

Architectural Review Board

McGarvey Residential Communities

**1102 A1A North, Suite 102
Ponte Vedra Beach, Florida 32082**

NEW HOME CONSTRUCTION FEES AND DEPOSITS

Review Fee - \$2,000.00

- Includes 3 reviews — Additional reviews are \$250.00 each

Deposit \$5,000.00 Refundable subject to Construction Deposit Agreement

- Deposit check required from Builder's Company Account \$2,500.00
- Deposit check required from Owner \$2,500.00

Make Checks Payable to Beach Haven Neighborhood Association – ARB

Effective Date: August 9, 2019

ARCHITECTURAL REVIEW BOARD APPLICATION

TO: BEACH HAVEN NEIGHBORHOOD ASSOCIATION
McGarvey Residential Communities
1.102 North A1A, Ste. 102
Ponte Vedra Beach, Florida 32082
(904)247-9160

Lot Number: _____ Date Submitted: _____

Property/Location Address: _____

Describe Proposed Project/Change/Request: _____

SUBMITTED BY: _____

Name: _____

Address: _____

Telephone: Home: _____

Work: _____

Cell: _____

Owner's Name's: _____

Address: _____ Phone: _____

Building Architect's Name: _____

Address: _____ Phone: _____

Landscape Architect's Name: _____

Address: _____ Phone: _____

Building Contractor's Name: _____

Address: _____ Phone: _____

Site Supervisor: _____ Phone: _____

Enclosed Living Area Square Footage _____ Garage (Number of Cars) _____

Porch Area Square Footage _____ Roof Pitch — Main Structure _____

Elevations: Highest Elevation on the Lot _____ Crown of the Road _____

Finished Floor Elevation _____ Highest Peak of Roof: _____

Sidewalk Required: 71 Yes No

BEACH HAVEN ARB APPLICATION REVIEW PROCESS

✓ *Check if Attached*

STEP 1 — NEW CONSTRUCTION — PRELIMINARY DESIGN SUBMITTAL — 2 Sets
This step is for review of general design concept for the house
Submissions shall include:

			COPY OF CONTRACTOR'S LICENSE, GL, AND WC INSURANCE
	A		Boundary, Tree and Topographic Survey — 1" = 10'0" scale
		1	Prepared by state licensed surveyor
		2	Include all specimen hardwood trees 4" or greater in diameter, all pines 8" or greater
		3	Include all topographic contours at minimum one (1) foot intervals
	B		Site Plan 1"=10'-0" scale
		1	Building Footprint Location (Slab, Retention Walls, Porches, Stairs)
		2	Location of Lot Easements/Set Back Lines/Construction Buffers
		3	Sidewalks, fences, pool, decks, walkways, driveways, patios, utility yards, equipment locations and their screens, and accessory structures
		4	Note all trees to remain and to be removed including those inside the building footprint
		5	Indicate location of building footprints for adjacent houses
	C		Floor Plans Min. Scale 1/8" = 1'0"
			Include square footage breakdown for each floor
	D		Exterior Elevations 1"=10'0" scale
		1	Include all four (4) elevations
		2	Note all exterior materials
	E		Design Review Application Form/Fee Completed and submitted along with APPLICATION FEE payable to Ocean Ridge HOA - ARB

STEP 2 — CONSTRUCTION DOCUMENTS AND LANDSCAPE FINAL PLAN REVIEW SUBMITTAL — 2 Sets
This step is to confirm that the design is substantially similar to the design approved in Step 1 and to see details and Final Site Plan

A CONSTRUCTION APPLICATION, DEPOSIT AND COMPLIANCE AGREEMENT form shall be completed, signed by Owner and Contractor and shall include the Construction Deposit

	A		Site Plan 1"=10'0" scale
		1	Include all items listed under STEP 1, Site Plan Submittal
		2	Existing and proposed changes to topography to accommodate on-site Drainage requirements

	B		Final Construction Documents
		1	Foundations Plan (verify matches exterior elevations, block and slab heights)
		2	Floor Plans with space calculations
		3	Exterior Elevations of all side
		4	Wall Sections, Details and/or Scenery Loft/Tower
		5	Pool/Spa/Deck/Fences/Garden Walls/Other Structures — if applicable
		6	Electrical Plan — Provide Exterior Light Fixture Cut Sheets Confirm light location at alley garage
		7	Copy of building permit to ARB Coordinator at McGarvey Residential Communities
	C		Exterior Material, Color Specifications & Color Samples for all materials
	D		Final Landscape Plan - Refer to Landscaping Section of Design Guidelines for additional requirements
		1	Include existing trees and natural vegetation to be preserved
		2	Plant Materials List/Key with Name/Quantity/Size/Etc
		3	Irrigation Plan
		4	Exterior Lighting Plan — SUBMIT CUT SHEETS
		5	Site Drainage Plan
		6	Location of building/tree protection and silt fence
STEP 3 — SITE STAKEOUT/PRE-SITE CLEARING & PRECONSTRUCTION MEETING			
		1	Final building footprint stakeout must be approved on-site by ARB prior to commencement of site clearing and construction
		2	Site stakeout review will require that the contractor has staked out the building envelope on site
		3	Contractor shall also have marked all trees to remain and installed all tree protection barriers and silt fences as noted in the Design Guidelines
STEP 4 — FOUNDATION SURVEY REVIEW — 2 Copies Required			
		1	No lots may be cleared without a Building Permit issued by St. Augustine Beach Building and Permit Department
		2	Final Plans must be approved by the ARB before a Building Permit will be issued (5 Sets Required for stamping at McGarvey Residential Communities) 2 retained by McGarvey
		3	Final building foundation must be approved before proceeding with construction, on-site by ARB at completion of building slab installation. ARB will verify compliance with approved drawings.
STEP 5 - FRAMING INSPECTION			
			Final building wall and roof framing must be approved on site by ARB at completion of building framing. ARB will verify compliance with approved drawings.
STEP 6 — COLOR APPROVALS			
			All building colors must be approved on-site by ARB prior to installation of final colors and materials
STEP 7 — FINAL SITE REVIEW AND LANDSCAPING			
		1	Final Survey Required to be submitted to ARB — 2 Copies

	2	Certificate of Occupancy to be submitted to ARB
	3	After completion of final inspection by the ARB and if no deficiencies are found then the approval of house and landscaping must be obtained from ARB prior to occupancy by the Owner. ARB will recommend refund approval
	4	The Homeowners Association will release the compliance deposit minus any deductions for subdivision damage or non-compliance
	5	ARB will provide a final inspection letter upon confirmation that the Owner complied with the approved plans and the design code

Check if Attached EXTERIOR MATERIAL & COLOR SPECIFICATIONS

2 sets of each	SUBMIT COLOR CATALOG SHEETS 7 SAMPLES OF ELEMENTS
	Type of Material/Color/Finish/Manufacturer/Product Name
Chimney & Cap	
Roof Material(s)	
Eaves, Soffitts	
Roof Penetrations	
Gutter/Downspouts	
Exterior Wall Siding and Finish	
Trim for Windows, Doors, Dormers, Cupolas	
Fascia/Cornice	
Bandboard	
Front Door	
Shutters	
Window Schedule	
Stained/Art Glass	
Sky Lights	
Garage Doors	
Driveway	
Front Walkway	
Fences/Gates	
Irrigation	
Porch/Balcony Railing	
Porch Columns	
Porch Flooring/Ceiling	
Porch Piers	
Porch Steps/Stairs	
Pool/Spa/Deck	
Pool/Screen Enclosure	
Pool Equipment Enclosure	
Garbage Enclosure	
Vehicular Paving	
Pedestrian Paving, Sidewalks	
Lattice/Louvers	
Awning/Trellis	

Paint-	<i>Submit Paint Chip Samples for exterior elements with manufacturer's name, color name, and number for all exterior elements. A 4' x 4' actual paint palette must be displayed on the front elevation prior to final approval for a repaint or painting a new structure.</i>
Exterior Lighting	Cut Sheets that indicate color and dimension
Other Exterior Items:	Storage Shed/Work Shop/Gazebo/Solar Panels
Special Considerations	Bird Houses, Weather Vanes, Fountains, Trellis, Arbors, Outdoor: Grills, Fireplaces, Summer Kitchens, Utility Services TV/Radio: Masts, Towers, Poles, Antennas, Aerials, Satellite Dishes Outdoor Laundry Drying Racks/Clotheslines Mailboxes, Play Structures, Basketball Goals

APPROVAL OF DESIGNERS, ARCHITECTS & BUILDERS — NO FEE REQUIRED

All Designers, Architects, Builders, must be approved by the ARB to work in Beach Haven prior to submitting any designs for review or commencement of any work (Section XII of the Declaration)

ARCHITECTS/DESIGNERS: NO FEE REQUIRED - Submit 2 Sets

Approval will be based on the designer's ability to:

- Produce each type of drawing required by ARB review
- Provide precise details that clearly identify all elements of the construction project
- Demonstrate understanding of the Design Guidelines
- Willingness to adhere to code requirements

Qualification Submittals Required:

- _____ Resume
- _____ Designs that demonstrate the designer's ability to create quality architecture
- _____ Construction drawings that demonstrate designer's ability to detail the house
- _____ References
- _____ Other material the designer feels will demonstrate their ability
- _____ Photographs of completed projects
- _____

Submissions will be reviewed at regularly scheduled meetings (3rd Wednesday of the Month) and ARB will respond in writing to inform the designer of the approval decision.

Note that approval can be withdrawn for failure to perform with the Design Guidelines or lack of cooperation with the ARB's requests.

NEW BUILDERS: NO FEE REQUIRED - Submit 2 Sets

Ability to construct quality homes in accordance with the approved plans, Specifications and Design Guidelines parameters.

Qualification Submittals Required:

Resume

Copy of Contractor's License

Proof of Insurance — General Liability and Workers Compensation

Photographs of built work (minimum of five different projects)

References from Clients

References from architects or designers (specifically this should address the contractor's willingness and ability to adhere to the plans)

_____ Other material the designer feels will demonstrate their ability

Submissions will be reviewed at regularly scheduled meetings (3rd Wednesday of the Month) and ARB will respond in writing to inform the builder of the approval decision.

Note that approval can be withdrawn for failure to perform with the Design Guidelines or lack of cooperation with the ARB's request, for not adhering to the approved plans & specifications and failure to comply with the other rules and regulations as outlined in the Declaration or HOA rules and regulations.

NOTICE OF PROJECT COMPLETION — FINAL INSPECTION REQUEST

BEACH HAVEN NEIGHBORHOOD ASSOCIATION
ARCHITECTURAL REVIEW BOARD (ARB)

_____, certify to the Beach Haven Architectural Review Board, that the house or other improvement(s) located on Lot _____ Property Address: _____ was constructed in accordance and in compliance with the plans and specifications submitted to and approved by the Beach Haven Architectural Review Board on _____

Owner Signature: _____ Date: _____
(Print Name) _____ Phone Number: _____

Contractor Signature: _____ Date: _____
(Print Name) _____ Phone Number: _____

PROJECT DESCRIPTION: _____

ITEMS TO COMPLETE PRIOR TO REQUEST FOR FINAL INSPECTION

- The Architectural Review Board (ARB) is requested to schedule a final inspection for the above referenced home site.
- All exterior finishes and site improvements as submitted and approved by the ARB have been completed.
- All construction materials, debris and related items have been restored or removed as required.
- Any adjacent property or road right-of-way areas have been cleaned and restored.
- Attached are the certified, sealed Final Survey (if the footprint of the structure changed) and a copy of the Certificate of Occupancy or permit.

NOTES OR COMMENTS:

_____, authorize the deposit refund check to be issued to _____

The Construction Deposit will not be returned to the owner/contractor until this certificate has been returned to McGarvey Residential Communities, 1102 North A1A, Ste. 102, Ponte Vedra Beach, FL 32082, accompanied by a copy of the Certificate of Occupancy and sealed Final Survey or Documents(s) noted above in order to schedule a final inspection. All deficiencies must be resolved, approved by the ARB, the BOD and a final letter of completion issued by the ARB accompanied by a Satisfaction and Release (for new homes).

ARB Inspection by: _____ **Complete Approval:** _____

Date: _____ **Approval Held Until:** _____

Deficiencies Resolved: _____

CONSTRUCTION APPLICATION, DEPOSIT, AND AGREEMENT
Construction Deposit and Compliance Agreement
Beach Haven Architectural Review Board

I, _____, as property owner, and I, _____ as contractor for the described construction project, acknowledge and agree that the described deposit is being held by the Beach Haven Neighborhood Association in order to insure that the improvements will be constructed in accordance with drawings which have been approved by the Architectural Review Board (ARB).

CONTRACTOR INFORMATION:

Name _____

We further acknowledge and agree that:

Address _____

Telephone # _____

FL Contractor Lic # _____

1. We have read and understand the Declaration of Charter, Easements, Covenants and Restrictions applicable to the property and the Design Code (as amended) and will follow and obey the said Declaration, Restrictions and Guidelines. Furthermore, we understand that the Design Code implies a greater or lesser amount of subjectivity on the part of the ARB, and agree to abide by any and all subjective decisions of the ARB.
2. We are responsible for completing the project per the plans and drawings approved by the ARB.

CONSTRUCTION LOCATION:

Address _____

Owner _____

- a. Lots shall not be cleared or improvements constructed thereon until the ARB has reviewed and approved all plans for construction in writing.
- b. The contractor and owner must also have a required on site meeting prior to commencement of any site work including clearing. At this meeting, the Owner and contractor will be required to submit a signed Compliance Agreement, a deposit, and confirm that all other requirements have been met.

TYPE OF CONSTRUCTION:

_____ New Construction

_____ Improvement (describe)

_____ Re-painting (colors) _____

Re-roofing (weight, color,

Manufacturer

_____ Other _____

- c. Silt fencing must be installed and maintained throughout construction along the top of lake banks, along the wetland lines, or upland buffer lines behind and/or beside each house, and on property lines next to existing lots/houses to prevent trash, debris, silt, fill dirt, etc. from blowing, washing, or being placed within the lake or wetland areas or the community at large.
- d. Streets must also be maintained on a regular basis including all debris and sand that may have blown off the street. If the Builder fails to maintain the streets on a regular basis the ARB may require the Builder to clean them on a daily basis.
- e. Construction bins for trash must be provided during the entire construction term for each house. Bins must be placed on the lot on which the house is being constructed unless approved in writing by the adjacent property owner. If such an agreement is made the contractor is responsible to ensuring that this lot is also kept clean. All sites must be maintained neat and clean and free of trash and construction debris at all times. Bins must be dumped regularly to prevent overflow.

Deposit Amount \$ _____

Check Date & No. _____

Initials of Property Owner _____

3. We understand and agree that no electrical leads will be permitted to cross the street. We may build a T.U.G. (temporary underground wall) or mount the meter to a temporary pole on the property.
4. Only the ARB approved builder/contractor sign may be displayed on property and no other.
5. We are responsible for the conduct of all workers performing services on this project at all times while they are engaged by us.
6. We understand that when entering Beach Haven, all workers and vehicles are subject to be searched to help prevent theft of materials and equipment.
7. I understand that the deposit shall be returned after Final Inspection and approval of all items.
8. We understand that compliance with all building codes, city and governmental ordinances, and regulations are the responsibility of the Owner/Contractor. Therefore, we hereby hold harmless and indemnify the Beach Haven Neighborhood Association and the ARB from any and all matters concerning the construction and fitness of our house, including but not limited to drainage, code violations, plat violations, setback violations and easements.
9. We acknowledge that the ARB may assess fines or bill for any damages caused by our actions or in-actions during construction and we hereby agree to pay all such fines or costs in a timely fashion.

10. We agree that funds may be deducted from the deposit by the Beach Haven Neighborhood Association including but not limited to those needed for the correction of changes or fines for work not approved by the ARB; the cost of work necessary to improve the appearance of the site; the cost to repair any damage to the roads, curbs, rights-of-way, road shoulders, utilities, alleys or Beach Haven common areas, etc., or other ARB fines or bills that are unpaid.

This application, deposit and agreement made this _____ day of _____, 20__.

BY _____ and _____ .

(Property Owners Signature)

(Contractors Signature)

BY _____ (Architectural Review Board Member)

As of August 9, 2019