

SEASIDE LANDINGS AT FLAGLER BEACH HOMEOWNERS ASSOCIATION ARCHITECTURAL REVIEW BOARD (ARB) APPLICATIONS, CHECKLISTS AND AGREEMENTS

Adopted August 17, 2026. This version supersedes all prior versions.

Index

- [Construction and Modification Impact Fee & Deposit Schedule](#)
- [Deposit Agreement](#)
- [Contact Information](#)
- [New Home Construction and Major Modification Checklist](#)
- [Structural Size & Material Information](#)
- [Final Inspection and Deposit Request](#)
- [Minor Modifications Construction Checklist](#)
- [Pool Construction Checklist](#)
- [Dock Construction Checklist](#)
- [Seawall Construction Checklist](#)
- [East Side Fence Construction Checklist](#)
- [West Side Fence Construction Checklist](#)
- [Owner Agreement Regarding Contractor Conduct](#)
- [Signage Submission Form](#)

**SEASIDE LANDINGS AT FLAGLER BEACH
ARB APPLICATIONS, CHECKLISTS AND AGREEMENTS**

Adopted August 17, 2026. This version supersedes all prior versions.

**CONSTRUCTION AND MODIFICATION IMPACT FEE & DEPOSIT
SCHEDULE**

SEPARATE CHECKS ARE REQUIRED FOR EACH ITEM
(Payable to Seaside Landings at Flagler Beach HOA)

NON REFUNDABLE IMPACT FEES

New Home Construction	\$2,500
------------------------------	----------------

Changes to Approved Plans	\$250
----------------------------------	--------------

A major change to the original ARB approved plans for new home construction affecting the exterior of the home.

Major Modification or Addition	\$150
---------------------------------------	--------------

A structural or site modification after the original construction significant enough to warrant the issuance of a building permit by a governmental authority and/or changes the footprint of the homesite and/or changes the square footage of the home. Inclusive of, but not limited to pools, spas, docks, boat lifts, caged screen enclosures, seawalls, solar panels and fences.

Minor Modifications	No Fee
----------------------------	---------------

Inclusive, but not limited to change of existing color, satellite dish, major landscape changes, signage, invisible retractable door or lanai screening.

REFUNDABLE DEPOSITS

New Home Construction	\$7,500
------------------------------	----------------

Pools and Spas	\$2,500
-----------------------	----------------

Dock/Dock Roof/Seawall	\$2,500
-------------------------------	----------------

Major Alteration or Addition	\$2,500
-------------------------------------	----------------

**SEASIDE LANDINGS AT FLAGLER BEACH
ARB APPLICATIONS, CHECKLISTS AND AGREEMENTS**

Adopted August 17, 2026. This version supersedes all prior versions.

DEPOSIT AGREEMENT

Owner(s) Name: _____ **Phone:** _____

Email: _____

SSL Property Address: _____ **Lot #:** _____

Owner's Current Address (if different than SSL) _____

Contractor Name: _____

Contractor Phone: _____

Contractor Email: _____

_____ **HOME** _____ **SEAWALL** _____ **DOCK** _____ **MARINA BOAT LIFT** _____ **POOL**
_____ **FENCE** _____ **SCREEN ENCLOSURE** _____ **CHANGE OF APPROVED PLANS**
_____ **SOLAR PANELS** _____ **OTHER (Describe** _____ **)**

Refundable Deposit \$: _____ **Check #:** _____

Date of Deposit: _____ **Name of Issuer of Check:** _____

Non-Refundable Deposit \$ _____ **Check #:** _____

Date of Deposit: _____

This agreement is made between Seaside Landings at Flagler Beach Homeowners Association (HOA) and _____ as property owner for the above-described construction project, acknowledge and agree that we have read and understand the Seaside Landings at Flagler Beach Homeowners Association Architectural Guidelines and agree to the following.

1. The Architectural Guidelines are designed to inform contractors about specific matters of importance to the ARB and are responsible for completing the project per the plans and drawings approved by the ARB, HOA Rules and Regulations, community standards and Flagler County codes and permitting requirements

**SEASIDE LANDINGS AT FLAGLER BEACH
ARB APPLICATIONS, CHECKLISTS AND AGREEMENTS**

Adopted August 17, 2026. This version supersedes all prior versions.

2. We hereby hold harmless and indemnify the Seaside Landings at Flagler Beach HOA and ARB from any and all matters concerning the construction and fitness of the construction, including but not limited to drainage, code violations, plat violations, setback violations and easements.
3. Deposits, if refundable, are refundable to the entity that issued the deposit.
4. We acknowledge that any funds expended by the HOA including, but not limited to, costs incurred to correct unapproved changes, improve the appearance of the property, repair damage to roads, rights-of-way, or utilities, or address violations of the Contractor Conduct Agreement and/or ARB Guidelines, will be deducted from the deposit. If such costs exceed the amount of the deposit, we agree to reimburse the HOA for the excess within thirty (30) days, and any unpaid balance shall be added to and become part of the homeowner's annual assessment.
5. Any dispute, claim, or controversy arising out of or relating to this Agreement, or the breach thereof, shall first be submitted to non-binding mediation as a condition precedent to the initiation of any legal action. The mediation shall be conducted in Flagler County, in accordance with the rules and procedures of a mutually agreed-upon mediator or mediation service. If the parties are unable to agree on a mediator, one shall be appointed pursuant to applicable Florida law.
6. Each party shall bear its own costs and attorneys' fees associated with mediation, and the parties shall share equally in the mediator's fees unless otherwise agreed in writing. Mediation shall be scheduled within a reasonable time after a written request by either party and shall be conducted in good faith.
7. We acknowledge that refund of deposit will be issued after approved final inspection by the Compliance Committee in conjunction with the ARB.

This agreement made this ____ day of _____, 20_____

By:

Owner Signature

Print Owner Name:

**SEASIDE LANDINGS AT FLAGLER BEACH
ARB APPLICATIONS, CHECKLISTS AND AGREEMENTS**

Adopted August 17, 2026. This version supersedes all prior versions.

CONTACT INFORMATION

(For New Construction include Pool, Dock and/or Seawall Contractor Contact, if applicable)

Date _____

Owner(s) Name _____

Primary Phone: _____ Secondary Phone _____

Primary Email: _____ Secondary Email _____

SSL Address: _____ Lot# _____

Address (if different than SSL): _____

Contractor Name (if not Homeowner) _____

Trade: _____ Phone: _____

Mailing Address: _____ Email: _____

Supervisor Name: _____ Phone: _____

Contractor Name (if not Homeowner) _____

Trade: _____ Phone: _____

Mailing Address: _____ Email: _____

Supervisor Name: _____ Phone: _____

Contractor Name (if not Homeowner) _____

Trade: _____ Phone: _____

Mailing Address: _____ Email: _____

Supervisor Name: _____ Phone: _____

**SEASIDE LANDINGS AT FLAGLER BEACH
ARB APPLICATIONS, CHECKLISTS AND AGREEMENTS**

Adopted August 17, 2026. This version supersedes all prior versions.

NEW HOME CONSTRUCTION and MAJOR MODIFICATION CHECKLIST

Owner(s) Name: _____

Phone: _____

SSL Property Address: _____ **Lot #:** _____

Electronic documents of items requested below must be submitted to the CAM for ARB review:

- _____ Deposit Agreement
- _____ Contractor Conduct Agreement
- _____ Contact Information
- _____ Surveys Of Lot Prior To Proposed Construction in .pdf format.
- _____ Final Site Plan Showing Drainage, And Grading Elevations in .pdf format.
- _____ One set of Architectural House Plans in .pdf format.
- _____ Final Landscape Plans in .pdf format
- | _____ Exterior Paint manufacturer and color name/number. (Final color scheme requires 4'x4' sample on home for on-site approval prior to painting entire home).
- _____ Full Color Rendering of front of home.
- _____ Catalog photos or samples of exterior materials. (Roof material, driveway/lanai pavers, exterior doors, garage doors, shutters, special glass, fences, etc.).
- _____ Structural Size and Material List
- _____ Structural Size and Material Information

Note: A separate checklist must be submitted for a pool, seawall, boat dock, fence, or other structure, etc.

**SEASIDE LANDINGS AT FLAGLER BEACH
ARB APPLICATIONS, CHECKLISTS AND AGREEMENTS**

Adopted August 17, 2026. This version supersedes all prior versions.

STRUCTURAL SIZE AND MATERIAL INFORMATION

Owner(s) Name: _____ **Phone:** _____

SSL Property Address: _____ **Lot #:** _____

Total (Air-Conditioned Space) _____ Square Feet (Min. 1800)

Garage _____ Square Feet (Min. 400sf)

Other (Describe) _____ Square Feet

Total _____ Gross Square Feet

Roof Height/Pitch _____ Feet. _____ Pitch

****Prior to painting the exterior, each exterior paint color selection requires a 4'x 4' paint sample to be applied on the front of the house for inspection and final approval by the ARB.

Item	Color	Manufacturer	Material/Description
A.) Roof			
B.) Fascia Paint (Body)			
C.) Soffit			
D.) Gutters			
E.) Shutters (Decorative)			
F.) Shutters (Hurricane)			
G.) Walls (Exterior)			

**SEASIDE LANDINGS AT FLAGLER BEACH
ARB APPLICATIONS, CHECKLISTS AND AGREEMENTS**

Adopted August 17, 2026. This version supersedes all prior versions.

Item	Color	Manufacturer	Material/Description
H.) Light Fixtures (Exterior)			
I.) Garage Door(s)			
J.) Trim/Accent Paint Color			
K.) Windows (Impact)			
L.) Windows (Non-impact)			
M.) Fixed Glass (Impact)			
N.) Fixed Glass (Non-impact)			
O.) Doors (Impact)			
P.) Doors (Non-impact)			
Q.) Driveway - Pavers/ Concrete			
R.) Screening / Enclosures			
S.) Fencing/ Railings			
T.) Pool/AC/Gen Equipment Screening			

**SEASIDE LANDINGS AT FLAGLER BEACH
ARB APPLICATIONS, CHECKLISTS AND AGREEMENTS**

Adopted August 17, 2026. This version supersedes all prior versions.

Item	Color	Manufacturer	Material/Description
U.) Other Architectural Details (Corbels, etc.)			
V.) Other			

**SEASIDE LANDINGS AT FLAGLER BEACH
ARB APPLICATIONS, CHECKLISTS AND AGREEMENTS**

Adopted August 17, 2026. This version supersedes all prior versions.

FINAL INSPECTION AND DEPOSIT REFUND REQUEST

Owner Name: _____

Property Address: _____ **Lot#** _____

Email: _____ **Phone:** _____

Date: _____

Amount of Deposit Refund Request: _____

Requesting Final Inspection of:

_____ Home Construction _____ Screen Enclosure _____ Pool

_____ Landscaping _____ Seawall _____ Dock

_____ Paint _____ Solar Panels

_____ Other-Describe _____

_____ Architectural Guideline Discrepancy

Describe _____

Submit the following, as applicable, to the chair of the CAM. Surrounding areas **MUST** be restored prior to final inspection to avoid a re-inspection and associated fees.

_____ Final Survey

_____ Final Elevation Certificate

_____ Certificate of Occupancy and/or Completion

_____ Attachments/Photos Included

_____ REFUND APPROVED

_____ REFUND NOT APPROVED

Reason: _____

Compliance Committee Member Signature(s)

Date:

ARB Chair Signature

Date:

**SEASIDE LANDINGS AT FLAGLER BEACH
ARB APPLICATIONS, CHECKLISTS AND AGREEMENTS**

Adopted August 17, 2026. This version supersedes all prior versions.

MINOR MODIFICATION CONSTRUCTION CHECKLIST

Owner(s) Name: _____ **Phone:** _____

SSL Property Address: _____ **Lot #:** _____

Check off each item and attach the documents (missing items may delay your approval).

Electronic documents of items requested below must be submitted to the CAM for ARB review:

	Color Change to Exterior Wall Paint, Trim, or Accent
	Lanai Screen Enclosure and/or Retractable Screens
	Satellite Dish
	Solar Panel
	Other (Describe)

_____ Contact Information

_____ Contractor Conduct Agreement

_____ Electronic copies of all documents requested below must be submitted to the CAM.

_____ Plans, Illustrations, or Samples (as applicable).

**SEASIDE LANDINGS AT FLAGLER BEACH
ARB APPLICATIONS, CHECKLISTS AND AGREEMENTS**

Adopted August 17, 2026. This version supersedes all prior versions.

POOL CONSTRUCTION CHECKLIST

Owner(s) Name: _____ **Phone:** _____

SSL Property Address: _____ **Lot #:** _____

Check off each item and attach the documents (missing items may delay your approval).

Electronic documents of items requested below must be submitted to the CAM for ARB review:

___ Deposit Agreement

___ Contact Information

___ Contractor Conduct Agreement

___ Pool Plan

___ Site plan indicating pool location (include all setbacks from seawall/property lines).

___ Final Landscape Design

___ Description of pool deck material, tile material and surface finish with photo samples

___ Screened cage enclosure plans if applicable with material specifications

___ Fence, if applicable

**SEASIDE LANDINGS AT FLAGLER BEACH
ARB APPLICATIONS, CHECKLISTS AND AGREEMENTS**

Adopted August 17, 2026. This version supersedes all prior versions.

DOCK CONSTRUCTION CHECKLIST

Owner(s) Name: _____ **Phone:** _____

SSL Property Address: _____ **Lot #:** _____

Check off each item and attach the documents (missing items may delay your approval).

Electronic documents of items requested below must be submitted to the CAM for ARB review:

- _____ Deposit Agreement
- _____ Contact Information
- _____ Contractor Conduct Agreement
- _____ Completed Dock Plans
- _____ Site and elevation plan with home, dock, and walkway
 - _____ Dock location with a minimum of 15-ft side setback from adjacent properties
 - _____ Furthest point of dock is 30 feet or less from mean high-water line
 - _____ Dock roof material matches home roof material (if applicable)
- _____ Dock plumbing details
- _____ Composite decking material (e.g., Trex, Azek, or equivalent). Include sample/photo and color

**SEASIDE LANDINGS AT FLAGLER BEACH
ARB APPLICATIONS, CHECKLISTS AND AGREEMENTS**

Adopted August 17, 2026. This version supersedes all prior versions.

SEAWALL CONSTRUCTION CHECKLIST

Owner(s) Name: _____ **Phone:** _____

SSL Property Address: _____ **Lot #:** _____

Check off each item and attach the documents (missing items may delay your approval).

Electronic documents of items requested below must be submitted to the CAM for ARB review:

- _____ Deposit Agreement
- _____ Contact Information
- _____ Contractor Conduct Agreement
- _____ Shoreline stabilization material _____ (e.g. straw, sod, mulch, rock)
- _____ Site plans indicating seawall placement nearest mean high-water line
- _____ Accurate construction/engineering drawing
- _____ Seawall and concrete cap must be in a contiguous straight line with other seawall caps.
- _____ Corrugated vinyl sheet piling type: _____
- _____ Undeveloped lots require grass seed or sod to be planted and covered with hay 10 feet back from the seawall to prevent erosion.
- _____ Backfill to be completed by _____

**SEASIDE LANDINGS AT FLAGLER BEACH
ARB APPLICATIONS, CHECKLISTS AND AGREEMENTS**

Adopted August 17, 2026. This version supersedes all prior versions.

EAST SIDE FENCE CONSTRUCTION CHECKLIST

Owner(s) Name: _____ **Phone:** _____

SSL Property Address: _____ **Lot #:** _____

Check off each item and attach the documents (missing items may delay your approval).

Electronic documents of items requested below must be submitted to the CAM for ARB review:

- _____ Deposit Agreement
- _____ Contractor Contact Information
- _____ Contractor Conduct Agreement
- _____ Site plan indicating the home with proposed fence location.
- _____ Fence design plans with materials, size of fence, and sample photos.

|

**SEASIDE LANDINGS AT FLAGLER BEACH
ARB APPLICATIONS, CHECKLISTS AND AGREEMENTS**

Adopted August 17, 2026. This version supersedes all prior versions.

WEST SIDE FENCE CONSTRUCTION CHECKLIST

Owner(s) Name: _____ **Phone:** _____

SSL Property Address: _____ **Lot #:** _____

Check off each item and attach the documents (missing items may delay your approval).

Electronic documents of items requested below must be submitted to the CAM for ARB review:

____ Deposit Agreement

____ Contractor Contact Information

____ Contractor Conduct Agreement

____ Site plan indicating the home with proposed fence location

____ Fence design plans with materials, size of fence, and sample photos

**SEASIDE LANDINGS AT FLAGLER BEACH
ARB APPLICATIONS, CHECKLISTS AND AGREEMENTS**

Adopted August 17, 2026. This version supersedes all prior versions.

OWNER AGREEMENT REGARDING CONTRACTOR CONDUCT

(For New Construction, include one for Pool, Dock and/or Seawall Contractor, if applicable)

Contractor Name: _____

Contractor Address: _____

Email: _____

Lot#: _____ **Phone:** _____

Owner(s) Name: _____

SSL Property Address: _____

Owner shall be held responsible for the conduct of their contractors, subcontractors, suppliers and any other persons or parties involved in construction or alteration of the home site. The HOA may impose fines for non-compliance. The HOA requires the following:

- Owner agreement to comply with ARB Guidelines.
- Ensure that no clearing, grading, or construction begins until the ARB has given final written approval of the proposed design.
- Ensure that the construction site is kept safe, clean and free of all debris and waste materials, and that stockpiles of unused materials are kept in a neat and orderly fashion. Placement of dumpsters on the site is required upon the start of plumbing work.
- Ensure there is no burning on the construction site or adjacent properties.
- We understand and agree that no electrical leads will be permitted to cross the street.
- Install silt fencing on site to prevent sand/soil eroding off the homesite.
- Maintain portable toilets at the construction site.
- Ensure that best management practices are in place to prevent sediment/debris from entering storm drain system.
- Prohibit the consumption of alcoholic beverages, illegal drugs, or other intoxicants.
- Contractors, subcontractors, and their employees may park only at the curb of their construction site. If the opposite street lot is also under construction, contractors of both sites must agree which site's curb will be used for parking. Under no circumstances can vehicles be parked on both sides of the street. Contractors must obtain permission from adjacent property owners to park at their curb. Contractors may use the dirt road at the pump station for overflow parking. All vehicles must be removed during non construction hours.
- Ensure all those for whom the contractor is responsible are properly insured.

**SEASIDE LANDINGS AT FLAGLER BEACH
ARB APPLICATIONS, CHECKLISTS AND AGREEMENTS**

Adopted August 17, 2026. This version supersedes all prior versions.

- Limiting working hours for construction personnel to 7:00 AM to 6:00 PM on Mondays–Fridays. No construction work is allowed on Saturdays, Sundays or the following holidays: New Year’s Day, Memorial Day, July 4th, Labor Day, Thanksgiving Day, Christmas Eve, and Christmas Day.
- The playing of music or other sounds from construction sites shall not be excessively loud. Music shall not include offensive language. The workers will modify their music volume immediately upon request by members of this HOA, ARB and/or CAM.
- Prohibit the use of adjacent properties for access or storage of material or equipment without prior written consent from adjacent property owner.
- All builders, employees, subcontractors, and suppliers shall be restricted to performing construction-related duties only at the designated site and are prohibited from engaging in any non-work-related activities.
- Ensure all builders, employees, subcontractors, and suppliers use only the designated construction access routes as described by the ARB.
- Ensure that any dirt or debris in the road is cleaned up at the end of each day.
- The contractor will install and utilize a temporary power supply within one month of ground-breaking.
- Upon declaration of a hurricane or tropical storm warning for Flagler County the contractor will secure the construction site and all materials to prevent flying debris, including the removal of open dumpsters, and securing portable toilets.

The parties to this agreement expressly agree that their obligations and liabilities shall be joint and several. The undersigned shall be individually and collectively responsible for the full performance of all terms and conditions set forth herein.

I have read and agree to the above conditions on this ____ day of _____, 20____

By:

Owner Signature

Print Owner Name and Title (if applicable)

Owner Signature

Print Owner Name and Title (if applicable)

**SEASIDE LANDINGS AT FLAGLER BEACH
ARB APPLICATIONS, CHECKLISTS AND AGREEMENTS**

Adopted August 17, 2026. This version supersedes all prior versions.

SIGNAGE SUBMISSION FORM

Owner/s Name: _____ **Phone:** _____

Owner/s Email: _____

SSL Property Address: _____ **Lot #:** _____

Owner/s Agent Name: _____ **Phone:** _____

Owner/s Agent Email: _____

Check off each item and attach the documents (missing items may delay your approval).

Signage is considered a minor modification with no fee required.

1. All signs are standardized with blue background, white lettering, tree logo of Seaside Landings. (See photo below)
2. Permitted colored are CMYK: C-98, M-60, Y-11, K-1.5/Pantone colors: PMS 300C (Check with local print/sign shops for signage on file)
3. Support post shall be white, two-inch square aluminum or PVC material
4. One sign shall be permitted on the property and within 10 feet of the adjacent road
5. Sign cost will be borne by property owner and/or agent
6. Realtor signs must include realtor name, realtor brokerage, and contact phone number and placed within 10 feet the adjacent road. Signs must be 16"x16" with arched top
7. No trespassing signs are only permitted on unimproved lots or homes under construction. Signs must be 24"x18"
8. Signs must be removed during tropical storm or hurricane watch
9. Signs not in compliance may be removed by HOA at owners expense



_____ For Sale Sign

_____ No Trespassing Sign

Owner's Signature Date

Owner Agent Signature. Date