

# Southlake Subdivision

## ARCHITECTURAL GUIDELINES

As Currently Adopted or Reaffirmed

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(This Document Will Be Continuously Updated to Reflect Any Changes)

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ATTACHMENT #1 ARB Request Form.....Use the link at the website.

## I. SOUTHLAKE SUBDIVISION INTENT OF GUIDELINES

The intent of these guidelines is to help ensure that Southlake Subdivision is a community of quality homes and buildings with a tasteful and aesthetically pleasing architectural design that is harmonious with surrounding structures and topography. This manual promotes the use of long – lasting materials, high construction standards, and quality landscaping.

The Declaration of Covenants, Conditions, Restrictions, and Easements for Southlake established the requirement for a standing committee called the Architectural Review Board (ARB) which has the responsibility to regulate the use and appearance of the exterior of the property to: (a) assure harmony of external design and location in relation to surrounding buildings and topography; (b) protect and conserve the value and desirability of the property as a residential community; and (c) maintain compatibility of external appearance among the improvements located on the property. The ARB has the right to prohibit, refuse and deny approval of any plans on any grounds, including purely aesthetic grounds, and to require the removal of anything constructed without ARB approval. The ARB may adopt, rescind, and amend the Southlake Subdivision Architectural Guidelines and reasonable rules and regulation: (i) shall be consistent with the provisions of the Southlake Declaration and (ii) if the Board of Directors has not constituted itself as the ARB Guidelines and Policies or rules and regulations shall be enforced by the Community Enforcement Committee and the Board of Directors in the name of the Association.

The Association has prepared these guidelines to aid homeowners in making improvements to their homes and property within Southlake Subdivision. Specifically, they:

- Provide a systematic and uniform design review process.
- Ensure the design & modification of or additions to existing structures are compatible with existing terrain and vegetation, and complement the community.
- Ensure all dwellings comply with the Declaration of these guidelines.
- Ensure landscape plans provide pleasant surroundings and functional satisfaction while blending with the natural landscape and neighboring properties.

These guidelines are in addition to all building, use and other deed restrictions associated with Southlake Subdivision and, accordingly, all builders and homeowner's should familiarize themselves with the provision of the Declaration and Bylaws. All terms used in these guidelines shall be defined in accordance with definitions used in the Declaration.

The ARB will evaluate each application for total effect, including the manner in which the home site is developed. This evaluation relates to matters of judgment and taste that cannot be reduced to a simple list of measurable criteria. It is possible that a house plan might meet the individual criteria defined in these guidelines and still not receive approval if, in the sole judgment of the ARB, its overall aesthetic impact is unacceptable. The approval of an application for one home shall not be construed as creating any obligation on the part of the ARB to approve applications involving similar designs pertaining to a different home.

**Approval by the ARB does not constitute approval by any public permitting agency. St. Johns County requires building permits for home building that will necessitate compliance with local and state building codes. You must receive ARB approval before any construction/maintenance begins.**

## **II. THE REVIEW AND APPROVAL PROCESS**

### **A. General**

The design review and construction processes have the following elements:

1. ARB Application Submittal
2. ARB Application Review/Approval
3. Appeals
4. Inspection
5. Conduct

Thorough and timely submission of information along with compliance with the standards set forth in these guidelines will prevent delays and minimize frustration of all parties involved. Questions concerning the interpretation of any matter set forth in these guidelines should be directed to the ARB Coordinator.

The ARB review will help ensure improvements built within Southlake are of the highest quality while taking into account the desires of the owners and builders to complete construction in a timely manner.

**IMPORTANT NOTE:** The Architectural Review Committee requires that all building be done by a licensed contractor/builder with demonstrable experience. The ARB reserves the right to reject an application for approval on the basis of builder qualification. The owner is responsible for assuring that a qualified builder is employed and that he uses fully qualified and licensed sub-contractors. If there are any questions regarding a builder's qualifications, the ARB should be contacted.

#### **Review Fees:**

There are no ARB Application Review Fees at this time.

### **1. ARB Application Submission**

There are two means to acquire an ARB Application. 1) There is a copy of the form included in the back of the Nosey Neighbor which is hand delivered quarterly. 2) An application can also be found on the "Community" section of this website.

All ARB applications must include the following:

1. Consult the Covenants and Restrictions for specific requirements for each proposed change. Go to the website under "Community" to review or print a copy of the CCR's.
2. The Architectural Review Board Application (Attachment #1)
3. Two (2) copies of the construction plans and specifications, including all proposed landscaping.
4. An elevation or rendering of all proposed improvements.
5. A site plan showing the proposed changes.
6. Such other items as the ARB may deem appropriate; i.e., Samples and color chips of all exterior finishes and materials to be incorporated into the plan including roof samples, fence types, stain colors, etc.
7. Submit application, drawings, and other required documents in duplicate to:

**Community Association Manager  
Jacobs, Jacobs and Associates  
461 A1A Beach Blvd.  
St. Augustine, FL 32080**

**NOTE:** All Fence proposals need to include a maintenance plan as well as proposed stain color.

\*Incomplete Requests will be returned and will need to be re-submitted for approval. \*

No construction, modification, alteration or other improvement of any nature whatsoever, except for interior alterations not affecting the external structure or appearance of any House shall be undertaken on any Lot unless and until the plans of such construction or alteration shall have been approved in writing by the ARB. Modifications subject to ARB approval specifically include, but are not limited to the following: Painting or other alteration of a House (including doors, windows and roof); installation of solar panels or other devices; construction of fountains, swimming pools, whirlpools or other pools; construction of privacy walls or other fences; addition of awnings, shutters ( of any kind) gates, flower boxes, shelves, statues, or other outdoor ornamentation; installation of patterned or brightly colored internal window treatment; any alteration of the landscaping or topography of the Lot, including, without limitation, any cutting or removal of trees in excess of six inches (6") in diameter for feet (4') from the surface of the ground; planting or removal of plants; creation or alteration of lakes, lake banks, marshes' hammocks, lagoons, or similar features of the Property; and all other modifications, alterations or improvements visible from Common Areas, other Lots, or from the street.

## **2. ARB Application Review/Approval**

The ARB will review all completed applications within 30 days and indicate its approval or disapproval. Any incomplete applications will be noted as incomplete and returned to the homeowner with any additional application stipulations. The homeowner must then resubmit a new complete application. Any oral approval granted by the ARB does not constitute approval to begin construction without proper permits and written ARB Approval.

The ARB will meet two times per month or as needed to review all applications. Written notice of the outcome will be provided to the homeowner within 5 days of the ARB meeting. Meeting dates are subject to change without notice as time permits. Since the ARB is a volunteer-based committee, please allow time to process all applications submitted before a construction project or commencement begins.

After approval by the ARB, the proposed improvements must be substantially completed within six months, or approval must once again be obtained from the ARB. Once commenced, the exterior of any house construction and the accompanying landscaping shall be completed within nine (9) months from commencement unless the ARB allows an extension of time. Unless such completion is rendered impossible as the direct result of lightning strikes, fires, national emergencies or natural calamities, or unless the ARB otherwise specifically permits in writing. ARB approval is not in any way an assumption of liability or and endorsement of the structural design or engineering of such buildings, nor does it render judgment on compliance with local building codes. All projects must start within ninety (90) days from the date of approval. All minor alterations must be completed within thirty (30) days from the date of approval. All major alterations must be completed within nine months from the date of approval. Extensions beyond the time limit should be requested in writing to the ARB. If a written extension is not received the ARB within the expiration period, then a new application must be submitted to the ARB.

## **3. Appeals**

Any Lot Owner may appeal an adverse decision of the ARB to the Board of Directors who may reverse or modify the decision of the ARB pursuant to procedures set forth in the Association's By-Laws or Articles of Incorporation.

## **4. Final Inspection**

The ARB will monitor the activities and progress of the builders and their employees closely throughout the construction phase. This monitoring includes both the construction activity/progress and conformance with rules and regulations governing the use of property within Southlake Subdivision.

## **5. Conduct**

All homeowners/builders/contractors shall be held responsible for the acts of their employees, subcontractors, suppliers and any other persons or parties involved in construction or alteration of the home site.

1. Ensuring that the construction site is kept clean and free of all debris and waste materials and that stockpile of unused materials are kept in a neat and orderly fashion. Placement of dumpster on the site is required for Major Alterations (e.g. Homeowner's driveway).
2. Ensuring there is no burning of trash.
3. Installing silt fencing on sites that create the possibility of sand/soil eroding off the home site; this includes all lots adjoining lakes, buffer areas and wetland tracts.
4. Prohibiting the consumption of alcoholic beverages, illegal drugs or other intoxicants. Violators will be removed and may be prohibited from future engagements within the community.
5. Ensuring that all those for whom the builder/contractor is responsible are properly insured.
6. Ensuring that all those for whom the builder/contractor is responsible do not commit any violations of the rules and regulation of the ARB.
7. Limiting working hours for construction personnel to 8:00a.m. to 6:00 p.m., Monday through Saturday. No construction work will be allowed on Sundays or the following holidays: New Year's Day, Memorial Day, Fourth of July, Labor Day, Thanksgiving Day and Christmas Day. The ARB may allow exceptions to this rule under special circumstances and with prior written authorization.
8. Prohibiting construction personnel from having children or pets in Southlake.
9. Prohibiting the playing of music or other sounds from non-construction activities.
10. Prohibiting use of adjacent property or common property for access or storage of material or equipment.
11. Limiting all builders, employees, subcontractors and suppliers to construction related activities at the designated site only. (NO FISHING, TOURING, ETC.)
12. Ensuring all builders, employees, subcontractors and suppliers use public road access only.

**Disclaimer**

In connection with all reviews, acceptances, inspections, permissions, consents, or required approvals by or from the Association or the ARB contemplated under these guidelines, neither the ARB, any member of the ARB nor the Association shall be liable to an owner or to any other person an account of any claim, liability, damage or expense suffered or incurred by or threatened against any owner or such other person and arising out of or in any way related to the subject matter of any such reviews, acceptances, inspections, consents or required approval, whether given, granted or withheld by the Association or the ARB. Approval of any plan by the ARB does not in any way warrant that the improvements are structurally sound or in compliance with St. Johns River Water Management District or other governmental agency's, regulation, and codes; nor does it eliminate the need for approval from any governmental agency.

**III. GENERAL COMMUNITY GUIDELINES**

**A. General**

No structures shall be erected, placed or permitted to remain on any Lot other than one single family dwelling constructed in accordance with the ARB approved plans, except for temporary improvements discussed below.

No alterations to the common grounds in any way, by any resident without the express written permission of the BOD will be tolerated. This includes, but is not limited to, mowing the grass, cutting the trees, treating lakes, altering roads, signs, or changing any existing permanent or temporary structures. Violations may result in fines. (State Statutes dictate a 14 day notice and hearing).

**1. Temporary Improvements**

No temporary building or structure shall be permitted on any home site; however, trailers, temporary buildings, barricades, and the like may be permitted during the construction of a permanent improvement, and provided that the ARB shall have approved the design, appearance, and location of the same. All such temporary improvements shall be placed on the home site and not on the road right-of-way. They shall be removed prior to the ARB's Final Inspection.

**2. Clotheslines**

No clothes line or other clothes drying facility shall be permitted on any lot unless screened from view from outside the lot.

**3. Carports, Sheds, Shacks or Trailers**

Carports are not permitted in The Southlake Subdivision. No shed, shack, trailer, tent or other temporary or movable building or structure of any kind shall be erected or permitted to remain on any Lot. However, this paragraph shall not prevent the use of temporary buildings during the periods of actual construction of a residence and other buildings permitted hereunder, not the use of adequate sanitary toilet facilities for workmen during the course of such construction. All storage sheds must be approved by the Architectural Review Board.

**4. Mailboxes**

All mailboxes must be kept neat and clean from any mildew, dirt or rust. Broken mailboxes and/or poles must be replaced and not secured with rope, tape, bungee cords, etc.

**5. Driveways, Walkways and Curbing**

All homeowners are required to keep their driveways, sidewalks (public and personal) and all curbing adjacent to their property neat and clean. If dirt, staining or debris build up occurs, the homeowner shall be responsible for the removal of the dirt, stains and or debris. Regular pressure washing of driveways, sidewalks (personal and public) and curbing adjacent to the property is recommended to maintain concrete surfaces appearance  
Parking on the grass is **NOT PERMITTED.**

**6. Fences**

Hedges, fences or walls may not be built or maintained on any portion of any Lot except on the rear or interior side Lot line and not closer to the front of the Lot than the front line of the main residence. No fence or wall shall be erected nor hedge maintained higher than six feet (6') from the normal surface of the ground. No fence or wall shall be erected until quality, style, color, design and location shall have been first approved by the Architectural Review Board.

**\*\*All fencing requests must be submitted to the ARB for review and approval and a written authorization received prior to installation. Failure to do so may result in a fine.**

**7. Signs**

No signs, advertisements, billboards or solicitation or advertising structures of any kind shall be erected, modified or maintained within any windows, on the exterior of any improvements, or on the grounds of any Unit, lot or common ground property. Exceptions are builder/contractor permit box and "For Rent" or "For Sale" signs. Garage/Community Sale signs are allowed on the day of the event and must be removed after the event.

**8. Flags and Flagpoles**

Homeowners may display American Flags pursuant to the Federal Flag Code (Public Law 94-344). ARB approval for the flag pole is required.

**9. Lawn Furnishings/Fountains**

All lawn furnishing, including but not limited to large planters, statues, bird baths, fountains, benches, and swings, are subject to ARB approval. Excessive numbers of yard art or statues may be limited and are subject to approval of ARB and enforceable by the CEC. Brightly colored lawn ornaments or yard art are not appropriate for the front yard. Proper maintenance of these items is required. Water fountains, statues and bird baths may not exceed 4 feet in height.

**10. Aerials/Antennas**

No radio or television aerial or antenna or any other exterior electronic or electrical equipment or device of any kind shall be installed or maintained on the exterior of any structure of any Lot unless and until the location, size and design thereof shall have been approved by the Architectural Review Board. As a general rule, antennas and other electronic equipment will be approved if installed in a manner that is not visually offensive and does not interfere with other Owners. Satellite dishes or antennas must be approved by the Architectural Review Board prior to installation. **(SEE PAGE 14; SECTION 11 OF THE CCR'S)**

**11. No Parking of Vehicles, Boats, Etc.**

No Recreational or other vehicles of any kind may be kept or parked between the street and the residential structures or in the side yards. **(SEE PAGE 15 OF THE CCR'S FOR A COMPLETE DESCRIPTION OF "OTHER VEHICLES")**

**12. Air Conditioners**

Unless the written approval of the Architectural Review Board has been obtained, no window air conditioning units shall be installed.

**13. Storage of Fuel Tanks/Garbage and Trash Receptacles**

All above ground tanks, cylinders or containers for the storage of liquefied petroleum, gas or other fuel, garbage or trash, shall be screened from view from adjacent Lots and any street.

**14. Lakes**

No owner shall deposit any fill in such lake. No dock, moorings, pilings, boat shelters or other structure shall be erected on or over the lake without ARB approval. No gas or diesel-driven boat shall be permitted to be operated on the lake. Canoes and small no combustion-powered boats will be permitted with ARB approval. All permitted boats shall be stored, screened from public view, and shall be stored either within existing structures on the Owner's Lot, or behind landscaping approved by the ARB.

**15. Lake Embankments**

All lake embankments shall be maintained by the owners owning the lake bottom. **(SEE PAGE 15-16 FOR THE DETAILS)**



#### IV. DWELLING GUIDELINES

##### A. General Architectural Scheme

To achieve the desired harmonious neighborhood character, Southlake has established architectural and construction philosophies. Dwellings and other structures shall reflect a Florida architectural vernacular, be unobtrusive in form and color, and fit appropriately into the landscaping, both existing and new.

The Architect should be sensitive to existing structures and the adjacent environment. The various designs should compliment and enhance the neighboring properties through consistencies of scale, quality of materials and harmonious colors.

##### B. Exterior Materials

Finish materials shall be applied consistently to all sides of the exteriors of Dwellings and are subject to ARB approval. The ARB may allow, on a case-by-case basis, the use of stucco, brick, stone, wood shingles, horizontal lap board siding and vinyl horizontal siding. Full front stucco or brick elevations are encouraged; however, a combination of the above material may be used.

##### C. Exterior Features

Exterior window and door trim and similar decorations shall be of same, complementing or contrasting color and material.

##### D. Exterior Color Palette

The color palette will be available at all the ARB and Board meetings. It will also be available at the following Sherwin Williams locations:

World Golf Village Area  
255 Business Park Circle #501,  
St. Augustine, FL 32092  
904-940-6565

Julington Creek Area  
9340 San Jose Blvd  
Jacksonville, FL 32257  
904-731-1122

The exterior home will be the primary color. All trim and garage doors will be of the same color. (i.e. white, cream, eggshell, etc). The front door color is listed on the palette that you choose. If you find colors that maybe a shade or two lighter or darker than the colors in the book still submit it to the ARB for possible consideration. As stated above, all trim and garage doors must be the same color. Keep in mind that colors that are not chosen from the book will take longer to process and are not guaranteed for approval. Paints shall resist chalking and fading for a 10 year life cycle. The ARB will require repainting of materials that fail to maintain acceptable appearance.

##### E. Garages

All garage doors will be painted the same color as the house trim as stated on the ARB form.

##### F. Landscape Standards

- a. Flowers around the mailbox are permitted, however must be properly maintained.
- b. Any significant landscape plan change **must be** submitted to the ARB for approval for each residence within the community.

**You are encouraged to properly care for your home and yard. Southlake is a beautiful community and the proper care for your home and yard will help your property values to increase.**