

## **ARCHITECTURAL REVIEW BOARD**

### **SCOPE OF RESPONSIBILITY**

The Architectural Review Board (ARB) has the right to exercise control over all construction and exterior home improvements at Cobblestone Country Club. All construction and improvements by property owners, homesite purchasers or builders at Cobblestone must first approved by the ARB.

Improvements are defined as any building, fence, wall, patio area, driveway, walkway, landscaping, antenna, sign, mailbox, pool, tennis court, or other structure or improvement which is constructed, made, installed, placed or developed within or upon, or removed from, any property or any change, alteration, addition or removal of any such structure or improvement other than normal maintenance and repair which does not materially alter or change the exterior appearance, condition and color of same.

### **MEETINGS OF THE ARCHITECTURAL REVIEW BOARD**

The Architectural Review Board will meet every thirty (30) days to review new submissions and the status of any projects currently underway. All approvals or other responses from the ARB must be made within thirty (30) days of the date of receipt of request and documented appropriately. If the ARB does not meet or fails to respond to a submission made by a property owner, homesite purchaser or builder within thirty (30) days, the submission shall be deemed approved.

### **MINUTES OF MEETINGS**

Minutes shall be recorded of all ARB meetings to include the following information. A recap of the meeting, members present, decisions of the ARB and the rationale behind those decisions. The rationale may be utilized in making future decisions.

### **ENFORCEMENT POWERS**

Should an architectural violation occur, the ARB has the right to injunctive relief to require the property owner, homesite purchaser or builder to stop, remove and/or alter any improvement in a manner which complies with the standards established by the ARB.

Approval by the ARB does not negate the obligation of a property owner, homesite purchaser or builder from receiving any governmental approvals, if required. If such approvals are required and are not obtained by the (property owner,) homesite purchaser or builder, the ARB and/or the applicable governmental agency may take whatever action is necessary against the property owner, homesite purchaser or builder to obtain compliance.

### COMMITTEE MEMBERS

The ARB shall consist of no less than three (3) individuals appointed by the Board of Directors of Cobblestone Country Club Homeowners Association. ARB Members shall select from their committee a Chairman and Secretary. The ARB Chairman shall have the responsibility to follow up on projects and investigate approval of commenced work. The ARB Secretary shall have the responsibility of taking and maintaining official meeting minutes of the ARB Meetings. Chairman and Secretary of the committee are to be voted on all ARB members. ARB members must actively participate in committee meetings and ensure that all project communications are documented appropriately. Failure to comply with the guidelines in this manual will result in removal from this committee. The Association may obtain the services of an architect and/or landscape architect to serve on the ARB at any time it is deemed necessary.

### ADMINISTRATION

The Association Board of Directors will appoint an administrator to handle the day-to-day responsibilities of processing submissions and coordinating with the ARB, property owners, homesite purchasers and builders. The administrator will also be responsible for gathering all retaining all information and documents needed for the association records. (ARB meeting minutes, approvals, responses, etc.)

### WAIVER AND ADDITIONAL REQUIREMENTS

This Design Review Manual has been adopted to assist the property owners, homesite purchasers and builders within Cobblestone Country Club and the ARB in connection with the architectural approval process. However, these are merely guidelines, and the ARB will have the right to waive any of the requirements set forth herein, or will the right to require additional or more stringent requirements as to any proposed improvement, if the ARB deems same appropriate.

ARB approval of any construction or improvement project does not require the ARB, or any subsequent ARB to approve any similar construction or improvement in the future. The ARB shall have the right in the future to withhold approval of similar construction or improvement requested by any other property owner, homesite purchaser or builder.

## **ARCHITECTURAL REVIEW PROCESS**

- The property owner, homesite purchaser or builder makes application to the ARB.
- A member of the ARB views the location of proposed improvement prior to the meeting of the ARB.
- The ARB confirms or takes exception to the application within thirty (30) days and the property owner, homesite purchaser or builder is notified that the application has been approved, approved with stipulations, or disapproved. Reasons for disapproval are cited. If the ARB does not contact the property owner, homesite purchaser or builder within thirty (30) days, the application is deemed to have been approved.
- In some cases, the ARB must disapprove an application as a deferral because the application inadequately describes the requested change or because the ARB wants a second opportunity to visit the Lot before making its decision.
- If the application has been disapproved and the property owner, homesite purchaser or builder does not understand the ARB's comments or concerns, the applicant should contact the ARB Administrator. In most cases involving minor problems, the ARB's concerns and suggested solutions can be clarified for the applicant. A revised application may then be submitted and reviewed in the same fashion as the initial application.
- The property owner, homesite purchaser or builder may also make a personal presentation to the ARB to discuss the application.
- If the application is still disapproved at this time, or if the property owner, homesite purchaser or builder does not wish to make an informal appeal to the ARB Administrator, a formal appeal in writing may be made to the Cobblestone Country Club Homeowners Associations' Board of Directors. This request must be made within thirty (30) days of the date on which notice is given of a decision of the ARB denying a requested approval.
- The formal appeal involves a thorough review of the individual application and the ARB's rationale for their decision. The applicant is informed of the Board's decision within thirty (30) days of the date on which the received written notice of the appeal.
- ARB approvals are valid for projects started within one year of approval notice. Projects not started within one year will require a revised application to be submitted and reviewed in the same fashion as the initial application.
- All ARB decisions are based on a simple majority.

## **INSTRUCTION SHEET/ARCHITECTURAL DOCUMENTS**

In order to provide a systematic and uniform review of the proposed construction, architectural documents are required. Please refer to Architectural Review Procedures: Single Family Homesites in this manual to determine whether the architectural documents, as outlined below, are required for Initial Review, Major Review or Final Review.

### **SITE PLAN**

- Scale 1/8 inch - 1 foot
- Property lines/Setbacks with dimensions/Adjacent improvements indicating windows and doors Easements and rights-of-way
- Driveways, sidewalks, walkways, fences and walls, access streets), parking
- Culverts and swales
- Drainage Plan
- Paving Plan
- Grading Plan
- Foundation outline, roof drip line and entry areas
- Pools, decks, patios
- Existing grade/finished floor elevations
- North Arrow and direction of prevailing winds
- Mailbox location
- Existing trees with six (6) inch caliper

### **EXTERIOR ELEVATIONS**

- Scale 1/4 inch - 1 foot 0 inches
- Sides, Rear and Front elevations
- Doors, windows, fences, mechanical equipment

### **BUILDING SECTIONS**

- Scale 1/4 inch - 1 foot 0 inches
- Detail wall sections
- Detail roof sections, pitch, type

### **EXTERIOR COLORS/FINISHES/MATERIALS**

- Specifications
- Manufactures/models (if applicable)
- Product samples/photos/Color chips

## LANDSCAPE PLANS

- Scale 1 inch - 20 feet
- Topography
- Drainage Patterns
- Easements and rights-of-way
- Driveways, sidewalks, walkways
- Plant material - quantity, botanical & common name, size Sod
- Street trees
- Exterior lighting
- Irrigation

## FINAL SURVEY

- Lot corners
- Dwelling corners
- Driveways and driveway aprons
- Sidewalks and walkways
- Pools, decks, patios
- Fences
- Easements and rights-of-way
- Elevations for finished ground floor, sidewalks, swales and driveway aprons

## **ARCHITECTURAL REVIEW PROCEDURES**

### **SINGLE FAMILY HOMES SITES**

The following is an outline of the procedures for plan submissions for single family detached homes. All plans are to be submitted to the Architectural Review Board Administrator - 10300 Rookery Way Palm City, FL 34990 Tel. (772) 334-8900 Email: [cobblestonecc@advpropmgt.com](mailto:cobblestonecc@advpropmgt.com)

#### STEP ONE: REVIEW THE RELEVANT DOCUMENTS

1. This Design Review Manual
2. The Cobblestone Country club Association Covenants and Restrictions

#### STEP TWO: RETAIN PROFESSIONAL DESIGN CONSULTANTS

Selection of an architect is required of all homesite purchasers and (b) Builders at Cobblestone Country Club. Retaining a landscape architect is advisable if your architect is not specialized in Landscape Design. Have your consultants read and acquaint themselves with the relevant documents.

#### STEP THREE: BEGIN WITH YOUR ARCHITECT

Discuss your requirements and have the Architect produce sketches illustrating the design concept and showing how the home will be situated on the site. These drawings will be used during the initial review.

#### STEP FOUR: INITIAL REVIEW

Preliminary plans (four sets) consisting of the following.

1. Architectural Review Application
2. \$ 1,000.00 Capital Contribution Construction Fee payable to Cobblestone Country Club Homeowners Association Inc.
3. Site Plan (survey) indicating the location of all proposed improvements on the lot and shall show all existing trees with trunk caliper in excess of 6 inches.
4. Preliminary Floor Plan(s)
5. Preliminary Exterior Elevations (all sides)
6. Preliminary Building sections
7. Preliminary Landscape Plan

The ARB will review the application and design documents within thirty (30) days and return one set of plans to the homesite purchaser or builder with the appropriate comments.

#### STEP FIVE: MAJOR REVIEW

The homesite purchaser or builder must submit the final construction plans (four sets signed and sealed by a licensed architect), material samples, and color chips, as follows:

1. Final Floor Plan(s)
2. Final Exterior Elevations: specifications, materials, color chips
3. Roofs: structure, materials, product photos (or samples)
4. Fascia and Trim: section details, materials, color chips
5. Conceptual Landscape Plan: tree location, materials
6. Exterior Doors and Garage Doors: specifications, materials, product photos, color chips
7. Patios, Decks, Balconies, Verandas, Porches: specifications, materials, color chips
8. Fences/Walls: design details, materials, color chips
9. Mechanical Equipment: location, screening details
10. Exterior Lighting Details: specifications, product photos
11. Driveways: materials, finish, color chips

The ARB will review all design documents and return one set of plans to the homesite purchaser or builder within thirty (30) days with the appropriate comments.

The ARB may require a field inspection of the rough stake-out showing building corners prior to granting approval.

#### STEP SIX: SUBMISSION OF PLANS TO BUILDING DEPARTMENT

Following Major Review, the homesite purchaser or builder may then submit approved plans to the Martin County Building Department, or other such agencies having jurisdiction for required permits.

#### STEP SEVEN: CONSTRUCTION COMMENCEMENT

Upon receipt of Final Plan approval and building permits, the homesite purchaser or builder can commence construction. The ARB reserves the right to inspect in the field for compliance during any stage of construction.

#### STEP EIGHT: FINAL REVIEW

The owner, homesite purchaser or builder must submit two sets of the final landscape plans for final review sixty (60) days after start of construction. The ARB will review the plans and return one set of plans to the homesite purchaser or builder within thirty (30) days with the appropriate comments.

#### STEP NINE: SURVEY/CERTIFICATE OF OCCUPANCY

Upon completion of construction, the following will be submitted to the ARB:

1. Final Survey - Certified by Surveyor
2. Certificate of Occupancy

#### STEP TEN: PERMITTING INSPECTION

PERMITTING - After final approval by the ARB, the homesite purchaser or builder will submit only plans which have been stamped approved by the ARB to the County Building Department or other such agency having jurisdiction for required permits.

REVIEWS - The ARB's administrator will perform periodic reviews to ensure compliance with the guidelines and approved plans as follows:

1. Prior to any clearing, excavating or filling on a Lot for construction, the homesite purchaser or builder may be asked to provide a string stake-out of the Lot lines and building lines. All trees to be removed must be clearly indicated. The administrator will review the string stake-out for conformity to ARB approved plans and will approve or disapprove the commencement of construction.
2. Prior to placement of permanent improvements, e.g. footing, pilings, slabs, etc., the homesite purchaser or builder must receive a footing form board inspection approval from the administrator.
3. The homesite purchaser or builder will place batter boards indicating all building areas.
4. The administrator, upon the request of the homesite purchaser or builder will review the batter boards for conformance with the approved plans and will approve or disapprove continued construction.
5. At such- time as the homesite purchaser or builder has completed all improvements, including landscaping, in accordance with the plans and specifications approved by the ARB, the homesite purchaser or builder shall request a final review by the ARB's administrator.
6. The administrator will determine if all improvements have been made in accordance with the ARB approved plans and will certify his/her findings to the ARB.
7. Upon certification by the ARB's administrator that all improvements have been satisfactorily completed, including landscaping, in accordance with the approved plans and specifications, and after any desired review by the ARB members, the ARB will issue a final approval certificate. No residence within Cobblestone may be occupied by any person until receipt of a certificate of satisfactory completion by the ARB.



## **ARCHITECTURAL REVIEW BOARD POLICIES**

### **POLICY STATEMENT**

Property in Cobblestone Country Club is subject to certain restrictions as defined in the Cobblestone Country Club Homeowners Association's Declaration of Covenants and Restrictions and the requirements contained in this Design Review Manual.

The ARB does not seek to restrict individual taste or preferences. In general, its aim is to avoid harsh contrasts in the landscape and architectural themes of Cobblestone Country Club and to foster thoughtful design so that there is harmony between the residences and their neighboring residences. The ARB intends to be completely fair and objective in the architectural review process and to maintain a sensitivity to the individual aspects of design.

### **LIMITATION OF RESPONSIBILITIES**

The primary goal of the ARB is to review the applications, plans, specifications, materials and samples submitted to determine if the proposed structure conforms in appearance and construction criteria with the standards and policy as set forth by the ARB. The ARB does not assume responsibility for the following:

1. The structural adequacy, capacity or safety features of the proposed improvement or structure.
2. Soil erosion, un-compactible or unstable soil conditions.
3. Compliance with any or all building codes, safety requirements, governmental laws, regulations or ordinances.
4. Performance or quality of work of any contractor.

### **APPLICATION WITHDRAWAL**

An application for withdrawal may be made without prejudice, provided the request for withdrawal is made in writing and filed with the ARB Administrator prior to the review and/or action on the application.

### **APPEAL**

If an application has been denied, or the approval is subject to conditions which the property owner, homesite purchaser or Builder feels are unacceptable, the property owner, homesite purchaser or builder may request a hearing before Cobblestone Country Club Association's Board of Directors to justify his/her position. After the hearing, the Association will review the ARB's decision and notify the property owner, homesite purchaser or builder of its final decision within thirty (30) days of the hearing.

### **VARIANCES**

All variance requests shall be made in writing. Any variance granted shall be considered unique and will not set any precedent for future decisions.

## CONSTRUCTION INSPECTIONS

Periodic inspections may be made by the ARB while construction is in progress to determine compliance with the approved architectural plans and specifications. The ARB is empowered to enforce its policy, as set forth in the declaration and this manual, by any action, including an action in a court of law, to insure compliance.

## JOB SITE CONDITIONS

1. It is required that all construction sites be maintained in a clean and orderly fashion throughout the construction process.
2. Lots without units shall be maintained at all times. Neighboring lots may not be used for the storage or dumping of construction debris, dirt, trash or similar items
3. All employees and subcontractors must be registered with Cobblestone Country Club Homeowners Association.
4. For security purposes, the homesite owner or builder are required to furnish a list of all contractors, sub-contractors and employees who are permitted entry into Cobblestone Country Club.
5. Construction hours are currently set during 7:00 AM to 6:00 PM six (6) days a week (excluding Sundays and nationally recognized Holidays) but are subject to rules and regulations as published by the ARB from time to time.
6. All homesite owners or builders are required to post and keep on record with the ARB a 24-hour emergency phone number.
7. All homesite owners or builders are required to provide portable restroom facilities on all job sites.
8. All homesite owners or builders are required to provide at least one trash dumpster for every home under construction.
9. No flags, banners, or signs will be permitted unless approved by the ARB.
10. Infractions of the published construction rules may be cause for a \$500.00 fine per infraction and /or the suspension of a homesite owner or builder's contractor or sub-contractor from the project.
11. All construction must be completed within 12 months from the construction start date.

## CONSTRUCTION DEPOSITS

All homesite owners or builders are required to submit a \$1,000.00 Capital Contribution Construction fee to accompany the Application for ARB approval.

## DESIGN DOCUMENT CHANGES

The homesite owner or builder must notify the ARB prior to making any changes to the approved plans. A letter with applicable support data (as required) must be submitted to the ARB for the file. Any major deviations (as solely determined by the ARB) may require full ARB approval prior to commencement of changes.