

**Marsh Lakes Community Association
Architectural Review Committee
Operational Procedures 07132018**

1. Any exterior changes to the appearance or drainage of existing lots or homes must be reviewed and approved by the Architectural Review Committee (ARC) prior to making such changes. This includes changes to paint color, exterior materials/texture/appearance, shingle shape and color, landscape design, modifying ground elevations with fill or excavation, new structures or improvements (fences, storage buildings, pools, decks/patios, remodels, mailboxes, and docks), etc. It also includes the removal of mature trees as specified in the Covenants.

Repainting with identical colors & sheens does not require approval.

Replacing concrete flatwork or driveway with the identical materials, color, and footprint, does not require approval.

Replacing a roof with identical shingle design and color does not require approval.

Replacement or repair of stucco or siding with identical colors and materials.

Replacement of landscape materials, sod, or plants/bushes in the same footprint or design does not require approval.

2. Submission of plans for review may be made by the lot or home owner or their designated agent. Both the owner and agent must sign the application and provide the requested contact information and project description & detail.
3. Application for review should be submitted to the Chairperson of the appropriate ARC committee using the proper form which is available on the "Marshlake.org" website. Please note that there are two separate ARC committees: Estates; Villages.
4. Applications should include enough detail for committee members to make an appropriate decision such as recent survey with changes sketched in to scale, paint color chips and/or photos, copies of vendor sheets illustrating & describing requested materials, etc. Decisions may require a site visit, particularly for larger alterations, tree removal, grading/drainage, etc. Site visits will be arranged in advance with the property owner.
5. Applications will be circulated to all committee members who will be expected to review, comment and offer recommendations for approval, modification, or denial. Denials by individuals or the committee must have accompanying rationale. A majority of Committee members is required for approval.

6. Applications will be judged based primarily on adherence to Marsh Lakes Covenants and the general appearance **and** harmony of the requested modifications with the character of the neighborhood and the protection of existing views. Property owners are requested to review the Covenants prior to submission of an ARC request with the requested changes in mind. Exceptions to the Covenants will typically not be granted. The most pertinent sections of the Covenants related to Architectural Review are: 1.1, 1.2, 1.12, 1.16, 2.1, 2.2, 2.3, 2.6, 2.7, 2.8, 2.9, 2.10, 2.11, 2.12, 3.4, 3.5, 3.7, 3.8, 3.9, 3.10, 3.17.
7. Once applications are considered complete, the applicant(s) will be notified of approval, conditional approval, or denial within 30 days. Some will be faster, but all should be completed or status identified within 30 days. It is recommended that contractors not be scheduled and work not begin prior to ARC approval.
8. ARC approval is not a substitute for required Nassau County building permits. Each owner is expected to contact Nassau County to determine whether planned modifications will require County permits. Roof replacements and structural alterations typically require permits. The Florida Department of Environmental Protection (FDEP) issues permits for salt water/marsh front docks.
9. Appeal – Applicants may meet with members of the ARC to appeal a decision. Should the ARC and the applicant fail to resolve the dispute, the applicant may appeal to the Marsh Lakes Board of Directors. This appeal may be held at a regularly scheduled or special BOD meeting at the discretion of the BOD. A quorum being present, the decision by a majority of the BOD shall be final and binding.

Typical Architectural Review requests and requirements... These are typical examples only and the information needs of the Committee may change depending on many factors.

- a. Exterior paint and trim color selection or color change: Application with sample paint chip including the requested sheen (flat, eggshell, semi-gloss, gloss, etc.).
- b. Replacing concrete flatwork with paving stones or bricks: Application with pictures of colors and styles of materials requested.
- c. Replacement of a roof of different color, style or material: Application with pictures of colors, style, and materials selected
- d. Installation of new concrete flatwork or other paving materials for walkways, parking, patios, etc.: Application with materials similar to a or b above and in addition a copy of a scale drawing of the lot, permanent improvements located on the lot, and location of all trees 6 inches or greater diameter that may be impacted by the requested change.

- e. Installation of a new fence or additional fencing: Application with materials similar to d above including a scale drawing of the lot, existing improvements and 6 inch and larger trees impacted by the requested change.
- f. Tree Removal: ARC review is required for the removal of all hardwood and softwood trees of 6 inch or greater diameter. This requires submission of an application that includes: a. reason/rationale for tree(s) removal; b. copy of a scale drawing of the lot, permanent improvements located on the lot, and location of all trees 6 inches or greater diameter.
- g. Pool Installation: ARC review is required for the construction of in-ground pools or above ground pools that are intended to be in place for an extended period. This includes copy of a scale drawing of the lot, permanent improvements located on the lot, and location of all trees 6 inches or greater diameter; location size and design of the pool; location of pool pumps and filtration equipment; samples and photos of all materials to be used for the pool; any related landscape and fencing planned.