

**BLACKROCK HAMMOCK HOMEOWNERS ASSOCIATION, INC.  
ARCHITECTURAL REVIEW BOARD POLICIES & PROCEDURES**

**RECITALS:**

Be it known and referenced in all sections of this document the BLACKROCK HAMMOCK HOMEOWNERS Association, Inc. will heretofore be referenced as BH HOA; and BLACKROCK HAMMOCK ARCHITECTURAL REVIEW BOARD will heretofore be referenced as ARB for brevity purposes.

**GENERAL:**

In accordance with the Blackrock Hammock Homeowners Declaration of Covenants, Conditions, Restrictions and Easements (the "Declaration"), an Architectural Review Board has been established to review and approve all plans for residences or other improvements to be built in Blackrock Hammock. The ARB's purpose is to ensure the individual residences built at Blackrock Hammock and any future alterations or improvements thereto reflect a consistent overall quality level while allowing for an owner's individual taste, with regards to design, colors and material.

The ARB recommends that a qualified registered architect or a licensed builder prepare plans submitted.

Architectural review and approval is required for any improvement or structure of any kind, including without limitation, any building, dwelling, fence, wall, sign, site paving, grading, sewer, drain, disposal system, painting or alteration to the exterior of a Residence and appurtenances including garages, storage facilities, bath houses (including doors, windows, roof), installation of solar panels or other antennae, satellite dishes or receivers, solar devices, construction of fountains, ponds, swimming pools, screened enclosures, permanent play structures, Jacuzzis (Spas, Hot Tubs, etc.), additions of awnings, shelters, gates, basketball hoops, flower boxes, shelves and statues (above 18 inches) and all other improvements as outlined in Article VII, Section B, subsection 2 of the Declaration (collectively, the "Proposed Improvements"). Plans submitted to the ARB may be reviewed and approved by the ARB without a requirement to consult with an architect.

These ARB Policies and Procedures Guidelines have been approved and adopted by the Board of Directors of BH HOA.

**THIS ARB POLICY AND PROCEDURES GUIDE LINE IS DIVIDED INTO SECTIONS:**

Section 1.0: FEES & PERFORMANCE DEPOSITS SCHEDULES

Section 2.0: ARCHITECTURAL AND BUILDING GUIDELINES

Section 3.0: PROCEDURE FOR SUBMISSION AND APPROVAL FOR NEW CONSTRUCTION AND MAJOR ADDITIONS

3.1 SUBMITTAL FORM NEW CONSTRUCTION & MAJOR ADDITIONS

3.2 SUBMITTAL FORM NEW CONSTRUCTION & MAJOR ADDITIONS ARB NOTICE TO MEMBERS

3.3 ON-SITE CHECKLIST: During Construction

3.4 ON-SITE CHECKLIST: Checkout after Construction

Section 4.0: PROCEDURE FOR SUBMISSION AND APPROVAL FOR ALTERATIONS

4.1 SUBMITTAL FORM ALTERATIONS APPLICATION

4.2 SUBMITTAL FORM ALTERATIONS ARB AUTHORIZATION NOTICE TO MEMBERS

4.3 ON-SITE CHECKLIST: During Construction

4.4 ON-SITE CHECKLIST: Checkout after Alterations

Section 5.0: OTHER FORMS FOR ARB

5.1 ARB CASE SUBMITTAL REVIEW

5.2 ARB CASE INSPECTION REVIEW

5.3 OUTLINE: Process Information

5.4 CONTACT INFORMATION

**BLACKROCK HAMMOCK HOMEOWNERS ASSOCIATION, INC.  
ARCHITECTURAL REVIEW BOARD POLICIES & PROCEDURES**

**SECTION 1.0: SUBMISSION FEE & PERFORMANCE DEPOSIT SCHEDULE**

The following fee and deposit amounts have been adopted by the ARB and BH HOA. The ARB is authorized to set this Submission Fee & Performance Deposit Schedule under the, Article VII, Section B, subsection 3(a) of the Declaration.

Submission Fee & Performance Deposit checks must be submitted with plans and made payable to BLACKROCK HAMMOCK HOMEOWNERS ASSOCIATION. Submission packages and checks should be mailed or hand delivered to the ARB chairman, which may change for time to time. Submittal packages which are not complete or which are received without the required fees cannot be reviewed until all required information and fees have been received.

The ARB may charge an administrative fee to cover expenses. Changes to the Original submission may result in additional administrative fees.

<u>Type of Submittal</u>	<u>Submission Fee</u>
New Construction	<u>\$100.00</u>
Major Renovations/Additions	<u>\$50.00</u>
Minor Renovations	<u>\$0</u>

**Performance Deposit**

A Performance Deposit will be assessed for new construction only and each application shall be based on 1% of the building permit or contract estimate for the improvements if no building permit is required. In the case of all new construction, the deposit shall not be less than \$3,000.00 and not greater than \$5,000.00.

The balance of the Performance Deposit, less any amounts deducted for violations as provided herein and less actual costs to repair any damage, shall be returned upon request of the Builder or Owner after issuance of the Certificate of Occupancy or final inspection. It is the Builder or Owner's responsibility to make such request and provide evidence of completion of the project. Once requested, the refund shall be returned to the Builder or Owner, as appropriate, after all repairs have been made, if necessary, and all deductions have been calculated.

Major renovation categories:

- Additions/Renovations
- Pools/Screens
- Screen existing patio & flatwork concrete additions (not replacement screens)
- Fences, gates
- Flatwork concrete patio additions

Minor renovation categories:

- Landscaping/Ponds
- Fountains/Landscaping
- Tree Removal (6" diameter) (excludes diseased and damaged trees)
- Driveway refurbishing/refinishing
- Driveway Painting
- Driveway Replacement/Enlargement (pavers or concrete)
- Concrete walls & paver walkways
- Exterior Color Change

**In the event the ARB requires the services of an Attorney, Architect, Contractor, Civil Engineering or governmental organization to consult on submissions, the property owner requesting plan approval will be responsible for reimbursement to BH HOA for actual costs incurred. By submitting plans with the appropriate Submission Fee & Performance Deposit, the owner agrees to accept the charges and allow the actual costs incurred to be deducted from the Submission Fee & Performance Deposit. Any fees incurred in excess of the submission fee and Performance Deposit shall be the responsibility of the property owner. Commencement of construction shall not begin until all fees are reimbursed to the BH HOA.**

**BLACKROCK HAMMOCK HOMEOWNERS ASSOCIATION, INC.  
ARCHITECTURAL REVIEW BOARD POLICIES & PROCEDURES**

New Construction and Major Renovation/Additions often require review by an architect. Minor Renovations typically do not require review by an architect.

ARB members review plans and recommend approval or disapproval of the plan. Individual member's plan review results are tallied and a vote is made on the final action to be taken in accordance with the BH HOA Declarations and ARB Guidelines. Such vote is ruled by the simple majority method.

After plan approval and commencement of work, ARB members perform on-site inspections, both during and after construction. After on-site inspections, ARB members recommend to pass or fail the inspection. Individual member's inspection results are tallied and a vote is made on the final action to be taken in accordance with the BH HOA Declarations and ARB Guidelines. Such vote is ruled by the simple majority method.

Any requests shall be deemed disapproved if the BH ARB fails to issue written approval or disapproval within thirty (30) days of the proper submission of all required documentation.

## SECTION 2.0: ARCHITECTURAL AND BUILDING GUIDELINES

Portions of the following guidelines reflect the requirements set forth in the Declaration of Covenants, Conditions, Restriction and Easements. These guidelines are for the purpose of outlining the minimum requirements for residences in Blackrock Hammock as well as to assist owners in the design of their residences or major additions to their residences.

The evaluation of each submittal to the ARB appointed by the BH HOA Board of Directors relates to matters of judgment and taste, which cannot be reduced to a simple list of measurable criteria. It is possible a submission may meet all the criteria stated herein and not be granted approval if the ARB determines its overall impact is not consistent with the harmony and compatibility of development as can be reasonably inferred from the existing development within the community and pursuant to the governing documents of the community. The approval of an application for one Proposed Improvement shall not be construed as creating any obligation on the part of the ARB to approve applications involving similar designs for Proposed Improvements pertaining to different lots if subsequent information regarding safety and/or quality of the Proposed Improvement is discovered. The role of the ARB is to ensure that the overall quality level of the Blackrock Hammock community is maintained at the highest level possible while still allowing for each owner's individual taste in design, colors and materials.

### 1. **ARB Review**

The ARB will review each submittal and its plans, specifications, materials and colors to determine if the proposed improvement conforms to the standards and overall quality level of the Blackrock Hammock community. The ARB does not assume any responsibility or liability in assuring the structural soundness, capacity, design or compliance with any building codes, governmental laws, regulations or ordinances.

### 2. **Final Approval**

Subsequent to final approval by the ARB, the owner must begin construction within ninety (90) days or possibly forfeit all approvals. In this circumstance, upon sole decision of the ARB, the owner may have to resubmit for approval.

### 3. **Owner's/Builder's Requirements**

- a. All job sites shall be kept in a neat and orderly condition every day. All construction sites shall have one "Port-o-Let" type bathroom facility and one dumpster-type receptacle for trash. If a lot becomes littered with trash and/or debris, the ARB may elect, without notice to the owner or builder, to clean the lot at its discretion. **A fee of \$100.00 will be deducted from the owner-supplied Performance Deposit for each occurrence.** The owner is expected to have the builder clean the street at the end of each week. The street will be cleaned of debris and dirt on an as needed basis, especially during the earliest stages of construction. The contractor will protect all drainage system facilities from damage due to silt or trash run-off, either on the street, or on the property, or onto neighbor(s) property, or the common property. **Damage to the Stormwater Management System caused by the project is the owner's responsibility to remedy to the satisfaction of the Association.**
- b. **Owners/Builders shall furnish a list of all subcontractors and material suppliers authorized to enter the community through the security gate. This is not an option.** Unauthorized personnel will be turned away at the gate. All owners and builders are required to post on the job site, and keep on record with the ARB, a 24-hour emergency telephone number and designate an individual as the builder's representative.
- c. **The owner assumes all liabilities for damages to common property, and/or adjacent private property caused by a contractor, subcontractor**

**BLACKROCK HAMMOCK HOMEOWNERS ASSOCIATION, INC.  
ARCHITECTURAL REVIEW BOARD POLICIES & PROCEDURES**

**or supplier.**

- d. All exterior work is prohibited on SUNDAYS and all other days after sunset. A \$100 fee may be withheld from the Owner's Performance Deposit for each continued violation. Exceptions may be considered by the ARB.
- e. No signs shall be erected except as specifically approved by the ARB. A standard permit/plan box attached to one 6'-8" x 4" x 4" pressured treated post may be used. It must have posted on the box the builder's name and an emergency telephone number.

**4. Size and Height**

All single family residences shall have a minimum square footage of heated and cooled living space as noted below. This space shall not include garages, terraces, decks, open porches and like areas.

- a. Single-story 2,200 sq.ft. minimum
- b. No structure shall exceed 35' in height as measured by the average elevation of the lot corners unless specifically approved by the ARB.
- c. Fascia height minimum 9' secondary rooms; 12' on entry feature.

**5. Building setbacks from property line**

Front yard or side yard adjoining a street 40 feet Rear  
yard 20 feet

Side yard adjoining another yard 10 feet\*

\*or 15' from existing home if existing home is 10' from shared property line.

**6. Building elevations and foundation**

The minimum finished floor elevation must meet or exceed that which appears on the county approved engineering plan as available through the Nassau County Building Permits office. Under no circumstances should the actual elevation be more than one foot (1') above the elevation, which appears on the County approved engineering plans without written consent from the ARB.

*(For the below referenced items refer to the BH HOA Declaration document pages 24-28 for additional guidance on what is acceptable or not acceptable.)*

**7. Exterior wall finishes and colors**

Recommended exterior finishes include stucco, brick, natural stone or hardiboard type cementitious siding. It is strongly recommended when utilizing wood siding that the siding be used as a compliment material and not the major component. ALL MATERIALS, TEXTURES AND COLORS MUST BE SUBMITTED AND APPROVED BY THE ARB. The uses of earth tones are recommended. Exposed concrete block and concrete brick walls are not acceptable. Concrete block can be used for the foundation wall with stucco covering or an approved heavy textured coating. Block may also be used on the walls and must be covered with stucco or other ARB-approved material.

**8. Windows and doors**

Windows should be carefully proportioned and located to enhance both the exterior appearance and interior light quality and views. Windows and doors should be of size and quantity to balance exterior walls and house massing. Aluminum window and door frames are to have anodized aluminum, vinyl or painted finishes. Natural color aluminum finishes are not acceptable. The use of French doors in lieu of sliding glass doors is highly recommended.

**BLACKROCK HAMMOCK HOMEOWNERS ASSOCIATION, INC.  
ARCHITECTURAL REVIEW BOARD POLICIES & PROCEDURES**

**9. Roofs**

Minimum roof pitch will be 6/12. No flat roofs. Approved roof materials are:

- Cement tile manufactured for maximum density and resistance to moisture.
- Cedar shingles sawed or hand split.
- Asphalt/fiberglass architectural grade shingles of a quality of not less than a 25-year warranty, fungus-resistant.
- Clay tile either barrel or flat especially manufactured for maximum density and resistance to absorption. Textures and colors in the earth tone range.
- Natural slate or approved cement fiber slate.
- Copper roofs allowed.

If sheet metal for roof valleys flashings, drips, downspouts, gutters, etc., is other than copper material, it shall be painted to blend with shingles. All roof accessories, such as vent stacks and roof vents, shall be painted to match roof color. The use of solar energy providing devices (active and/or passive) is subject to ARB approval.

**10. Garages and driveways**

All garages shall have a minimum width of 20 feet and a minimum length of 20 feet exclusively for vehicles. All garages must have a single overhead door with a minimum door width of 16 feet for a two-car garage (as applicable). Minimum driveway width is 16 feet narrowing to approximately 12 feet at the street interface point. For garages with more than 2 car capacity, please see Article VII, Section B(4)(d) of the Declaration for specific requirements. All garage doors must be electronically operated and remain closed when not in use. Front entry garages are prohibited unless specifically approved by the ARB. Driveways shall be paved with a hard surface such as concrete, patterned and/or colored concrete, brick pavers or exposed aggregate concrete. Driveways shall be constructed in a way as to not restrict or impede the designed flow of drainage water. Use of accent patterns utilizing pavers or colored concrete is recommended. A six-inch wide trowel picture frame band may be used in place of color accent pavers. Smooth broom finish with no accent pavers or bands prohibited. Certain colored concrete strategies that result in the driveway becoming a focal point are prohibited.

**11. Permanent games, play structures & Jacuzzis (Spas, Hot Tubs)**

All basketball backboards, tennis courts and play structures shall be located at the rear of the dwelling and not be visible from the street or on the inside portion of a corner lot within the setback lines. No platform, doghouse, tennis court, playhouse, Jacuzzi or structure of similar kind or nature shall be constructed on any part of a lot located in front of rear line of residence constructed thereon and shall be constructed so as to not adversely affect the adjacent lots or the use thereof. Any such structure must have prior approval of the ARB and without limiting any other criteria for approval; the ARB shall review the height of such structure to assure the privacy of neighboring owners.

**12. Landscaping and Irrigation**

Minimum landscape requirements are as follows:

- a. The entire cleared portion of the lot (minimum of 140') must have 100% coverage by an underground irrigation system. (Entire irrigation system must be shown on landscape plan). However, exceptions are storm water mgm't systems already planted with Bahia grass.
- b. City required backflow must be located on side of house in plant bed and screened from view. (if applicable)
- c. Provide sod at all cleared portions of lot (minimum of 140'); St. Augustine, florotam or Bermuda. (see A above)
- d. Screen all pool equipment, etc., with plant material or walls (same material as house).
- e. Provide a continuous row of three-gallon plants along entire perimeter of the

**BLACKROCK HAMMOCK HOMEOWNERS ASSOCIATION, INC.  
ARCHITECTURAL REVIEW BOARD POLICIES & PROCEDURES**

home, (if applicable).

- f. All plants to be Florida #1 grade or better.
- g. Use only plants and trees native to the area.
- h. Mulch all beds.
- i. Provide the following minimum number of plants and trees also meeting the minimum size requirement:
  - 1) two (2) thirty gallon hardwood canopy trees
  - 2) two (2) fifteen gallon decorative trees
  - 3) one hundred twenty-five (125) three gallon plants
  - 4) ninety (90) one gallon plants
  - 5) two (2) fifteen gallon flowering trees required
- j. Any plant material, which dies or become unsightly after installation, must be replaced by approved plants within 30 days of installation or notification by the ARB.
- k. Any tree, which is dead or dying, must be removed prior to the ARB required builder Performance Deposit being refunded.
- l. The owner must contact the ARB when final grade has been established and prior to any landscape being installed. The lot will then be inspected by the ARB to ensure that proper drainage exists. If the builder fails to do this, the ARB will require a final survey of the lot before the builder Performance Deposit is refunded.
- m. Owner/builder is responsible to establish correct drainage.
- n. Landscape plan must show location of windows.
- o. Landscape plan must show pitch of driveway.
- p. Landscape plan must show all natural vegetation that will be incorporated into finished landscape scheme. All natural areas must be pine straw covered.

**13. Finish of exposed surfaces for terraces, entrances, open porches, steps, etc.**

Brick, natural stone, cast stone, cast-in-place textured gravel concrete; certain colored or stained cements are acceptable with prior approval. Where textured exposed concrete surfaces are used, it would be suggested to provide a border of brick, tile or some other appropriate material. Synthetic deck board is acceptable.

**14. Installation of concrete walks**

Excavate and compact sub grade to a smooth, unyielding surface conforming to required lines and grade. Form for concrete walks shall be wood or metal of straight lines, free of warps, and of sufficient strength to resist concrete pressure without springing. Use curved or flexible forms for all curved sections. Final thickness of concrete walks shall be no less than 3 5/8 inches. Place, consolidate, and strike off concrete to be required elevations and finish smooth with wood float. Provide tooled dummy groove contraction joints at intervals of 5 to 6 feet unless indicated otherwise. Slope walks away from the building and toward curbs and pavement a minimum of 1/8 inch per foot of width unless indicated otherwise.

**15. Fireplaces and chimneys**

Conventional masonry fireplaces and chimneys are preferred. Exposed masonry chimneys should not be less than 3' x 4' in size. It is preferred that the chimney top be designed so that the flue will be covered from the elements. A plan and section at a large scale should be shown of the conventional fireplace. A detail of the chimney top should be shown. Prefab metal fireplaces may be used in accordance with manufacturer's directions. Prefab metal flue chimneys must be constructed in accordance with manufacturer's recommendations. If the flue is exposed, then the chimney design and covering must be of a size, and material that is architecturally acceptable. The design of this chimney must substantially cover the prefab flue top from view. The chimney must be completely detailed to show type, style and size. Exposed spark arrestors will not be permitted. All chimneys must be finished with a chimney cap, painted to match roof color or trim color.

**16. Fencing, etc.**

**BLACKROCK HAMMOCK HOMEOWNERS ASSOCIATION, INC.  
ARCHITECTURAL REVIEW BOARD POLICIES & PROCEDURES**

Fencing, walls, screens, screened enclosures, privacy edges must be submitted for approval before installation. The drawing must show the site (lot survey), location of existing facilities, and location of proposed fencing, type or design of fence, dimensions and necessary detail. The fencing must consider the location and design of an adjacent existing fence. No solid or chain link fencing will be approved. All fencing must be of aluminum or wrought iron (painted black), or vinyl and not of solid facing such that the fence unduly restricts the view of others and be no greater than 6' in height. Fencing must begin at the back of the house and not extend forward.

**17. Service courts**

Every house must have a service court for outdoor HVAC equipment. The service courts are to be screened from view from roads and adjacent properties by a screening wall at least four feet (4') high. No window or wall air conditioning unit will be permitted. Wall material is to be consistent with color and materials used on the house. Chain links fencing or lattice fencing is not permitted. The interior of service courts is to be paved with a hard surface material.

**18. Freestanding structures**

Any freestanding structure contemplated for a property such as a pavilion, gazebo, platform, playhouse, storage room, cabana, etc., must be submitted for approval with the required drawings and information. Approval will be granted only upon the merit of the structure and desirability for the neighborhood. Free-standing structures are not permitted except in some very limited circumstances and at the ARB discretion. Article VIII, Section N of the Declaration prohibits temporary structures such as a "shack, barn, shed or other out building."

**19. Signs and Mailboxes**

No sign will be allowed unless specifically approved by the ARB. For additional information reference the Declaration, page 30, section H. Further, notwithstanding the restrictions herein and in the Declaration, a parcel owner is permitted to display a sign of reasonable size that has been provided by a contractor for security services within 10 feet of any entrance to the home.

Pursuant to Article VII, Section B, subsection 4(q) of the Declaration, mailboxes must be approved by the ARB. Replacement of existing mailbox with like mailbox will not require ARB approval. New mailboxes shall be similar in construction, material, design and appearance to existing mailboxes within the community. The ARB may select a contractor to provide mailboxes that are similar in nature and meet the basic construction, material, design and appearance as already existing in the community.

**20. Satellite dishes and above ground pools**

Satellite dishes that are less than one (1) meter in diameter are permitted without ARB approval. Members should attempt, were possible, to place them out of view from the street. Above ground pools are not permitted.

**21. Garbage containers, electrical meter boxes**

All garbage containers shall be shielded and hidden so that they are not visible from the street or adjacent property or golf course. Screening will include approved wall or landscaping.

All electric meter boxes shall be shown on the submittal. Meter boxes shall be located on the side of each house and shall be built into the wall system or enclosed in a boxed design acceptable to the ARB. No exposed conduit shall be visible.

**22. Swimming pools**

Any swimming pool to be constructed on any lot shall be subject to the requirements of



**BLACKROCK HAMMOCK HOMEOWNERS ASSOCIATION, INC.  
ARCHITECTURAL REVIEW BOARD POLICIES & PROCEDURES**

the ARB, which include, but are not limited to the following:

- a. All pools must be either fenced in or enclosed by a screen enclosure.
- b. Composition to be of material thoroughly tested and accepted by the industry for such construction.
- c. Reserved.
- d. No screening of pool areas may extend beyond a line extended and aligned with sidewalls of the dwelling unless approved by the ARB.
- e. Pool screening may not be visible from the street in front of the dwelling except on a corner lot unless approved by the ARB.
- f. Pool service equipment, pumps, pipes and the like should be hidden or blocked in view from the street view of the applicable house.
- g. Solar heating hardware placed on the roof must be placed so as not to be visible from the street. This solar heat collection hardware placement must be included in the submission for the ARB approval. Adding solar heating after installation of a pool and/or water heating systems requires ARB approval.
- h. Any lighting of a pool or other recreation area shall be designed to utilize a buffer to shield neighboring homes from the light.

**23. Sight distance at intersection**

No fence, wall, hedge or shrub planting which obstructs sight lines and elevations between two (2) and six (6) feet above the roadways shall be placed or permitted to remain on any corner lot within the triangular area formed by the street property lines and a line connecting them at points twenty-five (25) feet from the intersection line.

**24. Waiver of Architectural Planning Criteria**

The Architectural Planning Criteria set forth herein are intended as guidelines to which adherence shall be required of each Owner in the community, provided, however, the ARB shall have the express authority to waive any requirement set forth herein if, in its opinion, it deems such waiver in the best interest of the property and the deviation requested is compatible with the character of the property. A VARIANCE shall be evidenced by an instrument signed and executed by the ARB upon approval by a majority of its members. VARIANCE guidelines are set forth in Article VII, Section B, subsection 3(e) of the Declaration.

Members shall submit a letter with the application acknowledging that it is understood that their request requires an ARB VARIANCE. The letter should address the item requiring a VARIANCE and the reasons for the requested VARIANCE. This helps the process, keeps expenses down and will result in a timely ARB response to the submission for the improvement or alteration. Guidelines for granting a VARIANCE are set forth in Article VII, Section B, subsection 3(e), of the Declaration.

**25. Streets**

Streets must be kept clean and free of any accumulated sand or dirt that may occur during construction. If the ARB notifies an owner and builder, through the management company, of a problem requiring clean-up and the owner and builder fails to comply within 24 hours, the ARB may elect to have the affected street cleaned with all cost being deducted from the owner's and/or builder's Performance Deposit.

**26. Water or Electricity**

Under no circumstances can a builder or subcontractor obtain water or electricity from an adjacent home without permission. A \$200.00 fine will be withheld from the owner's/builder's Performance Deposit for each violation, in addition to reimbursement to the property owner.

**27. Pets**

**BLACKROCK HAMMOCK HOMEOWNERS ASSOCIATION, INC.  
ARCHITECTURAL REVIEW BOARD POLICIES & PROCEDURES**

Under no circumstances shall a contractor, subcontractor be allowed to have a pet of any kind on a job site. It will be the builder's responsibility to ensure this does not happen. The ARB has the authority to deny access to any contractor, subcontractor that continues to violate the rules.

**28. Speeding**

Speeding within Blackrock Hammock Community will be strictly enforced by the homeowners. Contractors and/or Subcontractors caught speeding is the responsibility of the owner. A \$100.00 fine will be deducted from the owner's Performance Deposit for each violation.

**29. Music**

Loud music will not be tolerated on any job site. Contractors and/or Subcontractors in violation will be asked to leave the property.

**30. Final Inspection and During Construction Inspections**

It will be the owner's and or builder's responsibility to call the office of the Chairperson of the BH HOA ARB to schedule a final on-site inspection of a finished home, improvement or alteration.

Throughout the construction period, the ARB and or management company conducts frequent site inspections. The purpose is to assure the Association that the site is being kept clean and safe, as well as the construction is in accordance with what the ARB approved.

**31. Temporary Electric Pole**

The temporary electric pole must have the electrical contractor's name clearly visible on the pole. Pole must be removed prior to final inspection.

**32. Damage**

The Owner is responsible for any damage to the Stormwater Management System, adjoining properties, all street, curb, gutters and street lights, which may occur during construction. The ARB will inspect all properties to ensure no damage exists prior to construction beginning, during construction and at the checkout inspection.

**33. Improvements**

No improvements may begin prior to the ARB granting approval. This includes lot clearing or filling. Storage of building materials while allowing the fill to settle is not allowed. The owner must ensure that building begins when materials are delivered.

In addition, if the owner does not commence the project within ninety (90) days of ARB approval, the member should consider it a forfeiture of all previous approvals and fees. The owner must submit for an extension in writing prior to the end of the ninety (90) days with the reason for the extension listed. The timing of this request should be on the agenda of the ARB meeting scheduled before the expiration of the ninety (90) days.

Further, once construction is commenced, it shall be completed within 12 months unless an extension in writing is requested prior to the 12 month period with the reason for the extension for completion listed. The timing of this request should be on the agenda of the ARB meeting scheduled before the expiration of the 12 month period. This provision to ensure that development progresses in a timely manner and ensures the least amount of disruption to surrounding neighbors and the community as a whole.

**SECTION 3.0:  
PROCEDURE FOR SUBMISSION AND APPROVAL OF NEW CONSTRUCTION AND MAJOR  
ADDITIONS**

(See Section 4.0 for all other improvements/alteration)

**BLACKROCK HAMMOCK HOMEOWNERS ASSOCIATION, INC.  
ARCHITECTURAL REVIEW BOARD POLICIES & PROCEDURES**

Owner's submission to the ARB, is a one-stop procedure involving the submission of two (2) complete sets of plans to include actual samples of materials and colors, two (2) completed application (signed by the owners/members) and the required Submission Fee and/or Performance Deposit checks. The ARB will approve or disapprove the application for the proposed improvement within thirty (30) days of submission. Failure of the ARB to respond within thirty (30) days does not constitute an approval by the ARB. No construction or land preparation of any kind should commence until final ARB written approval has been received. The ARB will be guided in the approval process by complying with all architectural planning criteria in the ARB Policies and Procedures Guidelines and the Declaration.

A major addition characteristic include, but are not limited to, adding structural changes to the heated and air conditioned square footage or adding to the under-roof structure of the home. Freestanding or unattached buildings from the house are approved by the ARB. Major additions shall comply with all architectural planning criteria in the BH HOA Declaration found in the Policies and Procedures Guidelines.

**REQUIRED FOR REVIEW:** (2 Complete set of all plans required).

1. Plot Plan at 1"=20' showing the following information:
  - a. Location of house showing all property lines, easements, setbacks and restriction lines, driveways, walkways, public sidewalk, pools, fences, walls, terraces, patios, drainage plan and roadways, and flood zone category, if applicable.
  - b. Basic dimensions to be noted.
  - c. Locate all existing trees of 6" diameter or larger. This includes pine trees.
  - d. Show grade elevations at each corner of lot along with that of the drainage swales.
  - e. Show location of existing homes on adjoining properties.
  - f. Show correct drainage as indicated in the St. John's River Management Plan.
  - g. Complete exterior lighting plan including landscape lighting. (Exterior lighting must be shielded from adjacent property.)
2. Floor plans at 1/8" or 1/4" scale with dimensions
3. Exterior elevations at 1/8" or 1/4" scale. Show all elevations (4).
  - a. Show all exterior material.
  - b. Note type, size and materials of all openings.
  - c. Roof pitch, type and quality of roof covering material. (Minimum 25-year "architectural grade" fungus resistant shingle is required).
  - d. Doors, windows, fences, mechanical equipment, and screening of mechanical equipment from view with a solid wall.
  - e. All windows must have accent bands or shutters.
4. Typical wall section at a scale not less than 1/2"=1'.
5. Estimated construction cost.
6. Estimated total landscape cost to be broken down into the following categories:
  - a. Irrigation
  - b. Sod
  - c. Plant Material (list must show quantities)
7. Accurate perspective view in black and white, or color, of front elevation is desired but not mandatory.
8. Two checks need to be submitted – one for the Submission Fee and one for Performance Deposit. All checks should be made payable to BLACKROCK HAMMOCK HOMEOWNERS Association.
9. Submittals should be mailed or delivered to the ARB chairman.
10. A landscape plan prepared by a licensed landscape architect is preferred or reputable landscape company minimal. It must show location, quantity, sizes, and species of all plants, trees, shrubs, and ground cover proposed. Plans to be at scale of 1"=10'. Show

**BLACKROCK HAMMOCK HOMEOWNERS ASSOCIATION, INC.  
ARCHITECTURAL REVIEW BOARD POLICIES & PROCEDURES**

driveways, sidewalks, patios, existing trees of 6" diameter or larger, plant material, surface material and irrigation system. Provide list of plants showing type, quantity, size, height, spacing and cost estimate. For minimum landscape requirements, please refer to Page 6, Landscape and Irrigation.

The landscape plan must reflect the lot's corner elevations found in the St. John's River Management Plan and or the Plot Plan. The plan includes information related to easements through the lot and that information must be included. Lastly, the house and or addition's corner elevation must be provided, along with any drainage swales.

11. **Actual samples of roof shingle, brick, stone, stucco, coquina, mortar or other materials must be submitted. Paint or stain for exterior to be submitted in actual exterior material or submitted from manufacturer's chips or cards. Since these samples are bulky, they should be submitted in a size to carry and submit to the home office of the Chair of the ARB. If the Chair of the ARB has any interest in the project being considered, the samples shall be submitted to the home office of the President of the BOA who shall deliver the samples to the appropriate ARB member.**

BLACKROCK HAMMOCK HOMEOWNERS ASSOCIATION, INC.  
ARCHITECTURAL REVIEW BOARD POLICIES & PROCEDURES

SECTION 3.1:  
SUBMITTAL FORM NEW CONSTRUCTION & MAJOR ADDITIONS

**NOTE: Incomplete applications will be rejected. Please complete in its entirety.**

1. Lot #: \_\_\_\_\_ Street Address: \_\_\_\_\_
2. Owner: \_\_\_\_\_ Telephone: \_\_\_\_\_  
Address: \_\_\_\_\_
3. Builder: \_\_\_\_\_  
Address: \_\_\_\_\_
4. Contact Name: \_\_\_\_\_ Telephone: \_\_\_\_\_
5. Landscape Architect: \_\_\_\_\_  
Contact Name: \_\_\_\_\_ Telephone: \_\_\_\_\_

**Submittal Information**

6. Date of Submittal: \_\_\_\_\_
7. Square footage of heated & cooled space: \_\_\_\_\_
8. Roof Pitch (minimum 6/12): \_\_\_\_\_
9. Finished floor elevation: \_\_\_\_\_
10. Garage (number of cars: minimum 2; maximum 4): \_\_\_\_\_
11. Estimated construction cost: \_\_\_\_\_
12. Pool to be included: yes \_\_\_\_\_ no \_\_\_\_\_
13. Other structure: yes \_\_\_\_\_ no \_\_\_\_\_  
If yes, explain: \_\_\_\_\_
14. Construction materials and colors:
  - A. Roofing material: \_\_\_\_\_
  - B. Color: \_\_\_\_\_
  - C. Exterior material:  
Brick: \_\_\_\_\_  
Stucco: \_\_\_\_\_  
Other: \_\_\_\_\_  
Describe Other: \_\_\_\_\_
  - D. Exterior body color: \_\_\_\_\_
  - E. Exterior trim color: \_\_\_\_\_
  - F. Exterior accent color (doors, etc.): \_\_\_\_\_
  - G. Fascia material: \_\_\_\_\_
  - H. Window material/type: \_\_\_\_\_
  - I. Color: \_\_\_\_\_
  - J. Driveway material: \_\_\_\_\_
  - K. Accent: \_\_\_\_\_
15. Garage entry: Side: \_\_\_\_\_ Courtyard: \_\_\_\_\_

DATE: \_\_\_\_\_

OWNER'S SIGNATURE: \_\_\_\_\_

Note: SEE ARCHITECTURAL REVIEW BOARD POLICIES & PROCEDURES GUIDELINES FOR COMPLETE SUBMISSION REQUIREMENTS AND APPROVAL PROCESS INFORMATION.

**BLACKROCK HAMMOCK HOMEOWNERS ASSOCIATION, INC.  
ARCHITECTURAL REVIEW BOARD POLICIES & PROCEDURES**

THE ARB & Board of Directors, in the information below, provides key information to ensure each member finds the ARB approval process as businesslike as possible:

The accompanying application form above must be completed, and must be signed by all owners of the property. Please review the Declaration of Covenants, Conditions and Restrictions and the ARB Guidelines for a complete description of your responsibilities regarding ARB requirements and the submittals process. Following the requirements will ensure there are no difficulties in receiving approval.

If you are aware that your project is not in compliance with the architectural planning criteria, please provide a letter to the ARB in your submittal indicating the item(s) that are non-compliant and provide your justification for the ARB considering a "VARIANCE" of the requirement. Guidelines for granting a VARIANCE are set forth in Article VII, Section B, subsection 3(e), of the Declaration.

Action (Original + copy), accompanying documentation (Original + copy) and SAMPLES, if any.

Members are encouraged to attend ARB meetings when their submittal is on the agenda. The Architectural Review Board will act upon your application at their next scheduled meeting.

When your application is acted upon, a properly executed copy of your submittal form will be returned to you. The Architectural Review Board has up to thirty (30) days, after submission and acceptance of your request to respond. Please keep this in mind when applying for an alteration. Under no circumstances is any alteration to begin without the proper written approval of your Association; this includes alterations to the land or property and tree removal.

Incomplete applications will be rejected and returned to the owner. Article VII, Section B, subsection 3(d) of the Declaration provides, "Disapproval by the ARB may be appealed to the Board of Directors of the Association, and the determinations of the Board of Directors shall be dispositive." Rejections for failure to submit a complete application shall not be considered disapproval by the ARB.

BLACKROCK HAMMOCK HOMEOWNERS ASSOCIATION, INC.  
ARCHITECTURAL REVIEW BOARD POLICIES & PROCEDURES

**SECTION 3.2:**  
**SUBMITTAL FORM NEW CONSTRUCTION & MAJOR ROOM ADDITIONS ARB NOTIFICATION TO MEMBERS**  
**To be completed by ARB**

- A. Date received: \_\_\_\_\_  
B. Date approved: \_\_\_\_\_  
C. Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Notes: Incomplete applications will be rejected and returned to the owner.**

These plans have been reviewed for the limited purpose of determining the harmony and compatibility of the plans with the community and in conjunction with deed restrictions of your community. These plans are approved on a limited basis. No review has been made with respect to functionality, safety, and compliance with governmental regulations or otherwise and no reliance on this approval should be made by any party with respect to such matters. The approving authority expressly disclaims liability of any kind with respect to these plans, the review hereof, or any structures built pursuant herein, including, but not limited to, liability for negligence or breach of express or implied warranty.

The following applies to the construction of pools, screens and room additions:

This approval concerns only your architectural and/or landscape plans. You are still responsible to obtain whatever easements, permits, licenses and approvals, which may be necessary to improve the property in accordance with the approved plans. This approval must not be considered to be permission to encroach on another property owner's rights to use and enjoy all possible property rights. Approval of the plans does not constitute a warranty or representation by the Architectural Review Board or any developer or landowner that the proposed improvements will be consistent with the development plans of any other landowner.

In addition, this approval does not in any way grant VARIANCES to, exceptions, or deviations from any setbacks or use restrictions unless a specific letter of VARIANCE request is submitted and a specific letter of "VARIANCE Approval" is issued by the party entitled to enforce such setbacks or restrictions. This approval does not constitute approval of any typographical, clerical or interpretative errors on the submitted plans.

Compliance with all applicable building codes is the responsibility of the general contractor and the owner and not that of the Architectural Review Board or any developer. The owner is responsible for positive drainage during and after the construction of the lot. No water drainage is to be diverted to adjoining lots. The Owner is responsible for informing the primary contractor.

Compliance with all approved architectural and landscaping is the responsibility of the owner of legal record, and any change to the approved plans without the prior Architectural Review Board approval subjects these changes to disapprove and enforced compliance to the approved plans may result.

Notes: Incomplete applications will be rejected and returned to the owner.

Article VII, Section B, subsection 3(d) of the Declaration provides, "Disapproval by the ARB may be appealed to the Board of Directors of the Association, and the determinations of the Board of Directors shall be dispositive." Rejections for failure to submit a complete application shall not be considered disapproval by the ARB.

BLACKROCK HAMMOCK HOMEOWNERS ASSOCIATION, INC.  
ARCHITECTURAL REVIEW BOARD POLICIES & PROCEDURES

**During Construction both New &/or Alteration**

(Applicable to all projects)

PROJECT NAME: \_\_\_\_\_

Date/Time of Inspection: \_\_/\_\_/\_\_\_\_: \_\_AM or PM (Circle one)

Inspector(s): \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_

LETTER RECOMMENDED: YES NO-Items: \_\_1, \_\_2, \_\_3, \_\_4, \_\_5, \_\_6, \_\_7, \_\_8, \_\_9, \_\_10, \_\_11, \_\_12.

1. Builder posted on permit box: yes \_\_\_\_\_ no \_\_\_\_\_  
(Permits & ARB approval posted)
2. Builder's contact number(s) posted on permit box: yes \_\_\_\_\_ no \_\_\_\_\_ (24 hours emergency contact name & # posted)
3. 20 yard dumpster (When applicable): NA \_\_\_\_\_ yes \_\_\_\_\_ no \_\_\_\_\_
4. Port-O-Let (When applicable): NA \_\_\_\_\_ yes \_\_\_\_\_ no \_\_\_\_\_
5. Temp pole clearly identified (When applicable): NA \_\_\_\_\_ yes \_\_\_\_\_ no \_\_\_\_\_
6. Job being kept clean, orderly and safe: yes \_\_\_\_\_ no \_\_\_\_\_ Explain  
(Pictures included: Yes \_\_\_\_ No): \_\_\_\_\_

Note:

Items 1-6 must be on job site after the lot is cleared and filled. If any of the above items 1-6 are not present prior to construction, \$75.00 will be deducted from the builder's Performance Deposit per week after the builder has been notified.

7. Street & sidewalk clean: yes \_\_\_\_\_ no \_\_\_\_\_ Explain  
(Pictures included: \_\_\_\_ Yes \_\_\_\_ No): \_\_\_\_\_

8. Street &/or sidewalk damaged: yes \_\_\_\_\_ no \_\_\_\_\_ Explain  
(Pictures included: \_\_\_\_ Yes \_\_\_\_ No): \_\_\_\_\_

9. Stormwater Management System damaged: yes \_\_\_\_\_ no \_\_\_\_\_ Explain  
(Pictures included: \_\_\_\_ Yes \_\_\_\_ No): \_\_\_\_\_

10. Neighbor's property adversely effected or damaged: yes \_\_\_\_\_ no \_\_\_\_\_

11. Current Worker's List provided to Gate: yes \_\_\_\_\_ no \_\_\_\_\_

12. Current Worker's List provided to the ARB (Mgt Co.): yes \_\_\_\_\_ no \_\_\_\_\_

During Construction Checklist: page 1 of 2



BLACKROCK HAMMOCK HOMEOWNERS ASSOCIATION, INC.  
ARCHITECTURAL REVIEW BOARD POLICIES & PROCEDURES

**During Construction both New &/or Alteration (Continued)**

(Applicable to all projects)

**PROJECT NAME:** \_\_\_\_\_  
**Date of ARB Actions:** \_\_\_\_/\_\_\_\_/\_\_\_\_

**ARB & Management Company Actions:**

ITEMS 1-6:

Notification to owner of the applicable item(s) that is (are) missing:  Yes  No Item(s):  1,  2,  3,  4,  5,  6

Management company, if any, or ARB post to Performance Deposit balance a \$75 deduction per week for each week the situation is not remedied:  Yes  No

**LOT CLEANUP:**

Notification to owner that ARB will have Lot cleaned:  Yes  No

Management Company or ARB to contract Lot Cleanup:  Yes  No

Date of ARB clean up: \_\_\_\_\_ Actual Cost \$ \_\_\_\_\_

Notification to owner that \$250 for lot cleanup has been deducted from Performance Deposit:  Yes  No

**COMMON PROPERTY DAMAGE:**

Notification to owner of the specific damages:  Yes  No

Items:  Sidewalks,  Street,  Stormwater Management System,  Street lights,

Other: \_\_\_\_\_

Regarding streets, ARB orders cleanup and notification and billing to the Owner:

YES  NO if yes, COSTS BILLED \$ \_\_\_\_\_

Management company or ARB post notification and responses to Case folder for use during Checkout

Inspection:  Yes  No

**NEIGHBOR(S) PROPERTY DAMAGE:**

Notification to owner of the specific damages:  Yes  No

Damages: \_\_\_\_\_

Management company, if any, or ARB post notification and responses to Case folder for use during Checkout

Inspection:  Yes  No

**Inspection Results to:**  ARB Chairperson or  Management Company, if any

**ARB Actions:**

ARB Minutes

Management Company

Copy in Case Folder

During construction checklist: page 2 of 2

BLACKROCK HAMMOCK HOMEOWNERS ASSOCIATION, INC.  
ARCHITECTURAL REVIEW BOARD POLICIES & PROCEDURES

**Checkout After New Construction &/or Major Additions**

**PROJECT NAME:** \_\_\_\_\_

**Inspector(s):** \_\_\_\_\_

**Date/Time of Inspection:** \_\_\_\_/\_\_\_\_/\_\_\_\_ : \_\_\_\_ AM or PM (Circle one)

**Note: When applicable (WA) Not applicable (NA)**

1. House or addition complete: yes \_\_\_\_\_ no \_\_\_\_\_
2. All trash removed: yes \_\_\_\_\_ no \_\_\_\_\_
3. Curb damaged: yes \_\_\_\_\_ no \_\_\_\_\_
4. Road damaged: yes \_\_\_\_\_ no \_\_\_\_\_
5. Temp electric pole removed (WA): N/A \_\_\_\_\_ yes \_\_\_\_\_ no \_\_\_\_\_
6. Dumpster removed (WA): N/A \_\_\_\_\_ yes \_\_\_\_\_ no \_\_\_\_\_
7. Builder's Box removed (WA): N/A \_\_\_\_\_ yes \_\_\_\_\_ no \_\_\_\_\_
8. Driveway finish accepted (WA): N/A \_\_\_\_\_ yes \_\_\_\_\_ no \_\_\_\_\_
9. Sidewalk installed (WA): N/A \_\_\_\_\_ yes \_\_\_\_\_ no \_\_\_\_\_
10. Chimney capped (WA): N/A \_\_\_\_\_ yes \_\_\_\_\_ no \_\_\_\_\_
11. Road clean (WA): N/A \_\_\_\_\_ yes \_\_\_\_\_ no \_\_\_\_\_
12. Roof vents, plumbing pipes, eavesdrip, flashing etc., painted (WA): \_\_\_\_\_  
N/A \_\_\_\_\_ yes \_\_\_\_\_ no \_\_\_\_\_
13. All cleared portions of lot sodded (WA): N/A \_\_\_\_\_ yes \_\_\_\_\_ no \_\_\_\_\_
14. Backflow properly screened and near house: N/A \_\_\_\_\_ yes \_\_\_\_\_ no \_\_\_\_\_
15. Paint color as approved (WA): N/A \_\_\_\_\_ yes \_\_\_\_\_ no \_\_\_\_\_
16. Landscape requirements -new homes: N/A \_\_\_\_\_ yes \_\_\_\_\_ no \_\_\_\_\_
  - a. 100% irrigation coverage: yes \_\_\_\_\_ no \_\_\_\_\_
  - b. Two (2) 30-gallon hardwood trees yes \_\_\_\_\_ no \_\_\_\_\_
  - c. Two (2) 15-gallon decorative trees yes \_\_\_\_\_ no \_\_\_\_\_
  - d. 125 3-gallon plants yes \_\_\_\_\_ no \_\_\_\_\_
  - e. Ninety (90) 1-gallon plants yes \_\_\_\_\_ no \_\_\_\_\_
  - f. Two (2) 15-gallon specialty trees yes \_\_\_\_\_ no \_\_\_\_\_
  - g. All beds mulched: yes \_\_\_\_\_ no \_\_\_\_\_
  - h. Drainage problems: yes \_\_\_\_\_ no \_\_\_\_\_  
If yes, location: \_\_\_\_\_
  - i. Pool equipment screened (WA): N/A \_\_\_\_\_ yes \_\_\_\_\_ no \_\_\_\_\_
  - j. Continuous row of 3 gallon plants around the house: N/A \_\_\_\_\_ yes \_\_\_\_\_ no \_\_\_\_\_
17. Landscape requirements-major addition: N/A \_\_\_\_\_ yes \_\_\_\_\_ no \_\_\_\_\_
  - a. Continuous row of 3 gallon plants around the addition: yes \_\_\_\_\_ no \_\_\_\_\_
  - b. 100% irrigation coverage: yes \_\_\_\_\_ no \_\_\_\_\_
  - c. All beds mulched: yes \_\_\_\_\_ no \_\_\_\_\_
  - d. Drainage problems: yes \_\_\_\_\_ no \_\_\_\_\_  
If yes, location: \_\_\_\_\_
18. All Landscaping complete: yes \_\_\_\_\_ no \_\_\_\_\_
19. A/C equipment screened (WA): N/A \_\_\_\_\_ yes \_\_\_\_\_ no \_\_\_\_\_
20. Pool fenced or enclosed (WA): N/A \_\_\_\_\_ yes \_\_\_\_\_ no \_\_\_\_\_
21. Driveway width (16 feet) (WA): N/A \_\_\_\_\_ yes \_\_\_\_\_ no \_\_\_\_\_
22. Correct pitch on driveway (WA): N/A \_\_\_\_\_ yes \_\_\_\_\_ no \_\_\_\_\_
23. Electrical meter side of house (WA): N/A \_\_\_\_\_ yes \_\_\_\_\_ no \_\_\_\_\_
24. Electrical box built into wall of house (WA): N/A \_\_\_\_\_ yes \_\_\_\_\_ no \_\_\_\_\_
25. Bands or accents on all windows (WA): N/A \_\_\_\_\_ yes \_\_\_\_\_ no \_\_\_\_\_
26. Damage to adjoining properties: yes \_\_\_\_\_ no \_\_\_\_\_
27. Lot cleared of any dead or dying trees: yes \_\_\_\_\_ no \_\_\_\_\_
28. Water meter box damaged: yes \_\_\_\_\_ no \_\_\_\_\_
29. Water meter box at proper grade: yes \_\_\_\_\_ no \_\_\_\_\_
30. All survey stakes removed: yes \_\_\_\_\_ no \_\_\_\_\_
31. All builder-related trash in lake or woods removed: yes \_\_\_\_\_ no \_\_\_\_\_
32. All signs removed: yes \_\_\_\_\_ no \_\_\_\_\_
33. Outstanding fees, i.e. contractor speeding fines, clean-up fees, etc.: yes \_\_\_\_\_ no \_\_\_\_\_

BLACKROCK HAMMOCK HOMEOWNERS ASSOCIATION, INC.  
ARCHITECTURAL REVIEW BOARD POLICIES & PROCEDURES

Fee Amount(s) \_\_\_\_\_

Fee Total: \_\_\_\_\_

**APPROVED by ARB Inspectors: YES \_\_\_\_\_ NO \_\_\_\_\_**

**COMMENTS:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**HOMEOWNERS/MEMBERS OR REPRESENTATIVE:**

By: \_\_\_\_\_ Date: \_\_\_\_\_

Print Name: \_\_\_\_\_

By: \_\_\_\_\_

Print Name: \_\_\_\_\_

**BUILDER REPRESENTATIVE WITH INSPECTOR(S):**

By: \_\_\_\_\_ Date: \_\_\_\_\_

Print Name: \_\_\_\_\_

Company: \_\_\_\_\_

**ARCHITECTURAL REVIEW BOARD REPRESENTATIVE(S):**

By: \_\_\_\_\_ Date: \_\_\_\_\_

Print Name: \_\_\_\_\_

By: \_\_\_\_\_

Print Name: \_\_\_\_\_

**Adjusted Performance Deposit available for release to Owner(s): \$ \_\_**

Performance Deposit Adjustments:

Contractor's speeding fines: \$ \_\_\_\_\_ On-Site

During Construction failures:

Lot cleanup fees: \$ \_\_\_\_\_

Sunday work violations: \$ \_\_\_\_\_

Reimbursement for ARB street cleaning expenses: \$ \_\_\_\_\_

Unpaid balance - administrative expenses: \$ \_\_\_\_\_

Unpaid balance - damages to common property: \$ \_\_\_\_\_

Unpaid balance - special consulting fees to ARB: \$ \_\_\_\_\_

Inspector(s) Results to: ARB Chairman or Management Company, if any

- ARB Actions: \_\_\_\_\_ Consideration of the matter & include in the ARB Minutes  
\_\_\_\_\_ Copy in Submission Folder Actions: Letter of Performance Deposit Release  
\_\_\_\_\_ Letter; Checkout Rejection  
\_\_\_\_\_ Rejection/Failure Case Review to BOD

**BLACKROCK HAMMOCK HOMEOWNERS ASSOCIATION, INC.  
ARCHITECTURAL REVIEW BOARD POLICIES & PROCEDURES**

**SECTION 4.0:  
PROCEDURE FOR SUBMISSION AND APPROVAL OF ALTERATIONS**

(See Section 3.0 for new construction & major additions)

Owner's submission to the ARB, is a one-stop procedure involving the submission of two (2) complete sets of plans to include actual samples of materials and colors, two (2) completed application (signed by the owners/members) and the required Submission Fee if required and/or Performance Deposit checks. The ARB will approve or disapprove the application for the proposed improvement within thirty (30) days of submission. Failure of the ARB to respond within thirty (30) days **does not** constitute an approval by the ARB. No construction or land preparation of any kind should commence until final ARB approval has been received. The ARB will be guided in the approval process by complying with all architectural planning criteria in the Declaration found in ARTICLE VII, ARCHITECTURAL CONTROL, Book 1226, starting on page 799 and Article VIII, USE OF PROPERTY, Book 1226, starting on page 808.

Alterations and improvements to established home sites encompass many projects. Items to be reviewed by the ARB will include any improvement or structure of any kind, including without limitation, any building, dwelling, fence, wall, sign, site paving, grading, sewer, drain, disposal system, painting or alteration of a dwelling (including doors, windows, roof), installation of solar panels or other solar devices, construction of fountains, ponds, swimming pools, screened enclosures, permanent play structures, Jacuzzis (Spas, Hot Tubs), additions of awnings, shelters, gates, basketball hoops, flower boxes, shelves and statues (above 18 inches). Alterations shall comply with all architectural planning criteria in the BH HOA Policies and Procedures Booklet

An alterations submission requires a degree of judgment. Therein is the problem in that each alteration cannot be readily reduced to a list of measurable criteria. Regardless, the owner must provide the ARB with sufficient information so that the requested alteration can be evaluated for its overall harmony and compatibility of the plans with the community and in compliance with the Declaration. From the ARB's perspective, any alterations should be in keeping with the principle that is consistent with overall quality level of Blackrock Hammock Community while allowing for an owner's individual taste, with regards to design, colors and material. As such, members must be aware that approval of an application for alteration, in one case, **SHALL NOT BE CONSTRUED AS CREATING ANY OBLIGATION ON THE PART OF THE ARB TO APPROVE APPLICATIONS FOR SIMILAR ALTERATIONS TO A DIFFERENT LOT.**

The **SUBMITTAL FORM ALTERATIONS APPLICATION** lists the most common applications for alterations and provides for "OTHERS". This Section will cover requirements for those listed and items that might be addressed in the "Others" block. If your alteration is not addressed, contact the management company and discuss what is needed for your application.

If you are aware that your project is not in compliance with the architectural planning criteria, please provide a letter to the ARB in your submittal indicating the item(s) that are non-compliant and provide your justification for the ARB considering a "VARIANCE" of the requirement. Guidelines for granting a VARIANCE are set forth in Article VII, Section B, subsection 3(e) of the Declaration.

**REQUIRED FOR REVIEW, where applicable:**

**1. Item: Fences**

REQUIRED FOR REVIEW: (2 Complete sets plans required).

Sketch the location of the fence on copies of Lot's survey. Be aware of easements and property lines. Fences shall not come forward of the front corners of the house. Provide manufacture's information to include material, type or design, height and color. Fences are normally approved that are made of metal, painted black and no more than 6 feet high. **WIRE OR CHAIN LINK OR VINYL FENCES ARE PROHIBITED.**

Provide Information related to neighbor's existing fences, if applicable. Pictures are very helpful.

Fences to enclose pets permitted under the Declaration are to enclose the rear yard only. The electric fence does not require approval of the ARB. When considering an electric fence, owners should

**BLACKROCK HAMMOCK HOMEOWNERS ASSOCIATION, INC.  
ARCHITECTURAL REVIEW BOARD POLICIES & PROCEDURES**

appreciate that people walking in front of a house may not appreciate pets that come close to the sidewalk or street.

**2. Item: Walls**

**REQUIRED FOR REVIEW:** (2 Complete sets plans required).

Sketch the location of the wall on copies of Lot's survey. Be aware of drainage, easements and property lines. Walls shall not come forward of the front corners of the house, unless they are being used along driveways to divert drainage. In these cases the height of the wall is of great concern to the ARB.

Provide information to include material, type or design, height and color. Walls are normally approved that are made of the same material as the house and no more than 4 feet high. Walls may affect the drainage plan for the property and the neighbors. Provide information on the impact on the drainage as required in the Stormwater Management System for the LOT and those of effected neighbors. This information is available from the owner's construction package or from the management company in the form of your lot in the Stormwater Management System. Walls to enclose pets permitted under the Declaration are to enclose the rear yard only.

**3. Item: Pool Plan**

**REQUIRED FOR REVIEW:** (2 Complete sets plans required).

Provide a survey with a sketch of the pool's location. (All pools must be screened or fenced, landscaped and all plans must be submitted with pool, when applicable.)

Provide the screen enclosure plan and show the footprint on the survey. Include the material, color and elevation drawings against the house. The color of the house's windows and door frames must be included.

Provide the existing drainage plan for the Lot. Demonstrate that the pool's placement will not negatively impact the drainage plan for the lot.

Provide the information related to the fence in accordance with that section above.

Lighting cannot negatively impact the neighbors or traffic safety; it must be designed to buffer the surrounding neighbors from the light.

Provide a landscape plan for the fence or the screen covering the pool. (Often the contractor provides landscaping in the design, but the contract states that it is the owner's responsibility to provide the landscaping.)

**4. Item: Screened Patio, Screened Room or the addition of a Screened Room Plan**

**REQUIRED FOR REVIEW:** (2 Complete sets plans required). Provide a survey with a sketch of the patio/room's location

Provide the Additional screen enclosure plan showing dimensions of the new footprint. Include the material, color and elevation drawings of the screen structure against the house. The color of the houses' windows and doorframes must be included. Include the corner elevations for the new footprint of the alteration.

Provide the existing drainage plan for the Lot. Demonstrate that the new footprint's placement will not negatively impact the drainage plan for the lot found in the St. John's Water Management Plan.

Provide a landscape plan for the screen covering. (Often the contractor provides landscaping in the design, but the contract states that it is the owner's responsibility to provide the landscaping.)

**5. Item: Driveways**

**REQUIRED FOR REVIEW:** (2 Complete sets plans required).

Provide the survey with driveway shown and alterations, if applicable. Shown additional items planned such as wall, if applicable and provide required information listed in the applicable paragraph of this

**BLACKROCK HAMMOCK HOMEOWNERS ASSOCIATION, INC.  
ARCHITECTURAL REVIEW BOARD POLICIES & PROCEDURES**

Section. (Make it clear to the ARB if this is simply a resurfacing or replacing the existing driveway with pavers. If the situation is such that the footprint is not being changed, the survey is not required.)

Provide detailed information related to new driveway material, coverings, colors and designs. Samples will be very helpful.

Provide exterior house materials and colors. (Pictures would be appreciated.)

Provide information on any existing plant bed's border, if applicable. (Pictures are appreciated.)

Provide a landscape plan, if there are changes. (Often the contractor provides landscaping in the design, but the contract states that it is the owner's responsibility to provide the landscaping.)

If the driveway's footprint is being changed, provide the information to satisfy the requirements found in Architectural and Building Guidelines, Section 2 # 10. Garages and Driveways.

**6. Item: Exterior Colors Alterations (Includes new or re-roofing)**

REQUIRED FOR REVIEW: (2 Complete sets plans required).

This applies to the exterior paint colors, exterior finishes, roofing materials and roof colors. Attach color chip samples and denote body and trim colors to be altered. If siding materials are to be altered, refer to Architectural and Building Guidelines, Section 2, paragraph 8. [Exterior] finishes and colors, and provide construction material information.

Attach roof samples of re-roofing materials. Provide manufacture's roofing material's specifications. Refer to Architectural and Building Guidelines, Section 2, paragraph 10. Roof, for roofing materials information.

Provide the existing color schemes for exteriors and roofing.

**7. Item: Permanent Play Equipment (Includes Jacuzzi, Spas, Hot Tubs equipment)**

REQUIRED FOR REVIEW: (2 Complete sets plans required). Provide

Lot's survey with location of equipment marked.

Provide photo or brochure of play equipment (Natural colors-No plastic).

Provide proposed landscape plan, if applicable (Blocking with plants or trees should be proposed when the equipment can be viewed from the street).

Review Architectural and Building Guidelines, Section 2, paragraph 11. Permanent games, play structures and Jacuzzis (Spas, Hot Tubs)] when planning this submission.

**8. Item: Exterior lighting**

NO REQUIRED ARB REVIEW:

Landscape and house lighting is not reviewed by the ARB. Owners must ensure that exterior lighting is in keeping with the neighborhood and that it does not adversely affect neighbors or street traffic safety.

**9. Item: Solar Energy Equipment**

REQUIRED FOR REVIEW: (2 Complete sets plans required).

Provide information related to the type of equipment and information related to its appearance as it is installed on the roof. Provide information related to the location of the equipment based upon the house's roof plan developed during construction. (The ARB can, to the extent feasible, require that the certain allowable solar energy equipment be located so as not to be visible from the street.) Provide information on the location of the collection equipment on the ground and what is planned to cover the equipment from view.

**BLACKROCK HAMMOCK HOMEOWNERS ASSOCIATION, INC.  
ARCHITECTURAL REVIEW BOARD POLICIES & PROCEDURES**

**SECTION 4.1:  
SUBMITTAL FORM ALTERATIONS  
APPLICATION**

Date: \_\_\_\_\_

Owner's name: \_\_\_\_\_

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

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

Phone #: \_\_\_\_\_

VARIANCE requested: \_\_\_ Yes \_\_\_ No

If yes, letter must be attached.

_____	Fence Plan and Detail (Attach two copies of survey with fence location sketched onto it; denote type, height and color)	_____	Exterior Color Selections (Attach color chip samples, denote body, trim colors)
_____	Pool Plan and Detail (Attach two copies of survey with pool location sketched on it) *Note: All pools must be screened or fenced, landscaped and all plans must be submitted with pool.	_____	Screen Room or Addition (Attach two copies of survey showing footprint, color and material, all elevation drawings and landscape plan)
_____	Driveways (Attach two copies of survey with driveway shown and alterations. Provide exterior house materials and colors. Provide detailed information related to new driveway material, coverings and designs.)	_____	Permanent Play Equipment & Jacuzzis (Spa & Hot Tubs) (Attach two copies of survey with location of equipment marked and photo of play equipment and proposed landscape plan)
_____	Other: _____ _____ _____ _____		Basketball Backboards (See attached proposed location and landscape requirements)