

**SEASIDE LANDINGS AT FLAGLER BEACH
HOMEOWNERS ASSOCIATION, INC
ARCHITECTURAL DESIGN & DEVELOPMENT FEE &
DEPOSIT SCHEDULE
APPLICATIONS & AGREEMENTS**

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**DESIGN & DEVELOPMENT FEE & DEPOSIT SCHEDULE
SEPARATE CHECKS ARE REQUIRED FOR EACH ITEM**

(Payable to Seaside Landings at Flagler Beach HOA)

Home Builder Portfolio Review - One Time - Non-refundable \$1,000

New Home Construction Review - Non-refundable \$2,500

Major Alteration or Addition - Non-refundable \$150

A structural or site Modification to occur after the original construction, significant enough to warrant the issuance of a building permit by a governmental authority, inclusive of but not limited to pools, spas, docks, boat lifts, caged screen enclosures, seawalls, and fences.

Changes to, or Resubmission of Plans - Non-refundable \$250
Fee is required for re-submittals or any major change to the original ARB approved plans during new home construction.

Minor Modifications No Fee

Inclusive, but not limited to landscape lighting, exterior re-paint of existing color, satellite dish, minor landscape changes, for-sale signs, invisible retractable door or lanai screening, and solar panels.

(Application to the ARB must be submitted, regardless.)

Minor Alteration or Addition - Non-refundable No Fee

Structural or site modifications of a relatively insignificant matter.

CONSTRUCTION DEPOSITS

This deposit is to be paid by the Builder/Contractor or Homeowner. It is refundable after project completion when final inspection validates that construction was completed in accordance with the approved plans and no indication of damage to the HOA property has occurred.

New Home Construction \$7,500

Pools and Spas (when contracted with the Owner directly) \$2,500

Major Alteration, Addition or Screen Room \$2,500

Dock/Boat House/Seawall \$2,500

**CONSTRUCTION AGREEMENT
ARCHITECTURAL REVIEW BOARD (ARB)
CONSTRUCTION APPLICATION, DEPOSIT AND AGREEMENT**

___ HOME ___ SEAWALL ___ DOCK/BOATHOUSE ___ POOL ___ FENCE

DATE: _____ LOT #: _____ PROJECT ADDRESS: _____
 DEPOSIT \$: _____ CHECK #: _____ DATE OF DEPOSIT: _____
 FEE \$: _____ CHECK #: _____ DATE OF DEPOSIT: _____

OWNER NAME:	CONTRACTOR:
PHONE:	CONTRACTOR PHONE:
EMAIL:	CONTRACTOR EMAIL:
MAILING ADDRESS:	CONTRACTOR MAILING ADDRESS:

I, _____ as property owner, and I _____ as
 Builder/Contractor for the above described construction project, acknowledge and agree that we have read and understand the Seaside Landings at Flagler Beach Homeowners Association Architectural Guidelines. Furthermore, we understand that the Guidelines, as amended, implies a greater or lesser amount of subjectivity on the part of the ARB, and agree to abide by an and all decision of the ARB.

1. We are responsible for completing the project per the plans and drawings approved by the ARB.
2. We will maintain a clean construction site at all times and install a permit box, commercial dumpster and port-o-let in conformance with the ARB guidelines.
3. We understand and agree that no electrical leads will be permitted to cross the street.
4. We are responsible for the conduct of all workers performing services on this project at all times while they are engaged by us.
5. We understand that when accepting a construction pass to enter Seaside Landings at Flagler Beach HOA, all workers and vehicles are subject to all standards of the community, including but not limited to Rules & Regulations, Covenant and Restrictions, Builders Conduct and Architectural Review Design and Development Guidelines.
6. We understand that compliance with all building codes, governmental ordinances, and regulations are the responsibility of the Owner and Builder/Contractor. Therefore, we hereby hold harmless and indemnify the Seaside Landings at Flagler Beach HOA and ARB from any and all matters concerning the construction and fitness of the construction, including but not limited to drainage, code violations, plat violations, setback violations and easements.
7. We understand contractors, subcontractors and their employees may only park on one side of the road during construction hours and days, may not park in a turn-around and may not park on adjacent lots unless the owner of that lot has consented in writing. Parking on or blocking a sidewalk is prohibited.
8. We acknowledge that any funds paid out by the Association, including but not limited to those needed for the correction of changes not approved by the ARB, or the cost of work necessary to improve the appearance of sites, or repair any damage to the roads, right of ways or utilities, etc. or fines per Common Violation & Fine Schedule will be deducted from the deposit.

This application, deposit and agreement made this day of _____, 20____
 By _____ and _____
 (Property Owner Signature) (Builder/Contractor Signature)

**SEASIDE LANDINGS AT FLAGLER BEACH HOA
HOMEOWNER/CONTRACTOR SUBMISSION AGREEMENT**

Owner Name: _____ **Email:** _____

Lot#: ___ Property Address: _____

ARB Submission process:

- Submission given to Watson Management Company who reviews the application to ensure it is complete
- ARB is notified once application has been reviewed and determined complete
- ARB picks up Submissions on or around the 5th and 20th of each month.
- New home Submissions are given to our Association architect for review by the ARB
- Once review is completed by architect the Submission is returned to the ARB for their review to ensure that the Submission follows the Covenants and Architectural Guidelines
- ARB forwards the management company a report with architect/ARB findings
- The management company notifies homeowner and the contractor of the findings
- The ARB is notified once the management company receives any and all corrections
- The revised Submission will be picked up at the next scheduled collection for ARB/Association Architect Review
- Approval of Submission provided by the ARB

Our community is growing daily and we are receiving multiple Submissions on a monthly basis. We ask that everyone have patience and treat our ARB volunteers, management company and HOA with respect. That being said homeowners/contractors are prohibited from contacting the ARB and/or Association Architect directly. All communication must go through our management company. Please understand that the timeframe for Submission review is 60 to 90 days.

Homeowner Signature

Date

Contractor Signature

Date

CONTACT INFORMATION

DATE _____

OWNER NAME _____
PHONE _____ E-MAIL _____
MAILING ADDRESS _____
PROJECT ADDRESS _____ LOT # _____

HOME BUILDER/CONTRACTOR NAME _____
SUPERVISOR/NAME/PHONE# _____
LICENSE # _____
PHONE _____ E-MAIL _____
MAILING ADDRESS _____

POOL BUILDER/CONTRACTOR NAME _____
SUPERVISOR/NAME/PHONE# _____
LICENSE # _____
PHONE _____ E-MAIL _____
MAILING ADDRESS _____

DOCK/BOAT HOUSE BUILDER/CONTRACTOR NAME _____
SUPERVISOR/NAME/PHONE# _____
LICENSE # _____
PHONE _____ E-MAIL _____
MAILING ADDRESS _____

SEAWALL BUILDER/CONTRACTOR NAME _____
SUPERVISOR/NAME/PHONE# _____
LICENSE # _____
PHONE _____ E-MAIL _____
MAILING ADDRESS _____

FENCE BUILDER/CONTRACTOR NAME _____
SUPERVISOR/NAME/PHONE# _____
LICENSE # _____
PHONE _____ E-MAIL _____
MAILING ADDRESS _____

OTHER BUILDER/CONTRACTOR NAME _____
SUPERVISOR/NAME/PHONE# _____
LICENSE # _____
PHONE _____ E-MAIL _____
MAILING ADDRESS _____

ARCHITECT NAME _____
PHONE _____ E-MAIL _____
MAILING ADDRESS _____

LANDSCAPE ARCHITECT NAME _____
PHONE _____ E-MAIL _____
MAILING ADDRESS _____

NEW HOME CONSTRUCTION CHECKLIST

Owner Name: _____ Email: _____

Lot#: _____ Property Address: _____

NEW CONSTRUCTION REVIEW: (As described in the Architectural Guidelines)

- _____ \$7500 Construction Deposit
- _____ \$2500 Review Fee
- _____ (2) Design Review Application
- _____ 2) Surveys Of Lot Prior To Proposed Construction
- _____ (2) Final Site Plan Showing Trees To Remain, Drainage, And Grading Elevations
- _____ (2) Final Architectural Floor Plans
- _____ (2) Final Exterior Elevation Drawings
- _____ (2) Final Landscape Plans To Scale 1" x 20'
- _____ (2) Exterior Paint Samples (Chips)-**Final color scheme requires 4x4 sample on home for on-site approval prior to painting entire home.**
- _____ (4) Site Photos (Take From Each Corner Of Lot)
- _____ (2) Full Color Renderings Of Home to include front sides and back (example Sherwin Williams Color Snap/Visualizer)
- _____ (2) CATALOG PHOTOS OR SAMPLES OF EXTERIOR ELEMENTS (Roof material, driveway/lanai pavers, exterior doors, garage doors, special glass, fences, etc.
- _____ (2) COPIES OF CONTRACTOR'S LICENSE, GL/WC INSURANCE OR EXEMPTION
(Note: If exempt, a list of Sub Contractors and WC Certificates should accompany submittal.
- _____ (2) EXECUTED CONSTRUCTION AGREEMENT
- _____ (2) Checklists For Additional Construction Projects.
Only When under The Builder Contract
(I.E. Pool, Fence, Boat House/Dock, Seawall, Screen, Caged Enclosure)

STRUCTURAL SIZE AND MATERIAL INFORMATION

Owner Name: _____ Email: _____
Lot#: _____ Property Address: _____

Air-Conditioned Space (1st Floor) _____ Square Feet
Air-Conditioned Space (2nd Floor) _____ Square Feet
Air-Conditioned Space (3rd Floor) _____ Square Feet
Total (Air-Conditioned Space) _____ Square Feet

Covered Porches/ Decks _____
Garage _____
Other _____

Total (Gross Square Feet) _____

Lot area covered by roof _____ Square Feet

Roof Height _____ Feet

A.) Roof

Color _____
Mfg. _____
Material _____

B.) Fascia Paint (Body)

Color _____
Mfg. _____
Material _____

C.) Soffit

Color _____
Mfg. _____
Material _____

D.) Gutters/Downspouts

Color _____
Mfg. _____
Material _____

E.) Shutters (Decorative)

Color _____
Mfg. _____
Material _____

F.) Shutters (Hurricane)

Color _____
Mfg. _____
Material _____

G.) Walls (Exterior)

Color _____
Mfg. _____
Material _____

H.) Light Fixtures (Exterior)

Color _____
Mfg. _____
Material _____

I.) Garage Door(s)

Color _____
Mfg. _____
Material _____

J.) Trim/Accent Paint

Color _____
Mfg. _____
Material _____

STRUCTURAL SIZE AND MATERIAL INFORMATION (CONT'D)

Owner Name: _____ Email: _____
Lot#: ___ Property Address: _____

K.) Windows- Impact

Mfg. _____
Model # _____

L.) Windows- Non-impact

Mfg. _____
Model # _____

M.) Fixed Glass-Impact

Mfg. _____
Model # _____

N.) Fixed Glass- Non-impact

Mfg. _____
Model # _____

O.) Doors- Impact

Color _____
Mfg. _____
Material _____

P.) Doors- Non-impact

Color _____
Mfg. _____
Material _____

Q.) Driveway- Pavers/Concrete/Other

Color _____
Mfg. _____
Material _____

R.) Screening /Enclosures

Color _____
Mfg. _____
Material _____

S.) Fencing/Railings

Color _____
Mfg. _____
Material _____

T.) Pool/AC/Gen Equipment Screening

Color _____
Mfg. _____
Material _____

U.) Other Architectural Details (Corbels, etc.)

Description _____

COLOR CHIPS WITH CATALOG PHOTOS OF EXTERIOR ELEMENTS/MATERIALS INCLUDING MANUFACTURER & APPLICABLE INFORMATION TO ACCOMPANY SUBMITTAL OR ACTUAL MATERIAL SAMPLES.

ALL PAINT SELECTIONS REQUIRE A 4' x 4' SAMPLES PAINTED ON THE FRONT OF THE HOUSE FOR INSPECTION AND FINAL APPROVAL BY THE ARB PRIOR TO PAINTING EXTERIOR

**SEASIDE LANDINGS AT FLAGLER BEACH
FINAL INSPECTION REQUEST**

Save this Checklist to submit prior to Final ARC Inspection
ALL Final Inspections MUST include Plans and Survey

Owner Name: _____ Email: _____

Lot#: _____ Phone: _____ Property Address: _____

Date: _____ Deposit Amount: _____

Requesting Final Inspection of:

____ Home Construction ____ Screen Enclosure ____ Pool

____ Landscaping ____ Seawall ____ Dock

____ Paint _____

Manufacturer & Paint Number

____ Architectural Guideline Discrepancy (Describe) _____

____ Other (Describe) _____

FINAL INSPECTION — The following must be submitted in order to schedule a Final Inspection of the completed construction. Surrounding areas MUST be restored prior to Final Inspection to avoid a re-inspection and associated fees.

____ **FINAL SURVEY- Required prior to ARC Final inspection with Plans**

____ **CERTIFICATION OF OCCUPANCY OR COMPLETION**
(Required prior to ARC Final Inspection/Obtain from Flagler County Bldg. Dept.)

Compliance Committee Member Signature(s) _____

Attachments/Photos Included _____

Notes or Recommendations to ARC: _____

ARC Chair Signature

Date

For ARC Use Only: [] Approved [] Disapproved

**MINOR MODIFICATIONS CONSTRUCTION AGREEMENT
CONSTRUCTION APPLICATION, DEPOSIT AND AGREEMENT**

Owner Name: _____ **Email:** _____

Lot#: ___ **Property Address:** _____

OWNER NAME:	CONTRACTOR:
OWNER PHONE:	CONTRACTOR PHONE:
OWNER EMAIL:	CONTRACTOR EMAIL:
OWNER MAILING ADDRESS:	CONTRACTOR MAILING ADDRESS:

I, _____ as property owner, and I _____ as
Builder/Contractor for the above described construction project, acknowledge and agree that we have read and understand the Seaside Landings at Flagler Beach Homeowners Association Architectural Guidelines. Furthermore, we understand that the Guidelines, as amended, implies a greater or lesser amount of subjectivity on the part of the ARB, and agree to abide by any and all decision of the ARB.

- 9. We are responsible for completing the project per the plans and drawings approved by the ARB.
- 10. We will maintain a clean construction site at all times.
- 11. We understand and agree that no electrical leads will be permitted to cross the street.
- 12. We are responsible for the conduct of all workers performing services on this project at all times while they are engaged by us.
- 13. We understand that when accepting a construction pass to enter Seaside Landings at Flagler Beach HOA, all workers and vehicles are subject to all standards of the community, including but not limited to Rules & Regulations, Covenant and Restrictions, Builders Conduct and Architectural Review Design and Development Guidelines.
- 14. We understand that compliance with all building codes, governmental ordinances, and regulations are the responsibility of the Owner and Builder/Contractor. Therefore, we hereby hold harmless and indemnify the Seaside Landings at Flagler Beach HOA and ARB from any and all matters concerning the construction and fitness of the construction, including but not limited to drainage, code violations, plat violations, setback violations and easements.
- 15. We understand contractors, subcontractors and their employees may only park on one side of the road during construction hours and days, may not park in a turn-around and may not park on adjacent lots unless the owner of that lot has consented in writing. Parking on or blocking a sidewalk is prohibited.
- 16. We acknowledge that any funds paid out by the Association, including but not limited to those needed for the correction of changes not approved by the ARB, or the cost of work necessary to improve the appearance of sites, or repair any damage to the roads, right of ways or utilities, etc. will be deducted from the deposit.

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

By _____ and _____
(Property Owner Signature) (Builder/Contractor Signature)

**Minor Modification Construction Checklist
for Contractors AND Property Owners**

Owner Name: _____ Email: _____

Lot#: ____ Property Address: _____

Before you begin your ARB request- please ensure you have all of the required information required below! Please check off each block once you have verified and attached each item, missing items will lead to your application being returned and a delay in your approval

<input type="checkbox"/>	Exterior Re-Paint of Existing Color
<input type="checkbox"/>	Lanai Screen Enclosure to Include Invisible Retractable Door
<input type="checkbox"/>	Low Voltage Landscape Lighting
<input type="checkbox"/>	Minor Landscape Changes
<input type="checkbox"/>	Satellite Dish
<input type="checkbox"/>	Solar Panel
<input type="checkbox"/>	Other

_____ 2 Hard Copies of all documents requested below must be submitted to management company

_____ Digital Copy submitted to management company

_____ Contractor's license submitted

_____ Contractor's insurance policy submitted

_____ Plans

NOTE: No construction can begin without ARB written approval and copy of the permit.

**POOL CONSTRUCTION CHECKLIST FOR
CONTRACTORS AND PROPERTY OWNERS**

Owner Name: _____ **Email:** _____
Lot#: _____ **Property Address:** _____

Before you begin your ARB request- please ensure you have all of the required information required below! Please check off each block once you have verified and attached each item, missing items will lead to your application being returned and a delay in your approval.

_____ 2 Hard Copies of all documents requested below must be submitted to management company

_____ Digital Copy submitted to management company

_____ \$150 Non- Refundable Review Fee

_____ \$2500 Refundable Deposit (To be paid by Builder/Contractor or Homeowner. A deposit will be refunded once a project is completed and a final inspection validates that construction was completed in accordance with the approved plans and no indication of damage to the HOA property has occurred.)

_____ Contractor's license submitted

_____ Contractor's insurance policy submitted

_____ Site plan indicating pool location

_____ Pool layout plans indicating pool location on property to include all setbacks (from seawall and property line)

_____ Pool 3D C.A.D. images

_____ Final landscape designs

_____ Description of pool deck material, tile material and surface finish with photo samples

_____ Screened cage enclosure plans if applicable with spec sheets

_____ Fence if applicable per fence requirement

**DOCK/BOAT HOUSE CONSTRUCTION CHECKLIST FOR
CONTRACTORS AND PROPERTY OWNERS**

Owner Name: _____ Email: _____
Lot#: ___ Property Address: _____

**Before you begin your ARB request- please ensure you have all of the required information required below!
Please check off each block once you have verified and attached each item, missing items will lead to your application
being returned and a delay in your approval.**

_____ 2 Hard Copies of all documents requested below must submitted to management company

_____ Digital Copy submitted to management company

_____ \$150 Non- Refundable Review Fee

_____ \$2500 Refundable Deposit (To be paid by Builder/Contractor or Homeowner. (A deposit will be refunded
once a project is completed and a final inspection validates that construction was completed in accordance
with the approved plans and no indication of damage to the HOA property has occurred.)

_____ Contractor's license submitted

_____ Contractor's insurance policy submitted

_____ Permit Submitted

_____ Site drawing with home, dock, boat house, & walkway included (digital and hard copies)

_____ Pertinent dimensions on construction plans and site plan to scale

_____ Boat lift specifications included

_____ Type/Manufacturer of Boat lift if applicable _____

_____ Composite decking material, i.e. Trex, Azec (Type)

_____ Sample or photo of decking material color included

_____ Details of dock plumbing included

_____ Details of exterior electrical fixtures and lighting included

_____ Dock orientation parallel to shoreline

_____ Does dock location account for water depth at low tide

_____ Does dock location account for 15-ft side setback from adjacent property

_____ Furthest point of dock 30 feet or less from MHW (mean high water) line

_____ Does boat house roof material match home roof material

SEAWALL CONSTRUCTION CHECKLIST

Owner Name: _____ Email: _____

Lot#: _____ Property Address: _____

Before you begin your ARB request- please ensure you have all of the required information required below! Please check off each block once you have verified and attached each item, missing items will lead to your application being returned and a delay in your approval.

_____ 2 hard copies of all documents required below must be submitted to management company

_____ Digital copy submitted to management company

_____ \$150 Non- Refundable Review Fee

_____ \$2500 Refundable Deposit (To be paid by Builder/Contractor or Homeowner. (A deposit will be refunded once a project is completed and a final inspection validates that construction was completed in accordance with the approved plans and no indication of damage to the HOA property has occurred.)

_____ Seawall/shoreline stabilization architectural guidelines have been read and understood

_____ Contractor's license submitted

_____ Contractor's insurance policy submitted

_____ Permit submitted

_____ Landscape plan must be submitted for developed lots

_____ Site plans submitted indicating seawall placement nearest mean high water line submitted

_____ Accurate construction/engineering drawing submitted

_____ Seawall and concrete cap will be in a contiguous straight line with other seawall caps

_____ Corrugated vinyl sheet piling type:

_____ Shoreguard sg-425 or equivalent

_____ Everlast ESP 4.1

_____ CL-9900 or equivalent (for vinyl sheets 10 feet or longer)

_____ Type of protective material on tie-backs: _____

_____ Shoreline stabilization must be complete when not connecting to an adjacent neighbor (i.e. sod, bales of hay with wooden stake)

_____ Undeveloped lots require Bahia seed be planted and covered with hay 10 feet back from the seawall to prevent erosion.

_____ Backfill to be completed by _____ (contractor name)

_____ Landscaping to mask seawall to be completed by _____ (contractor name)

Seaside Landings Sign Specifications

Signage

All signage shall be submitted and then approved by the ARB in accordance with the governing documents, Article IX, Section 18. Appropriate Guidelnes forms must be submitted. Signage is considered a minor modification with no fee required.

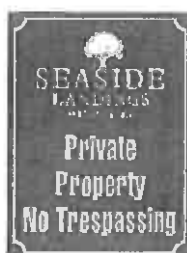
For sale by owner or realtor signs:

- 1.) Submission of appropriate Architectural Guideline forms must include realtor/owner contact info, street address of property, and lot number, plus a photo or design drawing.
- 2.) All signs are standardized with blue background, white lettering, tree logo of Seaside Landings, and crown shape on top. (See photo below). The dimensions are 16 inches by 16 inches. Use CMYK Color Codes: C-98, M-60, Y-11, K-1.5/Pantone colors: PMS 300C (Check with local print/sign shops for signage on file).
- 3.) Sign can include realtor name, realtor company, realtor logo, contact phone number, and contact email address.
- 4.) Support post shall be white, two-inch square aluminum or PVC material.
- 5.) One sign shall be placed on the sale property within 10 feet of adjacent road.
- 6.) Sign cost will be borne by property owner and/or realtor.



No trespassing signs:

- 1) Only permitted on unimproved lots or homes still in the construction process.
- 2) Submission of appropriate Architectural Guideline forms must include property owner contact info, street address of property, and lot number.
- 3) Submission to the ARB must include *number of signs* and *location* via site plan or photo(s).
- 4) All signs are standardized with blue background, white lettering, and the tree logo of Seaside Landings. (See photo below). The dimensions are 24 inches by 18 inches. Use CMYK Color Code: C-98, M-60, Y-11, K-1.5/Pantone colors: PMS 300C (Check with local print/sign shops for signage on file).
- 5) Support post shall be white, two-inch square aluminum or PVC material.
- 6) Sign cost will be borne by property owner.



EAST SIDE FENCE CONSTRUCTION CHECKLIST FOR CONTRACTORS AND PROPERTY OWNERS

Owner Name: _____ Email: _____
Lot#: _____ Property Address: _____

Before you begin your ARB request- please ensure you have all of the required information required below! Please check off each block once you have verified and attached each item, missing items will lead to your application being returned and a delay in your approval.

_____ 2 Hard Copies of all documents requested below must be submitted to management company

_____ Digital Copy submitted to management company

_____ \$150 Non- Refundable Review Fee

_____ \$2500 Refundable Deposit (To be paid by Builder/Contractor or Homeowner. (A deposit will be refunded once a project is completed and a final inspection validates that construction was completed in accordance with the approved plans and no indication of damage to the HOA property has occurred.)

_____ Contractor's license submitted

_____ Contractor's insurance policy submitted

_____ Permit submitted

_____ Provide site plans locating the owner's home with fence location

_____ Provide design plans, inclusive of brochure photos, materials and size of fence

Please Note:

- **Manufactured fencing will be picket style. Typical designs include pickets that are approximately 5/8" square aluminum tubing spaced approximately 3 13/16 inches apart. The individual pickets may include ornamental features and a maximum of three side rails. Each of the side rails can be up to 1 1/8 inch square. All picket fencing shall be coated black or bronze. An example of a typical picket fence is included.**
- **Manufactured fences or natural fences shall be limited to 4 feet in height.**
- **Wire and chain link fences are prohibited.**



WEST SIDE FENCE CONSTRUCTION CHECKLIST FOR CONTRACTORS AND PROPERTY OWNERS

Owner Name: _____ Email: _____
Lot#: ___ Property Address: _____

Before you begin your ARB request- please ensure you have all of the required information required below! Please check off each block once you have verified and attached each item, missing items will lead to your application being returned and a delay in your approval.

_____ 2 Hard Copies of all documents requested below must be submitted to management company

_____ Digital Copy submitted to management company

_____ \$150 Non- Refundable Review Fee

_____ \$2500 Refundable Deposit (To be paid by Builder/Contractor or Homeowner. (A deposit will be refunded once a project is completed and a final inspection validates that construction was completed in accordance with the approved plans and no indication of damage to the HOA property has occurred.)

_____ Contractor's license submitted

_____ Contractor's insurance policy submitted

_____ Permit submitted

_____ Provide site plans locating the owner's home with fence location

_____ Provide design plans, inclusive of brochure photos, materials and size of fence

Please Note:

- Equestrian lot animal fencing will be evaluated by the ARB based on the type of animals. Two or three rail vinyl fencing is recommended for larger animals.
- Wire and chain link fences are prohibited.

BUILDERS CONDUCT GUIDELINES

Owner Name: _____ **Email:** _____

Lot#: ___ **Property Address:** _____

Contractors shall be held responsible for the acts of their employees, subcontractors, suppliers and any other persons or parties involved in construction or alteration of the home site. The HOA may impose fines for non-compliance. The Association requires the following:

- Ensure that the construction site is kept clean and free of all debris and waste materials, and that stockpiles of unused materials are kept in a neat and orderly fashion. Placement of dumpsters on the site is required.
- Ensure there is no burning on the construction site of adjacent properties.
- Install silt fencing on sites that create the possibility of sand/soil eroding off the homesite.
- Maintain portable toilets at the construction site.
- Prohibit the consumption of alcoholic beverages, illegal drugs, or other intoxicants that could hamper the safety or well-being of other personnel on the site, while also affecting the quality of workmanship.
- Contractors, subcontractors, and their employees may only park on one side of the road during construction hours and may not park on any adjoining properties unless prior written consent is obtained.
- Ensure all those for whom the builder is responsible are properly insured.
- Ensure all those for whom the builder is responsible comply with the rules and regulations of the ARB and HOA.
- Limiting working hours for construction personnel to 7:00 AM to 7:00 PM on Mondays – Fridays and 8:00 AM to 5:00 PM on Saturdays. No construction work will be allowed on Sundays or the following holidays: New Year’s Day, Memorial Day, July 4th, Labor Day, Thanksgiving Day, and Christmas Day.
- Prohibit construction personnel from bringing children under the age of 12 or pets in Seaside Landings at Flagler Beach.
- Prohibit construction personnel from carrying firearms or other weapons within Seaside Landings at Flagler Beach property.
- Prohibit the playing of loud music or other sounds from non-construction activities deemed as an annoyance to residents.
- Prohibit the use of adjacent properties for access to storage of material or equipment without prior written consent.
- Limit all builders, employees, subcontractors, and suppliers to construction-only related activities at the designated site.
- Ensuring all builders, employees, subcontractors, and suppliers use only the designated access routes, which are via the main gates and paved roadways.

I have read and agree to the above conditions on _____, 20_____

By _____ and _____
(Property Owner Signature) (Builder/Contractor Signature)

**DESIGN REVIEW APPLICATION FOR
HOME BUILDER PORTFOLIO/QUALIFICATIONS**

APPROVAL OF HOME BUILDERS – \$1,000 Builder Portfolio Review

All Home Builders must be approved by the ARB to work in Seaside Landings at Flagler Beach HOA prior to commencement of any construction. It is crucial that all home builders thoroughly understand the Seaside Landings at Flagler Beach HOA Architectural Guidelines.

In order to receive approval, the builder must submit the following to the ARB for review:

- _____ Resume: Include the number of years in business and awards received, if any.
- _____ Copy of Contractor's License
- _____ Certificate of Insurance for General Liability and Workers Compensation
- _____ Insurance agent contact info with authorization to release claims info
- _____ Photographs of completed work (minimum of five different projects)
- _____ References from clients accompanied by phone numbers
- _____ References from architects or designers accompanied by phone numbers

The ARB will review the builder's submission at a regularly scheduled meeting and offer approval via email or regular mail.

Please note that approval of a builder can be withdrawn for:

Failure to perform within the Architectural Guidelines, lack of cooperation with the ARB's requests, not adhering to the approved plans and specifications, failure to comply with the rules and regulations outlined in the builder rules of conduct, and acting in conflict to Association declarations, covenants, and bylaws on file with Flagler County.

It is not the intent of this approval requirement to dictate the owner's selection of their design and construction team, but to help ensure that the vision for Seaside Landings at Flagler Beach is achieved in order to maintain the aesthetics and quality of the community. Thank-you for your cooperation.