

SNUG HARBOR YACHT CLUB, INC. ARCHITECTURAL REVIEW COMMITTEE ARC)

BUILDING AND CONSTRUCTION STANDARDS

1. The establishment of rules for design and construction by the Board of Governors and the ARC is authorized by the Second Amended and Restated Declaration of 2014. The Declaration provides a framework from which the ARC makes recommendations to the Board for approval of construction. However, the Declaration does not, and is not intended to cover the details. Standards and Procedures attempt to be more inclusive, and further clarify rules regarding home construction. Standards and Procedures are proposed by the ARC and are approved by the Board after such rules are presented to the community with at least 14 days notice consistent with Florida Statute 718.

Standards (Rules) are found in this document, and are accompanied by **Procedures** to be followed, which constitute the following document.

“Construction” refers to erecting a “building” or a “structure” as defined in Exhibit F of the Declaration. Setbacks, where no construction is allowed, are zones around the property, the dimensions of which are listed for every home in Snug Harbor in Exhibit E of the Declaration. Construction further includes demolition, additions, and accessory structures with a roof (guest houses, pump houses, sheds), as well as those without one (pools, tennis courts, fences or walls etc.). Please become familiar with this document, which can be found on our website www.snughyc.com under the Regs & Forms tab at the top of the page, under “Legal Docs”.

2. The intention of ARC rules is to preserve community aesthetics, preserve views, ensure privacy, and protect property values for the benefit of all owners and residents. It is the owner’s responsibility to ensure that they, their contractors, and design professionals are familiar with the requirements that are referred to here.

In addition to items described in the declaration and referred to above,
The Board requires architectural review whenever construction involves:

- a. Changing the footprint of the home or the configuration of its roof
- b. demolition or a dumpster requirement
- c. Permits from Martin County
- d. An Architect
- e. fencing along the property line or constructing an enclosure on the property
- f. adding solar panels (see below)
- g. putting in outside lighting (see below)
- h. installing generators, additional air conditioning or pool heaters

The ARC will review the effect of such changes on neighbors and the common elements of SHYC, and whether their construction could cause unacceptable increases in noise, heat, limit access or egress, cause drainage problems or other difficulties for neighboring properties or for the neighborhood.

3. Further Specific Architectural Restrictions:

- a. No encroachment into setback lines is allowed by buildings or structures of any kind, whether below or above ground (e.g., septic tanks, pools, a/c equipment, pool equipment and the like). Likewise, no encroachment is allowed onto properties that are SHYC common elements.
- b. No fences or walls are allowed along the street or along the riverfront beyond the setback lines.
- c. No carports or free-standing garages are permitted except as permitted by the Declaration, and new garage construction must not face the street unless hidden behind the home.
- d. No home may exceed the 35 foot height limit as described in the Declaration
- e. The roof of the principal residence and guest house must have a minimum 6/12 pitch on at least 80% of the roof unless otherwise specifically approved by the Board.
- f. Guest houses must conform in style to the main house and cannot exceed 50% of the principal dwelling's square footage.
- g. Preservation of owner and neighbor's sight lines along the riverfront is a fundamental element of life in Snug Harbor, and landscaping beyond the riverfront building lines is strongly discouraged for this reason.
- h. Solar installations should be selected with a finished trim as if they were skylights if the panels are visible from the street.
- i. Lights, including security lights may not illuminate adjacent homes or their properties. Path lights and other outdoor lighting must be soft and unobtrusive, 50 W or less, instead of a bright point source of light. The beam used for up-lighting trees must be shielded to focus the light. The placement of any post light or floodlight outside of the building lines must first be reviewed by the ARC then approved by the Board.

4. Violations and Remedies

Owners who do not comply will be given a written notice of violation per the Declaration and Florida Chapter 718. If the owner does not remedy the violation within the specified period of time, the Association may undertake any measures, legal or administrative, to enforce compliance and shall be entitled to recover from the owner all attorney fees and costs of enforcement incurred by the Association, whether legal action has been initiated or not.

5. Owners responsibilities/Indemnity. The owner who causes or otherwise permits construction to commence shall be responsible for the construction work and any claims, damages, losses or liabilities arising out of said construction. The owner, and not the Association, is responsible for determining whether any improvement is in violation of any restriction imposed by any local, state, or other governmental authority having jurisdiction over the property. The owner shall hold harmless, indemnify, and defend the Association and its officers, directors and committee members from any expenses, claims, damages, losses or other liabilities including attorney's fees and costs of litigation without limitation, arising out of 1) any improvement that violates any law, codes, ordinance or regulation, 2) the adequacy of the standards and specifications for construction, or 3) the post-facto quality of the construction.

6. The contractor and the homeowner must also be aware of the specific requirements for maintaining the work site in a neat and tidy manner, as well as other regulations that are enumerated on the following information form that is to be signed by both parties.

PROCESS AND PROCEDURES FOR SUBMITTING ARCHITECTURAL PLANS TO SHYC

1. BEFORE HIRING A BUILDER OR ARCHITECT:

- Please become familiar with our Declaration that is posted on our website www.snughyc.com. Click on the Regs and Forms icon at the top of the page and click on Legal docs. The Declaration lists building restrictions beginning on page 4. The appendix Exhibit E lists the setback requirements (where no building or structure may be placed) for every property in Snug Harbor. These must be clearly represented on your architectural plans and surveys. In addition, you must refer to SHYC's Building Standards (RULES) that accompany this document. **Please contact Steve Conway, Chairman of the ARC to determine the scope of work and if you will be required to complete the following info.**

- If you are building a home or changing the footprint of an existing home (as in an addition), major renovation, building a guest house, pump house or other outbuilding, a tennis court, swimming pool and decking, adding a generator or other structure, including fences, you must present a plan to the Architectural Review Committee.

- If you are remodeling the interior of your home, you are not required to provide architectural plans to Kelly and Kelly. You do need to provide a completed Owner and Contractor Application to the ARC. If you are placing a septic tank or gas tank underground, you must submit a current survey with the application. Contact Ginger Mendoza, mengin@bellsouth.net or (772) 678-6212 with your completed applications and documents.

2. WHEN ARCHITECTURAL PLANS HAVE BEEN DRAWN:

- Two sets of plans are delivered to Ginger Mendoza, 31 SE Harbor Point Drive, Stuart, FL; 772-678-6212. The received documents will be reviewed to assure they are properly submitted (see appended checklist) and will forward one copy to the ARC and the other to Kelly & Kelly 119 SW 6th St, Stuart FL. 34994 kkarch@bellsouth.net for their review. *Fees for review are paid directly to Kelly & Kelly as follows:*

NEW HOMES/Renovations Exceeding 25% of existing Home

\$250 for an initial and final review.

Additional Reviews beyond the two listed above: \$100 each

ADDITIONS:

1000 ft² or less \$100 per review

1001 ft² or more: \$150 per review

Additional Reviews \$100 each

Note that plans for Landscape Architecture are not included in Kelly & Kelly charges, however, the landscape plans will be reviewed by the ARC at no cost to the homeowner. Note also that Snug Harbor is not liable for financial obligations to the architects or any other party on behalf of the homeowners.

If the construction application is for more than 5,000 square feet, no more than two years may be taken for its completion, starting with the date of Martin County permit approval. Likewise if construction is less than 5,000 square feet, the approval by SHYC will expire after eighteen months.

3. OTHER DOCUMENTS REQUIRED:

- FOR ALL CONSTRUCTION:

- a. A current Survey showing setbacks and scaled dimensions
- b. A completed checklist: See next page
- c. A signed builder and homeowner information and agreement Form (last page of Guidelines)

- The homeowner is responsible for the necessary permits that are required by the State of Florida, Martin County and those of SHYC. Contractors and subcontractors must be currently licensed and insured. No construction will be allowed to be built or remain without the required permits.

- FOR NEW HOME OR MAJOR ADDITION:

Complete drawings showing buildings, pools, A/C pads and other structures
A landscape plan from a Florida licensed landscape architect

4. SEQUENCE OF EVENTS:

Two sets of plans are submitted to ARC (Ginger Mendoza) with appropriate payment for review by Kelly & Kelly, as well as supporting documents a, b and c as described in Section 3. One set goes to the ARC; the other remains with the architects until the review process is complete.

The ARC will go through the checklist to ensure compliance with all requirements then will deliver a set of plans to K&K.

The firm will communicate with the ARC who will review their analysis of consistency with our Declaration. The result, including questions or clarifications, approval, conditional approval or disapproval will be put into writing (see attached Checklist) and communicated to the homeowner or his designee. Re-review if necessary to correct any issues will require an additional fee that is paid by the homeowner as scheduled above. The entire process for initial review may require up to 45 days depending the issues encountered. Plans submitted during end of the year or other holidays may encounter delays.

The homeowners will be informed of ARC meetings in which their architectural plans are discussed, and have the right to attend such meetings. The homeowner may also attend any board meeting including the one in which the board will consider their architectural plan as described below.

After the review process is complete, the ARC presents plans to the Board for their approval. Please note that Board meetings are typically scheduled on the 2nd Monday of each month, and if final approval is not received in a timely manner the approval may have to be moved to the following month.

The Board or the ARC retain the right to inspect the premises during construction, and a post-construction, **as-built survey** must be submitted and reviewed by the ARC.

ARCHITECTURAL REVIEW COMMITTEE CHECKLIST

	<u>Approved/OK</u>	<u>NA</u>
1. Application is in compliance with setbacks listed in the Declaration of Condominium Exhibit E	()	()
2. Copy of most recent survey attached	()	()
3. Construction plan by licensed FL Architect attached	()	()
4. Landscape plan by license FL Architect attached (if applicable)	()	()
5. No wall or fence along front and rear building lines	()	()
6. Application complies with septic tank restrictions; not Allowed beyond the applicable building lines	()	()
7. Minimum pitch of 6/12 for straight-line roofs on at least 80%	()	()
8. No carports; detached garages are not allowed unless behind the main house; garage do not face the street	()	()
9. Two copies of plans delivered to Ginger Mendoza, ARC	()	()
10. Check for review fees to Kelly and Kelly attached	()	()
11. Signed information sheet for homeowner and contractor attached to package.	()	()

Plans approved _____ Conditionally Approved _____ Not Approved _____

Reason for Conditional Approval or Rejections

By: _____

Date _____