

**THE COTTAGES AT INDIAN SUMMER HOMEOWNERS ASSOCIATION**

**ARCHITECTURAL REVIEW COMMITTEE (ARC) WORKSHEET**

Date ARC Worksheet and Related Documents Received by Association Manager: \_\_\_\_\_

Received by: \_\_\_\_\_ mail \_\_\_\_\_ personally delivered

Documentation Reviewed by Association Manager:

\_\_\_\_\_ deemed a complete application sent to ARC \_\_\_\_\_ (date)

\_\_\_\_\_ deemed incomplete sent back to owner \_\_\_\_\_ (date)

Owner: \_\_\_\_\_ Lot # \_\_\_\_\_

Owner contact info: email: \_\_\_\_\_ phone: \_\_\_\_\_

Address: \_\_\_\_\_

Description of building/project: \_\_\_\_\_

Anticipated Commencement of building/project: \_\_\_\_\_

Anticipated Completion of building/project: \_\_\_\_\_

Contractor's name: \_\_\_\_\_

Contractor's license number: \_\_\_\_\_

Contractor's contact info: email: \_\_\_\_\_ phone: \_\_\_\_\_

Address: \_\_\_\_\_

[ ] \$2,000 Impact fee for House Construction received \_\_\_\_\_ (date)

[ ] **\$100 ARC Review Fee for minor lot changes without House Construction received \_\_\_\_\_ (date)**

\_\_\_\_\_  
**Owner's signature**

*Revised 2021: All efforts have been made to align this documents with the HOA's governing documents (Covenants, By-laws), if there is a conflict, the governing documents supersede this one.*

## **ARC REVIEW PROCESS:**

THE ARC must review any changes planned for a lot, including, but not limited to, modifications to an existing house footprint, new construction, clearing, or additions. The Board of Directors (Board) of Surfside Estates Owner's Association, Inc. (HOA) must approve the changes prior to any action being taken by the lot owner or the owner's contractor. Three types of review exist and will be explained in this document: 1) Site clearing with and without elevation changes; 2) Addition to the footprint of an existing house (adding pools, storage buildings, etc.) and 3) Construction of a new house.

No clearing of undergrowth or trees, grading, changes in elevations, material deliveries or construction may begin without first obtaining approval from the ARC, approval from the Board and a Gulf County building permit (if required). Therefore, the review process must begin early enough to obtain approval that coordinates with the construction schedule. All normal procedures set up by the Gulf County building department must be followed as well.

The ARC will not begin review until all of the documents are received, all fees are paid, and the completed worksheet is submitted. ARC also reserves the right to ask for additional documents and information if the documentation supplied is found to be insufficient.

The ARC Committee has 30 days from the date of receipt of completed worksheet, all required plans, and requested materials to either recommend approval and ask for engineered plans or other information, or disapprove with requirements for modifications. The ARC Committee will submit to the Board recommendations in writing for, Approval, Denial, Conditional Approval, or More Documentation Required. If not approved by the Board, all documents will be returned to the owner with specific requirements for further review for approval.

*Revised 2021: All efforts have been made to align this documents with the HOA's governing documents (Covenants, By-laws), if there is a conflict, the governing documents supersede this one.*

## **SITE CLEARING WITH AND WITHOUT ELEVATION CHANGES (NO CONSTRUCTION PLANNED)**

### **1. Land Clearing without any fill dirt being brought in**

- a. \_\_\_\_\_ \$100 ARC Review Fee
- b. \_\_\_\_\_ Completed ARC Worksheet
- c. \_\_\_\_\_ Site plan and description of what type of vegetation will be removed.  
This does not have to be an engineered plan unless the ARC requires more specific information to determine that there will be no negative impacts on adjacent lots. The ARC reserves the right to require additional documentation.
- d. Approval, Denial, Conditional Approval, or More Documentation Required will be sent by the ARC to the Board in writing. The Board will vote on the ARC's recommendation and, in writing, inform the owner of the results.

### **2. Land clearing with fill dirt being added and a change in elevation proposed for either empty lot or existing home sites**

Changes to a lot or existing home site will need ARC approval if: 1) A change of elevation will occur, 2) additional fill dirt will be brought in, or 3) grading will occur that could change the water runoff onto adjacent lots.

- a. \_\_\_\_\_ \$100 ARC Review Fee
- b. \_\_\_\_\_ Completed ARC Worksheet
- c. \_\_\_\_\_ Site plan and description of what type of vegetation will be removed.  
Site plan must show 1) detail of removal of vegetation and trees, 2) estimated amount of fill, 3) specific detail as to how the grading will be done to contain water run off on the lot without out affecting adjacent lots. In some instances the ARC reserves the right to required engineered plans based on issues with the lot and adjoining properties.
- d. Approval, Denial, Conditional Approval, or More Documentation Required will be sent by the ARC to the board in writing. The board will vote on the ARC's recommendation and, in writing, inform the owners of the results.

## **FOR ADDITIONS TO THE EXISTING FOOTPRINT (ADDITIONS OF POOLS, HOT TUBS, STRUCTURES)**

- a. \_\_\_\_\_ \$100 ARC Review Fee
- b. \_\_\_\_\_ Completed ARC Worksheet
- c. \_\_\_\_\_ Site plan
- d. \_\_\_\_\_ Description of the project.  
The description must include: 1) project to be undertaken (example addition of pool or garage), 2) detail of removal of vegetation and trees, 3) estimated amount of fill if needed, 4) specific detail as to how the grading will be done to contain water run off on the lot without out affecting adjacent lots. In some instances the ARC reserves the right to required engineered plans based on issues with the lot and adjoining properties

*Revised 2021: All efforts have been made to align this documents with the HOA's governing documents (Covenants, By-laws), if there is a conflict, the governing documents supersede this one.*

d. Approval, Denial, Conditional Approval, or More Documentation Required will be sent by the ARC to the board in writing. The board will vote on the ARC's recommendation and, in writing, inform the owners of the results.

## NEW HOUSE CONSTRUCTION

### DOCUMENTS REQUIRED:

Initial plans do not have to be engineered but only a "conditional approval" will be issued until final, engineered plans, including survey and site plans, are presented and approved prior to any construction beginning. (Example-every document required for obtaining a Gulf County Building permit should be submitted to the ARC Committee) At the end of construction, an "As Built" survey must be presented to the HOA for the records and the design and specifications must be in compliance with the Covenants and Restrictions and the same as those approved by the Board. If the final "As Built" survey does not match what was approved, the owners will be required to comply.

#### Document checklist:

- Site plan including drainage/water retention, grading and home placement
- Full set of plans for the home including but not limited to foundation, elevations, site plan, and footprint
- Landscape plans
- ARC check list that is attached
- Other documents deemed necessary for approval and identified by ARC at the beginning of the review process: \_\_\_\_\_
- AS IS Survey after pilings are placed

The preceding check list should be submitted with the preliminary plans and owner's comments completed. The Owner should note the particular materials, sizes, or other details through the checklist.

The Owner should make known to the Contractor the following policies:

1. No construction noise/activity before 8 a.m. or after 6 p.m.
2. No music on job site.
3. Daily cleanup of job site.
4. No trucks, trailers, or work equipment may be parked on the easement after 6:00 p.m.

\_\_\_\_\_ Owner's Initials

*Revised 2021: All efforts have been made to align this documents with the HOA's governing documents (Covenants, By-laws), if there is a conflict, the governing documents supersede this one.*

<b>SITE CLEARING W/O Fill</b>	<b>Owner's Design</b>	<b>ARC Sign Off</b>
Submit a site plan		
Describe what vegetation will be removed		
<b>SITE CLEARING W/O Fill</b>	<b>Owner's Design</b>	<b>ARC Sign Off</b>
Submit a site plan		
Describe what vegetation and trees will be removed		
Estimate amount of fill		
Specify how grading will be done to contain water run off on the lot		

*Revised 2021: All efforts have been made to align this documents with the HOA's governing documents (Covenants, By-laws), if there is a conflict, the governing documents supersede this one.*

<b>Addition to Existing Footprint</b>	<b>Owner's Design</b>	<b>ARC Sign Off</b>
Submit a site plan		
Describe the project to be undertaken		
Describe what vegetation and trees will be removed		
Estimate amount of fill		
Specify how grading will be done to contain water run off on the lot		

*Revised 2021: All efforts have been made to align this documents with the HOA's governing documents (Covenants, By-laws), if there is a conflict, the governing documents supersede this one.*

<b>Construction of New Home Covenants Article VIII &amp; IX</b>	<b>Owner's Design</b>	<b>ARC Sign Off Or Comments</b>
<p><u>Architectural &amp; Site Design Standards &amp; Criteria.</u> The following architectural and site standards and criteria are imposed upon and shall apply to The Cottages at Indian Summer.</p>		
<p>1. <u>Permitted Structures.</u> No structures of any kind shall be erected, altered, placed, or permitted to remain on any of the platted Lots, within the property, other than a main residence, a guest cottage, a garage, and a one-level pool house. Only one of the structures can exceed a footprint of 500 square feet.</p>		
<p>2. <u>Grading.</u> Construction shall be located in harmony with existing topography with as little disruption to the natural grade as possible. Materials and debris resulting from clearing and grubbing shall be removed from the site promptly. Grading operations shall not adversely affect adjacent properties and finished grading shall be such that the washing of water onto adjacent properties is kept to a minimum. Newly graded areas shall be protected against erosion. Unless an alternative drainage plan for a home site is approved by Gulf County, the Owner shall construct and maintain drainage improvements for each site in accordance with the County approved grading plan prepared by a civil engineer licensed in the State of Florida.</p>		
<p>3. <u>Exterior.</u> Permissible exterior building materials include hardiboard or its equivalent, wood lap siding, composite and prefinished lap siding without wood grain, vertical board and batten, cedar or pine shakes. Stucco or synthetic stucco over wood and stucco over masonry is permitted. Vinyl and metal siding is prohibited. All exterior corners, window casings, and floor system bands must be meet or exceed all State and County building codes.</p>		

*Revised 2021: All efforts have been made to align this documents with the HOA's governing documents (Covenants, By-laws), if there is a conflict, the governing documents supersede this one.*

5. <u>Setbacks.</u> Front, rear and side lot setback lines shall be as set forth in the Gulf County land development regulations.		
6. <u>Footprint Size.</u> The footprint of the heated and cooled area of the house shall be no smaller than 1600 sq. feet. The maximum size of the footprint will be regulated by Gulf County building codes.		
7. <u>Roof.</u> Roofing material for all pitched roofs shall be: 1) mill finished metal in either 5-V crimp, standing seam, corrugated or metal shingle patterns; 2) clay or concrete tile; or 3) cedar shakes or pressure treated pine shakes. Asphalt or composition shingles and all other roof materials for pitched roofs not explicated permitted are hereby prohibited.		
12. <u>Awnings.</u> Awnings are permissible provided design materials are approved by ARC.		
13. <u>Shutters.</u> Storm operable shutters are permitted. The Board or ARC may adopt storm shutter specification and use standards.		
14. <u>Garages.</u> Garages are permitted; however, the design and details shall be subject to ARC approval in the same manner as other construction details provided for herein. The maximum square footage of any garage shall be 500 square feet. The exterior siding and roof of a Garage shall be of the same materials, design and colors as the home.		
15. <u>Fences.</u> Fences not higher than six (6) feet tall may be permitted behind the house. No fences are permitted in front of the homes. The front of the home shall be that side facing Cottage Lane.		
16. <u>Outbuildings.</u> Outbuildings, such as, but not limited to, storage sheds, pump houses or play houses will be reviewed by the ARC. All outbuildings must be approved by the ARC and in conformity with this Declaration.		

*Revised 2021: All efforts have been made to align this documents with the HOA's governing documents (Covenants, By-laws), if there is a conflict, the governing documents supersede this one.*



<p>17. <u>Guest Cottages.</u>  Guest cottages are permitted; however, the design and details shall be subject to ARC approval in the same manner as other construction details provided herein. The maximum footprint of any guest house is limited to 500 square feet. All guest cottages must be pile supported and must meet all County, State, and Federal regulations along with the requirements of this Declaration. The exterior siding and roof of a Guest Cottage shall be of the same materials, design and colors as the home.</p>		
<p>18. <u>Screen Porches.</u> Screen porches are recommended on all houses. Placement on the front of the house is recommended, but rear or side placement is acceptable.</p>		
<p>19. <u>Garden Structures.</u> Garden structures such as arbors and trellises may be placed within a foot of the property line. Such structures must be painted white or natural and have a maximum height shall of 12' above existing grade.</p>		
<p>20. <u>Driveways.</u>  Driveways are permitted; however, the design and details shall be subject to architectural approval in the same manner as other construction details provided for herein. Driveways shall be constructed of a pervious material.</p>		
<p>21. <u>Parking.</u>  Parking areas must be designed to retain the natural character of the homesite and streetscape and shall be constructed of a pervious material.</p>		
<p>22. <u>Exterior Lighting.</u>  Exterior lighting shall not be intrusive to adjacent properties. Landscape accent lighting is allowed. Such lighting must be placed as close to grade as possible and all wiring placed underground. All exterior lighting will comply with County and State regulations relative to turtles.</p>		
<p>24. In the event that County or State building requirements on set-back lines are different from those contained herein, the stricter standard shall apply.</p>		

*Revised 2021: All efforts have been made to align this documents with the HOA's governing documents (Covenants, By-laws), if there is a conflict, the governing documents supersede this one.*

<p>25. <u>Landscaping.</u>          Manicured lawns are permitted. The use of indigenous plants is encouraged. Septic mounds must be designed as to reflect the gentle dune topography of the site. Septic contours must be approved by the ARC.</p>		
<p>26. Height: Houses may be a maximum of 50 feet in height as measured from the surface of the parking pad to the highest point of the roof.</p>		
<p>27. Modular Homes are permitted as the main residence as long as the Modular Home: 1) is constructed with an open deck or porch that has a depth of no less than six (6) feet and encompasses not less than fifty percent (50%) of the front or back side of the structure; 2) complies with all other development and design requirements provided in this Declaration or by Board adopted Rule; and 3) meets or exceeds all hurricane building standards.</p>		
<p>28. Septic systems:          Three common drainfields exist at The Association shared by lots 1-12, 19-24. The drainfields are on lots 24 and 1, 4 and 5, 8 and 9.</p> <p>Owners who own the lots that tie into the drainfields are responsible for all equipment placed on their lot to hook up to the drainfield. The HOA is responsible for the lines leading from the owner's lot line to the drainfield and the maintenance of the drainfield. The owners should contact the Gulf County Health Department to determine what type of equipment is needed and what size home they may build. An annual or by-annual inspection of the equipment may be required by the Health Department.</p> <p>Lots owners for lots 13 – 18 will be required to put in separate septic tanks when they build.</p>	<p>Owner's initials needed to confirm understanding of septic system.</p>	
<p>29. <u>Culverts need to be a round 15 inch in diameter with a concrete collar.</u></p>		

*Revised 2021: All efforts have been made to align this documents with the HOA's governing documents (Covenants, By-laws), if there is a conflict, the governing documents supersede this one.*

<p><u>General Restrictions</u>, Article IX          (Note: Only General Restrictions relating to the building of the home are listed here. All other restrictions still apply.)</p>		
<p>1. No boats, trailers, or motor homes shall be parked or otherwise stored on any Lot, except within a Garage or underneath a Home, so long as the boat, trailer or motor home is concealed with screening or foundation walls. Street parking is prohibited, except as otherwise provided herein or by Board adopted Rule and Regulation. Notwithstanding anything to the contrary, service providers or contractors may park in the street or park a trailer on a Lot during regular business hours and while actively providing a service to a Lot.</p>		
<p>2. Except for the purpose of landscaping sprinklers, no individual water supply shall be permitted on any Lot for the purpose of providing household water. All sewage from any building on any Lot shall be disposed of through the approved septic system.</p>		
<p>3. All trash, garbage and the like shall be stored in sanitary, covered containers. Such garbage containers shall be stored in a way as to not be visible from the street and adjacent Lots and must be stored outside the street right-of-way. Rental homes must have backdoor trash pickup.</p>		
<p>4. Subject to ARC approval and locational and design requirements, swimming pools, patios and spas are permitted</p>		
<p>5. The installation or addition of solar panels, windmills or other forms of energy-generating or saving equipment is subject to the approval of the ARC. Such equipment shall be installed or constructed in such manner that it will conform to the architectural design of the approved dwelling. Energy-generating or saving equipment shall be concealed from view from the street by placement at the rear of the home as practicably possible and/or by the installation of appropriate screening, and shall, as determined by the ARC, in its sole discretion, conform to the overall development and aesthetic scheme of The Cottages at Indian Summer.</p>		
<p>6. All exterior electrical and mechanical equipment shall be concealed from view by walls of the same material as the building and by ARC approved screening or by landscaping.</p>		

*Revised 2021: All efforts have been made to align this documents with the HOA's governing documents (Covenants, By-laws), if there is a conflict, the governing documents supersede this one.*

7. All utilities must be underground and concealed from view.		
8. Window or wall air conditioning units or fans are prohibited. All air conditioner compressors shall be screened from view and insulated by a fence, wall or shrubbery to minimize noise and visibility.		

*Revised 2021: All efforts have been made to align this documents with the HOA’s governing documents (Covenants, By-laws), if there is a conflict, the governing documents supersede this one.*