

**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, 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 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 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, etc.), additions of awnings, shelters, gates, basketball hoops, flower boxes, shelves and statues (above 18 inches). 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. All ARB decisions are subject to final approval by the Directors of the BH HOA.

THIS ARB POLICY AND PROCEDURES GUIDELINE IS DIVIDED INTO SECTIONS:

Section 1.0: FEES & 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 ROOM ADDITIONS

3.2 SUBMITTAL FORM NEW CONSTRUCTION & MAJOR ROOM 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 & 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 & Deposit Schedule under the BH HOA Declarations, Article V. ARCHITECTURAL CONTROL, Section 2 Architectural Review Board ("ARB"), paragraph (b) Powers and Duties of the ARB, subparagraph (vii).

Submission Fee & 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 require 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 & Deposit</u>
New Construction	\$3,000
Major Renovations/Additions	\$1500
Minor Renovations	\$50

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 & Deposit, the owner agrees to accept the charges and allow the actual costs incurred to be deducted from the Submission Fee & Deposit.

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

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

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.

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

**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 believes its overall aesthetic impact is not within the spirit of these guidelines. 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. 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 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 Neighborhood Drainage 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

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

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 subcontractor 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 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" x4" 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 Covenants and Restrictions 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 hardi board 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

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

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.

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.

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 band is 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

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

court, playhouse, Jacuzzis or structure of similar kind or natural 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 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 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 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.

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

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.

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.

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

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.

19. Signs

No sign will be allowed unless specifically approved by the ARB. For additional information reference the BH HOA Covenants, page 30, section H.

20. Satellite dishes and above ground pools

Satellite dishes 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 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. (we had deleted this).
- 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.

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

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 waiver shall be evidenced by an instrument signed and executed by the ARB upon approval by a majority of its members.

Members are encouraged to submit a letter with the application acknowledging that it is understood that their request requires an ARB waiver. The letter should address the item requiring a waiver and the reasons for the requested waiver. This helps the process, keeps expenses down and will result in a timely ARB response to the submission for the improvement or alteration.

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 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 deposit for each violation, in addition to reimbursement to the property owner.

27. Pets

Under no circumstances shall a 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 subcontractor that continues to violate the rules.

28. Speeding

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

29. Music

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

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

30. Final Inspection and During Construction Inspections

It will be the owner 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 Neighborhood Drainage 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.

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

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

(See Section 4.0 for all other improvements/alteration)

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 Fee and/or 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.

A major addition characteristics 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 normally 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

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

- 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 fee and one for 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 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 8, 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 Hugh Williams.**

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

SECTION 3.1:

SUBMITTAL FORM NEW CONSTRUCTION & MAJOR ROOM ADDITIONS

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

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

Contact Name: _____ Telephone: _____

Submittal Information

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

DATE: _____

OWNER'S SIGNATURE: _____

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

Note: SEE ARCHITECTURAL REVIEW BOARD POLICIES & PROCEDURES GUIDELINES FOR COMPLETE SUBMISSION REQUIREMENTS AND APPROVAL PROCESS INFORMATION. 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 "WAIVER" of the requirement. 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.

It is also hereby provided that "...Subsequent to the transfer of control of the ARB by the Declarant, any party aggrieved by a decision of the ARB shall have the right to make a written request to the Board within thirty (30) days of such decision, for a review thereof. The determination of the Board upon reviewing any such decision shall be dispositive..."

**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 aesthetic 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.

The Declaration, paragraph (iii), page 10 provides "...Subsequent to the transfer of control of the ARB by the Declarant, any party aggrieved by a decision of the ARB shall have the right to make a written request to the Board within thirty (30) days of such decision, for a review thereof. The determination of the Board upon reviewing any such decision shall be dispositive..."

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

**SECTIONS: 3.3 & 3.4:
BH HOA, ARB On-Site Checklist
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 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. Neighborhood Drainage 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**

**SECTIONS: 3.3 & 3.4:
BH HOA, ARB On-Site Checklist
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 post to 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 to contract Lot Cleanup: ___Yes ___No

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

Notification to owner that \$200 for lot cleanup has been deducted from Deposit: ___Yes ___No

COMMON PROPERTY DAMAGE:

Notification to owner of the specific damages: ___Yes ___No

Items: ___ Sidewalks, ___ Street, ___ Neighborhood Drainage System, ___ Street lights,

___ Other: _____

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

___YES ___NO if yes, COSTS BILLED \$ _____

Management company 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 post notification and responses to Case folder for use during Checkout Inspection: ___Yes ___No

Inspection Results to: ___ ARB Chairperson or ___ Management Company

ARB Actions:

___ ARB Minutes

___ Management Company

___ Copy in Case Folder

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

**SECTION 3.4:
BH HOA, ARB On-Site Checklist
Checkout After New Construction &/or Major Room 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 _____

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

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 _____
 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 Deposit available for release to Owner(s): \$ _____

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
ARB Actions: ___ Consideration of the matter & include in the ARB Minutes
 ___ Copy in Submission Folder
Actions: ___ Letter of 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 Fee and/or 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 BH HOA Declaration found in ARTICLE V, ARCHITECTURAL CONTROL, Book 1151, starting on page 464.

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 aesthetic impact. 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 "WAIVER" of the requirement.

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 4 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.

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

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 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 Neighborhood Drainage Plan 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 Neighborhood Drainage Plan.

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.

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

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. Show additional items planned such as wall, if applicable and provide required information listed in the applicable paragraph of this 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 would be 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 # 11. 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 13. 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

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

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 #: _____

Waiver requested: ___ Yes ___ No

<p>If yes, letter must be attached. ___</p>	<p>Fence Plan and Detail (Attach two copies of survey with fence location sketched onto it; denote type, height and color)</p>	<p>_____</p>	<p>Exterior Color Selections (Attach color chip samples, denote body, trim colors)</p>
<p>_____</p>	<p>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. Only one fee paid, whichever is higher</p>	<p>_____</p>	<p>Screen Room or Addition (Attach two copies of survey showing footprint, color and material, all elevation drawings and landscape plan)</p>
<p>_____</p>	<p>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.)</p>	<p>_____</p>	<p>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)</p>
<p>_____</p>	<p>Other: _____ _____ _____ _____</p>	<p>_____</p>	<p>Basketball Backboards (See attached proposed location and landscape requirements)</p>