

Village at Blue Mountain Beach

Architectural Building and Planning Criteria

Guidelines

for

New Construction

and

Changes and Additions to Existing Structures

Lots, Homes, and Condominiums

2004

(Revised April, 2018)

Architectural Building and Planning Criteria
July 2004 (Revised April, 2018)
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ARCHITECTURAL BUILDING AND PLANNING CRITERIA
July 2004 Architectural Building Plan
(Revised April 2018)

Architectural Review Committee: There is an Architectural Review Committee (ARC) for Village at Blue Mountain Beach (BMB) Subdivision. Please be aware that all construction, exterior improvements/changes and major additional landscaping on your property must be submitted (with the required forms, materials and review fee) to the Management Company. Incomplete submittals will not be reviewed. The ARC will review the plan and submit a written recommendation to the Master Association Board for final approval. Builders/owners must have a signed Letter of Approval from the Master Association prior to beginning any work on their property. The Master Association will issue a stop work order and may impose a fine of \$1,000 per day for any project undertaken without a signed Letter of Approval from the Master Association.

These Building and Planning Criteria are intended to be used as a reference starting point in the process of building and site design with the intention of building a functional and aesthetically pleasing neighborhood community with adequate off street parking.

The ARC welcomes and encourages submittal of ideas, sketches, etc. for preliminary review. This will be an informal review with no submittal requirements as a way to get feedback early in the design process and to prevent any hardship for the owner/builder.

The Architectural Building and Planning Criteria are subject to change by the Master Association Board, and changes will apply to all plans that have not received approval from the ARC. These Criteria are available from Association Management Services and www.thevillageatbluemountainbeach.com

The ARC and Master Association are committed to timely approval of plans. Please allow 30 days for final approval of complete submittals. This timeline does not begin until a complete submittal package is received by the Management Company. Notification of Receipt of Documents will be sent to the builder/owner.

ARC Members: Chair-Debbie Cooner, Barbara Galvin , and Donna Frankland, Designer with Bryant Glasgow Architecture.

The ARC shall obtain outside architectural consultation to review submitted plans for compliance with the Architectural Guidelines for all new construction and major additions to existing structures. Applicants may employ the architect, engineer, and/or designer of their choice to create their plans for submittal.

Contact point for general information and forms: Association Management Services, Nikki Lawniczak, CAM, 2441 U.S. Highway 98 West, Ste 101, Santa Rosa Beach, FL 32459, Office phone: 850-231-6004.

All plans and correspondence are to be directed to the Management Company. The ARC will not respond to or forward correspondence sent to them directly.

Design Philosophy: The homes in The Village at Blue Mountain Beach shall be constructed in the tradition of Florida vernacular architecture. The chief concern is that the community is aesthetically pleasing, and the buildings are non-competitive with its neighbors. The homes will encourage friendly participation along the street with uses of porches and verandas. The Village at Blue Mountain Beach is dedicated to creating a neighborhood which enhances the environment with quality design, workmanship and materials.

Review by ARC: The ARC in its review of all proposed construction, modifications, or alterations to existing structures, shall be guided by the following standards of environmental control, to wit: those included in this recorded Declaration of Covenants and Restrictions for THE VILLAGE AT BLUE MOUNTAIN BEACH, as amended from time to time, applicable to the Lots, and such other design criteria as the ARC may promulgate from time to time; and compliance with the following:

1. Provisions of the Covenants and Restrictions.
2. Overall continuity and harmony of house design, construction materials, and landscaping with the surrounding community.
3. Visual effects of the appearance and construction from neighboring property.
4. Additional factors inclusive of subjective and objective aesthetic judgments which may affect the suitability of the building in The Village at Blue Mountain Beach.
5. The workmanship, materials and design quality of the house, landscape, and vegetation.

Architectural Control: No building, fence, walkway, parking pad, wall or other addition or modification to existing structures shall be commenced, erected or maintained in the VILLAGE of BMB; nor, shall any exterior addition to, change to, or alteration of any existing structure be made without approval of the ARC. This includes major landscaping and patio covers. Plans must be drawn to appropriate scale with specifications showing the nature, kind, shape, height, material and location of the same including exterior finish and color scheme. Plans must be submitted to the Management Company and approved in writing by the Master Association. The Master Association will issue a decision based on compliance with existing Architectural Guidelines and considering the harmony of external design and location in relation to surrounding structures, topography and vegetation.

The Review Process: THE VILLAGE AT BLUE MOUNTAIN BEACH Architectural Review Committee (ARC) exists to review all buildings or other structures proposed for construction in THE VILLAGE at BMB and to encourage high quality architectural design in keeping with the design philosophy and objectives of the project. The process has been set up to establish a systemic and uniform review of proposed construction. Required drawings and submittal forms may receive preliminary approval before submission for final approval. All submittals to the ARC for house construction are required to be in compliance with all Walton County building codes. Though the ARC serves to enforce the Covenants and Restrictions and design objectives, it does not wish to stifle creativity in producing a unique home site. The ARC, however, through its architectural review process may disapprove any proposed construction for purely aesthetic reasons, where in its sole judgment; such action is required to protect the beauty and harmony of the development.

- 1) Limitations of Responsibility. Neither the Association, the Architectural Review Committee, the Board of Directors, nor any member of the foregoing shall assume responsibility in any capacity for the following:
 - a. Compliance with all building codes, safety codes, county codes, state codes and requirements, also all other governmental laws, ordinances and regulations
 - b. All safety issues relating to conditions created from any approved design, construction, or modification processes
 - c. The structural adequacy, integrity, capacity, soundness or safety features of any approved construction or modifications
 - d. Drainage situations, erosion requirements, soil conditions, or other site work.
 - e. The ensuring that each property and dwelling is of comparable size, value, quality, or is of similar design, or is aesthetically pleasing or otherwise acceptable to other owners.
 - f. The work, quality, performance, integrity, reputation or competence of any Architect, Contractor, or Subcontractor.
 - g. All damages or losses evolving from the inaction, action, quality of work, financial condition, or integrity of any Architect, Contractor, or Subcontractor
 - h. The disapproval, the approval, or failure to disapprove or approve any proposed plans

- i. Any errors or omissions and/or the repercussions from those error or omissions, in the design of the proposed plans and or revisions.
 - j. Damages or losses attributed to the action, inaction, integrity, financial condition, or quality of work of any Architect, Contractor, or subcontractor.
 - k. Any damages or losses attributed to any other circumstances involving the habitation and construction of the site relative to the approved plans for any lot
- 2) The design, maintenance, construction, repair, or ensurance that the improvement is in full compliance with the approved plans and all federal, state, and local codes, laws, rules, and regulations is the sole responsibility of each owner.
- 3) To assure compliance with the approved plans and specifications, the ARC reserves the right during construction of any proposed improvements to inspect the proposed improvements.

Compliance: Should any improvements be constructed without Master Association approval or are not compliant with the approved plans and specifications, then within (15) days after written demand, the owner of the lot assumes responsibility to remove and restore the lot to substantially the same condition as existed prior to the event. The owner shall bear the costs of restoration or removal, including Association's costs and reasonable attorney's fees. All such costs may be assessed against the owner and the lot as an assessment.

If the owner has not commenced to correct an unapproved improvement within the (15) day period, the Association shall have the right to institute an action to recover damages and costs, or to seek injunctive relief to require the owner to cease, remove or restore the unapproved improvement.

The Association may enforce these covenants and restrictions through the application of the Architectural Review and Construction Deposit.

Appeals: If an application has been denied by the ARC, or the approval is subject to conditions which the owner feel are unacceptable, the owner may request a hearing before the Master Association. The Master Association decisions are not subject to appeal.

Variances: The ARC may authorize variances from compliance with the covenants and restrictions and any procedures when circumstances such as topography, hardship, or aesthetic or environmental considerations require. A variance is considered unique to a specific combination of the design and lot and does not set precedent. A variance will only be considered if requested in writing.

DEFINITION OF TERMS

New Construction: Building of a new structure on a vacant lot.

Major Changes to Existing Structures: New addition to existing structure, addition of out-buildings, and addition of pools.

Minor Changes to Existing Structures, including but not limited to: Paint change, major landscaping, patio covers, parking pads, new or additions to existing, fences, walls, and decks.

Major Landscaping: Any changes or additions to landscaping which impacts more than 25% of existing landscape. The intent is to maintain the integrity of the overall landscape in the community. The ARC welcomes preliminary discussion with any homeowner before submittal.

Design Variance Request: A request for any deviation from the published Building Guidelines contained in this document. The variance request should be submitted on the *Design Variance Request* form along with the initial plans for Preliminary Review.

Design Change: Any exterior changes to the ARC and Master Association approved preliminary or final plans that should be required or desired by the owner/building must be submitted on the attached Design Change Form and approved by the ARC and Master Association.

Informal Concept Design Submittal: Submittal of ideas, photos, etc. to the ARC for feedback as to appropriateness of design for Village at BMB. No fees are required. See Review Process Instructions for more information. **This is not the official design submittal or review.**

Preliminary Design Submittal: Submittal of the site plan and all elevations to determine whether the design meets the requirements of the Village at BMB Design Code before the submitter has complete construction documents drawn.

Final Design Submittal: Submittal of full construction documents for review with any changes required from Preliminary Design Submittal.

Landscaping Design Submittal: Landscaping plans for the property. This may be hand-drawn on the site plan noting the types of plants, shrubs, trees, and grass and their locations, or a formal landscape architectural plan may be submitted.

Master Association Preliminary Approval. Master Association Preliminary Approval is given **pending** Management Company receipt of complete construction documents noting any changes made by Walton County to the Master Association approved plans, a copy of the building permit, Landscape Agreement, receipt of the Construction Deposit and all review fees. The Master Association will provide a letter of Preliminary Approval and the builder must provide this letter to Walton County to obtain a building permit. No construction may begin without written Master Association Final approval.

Master Association Final Approval: Master Association has given written final approval of ARC approved Plans, received updated construction documents approved by Walton County, Landscaping Agreement, and copy of the building permit. Construction deposit has been received by the Management Company.

Building Guidelines

*Applicable to all new construction and additions/changes to existing structures
(Owners and Builders should be familiar with these guidelines)*

1. **Minimum Square Footage:** Heated & cooled space should be consistent with the size of the lot and neighborhood. Suggested minimums are 1000 square feet for small lots and 1500 square feet for medium and large lots.

2. **Building Set Backs:**

Front: 20 ft.

Corner Lots: 20 ft. from street frontage on each street side

Side: 7.5 ft.

Back: 15 ft.

Back Diagonal: 15 ft. (The diagonal lot line is **GENERALLY** considered a back setback)

Lot setbacks are determined by the building footprint established for each lot in the original Village at BMB Development Plan. ***The Village building setbacks are not the same as in the Walton County Land Development Code. BEFORE DESIGNING A HOUSE PLAN***, owners, builders, and architects shall have Walton County Planning Dept. determine/verify the setbacks for that particular lot. Planning contact is Jason Catalano, Catjason@co.walton.fl.us, 850-267-1955.

3. **Corner Lots:** On corner lots with Village Boulevard on one side of the lot, the front of the house shall face the intersecting side street, not Village Boulevard.

3. **Time of Construction:** Construction of the house must begin (permit issued and ground broken) within twenty-four (24) months of the ARC final approval. A written request shall be submitted for extension of the deadline.

4. **Sidewalks:** All lots shall have sidewalks located along street frontage according to the sidewalk plat plan. The parking pads for automobiles may not encroach upon the sidewalks.

5. **Fences:** Fences may be placed along the boundaries of a lot with the following stipulation. Fences shall not encroach the 20 ft. front setbacks of any lot. Front setbacks are calculated based on street frontage. Street frontage is the length of any one parcel along a street on which it borders. This is to ensure and maintain an open characteristic for our community. Front setback configurations will differ for individual lots based on the shape and location of that lot. Six (6) foot stockade type fences only shall be placed along the boundary of a lot abutting the perimeter of the subdivisions adjacent to the Village at Blue Mountain Beach. White picket fences with a minimum of 50% air and maximum fence height of 48 inches shall be installed. Rail-top or open picket are acceptable. All fencing shall be approved by the ARC and the design shall be submitted with the house plans. *(See the following examples)*

6. **Garages, Carports, and Storage Buildings:**

A. Garages and carports may be attached or detached in rear of house

B. Attached on the side of house, with structure incorporated into the house design

C. Garage or carport may be on the first floor of the house, but shall be finished on the outside as part of the house. All garage doors must be approved by the ARC.

D. All garage, carport, and storage building designs shall match the house design.

E. Decorative arbors shall be allowed, but must fit into the overall house design.

F. Storage buildings shall be incorporated into the design of the house by being either part of the house structure or attached to the house with an arbor or other approved structure. Design shall

G. The only detached structures allowed are garages, carports, and arbors as described above. Lean-to type storage sheds as described below may be considered as a variance where feasible. The final decision to grant a variance for these structures rests with the Master Association.

6a. Variance for Lean-to Storage Structures into Building Setbacks:

Detached storage structures built into the building setback may be allowed with a variance approved by the Master Association under the following conditions. The structure requirements are:

- 1.
2. Structure shall be a lean-to type that is positioned closely to the home (within inches not feet), and shall appear to be part of the house structure.
3. Structure shall be of suitable materials to ensure structure has the same durability and longevity as the home.
4. Structure shall be painted the same color as the body/trim of the house and the same style as the house.
5. Roof shall be the same color and style as house
6. Structure shall be positioned on the same side of the house as the air conditioners (when practical)
7. Structure shall be no taller than 10 feet from the ground
8. Structure shall be no more than 3 inches deeper than the footprint of the air conditioner/air conditioner platform (regardless of where positioned)
9. Structure foundations may not be concrete, which is considered a permanent structure in the building setback and is not allowed by Walton County.
10. These storage structures shall be considered as a variance item only, and reviewed and approved by the Architectural Review Committee as a Major Addition to Existing Structures with the required review fee.
11. Structure shall meet Walton county wind standards for such structures.
12. These structures may also serve as screening of the air conditioning units as recommended by the ARC.

The ARC and Master Board will consider whether the homeowner has the option of building a storage structure onto their house within the building setbacks as part of reviewing each variance request for building these storage structures into the setback.

Ongoing maintenance of these structures shall be subjected to the same home maintenance requirements of homes by the covenants. If the owner of the property allows the storage structure to deteriorate as to become unsightly, the Master Association may require the owner to repair or remove the structure.

7. Foundation:

A. Wood pilings, piers, or elevated slab foundations are required. First floor height, exclusive of exterior deck, shall have minimum elevation of 24 inches above average finish grade height up against the house, and a maximum of 48 inches above the same.

B. If house is built on wood pilings with a crawl space, then the area between the ground and the bottom of the exterior finish of the house shall be skirted with either white lattice or horizontal skirt boards no less than 5 inches wide. All skirt treatment shall be painted white or in the approved house trim color.

If lattice is used, it shall be placed between the bottom of the siding and the top of the skirt material.

C. If house is built on an elevated slab, the exposed concrete between the ground and the bottom of the exterior siding of the house shall have a plaster or stucco finish and shall be painted either in the approved trim color or the approved main body color of the house.

8. Exterior:

- A. Siding - horizontal wood, Hardy plank, or similar materials in 4", 6", 8" widths. Stucco exteriors are allowed mixed with planking or conforming to architectural style of the house.

- B. No Vinyl siding is permitted on the house.
- C. Exterior trim shall have a minimum of 4" wide trim at all corners and openings. Also horizontal trim must go around the house between the bottom of the siding and the top of any lattice.

9. Windows:

- A. Casement, awning, single/double hung wood, or vinyl clad. No horizontal sliding windows.
- B. No sliding glass doors unless approved by the ARC.
- C. Windows must be either square or taller than they are wide.

10. Roof Material: Metal standing seam or 5V crimp natural color roof material approved by the ARC is to be used. Other colors allowed but must be approved by ARC.

11. Roof Pitch:

- A. Minimum 6/12 for main roof
- B. Minimum 3/12 for porches or minor roofs
- C. Mono pitches allowed only if they abut a vertical wall.
- D. Flat roof decks are allowed only if they are accessible from adjacent enclosed space.
- F. Widow's walks allowed on roofs

12. Driveways: All driveways shall be constructed of brick pavers in colors approved by the ARC. Driveways shall be at least 12' wide from the front edge of the street to the front edge of the lot but may be wider to accommodate the parking plan. The parking plan must be consistent with the style of the home and community. There must be at least 20 linear feet of parking pad per automobile. The builder must provide an architecturally drawn site plan that shows the parking plan for the home. Driveways must provide parking for vehicles as provided below:

- o 1 & 2 Bedroom - two vehicles
- o 3 Bedroom - three vehicles (small lots may request a variance)
- o 4 bedrooms - four vehicles
- o 5 bedrooms - four vehicles

<http://www.co.walton.fl.us/DocumentCenter/Home/View/3235>

No driveways shall be allowed onto Village Boulevard unless Village is the only accessible street from the lot. On corner lots with Village Boulevard on one side of the lot, the driveway shall be off the intersecting street side, not Village Boulevard.

13. Eaves and Gables: Rafter tails must be exposed or have soffit run on the roof rake, but no horizontal soffit. See following sketches for examples.

14. Pools: Pools are allowed with approval by the ARC.

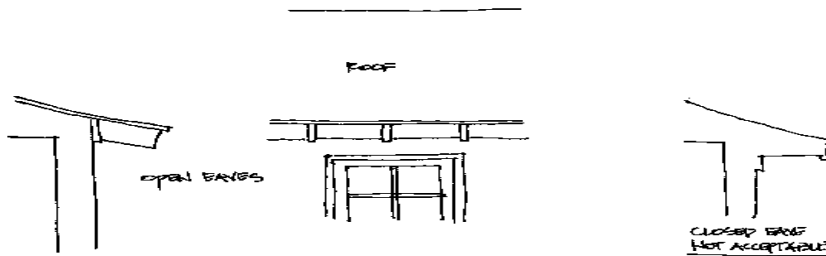
15. Porches: The front porch must cover 50% the width of the house and be a minimum depth of 4' on carriage houses and 6' on all other houses. Porches may be wood or concrete. Any porch over 30" high must have a handrail or be screened.

16. Landscaping & Irrigation: A landscape plan is required with submission of review documents. The plan shall include a site plan for the house showing the types and locations of plants to be used in the landscape design.

Irrigation is required for each individual lot. Irrigation water for lots can be provided by the Association at no additional cost. The irrigation water valve on the lot must be provided and installed by the Association's

landscaping company, currently Brightview, with the cost of the valve and installation being the responsibility of the owner. Lot Irrigation may also be obtained from the city water source at the expense of the owner.

Eaves Examples



Fence Examples

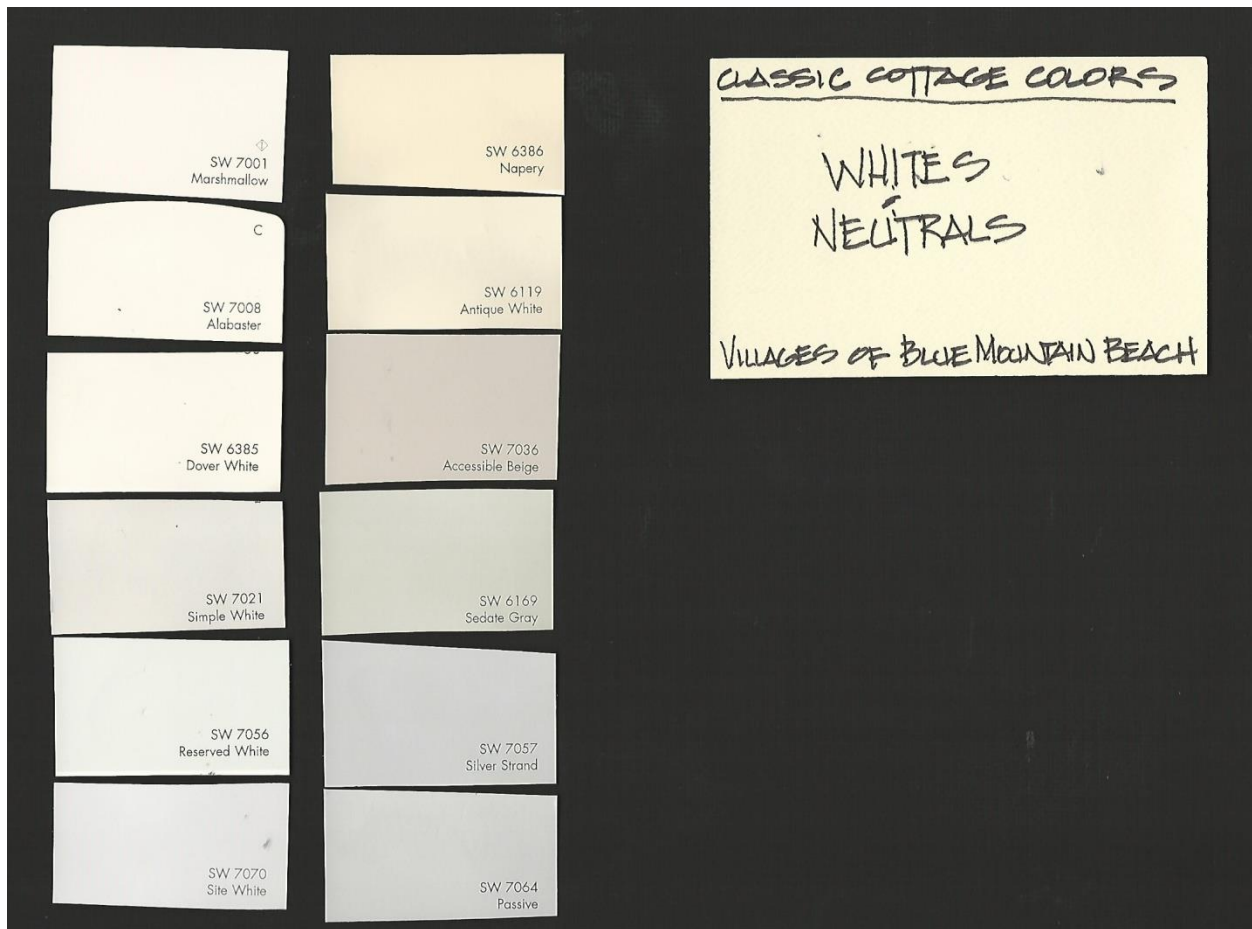
Lot Fences



Boundary Fence









Villages of Blue Mountain Beach

Classic Cottage Colors

WHITES & NEUTRALS

<u>GROUP 1</u>	<u>GROUP 2</u>
SW7001 Marshmallow	SW6386 Napery
SW78008 Alabaster	SW6119 Antique White
SW6385 Dover White	SW7036 Accessible Beige
SW7021 Simple White	SW6169 Sedate Gray
SW7056 Reserved White	SW7057 Silver Strand
SW7070 Site White	SW7064 Passive

BASE HOUSE COLORS AND TRIMS

<u>GROUP 1</u>	<u>GROUP 2</u>	<u>GROUP 3</u>	<u>GROUP 4</u>
SW6112 Biscuit	SW7071 Gray Screen	SW6421 Celery	SW6686 Lemon Chiffon
SW6106 Kilim Beige	SW6239 Upward	SW6422 Shagreen	SW6688 Salaria
SW6108 Latte	SW7072 Online	SW6456 Slow Green	SW6127 Ivoire
SW7037 Balanced Beige	SW7073 Network Gray	SW6211 Rainwashed	SW6128 Blonde
SW7016 Mindful Gray	SW6240 Windy Blue	SW6178 Clary Sage	SW6051 Sashay Sand
SW7023 Requisite Gray	SW6505 Atmospheric	SW6479 Drizzle	SW6331 Smokey Salmon
SW6073 Perfect Greige	SW6219 Rain	SW6458 Restful	SW6325 Constant Coral
SW6039 Poised Taupe	SW6478 Watery	SW6471 Hazel	
	SW6492 Jetstream	SW6751 Refresh	
	SW6507 Resolute Blue		

ACCENT COLORS AND TRIMS

<u>GROUP 1</u>		<u>GROUP 4</u>
SW6521 Notable Hue	SW6229 Temple Star	SW6347 Chrysanthemum
SW6523 Denim	SW6244 Naval	SW6327 Bold Brick
		SW6334 Flower Pot
<u>GROUP 2</u>		SW6054 Canyon Clay
SW6460 Kale Green	SW6186 Dried Thyme	SW6381 Azure Pear
SW6461 Isle of Pines	SW6187 Rosemary	SW6137 Burlap
		SW7033 Brainstorm Bronze
<u>GROUP 3</u>		SW6103 Tea Chest
SW7067 Cityscape	SW7074 Software	SW7041 Van Dyke Brown
SW7068 Grizzle Gray	SW7075 Web Gray	

NEW CONSTRUCTION REQUIREMENTS FOR LOTS

- 1. Builder Submission Package:** The builder/owner is required to submit the following materials in a SINGLE package for review by the ARC. Incomplete packages will be returned without review or comment. All materials are to be submitted to the MANAGEMENT COMPANY. The builder will be provided a dated receipt when the plans are submitted. Plans sent directly to the ARC will not be reviewed.
- 2. Architectural Planning and Building Permit:** The Master Association Final Approval Letter must be received by the builder/owner prior to the start of any construction. Plans are to be submitted to the ARC with the Preliminary Review Package accompanied by a check for the amount stated for the type project submitted (*New Construction, Major, or Minor Changes to Existing Structures*) payable to The Village at Blue Mountain Beach Master Association. The Construction Deposit, less administrative costs to review the project, is refundable, provided conditions for refund outlined in Construction Site Maintenance & Debris Removal Guidelines and the Building Guidelines are met.
- 3. Approval Time-Line:** Written approval or disapproval of the preliminary plan of the proposed building or structure shall be given with thirty (30) days of receipt of ***complete documentation and fees*** as required in these ARC Guidelines. A final approval is valid for two (2) years from the date of the Master Association Letter of Final Approval.
- 4. Commencement of Construction:** Upon receipt of the Master Association Letter of Final Approval, payment of Deposit, and receipt of building permit from Walton County and updated construction documents, the Builder/Owner may commence with construction. The ARC or their representative reserves the right to inspect in the field for compliance during any stage of construction.

NEW CONSTRUCTION REQUIREMENTS - Condominium Building Lots

The condominium building lots are a special construction situation and have additional considerations for their construction. A builder wishing to construct condominiums on these lots should consult with the ARC to determine if the plan is acceptable to the committee and Master Association. No approval for a building will be provided until all the criteria are satisfied regardless of the time it may take the builder to satisfy the building criteria. No work may be started without a signed Letter of Approval from the Master Association. A building permit issued by the county does not preclude the enforcement of the ARC regulations, and a stop work order will be issued for any violation of the ARC guidelines.

In addition to the above criteria, there are special building requirements for condominium lots. If these requirements conflict with any of the above requirements, then the Condominium requirements shall supersede and be in force.

Condominium Building Guidelines

PARKING

- 1 .Each condo unit shall require a minimum of 1 parking space per bedroom plus an additional ½ parking space for bunk bed alcoves and dens. Thus a three bedroom unit with a den would account for 3 ½ parking spaces toward the overall parking count required for the total building. This requirement, necessary to ensure adequate parking for owners and guests, is without exception.

1. Each condo building shall require an additional 10% of the total required parking spaces per the unit count allocated for overflow parking and additional guests.
2. The total parking space count for the building(s) shall be calculated by adding the total required parking spaces for each unit to the 10% overflow requirement. All calculations shall be rounded up to the nearest whole number.
3. Example parking calculation
 - a. Building A has five (5) three (3) bedroom condominiums, each with a bunk bed alcove and three (3) two (2) bedroom condominiums without additional spaces.
 - b. Each 3BR + bunk bed unit = 3.5spaces x 5 units = 17.5spaces
 - c. 2BR unit = 2spaces x 3 units = 6spaces
 - d. Unit Parking = 17.5+6 = 23.5 (24spaces); Building overflow parking = 23.5 x 10% = 2.35 = (3 spaces)
 - e. TOTAL PARKING REQUIRED PER EXAMPLE = 27 spaces
4. Golf Cart parking, if allowed by the condominium covenants and desired by the Owner, must be provided for in addition to the parking requirements of the building and shall include dedicated charging areas as needed.
5. Village Place Condominiums are to be used in the calculation of the total parking space requirements and any new condominiums must consider the parking requirements for the existing condominiums into the total parking plan calculation. The required number of new parking spaces shall be net of the existing parking spaces

SITING

1. The condominiums must be sited so the slab height conforms to the requirements of the Building Guidelines and the land graded to drain rainwater away from the buildings.
2. A grading plan shall be required to insure the designs flows harmoniously into the existing drainage system.
3. The ARC may require additional items and or calculations in order to assure new condominiums match the existing Village Place Condominiums and do not adversely affect the quality of the Village development – most notably in terms of parking.
- 4.

ARCHITECTURE

1. New multi-family construction shall be similar in architectural detail, height and mass as existing.
2. Building materials and color palette shall be of such as to be harmonious with the existing Village Place Condominiums, including the roofs, balconies, and enclosed stairs.

FEES & DEPOSITS

1. The builder must pay a \$10,500 ARC review fee at submission of the total project plan, and a \$8,000 per building refundable construction deposit. This is necessary in order to provide adequate over site of the project by the MA and to ensure the builder meets all the building requirements.
2. A stop work order will be issued for any project that does not meet the ARC requirements, and the builder will be fined \$1,000 per day until corrected.

LEGAL

1. The condominium covenants and by laws must be approved by the Master Association
2. The condominium covenants must be consistent with the Master Association and Village Place By Laws and Covenants

**Informal Design Concept Submittal
New Construction and Major Additions to Existing Structures**

Optional Submittal, No Fees

Submittal of photos, drawings, magazine articles, etc. for feedback on design of the house for building in the Village.

Lot No. _____ Village Street Address _____

Submitter Name: _____

Address: _____

Phone: _____ Email _____

Submitter Questions for Review Committee: _____

This application and any documents for which you would like feedback should be mailed to the Management company nikki@camams.com

Application for Preliminary Design Review New Construction

Lot No. _____, Street Address _____

Please complete and return this Application to the Management Company along with **ONE 11 X 17** paper copy and one PDF document of the site plan with all building setbacks noted and all elevations.

An **Architectural Review Fee of \$850**, payable to Village at Blue Mountain Beach Master Association, is due with submission of this application for Preliminary Design Review.

Owner _____

Address _____

Phone _____ Email _____

Architect/Designer _____

Address _____

Phone _____ Email _____

Builder _____

Address _____

Phone _____ Email _____

Approval Recommendation Date: _____ By: _____
Architectural Review Committee

Approval Date: _____ By: _____
Master Association

The ARC is an advisory committee to the Master Association.

**APPLICATION FOR FINAL REVIEW
NEW CONSTRUCTION**

Lot No. _____, Street Address _____

Please complete and return this Application to the Management Company along with **ONE 11 X 17** complete paper set of the final construction documents and email one PDF document to nikki@camams.com All items below should be included in the submittal package. Please check off each item that is included in the package.

A Construction Deposit of \$2150 is due with Final Approval. The Review Fee and Construction Deposit, *less administrative costs to review the project*, is refundable, provided conditions for refund outlined in the in Construction Site Maintenance & Debris Removal Guidelines and the Building Guidelines are met. It is the responsibility of the owner/builder to request the refund after completion of construction. Please check the items below which are contained in your submission package.

- ___ 1. Site Plan
- ___ 2. Topographic survey
- ___ 3. Floor Plans
- ___ 4. Roof Plans & Detail
- ___ 5. Foundation plans including Patios, Balconies, Verandas, Porches
- ___ 6. Typical Wall and Building Sections
- ___ 7. All Exterior Elevations & Details
- ___ 8. Exterior Materials

These items shall be included with submission of plans, but may be changed within two months of commencement of construction.

- ___ 9. Exterior Colors
- ___ 10. Exterior Lighting
- ___ 11. Landscape Contract (Landscape Plan must be submitted and approved prior to breaking ground for landscape installation.)
- ___ 12. Photographs (if needed)
- ___ 13. List Distinctive Design Elements of your project. (If any)

1. _____ 2. _____

Owners Name _____

Address _____

Phone _____ E-mail _____

Architect/Designer _____

Address _____

Phone _____ Email _____

Builder _____

Address _____

Phone _____ Email _____

We the Owner, Architect, and Builder have read, fully understand, and will comply with the Village at Blue Mountain Beach Architectural Building Plan and this submittal package meets those requirements and includes a complete Materials and Finishes checklist.

Owner's Signature _____

Architect's Signature _____

Builder's Signature _____

Approval Recommendation Date: _____ By: _____
Architectural Review Committee

Approval Date: _____ By: _____
Master Association

The ARC is an advisory committee to the Master Association.

Application for Preliminary Design Review
Major Addition to Existing Structures

Lot No. _____, Street Address _____

Please complete and return this Application to the Management Company along with *ONE 11 X 17* paper copy and one PDF document of the site plan with all building setbacks noted and all elevations.

An **Architectural Review Fee of \$750**, payable to Village at Blue Mountain Beach Master Association, is due with submission of this application for Preliminary Design Review. Part of the fee, *less administrative costs to review the project*, is refundable, provided conditions for refund outlined in Construction Site Maintenance & Debris Removal Guidelines and the Building Guidelines are met. It is the responsibility of the owner/builder to request this refund after completion of construction.

Owner _____

Address _____

Phone _____ Email _____

Architect/Designer _____

Address _____

Phone _____ Email _____

Builder _____

Address _____

Phone: _____ Email _____

Approval Recommendation Date: _____ By: _____
Architectural Review Committee

Approval Date: _____ By: _____
Master Association

The ARC is an advisory committee to the Master Association.

**Application for Final Review
Major Additions to Existing Structures**

(Includes new additions, outbuildings, and pools)

Lot No. _____, Street Address _____

Please complete and return this Application to the Management Company along with one complete 11x 17 paper set of the construction plans and one PDF of the plans to nikki@camams.com for all improvements as listed below. Please check off each item that is included in the package.

- ___ 1. Site Plan
- ___ 2. Topographic survey
- ___ 3. Floor Plans
- ___ 4. Roof Plans & Detail
- ___ 5. Foundation plans including Patios, Balconies, Verandas, Porches
- ___ 6. Typical Wall and Building Sections
- ___ 7. All Exterior Elevations & Details
- ___ 8. Exterior Lighting
- ___ 9. Exterior Materials & Colors with Samples
- ___ 10. Landscape Plan (site drawing showing house noting type and location of vegetation on property)
- ___ 11. Photographs
- ___ 12. List any Distinctive Design Elements of your project

1. _____ 2. _____

3. _____ 3. _____

Owner _____

Address _____

Phone _____ E-mail _____

Architect/Designer _____

Address _____

Phone _____ E-mail _____

Builder _____

Address _____

Phone _____ E-mail _____

We the Owner, Architect, and/or Builder have read, fully understand, and will abide by the Village at Blue Mountain Beach Architectural Building Plan. This submittal package meets those requirements and includes a complete Materials and Finishes checklist.

Owner's Signature _____

Architect's Signature _____

Builder's Signature _____

Approval Recommendation Date: _____ By: _____
Architectural Review Committee

Approval Date: _____ By: _____
Master Association

The ARC is an advisory committee to the Master Association.

**APPLICATION FOR ARCHITECTURAL REVIEW
MINOR CHANGES TO EXISTING STRUCTURES**

Lot No. _____ **Street Address** _____

Please complete this application and return to the Management Company with one complete sets of drawings and photos and 1 PDF document to nikki@camams.com for the improvements outlined below. No Architectural Review Fee or Construction Deposit is required.

Type of Proposed Change: (Please check appropriate item/items)

- | | | |
|--|--|--------------------------------|
| <input type="checkbox"/> Parking Pad (new or additions to existing | <input type="checkbox"/> Wall | |
| <input type="checkbox"/> Patio Cover | <input type="checkbox"/> Exterior Paint | <input type="checkbox"/> Deck |
| <input type="checkbox"/> Fence | <input type="checkbox"/> Major Landscaping | <input type="checkbox"/> Other |

Description of Proposed Change:

Documents to be included with Application: (Check included items)

- Photo of existing site
- Samples, brochures, or photos of type and color of materials to be used
- To- scale drawing of project in relation to existing structure including any landscaping
- Type and location of plants to be used in landscaping

Paint Change- Manufacturer and Color Number, location of each color _____

Body of House _____ Trim _____

Shutters _____ Doors _____

Owner Name _____

Address _____ City, State, Zip _____

Phone(____) _____ Fax (____) _____ E-mail _____

Architect's Name _____

Company _____

Address _____ City, State, Zip _____

Phone(____) _____ Fax (____) _____ E-mail _____

Builder's Name _____

Company _____

Address _____ City, State, Zip _____

Phone (____) _____ Fax (____) _____ E-mail _____

We the Owner, Architect, and/or Builder have read, fully understand, and will comply with the Village at Blue Mountain Beach Architectural Building Plan and this submittal package meets those requirements and includes a complete Materials and Finishes checklist.

Owner's Signature _____

Architect's Signature _____

Builder's Signature _____

Approval Recommendation Date: _____ By: _____
Architectural Review Committee

Approval Date: _____ By: _____
Master Association

The ARC is an advisory committee to the Master Association.

**APPLICATION FOR ARCHITECTURAL REVIEW
NEW CONSTRUCTION -- CONDOMINIUMS**

Building Nos. _____, **Street Address** _____

Please complete and return this Application to the Management Company along with one complete set of the final construction documents and email one PDF document to nikki@camams.com for all improvements as listed below. Please check off each item that is included in the package.

The Architectural Review Fee of \$10,500 payable to Village at Blue Mountain Beach Master Association is due with submission of this application for Architectural Review. All items on the list below must be included in the submission documents. A refundable Construction Deposit of \$8000 per building is due prior to start of construction.

- ___ 1. Site Plan
- ___ 2. Topographic survey
- ___ 3. Floor Plans
- ___ 4. Roof Plans & Detail
- ___ 5. Foundation plans including Patios, Balconies, Verandas, Porches
- ___ 6. Typical Wall and Building Sections
- ___ 7. All Exterior Elevations & Details

- ___ 8. Exterior Lighting
- ___ 9. Exterior Materials & Colors with Samples
- ___ 10. Landscape Plan

Owner's Name _____

Address _____ City, State, Zip _____

Phone(____) _____ Fax.(____) _____ E-mail _____

Architect's Name _____

Architect's Company _____

City _____ State _____ Zip _____

Tel. (____) _____ Fax (____) _____

Builder's Name _____

Builder's Company _____

City _____ State _____ Zip _____

Tel. (____) _____ Fax (____) _____

We the Owner, Architect, and /or Builder have read, fully understand, and will comply with the Village at Blue Mountain Beach Architectural Building Plan and this submittal package meets those requirements and includes a complete Materials and Finishes checklist.

Owner's Signature _____

Architect's Signature _____

Builder's Signature _____

Architectural Review Fee Received: Date _____ Amount _____

Construction Deposit Received Date: _____ Amount _____

Notes: _____

Preliminary Approval Recommendation Date: _____ By: _____
Architectural Review Committee

Final Approval Date _____ By: _____
Master Association

Master Association written approval is required for preliminary approval of project prior to application for a Walton County building permit as well as for final approval after receipt of stamped construction documents from Walton County along with a copy of the Walton County building permit. Construction Deposit is required prior to commencement of building.

The ARC is an advisory committee to the Master Association.

CONSTRUCTION SITE MAINTENANCE & DEBRIS REMOVAL GUIDELINES

1. Construction site shall be clean at all times. Trash containers shall be furnished by the Builder/Owner and the premises shall be kept clear of waste materials at all times. All workers shall pick up all paper and debris each day before leaving the site. Trash shall not be allowed outside of designated trash and scrap area.
2. Upon completion of the work, all remaining waste materials shall be disposed of legally; and tools, construction equipment, machinery, and surplus material shall be removed from the site.
3. No dumping is allowed. Burning is not permitted.
4. If the Builder/Owner fails to maintain a clean construction site as stated herein, the ARC will have the right to perform, without notice, any clean up necessary and charge the Builder/Owner accordingly.
5. Work activity shall be contained on the job site, taking care it does not encroach on any adjacent lot.
6. All construction materials and dumpsters shall be contained on the building site. No storage of building materials or dumpsters shall be allowed in the road or on common areas.
7. All construction activities and all construction personnel shall not begin work earlier than 7:30 a.m. and must end work by 6:00 p.m. Monday through Saturday. There shall be no construction on any principal holidays without express permission of the ARC.
8. A gate code for the 30A access gate specific to the construction project will be provided by the Management Company to the contractor and will be active for the duration of construction between the hours of 7:00 a.m. and 6:00 p.m. each day. After completion of construction, the code will no longer be active.
9. If any telephone, cable television, electrical, water, etc., lines are cut, it is the Contractor's responsibility to report the accident to the Management Company within thirty (30) minutes.
10. Any damage to streets and curbs, drainage inlets, sidewalks, street lights, street markers, walls, etc., or any part of the common area or lots surrounding the construction site shall be repaired at their expense by the Builder/Owner.
11. An Architectural Review and Construction Deposit shall be paid to the Village at Blue Mountain Beach Master Association with the submission of plans for review by the ARC. This Deposit, less administrative costs to review the project, fines levied during construction, and funds which are required by the Village at Blue Mountain Beach to repair damage caused by and not remedied by the Builder/Owner. **It is the responsibility of the Builder/Owner to request a refund of the deposit upon completion of construction using the Architectural Review and Construction Deposit Return document.**

I, _____, have reviewed and understand the Village at Blue Mountain Beach Architectural Building Plan and agree to construct all projects in accordance with final plans and specifications as approved for the project by the Architectural Review Committee (ARC). I understand that any changes to the final plans and specifications must be approved by the ARC prior to implementation of any construction changes.

1. I agree to follow the Walton County Building Code and State codes at all times. I understand that the ARC is intended only to assure compliance with the aesthetic concerns of the Village at Blue Mountain Beach design code and neither the ARC nor the Master Association is liable for any design or construction defects affecting the safety or structural integrity of the building.

2. I am responsible for the behavior and actions of all workers and subcontractors who do work on my project. I understand the Village at Blue Mountain Beach may prohibit radios and animals. I will comply with the regulations regarding radios and/or animals.

3. I understand and agree that I am responsible for any and all damage to the sidewalks, parking, and common areas during construction. Upon completion of construction, I understand it is my responsibility to replace common areas to original condition.

4. If any telephone, cable television, electrical, water, etc. lines are cut, it is the Contractor's responsibility to report the accident to the Management Company within thirty (30) minutes.

5. I have reviewed and understand requirements for storm water and erosion control, and all other ordinances applying to the development. Any workers involved in earthwork will provide for dust abatement and land stabilization on a regular basis to ensure that no erosion or pollution occurs.

6. I understand that no more than one 2' X 2' builder's sign is allowed. All signs must be approved by the ARC prior to installation. All signs shall be promptly removed upon Completion of Construction.

7. I am responsible for maintaining a clean construction site at all times. I agree to furnish trash containers and keep the premises free from accumulation of waste materials at all times. All workers will pick up all paper and debris each day before leaving the site. Trash shall not be allowed outside of designated trash and scrap area. Upon completion of the work, all remaining waste materials shall be disposed of legally, and tools, construction equipment, machinery, and surplus material shall be removed from the site. No dumping is allowed. Burning is not permitted. If I fail to maintain a clean construction site as stated herein, the ARC will have the right to perform, without notice, any clean up necessary and charge me accordingly.

8. I am responsible for containing work activity on the job site, taking care that it does not encroach on any adjacent lot. The builder is required to obtain written permission from the adjacent lot owner/owners to use their lot in any way for construction activity or staging. A copy of the written permission should be mailed to the Association Management Office or emailed to nikki@camams.com.

9. All construction materials and dumpsters will be contained on the building site. No storage of building materials or dumpsters will be allowed in the road or on common areas. This includes portable toilets.

10. I understand that all construction activities and all construction personnel shall not begin work earlier than 7:30 a.m. and must end work by 6:00 p.m. Monday through Saturday. There shall be no construction on any principal holidays without express permission of the ARC.

11. All vehicles and workers must abide by the traffic access and parking plan designed by the Village at Blue Mountain Beach from time to time. **No parking on Village Boulevard is allowed.** Generally, all contractors will park against the side of the road, and all roadways and walkways will be kept open whenever possible for the passage of through traffic. Any damage to landscape plans and materials will be charged to the builder responsible or group of builders the damaged areas.

12. I will carry and keep in force at all times the following minimum insurance coverage; and at the signing of this Agreement, have provided evidence of such coverage to the ARC.

- Workmen's compensation as required by law
- Bodily injury and property damage occurrence with a minimum limit of \$500,000 with a general aggregate of at least \$1,000,000.
- Comprehensive general liability including operation, contractual, Contractor's protective liability and completed operations coverage-- Occurrence basis.
- Comprehensive automobile liability covering contractor's owned, non-Owned, and hired vehicles used in performance of work.

13. I understand that any construction being executed in a poor and unworkmanlike manner, or in violation of, or inconsistent with the plans previously approved by the ARC may be stopped by the ARC or it's representative architect until the work has been corrected to the satisfaction of the ARC.

14. I understand that the ARC requires Construction Deposit of \$2200 for New Construction which may be used at any time to remedy any failure on my part to abide by these conditions. This amount does not constitute a limit on the owner's liability, but will be applied against the total cost of enforcement of these provisions, including without limitation, the cost of removal or restoration, construction in accordance with the approved plans and specifications, and attorneys fees and court costs. The ARC has the authority to grant exceptions to the foregoing amounts on a case-by-case basis relative to the number of Architectural Review and Construction Deposits to be on hand for any one builder.

15. A required pre-construction informational meeting will be held with a member of the Village Architectural Review Committee, or their representative, prior to commencement of any construction.

Signature _____

Company _____ Date _____

BUILDER'S AGREEMENT NEW CONDOMINIUMS

I, _____, have reviewed and understand the Village at Blue Mountain Beach Architectural Building Plan and agree to construct all projects in accordance with final plans and specifications as approved for the project by the Architectural Review Committee (ARC). I understand that any changes to the final plans and specifications must be approved by the ARC prior to implementation of any construction changes.

1. I agree to follow the Walton County Building Code and State codes at all times. I understand that the ARC is intended only to assure compliance with the aesthetic concerns of the Village at Blue Mountain Beach design code and neither the ARC nor the Master Association is liable for any design or construction defects affecting the safety or structural integrity of the building.
2. I am responsible for the behavior and actions of all workers and subcontractors who do work on my project. I understand the Village at Blue Mountain Beach may prohibit radios and animals. I will comply with the regulations regarding radios and/or animals.
3. I understand and agree that I am responsible for any and all damage to the sidewalks, parking, and common areas during construction. Upon completion of construction, I understand it is my responsibility to replace common areas to original condition.
4. If any telephone, cable television, electrical, water, etc. lines are cut, it is the Contractor's responsibility to report the accident to the Management Company within thirty (30) minutes.
5. I have reviewed and understand requirements for storm water and erosion control, and all other ordinances applying to the development. Any workers involved in earthwork will provide for dust abatement and land stabilization on a regular basis to ensure that no erosion or pollution occurs.
6. I understand that no more than one 2' X 2' builder's sign is allowed. All signs must be approved by the ARC prior to installation. All signs shall be promptly removed upon Completion of Construction.
7. I am responsible for maintaining a clean construction site at all times. I agree to furnish trash containers and keep the premises free from accumulation of waste materials at all times. All workers will pick up all paper and debris each day before leaving the site. Trash shall not be allowed outside of designated trash and scrap area. Upon completion of the work, all remaining waste materials shall be disposed of legally, and tools, construction equipment, machinery, and surplus material shall be removed from the site. No dumping is allowed. Burning is not permitted. If I fail to maintain a clean construction site as stated herein, the ARC will have the right to perform, without notice, any clean up necessary and charge me accordingly.
8. I am responsible for containing work activity on the job site, taking care that it does not encroach on any adjacent lot.
9. All construction materials and dumpsters will be contained on the building site. No storage of building materials or dumpsters will be allowed in the road or on common areas. This includes portable toilets.
10. I understand that all construction activities and all construction personnel shall not begin work earlier than 7:30 a.m. and must end work by 6:00 p.m. Monday through Saturday. There shall be no construction on any principal holidays without express permission of the ARC.

11. All vehicles and workers must abide by the traffic access and parking plan designed by the Village at Blue Mountain Beach from time to time. Generally, all contractors will park against the side of the road, and all roadways and walkways will be kept open whenever possible for the passage of through traffic. Any damage to landscape plans and materials will be charged to the builder responsible or group of builders the damaged areas.

12. I will carry and keep in force at all times the following minimum insurance coverage; and at the signing of this Agreement, have provided evidence of such coverage to the ARC.

- Workmen's compensation as required by law
- Bodily injury and property damage occurrence with a minimum limit of \$500,000 with a general aggregate of at least \$1,000,000.
- Comprehensive general liability including operation, contractual, Contractor's protective liability and completed operations coverage-- Occurrence basis.
- Comprehensive automobile liability covering contractor's owned, non-Owned, and hired vehicles used in performance of work.

13. I understand that any construction being executed in a poor and unworkmanlike manner, or in violation of, or inconsistent with the plans previously approved by the ARC may be stopped by the ARC or its representative architect until the work has been corrected to the satisfaction of the ARC.

14. I understand that the ARC requires a Construction Deposit in the amount of \$8000 per building which may be used at any time to remedy any failure on my part to abide by these conditions. This amount does not constitute a limit on the owner's liability, but will be applied against the total cost of enforcement of these provisions, including without limitation, the cost of removal or restoration, construction in accordance with the approved plans and specifications, and attorneys fees and court costs. The ARC has the authority to grant exceptions to the foregoing amounts on a case-by-case basis relative to the number of Architectural Review and Construction Deposits to be on hand for any one builder.

Signature _____

Company _____ Date _____

Village at Blue Mountain Beach DESIGN VARIANCE REQUEST

This form is used to request any deviation from the published Building Guidelines contained in this document. This form should be submitted along with the initial plans for Preliminary Review and/or for any situation encountered during the construction process which for which a deviation of the Guidelines is desired.

Lot No. _____ Street Address _____

Reason for Variance: (attach supporting documents as necessary)

Owner _____ Address _____

City, State, Zip _____ Phone _____ Fax _____

E-mail _____ Owner's Signature _____

Architect/Designer _____ Address _____

City, State, Zip _____ Phone _____ Fax _____

E-mail _____ Architect/Designer Signature _____

Submittal Date _____

Approval Recommendation Date: _____ By: _____
For Architectural Review Committee

Approval Date: _____ By: _____
Master Association

The ARC is an advisory committee to the Master Association.

Application For Final Design Approval

For submittal of Walton County approved documents, building permit, and Construction Deposit due prior to commencement of construction.

Lot No. _____ **Street Address** _____

Owner _____

Address _____ City, State, Zip _____

Phone () _____ Fax () _____ E-mail _____

Architect/Designer _____

Address _____ City, State, Zip _____

Phone () _____ Fax () _____ E-mail _____

Builder _____

Address _____ City, State, Zip _____

Phone () _____ Fax () _____ E-Mail _____

Submittal Date: _____

Architectural Review and Construction Deposit Received: Date _____

Amount Received: _____

Walton County Documents Received: Date _____

Building Permit Received: Date _____

Approval Recommendation Date: _____ By: _____

For Architectural Review Committee

Approval Date: _____ By: _____

For Master Association

The ARC is an advisory committee to the Master Association.

DESIGN CHANGE REQUEST

This form is to be used for approval of any exterior or site changes which are not related to variances of the published Building Guidelines which are requested to be made to an approved plan during the review or construction process. This form, along with drawings and descriptions depicting changes, shall be submitted and approved by the ARC and Master Association prior to implementing the changes.

Lot No. _____ Street Address _____

Owner _____ Address _____
City, State, Zip _____ Phone _____ Fax _____
E-mail _____ Owner's Signature _____

Architect/Designer _____ Address _____
City, State, Zip _____ Phone _____ Fax _____
E-mail _____ Architect/Designer Signature _____

Builder _____ Address _____
City, State, Zip _____ Phone _____ Fax _____
E-mail _____ Builder's Signature _____

Summary of Changes: (List individually with reason for change/changes and attach supporting documents as necessary.)

Submittal Date: _____

Approval Recommendation Date: _____ By: _____
For Architectural Review Committee

Approval Date: _____ By: _____
For Master Association

The ARC is an advisory committee to the Master Association

**ARCHITECTURAL REVIEW AND CONSTRUCTION
DEPOSIT RETURN REQUEST**

Lot No. _____ **Street Address** _____

The Architectural Review and Construction Deposit balance for the above location is requested by to be sent to the address listed below:

To be completed by submitter:

Name _____

Check One: Owner _____ Architect/Designer _____ Builder _____

Address _____ City, State, Zip _____

Phone: _____ Fax _____ E-mail _____

To be completed by the Architectural Review Committee (ARC):

Architectural Review Fee Amount: \$ _____

Construction Deposit \$ _____

Architectural Review Administrative Costs \$ _____

Fines Levied for Non-Compliance \$ _____

Damage & Construction Site Clean Up: \$ _____

Total Refund Due: \$ _____

Date of Refund Request _____ Date of Refund _____

ARC Approval Date _____ By _____
For Architectural Review Committee

Master Association Approval Date: _____ By : _____
For Master Association

The ARC is an advisory committee to the Master Association