

**SAN MIGUEL HOA
ARCHITECTURAL CONTROL COMMITTEE
SMALL PROJECT CHECKLIST
REVISED (effective 9/10/2021)**

Block-Lot # _____ Date Plans Submitted _____

Property Owner Information:

Name _____

Phone _____ Mobile _____ Other _____

Email _____

Property Address _____

Contractor Information:

Name _____

Phone _____ Mobile _____ Other _____

Email _____

Address _____

Fee and Deposit to be determined by Scope of Project if other than New Construction.

Plans Intake for this Application:

Leanne Groom

850-559-4262

Website: sanmiguelneighborhood.com

Email: LeanneVGroom@gmail.com

No building, fence, wall, outbuilding or other structure or improvement shall be commenced, erected or maintained upon the Properties, nor shall any exterior addition to or change or alteration therein be made, nor shall any material alteration, addition or deletion be made to the landscaping of a Lot, until the plans and specifications showing the nature, kind, shape, height, materials, location and all other reasonable detail of the same shall have been submitted to and approved in writing as to harmony of external design and location in relation to surrounding structures and topography by an architectural committee composed of two (2) or more representatives named in this Article or subsequently appointed by the Board of Directors of the Association (the II Architectural Committee 11), as hereinafter provided.

In the event the Architectural Committee fails to approve or disapprove the plans and specifications within sixty (60) days after the complete plans and specifications have been submitted to them in accordance with this Declaration, approval will not be required and this Article will be deemed to have been fully complied with. In the event any improvement is destroyed in whole or in part, the improvement shall be reconstructed in accordance with the original plans and specifications approved by the Architectural Committee and any subsequently approved modifications thereto, or if the Owner desires to change the plans and specifications, all terms and conditions of this Declaration shall be complied with as if no improvement had been previously constructed. The initial Architectural Committee shall be Jim Galbraith and Chuck White, which members shall serve until all Lots are sold and transferred by the Declarant or until replaced by the Declarant. The Declarant shall have the right to replace any initial member at any time. With the exception of the initial members or other subsequent members appointed by the Declarant to replace any initial member, each member of the Architectural Committee must be an Owner. The members appointed by the Board of Directors shall serve at the pleasure of the Board of Directors. All notices or submission requests to be given to the Architectural Committee shall be in writing delivered by mail to the principal registered office of the Association as from time to time set forth in the records of the office of the Secretary of State of Florida, Corporate Division.

Two (2) copies of all such plans and specifications to be approved shall be furnished to the Architectural Committee.

The plans and specifications shall be prepared in a professional manner by an architect, engineer or draftsman and include the following information:

- (1) Building plans showing floor plans and front, side and rear elevations.
- (2) Exterior finish schedule showing material, style, and color for all surfaces, together with representative samples of the materials and colors.
- (3) Site plan showing location of buildings, drives, parking areas, sidewalks, and all other improvements, set-back lines and easements and the location and identification of all trees and vegetation to be removed or destroyed.
- (4) Landscape plan. The landscape plan may be submitted after construction commences, but must be approved by the Architectural Committee and implemented within ninety (90) days after the certificate of occupancy is issued.
- (5) The name, address and telephone number of the contractor who will perform and be responsible for all work, and the name, address and telephone number of the individual who will have the primary supervisory responsibilities for such work.

The purpose of this Article in providing the Architectural Committee with the authority to approve or disapprove plans and specifications for all improvements constructed on the Lots is to maintain the value of all Lots and to protect all Owners against a diminution of value resulting from the construction of a residence or other structure incompatible with the proper development of the Properties. The disapproval of such plans and specifications shall be in the sole discretion of the Architectural Committee and shall be based upon the following factors:

- (1) Harmony of exterior design with the existing or proposed improvements to the Lots and the overall Properties.
- (2) Character and quality of exterior improvements.
- (3) General quality in comparison with the existing improvements to the Lots.
- (4) Location in relation to surrounding improvements.

- (5) Location in relation to topography.
- (6) Changes in topography.
- (7) Aesthetic considerations.

The Architectural Committee shall have the right to establish certain design criteria, and amend the same, from time to time. Such design criteria may be directed to only certain aspects of designs or acceptable materials and should be applied only as minimum guidelines to facilitate the review process. Materials which are of a higher quality, in the Architectural Committee's opinion, will be allowed. Such design criteria will not address all aspects of the approval process, and full compliance with such design criteria will not establish any right to approval hereunder unless all other concerns and conditions have been addressed and met in a satisfactory manner. The following are the initial design criteria which are intended to establish minimum standards and guidelines:

- (1) Exterior siding material shall consist of brick, stone, fiber cement lapped siding (e.g. James Hardie Board), stucco, synthetic stucco or a combination. No sheet type product or vinyl siding shall be allowed. The same exterior finish used on the front of the building must also be used on the sides and rear. Exceptions for architectural treatments for the entrance and second story of buildings may be permitted at the discretion of the Architectural Committee.
- (2) Roof materials shall consist of quality grade shingles with a useful life of no less than twenty (20) years or other material specifically approved by the Architectural Committee. No galvanized metal, tin, or tile roof materials shall be permitted unless approved by the Architectural Committee.
- (3) The exterior wall and roof colors shall be approved by the Architectural Committee and shall be compatible and harmonious with the colors of nearby houses.
- (4) Highly reflective and bright colors are prohibited.
- (5) Unless otherwise approved by the Architectural Committee, all houses constructed on a slab shall be a built-up slab with a minimum of one step up from the finished walkway to the interior floor elevation.
- (6) Unless otherwise approved by the Architectural Committee, all brick houses shall be brick on all sides. Unless otherwise approved by the Architectural Committee, all stucco houses shall be stucco on all sides.
- (7) Chimney stacks shall be on foundations and be veneered with brick, stone or stucco to match the exterior of the house. All chimney tops must be topped with a metal shroud, unless a special chimney top has been architecturally designed and approved by the Architectural Committee in writing.
- (8) Any plumbing and heating vents penetrating the roof must be located at the rear of the house or to a side of the house not visible from a roadway, and stacks, vents and flashings must have a dark finish to match the color of the roof. All exposed foundations shall be stucco, stone or brick and compatible with the exterior siding material.
- (9) Hurricane and storm doors and shutters may be used on a temporary basis, but shall be stored within an enclosed structure when not in use.
- (10) Roof pitch shall be no less than 8/12 on all one-half (.5) and three-quarter (.75) acre Lots, and shall be no less than 12/12 on all one (1) and three (3) acre Lots.
- (11) Front yards must be sodded with grass and landscaped with plants and mulch. Whenever possible, a natural buffer shall exist between adjacent houses.
- (12) Screen porches shall be aesthetically integrated with the residence in terms of materials, color, design and placement.

- (13) Walkways and patios shall be concrete with a broom finish, unless otherwise specifically approved by the Architectural Committee.
- (14) No log-type homes, underground homes, Styrofoam homes or homes elevated on pilings shall be permitted.

The Architectural Committee may establish and specify for any Lot, prior to construction, standards and requirements relating to excavation, dirt and fill storage, digging, backfilling, etc. for utility trenches and house construction, the color and composition of roofing materials, the color and composition of bricks or siding, and the style of architecture. Such standards and requirements may include, but not necessarily be limited to, the following: off-site storage of fill, dirt or construction debris; stockpiling of fill from utility trenches; backfilling utility trenches; and the general appearance of the houses. Such standards and requirements may vary from Lot to Lot and may be imposed by the Architectural Committee in its sole discretion so as to minimize disruption of trees, tree roots, existing ground cover, or other natural features. Indiscriminate grading or trenching will be strictly forbidden to minimize harm to natural features which protect and enhance the beauty and privacy of the entire Properties and to encourage the aesthetic standards of the neighborhood.

If any improvement is constructed or altered without the prior written approval of the Architectural Committee as hereinabove provided, the Owner of such improvement shall, upon the demand of the Association or the Declarant, cause such improvement to be removed, remodeled or restored in order to fully comply with the requirements of this Article. The Owner shall be liable for the payment of all costs associated with such removal or restoration, including all costs and attorneys' fees incurred by the Association and the Declarant. Such costs may also be the basis for a special assessment against the Owner and the Lot. The Association or the Declarant may further record in the public records of Leon County, Florida, a notice of violation, provided, however, the failure to record such notice shall not prejudice the Association's or the Declarant's rights under this Declaration.

The Association may adopt a schedule of reasonable fees to process a request for approval under this Article. Any such fee shall be payable at the time of the submission of the plans and specifications, and the submission shall be deemed to be incomplete until such fees are paid.

The undersigned hereby acknowledges receipt of these Building Guidelines and grants permission for the Mission San Miguel HOA to enter the premises for the purpose of inspecting the lot, construction, and conducting a final inspection.

A "variance" is a grant of relief from the requirements of the Declaration of Covenants, Conditions, and restrictions for Mission San Miguel, which would permit instruction in a manner otherwise prohibited by them. The Mission San Miguel Architectural Control Committee (ACC) is the committee responsible for either approving or denying various requests in Mission San Miguel. The ACC may only approve a variance if it determines, on a case-by-case basis, in its sole discretion that specific enforcement of one or more requirements of the Declaration of Covenants, Conditions, and Restrictions for Mission San Miguel would result in an unnecessary hardship. If you would like to request a variance from one or more of the requirements of the Declaration of Covenants, Conditions, and Restrictions for Mission San Miguel, identify the requirements and why you believe application of the requirements in your case would result in an unnecessary hardship.

Committee Members Approval (Initial and Date) _____

PROPERTY OWNER NAME _____

PROPERTY OWNER Signature _____ Date _____

PROPERTY OWNER Signature _____ Date _____

PHONE NUMBER _____ MOBILE NUMBER _____

EMAIL ADDRESS _____

MAILING ADDRESS _____

CONTRACTOR NAME (Contact) _____

CONTRACTOR SIGNATURE _____ Date _____

PHONE NUMBERS _____

EMAIL _____

MAILING ADDRESS _____

San Miguel HOA
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Email: LeanneVGroom@gmail.com