

Beacon Lake Community Association, Inc.

Mail To: *Beacon Lake Community Association* Architectural Control Committee
414 Old Hard Road, Suite 502 – Fleming Island, FL 32003 - Office: (904) 592-4090

PLEASE READ CAREFULLY SO AS TO NOT DELAY YOUR REQUEST
(Scheduled ARC Meetings are the 2nd and 4th Wednesday of each month.)
Applications must be received no later than the Wednesday prior to the ARC Hearing.
Approval Correspondences are mailed out the week following ARC Hearings.
“THIRTY (30) DAYS are ALLOWED FOR THE APPROVAL PROCESS”

Directions for Electronic Filings:

- 1. When submitting application *via* email – Application and all supporting documentation should be transmitted as one attachment to the email, which can be downloaded and printed as a single and complete document. Email with the receipt, if applicable, to sherry@fpm.com**
- 2. Online Payment: Go to Floridianpropertymanagement.com. Go to “SERVICES” then “ARB REQUESTS.” Fill out the form * Change \$25 dropdown box to \$250 found there and then “SUBMIT.” Applications will not be entered for processing until receipt of payment.**

Fee Structure: \$250 Filing Fee - CHECK PAYABLE TO "BEACON LAKE COMMUNITY ASSOCIATION"

Minimum Submittal Requirements

- A. SURVEY** (*see your Closing Package*) **MUST BE SUBMITTED WITH ANY APPLICATION.**
- B. THE SURVEY MUST DENOTE** the placement of any changes, structures, or improvements, including but not limited to **FENCES, PATIOS, WALKS, PORCH, POOL, SCREEN ENCLOSURE, LANDSCAPING,** etc.
- C. PLANS AND SPECIFICATIONS** are required in the case of **POOLS, PATIOS, and ENCLOSURES.**
- D. PHOTOS** ARE HELPFUL WITH THE APPROVAL PROCESS IN ALL CASES.

(Circle Improvement Type Below)

- 1. Fencing Rear Yards:** Dependent Upon Lot Type, **(Style 2)** Four foot (4') tall, “Wellington Style” black flat top, two (2) rail aluminum fencing. **(Style 3)** Six Foot (6') tall, Tan Vinyl, “Lexington Style” Tongue and Groove, (No Lattice Top), with New England caps. **Front Yard Fencing: (Style 1)** See Guidelines.
- 2. (A) Pool Only (B) Pool with Screen Enclosure:** (Scaled plans and drawings, pool, patio, and screen enclosure specifications to be provided by Certified Pool Contractor. All improvements including pool equipment must be drawn to scale on **SURVEY showing all measurements and Setbacks.**)

3. (A) Glass (B) Screen Enclosure of existing porch or lanai (Must include color of supports and screen.)

4. New Screen Enclosure: (Must submit scaled Plans & Specifications from Certified Contractor.)

5. Patio, Driveway, and Sidewalk extensions: (Must Submit Scaled plans and drawings showing all proposed improvements plotted to scale on survey with measurements and setbacks accurately denoted. Must provide all material specifications - Name, Type, Color, and Description of any and all materials. Photo examples obtained from Internet Web Sources will facilitate the submittal process.)

6. Detached Structures, Pergola, Gazebo, Trellis, etc: (Must submit detailed plans, drawings, and material specifications. Plans to show height, width, depth, design and all dimensions of proposed improvements. Structure location to be drawn to scale with measurements and setbacks shown on survey.)

7. Storage Sheds: (Must submit detailed plans, drawings, and material specifications. Plans to show height, width, depth, design, and all dimensions of proposed improvements. Storage shed location to be drawn to scale with measurements and setbacks shown on survey. Storage sheds and buildings must be mounted on a concrete slab or foundation, of frame construction, with walls painted the same color as dwelling and with roofing shingles that match dwelling shingles. No plastic, aluminum, etc. sheds allowed.)

8. Landscaping (Must submit Survey showing location of all landscape improvements. Must provide Plant List with written and pictorial specifications for all plant types, plant sizes, plant quantity, as well as mulch type and landscape border specifications.)

9. Recreational Equipment, Play Structures, Garden Statues, Trampolines, Wells, etc: (Must submit plans with all dimensions – height/width/length/etc. – all accurately plotted on survey. Color copy examples and specifications obtained from Internet Web Sources will facilitate the submittal process.)

10. Roof Replacement: (Must submit specifications showing manufacturer, type of shingle, and length of warranty, as well as a color sample of shingle from brochure.)

11. Emergency Generators: (Must submit specifications including manufacturer, dimensions, and information regarding propane tanks, if any. Location of generator and tanks must be shown on survey.)

12. Satellite Dish or Solar Panels: (Provide written and pictorial specifications for all equipment with installation locations accurately plotted on survey and any other pictorial representations.)

13. Paint: (Photos of your home and each side yard neighbors' homes are required; Must submit Manufacturer – Product Code – Color Name – and Color Sample for BODY-TRIM-ACCENT-or any Other Color).

14. Other:
