

## **MARSALA AT TIBURON HOA**

### **ARCHITECTURAL, LANDSCAPE AND DESIGN REVIEW COMMITTEE**

#### **PROCESS AND PROCEDURE- New Residential Construction Section Three of Design Guidelines**

The Marsala at Tiburon Declaration establishes requirements for all residential units, lot sites and common areas in Section IV-Restrictions, Section IX-Maintenance, Section XII- Architectural and Aesthetic Control, and XIII- Compliance and Enforcement. This committee is charged with the responsibility of processing and reviewing all applications filed as well as the responsibility of making a recommendation to the Board for approval or disapproval. This committee is also charged with the responsibility to make recommendations to the Board regarding maintenance and compliance. The committee's recommendations are required to comply with the Marsala Declaration and the Design Guidelines.

#### **STEP ONE- Applications Filed**

##### **New Residential Construction**

- Owner files Architectural Request with Committee Chair (form found on Marsala website)
- Owner files Builder Contact Form with Committee Chair (form found in Appendix of Design Guidelines page 33)
- Owner files Marsala at Tiburon Request For Design Review Application with Attachments with Committee Chair (form found in Appendix of Design Guidelines page 34)
- Owner files Site Plan Sketch with Chair (see Design Guidelines page 4)
- Owner files Floor Plan Sketch with Chair (see Design Guidelines page 4)
- Owner files Elevation Sketches with Chair (see Design Guidelines page 4)

Design Review Committee to meet within **30 days** of submittal of the complete documents listed above (see page 7 of Design Guidelines)

## **STEP TWO- Design Review Committee Review of Preliminary Concept Plans- Prior to Committee Meeting**

- Committee Chair Sets Meeting Date, Time and Place
- Committee Chair to inform all committee members
- Committee Chair to post Notice of Committee Meeting at Marsala Meeting Notice Box 48 hours in advance of meeting stating the date, time and place of the meeting and the agenda.
- Committee Chair to provide a copy of all documents to Committee Members for review prior to Committee Meeting (plans may be circulated among committee members for review if adequate copies not available)
- Committee Members are to review Design Guidelines and Marsala Declaration provisions located in blue book provided to Committee Members and match Marsala requirements to plans submitted prior to meeting
- Committee Chair to invite Owners and Architect to Committee Meeting – purpose is to answer questions and concerns of Committee Members and provide opportunity for discussion and potential for negotiated resolution of areas of concern

## **STEP THREE- Design Review Committee Review of Preliminary Concept Plans- During and After Committee Meeting**

- Committee meets to review Architectural Request, Builder Contact Form and Marsala at Tiburon Request for Design Review as well as all documents submitted in STEP ONE as part of the Preliminary Concept Plans
- Committee Chair to designate person to prepare Minutes of the meeting (listing those in attendance) and submit the Minutes to the Marsala HOA Committee Chair for review
- Minutes to be posted on Marsala Website and sent to HOA Board once approved by Committee Chair

## **STEP FOUR- Design Review Committee Review of Preliminary Concept Plans—Committee Decision and Appeal Provision**

Committee makes one of the following findings in writing and notifies the Owner:

- Approval
- Approval Subject to Specific and Required Modifications—written specific details must be provided by Committee
- Rejection of any or all of the preliminary concept plans—written specific details must be provided by Committee

Owner responds to Committee’s recommendations

- Owner agrees to Committee recommendations and submits modifications if requested
- Owner disagrees and asks for Marsala HOA Board review (see process for Board review of Final Construction Plans Procedure in STEP TEN which is incorporated herein for review of Preliminary Concept Plans)

Owner failure to respond

- Owner has 30 days to respond to the written notification of the Committee as to a finding other than approval (see Page 7 of Design Review Guidelines for consequences)

## **STEP FIVE- Design Review Committee Review of Final Construction Plans**

- Occurs after Preliminary Concept Plans have been approved
- Owner to submit to Committee Chair two sets of signed and sealed plans which are a true extension of the approved Preliminary Concept Plans as required by Design Guidelines:
  - Site Plan (see page 5 of Design Guidelines)
  - Irrigation Plan (see page 5 of Design Guidelines)
  - Landscape Plan (see page 5 of Design Guidelines)
  - Foundation Plan (see page 5 of Design Guidelines)
  - Roof Framing Plan (see page 5 of Design Guidelines)
  - Electrical Plan (see page 5 of Design Guidelines)
  - Floor Plan (see page 5 of Design Guidelines)
  - Exterior Elevations (see page 5 of Design Guidelines)

- Deck, Pool and Screen Enclosure Plans (see page 5 of Design Guidelines)
- Material Specifications (see page 5 of Design Guidelines)
- Design Review Committee to meet within **30 days** of submittal of the complete documents listed above (see page 7 of Design Guidelines)

**STEP SIX- Design Review Committee Review of Final Construction Plans—Prior to Committee Meeting**

- Committee Chair Sets Meeting Date, Time and Place
- Committee Chair to inform all committee members
- Committee Chair to post Notice of Committee Meeting at Marsala Meeting Notice Box 48 hours in advance of meeting stating the date, time and place of the meeting and the agenda.
- Committee Chair to provide a copy of all documents to Committee Members for review prior to Committee Meeting (plans may be circulated among committee members for review if adequate copies not available)
- Committee Members are to review Design Guidelines and Marsala Declaration provisions located in blue book provided to Committee Members and match Marsala requirements to plans submitted prior to meeting
- Committee Chair to invite Owners and Architect to Committee Meeting – purpose is to answer questions and concerns of Committee Members and provide opportunity for discussion and potential for negotiated resolution of areas of concern

**STEP SEVEN- Design Review Committee Review of Final Construction Plans- During and After Committee Meeting**

- Committee meets to review all documents submitted in STEP FIVE as part of the Final Construction Plans
- Committee Chair to designate person to prepare Minutes of the meeting (listing those in attendance) and submit the Minutes to the Marsala HOA Committee Chair for review

- Minutes to be posted on Marsala Website and sent to HOA Board once approved by Committee Chair

### **STEP EIGHT- Design Review Committee Review of Final Construction Plans—Committee Decision and Appeal Process**

Committee makes one of the following findings in writing and notifies the Owner:

- Approval and matter goes directly to Marsala HOA Board for review and approval
- Approval Subject to Specific and Required Modifications—written specific details must be provided by Committee
- Rejection of any or all of the final construction plans and all other submittals—written specific details must be provided by Committee

Owner responds to Committee’s recommendations

- Owner agrees to Committee recommendations and submits modifications if requested.
- Owner disagrees and asks for Marsala HOA Board review (see process for Board review of Final Construction Plans Procedure in STEP TEN which is incorporated herein)

Owner failure to respond

- Owner has 30 days to respond to the written notification of the Committee as to a finding other than approval (see Page 7 of Design Review Guidelines for consequences)

### **STEP NINE- Design Review Committee Review—Modifications and Resubmission of Final Construction Plans**

- Any change affecting the approved site or building plans must be resubmitted for Committee approval
- In the case of changes, the same process and procedure applies

## **STEP TEN- Marsala at Tiburon Board Review and Approval of Committee's Recommendations as to Final Construction Plans**

- Design Review Committee makes one of the following recommendations to the Marsala at Tiburon HOA Board
  - Approval
  - Approval Subject to Specific and Required Modifications
  - Rejection of any or all of the preliminary concept plans, final construction plans and all other submittals
- Board President Sets Meeting Date, Time and Place
- Board President to inform all Committee Members, Owners and Architect
- Board Secretary to post Notice of Committee Meeting at Marsala Meeting Notice Box 48 hours in advance of meeting stating the date, time and place of the meeting and the agenda.
- Board meets to review Committee recommendations and Board votes as follows:
  - Approval
  - Approval Subject to Specific and Required Modifications
  - Rejection of any or all of the preliminary concept plans, final construction plans and all other submittals
- Secretary to prepare Minutes
- Minutes to be posted on Marsala Website once approved by Board

## **MARSALA AT TIBURON HOA**

### **ARCHITECTURAL, LANDSCAPE AND DESIGN REVIEW COMMITTEE**

#### **PROCESS AND PROCEDURE- New Residential Construction Section Four of Design Guidelines—Landscape Design Criteria**

The Marsala at Tiburon Declaration establishes requirements for all residential units, lot sites and common areas in Section IV-Restrictions, Section IX-Maintenance, Section XII- Architectural and Aesthetic Control, and XIII- Compliance and Enforcement. This committee is charged with the responsibility of processing and reviewing all applications filed as well as the responsibility of making a recommendation to the Board for approval or disapproval. This committee is also charged with the responsibility to make recommendations to the Board regarding maintenance and compliance. The committee's recommendations are required to comply with the Marsala Declaration and the Design Guidelines.

#### **STEP ONE- Applications Filed**

##### **New Residential Construction**

- Owner files Application with Committee Chair (form found on Marsala website)
- Florida Landscape Architect shall prepare and submit a final landscape and irrigation plan for review and approval in accordance with the requirements of Section Four Landscape Design Criteria of the Design Guidelines (see Design Guidelines page 18)
- NOTE: The Committee is to follow the “Design Review Process” set out on Page 18 of the Design Guidelines as to steps included, in particular on-site review

#### **STEP TWO- Design Review Committee Review of Final Landscape and Irrigation Plans**

- Florida Landscape Architect to submit to Committee Chair Final Landscape and Irrigation Plans – number of copies to be determined by Chairman

- Design Review Committee to meet after submittal of the complete documents

**STEP THREE- Design Review Committee Review of Final Landscape and Irrigation Plans—Prior to Committee Meeting**

- Committee Chair Sets Meeting Date, Time and Place
- Committee Chair to inform all committee members
- Committee Chair to post Notice of Committee Meeting at Marsala Meeting Notice Box 48 hours in advance of meeting stating the date, time and place of the meeting and the agenda.
- Committee Chair to provide a copy of all documents to Committee Members for review prior to Committee Meeting
- Committee Members are to review Design Guidelines and Marsala Declaration provisions located in blue book provided to Committee Members and match Marsala requirements to plans submitted prior to meeting (Section Four of Design Guidelines applies)
- Committee Chair to invite Owners and Florida Landscape Architect to Committee Meeting – purpose is to answer questions and concerns of Committee Members and provide opportunity for discussion and potential for negotiated resolution of areas of concern

**STEP FOUR- Design Review Committee Review of Final Landscape and Irrigation Plans-- During and After Committee Meeting**

Committee meets to review all documents submitted as part of the Final Landscape and Irrigation Plans

- Committee Chair to designate person to prepare Minutes of the meeting (listing those in attendance) and submit the Minutes to the Marsala HOA Committee Chair and Members for review
- Minutes to be posted on Marsala Website and sent to HOA Board once approved by Committee Chair

**STEP FIVE- Design Review Committee Review of Final Landscape and Irrigation Plans—Committee Decision and Appeal Process**

Committee makes one of the following findings in writing and notifies the Owner:



- Approval and matter goes directly to Marsala HOA Board for review and approval
- Approval Subject to Specific and Required Modifications—written specific details must be provided by Committee
- Rejection of any or all of the final landscape and irrigation plans — written specific details must be provided by Committee

Owner responds to Committee’s recommendations

- Owner agrees to Committee recommendations and submits modifications if requested.
- Owner disagrees and asks for Marsala HOA Board review (see process for Board review of Final Landscape and Irrigation Plans Procedure in STEP SEVEN which is incorporated herein)

Owner failure to respond

- Owner has 30 days to respond to the written notification of the Committee as to a finding other than approval (see Page 7 of Design Review Guidelines for consequences)

**STEP SIX- Design Review Committee Review—Modifications and Resubmission of Final Landscape and Irrigation Plans**

- Any change affecting the approved site or building plans must be resubmitted for Committee approval
- In the case of changes, the same process and procedure applies

**STEP SEVEN- Marsala at Tiburon Board Review and Approval of Committee’s Recommendations of Final Landscape and Irrigation Plans**

- Design Review Committee makes one of the following recommendations to the Marsala at Tiburon HOA Board
  - Approval
  - Approval Subject to Specific and Required Modifications
  - Rejection of any or all of the final landscape and irrigation plans
- Board President Sets Meeting Date, Time and Place

- Board President to inform all Committee Members, Owners and Architect
- Board Secretary to post Notice of Committee Meeting at Marsala Meeting Notice Box 48 hours in advance of meeting stating the date, time and place of the meeting and the agenda.
- Board meets to review Committee recommendations and Board votes as follows:
  - Approval
  - Approval Subject to Specific and Required Modifications
  - Rejection of any or all of the preliminary landscape and irrigation concept plans, final landscape and irrigation plans and all other submittals
- Secretary to prepare Minutes
- Minutes to be posted on Marsala Website once approved by Board