



The Boardwalk at Cape San Blas Homeowners' Association Inc.
PO Box 671 Port St Joe, FL 32457

Architectural Review Board (ARB)

ARB email: boardwalkcsb-arb@googlegroups.com

For ARB and HOA documents, please refer to our website (www.boardwalkcsb.com).

GUIDELINES FOR APPROVAL OF NEW CONSTRUCTION AND PROPERTY MODIFICATIONS

The following Guidelines shall be followed by Boardwalk property owners requesting approval of their plans for New Construction or Property Modifications from **The Boardwalk at Cape San Blas Homeowners Association Architectural Review Board (ARB)**. Applicants are directed to first acquaint themselves with the *DECLARATION OF COVENANTS, CONDITIONS AND RESTRICTIONS OF THE BOARDWALK AT CAPE SAN BLAS*.

Applicants should understand that control of stormwater runoff and impoundment is a great concern of the ARB. Furthermore, the ARB may, through its review process, disapprove any proposed construction for purely aesthetic or compatibility reasons, or for perceived negative impact on neighbor(s) or the Boardwalk at Cape San Blas community.

A. Plans to be submitted by an applicant for approval to the ARB shall include:

1. **One (1) copy** of construction plans and specifications, including all proposed landscaping.
2. Site Grading and Drainage Plan indicating existing topographic conditions and proposed changes with fill/cut amounts clearly stated.
3. Exterior elevations of proposed improvements with components labeled and explained.
4. Site Development Plan indicating placement, dimensions and character of improvements including structures, drives and other features.
5. Exterior color scheme including walls, trim, roof and other visual features.
6. Applicant statement to include name of selected contractor(s), contact information of contractor and proposed construction schedule.
7. Signed copy of these guidelines by property owner and contractor.
8. Such other items as the ARB may deem appropriate.

B. Guidelines for Construction:

1. **Pilings** shall be **jettied** into the ground, driven last few feet as is normal, exceptions may be granted with certified explanation from professional civil engineer.
2. **Finished grade** shall not exceed one foot greater than the average elevation of the road directly in front of the new construction. Site development plan shall clearly indicate all finished grades
3. All exterior construction shall commence no earlier than 7:30 am and conclude one (1) one hour before sunset **Monday through Saturday**. No loud music or radio playing anytime.
4. Dwelling shall be constructed with a minimum of 1200 sq. ft. of heated and cooled living space exclusive of porches and decks.

C. An applicant shall pay the following Compliance Deposit to the ARB:

1. Upon approval of the applicant's plans and prior to start of construction activities a **Compliance Deposit of \$5,000.00** is required.
2. The Compliance Deposit will be refunded to the applicant upon final acceptance by the ARB of satisfactory compliance of completed construction. Deposit may be forfeited in whole or in part for non-compliant construction violations and non-adherence to ARB Guidelines stated in Section A & B of this document.
3. *If the ARB deems it necessary, an outside architectural consultant will be retained to review the plans in question. Reasonable Fees for the consultant will be paid from the Compliance Deposit.*

D. The ARB shall indicate approval or disapproval of the matters required to be acted upon by them in writing and served upon the applicant personally via e-mail or by certified mail indicating the proposed building or structure and the reasons for any disapproval.

E. No site clearing, materials deliveries or construction activities may begin without first obtaining a design approval from the ARB and a Gulf County Building Permit (for construction requiring county permit). Prior to construction start, applicant shall stake corners and extent of proposed construction in the field for ARB viewing and acceptance. When construction has commenced it must be completed within a period of twelve (12) months from the issuance of ARB approval. Any request for time extension must be made in writing to the ARB and shall indicate the reason(s) for the revised completion schedule and date.

Applicants shall contact:

The Boardwalk at Cape San Blas Homeowners Association
Architectural Review Board
PO Box 671
Port St Joe, FL, 32457
ARB email: boardwalkcsb-arb@googlegroups.com

I have read and understand the Boardwalk at Cape San Blas Guidelines for Approval of New Construction and Property Modifications, and agree to abide by these guidelines.

Property Owner Name: _____ Date: _____

Address: _____

Email: _____

Phone: _____

Signature: _____

Contractor Name: _____ Date: _____

Address: _____

Email: _____

Phone: _____

Signature: _____