

Deerwood Improvement Association

C/O Marsh Landing Management Company
4200 Marsh Landing Blvd.
Suite #200
Jacksonville, FL 32250
Phone (904) 273-3033 • Fax (904) 273-0933

OUTLINE OF REQUIREMENTS & GUIDELINES FOR ARCHITECTURAL SUBMISSIONS

All requests must be submitted to Tobe' Budner, ARC Coordinator, at 10036 Sawgrass Drive, Suite 1, Ponte Vedra Beach, Florida. Phone (904) 285-2519 Fax (904) 273-4851.

FOR EXTERIOR CHANGES

Please submit a cover letter to include your address, name, and phone number with a description of the type of work you wish to complete. Any pictures, brochures, color samples, shingle samples, etc. are helpful and should be included with your submittal. For fencing, additions or anything where the property line needs to be considered, please include a survey/plot plan with added sketching showing where the new installation will be situated on your property.

FOR PRELIMINARY SUBMISSION (CONSTRUCTION)

Architects drawings to include:

(1 complete set of plans required)

Plans should be submitted to the Coordinator and they normally will be reviewed and returned within two weeks, but could take up to 30 days.

1. Plot Plan
 - a.) Location of house on survey of lot showing building restriction lines, drives, walks, roof plan, fences, walls, terraces and patios. Show grade elevations and basic dimensions.
2. Floor plans at 1/8" or 1/4" scale with dimensions.
3. Exterior elevations at 1/8" or 1/4" scale. Show all elevations (4).
 - a.) Showing all exterior materials, colors and textures.
 - b.) Note type, size and material of all openings.
 - c.) Roof pitch, type and quality of roof covering material.
4. Typical wall section of scale not less than 1/4" – 1' 0".
5. Location of utility connections.
6. A. Square footage –
First floor –
Second floor –
B. Square footage per Covenants and Restrictions
Single story home –
Split-level – two story home
7. Block requirements – Square footage Block ____, Lot ____, Unit _____. (to be filled in by Deerwood Office) and Items 6a, 6b, and 7 must appear on first page of plans when submitted.
8. Accurate perspective view in black and white, or color, of front elevation is desired, but not mandatory.

FOR FINAL SUBMISSION

1. Complete construction drawings including: (2 COMPLETE SETS REQUIRED)
 - a) Plot plan (to show all finish grades and drainage) walks, drives, fences, and house placement
 - b) Foundation plans – 1/4" scale
 - c) Floor plans – 1/4" scale
 - d) All elevations 1/4" scale with materials, patterns, size shown, windows, doors with make and finish

- e) Wall sections and details
 - f) Interior details such a fireplace, bath, kitchen, and special features
 - g) Mechanical and electrical plans
 - h) Developed details (large scale)
 - i) Roof plans
2. Completed Specifications (2 COMPLETE SETS)
 - a. Describing type and quality of all materials
 - b. Describing finish and manner of installation each trade
 3. Actual samples of roof shingle, brick, stone, or other materials shall be submitted. Paint or stain for exteriors shall be submitted on actual exterior materials, or submitted from manufacturer's chips or cards. Since these samples are bulky, they should be submitted in a size convenient to carry, and submitted to the Deerwood Improvement Association. These samples will not be returned until notified.
 4. For paint or stain colors, a schedule as follows should be submitted:
 - Exterior walls
 - Windows
 - Window Trim
 - Roof Cornice vertical surface
 - Roof Cornice Soffit
 - Gable Ends
 - Dormers
 - Porches, Columns, Soffits
 - Shutters
 - Grills
 - Doors
 - Garage Doors
 - Fences
 5. Existing trees inside B R L that are 10" in diameter or larger must be shown on plot plan. Indicate trees to be removed for construction. Landscape plan for site together with cost estimate for initial installation. Landscape plans should be prepared by a qualified landscape designer. The plan must show location, variety, size, quality and number of all plantings, as well as details of any landscape feature.
 - ▶ See Item #9 Landscape
 - ▶ No tree on the site 4" diameter or larger should be removed without prior approval
 6. Plans must show name, address and registration of Architect.

**BASIC GUIDELINE FOR ARCHITECTURAL SUBMISSIONS
AND CONSTRUCTION OF HOMES IN DEERWOOD**

1. Roof Surfaces Approved:
 - a. Asphalt shingles shall be quality of not less than that requested to meet a 25 – year warranty architectural grade. (Elk, Timberline, etc.) A heavy butt cedar shake appearance and earth tone colors are preferred.
 - b. Minimum roof pitch, 5 inches in 12 inches.
 - c. Clay Tile. Certain cement tiles, especially manufactured for maximum density and resistance to absorption. Textures and colors in the earth tone range.
 - d. No flat roof except as subordinate element in conjunction with a pitched roof design.
 - e. If design is appropriate for a substantial roof overhang, the overhang shall be 20 inches or more from the vertical wall. Boxed-in overhang soffits are required unless otherwise approved.
 - f. If sheet metal for roof valleys, flashings, drips, downspouts, gutters, etc., is other than natural copper, it shall be painted to blend with shingles. Galvanized metal is not recommended for drips, roof valleys, and flashings. If sheet aluminum is used, it shall not be less than .032 thickness aluminum and factory color finish.
2. Exterior Walls Approved:

Clay brick, wood siding, wood shingles, textured stucco, natural stone, cast stone are approved. Exposed concrete block and concrete brick walls are not approved. Exception to this is where concrete block is used for foundation wall, and the block has been properly covered with stucco or an approved heavy textured coating. Decorative finish concrete block must be submitted for approval.

3. Windows Approved:
Wood (painted or stained), steel (painted), aluminum (factory painted or color anodized) only where appropriate. Vinyl clad wood factory color.
4. Doors Approved:
Wood (painted or stained), steel (painted), aluminum (factory painted or color anodized) only where appropriate.
5. Finished Exposed Surfaces for Terraces, Entrances, Open Porches, and Steps. Approved:
Brick, natural stone, cast stone, cast-in-place textured gravel concrete, certain colored or stained cements with prior approval. Where textured exposed gravel concrete surfaces are used, provide a border of brick, tile or some other appropriate material. Cement decks or terraces should have brick or tile boarders. Entry floors and steps shall have brick or tile finish.
6. Sidewalks:
Material same as terraces, (Item 5). Sidewalks cannot encroach upon right-of-way (must end at property line). Walkways to front door cannot go to street, but should go to driveway.
7. Driveway:
Colored cement, salt textured cement, stamped design cement, pavers cement with brick borders, exposed aggregate finish are all approved. Any other approved material may be used.
8. Fireplaces and Chimneys:
Conventional masonry fireplaces and chimneys are preferred. Exposed masonry chimneys should not be less than 3' x 5" in size. It is preferred that the chimney top be designed so that the flue will be covered from the elements. A plan and section at a large scale should be shown of the conventional fireplace. A detail of the chimney top should be shown. Prefab metal fireplaces may be used in accordance with manufacturer's directions. Prefab metal flue chimneys can be used, provided they meet certain restrictions. The flue and chimney must be constructed in accordance with manufacturer's recommendations. If the flue is exposed, then the chimney design and covering must be of a size and material that is architecturally acceptable. The design of this chimney must substantially cover the prefab flue top from view. Chimney must be completely detailed to show type, style and size.
9. Landscape:
Properly landscaped residences are important to the Deerwood environment. Past experience indicated that a minimum allowance of \$15,000 is required in order to get necessary initial landscaping, or for a complete replacement of old landscaping. However, regardless of the amount to be spent, the formal landscape plan is controlling. For new or major rework, a complete landscape plan must be prepared by a qualified landscape designer and be submitted for approval. No project should be started before the plan is approved.

Landscaping must be installed around the entire house and yard. Minimum plant size is 3 gallons. If areas on site are to be left natural, then these areas are to be cleaned out, trimmed and mulched. Landscape plan must show location, size, number and name of all plantings. Minimize tree to be planted 8 feet high. It is desired that attention be given also to lot line areas and lot corners in order to define area. If fences are to be installed, spaces should be provided for planting on the outside of the fence.

Upon completion of house and move in, all exterior work and landscaping must be completed within 30 days.
10. Garage and Motor Court Screening:
An appropriate decorative fence or wall (minimum height 4'6" maximum height 5'0") must be provided around the entire motor court area. The portion of any fence for the site maybe left natural to age or can be color stained or painted. The purpose of this screening is to block as much of the view into the garage or carport as possible from all angles. The screen fence or wall may be of wood (shadowbox preferred), brick masonry and stucco, rock, or a combination of any of the above. Metal cyclone or wire fencing will not be approved unless it is properly screened by one of the above materials. High grade architectural vinyl fence that looks like wood can be approved but must be of a color that matches the house paint trim.

The finished side of the fence must face out. Masonry stucco or brick piers should be provided for wood fencing approximately every 20'.
11. Any additional fencing, walls, screens, screened enclosures, privacy hedges (other than that approved for motor court) must be submitted for approval before installation. The drawing must show the site (lot survey) location on site existing facilities, location of proposed fencing, type or design of fence, dimensions and necessary detail. The fencing must consider the location and design of any adjacent existing fence. Where possible, space should be allowed for planting or landscaping on the outside of the property lines, outside of the fence. No fence or enclosure structure will be allowed to encroach over property lines, over right-of-way set back lines, or easements for access and like conditions. Where fences on adjacent properties meet and are

parallel, a space of 3 feet in width minimum should be provided between fences for maintenance and landscaping.

It is desired that any fence or wall contemplated to enclose a yard, be considered as an element of the landscaping and environment. It should blend and compliment the surroundings, and not appear as a totally private enclave or fortified area. At all times, the appearance of the entire neighborhood will be considered. Maximum height allowable is 5'0" and all wood material must be stained or painted. Brick or masonry piers must be provided as part of the design.

When a property is located on a **lake**, any fencing that blocks the view is not desirable. **Open type, wrought iron, vinyl and split rail with green vinyl covered chain link** are all acceptable.

12. Any freestanding structure contemplated for a property such as a: pavilion, gazebo, platform, playhouse, storage room, cabana, etc., must be submitted for approval with the required drawings and information. Approval will be granted only upon the merit of the structure and desirability for the neighborhood.
13. All exterior air conditioning, heating, water softening and pumping equipment exposed to view shall be enclosed with appropriate screen fencing or wall (minimum height 4' -0"). In some cases, landscaping can be used, but only with prior approval. No through wall or window units are allowed.
14. An open enclosed service or trash yard shall be provided near the rear entry. Minimum area 8' by 5' with fencing or masonry wall (minimum height 4' -6') enclosing.
15. Boats, vans, trucks or any other machine cannot be stored or kept on the premises without written approval, and then only when sufficient screening is provided.
16. All properties must provide adequate drainage within the boundaries of the property. Water should drain to the approved drainage facilities already in place. No water should drain onto an adjacent property, except by prior written approval.

OUTDOOR POOL AND ENCLOSURE

FENCING:

For pool to be added, the property must be totally fenced, or fenced around the pool. All fencing must be entirely on owner's property. Safety is a priority so the children can't wander around the pool. The City of Jacksonville and the Architectural Review Committee must approve the fence.

When a property is located on a lake, waterway, golf course, parkway or open area for the enjoyment of all, any fencing that blocks the view is not desirable.

1. Submit site plan showing location of pool.
2. Construction details showing cross section of the pool.
3. How are you going to secure the pool?
(Submit both pool and enclosure plans at the same time)
4. Fencing: Must meet all city codes for pools.
5. Screening can be: 1. Black wrought iron with gate, 2. Brick wall, 3. Split rail with green mesh behind it and landscaped, 4. Screened metal.

DUMPSTERS AND STORAGE PODS

1. **Dumpsters.** A dumpster may remain on the lot for the time period allowed for completion of construction provided by the covenants for the unit in which the home is located. When at all possible, the dumpster should be placed in an area that will not adversely affect the adjacent neighbors and the Deerwood Community. In the event of a delay in construction, the dumpster must be removed and the lot cleaned so as not to be an eyesore to the community. Condominium owners should contact their Property Manager for approval of the location. Failure to complete within the time allowed may also subject the owner to penalties and/or fines as provided by the covenants.

2. **Storage Pods.** Storage pods are only permitted to be placed inside the motor court for no longer than two weeks. Pods for the condominiums may only be placed in the owner's carport space or a condominium common area parking space for no longer than three days. Condominium owners should contact their Property Manager for approval

of the location. Failure to remove the storage pod within two weeks for homeowners and three days for condominium owners may subject the owner to penalties and/or fines as provided by the covenants.

VARIANCE APPROVALS:

The Management Company shall contact all neighbors either by person, mail or telephone who will be visibly impacted by the variance to include the front, back, and both sides of the home requesting the variance.

Management will present to the Board an anonymous census of the neighbors vote to approve or not approve. Impacted neighbors will be invited to attend the next board meeting whereas the variance will be discussed.