

# Crystal Shores Owner's Association



## Architectural Planning Criteria And Construction Regulations

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## **NOTES**

1. Variances to this Architectural Planning Criteria may be granted on the basis of architectural merit.
2. The Architectural Planning Criteria will be updated periodically and all subsequent changes will apply to all lots/structures/landscapes that have yet to complete an ARC Review Application by the Architectural Review Committee.
3. This Architectural Planning Criteria was developed to control visual quality and environmental compatibility for Crystal Shores Owner's Association. In cases of contradiction with locally adopted safety codes, this code shall be overruled, with notification to the Architectural Review Committee. In no way does compliance with this code exempt a structure or a landscaping from conformance with other applicable codes and ordinances.
4. Previously granted variances and existing architectural features and designs on any developed lot, which are in conflict with the latest version of the Architectural Planning Criteria, shall not, in any way, affect the requirements and enforceability of the Architectural Planning Criteria contained herein for new construction or modifications to existing structures or landscapes. Previously approved features and designs are "grandfathered in" and do not have to be changed when new versions of this document are issued.
5. Some requirements in this Architectural Planning Criteria are mandated by our Declaration of Covenants, Conditions and Restrictions (CCR) and, as such, cannot be revised or voided without an affirmative vote of  $\frac{3}{4}$  of the membership. These requirements are identified by the notation "(CSOA CCR requirement)" placed at the end of the sentence, paragraph or section.
6. All new construction and remodeling construction projects must be completed 12 months after initial work has begun. Refer to Section "5.6 CONSTRUCTION SCHEDULE AND COMPLETION DATE" for more details

# **Crystal Shores Owner's Association Architectural Planning Criteria and Construction Regulations**

## **SECTION 1 GENERAL**

### **1.1 SHORT TITLE**

This document shall be known, referred to herein and may be cited as the "Planning Criteria".

### **1.2 AUTHORITY**

This Planning Criteria has been prepared in accordance with and to satisfy the requirements of Article VII, Sections 21, 22, 23, 24, 25 and 26 in the Declaration of Covenants, Conditions, and Restrictions (CCR) of the Crystal Shores Owner's Association. This Planning Criteria, adopted by the Board of Directors, shall serve as the Architectural Planning Criteria by which all new development and modifications of lots, existing homes and landscapes within Crystal Shores must conform.

### **1.3 ARCHITECTURAL DESIGN CRITERIA PERMIT**

Pursuant to Article VII, Sections 21, 22, 23, 24, 25 and 26 of the CCR, an Architectural Planning Criteria Approval Permit must be obtained before any lot clearing or construction or modifications may begin on any lot. An applicant seeking such a permit is required to submit to the Crystal Shores ARC two (2) complete sets of plans and specifications in accordance with the process detailed in Section 4 of this document.

Only Owners can submit ARC Requests and communicate with the ARC on such requests. Non-owner residents, tenants, rental property managers or contractors cannot submit ARC requests or communicate with the ARC on any Owner submitted ARC request.

### **1.4 CRYSTAL SHORES ARCHITECTURAL REVIEW COMMITTEE (ARC)**

#### **A. Purpose**

The function of the ARC is to review all plans for construction and modifications by owners of Crystal Shores to ensure that:

- (1) New construction and modifications are reflective of the overall design philosophy and objectives of Crystal Shores,
- (2) The elegance, aesthetics and natural setting of the community is preserved and enhanced.
- (3) The value of property at Crystal Shores is protected and maintained.

**The ARC has been established for the purpose of articulating aesthetic standards of architectural design within Crystal Shores and examining and approving or disapproving all proposed improvements within the community, including but not limited to, dwellings, garages, outbuildings, decks, patios, courtyards, swimming pools, shutters, walls, fences, screens, landscaping, screen enclosures, exterior paint colors and exterior lights. Any exterior addition, change or alteration of existing structures and**

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**landscaping, including the changing of color of any exterior surface, is subject to ARC review and approval.**

### **B. Membership**

The Board of Directors (BOD) appoints members of the ARC. The ARC consists of a minimum of three members who are owners at Crystal Shores. The BOD has the right to appoint additional members to the ARC. The ARC may obtain the services of a licensed architect and additional consultants as needed.

Only owners of Crystal Shores are voting members of the ARC. The quorum requirement for any official meeting is met if a majority of the voting members of the ARC are in attendance at a regular or special meeting.

### **C. Administrator**

The Association Manager functions as the Administrator of the ARC to handle the day-to-day responsibilities of processing applications, scheduling meetings, owner notifications and acting as the ARC liaison with owners.

### **D. Basis for Decisions**

Approval of new construction, exterior modifications and new or modified landscapes shall be granted or denied by the Association based upon compliance with the provisions of our Declaration of Covenants, Conditions, and Restrictions and this Architectural Planning Criteria document. In addition, approval of same shall be contingent upon the quality of workmanship and materials, the harmony of external design with surrounding lots, the effect of the construction on the appearance from surrounding lots, and all other factors, including purely aesthetic considerations, which in the sole opinion of the Association will affect the desirability or suitability of construction. (CSOA CCR requirement)

### **E. Notification of Actions**

All decisions of the ARC will be recorded by the Administrator with the results of the meeting pertaining to each application reflected in letters to the owner. These letters will be kept on file with the owner's plans and specifications. Owners will be notified of decisions by the ARC on their applications within 30 business days following receipt of their completed application. In the event approval or disapproval is not forthcoming within 30 business days following receipt of a completed application, unless an extension is agreed to by the owner, the application shall be deemed approved and construction may proceed consistent with the submitted plans, provided the submitted plans conform with the Declaration of the Association and the Planning Criteria.

### **F. Appeals**

If an application for new construction or modification has been denied, or the approval is subject to conditions the applicant/owner feels are unacceptable, the owner may request a hearing before the Board of Directors (BOD). The BOD will review the decision of the ARC and notify the owner of the Board's decision within 10 working days of the hearing. Such requested hearings must be requested a minimum of 10 working days prior to a scheduled regular (not an annual or organizational) BOD meeting.

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## **G. Enforcement Powers**

The ARC reserves the right to inspect or have an agent inspect the proposed improvements during construction to assure compliance with the ARC's approved plans and specifications. If any proposed improvements are made without the approval of the ARC or are found not to be in compliance with the approved plans and specifications, the ARC shall inform the owner in writing to correct or to remove the cause of the problem within 10 days from the date of the letter to the owner. Such owner shall bear all costs and expenses of such restoration or removal, including any costs and reasonable attorney fees of the ARC.

If the owner has not removed or restored or commenced to remove or restore the unapproved proposed improvements within the 10-day period, the ARC may institute an action to recover sums due for damages or to seek injunctive relief to require the owner to cease, remove, or restore the unapproved proposed improvements. In all enforcement actions, the prevailing party shall be entitled to be reimbursed for its attorney fees, prior to or at trial or on appeal, and all reasonable court costs.

## **H. Limitations of Responsibility**

The primary goal of the ARC is to review and approve completed applications to determine if the proposed structure conforms to the Planning Criteria. The ARC does not assume any responsibility for the following:

1. Structural adequacy, capacity, or safety features of the proposed structure.
2. Soil conditions or erosion requirements.
3. Compliance with building codes, environmental laws, property lines, set back requirements, safety requirements, drainage, storm water or other governmental laws, regulations, and ordinances.
4. Performance or quality of work by any contractor.

## **1.5 DEFINITIONS**

**Architect (building):** An individual who is legally qualified and licensed to practice architecture (design buildings and structures for human habitation) by the state in which the structure is to be constructed.

**Architect (landscape):** An individual who is legally qualified and licensed to practice landscape architecture (plan and design of outdoor environments / sites for human interaction) by the state in which the site is located.

**Association:** The short name for the Crystal Shores Owner's Association, Inc.

**Bedroom:** A room intended as a sleeping room. For the purposes of this Planning Criteria any room that is closed on three sides, has or has not a window, shall be considered a bedroom. Any area that is used as a bunk area shall also be considered as a bedroom.

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**Carport:** A roofed structure open on at least one side for the purpose of covering an area for parking automobiles.

**Column:** The tall posts on a porch which reach from floor to ceiling / roof.

**Contractor:** A person or company, who is licensed and contracts to build buildings, structures and site elements.

**Deck:** An uncovered platform (usually wood) built above grade level, which can be attached or detached to a house.

**Architectural Review Committee (ARC):** A committee selected by the Board of Directors of the Crystal Shores Owner's Association and assembled for the task of reviewing and approving code complying and aesthetically compatible designs for individual projects within the development. When no such committee has been selected the Board of Directors shall serve in such capacity.

**Dwelling Unit:** A complete private residential structure with spaces for living, sleeping, bathing, cooking and general storage.

**Footprint:** (as related to a built structure): The area at ground level covered by the entire structure (including interior spaces, porches, garages, etc.), excluding roof overhangs.

**Front of House:** The face or faces of a dwelling unit or adjacent structure that fronts Ocean View Drive. The main / public entry into the house is usually located or indicated on this face.

**Garage:** An outbuilding or part of the main house, air-conditioned or not, which is fully enclosed for the purpose of housing vehicles and providing general storage.

**Outbuilding:** A building separate from the main house, and subordinate in size and function to the main house but for the primary purpose of providing a support function or storage function to the main house.

**Parking Places:** Paved areas allocated in the garage, carport, or driveway to park vehicles.

**Porch:** A covered and attached platform (raised or grade level), associated and parallel to front entrance facades, as well as secondary entrances of rear and / or side facades of a dwelling unit.

**Privacy Fence:** A solid fence, no more than 6 feet high.

**Privacy Screen:** A lattice fence, no more than 6 feet high.

**Property:** Real estate located and platted in the planned unit development and subdivision designated as Crystal Shores, consisting of 69 dwelling lots, a Pool Area and a Common Area.

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**Proposed Improvements:** Any construction, modification, alteration, or improvement to any dwelling and/or lot whatsoever. Not to include interior alterations not affecting the external structure or appearance of the dwelling unit and/or lot.

**Right of Way:** Areas of land allocated between the front property line and the street curb (Ocean View Drive) for the placement infrastructure and utilities, the routing of roadways, the routing of pedestrian access pathways, the creation of on-street parking and the routing or retention of storm water.

**Setback:** The mandatory distance between a lot boundary line and the nearest building edge.

**Shed:** A temporary building used for storage only, which does not have a permanent foundation.

**Stairs (exterior):** Composed of risers, treads and safety railing, a structural element which connects different levels of an enclosed structure, deck, porch, or garden structure (such as ground level to first floor level or first floor level to second floor level).

**Street:** The paved area located within a portion Right of Way dedicated to vehicular traffic – in this case Ocean View Drive.



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## SECTION 2 ARCHITECTURAL DESIGN CRITERIA

The following Architectural Design Criteria is intended to create and preserve the Old Florida Cottage style of architecture, complete with elevated first floor, siding, metal roofs, wrap-around porches, and white picket fences. A consistent architectural theme utilizing aesthetically pleasing designs is the goal within Crystal Shores.

**2.1 RESIDENTIAL USE REQUIREMENT** – The Lots shall be used for residential dwelling units and for no other purpose. (CS0A CCR requirement)

**2.2 PERMITTED STRUCTURES** - No structure of any kind shall be erected, altered, placed, or permitted to remain on any of the platted Lots, within the Property, other than:

(i) One single family dwelling, which may also include one separate garage or garage apartment, specifically approved in writing by Crystal Shores ARC or Board AND the City of Destin. (CS0A CCR requirement)

(ii) Any other structure specifically approved in writing by Crystal Shores ARC or Board. (CS0A CCR requirement)

To preserve our standard of old Florida cottage style homes in Crystal Shores, big box houses are not permitted. Big box houses are three-story structures where the third story square footage is as large, or nearly as large, as the other stories. The third story as an observation deck and/or a small room is allowed if approved by the Architecture Review Committee. The third story square footage cannot exceed more than 25 percent of the second story square footage.

**2.3 MINIMUM SQUARE FOOTAGE** (Heated & Cooled Space) is 1,200 sq. ft. (CS0A CCR requirement)

**2.4 SET BACKS AND HEIGHT** - No Owner shall construct any dwelling or other structure, which encroaches on the building setback lines, identified on the plat by dashed lines labeled "B.S.L." or some variation thereof. (CS0A CCR requirement)

However, decks (attached to a dwelling), patios, arbors, screens, driveways, etc, can be placed within the Building Setback areas if approved by the ARC. Setbacks shall be as follows:

	<u>For House &amp; Garage*</u>	<u>For Sheds*</u>
Side yards	5 feet	5 feet
Street (Ocean View Dr) front yard	20 feet	
Street (Ocean View Dr) Side yard	10 feet	
Rear yard	10 feet	10 feet

*Building Setbacks are controlled by the City of Destin*

Building Height limitation is the same standard as is required by the City of Destin building code.

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## **2.5 SIDEWALKS AND DRIVEWAYS**

All Lots will have matching sidewalks located along the street frontage at the property line. See **Exhibit A**, Sidewalk Design in the appendices for color, pattern, and dimensions. All sidewalk pavers shall be 4" X 8" concrete brick pavers in red and charcoal color as specified in **Exhibit A**. The construction and dimensions shall comply with this Planning Criteria and the City of Destin sidewalk requirements

Driveways shall be constructed from concrete brick pavers or concrete. A driveway with both concrete and paver design must be approved by Crystal Shores ARC.

The portion of the driveway between the edge of the street and the front property line shall be constructed of brick pavers.

See **Exhibit B** in the appendix for color and pattern. All pavers shall be 4" X 8" concrete brick pavers in red and charcoal color as specified in the **Exhibit B**.

Driveway design and dimensions shall provide for adequate parking of vehicles in accordance with Section 2.6, Paragraphs G, H and I below.

No driveway shall be constructed, maintained, altered, or permitted to exist on any lot if the driveway obstructs or impedes the flow of surface drainage in the area adjacent to the Lot or in the street right of way or swale area adjoining or abutting the Lot. (CS0A CCR requirement)

## **2.6 GARAGES AND PARKING**

- A. Attached or detached in rear of house or attached on side of house. Garage must be incorporated into design of house.
- B. Garage may be the first floor of house, but it must be finished outside as part of house. All garage doors to be approved by Crystal Shores ARC.
- C. All garage and carport designs shall match the house design, including, but not limited to, siding, doors, windows, roofs, trim and colors.
- D. No garage shall at any time be used as a residence, temporarily or permanently. (CS0A CCR requirement)
- E. Carports allowed. All carport designs to be approved by Crystal Shores ARC.
- F. Second floor garage apartments are allowed subject to approval by Crystal Shores ARC and City of Destin.
- G. Vehicles shall not be parked on:
  - The street,
  - The driveway apron between sidewalk and street curb,
  - The grass Right-of-Way area between sidewalk and street, or
  - The sidewalk area intersecting your driveway apron.

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Therefore, Owners and their guests must be able to park all vehicles within the confines of their lots. Therefore, the number of parking spaces provided shall be determined by use of the following formulas:

1. If the number of Bedrooms is three or fewer then the minimum number of Parking Places shall be two.
2. Otherwise, if the number of Bedrooms is greater than three, then the minimum number of Parking Places shall equal the Number of Bedrooms minus one (1).
3. If the residence is to be used for Short-Term Rentals, then paragraphs 1 and 2 above do not apply and the required number of parking spaces shall be one parking space for each bedroom, in accordance with City of Destin Ordinances.

Bunkrooms are considered bedrooms in these formulas.

- H. Accordingly, during the design review process, Owners are required to graphically demonstrate that their proposed designs will accommodate the requisite number of vehicles either in garages or driveways or in combination thereof. The graphic symbol for an automobile or any other vehicle shall be a diagonally crossed rectangle, drawn to scale and measuring eight (8) feet wide by nineteen (19) feet long. These graphic symbols must not cross one another or extend over the property lines, landscaped areas or sidewalks.
- I. Parking Places located in front of the house are subject to approval.

### **2.7 FOUNDATION**

- A. Piling, piers, or elevated slab. Minimum elevation of first floor shall be 24" with a maximum of 48" above grade.
- B. The area between the ground and the bottom of the exterior finish of the house shall be skirted with white lattice.
- C. If the house is built on an elevated slab, the area between the ground and the bottom of the exterior siding (ie: the concrete blocks or concrete structural wall) of the house shall be painted gray (Pittsburgh Paint #4753 – Peppercorn or approved equal) and then skirted with lattice, which shall be painted white.

### **2.8 EXTERIOR**

- A. Siding – Lap siding in horizontal wood, vinyl, fiber cement (such as HardiPlank) lap siding (4", 6", or 8") in smooth, wood grain or colonial patterns are acceptable. Other siding types to be approved by the Crystal Shores ARC.
- B. Vinyl Siding will be reviewed on a house-by-house basis for color, style, and quality.

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- C. Exterior Trim - Minimum 4" wide trim at all corners and openings. Also, a horizontal trim band must go around the house, between the bottom of the siding and top of the lattice.
- D. Exterior Stairs – Must have structural elements screened with siding, which matches house exterior siding. Screening with lattice will be reviewed on a case-by-case basis.
- E. No stucco, stone, brick or brick look-alike exterior wall surfaces will be approved.

### **2.9 WINDOWS AND DOORS**

- A. Casement or single hung/double hung wood, vinyl clad or white baked enamel finish aluminum. All windows are to be square or as tall (or taller) than they are wide. No horizontal sliders will be allowed.
- B. No sliding glass doors except by review and approval of the Crystal Shores ARC.
- C. All exterior doors shall have a glass panel extending through most of the height of the door. Front doors should make a strong architectural statement. The use of double front entry door or doors enhanced by side and/or top window panels is encouraged.
- D. No skylights shall be permitted in the roof.

**2.10 ROOF MATERIAL** - Metal-standing seam. Natural metal color is strongly encouraged in keeping with the old Florida cottage style. Colors are allowed but must be approved by Crystal Shores ARC.

### **2.11 ROOF PITCH**

- A. Main Roof - Minimum 6 x 12 pitch
- B. Porches and minor roofs – 3 x 12 pitch
- C. Mono pitches allowed only if they abut a vertical wall
- D. Flat roof decks allowed only if they are accessible from an adjacent enclosed space
- E. Widow's walks are allowed on roofs.

**2.12 EAVES AND GABLES** - Rafter tails must be exposed OR have soffit run on the roof rake, but no horizontal soffit.

### **2.13 PORCHES**

- A. Front porch must cover at least 50% of the width of the front of the house and be a minimum of 6 feet deep on the first floor.
- B. Porch decks may be wood, tile, composite or concrete.
- C. All steps must be wood or composite.

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- D. Any living space built above the front porch roof shall be restricted to a maximum distance of 50% of the porch depth or maximum of 3 feet, whichever is less.
- E. Railings on first floor front porches are not required unless required by City of Destin Building Code. However, it is strongly suggested that railings be added to the first-floor front porch to help achieve the Old Florida Cottage look. Vertical slats/pickets are encouraged and white is the preferred color. Top rail may be painted with the color of the house trim. Columns are strongly encouraged to be white.

**2.14 GARBAGE ENCLOSURES** - If garbage containers are to be kept outside, then garbage containers must be kept in a side or rear yard completely screened and obscured from view from Ocean View Drive and located where not to negatively impact any neighbor. Screening shall be adequate so that no part of the garbage containers shall be visible from Ocean View Drive. Since the garbage and recycling containers are 45" in height, the screening shall be 48-inches minimum to 54-inches maximum in height. The screening shall be designed for the number of garbage and recycling containers to be used. Rental properties should consider using at least two garbage containers. You are not required to have recycling containers, as recycling is not required on your property.

### **2.15 AIR CONDITIONING, UTILITY, AND IRRIGATION EQUIPMENT**

- A. All air conditioner compressors shall be screened from view from Ocean View Drive and insulated by a fence, wall, or shrubbery to minimize noise. (CS0A CCR requirement)
- B. No window or wall air conditioning units shall be permitted. (CS0A CCR requirement)
- C. All electrical and gas utility equipment, meters, panels, boxes, etc shall be screened from view from Ocean View Drive by a fence, wall, or shrubbery.
- D. The irrigation pump, wellhead/pump piping and irrigation timer shall be screened from view from Ocean View Drive by a fence, wall, or shrubbery

### **2.16 FENCES AND SCREENS**

- A. Picket fences on the front property line are required along all street yards facing Ocean View Drive.
- B. Maximum front, side, and rear picket fence height shall be no more than 40" high unless it is a privacy screen/fence approved by the ARC.
- C. Fence material may be wood, plastic, or painted metal as long as the fence conforms to the picket fence design. All picket fences shall be white in color
- D. Side property line fences must match the same style, dimensions, and white color as the front property line picket fence.

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E. Gates in front and side fences and driveway gates are allowed, provided that the gate design has the same style, dimensions, and white color as the front property line picket fence.

F. Pool fences shall conform to the Florida State Statute 515 and be painted white.

G. Rear property privacy screens/fences or pool privacy screens/fences will be reviewed on a case-by-case basis, with approval contingent upon its effect upon neighboring properties. If these screens/fences are approved they must not exceed 6 feet in height above the pool deck, if installed on the pool deck, or 6 feet in height above the yard grade if installed in the rear yard. Privacy screens/fences are not allowed on the perimeter of the subdivision along Scenic Highway 98, Crystal Beach Drive, or Hutchinson Street. Privacy screens/fences are allowed only between houses including to the rear of houses that border the Clipper Cove subdivision. Rear fences that border Scenic Highway 98 may be 48" high.

H. If Screens are to be installed to screen the view of Air Conditioning Units and Garbage Containers from Ocean View Drive, then those screens shall be 48" to 54" tall. All such screens shall be approved by the ARC.

I. See Exhibits F1, F2, F3 and F4, in the Appendix, for pictorials of fence and screen/fence height limits and locations that will be approved by the ARC.

### **2.17 PAINT COLORS**

All exterior colors shall be approved at the sole discretion of the Crystal Shores ARC. An Owner may be required to paint a test swatch at a corner of the house for the Crystal Shores ARC to review in the field. In all cases, paint colors must be specified and paint chips supplied with the ARC Design Review Application. For vinyl siding, a sample piece of siding must be supplied with the Design Review Application.

All siding and painted siding must be white or of a light or pastel color. Natural metal color is strongly encouraged for roofs in keeping with the Old Florida Cottage Style. Roof colors are allowed but must be approved by Crystal Shores ARC.

For trim, shutter and door colors, use Exhibit E in the Appendix. Other paint palettes of your choice can be submitted. Whether you submit your paint color choice or one of the recommended colors, a paint palette must be submitted for approval.

### **2.18 ANTENNAS AND SATELLITE DISHES**

A. No aerial masts, towers, or antennas shall be placed or erected upon any Lot or affixed in any manner to the exterior of any dwelling or structure. (CS0A CCR requirement)

B. Satellite dishes 39" or less in diameter can be installed

C. Where possible, the location of satellite dishes shall be placed in a location where it is not visible from Ocean View Drive. Location of satellite dishes must be approved by the Crystal Shores ARC.

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## **2.19 LIGHTING**

All new or revised exterior lighting fixtures must be approved by the ARC. This includes post mounted and building mounted fixtures, which are visible from other properties and the street.

No lighting shall be permitted which alters the residential character of the property or negatively impacts neighboring properties. (CSOA CCR requirement)

Furthermore, no lighting shall be located as to interfere with vehicular traffic or become a nuisance to neighbors by adversely affecting the nighttime environment.

No colored, flashing or rotating lights shall be permitted unless such lighting is a temporary installation of Holiday lighting. Holiday lighting shall be removed within two weeks of the end of the Holiday.

Patio bulb/cafe string lighting (12-24" between bulbs) may be installed in the rear yard of the house or on the side of the property on the rear 1/3 of the lot.

Rope/string lights are not allowed as landscape or house accent lighting.

Special requests for temporary lighting (1-2 days) will be considered by the Board of Directors as needed, with the written request sent to the Board seven days before the proposed installation of the temporary lighting.

**2.20 UTILITY CONNECTIONS** - Building connections for the utilities, including but not limited to, water, sewer, electricity, gas, telephone and cable/Internet, shall be run underground from the proper connection points to the building structure in such a manner as is acceptable to the governing utility authority. (CSOA CCR requirement)

**2.21 SIGNS** - No signs of any kind shall be erected, permitted to remain on, or displayed to public view on or from any Lot, except an Approved Sign giving the name of the occupant of the residence located on said Lot or an Approved Sign advertising the premises for sale or rent. All signs shall be approved by the Crystal Shores ARC or Board. Any non-approved sign may be removed by the Association. Refer to Section 6 for Sign Regulations for approved signs. (CSOA CCR requirement)

**2.22 SWIMMING POOLS AND HOT TUB SPAS** - Any swimming pool and/or hot tub spa to be constructed on any Lot shall be subject to the requirements of the Crystal Shores ARC, which include, but are not limited to the following:

- A. Composition to be of material thoroughly tested and accepted by the pool construction industry. (CSOA CCR requirement)
- B. Screening, which is taller than a standard pool fence, shall not be visible from the street in front of the dwelling unless approved by the Crystal Shores ARC. (CSOA CCR requirement)
- C. Any lights other recreational area shall be designed so as to buffer the surrounding residences from the lighting. (CSOA CCR requirement)

## **Crystal Shores Owner's Association Architectural Planning Criteria and Construction Regulations**

- D. All must be constructed in the rear portion of the property. None shall be constructed at sides or front of the property.
- E. Filter, heater, and pumping equipment shall be screened from view from Ocean View Drive.
- F. No above ground swimming pools or hot tub spas will be allowed.
- G. Pool or Spa Deck elevation shall not exceed 18" above surrounding average yard grade elevation.

**2.23 SOLAR, WIND AND OTHER ENERGY GENERATING SOURCES** - The installation and/or addition of solar panels, windmills, or other forms of energy-generating equipment, are subject to the approval of the Crystal Shores ARC under the procedures established herein. Such equipment shall be installed or constructed in such manner as to conform to the architectural design of the approved dwelling and shall be concealed from view as much as possible, and at the sole discretion of the Crystal Shores ARC, and shall conform to the overall development and aesthetic scheme of the planned unit development. (CS0A CCR requirement)

**2.24 ACCESSORY STRUCTURES** – All outbuilding and shed designs shall match the house design, including, but not limited to, siding, doors, windows, roofs, trim and colors.

Accessory structures such as, but not limited to, fountains, statues, yard art, bird baths, sheds, outbuildings, pergolas, gazebos, trellises, arbors, play equipment and dog houses must be specifically approved by the Crystal Shores ARC. Approval will depend upon the overall aesthetic impact on the lot and adjacent lots/dwellings.

**2.25 VACANT LOT CLEARING** – Vacant Lots with natural or original native vegetation can be cleared and remain as a Vacant Lot with Crystal Shores ARC Approval. Clearing shall only be permitted to dead trees, remove underbrush, dead vegetation material, trash, vines, and small shrubs/bushes. All live trees with a trunk diameter of diameter of three (3) inches or more (measured four (4) feet from ground level) from the ground level shall be preserved and remain on the Vacant Lot.

Trimming and shaping of remaining trees is permitted to preserve the health, improve tree aesthetics, or reduce encroachment with neighboring lots. Trunks of removed dead trees shall be cut flush with ground level or stump ground.

Front White Picket fence and other perimeter fences can be added to the Vacant Lot after clearing. All fences shall be in accordance with Section 2.16. A Brick Paver Sidewalk, in

accordance with the paver design shown on Exhibit A in the Appendix, can also be installed. Bermuda turf may be added between the Brick Paver Sidewalk and the street ribbon curb provided that the Owner supplies adequate irrigation. Irrigation system shall be in accordance with Section 3.1D.



# **Crystal Shores Owner's Association Architectural Planning Criteria and Construction Regulations**

## **SECTION 3 LANDSCAPE DESIGN CRITERIA**

The goal of the Crystal Shores ARC, as it relates to landscaping, is to review the Site Plan, Landscape Plan, Landscape Lighting Plan and Irrigation Plan, to ensure that our goals and philosophies are met. The quality and tone of the landscaping was established in the lush tropical nature of the Common Areas. The objective of this Section of the Planning Criteria is to ensure that the efforts made by the individual homeowners and builders are consistent with and at least equal to that of the overall development.

It is recommended that plant materials be massed in clusters to present a natural and informal feeling using sufficient vegetation to present a mature appearance at the time of installation. The landscape plan should incorporate any existing natural areas occurring on the lot as well as existing landscape treatments to common property lines. Plantings that require minimum or no irrigation should be given strong consideration in the landscape design. In addition, irrigation zones should be separated into turf irrigation zones and planting bed/tree/shrub/bush irrigation zones to allow the use of different watering rates and frequencies for these two types of vegetation (i.e. "Hydro-zoning").

The entire Lot, including the right-of-way portion of the Lot between the Ocean View Drive pavement and the paver sidewalk, shall have sod and irrigation installed by each Lot Owner during the construction phase. After construction is complete, the portion of the Lot between the Ocean View Drive pavement and the front property line, which is called the Right-of-Way area, will be maintained by the Association. However, the Lot Owner is responsible for the continuous operation of ample irrigation to this Right-of-Way area.

It shall be the goal of the Crystal Shores ARC, in the approval of any landscaping plan, to preserve all existing trees where possible. Trees situated between the building setback lines and the boundary lines of Lots having a diameter of three (3) inches or more (measured four (4) feet from ground level) may not be removed without prior approval of the Crystal Shores ARC. All requests for approval of tree removal shall be submitted to the Crystal Shores ARC, along with a plan showing generally the location of such tree(s). In reviewing building plans, the Crystal Shores ARC shall take into account the natural landscape such as trees, shrubs and palmettos, and encourage the owner to incorporate them into the landscaping plan. (CS0A CCR requirement)

### **3.1 SUBMITTAL REQUIREMENTS FOR LANDSCAPE DESIGN REVIEW**

A Site Plan, Landscape Plan, Landscape Lighting, and Irrigation Plan are to be submitted in accordance with the process detailed in Section 4 of this Planning Criteria to the Crystal Shores ARC for review and approval prior to the start of any lot clearing or construction.

- A. A Site Plan showing house orientation and initial lot clearing for construction must be submitted along with house plans for approval before any clearing or building can begin.

## **Crystal Shores Owner's Association Architectural Planning Criteria and Construction Regulations**

- B. A Landscape Plan prepared by a Landscape Architect or approved equivalent must be submitted to the Crystal Shores ARC showing the following:
  - 1. Location and name of all plant materials i.e., street trees, palm and canopy tree groupings, shrub clusters, groundcover masses, etc.
  - 2. Location of sodded areas. The Right-Of-Way area between the front sidewalk and Ocean View Drive must be installed with Bermuda sod and irrigation provided.
  - 3. Location of driveways and sidewalks. Sidewalks are to be 4' wide adjacent to the property line (or as close as Utility hardware will permit) and are to continue the pattern already in place in the Right-of-Way Common Areas of Crystal Shores along Ocean View Drive
- C. The Landscape Plan will include the entire lot including the street Right-of-Way extending to the edge of the curb.
- D. An Irrigation Plan must be submitted in conjunction with the Landscape Plan showing the layout of an automatic sprinkler system having 100% coverage of all the landscaped areas. Irrigation plan shall show location of irrigation well, irrigation pump, control valves, and controller/timer. Each irrigation zone with its respective control valve shall be specified in the Landscape Plan. Specifications are as follows:
  - 1. All controllers/timers shall be mounted on the exterior of the house or garage with a lockable cabinet. Vacant lot controllers/timers shall be mounted on a post no higher than two feet and be screened from view from the street by fencing or vegetation.
  - 2. Irrigation heads are to be installed generally out of sight.
  - 3. If possible, the Right-of-Way turf area between the front sidewalk and Ocean View Drive should be irrigated and controlled as a separate zone from the other property irrigation areas (zones).

### **3.2 LANDSCAPE DESIGN STANDARDS**

- A. Required "Green Space" shall be a minimum 30% of open space as required by the City of Destin.
- B. City of Destin requires a Stormwater Management Plan for any development that increases the impervious surface area of a lot by more than 750 square feet.
- C. Landscaping shall be placed in front of the front porch. Driveway and/or sidewalks shall not abut against the front edge of the front porch. Planting area in front of the front porch shall be a minimum of 45 square feet of vegetation and shall be irrigated.

## **Crystal Shores Owner's Association Architectural Planning Criteria and Construction Regulations**

- D. All planting beds, tree rings, shrub groupings, and palm clusters shall be installed and maintained with a minimum layer of two inches (2") of mulch consisting of clean, fresh pine straw, landscape rock or wood chips/bark. No rubber mulch will be approved for mulching. Large areas of landscape that are only covered with mulch or pine straw will not be approved. Such area should be properly landscaped with approved ornamental grasses, shrubs, bushes, palms, and trees in an aesthetically pleasing arrangement.
- E. All newly installed trees and palms shall be staked only as necessary to insure stability during the initial established period for landscape installation.
- F. Any landscape improvement project must be submitted to the Crystal Shores ARC for approval. All submittals must be in accordance with Section 4 of the Crystal Shores Planning Criteria along with a Design Change Application (Form 4).
- G. A scale drawing of all landscape installations or modifications is required showing number, type and location of new vegetation, existing vegetation, lot structures and hardscapes.
- H. In accordance with good landscaping practices, the Owner should consult "**Exhibit D-Landscape Plant Selection**" listed in the **Appendix** when making plant selection. Poisonous and invasive plants will not be approved.

# **Crystal Shores Owner's Association Architectural Planning Criteria and Construction Regulations**

## **SECTION 4 DESIGN REVIEW SUBMITTAL PROCESS**

### **4.1 GENERAL**

- A. Crystal Shores maintains a design review process for the purpose of reviewing designs for construction of the individual residences within the development, and any proposed improvements. The process does not intend to stifle design creativity, yet it does intend to ensure that each home design supports the design goals and architectural theme concepts of the community. The Architectural Review Committee (ARC) shall make approvals and denials for compliance with this Planning Criteria.

The ARC shall endeavor to make fair and just decisions on all projects, but shall have the sole authority to deny plans based on their professional opinion as it relates to the interpretation of this Planning Criteria. Approval of a project does not constitute that the ARC warrants construction means, methods or quality, nor conformance to zoning, building or other regulatory codes affecting building construction in the City of Destin. County of Okaloosa and the State of Florida.

- B. The ARC will conduct one (1) full project review, which may include up to three (3) preliminary design review meetings per project and at least one (1) site visit of the completed project to verify conformance to the approved design documents submitted. A Design Review Fee shall be included with the design review submittal package. This fee is located on the attached Board of Directors Approved Fee Schedule. This fee is not to be confused with and is distinct from the current refundable Construction Deposit noted on the Board of Directors Approved Fee Schedule.
- C. The Design Review fee for proposed improvements that impact the footprint and/or exterior appearance of the dwelling and/or lot are used to reimburse the ARC any expenses incurred for the Design Review.
- D. All plans for proposed improvements that impact the footprint and/or exterior appearance of the dwelling and/or lot must submit a refundable Construction Deposit as identified on the Board of Directors Approved Fee Schedule.

### **4.2 DESIGN REVIEW SUBMITTAL**

- A. The applicant shall submit with the Design package a Design Review Application (Form 1A, Form 1B, Form 1C and Form 2). If the applicant knows of any exceptions or non-compliance items, they must fill out and submit a Design Variance Application (Form 3) with the package.

With the exception of Form 2 Proposed Color Palette (see item B 2 below), all submitted Design Review material (forms, drawings, specifications, photos, catalog info, etc) must be converted to "pdf" file format and emailed to the Association Manager as part of a complete submittal package.

## **Crystal Shores Owner's Association Architectural Planning Criteria and Construction Regulations**

Additionally, all submitted Drawings must be delivered to the Association Manager as prints in the following sizes and formats:

1. Two (2) sets of drawings in 22"x34" or 24"x36" printed size
2. Six (6) sets of drawings in 17"x22" printed size.

PLEASE NOTE: A submitted Design Review Package will not be considered "Complete and Accepted" for review by the ARC unless ALL the forms, color palettes, drawings as required in this Section 4.2 are submitted to the Association Manager.

- B. The Design Review package shall include the following:
- (1) Design Review Application (Form 1A for New Construction **OR** Form 1B for Exterior Modifications to existing home/garage or changes to existing landscaping **OR** Form 1C for Vacant Lot Clearing only).
  - (2) Proposed Color Palette (Form 2) Six copies, with actual paint color samples affixed, must be mailed to the Association Mailing address or delivered to the Association Manager. No Color Palettes will be reviewed if submitted in "pdf" format or "jpg" format or any other copied format. Actual paint color samples must be reviewed by the ARC members.
  - (3) Design Variance Request Application, if any (Form 3)
  - (4) Engineer certification that storm water runoff and drainage conforms with existing City of Destin Code.
  - (5) Site plan at a minimum 1/16" scale that indicates the following:
    - a. Scale and north arrow
    - b. Building/outbuilding/structures footprint & placement
    - c. Required setbacks
    - d. Actual setbacks
    - e. Dimensions of Driveways, parking areas, walks, screens and fencing
    - f. Clearly indicate the number of bedrooms and how the required number of vehicles may be parked on the lot in accordance with the tests and formulas noted in Paragraph 2.6(I) of this Planning Criteria.
    - g. Porches, patios, decks, arbors, gazebos, and other accessory structures, etc.
    - h. Swimming pools, spas, pool pump/filtration/heating equipment, pool deck area, pool fencing/screening, irrigation well/pump, air conditioning units, external water heaters, gas meters and equipment and electrical panels - all with size and location dimensions
    - i. Finished floor elevations for porches, pool decks, first floor.
    - j. Finished grade elevations for driveway, walkway, yard grades and highest elevation point of center of adjacent street.

## **Crystal Shores Owner's Association Architectural Planning Criteria and Construction Regulations**

- k. Roof overhangs
  - l. Elevations at highest roof peak, roof eave or cornice elevations
- (6) Floor plans at 1/8" scale or 1/4" scale for all structures (dimensioned and labeled)
- (7) Roof plan for all structures drawn at the same scale as floor plan(s)
- (8) All elevation views showing:
- a. Porches and balconies
  - b. Doors, windows and other openings
  - c. All exterior materials
  - d. Heights of each floor and mean height of main and highest roof
  - e. Roof pitches indicated
  - f. Details as required showing design intent on specialty features
- (9) A landscape plan, at a minimum 1/16" scale, prepared in accordance with the requirements noted in Paragraph 3.1 and 3.2 of this Planning Criteria and which indicates the following:
- a. Existing trees and vegetation to remain
  - b. Proposed new trees and new vegetation
  - c. Plant identification by botanical and common name, size and quantity
- (10) A landscape irrigation plan prepared as noted in Paragraph 3.1(D) of this Planning Criteria
- (11) A landscape lighting plan (if any)

### **4.3 COMMITTEE ACTION**

When a Design Review Package is received, it will be evaluated by the Association Manager to determine if the Design Review Package contains all the required forms, drawings, color palettes, etc, in conformance with the requirements specified in Section 4.2 above. If the Design Review Package conforms to Section 4.2, then the submitted Design Review Package is deemed "Complete and Accepted" for the ARC Design Review Process.

After accepting a complete Design Review Package, the ARC shall have up to thirty (30) days for the Design Review. The submittal is sent to our Association Architect for review, comments and recommendations. If necessary, additional review meetings shall be conducted to review the design and request changes from the Owner. If a "Complete and Accepted" Design Review Package submittal is not reviewed within thirty (30) days after acceptance, it shall be deemed "Approved".

Approval of exterior paint color changes (on Form 2) will require at least 21 days for approval. (Please allow this approval time in your schedule)

## **Crystal Shores Owner's Association Architectural Planning Criteria and Construction Regulations**

If within the 30-Day Design Review Period, the Association denies the approval of the submitted Design Review Package, then the Owner may re-submit a Revised Design Review Package for a new Design Review by the ARC. The receipt of a "Complete and Accepted" revised Design Review Package starts a new 30-Day Review Period and requires the remittance of a second Design Review Fee.

### **4.4 AUTHORITY FOR APPROVALS**

The ARC has the authority to approve all Design Review Packages submitted with the exception of New Home Construction Design Review Packages. New Home Construction Design Review Package submittals shall be reviewed and approved by the ARC and sent to the Board of Directors for review and Final Approval. The ARC and/or Board shall provide approvals, or denials (with comments), via formal written letter with letterhead.

### **4.5 COMPLIANCE**

- A. Applications shall be reviewed for compliance with the Crystal Shores Architectural Planning Criteria version, which is current as of the application submittal date. Upon approval, construction must commence within sixty (60) days from the start date of lot clearing and must be completed within twelve (12) months of the start of lot clearing.
- B. Failure to meet the aforementioned requirements, except in those instances as described in the Article VII, Section 19 of Crystal Shores Declaration of Covenants, Restrictions, will result in the forfeiture of construction deposit. If construction has not commenced within one year of the approval date, the lot owner must resubmit for design approval. Resubmission applications for expired approvals must conform to the Crystal Shores Architectural Planning Criteria version, which is current as of the resubmission date.

### **4.6 CHANGES TO OR NON-COMPLIANCE WITH APPROVED PLANS**

A Design Change Application (Form 4) and drawings depicting the changes must be submitted for any exterior or site changes that are to be made to an approved plan during the construction process, no matter what the reason for changes.

Any unapproved changes made to the ARC approved design will result in a forfeiture of all or part of the Construction Deposit depending upon the nature of the non-compliance with the approved drawings.

# **Crystal Shores Owner's Association Architectural Planning Criteria and Construction Regulations**

## **SECTION 5 CONSTRUCTION REGULATIONS**

The following Construction Regulations apply to any builder, contractor, or sub-contractor working in Crystal Shores. Builder or contractor is responsible for informing their employees and all sub-contractors of these regulations. Violations of the Construction Rules (Sect. 5.4) will result in Fines of up to \$150 per occurrence or day being deducted from the Construction Deposit

### **5.1 CONSTRUCTION COMMENCEMENT APPLICATION**

Work may not commence until formal written approval has been given by the ARC.

### **5.2 CONSTRUCTION DEPOSIT**

The owner, contractor, or builder must submit a check made out to the **Crystal Shores Owners Association in the amount located on the Board of Directors Approved Fee Schedule (in the Appendix)** to serve as a refundable Construction Deposit. This deposit is to ensure compliance with the Approved Design, ensure Construction Rule compliance and to reimburse for any damages to Common Areas and neighboring properties due to the construction.

**5.3 OCCUPANCY** – Occupancy shall only occur when all construction work on the dwelling is 100% completed and after the receipt of the City of Destin’s Certificate of Occupancy.

**5.4 CONSTRUCTION RULES** - During construction, the following rules will apply:

- A. Work shall only occur between 7:00 a.m. and 6:00 p.m.
- B. Work days are Monday through Saturday only, except of Legal Holidays. No work shall occur on Sundays. Work on Legal Holidays and Sundays must have written approval by the Crystal Shores Association Manager. Written requests for Legal Holiday or Sunday construction work must be sent to the Association Manager two weeks before the Legal Holiday or Sunday.
- C. Lot access for construction must be in the same location as the driveway planned for the home.
- D. All dumpsters and portable toilets must be kept within the property and shall be replaced as soon as they are filled to capacity.
- E. The site/work area shall be kept clean and neat at all times, no exceptions. **No notice shall be given and all costs associated with clean up by the Association shall be deducted from the amount to be refunded of the Construction Deposit.**
- F. All construction parking shall be on the property or in **pre-approved designated areas** in front of or near the property. No parking shall be allowed on adjacent properties unless written approval is obtained by the Owners of the adjacent properties. Parking on street is permitted provided that such parking does not impede traffic or present a traffic hazard.



## **Crystal Shores Owner's Association Architectural Planning Criteria and Construction Regulations**

- G. Damage to off-site property shall be repaired by the Owners and their contractors, sub-contractors or builders at no cost to the Crystal Shores Owner's Association. All such repairs shall be made prior to occupation of the building.
- H. Landscape areas and trees to remain must be properly protected and barricaded at all times and shall not be damaged during construction.
- I. Work shall not encroach on neighboring property or Common Areas. Debris found on adjacent properties or Common Areas shall be removed immediately. No exceptions. **No notice shall be given and all costs associated with removal of debris by the Association shall be deducted from the amount to be refunded of the Construction Deposit.**
- J. Loud music, loud talking, foul language or any other form of disturbance will not be tolerated. No exceptions. On the first offense, the labor present shall be given a verbal warning and a letter outlining the incident shall be sent to the homeowner and their contractor or builder. On the second offense, a formal written notice to Cease and Desist shall be sent via the United States Postal Service to the contractor or builder.
- K. All trash and debris must be removed from the ground at the end of each day. Absolutely no loose paper or cardboard, insulation, or any material capable of being blown by the wind shall be left on the ground at the end of the day
- L. In the event of severe weather, it is the owner/contractor's responsibility to ensure that the construction site has been secure to prevent debris and construction material from causing damage to adjacent structures.
- M. It is the owner/contractor's responsibility to ensure that proper erosion control measures are taken from the beginning of the lot being cleared. It is mandatory that silt fencing be placed around the perimeter of the construction site to prevent damage to adjacent lots.

### **5.5 PERIODIC REVIEWS**

Periodic reviews/visits to construction sites by Directors or ARC members, or their designee, will occur on a recurring, unscheduled basis. Any deviations or violations from the Approved Design Plans that are noted will be reported to the Board of Directors for corrective action.

The Crystal Shores Owners Association reserves the right to withhold funds from Construction Deposits for the offset of costs associated with correcting violations, repairing construction damage to off-site property or non-compliance with the Approved Design Plans. In addition, the Association can seek remedy for non-compliance with the Approved Design Drawings under Florida State Law.

## **Crystal Shores Owner's Association Architectural Planning Criteria and Construction Regulations**

### **5.6 CONSTRUCTION SCHEDULE AND COMPLETION DATE**

For projects requiring a Construction Deposit \$3,000 or more, the Owner/Contractor must supply CSOA a construction schedule, starting date and planned completion date and require the Owner/Contractor to update the Association on any schedule/completion date changes. Failure to supply initial start and completion date before construction begins will cause a \$150 fine to be levied and deducted from the Construction Deposit. Failure to notify a change of target completion date will also elicit a \$150 to be levied and deducted from the Construction Deposit.

All main structures constructed on the Property shall be completed within one (1) year after commencement of construction, except where such completion is impossible due to strikes, fires, national emergencies, or natural calamities, or unless waived in writing the Association (CCR Requirement)

In the event of damage or destruction by fire or other casualty to any improvements located upon the Property, the Owner of such improvements shall repair or rebuild such damaged or destroyed improvements in a good and workmanship manner within a reasonable time not to exceed one (1) year and in accordance with the Covenants, Conditions and Restrictions and this Architectural Design Criteria and Construction Regulations. (CCR Requirement)

Failure to complete new or damaged repair construction within one (1) year will cause a \$150 fine per day, up to an aggregate of \$1,000 until such work is completed.

All such fines levied by in this section shall be deducted from the Construction Deposit.

### **5.7 OWNER AND CONTRACTOR/BUILDER ACKNOWLEDGMENT**

Before construction on a lot or exterior modifications to any existing structure shall commence, the Owner and Contractor/Builder must full out, sign and submit the **Owner and Contractor/Builder Acknowledgement** (Form 6, located in the Appendix).

Painting contractors are exempted from this requirement.

The signed **Owner and Contractor/Builder Acknowledgement** (Form 6) shall be submitted to the Association Manager prior to any lot clearing or the start of any construction or modification to a dwelling. Please note that the Construction Start Date and Planned Completion Date must be noted on the acknowledgement.

# **Crystal Shores Owner's Association Architectural Planning Criteria and Construction Regulations**

## **SECTION 6 SIGN REGULATION**

*Revised per City of Destin Ordinance  
changes enacted on 1/22/2019*

### **6.1 INTENT**

It is the intent of this Sign Regulation to standardize all signs utilized in Crystal Shores on order to establish consistency while affording each lot or home owner the ability to bring attention to his need; i.e., sell, rent, identity, etc. These signs are approved by the Crystal Shores Owner's Association Board of Directors. Changes to this Sign Regulation can only be made by the aforementioned body.

### **6.2 STANDARD SIGN**

The Standard Sign will be one-sided and will be located on the white picket fence facing Ocean View Drive. **All Signs shall be the shape and design shown on Exhibit "C" contained in the Appendix of this Planning Criteria.**

### **6.3 SIGN PURPOSES**

- A. Rental Signs – with wording/information conforming to the City of Destin Ordinance on Rental Registration. No Logos
- B. For Sale Sign – with phone number(s), agent name, agency name. No logos.
- C. Decorative Sign – with home "nickname" on it. ARC must approve all such decorative signs before they can be installed.

### **6.4 COMMERCIAL SIGNS**

No signs, banners of a permanent or temporary basis shall be placed, posted or erected, which advertise, offer or solicit business or a retail or commercial nature, without the prior review and approval of the Board of Directors.

### **6.5 REMOVAL OF NON-CONFORMING SIGNAGE**

The Crystal Shores Owner's Association, through their Management, shall have the absolute authority to remove and retain, without notice, any and all signage which is prohibited, non-conforming to standard specifications or not having prior approval of the Board of Directors.

**Crystal Shores Owner's Association  
Architectural Planning Criteria and Construction Regulations**

**APPENDIX**

- Exhibit A – Sidewalk Paver Design**
- Exhibit B – Driveway Paver Design**
- Exhibit C – Sign Regulation**
- Exhibit D - Landscape Plant Selection**
- Exhibit E – Recommended Color Palettes**
- Exhibit F - Fence and Screen Design Criteria**
  
- Form 1A - Design Review Application- New Construction**
- Form 1B - Design Review Application- Modified Exterior or Landscape**
- Form 1C- Design Review Application –Vacant Lot Clearing**
- Form 2 - Proposed Color Palette**
- Form 3 - Design Variance Request Application**
- Form 4 - Design Change Application**
- Form 5 - Construction Deposit Refund**
- Form 6 – Owner and Contractor/Builder Acknowledgment Board of Directors' Approved Fee Schedule**

# Crystal Shores Owner's Association Architectural Planning Criteria and Construction Regulations

## EXHIBIT A SIDEWALK PAVER DESIGN

Sidewalk design shall use 4" X 8" pavers in Red and Charcoal colors and be arranged in the design shown in the photos below. Charcoal Pavers shall be run across the sidewalk width every 64".



# Crystal Shores Owner's Association Architectural Planning Criteria and Construction Regulations

## EXHIBIT B DRIVEWAY PAVER DESIGN

If driveway design uses 4" X 8" pavers in Red and Charcoal colors, then the pavers shall be arranged in the design shown in the photos below.



Design for all Driveway sections from the front Property line to the street curb. This area is often referred to as the Driveway Apron



# **Crystal Shores Owner's Association Architectural Planning Criteria and Construction Regulations**

## **EXHIBIT C - SIGN REGULATION**

*Revised per City of Destin Ordinance  
changes enacted on 1/22/2019*

The Board of Directors of Crystal Shores has set the following regulations for the posting of signs in our sub-division. Any deviation from these regulations without the expressed consent of the Board will result in the removal of the non-approved sign. The following standards shall be applied:

**Material:** 3/8" thick PVC Board

**Size:** 18" wide by 12" high for "For Sale Signs" and "Decorative Signs"

**18" wide by 18" high for "Rentals Signs"**

**(Refer to Section 6.3 for definitions of the various signs)**

**Design:** "For Sale Signs" and "Decorative Signs" shall have scalloped corners with a radius of 1½". A **black** ¼" wide border shall be applied ½" from all edges of the sign.

"Rental Signs" shall have no scalloped corners (sign is square in shape) with a **black** ¼" wide border shall be applied ½" from all edges of the sign.

**Lettering:** All lettering shall be the color **-TEAL** - on a **white** background (no exceptions)

**NO LOGOS** are allowed on any sign

**Wording:** **For a FOR SALE sign:**

OFFERED BY or FOR SALE  
Name of Agent or Home Owner  
Agency Name  
Phone Number

**For a RENTAL sign:**

Name of Home or VACATION RENTAL  
Name of Rental Agency or Rental Owner Name (if no agency is managing the property)  
24/7 access Phone Number

**and any other mandatory information required for all rental signs by the City of Destin's Rental Registration Ordinance 151.23**

**Sign Location:** Sales or Rental signs shall **only** be placed upon the white picket fence facing Ocean View Drive. All other sign locations are non-conforming and will be removed.

# **Crystal Shores Owner's Association Architectural Planning Criteria and Construction Regulations**

## **EXHIBIT D - LANDSCAPE PLANT SELECTION**

There is one consideration that must be made with respect to the selection of the proper plantings for Crystal Shores landscapes. That consideration is avoidance of invasive/poisonous plants.

**INVASIVE PLANTS** - The complete list of Invasive Plants for Northern Florida can be found in the **Florida Exotic Pest Plant Council's (FEPPC) List of Invasive Plant Species** found on:

**<https://www.flrules.org/gateway/ChapterHome.asp?Chapter=5b-57>**

Make sure you have the latest list, as this list is updated every two years.

Commonly seen and previously installed plants such as:

- Mexican Petunia
- Elephant Ear
- Asparagus Fern
- Lantana Shrub
- Verbena
- Ferns

and other plants on the FEPPC List will not be approved in Crystal Shores landscaping due to their invasive nature.

**POISONOUS PLANTS** – The following plants have been identified as poisonous to people and/or pets and will not be approved for landscaping at Crystal Shores:

- Alamanda (yellow)
- Oleander
- Rosemary Pea, Jequirity Bean
- Selloum, Philodendron
- Sago Palms



**Crystal Shores Owner's Association**  
**Architectural Planning Criteria and Construction Regulations**  
**EXHIBIT E – RECOMMENDED COLOR PALETTES**

All siding and painted siding must be white or of a light or pastel color.

Natural metal color is strongly encouraged for roofs in keeping with the old Florida cottage style. Colors are allowed but must be approved by Crystal Shores ARC.

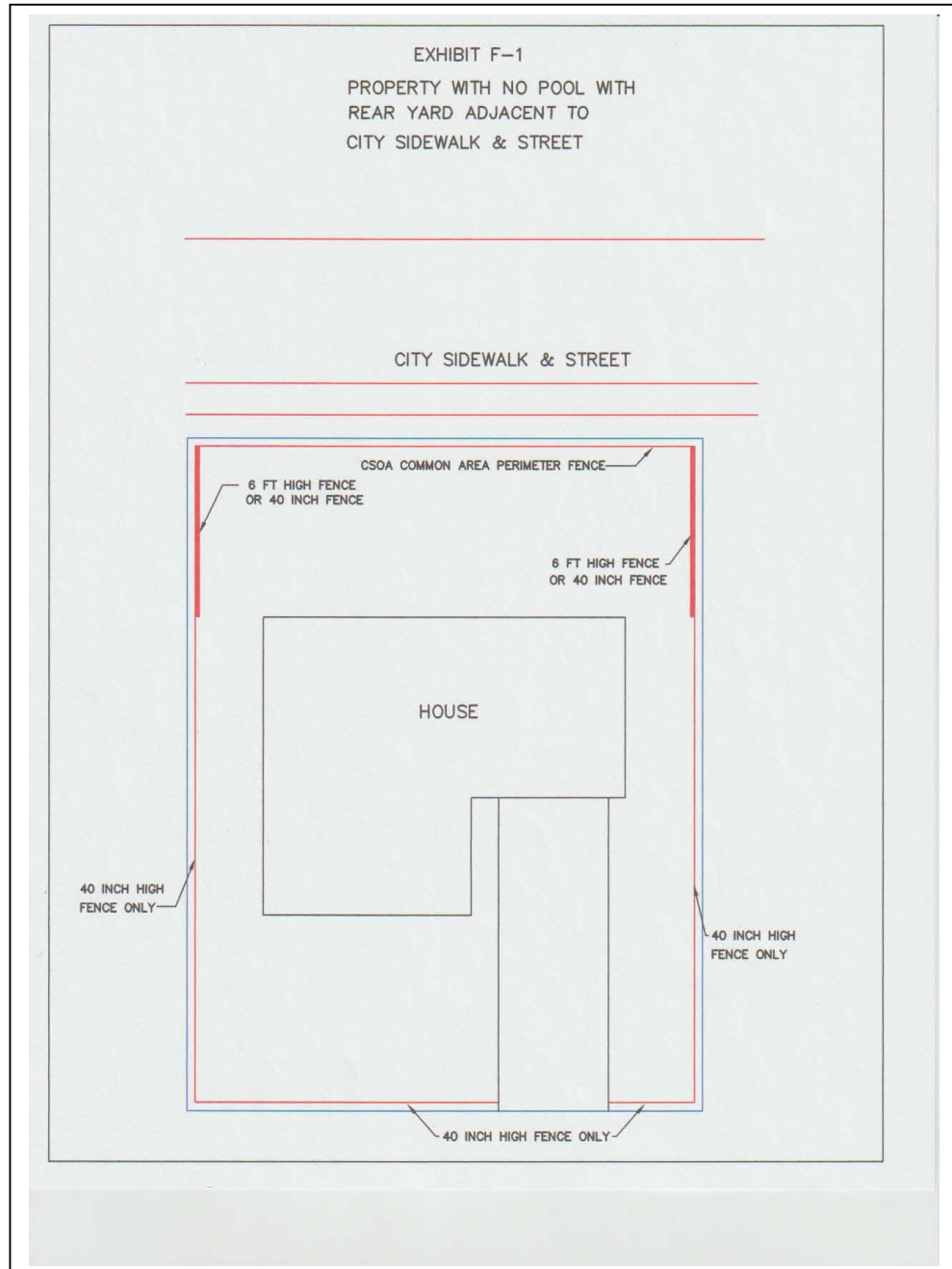
For trim, shutters and doors, use the following Chart B. Whether one of these color palettes or another color palette of your choice is submitted, **paint color palettes must be submitted on "Form 2 -Proposed Color Palette" to the ARC for Approval for any painting on an existing home or a new home construction.**

**CHART B – RECOMMENDED TRIM/SHUTTER/DOOR COLORS**

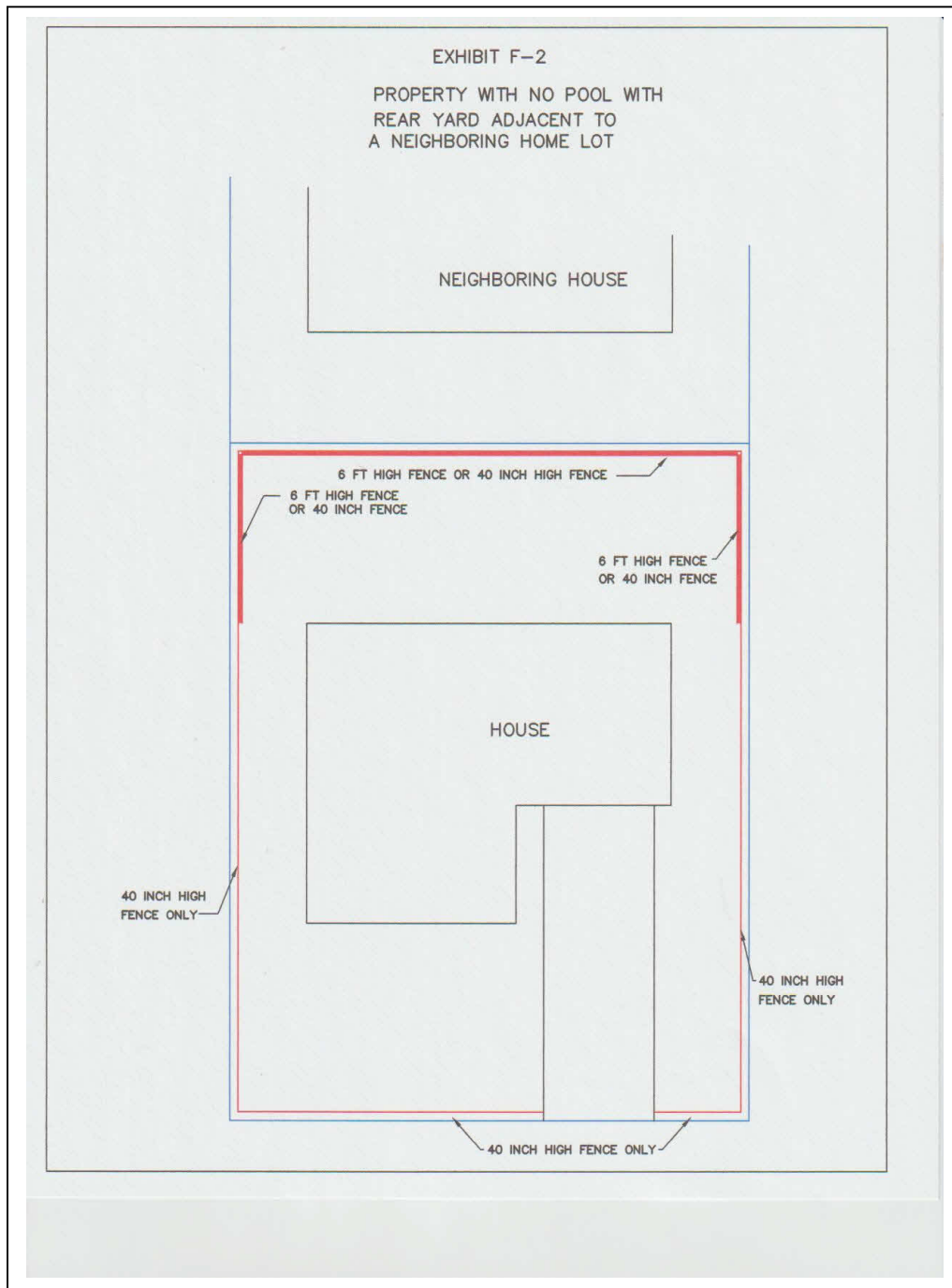
NEW OR EXISTING LIGHT OR PASTEL SIDING COLORS	VARIOUS OPTIONS FOR TRIM/SHUTTERS/DOORS All colors are Sherwin-Williams paint colors
<b>YELLOWS</b>	Watery-SW6478 Dover White-SW6385 Sea Salt-SW6204 Classic White Buff-SW0050 Breaktime-SW6463 Elder White-SW7014 High Tea-SW6159 Wheatgrass-SW6408 Curio Gray-SW0024 Hearts of Palm-Sw6415
<b>TANS</b>	Curio Gray-SW0024 Recycled Glass-SW7747 Water-SW6478 Fleur de Sel-SW7666
<b>BLUES</b>	Kaffe-SW6104 Watery-SW6478 Rice Paddy-SW6414 Tiki Hut-SW7509 Aloe-SW6464 Anonymous-SW7046 Creamy-SW7012 Roman Column-SW7563 Silver Mist-SW7621
<b>AQUA BLUE</b>	Hearts of Palm-Sw6415 Rice Paddy-SW6414 Fawn Brindle-SW7640 Pier-SW7545 Elder White-SW7014
<b>PEACH</b>	Pier-SW7545 Curio Gray-SW0024
<b>BLUSH PINKY/PEACH</b>	Functional Gray-SW7024 Marshmellow-SW7001 Watery-SW6478
<b>MAUVE</b>	Snowbound-SW7004 Elder White-SW7014 Fawn Brindle-SW7640 Anonymous-SW7046
<b>WHITE OR GRAY</b>	Watery-SW6478 <b>OR</b> Aloe-SW6464 Sporty Blue-SW6522 <b>OR</b> Scanda-SW6529 Mindful Gray-SW7016
<b>CREAMY</b>	Resort Tan-SW7550 Breaktime-SW6463 Cooled Blue-SW6759 Van Dyke Brown-SW7041 Chartreuse-SW0073

**Crystal Shores Owner's Association  
Architectural Planning Criteria and Construction Regulations  
EXHIBIT F - FENCE AND SCREEN DESIGN CRITERIA**

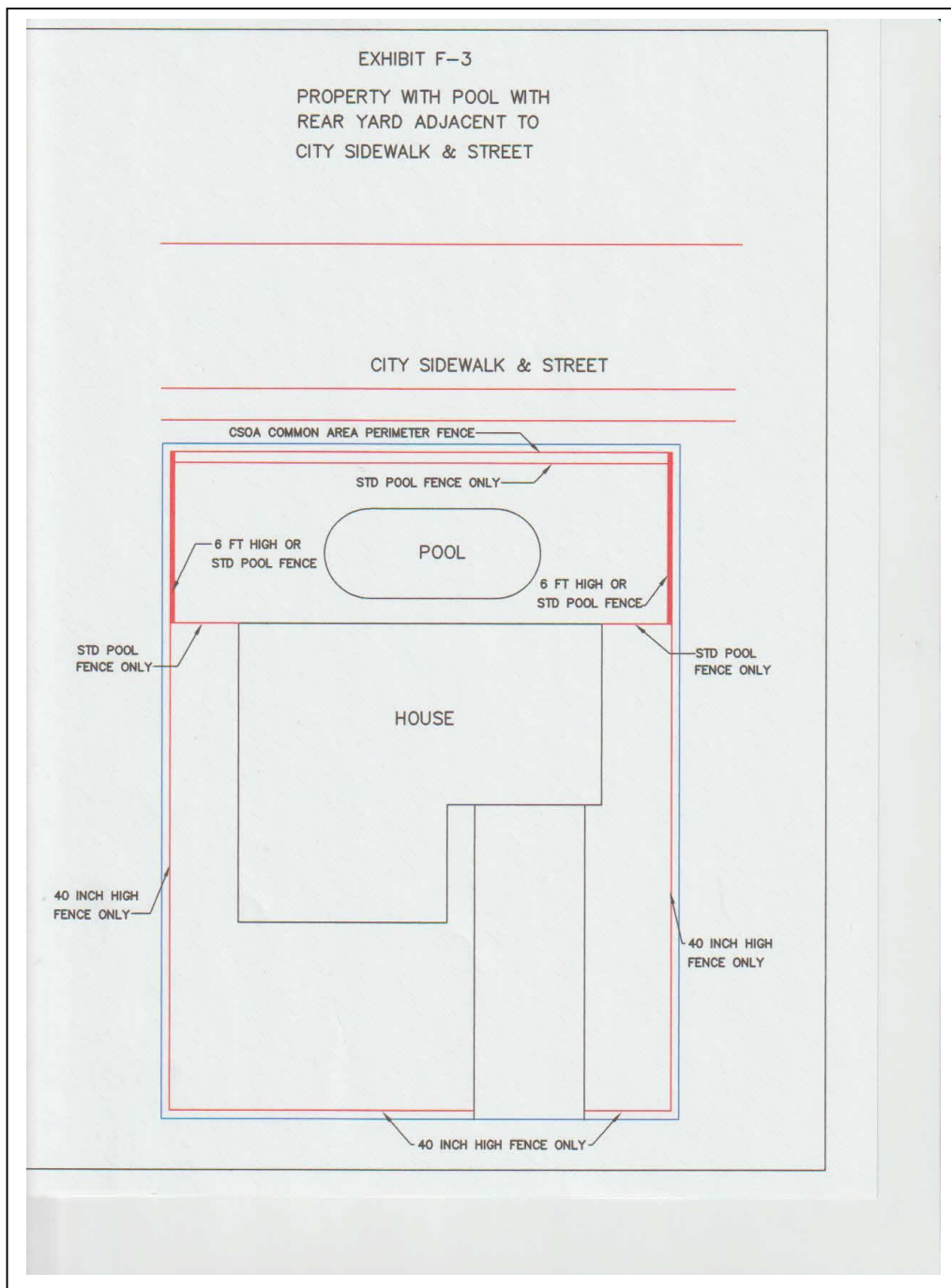
The following four pictures illustrate the Fence and Screen Design Criteria to be used by the ARC in approving any Fence and Screen:



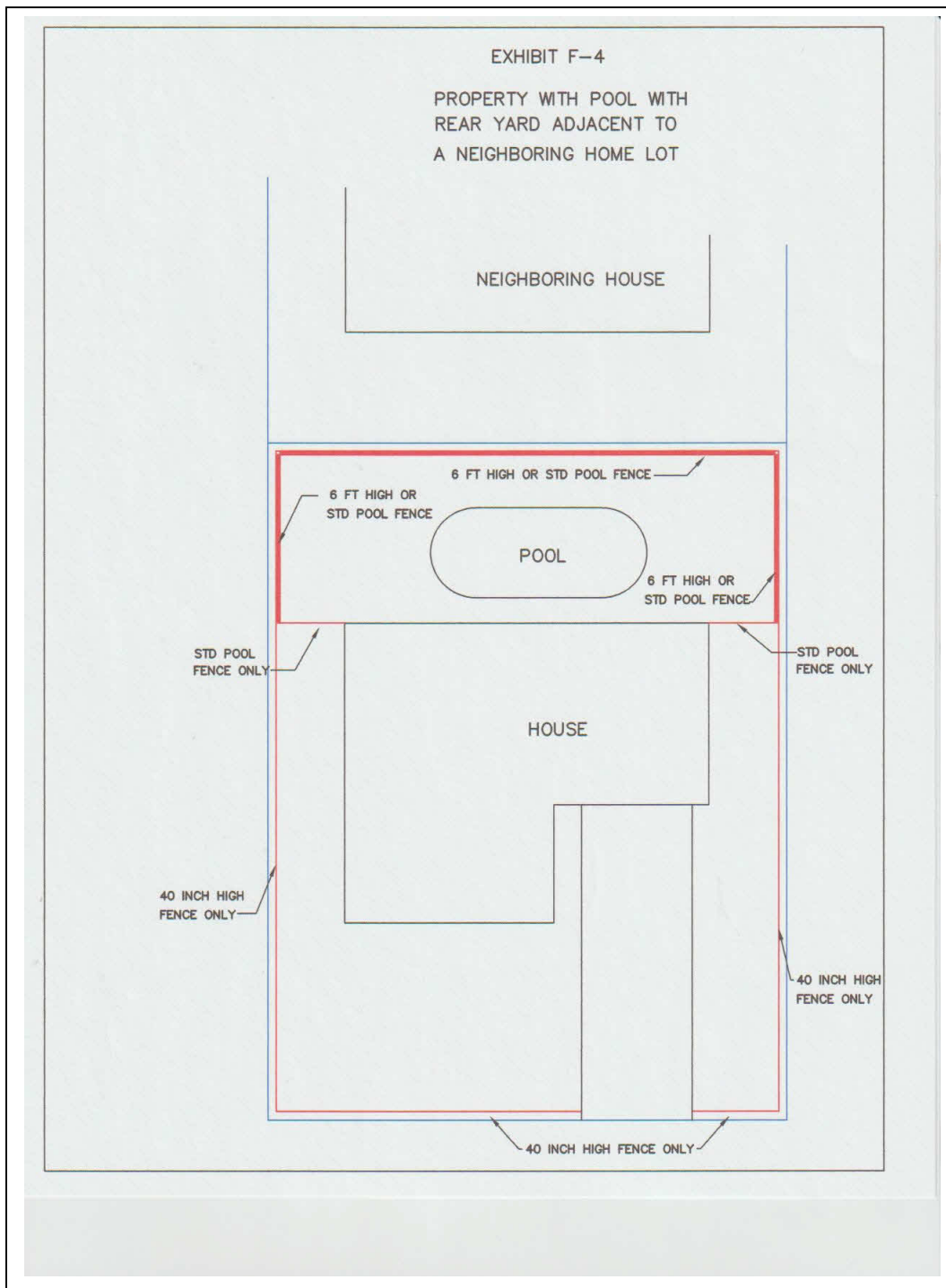
# Crystal Shores Owner's Association Architectural Planning Criteria and Construction Regulations



# Crystal Shores Owner's Association Architectural Planning Criteria and Construction Regulations



# Crystal Shores Owner's Association Architectural Planning Criteria and Construction Regulations



**Crystal Shores Owner's Association**  
**Architectural Planning Criteria and Construction Regulations**  
**FORM 1A – DESIGN REVIEW APPLICATION**  
**FOR NEW CONSTRUCTION**

LOT # \_\_\_\_\_ At Address: \_\_\_\_\_ Ocean View Drive

Owner Name(s) \_\_\_\_\_  
Owner Address \_\_\_\_\_

Owner Phone #s \_\_\_\_\_ home/office \_\_\_\_\_ cell  
Owner E-mail \_\_\_\_\_

Architect/Designer Name \_\_\_\_\_  
Architect/Designer phone \_\_\_\_\_ E-mail \_\_\_\_\_

Check items included with this review application and add descriptions/information where indicated. Design Review Application submittal will not be accepted as "Complete" until **ALL** required items are submitted.

Construction Deposit: \$\_\_\_\_\_ *Construction Deposit will not be refunded without a Certificate of Occupancy and a site inspection.*

Design Review Fee: \$\_\_\_\_\_ *Design Review fee is non-refundable and is used for payment of the Crystal Shores' Architect's review of submittal.*

Unless otherwise noted, submit the following items in "pdf" format via email:

- Site Plan (per Section 4.2 of the Planning Criteria)
- House Plans, Elevations and Details (per Section 4.2 of the Planning Criteria)
- Swimming Pool Plans (per Section 4.2 of the Planning Criteria)
- Landscape Plans (per Section 3.1 of the Planning Criteria)
- Landscape Irrigation Plan (per Section 3.1 of the Planning Criteria)
- Landscape Lighting Plan (per Section 3.1 of the Planning Criteria)
- Proposed Color Palette - FORM 2 (Six copies, with actual paint samples affixed, must be mailed to Association mailing address or delivered to Association Manager)
- Design Variance Request – FORM 3, if applicable
- Vinyl Siding sample and/or Colored Metal Roof Sample (Six samples must be mailed to Association mailing address or delivered to Association Manager)

Number of parking spaces provided \_\_\_\_\_ (including garage parking spaces)  
Square Footage of Air-Conditioned space \_\_\_\_\_ sq. ft.

No lot clearing or construction start without written approval of Crystal Shores ARC

I/we certify that I/we have read the entire Planning Criteria and to the best of my/our knowledge this submittal meets all the requirements of the Planning Criteria except for the attached variances (if any).

Owner Signature(s) \_\_\_\_\_

Architect/Designer Signature \_\_\_\_\_

Date Submitted \_\_\_\_\_

**Crystal Shores Owner's Association**  
**Architectural Planning Criteria and Construction Regulations**  
**FORM 1B – DESIGN REVIEW APPLICATION**  
**FOR MODIFICATIONS TO EXISTING STRUCTURES**  
**AND LANDSCAPING REVISIONS/ADDITIONS**

LOT # \_\_\_\_\_ At Address: \_\_\_\_\_ Ocean View Drive

Owner Name(s) \_\_\_\_\_  
 Owner Address \_\_\_\_\_

Owner Phone #s \_\_\_\_\_ home/office \_\_\_\_\_ cell

Owner E-mail \_\_\_\_\_

Architect/Designer Name \_\_\_\_\_

Architect/Designer phone \_\_\_\_\_ E-mail \_\_\_\_\_

Check items included with this review application and add descriptions/information where indicated. Design Review Application submittal will not be accepted as "Complete" until **ALL** required items are submitted.

Construction Deposit: \$\_\_\_\_\_ *Construction Deposit will not be refunded without a site inspection.*

Design Review Fee: \$\_\_\_\_\_ *Design Review fee is non-refundable and is used for payment of the Crystal Shores' Architect's review of submittal.*

Description of Exterior Modification or Landscaping Revision/Addition \_\_\_\_\_

Unless otherwise noted, submit the following items in "pdf" format via email:

- [ ] Site Plan (per Section 4.2 of the Planning Criteria)
- [ ] House Plans, Elevations and Details (per Section 4.2 of the Planning Criteria)
- [ ] Swimming Pool Plans (per Section 4.2 of the Planning Criteria)
- [ ] Landscape Plans (per Section 3.1 of the Planning Criteria)
- [ ] Landscape Irrigation Plan (per Section 3.1 of the Planning Criteria)
- [ ] Landscape Lighting Plan (per Section 3.1 of the Planning Criteria)
- [ ] Proposed Color Palette - FORM 2 (Six copies, with actual paint samples affixed, must be mailed to Association mailing address or delivered to Association Manager)
- [ ] Design Variance Request – FORM 3, if applicable
- [ ] Vinyl Siding sample and/or Colored Metal Roof Sample (Six samples must be mailed to Association mailing address or delivered to Association Manager)

No construction/modifications shall start without written approval of Crystal Shores ARC

I/we certify that I/we have read the entire Planning Criteria and to the best of my/our knowledge this submittal meets all the requirements of the Planning Criteria except for the attached variances (if any).

Owner Signature(s) \_\_\_\_\_

Date Submitted \_\_\_\_\_

**Crystal Shores Owner's Association**  
**Architectural Planning Criteria and Construction Regulations**  
**FORM 1C – DESIGN REVIEW APPLICATION**  
**FOR VACANT LOT CLEARING ONLY**

LOT # \_\_\_\_\_ At Address: \_\_\_\_\_ Ocean View Drive

Owner Name(s) \_\_\_\_\_  
 Owner Address \_\_\_\_\_  
 Owner Phone #s \_\_\_\_\_ home/office \_\_\_\_\_ cell  
 Owner E-mail \_\_\_\_\_

Submittal of this form is considered a request for approval to clear the Vacant Lot in accordance with Section 2.25 of the Architectural Planning Criteria and Construction Regulations manual.

Check items included with this review application and add descriptions/information where indicated. Design Review Application submittal will not be accepted as "Complete" until **ALL** required items are submitted.

Construction Deposit: \$\_\_\_\_\_ *Construction Deposit will not be refunded without a site inspection.*

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Submit by email "**pdf**" files of the following plans and information where applicable:

- [ ] Drawings or Pictures of front white picket fence design and any other perimeter fences.
- [ ] Plot Plan showing Brick Paver Sidewalk, Fences and Bermuda Sod, complete with dimensions
- [ ] Landscape Irrigation Plan, showing location of irrigation piping and irrigation well/pump/timer location (per Section 3.1D of the Planning Criteria)
- [ ] other – describe \_\_\_\_\_

No lot clearing or construction shall start without written approval of Crystal Shores ARC

I/we certify that I/we have read the entire Planning Criteria and to the best of my/our knowledge this submittal meets all the requirements of the Planning Criteria except for the attached variances (if any).

Owner Signature(s) \_\_\_\_\_

Date Submitted \_\_\_\_\_

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Design Review Application Date Received \_\_\_\_\_ Received by \_\_\_\_\_



**Crystal Shores Owner's Association  
Architectural Planning Criteria and Construction Regulations  
FORM 2 – PROPOSED COLOR PALETTE**

LOT # \_\_\_\_\_ At Address: \_\_\_\_\_ Ocean View Drive

**I/we propose to use the following colors and/or finishes at the locations and/or the purposes indicated:**

AFFIX COLOR  
SAMPLE HERE

AFFIX COLOR  
SAMPLE HERE

Color Brand & No \_\_\_\_\_

Color Brand & No \_\_\_\_\_

Color Name \_\_\_\_\_

Color Name \_\_\_\_\_

Where used \_\_\_\_\_

Where used \_\_\_\_\_

AFFIX COLOR  
SAMPLE HERE

AFFIX COLOR  
SAMPLE HERE

Color Brand & No \_\_\_\_\_

Color Brand & No \_\_\_\_\_

Color Name \_\_\_\_\_

Color Name \_\_\_\_\_

Where used \_\_\_\_\_

Where used \_\_\_\_\_

**OWNER'S SIGNATURE(s):** \_\_\_\_\_

**PLEASE NOTE:** All siding and painted siding must be white or of a light or pastel color. Natural metal color is strongly encouraged for roofs in keeping with the old Florida cottage style. Colors are allowed but must be approved by the Crystal Shores Architectural Review Committee.

Six copies of this form, each with color samples affixed and identified by Brand, Paint Number and Paint Name, must be either mailed to the Crystal Shores mailing address or delivered to the Association Manager. No photocopies of color palettes will be accepted or reviewed.

**Crystal Shores Owner's Association  
Architectural Planning Criteria and Construction Regulations  
FORM 3 – DESIGN VARIANCE REQUEST**

LOT # \_\_\_\_\_ At Address: \_\_\_\_\_ Ocean View Drive

Owner Name(s) \_\_\_\_\_  
Owner Address \_\_\_\_\_  
\_\_\_\_\_

Architect/Designer Name \_\_\_\_\_  
Architect/Designer phone \_\_\_\_\_ E-mail \_\_\_\_\_

**REASON FOR VARIANCE REQUESTED** (attach supporting documents as necessary)

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**OWNER’S SIGNATURE(s):** \_\_\_\_\_

**ARCHITECT/DESIGNER SIGNATURE:** \_\_\_\_\_

**DATE SUBMITTED:** \_\_\_\_\_

**Crystal Shores Owner's Association  
Architectural Planning Criteria and Construction Regulations**

**FORM 4 – DESIGN CHANGE APPLICATION  
FOR DESIGN CHANGES TO APPROVED DESIGNS DURING CONSTRUCTION**

LOT # \_\_\_\_\_ At Address: \_\_\_\_\_ Ocean View Drive

Owner Name(s) \_\_\_\_\_

Owner Address \_\_\_\_\_

Architect/Designer Name \_\_\_\_\_

Architect/Designer phone \_\_\_\_\_ E-mail \_\_\_\_\_

**REASON AND NATURE OF DESIGN CHANGE REQUESTED** (attach supporting documents  
as necessary to define the size, scope and type of change requested)

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**OWNER'S SIGNATURE(s):** \_\_\_\_\_

**ARCHITECT/DESIGNER SIGNATURE:** \_\_\_\_\_

**Crystal Shores Owner's Association  
Architectural Planning Criteria and Construction Regulations  
FORM 5 – CONSTRUCTION DEPOSIT REFUND FORM**

**DATE SUBMITTED:** \_\_\_\_\_

LOT # \_\_\_\_\_ At Address: \_\_\_\_\_ Ocean View Drive

Owner Name(s) \_\_\_\_\_

Owner Address \_\_\_\_\_

\_\_\_\_\_

Owner Phone #s \_\_\_\_\_ home/office \_\_\_\_\_ cell

Owner E-mail \_\_\_\_\_

Contractor Name \_\_\_\_\_

Contractor Phone \_\_\_\_\_ E-mail \_\_\_\_\_

	<b>YES</b>	<b>NO</b>
Site Inspection Completed by ARC and/or Association Manager	[ ]	[ ]
Is ARC Planning Criteria Approval letter on file?	[ ]	[ ]
Does Association have a Certificate of Occupancy copy (if applicable)?	[ ]	[ ]
Is there any damage to surrounding lots or Common Area?	[ ]	[ ]
Are there any fines levied for violations during construction	[ ]	[ ]
Was any cleaning or repairs necessary by the Association	[ ]	[ ]

Date of Site Inspection: \_\_\_\_\_

Construction Deposit submitted \$ \_\_\_\_\_

If fines levied, then the amount of fines are: \$ \_\_\_\_\_

If cleaning/repairs required, then costs are: \$ \_\_\_\_\_

Construction Deposit to be refunded: \$ \_\_\_\_\_

\_\_\_\_\_ Dated \_\_\_\_\_  
Association Manager Signature

**Crystal Shores Owner's Association  
Architectural Planning Criteria and Construction Regulations**

**FORM 6 –OWNER AND CONTRACTOR/BUILDER ACKNOWLEDGEMENT**

The property within the Crystal Shores sub-division is subject to their "Covenants, Conditions, and Restrictions" and their "Architectural Planning Criteria and Construction Regulations" for any lot improvements or structure/landscape modifications.

Undersigned Owner and Contractor/Builder hereby acknowledge receipt of the "Architectural Planning Criteria and Construction Regulations" document and affirm that they have thoroughly read and are familiar with the requirements outlined within the document, particularly those in **Section 5 – Construction Regulations**.

The undersigned understand that they are obligated to follow the requirements and **Construction Rules**, outlined in **Section 5.0**, and that construction rule violations can result in fines of up to \$150 per occurrence or per day being deducted from the Construction Deposit.

The undersigned also hereby agree to abide by and conform to all the requirements of the "Architectural Planning Criteria and Construction Regulations" document.

This acknowledgement, including construction schedule, pertains to contracted work on Lot \_\_\_\_\_ at \_\_\_\_\_ Ocean View Drive.

\_\_\_\_\_  
**CONTRACTOR/BUILDER** Signature

\_\_\_\_\_  
**OWNER** Signature

\_\_\_\_\_  
Printed name

\_\_\_\_\_  
Printed name

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

\_\_\_\_\_  
Contractor/Builder Company name

\_\_\_\_\_  
Contractor State License Number

\_\_\_\_\_  
Date

\_\_\_\_\_  
Estimated Construction Start Date

\_\_\_\_\_  
Planned Construction Completion Date

**Please be advised that all construction shall be completed 12-months after the Construction Start date. Refer to "Section 5.6 – Construction Schedule and Completion Date".**

**NOTE: This Form 6 must be signed by the Lot Owner and Contractor/Builder before construction can begin.**

## Crystal Shores Owner's Association Architectural Planning Criteria and Construction Regulations

### BOARD OF DIRECTORS' APPROVED FEE SCHEDULE

Design Review Applications shall be submitted with the appropriate Design Review Fees and Construction Deposits in accordance with the following FEE SCHEDULE:

Type of Submittal	Design Review Fee (not refundable)	Construction Deposit (refundable)
New Home Construction	\$750	\$10,000
Addition or Structural Change to Existing Home or Garage, Major Exterior Modifications, new Garage, Garage Apartment	\$750	\$3,000
Minor Exterior building modifications <i>(see description below)</i>	\$750 <i>(may be waived)</i>	\$1,000 <i>(may be waived)</i>
New/Revised Driveway or paving <b>OR</b> New or Modified Swimming Pool/Hot Tub	\$750 <i>(may be waived)</i>	\$1,500 <i>(may be waived)</i>
New or revised Landscaping <i>(see description below)</i>	\$750 <i>(may be waived)</i>	\$500 <i>(may be waived)</i>
Vacant Lot Clearing <i>(see description below)</i>	n/a	\$1,000 <i>(may be waived)</i>

**Minor Exterior building modifications** shall include, but not be limited to, items such as the following: exterior color changes for siding, trim, doors or shutters; hurricane shutter additions; roof color changes; porch screening; exterior door style changes.

**ALL Color changes to siding, roof, trim, porch posts, railings, shutters, doors, etc must be approved by the ARC.**

**New and revised landscaping** shall include, but not be limited to, items such as the following: paving or driveway additions or modifications, patio additions or modifications; deck additions or modifications; retaining walls additions or modifications; fence, arbor, gazebo and privacy screening additions or modifications; major landscaping changes that affect your neighbors' views; tree removal or tree additions. **Changes to landscape such as addition of a trees or bushes or addition of a planting bed must also be approved by the ARC.**

**Vacant Lot Clearing** shall include removal of natural or original native vegetation and can include the optional installation of fences, paver sidewalk, sod, and irrigation, all in accordance with Paragraph 2.25.