

SEASIDE LANDINGS AT FLAGLER BEACH  
HOMEOWNERS ASSOCIATION, INC  
ARCHITECTURAL DESIGN & DEVELOPMENT FEE &  
DEPOSIT SCHEDULE  
APPLICATIONS & AGREEMENTS

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**DESIGN & DEVELOPMENT FEE & DEPOSIT SCHEDULE**  
**SEPARATE CHECKS ARE REQUIRED FOR EACH ITEM**  
(Payable to Seaside Landings at Flagler Beach HOA)

<b>Home Builder Portfolio Review</b> – One Time - Non-refundable	<b>\$1,000</b>
<b>New Home Construction Review</b> – Non-refundable	<b>\$2,500</b>
<b>Major Alteration or Addition</b> – Non-refundable A structural or site Modification to occur <b>after the original construction</b> , significant enough to warrant the issuance of a building permit by a governmental authority, inclusive of but not limited to <b>pools, spas, docks, boat lifts, caged screen  enclosures, seawalls, and fences.</b>	<b>\$150</b>
<b>Changes to, or Resubmission of Plans</b> – Non-refundable Fee is required for re-submittals or any major change to the original ARB approved plans during new home construction.	<b>\$250</b>
<b>Minor Modifications</b> Inclusive, but not limited to <b>landscape lighting, exterior  re-paint of existing color, satellite dish, minor landscape  changes, for-sale signs, invisible retractable door or lanai  screening, and solar panels.</b> <b>(Application to the ARB must be submitted, regardless.)</b>	<b>No Fee</b>
<b>Minor Alteration or Addition</b> – Non-refundable Structural or site modifications of a relatively insignificant matter.	<b>No Fee</b>

**CONSTRUCTION DEPOSITS**

This deposit is to be paid by the Builder/Contractor or Homeowner. It is refundable after project completion when final inspection validates that construction was completed in accordance with the approved plans and no indication of damage to the HOA property has occurred.

<b>New Home Construction</b>	<b>\$7,500</b>
<b>Pools and Spas (when contracted with the Owner directly)</b>	<b>\$2,500</b>
<b>Major Alteration, Addition or Screen Room</b>	<b>\$2,500</b>
<b>Dock/Boat House/Seawall</b>	<b>\$2,500</b>

**CONSTRUCTION AGREEMENT  
ARCHITECTURAL REVIEW BOARD (ARB)  
CONSTRUCTION APPLICATION, DEPOSIT AND AGREEMENT**

\_\_\_\_\_ HOME \_\_\_\_\_ SEAWALL \_\_\_\_\_ DOCK/BOATHOUSE \_\_\_\_\_ POOL \_\_\_\_\_ FENCE

DATE: \_\_\_\_\_ LOT #: \_\_\_\_\_ PROJECT ADDRESS: \_\_\_\_\_  
 DEPOSIT \$: \_\_\_\_\_ CHECK #: \_\_\_\_\_ DATE OF DEPOSIT: \_\_\_\_\_  
 FEE \$: \_\_\_\_\_ CHECK #: \_\_\_\_\_ DATE OF DEPOSIT: \_\_\_\_\_

OWNER NAME:	CONTRACTOR:
PHONE:	CONTRACTOR PHONE:
EMAIL:	CONTRACTOR EMAIL:
MAILING ADDRESS:	CONTRACTOR MAILING ADDRESS:

I, \_\_\_\_\_ as property owner, and I \_\_\_\_\_ as Builder/Contractor 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. Furthermore, we understand that the Guidelines, as amended, implies a greater or lesser amount of subjectivity on the part of the ARB, and agree to abide by an and all decision of the ARB.

1. We are responsible for completing the project per the plans and drawings approved by the ARB.
2. We will maintain a clean construction site at all times and install a permit box, commercial dumpster and port-o-let in conformance with the ARB guidelines.
3. We understand and agree that no electrical leads will be permitted to cross the street.
4. We are responsible for the conduct of all workers performing services on this project at all times while they are engaged by us.
5. We understand that when accepting a construction pass to enter Seaside Landings at Flagler Beach HOA, all workers and vehicles are subject to all standards of the community, including but not limited to Rules & Regulations, Covenant and Restrictions, Builders Conduct and Architectural Review Design and Development Guidelines.
6. We understand that compliance with all building codes, governmental ordinances, and regulations are the responsibility of the Owner and Builder/Contractor. Therefore, 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.
7. We understand contractors, subcontractors and their employees may only park on one side of the road during construction hours and days, may not park in a turn-around and may not park on adjacent lots unless the owner of that lot has consented in writing. Parking on or blocking a sidewalk is prohibited.
8. We acknowledge that any funds paid out by the Association, including but not limited to those needed for the correction of changes not approved by the ARB, or the cost of work necessary to improve the appearance of sites, or repair any damage to the roads, right of ways or utilities, etc. or fines per Common Violation & Fine Schedule will be deducted from the deposit.

**This application, deposit and agreement made this day of \_\_\_\_\_, 20\_\_\_\_\_**  
**By \_\_\_\_\_ and \_\_\_\_\_**  
**(Property Owner Signature) (Builder/Contractor Signature)**

**SEASIDE LANDINGS AT FLAGLER BEACH HOA  
HOMEOWNER/CONTRACTOR SUBMISSION AGREEMENT**

**Owner Name:** \_\_\_\_\_ **Email:** \_\_\_\_\_

**Lot#:** \_\_\_\_ **Property Address:** \_\_\_\_\_

**ARB Submission process:**

- Submission given to Watson Management Company who reviews the application to ensure it is complete
- ARB is notified once application has been reviewed and determined complete
- ARB picks up Submissions on or around the 5<sup>th</sup> and 20<sup>th</sup> of each month.
- New home Submissions are given to our Association architect for review by the ARB
- Once review is completed by architect the Submission is returned to the ARB for their review to ensure that the Submission follows the Covenants and Architectural Guidelines
- ARB forwards the management company a report with architect/ARB findings
- The management company notifies homeowner and the contractor of the findings
- The ARB is notified once the management company receives any and all corrections
- The revised Submission will be picked up at the next scheduled collection for ARB/Association Architect Review
- Approval of Submission provided by the ARB

Our community is growing daily and we are receiving multiple Submissions on a monthly basis. We ask that everyone have patience and treat our ARB volunteers, management company and HOA with respect. That being said homeowners/contractors are prohibited from contacting the ARB and/or Association Architect directly. All communication must go through our management company. Please understand that the timeframe for Submission review is 60 to 90 days.

\_\_\_\_\_  
Homeowner Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Contractor Signature

\_\_\_\_\_  
Date

**CONTACT INFORMATION**

**DATE** \_\_\_\_\_

**OWNER NAME** \_\_\_\_\_  
PHONE \_\_\_\_\_ E-MAIL \_\_\_\_\_  
MAILING ADDRESS \_\_\_\_\_  
PROJECT ADDRESS \_\_\_\_\_ LOT # \_\_\_\_\_

**HOME BUILDER/CONTRACTOR NAME** \_\_\_\_\_  
SUPERVISOR/NAME/PHONE# \_\_\_\_\_  
LICENSE # \_\_\_\_\_  
PHONE \_\_\_\_\_ E-MAIL \_\_\_\_\_  
MAILING ADDRESS \_\_\_\_\_

**POOL BUILDER/CONTRACTOR NAME** \_\_\_\_\_  
SUPERVISOR/NAME/PHONE# \_\_\_\_\_  
LICENSE # \_\_\_\_\_  
PHONE \_\_\_\_\_ E-MAIL \_\_\_\_\_  
MAILING ADDRESS \_\_\_\_\_

**DOCK/BOAT HOUSE BUILDER/CONTRACTOR NAME** \_\_\_\_\_  
SUPERVISOR/NAME/PHONE# \_\_\_\_\_  
LICENSE # \_\_\_\_\_  
PHONE \_\_\_\_\_ E-MAIL \_\_\_\_\_  
MAILING ADDRESS \_\_\_\_\_

**SEAWALL BUILDER/CONTRACTOR NAME** \_\_\_\_\_  
SUPERVISOR/NAME/PHONE# \_\_\_\_\_  
LICENSE # \_\_\_\_\_  
PHONE \_\_\_\_\_ E-MAIL \_\_\_\_\_  
MAILING ADDRESS \_\_\_\_\_

**FENCE BUILDER/CONTRACTOR NAME** \_\_\_\_\_  
SUPERVISOR/NAME/PHONE# \_\_\_\_\_  
LICENSE # \_\_\_\_\_  
PHONE \_\_\_\_\_ E-MAIL \_\_\_\_\_  
MAILING ADDRESS \_\_\_\_\_

**OTHER BUILDER/CONTRACTOR NAME** \_\_\_\_\_  
SUPERVISOR/NAME/PHONE# \_\_\_\_\_  
LICENSE # \_\_\_\_\_  
PHONE \_\_\_\_\_ E-MAIL \_\_\_\_\_  
MAILING ADDRESS \_\_\_\_\_

**ARCHITECT NAME** \_\_\_\_\_  
PHONE \_\_\_\_\_ E-MAIL \_\_\_\_\_  
MAILING ADDRESS \_\_\_\_\_

**LANDSCAPE ARCHITECT NAME** \_\_\_\_\_  
PHONE \_\_\_\_\_ E-MAIL \_\_\_\_\_  
MAILING ADDRESS \_\_\_\_\_

**NEW HOME CONSTRUCTION CHECKLIST**

Owner Name: \_\_\_\_\_ Email: \_\_\_\_\_

Lot#: \_\_\_\_\_ Property Address: \_\_\_\_\_

**NEW CONSTRUCTION REVIEW: (As described in the Architectural Guidelines)**

\_\_\_\_\_ \$7500 Construction Deposit

\_\_\_\_\_ \$2500 Review Fee

\_\_\_\_\_ (2) Design Review Application

\_\_\_\_\_ 2) Surveys Of Lot Prior To Proposed Construction

\_\_\_\_\_ (2) Final Site Plan Showing Trees To Remain, Drainage, And Grading Elevations

\_\_\_\_\_ (2) Final Architectural Floor Plans

\_\_\_\_\_ (2) Final Exterior Elevation Drawings

\_\_\_\_\_ (2) Final Landscape Plans To Scale 1" x 20'

\_\_\_\_\_ (2) Exterior Paint Samples (Chips)-**Final color scheme requires 4x4 sample on home for on-site approval prior to painting entire home.**

\_\_\_\_\_ (4) Site Photos (Take From Each Corner Of Lot)

\_\_\_\_\_ (2) Full Color Renderings Of Home to include front sides and back (example Sherwin Williams Color Snap/Visualizer)

\_\_\_\_\_ (2) CATALOG PHOTOS OR SAMPLES OF EXTERIOR ELEMENTS (Roof material, driveway/lanai pavers, exterior doors, garage doors, special glass, fences, etc.

\_\_\_\_\_ (2) COPIES OF CONTRACTOR'S LICENSE, GL/WC INSURANCE OR EXEMPTION  
(Note: If exempt, a list of Sub Contractors and WC Certificates should accompany submittal.

\_\_\_\_\_ (2) EXECUTED CONSTRUCTION AGREEMENT

\_\_\_\_\_ (2) Checklists For Additional Construction Projects.

**Only When under The Builder Contract**

(I.E. Pool, Fence, Boat House/Dock, Seawall, Screen, Caged Enclosure)

STRUCTURAL SIZE AND MATERIAL INFORMATION

Owner Name: \_\_\_\_\_ Email: \_\_\_\_\_

Lot#: \_\_\_\_\_ Property Address: \_\_\_\_\_

Air-Conditioned Space (1st Floor) \_\_\_\_\_ Square Feet
Air-Conditioned Space (2nd Floor) \_\_\_\_\_ Square Feet
Air-Conditioned Space (3rd Floor) \_\_\_\_\_ Square Feet
Total (Air-Conditioned Space) \_\_\_\_\_ Square Feet

Covered Porches/ Decks \_\_\_\_\_

Garage \_\_\_\_\_

Other \_\_\_\_\_

Total (Gross Square Feet) \_\_\_\_\_

Lot area covered by roof \_\_\_\_\_ Square Feet

Roof Height \_\_\_\_\_ Feet

A.) Roof

Color \_\_\_\_\_

Mfg. \_\_\_\_\_

Material \_\_\_\_\_

B.) Fascia Paint (Body)

Color \_\_\_\_\_

Mfg. \_\_\_\_\_

Material \_\_\_\_\_

C.) Soffit

Color \_\_\_\_\_

Mfg. \_\_\_\_\_

Material \_\_\_\_\_

D.) Gutters/Downspouts

Color \_\_\_\_\_

Mfg. \_\_\_\_\_

Material \_\_\_\_\_

E.) Shutters (Decorative)

Color \_\_\_\_\_

Mfg. \_\_\_\_\_

Material \_\_\_\_\_

F.) Shutters (Hurricane)

Color \_\_\_\_\_

Mfg. \_\_\_\_\_

Material \_\_\_\_\_

G.) Walls (Exterior)

Color \_\_\_\_\_

Mfg. \_\_\_\_\_

Material \_\_\_\_\_

H.) Light Fixtures (Exterior)

Color \_\_\_\_\_

Mfg. \_\_\_\_\_

Material \_\_\_\_\_

I.) Garage Door(s)

Color \_\_\_\_\_

Mfg. \_\_\_\_\_

Material \_\_\_\_\_

J.) Trim/Accent Paint

Color \_\_\_\_\_

Mfg. \_\_\_\_\_

Material \_\_\_\_\_



**STRUCTURAL SIZE AND MATERIAL INFORMATION (CONT'D)**

Owner Name: \_\_\_\_\_ Email: \_\_\_\_\_  
Lot#: \_\_\_\_\_ Property Address: \_\_\_\_\_

K.) Windows- Impact L.) Windows- Non-impact  
Mfg. \_\_\_\_\_ Mfg. \_\_\_\_\_  
Model # \_\_\_\_\_ Model # \_\_\_\_\_

M.) Fixed Glass-Impact N.) Fixed Glass- Non-impact  
Mfg. \_\_\_\_\_ Mfg. \_\_\_\_\_  
Model # \_\_\_\_\_ Model # \_\_\_\_\_

O.) Doors- Impact P.) Doors- Non-impact  
Color \_\_\_\_\_ Color \_\_\_\_\_  
Mfg. \_\_\_\_\_ Mfg. \_\_\_\_\_  
Material \_\_\_\_\_ Material \_\_\_\_\_

Q.) Driveway- Pavers/Concrete/Other R.) Screening /Enclosures  
Color \_\_\_\_\_ Color \_\_\_\_\_  
Mfg. \_\_\_\_\_ Mfg. \_\_\_\_\_  
Material \_\_\_\_\_ Material \_\_\_\_\_

S.) Fencing/Railings T.) Pool/AC/Gen Equipment Screening  
Color \_\_\_\_\_ Color \_\_\_\_\_  
Mfg. \_\_\_\_\_ Mfg. \_\_\_\_\_  
Material \_\_\_\_\_ Material \_\_\_\_\_

U.) Other Architectural Details (Corbels, etc.)  
Description \_\_\_\_\_

**COLOR CHIPS WITH CATALOG PHOTOS OF EXTERIOR ELEMENTS/MATERIALS  
INCLUDING MANUFACTURER & APPLICABLE INFORMATION TO ACCOMPANY  
SUBMITTAL OR ACTUAL MATERIAL SAMPLES.**

**ALL PAINT SELECTIONS REQUIRE A 4' x 4' SAMPLES PAINTED ON THE FRONT OF THE  
HOUSE FOR INSPECTION AND FINAL APPROVAL BY THE ARB PRIOR TO PAINTING  
EXTERIOR**

**FINAL INSPECTION REQUEST**  
**(SAVE THIS CHECKLIST TO SUBMIT PRIOR TO FINAL ARB INSPECTION)**

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

**Homeowner Name:** \_\_\_\_\_

**Email:** \_\_\_\_\_

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

**Property Address:** \_\_\_\_\_

**Deposit Amount:** \_\_\_\_\_

**Final For:** \_\_\_\_\_

**FINAL INSPECTION** The following must be submitted in order to schedule a final inspection of the completed construction. Surrounding areas **MUST** be restored prior to final inspection to avoid a re-inspection and associated fees.

\_\_\_\_\_ **FINAL SURVEY-Required prior to ARB Final Inspection**

\_\_\_\_\_ **CERTIFICATION OF OCCUPANCY:**  
**Required prior to ARB Inspection**

**For ARB Use Only**  
**Approved / Disapproved (Circle One)**

ARB Chair Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**MINOR MODIFICATIONS CONSTRUCTION AGREEMENT  
CONSTRUCTION APPLICATION, DEPOSIT AND AGREEMENT**

**Owner Name:** \_\_\_\_\_ **Email:** \_\_\_\_\_

**Lot#:** \_\_\_\_ **Property Address:** \_\_\_\_\_

<b>OWNER NAME:</b>	<b>CONTRACTOR:</b>
<b>OWNER PHONE:</b>	<b>CONTRACTOR PHONE:</b>
<b>OWNER EMAIL:</b>	<b>CONTRACTOR EMAIL:</b>
<b>OWNER MAILING ADDRESS:</b>	<b>CONTRACTOR MAILING ADDRESS:</b>

I, \_\_\_\_\_ as property owner, and I \_\_\_\_\_ as

Builder/Contractor 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. Furthermore, we understand that the Guidelines, as amended, implies a greater or lesser amount of subjectivity on the part of the ARB, and agree to abide by any and all decision of the ARB.

9. We are responsible for completing the project per the plans and drawings approved by the ARB.

10. We will maintain a clean construction site at all times.

11. We understand and agree that no electrical leads will be permitted to cross the street.

12. We are responsible for the conduct of all workers performing services on this project at all times while they are engaged by us.

13. We understand that when accepting a construction pass to enter Seaside Landings at Flagler Beach HOA, all workers and vehicles are subject to all standards of the community, including but not limited to Rules & Regulations, Covenant and Restrictions, Builders Conduct and Architectural Review Design and Development Guidelines.

14. We understand that compliance with all building codes, governmental ordinances, and regulations are the responsibility of the Owner and Builder/Contractor. Therefore, 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.

15. We understand contractors, subcontractors and their employees may only park on one side of the road during construction hours and days, may not park in a turn-around and may not park on adjacent lots unless the owner of that lot has consented in writing. Parking on or blocking a sidewalk is prohibited.

16. We acknowledge that any funds paid out by the Association, including but not limited to those needed for the correction of changes not approved by the ARB, or the cost of work necessary to improve the appearance of sites, or repair any damage to the roads, right of ways or utilities, etc. will be deducted from the deposit.

**This application, deposit and agreement made this day of \_\_\_\_\_, 20\_\_\_\_\_**

**By** \_\_\_\_\_ **and** \_\_\_\_\_  
**(Property Owner Signature)** **(Builder/Contractor Signature)**

**Minor Modification Construction Checklist  
for Contractors AND Property Owners**

**Owner Name:** \_\_\_\_\_ **Email:** \_\_\_\_\_

**Lot#:** \_\_\_\_ **Property Address:** \_\_\_\_\_

**Before you begin your ARB request- please ensure you have all of the required information required below!  
Please check off each block once you have verified and attached each item, missing items will lead to your application  
being returned and a delay in your approval**

<input type="checkbox"/>	<b>Exterior Re-Paint of Existing Color</b>
<input type="checkbox"/>	<b>Lanai Screen Enclosure to Include Invisible Retractable Door</b>
<input type="checkbox"/>	<b>Low Voltage Landscape Lighting</b>
<input type="checkbox"/>	<b>Minor Landscape Changes</b>
<input type="checkbox"/>	<b>Satellite Dish</b>
<input type="checkbox"/>	<b>Solar Panel</b>
<input type="checkbox"/>	<b>Other</b>

\_\_\_\_\_ 2 Hard Copies of all documents requested below must be submitted to management company

\_\_\_\_\_ Digital Copy submitted to management company

\_\_\_\_\_ Contractor's license submitted

\_\_\_\_\_ Contractor's insurance policy submitted

\_\_\_\_\_ Plans

NOTE: No construction can begin without ARB written approval and copy of the permit.

**POOL CONSTRUCTION CHECKLIST FOR  
CONTRACTORS AND PROPERTY OWNERS**

**Owner Name:** \_\_\_\_\_ **Email:** \_\_\_\_\_  
**Lot#:** \_\_\_\_\_ **Property Address:** \_\_\_\_\_

**Before you begin your ARB request- please ensure you have all of the required information required below! Please check off each block once you have verified and attached each item, missing items will lead to your application being returned and a delay in your approval.**

\_\_\_\_\_ 2 Hard Copies of all documents requested below must be submitted to management company

\_\_\_\_\_ Digital Copy submitted to management company

\_\_\_\_\_ \$150 Non- Refundable Review Fee

\_\_\_\_\_ \$2500 Refundable Deposit (To be paid by Builder/Contractor or Homeowner. A deposit will be refunded once a project is completed and a final inspection validates that construction was completed in accordance with the approved plans and no indication of damage to the HOA property has occurred.)

\_\_\_\_\_ Contractor's license submitted

\_\_\_\_\_ Contractor's insurance policy submitted

\_\_\_\_\_ Site plan indicating pool location

\_\_\_\_\_ Pool layout plans indicating pool location on property to include all setbacks (from seawall and property line)

\_\_\_\_\_ Pool 3D C.A.D. images

\_\_\_\_\_ Final landscape designs

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

\_\_\_\_\_ Screened cage enclosure plans if applicable with spec sheets

\_\_\_\_\_ Fence if applicable per fence requirement

**DOCK/BOAT HOUSE CONSTRUCTION CHECKLIST FOR CONTRACTORS AND PROPERTY OWNERS**

Owner Name: \_\_\_\_\_ Email: \_\_\_\_\_  
Lot#: \_\_\_\_\_ Property Address: \_\_\_\_\_

**Before you begin your ARB request- please ensure you have all of the required information required below! Please check off each block once you have verified and attached each item, missing items will lead to your application being returned and a delay in your approval.**

\_\_\_\_\_ 2 Hard Copies of all documents requested below must submitted to management company

\_\_\_\_\_ Digital Copy submitted to management company

\_\_\_\_\_ \$150 Non- Refundable Review Fee

\_\_\_\_\_ \$2500 Refundable Deposit (To be paid by Builder/Contractor or Homeowner. (A deposit will be refunded once a project is completed and a final inspection validates that construction was completed in accordance with the approved plans and no indication of damage to the HOA property has occurred.)

\_\_\_\_\_ Contractor's license submitted

\_\_\_\_\_ Contractor's insurance policy submitted

\_\_\_\_\_ Permit Submitted

\_\_\_\_\_ Site drawing with home, dock, boat house, & walkway included (digital and hard copies)

\_\_\_\_\_ Pertinent dimensions on construction plans and site plan to scale

\_\_\_\_\_ Boat lift specifications included

\_\_\_\_\_ Type/Manufacturer of Boat lift if applicable \_\_\_\_\_

\_\_\_\_\_ Composite decking material, i.e. Trex, Azec (Type)

\_\_\_\_\_ Sample or photo of decking material color included

\_\_\_\_\_ Details of dock plumbing included

\_\_\_\_\_ Details of exterior electrical fixtures and lighting included

\_\_\_\_\_ Dock orientation parallel to shoreline

\_\_\_\_\_ Does dock location account for water depth at low tide

\_\_\_\_\_ Does dock location account for 15-ft side setback from adjacent property

\_\_\_\_\_ Furthest point of dock 30 feet or less from MHW (mean high water) line

\_\_\_\_\_ Does boat house roof material match home roof material

## SEAWALL CONSTRUCTION CHECKLIST

Owner Name: \_\_\_\_\_ Email: \_\_\_\_\_  
Lot#: \_\_\_\_\_ Property Address: \_\_\_\_\_

**Before you begin your ARB request- please ensure you have all of the required information required below! Please check off each block once you have verified and attached each item, missing items will lead to your application being returned and a delay in your approval.**

\_\_\_\_\_ 2 hard copies of all documents required below must be submitted to management company

\_\_\_\_\_ Digital copy submitted to management company

\_\_\_\_\_ \$150 Non- Refundable Review Fee

\_\_\_\_\_ \$2500 Refundable Deposit (To be paid by Builder/Contractor or Homeowner. (A deposit will be refunded once a project is completed and a final inspection validates that construction was completed in accordance with the approved plans and no indication of damage to the HOA property has occurred.)

\_\_\_\_\_ Seawall/shoreline stabilization architectural guidelines have been read and understood

\_\_\_\_\_ Contractor's license submitted

\_\_\_\_\_ Contractor's insurance policy submitted

\_\_\_\_\_ Permit submitted

\_\_\_\_\_ Landscape plan must be submitted for developed lots

\_\_\_\_\_ Site plans submitted indicating seawall placement nearest mean high water line submitted

\_\_\_\_\_ Accurate construction/engineering drawing submitted

\_\_\_\_\_ Seawall and concrete cap will be in a contiguous straight line with other seawall caps

\_\_\_\_\_ Corrugated vinyl sheet piling **type:**

\_\_\_\_\_ Shoreguard sg-425 or *equivalent*

\_\_\_\_\_ Everlast ESP 4.1

\_\_\_\_\_ CL-9900 or *equivalent* (for vinyl sheets **10 feet or longer**)

\_\_\_\_\_ Type of protective material on tie-backs: \_\_\_\_\_

\_\_\_\_\_ Shoreline stabilization must be complete when **not** connecting to an adjacent neighbor (i.e. sod, bales of hay with wooden stake)

\_\_\_\_\_ Undeveloped lots require Bahia seed be planted and covered with hay 10 feet back from the seawall to prevent erosion.

\_\_\_\_\_ Backfill to be completed by \_\_\_\_\_ (contractor name)

\_\_\_\_\_ Landscaping to mask seawall to be completed by \_\_\_\_\_ (contractor name)

**EAST SIDE FENCE CONSTRUCTION CHECKLIST FOR CONTRACTORS AND PROPERTY OWNERS**

Owner Name: \_\_\_\_\_ Email: \_\_\_\_\_  
Lot#: \_\_\_\_\_ Property Address: \_\_\_\_\_

**Before you begin your ARB request- please ensure you have all of the required information required below! Please check off each block once you have verified and attached each item, missing items will lead to your application being returned and a delay in your approval.**

\_\_\_\_\_ 2 Hard Copies of all documents requested below must be submitted to management company

\_\_\_\_\_ Digital Copy submitted to management company

\_\_\_\_\_ \$150 Non- Refundable Review Fee

\_\_\_\_\_ \$2500 Refundable Deposit (To be paid by Builder/Contractor or Homeowner. (A deposit will be refunded once a project is completed and a final inspection validates that construction was completed in accordance with the approved plans and no indication of damage to the HOA property has occurred.)

\_\_\_\_\_ Contractor's license submitted

\_\_\_\_\_ Contractor's insurance policy submitted

\_\_\_\_\_ Permit submitted

\_\_\_\_\_ Provide site plans locating the owner's home with fence location

\_\_\_\_\_ Provide design plans, inclusive of brochure photos, materials and size of fence

**Please Note:**

- Manufactured fencing will be picket style. Typical designs include pickets that are approximately 5/8" square aluminum tubing spaced approximately 3 13/16 inches apart. The individual pickets may include ornamental features and a maximum of three side rails. Each of the side rails can be up to 1 1/8 inch square. All picket fencing shall be coated black or bronze. An example of a typical picket fence is included.
- Manufactured fences or natural fences shall be limited to 4 feet in height.
- Wire and chain link fences are prohibited.





**WEST SIDE FENCE CONSTRUCTION CHECKLIST FOR CONTRACTORS AND PROPERTY OWNERS**

**Owner Name:** \_\_\_\_\_ **Email:** \_\_\_\_\_

**Lot#:** \_\_\_\_ **Property Address:** \_\_\_\_\_

**Before you begin your ARB request- please ensure you have all of the required information required below! Please check off each block once you have verified and attached each item, missing items will lead to your application being returned and a delay in your approval.**

\_\_\_\_\_ 2 Hard Copies of all documents requested below must be submitted to management company

\_\_\_\_\_ Digital Copy submitted to management company

\_\_\_\_\_ \$150 Non- Refundable Review Fee

\_\_\_\_\_ \$2500 Refundable Deposit (To be paid by Builder/Contractor or Homeowner. (A deposit will be refunded once a project is completed and a final inspection validates that construction was completed in accordance with the approved plans and no indication of damage to the HOA property has occurred.)

\_\_\_\_\_ Contractor's license submitted

\_\_\_\_\_ Contractor's insurance policy submitted

\_\_\_\_\_ Permit submitted

\_\_\_\_\_ Provide site plans locating the owner's home with fence location

\_\_\_\_\_ Provide design plans, inclusive of brochure photos, materials and size of fence

**Please Note:**

- Equestrian lot animal fencing will be evaluated by the ARB based on the type of animals. Two or three rail vinyl fencing is recommended for larger animals.
- Wire and chain link fences are prohibited.

**BUILDERS CONDUCT GUIDELINES**

Owner Name: \_\_\_\_\_ Email: \_\_\_\_\_

Lot#: \_\_\_\_ Property Address: \_\_\_\_\_

Contractors shall be held responsible for the acts of their employees, 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 Association requires the following:

- Ensure that the construction site is kept 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.
- Ensure there is no burning on the construction site of adjacent properties.
- Install silt fencing on sites that create the possibility of sand/soil eroding off the homesite.
- Maintain portable toilets at the construction site.
- Prohibit the consumption of alcoholic beverages, illegal drugs, or other intoxicants that could hamper the safety or well-being of other personnel on the site, while also affecting the quality of workmanship.
- Contractors, subcontractors, and their employees may only park on one side of the road during construction hours and may not park on any adjoining properties unless prior written consent is obtained.
- Ensure all those for whom the builder is responsible are properly insured.
- Ensure all those for whom the builder is responsible comply with the rules and regulations of the ARB and HOA.
- Limiting working hours for construction personnel to 7:00 AM to 7:00 PM on Mondays – Fridays and 8:00 AM to 5:00 PM on Saturdays. No construction work will be allowed on Sundays or the following holidays: New Year’s Day, Memorial Day, July 4<sup>th</sup>, Labor Day, Thanksgiving Day, and Christmas Day.
- Prohibit construction personnel from bringing children under the age of 12 or pets in Seaside Landings at Flagler Beach.
- Prohibit construction personnel from carrying firearms or other weapons within Seaside Landings at Flagler Beach property.
- Prohibit the playing of loud music or other sounds from non-construction activities deemed as an annoyance to residents.
- Prohibit the use of adjacent properties for access to storage of material or equipment without prior written consent.
- Limit all builders, employees, subcontractors, and suppliers to construction-only related activities at the designated site.
- Ensuring all builders, employees, subcontractors, and suppliers use only the designated access routes, which are via the main gates and paved roadways.

I have read and agree to the above conditions on \_\_\_\_\_, 20\_\_\_\_\_

By \_\_\_\_\_ and \_\_\_\_\_  
 (Property Owner Signature) (Builder/Contractor Signature)

**DESIGN REVIEW APPLICATION FOR  
HOME BUILDER PORTFOLIO/QUALIFICATIONS**

**APPROVAL OF HOME BUILDERS – \$1,000 Builder Portfolio Review**

All Home Builders must be approved by the ARB to work in Seaside Landings at Flagler Beach HOA prior to commencement of any construction. It is crucial that all home builders thoroughly understand the Seaside Landings at Flagler Beach HOA Architectural Guidelines.

**In order to receive approval, the builder must submit the following to the ARB for review:**

- \_\_\_\_\_ Resume: Include the number of years in business and awards received, if any.
- \_\_\_\_\_ Copy of Contractor’s License
- \_\_\_\_\_ Certificate of Insurance for General Liability and Workers Compensation
- \_\_\_\_\_ Insurance agent contact info with authorization to release claims info
- \_\_\_\_\_ Photographs of completed work (minimum of five different projects)
- \_\_\_\_\_ References from clients accompanied by phone numbers
- \_\_\_\_\_ References from architects or designers accompanied by phone numbers

The ARB will review the builder’s submission at a regularly scheduled meeting and offer approval via email or regular mail.

Please note that approval of a builder can be withdrawn for:

Failure to perform within the Architectural Guidelines, lack of cooperation with the ARB’s requests, not adhering to the approved plans and specifications, failure to comply with the rules and regulations outlined in the builder rules of conduct, and acting in conflict to Association declarations, covenants, and bylaws on file with Flagler County.

It is not the intent of this approval requirement to dictate the owner’s selection of their design and construction team, but to help ensure that the vision for Seaside Landings at Flagler Beach is achieved in order to maintain the aesthetics and quality of the community. Thank-you for your cooperation.