

**CEDAR ISLAND HOMEOWNERS ASSOCIATION OF FLAGLER COUNTY, INC.**

**Architectural Review Board Request Form (3/29/2022)**

Please see instructions on reverse side

Owner Name(s): \_\_\_\_\_ Lot No. \_\_\_\_\_

Mailing Address: \_\_\_\_\_ Lot Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Email address: \_\_\_\_\_

Describe in detail your proposal, including size, materials, location, etc. Attach complete plans and specifications for any proposed work as indicated below.

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Estimated start date: \_\_\_\_\_ Estimated completion date: \_\_\_\_\_

Information Required (to the extent applicable):

- **Survey** showing building setbacks, easements, elevation benchmarks, and topographical information
- **Site Plan** showing location and dimensions of all structures, pool patio, sidewalks, drives, decks, docks, fences and screening, drainage plan, location of any adjacent wetlands or water bodies, and impervious surface calculations
- **Landscape plan** showing location and spacing of proposed plant material, mulch and hardscapes; sod areas and grass species; proposed screening for trash receptacles and outdoor equipment including dimensions and material type and color; legend showing quantity, size and species of proposed plant material
- **Complete construction plans** drawn by a professional home designer or architect, to include floor plans with all dimensions clearly visible, foundation plan showing type of foundation and finished floor elevation; area table with heated, unheated and total square footage; all four elevations showing exterior finish materials, roof overhangs and pitch, wall height, overall building height and roofing material
- **Building specifications** to include type of construction (wood, steel, block or ICF); stucco or siding materials and patterns; roofing material, type and color; exterior trim materials (e.g. columns, brackets, shutters); exterior door type and style; window type, frame and color style; exterior stair and railing material; paint colors including main color, exterior doors and trim/accents

Contractor: Name, address, phone, email: \_\_\_\_\_

If you are seeking a variance from any of the Architectural Criteria or Covenants and Restrictions, identify section of rules from which you are seeking a variance and why:

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By signing this application, I/we hereby certify that I/we are the owner(s) of the Lot above, located in Cedar Island, Flagler Beach, FL, and that the statements contained herein are true and correct to the best of my/our knowledge. I/we also certify that we have read and agree to the Instructions for Architectural Review Board Applications on the reverse of this form and all other governing documents of Cedar Island HOA. I/we hereby grant permission to the ARB members, HOA Board of Directors, Property Manager or their designated agents to enter upon my/our property, upon request, to inspect the proposed project site, the project in progress, and the completed project, and that such entry does not constitute a trespass.

Homeowner signatures:  
\_\_\_\_\_  
\_\_\_\_\_

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

**Cedar Island Homeowners Association of Flagler County, Inc.  
Instructions for Architectural Review Board Applications**

1. NO WORK MAY BEGIN until plans are approved in writing by the ARB and HOA Board.
2. Compliance with Rules. All work shall be in compliance with the Declaration of Covenants and Restrictions for Cedar Island and the Architectural Criteria for Cedar Island as revised June 2020. Please request a copy of these documents if you do not already have them and review them to ensure your project is in compliance prior to submittal of the application.
3. Prerequisite to Application. The ARB will not consider an application for review if the applicant is delinquent in paying HOA dues, special assessments or fines or has been notified of a violation which has not yet been corrected as of the date of the application submittal.
4. Information Required. The information to be submitted for review shall include but not be limited to the documents identified on the front of this application (contained in Section III of the Architectural Criteria for Cedar Island). You may include photos or the URL of a website showing the proposed color, material or item(s) to be installed, if you believe they may assist the ARB in its decision.
5. Submittal address. Applications and required documents should be submitted to Cedar Island Homeowners Association c/o Watson Assoc. Mgt., 435 S. Yonge St., Suite 3, Ormond Beach, FL 32174 - Phone 386-252-2661 - Fax 386-673-4943.
6. Committee Approval/Disapproval. Plans will be reviewed at the next scheduled meeting of the ARB after the submittal date. If a meeting of the ARB is not already scheduled for the next thirty (30) days after the date of the submittal, a special meeting of the ARB will be called to review the plans. The ARB shall give notice to the applicant, adjacent property owners, and the Board of the date, time and place of the meeting at which the plans are reviewed, in addition to the required 48-hour posting in the community. The applicant may (but is not required to) attend to answer questions concerning the submittal. Adjacent property owners may also offer comments on the application. At this meeting, the ARB will issue its decision to (i) approve the application submitted, (ii) approve the application with conditions, or (iii) deny approval. No approval shall be final until management company acknowledges receipt by countersigning the decision.
7. Other Requirements: Applicant is responsible for obtaining any necessary city, county, state or federal permits; any ARB approval is conditioned upon applicant obtaining any such governmental approvals as may be required. Obtaining city, county or state permits does not relieve the applicant from obtaining ARB approval for any matters which require ARB approval.
8. Rescission of Approval. The ARB may revoke or rescind the project approval and require the applicant to restore the property to its former condition at applicant's expense, if: (a) applicant fails to comply with the approved plans or any conditions attached thereto or otherwise deviates from the approved plans; (b) violates any other rules, restrictions or covenants of the HOA in carrying out the approved plans; (c) fails to commence work on the approved project within 180 days of approval; or (d) fails to complete the approved project by the date specified by the ARB.

**FOR HOA USE ONLY:** Date received \_\_\_\_\_ Received by \_\_\_\_\_

Date Submittal documents reviewed \_\_\_\_\_ Reviewed by \_\_\_\_\_

If deficiencies,  
date applicant notified of additional requirements \_\_\_\_\_ Notified by \_\_\_\_\_

Date corrected documents received \_\_\_\_\_ Received by \_\_\_\_\_

Property inspection date \_\_\_\_\_ Property inspected by \_\_\_\_\_

ARB meeting date \_\_\_\_\_

ARB Decision  Approved as submitted

Approved contingent upon: \_\_\_\_\_

Denied. Reason for denial \_\_\_\_\_

ARB Signatures (two required)                      Date:                      Management Company Signature                      Date

\_\_\_\_\_  
\_\_\_\_\_

**ARCHITECTURAL CRITERIA FOR CEDAR ISLAND**  
**Revised March 29, 2022**

**I. STANDARDS AND GUIDELINES**

The Architectural Criteria consists of minimum requirements as established by the Architectural Review Board (“ARB”) of the Cedar Island Homeowners Association of Flagler County, Inc. (“Association”) pursuant to Article VI of the Declaration of Covenants and Restrictions for Cedar Island (“Declaration”) and will be used by the ARB to evaluate the construction and renovation of homes in Cedar Island to ensure high quality construction and development within the community. All developers, contractors, architects, engineers and property owners must adhere to the Architectural Criteria, the Declaration, the Florida Building Code and all applicable local, state and Federal laws. Failure to comply with the Architectural Criteria may result in a minimum penalty of \$500.00 as well as fees paid for by the Association for injunctive relief to stop any construction or development not approved pursuant to the Architectural Criteria. The Owner is ultimately responsible for any deviations from the guidelines and covenants.

**II. REVIEW PROCESS**

No site clearing, construction or exterior alteration may commence on any Lot within Cedar Island until the Lot Owner has received written approval from the ARB for the requested improvements.

- A. All requests for review shall be made in writing on approved forms and submitted to the address indicated on such forms.
- B. The Lot Owner shall submit, in addition to the application, the documents identified in Section III below in the form of one (1) printed copy (to be retained as a permanent record by the HOA ARB) and one (1) electronic set of plans for review. Note - Printed copies must be printed to scale and legible without magnification.
- C. Upon receipt of the required documents the ARB shall have ten (10) days to review and determine if the documents submitted are complete. If the documents submitted are determined not to be complete, the ARB shall return the application to the Lot Owner with notice in writing of the deficiencies.
- D. After the ARB determines the submittals are complete, the application will be reviewed at the next scheduled meeting of the ARB after the submittal date. If a regular meeting is not scheduled for thirty (30) days after the completed submittal is received, a special meeting of the ARB will be called within such thirty (30) days to review the proposed documents and determine if they are in compliance with the Architectural Criteria and the Declaration. The Lot Owner, adjacent property owners and the Board shall be notified of the date, time and place of the meeting, in addition to the normal procedure for meeting notices. The Lot Owner may attend the meeting at which the plans are to be reviewed to answer questions concerning the submittal. Adjacent property owners and Board members may also offer comments on the application at the meeting.
- E. At the meeting, the ARB shall (i) approve the application, (ii) approve the application with conditions, or (iii) deny approval, and shall submit its decision in writing to the Board and/or management company (as applicable). The Board president or management

company representative (as applicable) shall sign the decision acknowledging receipt and then provide the Lot Owner with the fully signed written decision.

- F. Construction may commence upon the Lot Owner's receipt of the ARB's written approval from the management company.
- G. Any written denial from the ARB shall set forth the specific provisions of the Architectural Guidelines or Declaration on which the ARB bases its denial.
- H. Any party aggrieved by a decision of the ARB shall have the right to make a written appeal to the Board of Directors of the Association within thirty (30) days of such decision for a review thereof, indicating the basis for such appeal. The Board shall include the appeal on its agenda at the next regularly scheduled Board meeting. If no regular meeting is scheduled within the next thirty (30) days following receipt of the appeal, a special Board meeting shall be scheduled to review the appeal.
- I. Additional rules and procedures are set forth on the approved ARB forms, and all such rules, procedures and forms may change from time to time at the discretion of the Board.

### III. THE REQUIRED SUBMITTALS

- A. Survey. A survey shall be provided with building setbacks, easements, elevation benchmarks and topographical information.
- B. Site Plan. The scaled site plan shall include the following:
  - 1. The location and dimensions of all structures, pool, patio, drives, walkways, docks, fences, screening and decks.
  - 2. A drainage plan showing any required on-site retention or swales.
  - 3. Location of any adjacent wetlands or water bodies.
  - 4. Impervious surface calculations in compliance with the requirements set forth by the City of Flagler Beach.
- C. Landscape Plan. The scaled landscape plan will require the following components:
  - 1. Location and spacing of proposed plant material, mulch and hardscapes.
  - 2. Sod areas and grass species.
  - 3. Mulch areas and type of mulch to be used.
  - 4. Proposed screening for garbage receptacles and outdoor equipment such as air conditioners and water filtration equipment. Proposed screening must show material type and dimensions.
  - 5. Landscape legend showing quantity, size and species of proposed plant material.
- D. Construction Plans. Complete house plans shall be drawn by a professional home designer or architect must be submitted for ARB review. Note: Any changes to approved plans must be submitted to the ARB for approval. It is the sole responsibility of the Owner to provide the ARB with final construction drawings prior to commencement of construction. The construction drawings must include the following:
  - 1. Floor plan with all dimensions clearly visible.
  - 2. Area table with heated, unheated and total square footage.
  - 3. Foundation plan showing type of foundation and finished floor elevation.
  - 4. All four elevations showing exterior finish materials, roof overhangs and pitch, wall height, overall building height and roofing material.

- E. Building Specifications. Complete building specifications shall be provided to include:
1. Type of construction (ex: wood, steel, block or ICF).
  2. Stucco or siding materials and patterns.
  3. Roofing Material, type and color.
  4. Exterior trim materials (ex: columns, brackets, shutters).
  5. Exterior doors type and style.
  6. Window type, frame, color and style.
  7. Exterior stair and railing material.
  8. Paint colors including main colors, exterior doors and trim/accents.

#### IV. SITE DEVELOPMENT CRITERIA

- A. Preservation of Existing Vegetation and Conservation Areas. All site clearing and the placement of fill dirt shall be performed in a manner to minimize impacts to existing vegetation on the site. Construction machinery and materials shall not be driven or placed within any preservation or conservation areas. Grading, trenching and other methods of soil removal and compaction are prohibited in conservation areas. Owners shall be solely responsible and shall indemnify and hold the Association harmless for any violation of applicable environmental resource permits. No landscaping or landscape materials shall encroach upon any conservation area.
- B. Total impervious area and setbacks. The structure, driveway, walks, patios and pools shall be in conformity with the applicable provisions of the City of Flagler Beach Land Development Regulations for SFR-Single Family Residential zoning, and as directed by St. John's River Water Management District.
- C. Gopher Tortoises. Prior to site clearing or construction, the site must be in compliance with all federal, state and local regulations with regard to the safe removal of gopher tortoises.
- D. Landscaping. All landscape plans shall be prepared with the following general considerations in mind:
1. No landscape plant materials may obstruct areas of pedestrian or vehicular access.
  2. All dead or dying plant materials must be removed and replaced within one (1) month of notification.
  3. No landscape materials shall encroach upon any conservation easements, wetlands area, or other restricted area at any time.
- E. Accessory Structures and Furnishings.
1. Prefabricated sheds and detached garages are not permitted.
  2. Pools, spas, pool Cabanas (3-sided structures), or any trellis like structure must be permitted and approved by the City of Flagler Beach, after being submitted and approved by the ARB.
  3. Air conditioning units and trash receptacles must be screened from view from the street in order to minimize visual impact.
  4. Unless otherwise required by FCC regulations, no satellite dish shall be constructed on the front or side elevation of a residence that faces or is directly visible from adjoining streets.

5. Athletic, play structures and trampolines should be screened from view from the street in order to minimize visual impact.
6. Fences shall have a maximum height of six feet (6'). Fences along any waterfront locations shall have a maximum height of four feet (4'). All fence height measurements are above average finish grade and must comply with the City of Flagler Beach for height and placement. All fences must be permitted by the City of Flagler Beach. Fences should be constructed of vinyl or other weather resistant material. No chain link fences are allowed.
7. All mailboxes should be of standard or traditional styles. Other mailbox designs may be approved if they blend with the existing neighborhood.

F. Driveways

1. All driveways shall be in conformity with the applicable provisions of the City of Flagler Beach.
2. Driveways shall not be painted.
3. Primary driveways shall be of concrete, concrete pavers, or brick pavers only.
4. Secondary driveways and parking areas are to be approved on a case-by-case basis for access to side garages, and overflow parking. Suitable materials include crushed shell, rock, permeable paving or other similar materials. All aggregate driveways need to be maintained to ensure consistent coverage and uniform appearance. No crushed asphalt or mulch shall be used.

**V. ARCHITECTURAL AND CONSTRUCTION CRITERIA**

- A. Homes shall be designed to blend with the existing homes in the neighborhood.
- B. Duplicate homes are not allowed.
- C. Elevation details used on the front elevation shall also be used on any elevations facing intersecting streets on corner lots.
- D. Materials for walls should be block, brick, stucco, fiber-cement siding, and stone. Aluminum, galvanized steel and wood siding are prohibited.
- E. Minimum roof pitch shall be 6:12 pitch unless otherwise approved by the ARB. Dormers, porches, and multi-pitched portions of the main roof may be lower than 6:12 pitch.
- F. Roofing materials shall consist of slate, tile, aluminum/metal, or architectural shingles unless otherwise approved by the ARB. Wooden shingles or shakes shall not be permitted. Roof overhangs shall be no less than 12" on gable roofs and 16" on hip roofs. Minimum fascia width shall be 6".
- G. Geodesic (dome) homes, earth homes (partially below grade), container homes, stilt homes or other unconventional style homes shall not be permitted.
- H. Colors must coordinate with any brick or stone accents and shall be earth tones, or muted pastels. No primary, bright or intense colors are to be used on the main body of the house. Exceptions may be made by the ARB for trim and accent colors.
- J. Adjacent homes may not use the same color palette. Along curves and in cul-de-sacs more than one home may be considered adjacent from a home.
- K. The use of Colonial shutters, Bahama shutters, decorative window trim and stucco details are strongly encouraged to provide an upscale feel throughout the

neighborhood.

- L. Roof mounted solar panels must be placed to minimize visual impact from the center of the lot at the front property line. Any solar panel installation must be submitted to the ARB for approval of placement.

#### **VI. MAINTENANCE OF CONSTRUCTION SITE**

- A. Construction sites must be maintained in a clean and safe manner, including use of silt fences.
- B. No debris or material shall remain on site that is a hazard to neighboring structures or the conservation area.
- C. Debris shall be disposed of in a dumpster type container and removed from the site when full.
- D. Dumpsters and construction material or equipment shall not be stored on adjacent lots without the lot owner's approval.