

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 a 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.
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.

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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 BOD shall appoint at least one licensed architect. The ARC may obtain the services of 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. (CS0A 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 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.

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

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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.

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.

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.

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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. (CSOA 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. (CSOA CCR requirement)

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

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

2.4 SET BACKS - 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. (CSOA CCR requirement)

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

	<u>For House & 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

2.5 HEIGHT - Height limitation is the same standard as is required by the City of Destin building code.

2.4 SIDEWALKS

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 pavers shall be 4" X 8" concrete brick paves in red and charcoal color as specified in the Sidewalk Design. The construction and design shall comply with this Planning Criteria and the City of Destin sidewalk requirements

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2.5 DRIVEWAYS

- A. Driveways are to be constructed from concrete brick pavers or concrete. Design of driveway and paver design (if used) to be approved by Crystal Shores ARC. See **Exhibit B** in the appendices for color, pattern, and dimensions. All pavers shall be 4" X 8" concrete brick pavers in red and charcoal color as specified in the Sidewalk Design.
- B. 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, pattern and dimensions.
- C. Driveway design and dimensions shall provide for adequate parking of vehicles in accordance with Section 2.6, Paragraphs G, H and I below.
- D. 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 & 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 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. Since 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,

then the 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.

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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 – Horizontal wood, super masonite, Louisiana Pacific siding in the following patterns: Novelty 105 (4" or 6") smooth lap (4", 6", or 8") or Hardiplank lap siding in smooth, wood grain or colonial patterns are also 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.
- 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.

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- 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 or brick 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 color. 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, Trex (or equal) or concrete.
- C. All steps must be wood or Trex (or equal)

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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 suggested that railings be added to the first floor front porch to help achieve the Old Florida Cottage look.

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 & 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 picket fence and side picket fence height shall be no more than 40" high.
- C. Fence material may be wood, plastic or painted metal as long as the fence conforms to the picket fence design. Plastic and painted metal fences are encouraged. All picket fences shall be white on color
- D. Side property line fences must match the same style, dimensions and white color as the front property line picket fence.
- 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.

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- 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
- H. If Screens are to be installed to screen the view of Air Conditioning Unit 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.

Owners are encouraged to use "**Exhibit E - Recommended Color Palettes**", which is provided in the **Appendix** of this manual. Other paint palettes of your choice can be submitted. Whether you submit your paint palette choice or one of the Recommended Color Palettes, 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.

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. (CS0A 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.

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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)
- 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.

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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 – Accessory structures such as, but not limited to, fountains, statues, yard art, bird baths, sheds, outbuildings, 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.

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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. "Hydrozoning").

The entire Lot, including the right-of-way portion of the Lot between the Ocean View Drive street 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 street 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.

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- 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.
 - k. Roof overhangs
 - l. Elevations at highest roof peak, roof eave or cornice elevations

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

- (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)

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

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

"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.
- C. Failure to complete the new construction 12 months after start date of lot clearing, except in those instances as described in the Article VII, Section 19 of Crystal Shores Declaration of Covenants, Restrictions, will result in a construction delay penalty fine of \$150 per day until construction is complete. This fine will be in addition to the forfeiture of the construction deposit.

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 CONTRACTOR/BUILDER ACKNOWLEDGMENT

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

Painting contractors are exempted from this requirement.

The signed 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.

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 – 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**

Driveway design shall use 4" X 8" pavers in Red and Charcoal colors and be arranged in the design shown in the photos below.



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:

<http://www.fleppc.org/list/list.htm>

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

The following chart offers recommended color palettes for each siding color, with the assumption that the roof color is metallic color and not painted. Many of the suggested colors can be found under the Coastal Cool Colors selection offered at the Sherwin-Williams store.

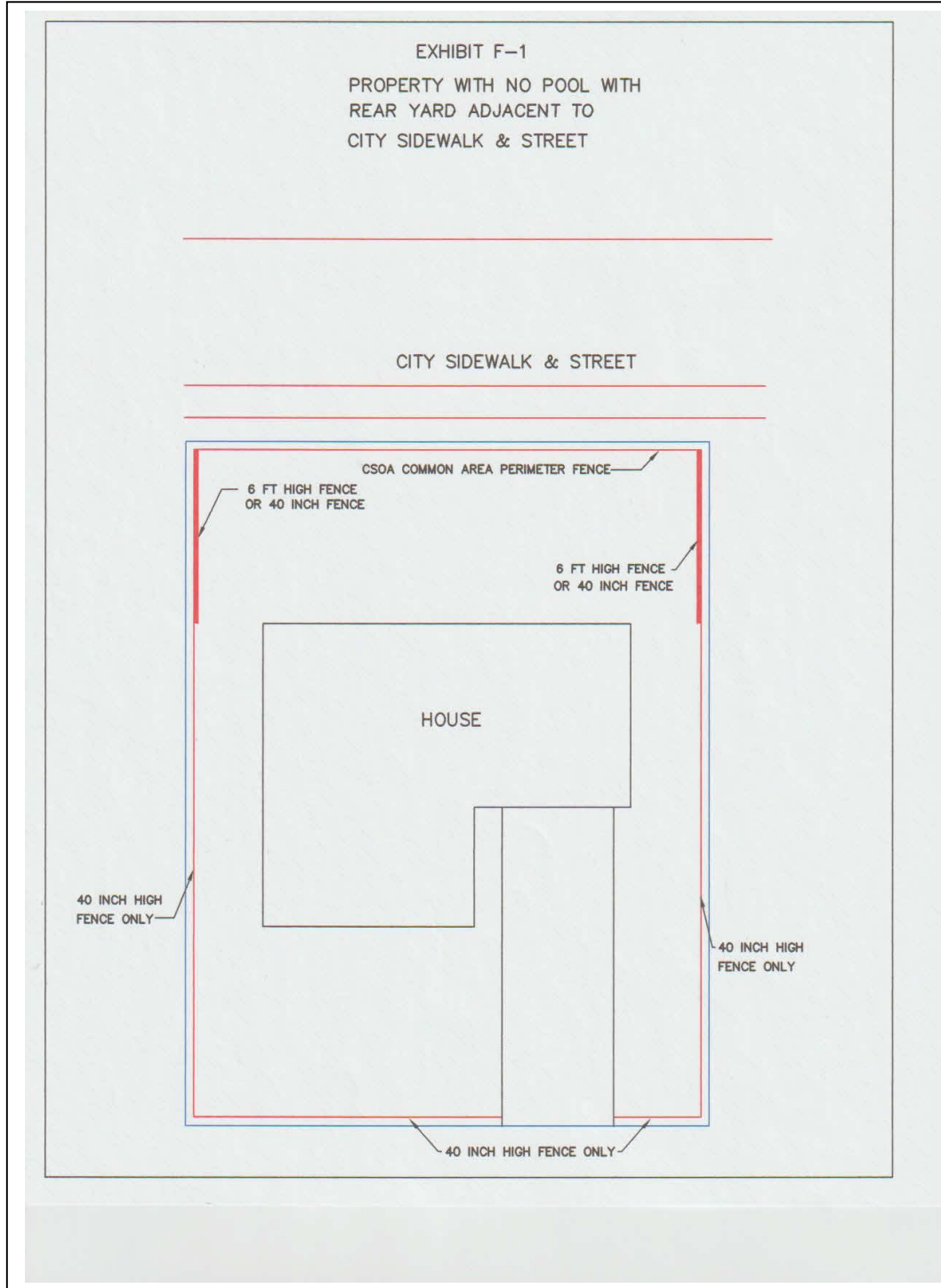
Whether one of these color palettes or another color palette of your choice is submitted, **paint color palettes must be submitted on "Form 2 -Proposed Color Palette" to the ARC for Approval for any painting on an existing home or a new home construction.**

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

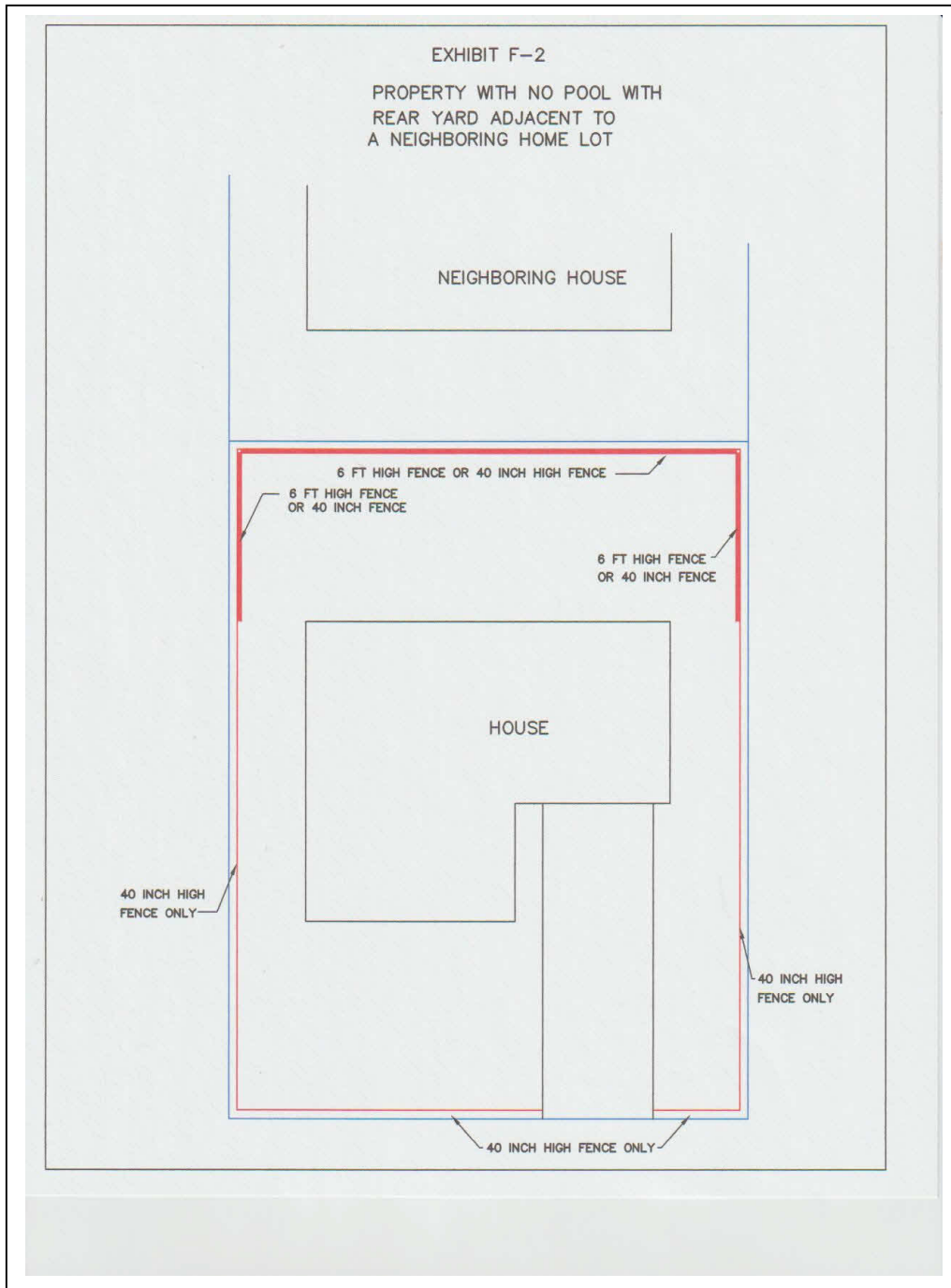
Crystal Shores Owner's Association Architectural Planning Criteria and Construction Regulations

EXHIBIT F - FENCE AND SCREEN DESIGN CRITERIA

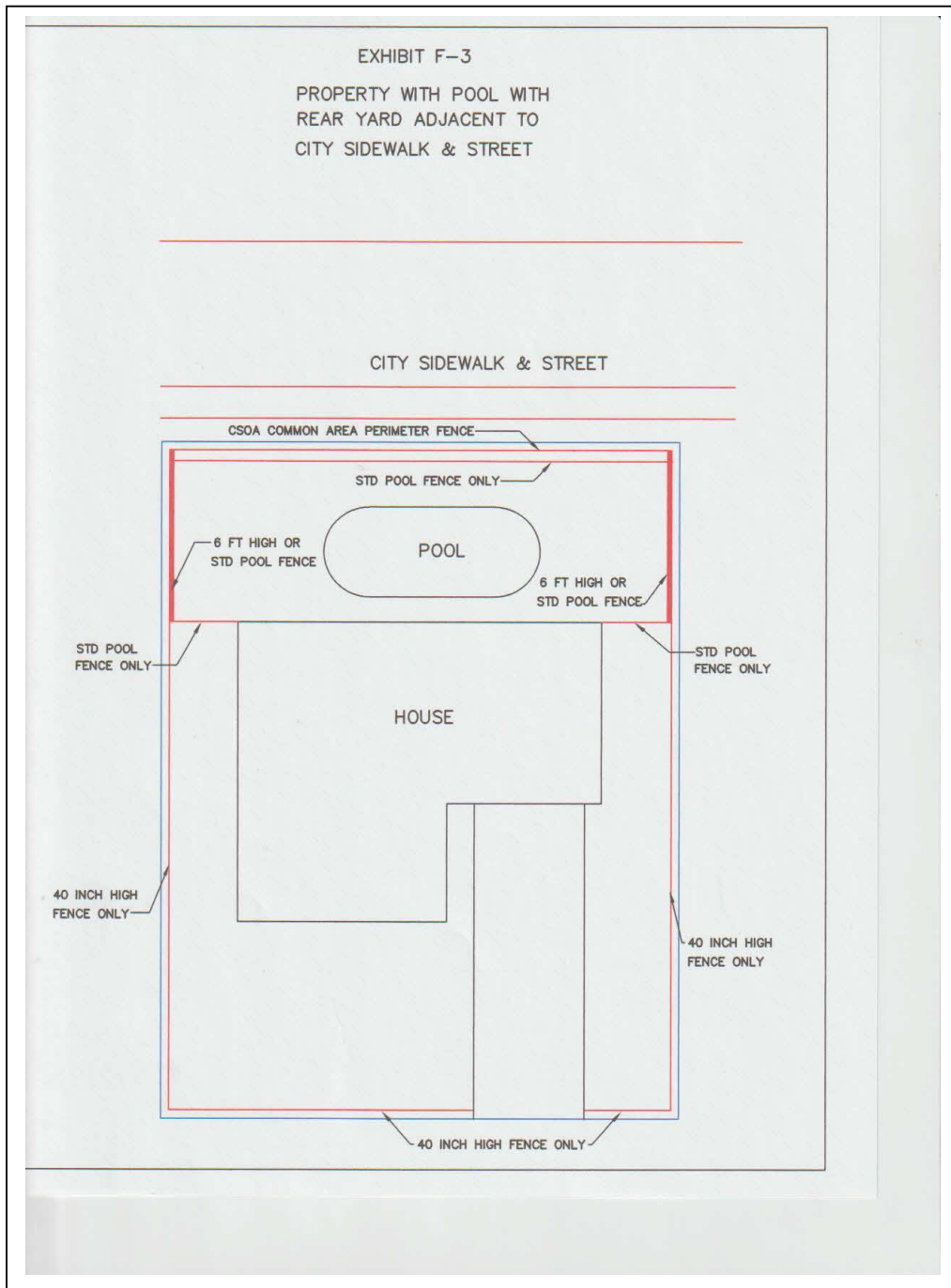
The following four pictures illustrate the Fence and Screen Design Criteria to be used by the ARC in approving any Fence and Screen:



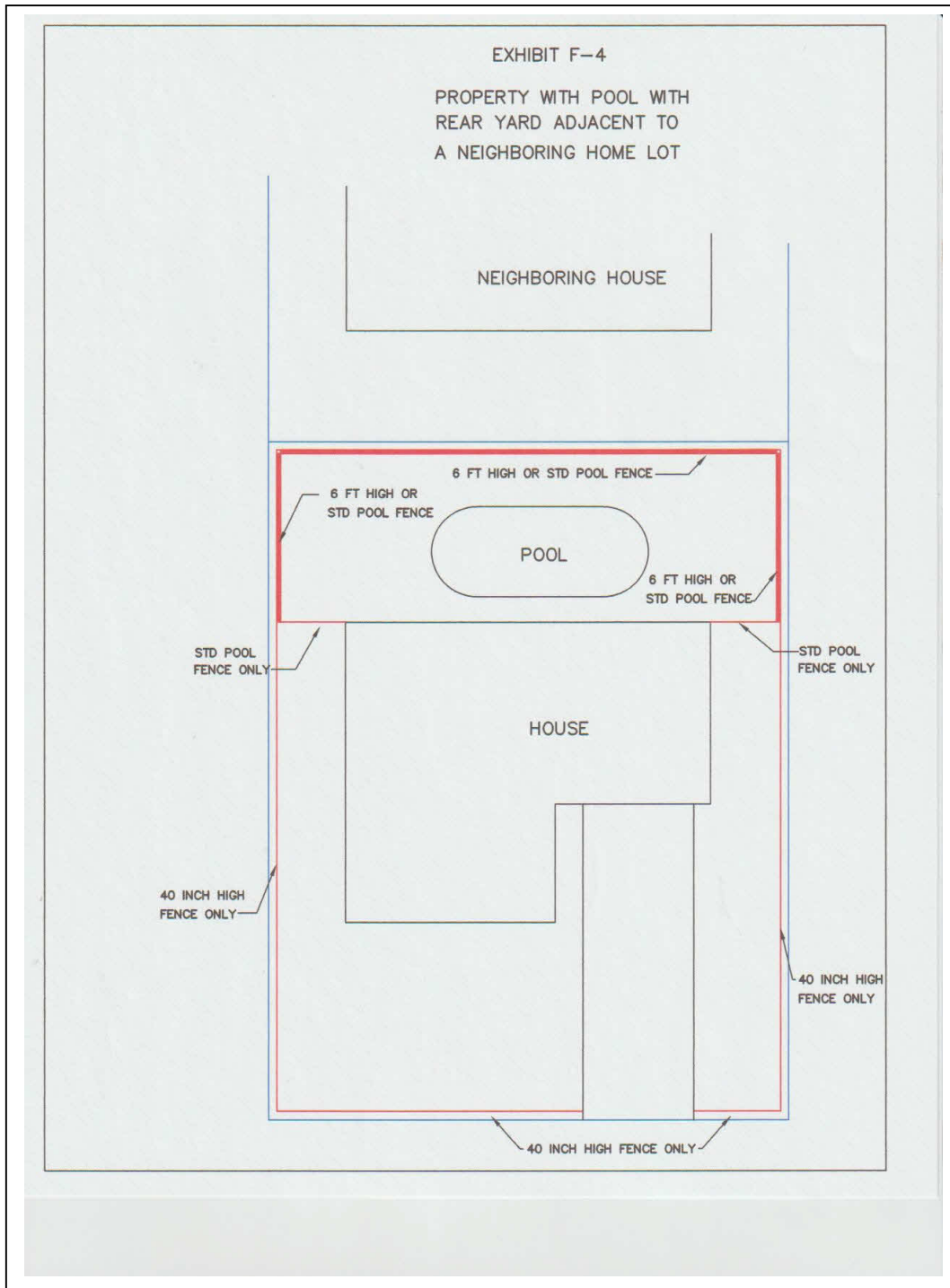
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**FORM 1A – DESIGN REVIEW APPLICATION
FOR NEW CONSTRUCTION**

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 _____

Design Review Application Date Received _____ Received by _____

**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 _____

Design Review Application Date Received _____ Received by _____

**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.*

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 _____

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): _____

ARCHITECT/DESIGNER SIGNATURE: _____

DATE SUBMITTED: _____

PLEASE NOTE: 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)

OWNER'S SIGNATURE(s): _____

ARCHITECT/DESIGNER SIGNATURE: _____

DATE SUBMITTED: _____

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

FORM 5 – CONSTRUCTION DEPOSIT REFUND FORM

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 _____

	YES	NO
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: _____

If fines levied, then 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 – CONTRACTORS/BUILDERS 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.

As a Contractor or Builder in Crystal Shores, I hereby acknowledge receipt of the "Architectural Planning Criteria and Construction Regulations" document and affirm that I have thoroughly read and am familiar with the requirements outlined within the document, particularly those in **Section 5 – Construction Regulations**.

I understand that I am obligated to follow the **Construction Rules**, outlined in **Section 5.4**, and that construction rule violations by my company or any sub-contractor in my company's employ can result in fines of up to \$150 per occurrence or per day being deducted from the Construction Deposit.

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

This acknowledgement pertains to contracted work on Lot _____ at _____ Ocean View Drive

Signature

Date

Printed name

Title

Contractor/Builder name

**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	\$600	\$6,000
Addition or Structural Change to Existing Home or Garage, Major Exterior Modifications, new Garage, Garage Apartment	\$600	\$2,000
Minor Exterior building modifications <i>(see description below)</i>	\$600 <i>(may be waived)</i>	\$1,000 <i>(may be waived)</i>
New/Revised Driveway or paving OR New or Modified Swimming Pool/Hot Tub	\$600 <i>(may be waived)</i>	\$1,500 <i>(may be waived)</i>
New or revised Landscaping <i>(see description below)</i>	\$600 <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.