

Marnie Island Preserve 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)

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, changing landscaping (removal and additions of trees) or additions. The Board of Directors (Board) of Marnie Island Preserve Homeowners 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 or landscaping 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.

This worksheet is designed to assist the owners and builders in the AR process. If there are any omissions from Covenant requirements, the Covenant requirements take precedence.

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 may request additional and supplementary information. The ARC shall, within thirty (30) days after receipt of a complete application, shall submit to the Board either a recommendation on the application to: 1) approve or disapprove, 2) approve in part and disapprove in part, or 3) approve with conditions. The Committee shall specify its reasons for disapproval or conditions and shall annotate its decision by reference to architectural standards, where applicable. If a recommendation is not received by the Board within thirty (30) days, the applicant may submit the application directly to the Board for review. As to an application received by the Board as provided herein, the Board shall within thirty (30) days: 1) approve or disapprove, 2) approve in part and disapprove in part, or 3) approve with conditions, the application. The failure of the Board to act within thirty (30) days of receipt of the application shall be deemed as a disapproval. No work shall proceed except in compliance with this Declaration and architectural approval as provided in this Article 7.

SITE CLEARING WITH AND WITHOUT ELEVATION CHANGES (NO CONSTRUCTION PLANNED) or change in landscaping (removing or adding trees, altering the overall landscape)

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. _____ Letter stating responsibility for damage to any infrastructure (form to be provided by The Association.

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 have a survey with 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 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. _____ Letter stating responsibility for damage to any infrastructure (form to be provided by The Association.

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 affecting adjacent lots. In some instances the ARC reserves the right to required engineered plans based on issues with the lot and adjoining properties.
- e. _____ Letter stating responsibility for damage to any infrastructure (form to be provided by The Association.

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:

- ____ Topographical Survey with the 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, and any other structures
- ____ Landscape plans
- ____ Color Palette
- ____ ARC check list that is attached
- ____ Letter stating responsibility for damage to any infrastructure (form to be provided by The Association.
- ____ Other documents deemed necessary for approval and identified by ARC at the beginning of the review process: _____
- ____ AS IS Survey after pilings are placed
- ____ AS IS Survey after the house is completed

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. Music on the job site should not be of volume to disturb adjoining residences and should not start until after 9:00 a.m.
3. Daily cleanup of job site.
4. No trucks, trailers, or work equipment may be parked on the Marnie Island easement after 6:00 p.m.
5. The staging area for the building supplies should be identified prior to building and should not encroach on another owner’s property without written permission of that owner. It should also not encroach on the road right of way or common areas.

Owner’s signature

date

Contractor’s signature

date

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From the Covenants	Owner's Design or Remarks	ARC Sign Off Or Comments
From 7.2 Covenants		
(a) Grading. 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.		
(b) Exterior. 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 siding is expressly prohibited on the exterior of any building, structure or improvement on a Lot. Metal siding is discouraged and must be approved by the ARC and Board and shall either be painted or coated. All exterior corners, window casings, and floor system bands must be meet or exceed all State and County building codes.		
(c) Setbacks. Front, rear and side lot setback lines shall be as set forth in the Gulf County land development regulations.		

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(d) Roof Materials. 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; 3) cedar shakes or pressure treated pine shakes or 4) Asphalt or composition shingles.		
(e) Awnings. Awnings are permissible provided design materials are approved by ARC. Awnings must meet hurricane codes.		
(f) Shutters. Storm operable shutters meeting or exceeding hurricane codes are permitted. The Board may adopt standards regarding use.		
(g) Permitted Structures. The only structures that may be erected, altered, placed, or permitted to remain on any of the platted Lots, within the property, are the home, a guest cottage, a garage, swimming pool, and/or a one-level pool house. Only one (1) of the structures (besides the main residence) may exceed a footprint of 500 square feet. Pole barns are not permitted.		
(h) Home. Each Home constructed on a Lot shall contain a floor area square footage of not less than 1,400 square feet heated and cooled. No home shall exceed 50 feet in height. The chimney shall not be included when determining the height of a home.		
(i) Guest Cottages. 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 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.		

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(j) Garages. All garage doors shall be closed except when in active use. 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.		
(k) Swimming Pools. No swimming pool shall be permitted without the prior written approval of the ARC. All pools must be behind the house and shall meet all ARC adopted pool standards.		
(l) Screen Porches. Screen porches are recommended but not required on all homes.		
(m) Fences. Fences not higher than six (6) feet tall may be permitted behind the home. No fences are permitted in front of the homes. The front of the home shall be that side facing the road. Fences may be only constructed of vinyl, wood or coated metal with design and colors approved by ARC in accordance with ARC adopted standards.		
(n) Garden Structures. 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.		
(o) Driveways. 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.		

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(p) Parking: The parking plan must be submitted with the site plan and the ARC must give approval for the number of spaces needed for the occupants.		
(q) Screening. All screen enclosures and screening materials must be approved by the ARC and shall be of a dark, non-reflective nature.		
(r) Landscaping/Native Vegetation. All Lot Owners have a vested interest in maintaining the ecosystem of the Property. To protect this interest: (a) native vegetation shall be used for landscaping Lots; and (b) fertilizers and herbicides shall not be used or applied to such landscaping.		
(s) Energy Generating/Saving Devices. 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 Property.		
(t) Exterior Lighting. 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		

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underground.		
(u) Antennas, Aerials and Satellite Dishes. The Owners of Lots have a vested interest in maintaining an attractive and pleasing appearance of all Lots within the Property, free from visual clutter. To protect this interest the following restrictions shall apply to antennas, aerials and satellite dishes: (a) no antenna or aerial shall be permitted or allowed to be placed or operated outside the home on the Lot unless approved by the ARC; (b) no ham radios or any other radio transmission equipment is permitted or allowed to be placed or operated outside the home on the Lot unless approved by the ARC; and (c) satellite dishes must be located so as to be hidden from view from all other Lots and streets unless such requirement unreasonably increases the cost of installation, operation or maintenance or precludes reception of an acceptable quality, in which case this requirement shall be diminished only to the extent absolutely necessary to allow a reasonable cost and acceptable quality.		
(v) Delivery of Materials and Supplies. Delivery of materials and supplies must be to the Owner's property and delivery vehicles must not encroach onto other Lots. Materials and supplies may not be stored on the roadways or common area.		
Article IX: USE RESTRICTIONS (only those relating to building)		
9.3 Parking. The parking of any boats with trailers, recreational vehicles, campers, and any type of motor vehicle shall be prohibited on all roadways and Common Areas. Recreational vehicles, campers, step vans, and commercial vehicles parked on a Lot must be concealed from view. On the individual property owner's lot, parking of cars and boats with trailers must be on designated driveways and		

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parking areas which have been approved by the ARC.		
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Marnie's Island Preserve Homeowners Assoc. Construction Agreement

_____ (owners) and _____ (construction company) agree to repair/replace any damage to the infrastructure of Marnie's Island Preserve HOA during the Construction process for lot -----. This includes but is not limited to the road and right of way, cul de sac structure, utilities structures, and gate. Repairs/replacement shall be made immediately upon notice from Marnie's Island Preserve HOA Board. If not, the HOA Board shall make the repairs/replacements in a timely manner and charge the owner/contractor for the repairs and fines, which they are responsible for. No final approval of construction shall be given until all repairs/replacements are properly completed.

This agreement begins at the time construction begins and ends with a final sign off by both parties when a CO has been obtained.

Signed

_____ date_____

Owner

_____ date_____

Owner

_____ date_____

Contractor

_____ date_____

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Accepted by the board 7-12-24

President, Marnie's Island Preserve HOA

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