review Criteria are to be utilized when developing the landscape plan for the properties.

- A. An aesthetic berm blended into the topography of the final landscaped grade. This berm must be so constructed that it does not inhibit the necessary drainage of the property or be detrimental for the retention and growth of the retained trees (i.e. Oaks). It should be harmonious with those berms of neighboring residences.
- B. Because Seagrove Property Owners Association, Inc. already has a fence in place, the objective is to eliminate the need for another wood fence, wall (with the exception of fences and walls in Architectural Review Criteria, SECTION 2, Paragraph 2.2) or any screening, other than landscaping. To attain that, a mature screen height of approximately eight (8) feet above the first floor level of the residence is the goal.
- C. The minimum total height of the plantings at installation is to be thirty-six (36) inches.
- D. In selecting the plants, it is most important to consider the amount of shade or sun conditions where the plants are to be located on the lot.

For Example: Viburnum Suspension (shade)
Viburnum Odor (Sun)

- E. Examples of plants to provide height and density are:
 - 1. Ligustrum
 - 2. Wax Myrtle
- F. So as to create density, it is important that the plantings be overlapped, staggered, have multiple rows, and/or whatever is necessary to create top-notch screening.
- G. The subject planted area is to be properly irrigated as a part of the total lot landscape plan.
- H. After plant installation, visual review – both from the privacy area of the residence and the visibility from A1A – is the determining factor in the final acceptance of the objective and the purpose of the landscaping.

*SEAGROVE PROPERTY OWNERS ASSOCIATION INC.
LANDSCAPING (CHECKLIST)*

Quality of landscaping is to be harmoniously blended from the site to site maintaining continuity and a continuous flow of landscaping. Consideration is to be given to the size of the lot and the aesthetics of the surrounding properties.

THE SEALED PLAN IS TO BE BY a Florida Landscape Architect and must be reviewed at the time that the construction plan is reviewed and approved.

- A. Incorporate Existing Natural Landscape
 - 1. Tree positions
 - 2. Tree Measurements (height, spread, caliper)
 - 3. Lot contouring
 - 4. Fill Dirt Elevation
 - 5. Perimeter Planting

- B. Plantings
 - 1. Shrubs and Ground Cover
 - 2. Description of Plant Materials (See Exhibit "B")
 - 3. Quality – Florida #1 or better.

- C. Shade Trees
 - 1. Four (4) Shade trees per 5,000 square feet property
 - 2. Palms (50% maximum)
 - 3. Hardwood Species
 - a. Minimum 4 ½" Caliper
 - b. 12' Minimum height

- D. Sprinkler System
 - 1. All Sodded Areas
 - 2. All Planted Areas
 - 3. Entire Plot to Road (including Right of Way)
 - 4. Eliminate Rust Staining

- E. Sod – St Augustine - Floratam Only

- F. Mulching – All Planting beds shall be clearly defined and mulched.

Final Approval – Upon Completion

Occupancy – Approval and Completion Before Permitted.

SEAGROVE PROPERTY OWNERS ASSOCIATION INC.

Certificate of Compliance

DATE: _____, 20____

The Board of Directors of the Seagrove Property Owners Association, Inc., acting upon the recommendation of the Architectural Review Committee confirms that the home located at:

_____, and built by:
_____, has been issued a Certificate of Occupancy by Indian River County and is in compliance with all Seagrove Subdivision Architectural Review Criteria but for those items which may be listed below.

In accordance with Architectural Review Criteria Section 4.16 – Final Approval Conditions, approval for residence is granted.

Respectfully,

Chairman, A.R.C.

Exceptions/Comments:

SEAL