



DEEP CREEK PLANTATION ARCHITECTURE REVIEW BOARD

Guidelines & Applications

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Introduction

1. ROLE OF THE ARCHITECTURAL REVIEW BOARD

The members of the Architectural Review Board (“ARB”) are appointed by the Board of Directors (“Board”) of the Deep Creek Plantation Owners’ Association, Inc. (“DCPOA”) pursuant to Section 6.2 of the Declaration of Covenants, Restrictions and Easements (“DCRE”).

The ARB is responsible for reviewing all applications and is responsible for enforcing the guidelines for lot (clearing) improvements, new builds, modifications, additions or architectural changes to homes and improvements to lots as proposed by lot owners. The ARB shall have the power and duty to recommend amendments to the architectural criteria to the Board at such a time as the Board shall have the right to adopt or amend architectural criteria for the Property. **(DCRE 6.3.1.)**

2. PURPOSE OF THE HANDBOOK

The purpose of this handbook is to familiarize homeowners with the objectives, scope and application of design standards and guidelines, which will be used to maintain the aesthetic appearance and property value of the community.

The handbook provides specific design standards and guidelines that have been adopted by the Board. It also explains the application and review process that must be adhered to by owners seeking approval by the Board. This handbook will serve as a valuable reference source, and all owners are encouraged to familiarize themselves with its contents. Electronic copies are available on the community website or through the Management Company.

3. OBJECTIVES OF PROTECTIVE COVENANTS

The governing documents for the Association include the Declaration of Covenants, Restrictions and Easements for Deep Creek Plantation Owner’s Association, Inc. (the “DCRE”), the Association’s Articles of Incorporation, Amendments and By-Laws, as may be amended from time to time.

The DCRE imposes use restrictions and specifies the process for obtaining approval for changes, improvements, or alterations to an owner's lot. These DCREs are binding upon all initial homeowners and their successors in ownership, irrespective of whether or not these owners are familiar with such covenants.

At closing, each Property Owner and/or Homeowner (Owner) agrees that they will be bound by the DCRE of Deep Creek Plantation and their deed is annotated to reflect this agreement. These documents are available on the community website and through the management company.

The enforcement of guidelines is intended to achieve the following objectives:

- Maintain consistency with the overall design concept for the community.
- Promote harmonious architectural and environmental design qualities and features.
- Promote and enhance the visual and aesthetic appearance of the community.
- Maintain a clean, neat, orderly appearance. The enforcement of design standards not only enhances the physical appearance of a community but also assists in protecting and preserving property values.

4. WHEN IS ARB APPROVAL REQUIRED?

An ARB application is required for any new builds, lot improvements, modifications, additions or architectural changes to homes. Improvements to lots must have an ARB application submitted and approved before any work begins.

Any work starting without prior approval is subject to cease-and-desist work notices from the Management Company with progressive measures taken based on legal counsel of DCP's. All changes affecting the external appearance of your property require written approval from the ARB. **(DCRE 6.1.)**

Examples (but not limited to):

- New Construction
- Lot Clearing
- Removal of a tree 8" or more in diameter
- Structures of any kind
- Pump houses (limited in size)
- Fences
- Wall – Service Area Screening
- Screened Enclosures
- Sewer, Drain field, Disposal Systems (Septic Tank)
- Landscape Device or Object (if greater than 4'X4')
- Driveway/Culvert/Headwalls
- Inground Swimming Pools

5. ARCHITECTURAL REVIEW BOARD POLICIES

5.1 Review Timeframe

ARB Approval Process and Timeline

- The ARB shall approve or disapprove plans and specifications of completed submitted applications within sixty (60) days of each submission (**DCRE 6.1.**).

Application Requirements and Fees

- The ARB can adopt or impose a schedule of reasonable fees for processing requests for ARB approval of proposed improvements. (**DCRE 6.3.4.**)
- A properly completed application includes all required items, as specified in Appendix I, Appendix II, Appendix III, or Appendix IV.
- All submission fees must be paid in advance for reviews to be placed on the ARB's agenda.

Final Approval Before Work Commencement

- All new construction, modifications, alterations, and improvements must receive written final approval from the ARB before any work commences. (**DCRE 6.5.**)

5.2 Meeting Schedule and Participation

Monthly ARB Virtual Meetings

- The ARB meets virtually with the Management Company on the **last Thursday** of each month to review completed applications. These meetings are open to all lot owners/homeowners.

Submission Deadlines for Meeting Agenda

- To be included on the agenda, a properly completed application must be submitted **on or before the 15th of each month** preceding the scheduled meeting.
- Applications that do not meet the outlined requirements will **not** be reviewed.

Attending ARB Meetings and Virtual Access

- Applicants are encouraged to contact the Management Company for meeting details, including the **date/time** and **virtual link** to attend the ARB meeting.

5.3 Approvals and Decision-Making

ARB Voting and Decision Process

- Each member of the ARB shall have an equal vote. A majority vote of all ARB members constitutes a decision to approve or deny an application.

Approval/Denial Notifications

- After reviewing a properly completed application, the ARB will **approve** or **deny** the application and notify the applicant through **written correspondence** via the Management Company.
- Denied applications will receive a written request for additional documentation.
- All additional documentation must be sent to the **Management Company**, not directly to the ARB or Board members.

Approval Validity and Expiration

- ARB approval is valid for **365 days** from the date of approval.
- If an application remains dormant for **365 days**, all prior approvals become void, and the process must be restarted.
- Timely notifications of any delays help the ARB Committee and Board remain transparent and help facilitate a resolution with owners.

Cease and Desist Notice

- Lot owners who begin construction or clearing before receiving ARB approval will receive a cease-and-desist notice.
- The cost associated with the notice, along with any future legal expenses, will be charged to the lot owner.

5.4 Appeals Process

Submitting an Appeal

- Any appeals must be submitted in writing using **Appendix V** and directed to the Management Company for review coordination.

Review of Appeals by ARB

- Appeals should be submitted within 30 days of the decision date.
- The ARB will attempt to review the appeal within 30 days of receipt (**DCRE 6.3.3.**).

Board Review of Appeal Decisions

- If the appeal is denied, the applicant may make a written request to the Board within 30 days of the denial decision.

- The Board's determination on the appeal will be final and dispositive (**DCRE 6.3.3.**).

Oversights in the ARB Process

- While every effort is made to avoid errors, mistakes and oversights may occur in the ARB review process.
- If a mistake is made by the ARB, both the ARB and the Board will collaborate with the property owner to resolve the matter fairly. No precedent will be set for future applications.

5.5 Variance Requests

Submitting a Variance Request

- Variance requests should be submitted as part of the ARB application, utilizing **Appendix II**.

Conditions for Granting a Variance

- The ARB may authorize variances from any architectural provisions of this document and/or the DCRE when certain conditions exist, such as topography, natural obstructions, hardships, or aesthetic or environmental considerations require the same. (**DCRE 6.6.**)

Documentation for Variance Approval

- The need for a variance must be supported by a document signed by an authorized representative of the ARB, as applicable. If the variance is granted, it will not be considered a violation of the covenants, conditions, and restrictions outlined in the DCRE for the specific matter addressed by the variance. No precedent will be set for future applications.

6. APPLICATION IMPACT FEE

The application impact fees will be assessed and collected to contribute to the Association reserves account, specifically designed to support ongoing, future maintenance and repairs to Deep Creek Plantation infrastructure. Deep Creek Owners are solely responsible for all maintenance within DCP and these fees help recoup for infrastructure use and/or damage to roads, wooden bridges and gates by heavy construction equipment. (**DCRE 6.3.4.**)

6.1 Application Impact Fee

- A non-refundable application impact fee of \$1,000 is required when you are clearing your lot or adding a pond to an empty lot.

- A non-refundable application impact fee of \$1,000 is required when submitting plans for a new construction to the ARB.
- **Or**, non-refundable application impact fee of \$2,000 is required when submitting plans for a combined lot clearing and new construction to the ARB.
- For an **existing lot** owner with a primary residence already built who wants to clear **additional** land or add a pond a non-refundable application impact fee of \$500 is required.
- If **ownership changes** and additional land clearing is required in order to build a primary residence and/or detached/accessory buildings, a non-refundable application fee of \$1,000 is required.
- The application impact fee requirement shall reset upon the sale of the lot. The new property owner will be obligated to pay the applicable fee prior to commencing any lot clearing activities or building.

6.2 Application Impact Fee Payments

- Must be paid at the time of ARB Application submission.
- Application impact fees must be paid to Deep Creek Plantation Owners Association, Inc., through the management company.

6.3 Additional Fees

- If there is roadway damage, damage to swales or drainage changes during construction from the current plat drainage system outlined in (Nassau County Records, Deep Creek Plantation Development CO, Plat 7 Page 239 (Pages 1-12) the lot owner will be assessed for repair cost, or they must make repairs after approval from the ARB.
- There are no additional fees assessed beyond those specifically associated with lot clearing, pond construction, primary residence, or detached/accessory structure construction beyond those outlined in this document.

7. ARB SUBMITTALS REQUIREMENTS

This section outlines the requirements for submitting lot clearing, site plans, house construction plans and other property improvement plans to ensure compliance with the community guidelines.

Lot Clearing and Pond Installation:

Submit the Lot Clearing and Pond Application (**Appendix I**) for approval before clearing trees, shrubs, or other vegetation. Ponds require a county permit. No application form is required to mow or bush/brush hog the property.

Site Planning:

Submit site development plans to the ARB using the Site Plan/Architectural Review Application (**Appendix II**) for review and approval before starting construction. Include layout details for the residence, driveways, and all other structures.

Primary Residence Construction:

Construction must follow the approved plans submitted through the Site Plan/Architectural Review Application (**Appendix II**). Any changes require re-approval from the ARB.

Change to Developed & Existing Property:

Any changes to the exterior primary residence or lot will require a submitted Complete Change to Developed and Existing Property Application (**Appendix III**).

Certificate of Compliance

This document (**Appendix IV**) must be signed by the lot/homeowners and their building contractor to assure that both parties understand the DCRE, By Laws and ARB guidelines.

The following documents and plans must be submitted to the management company along with the applicable fees.

7.1 Construction Requirements**7.1.1 Submission Documents**

- Submit one complete PDF copy of the following documents to the management company. (**DCRE 6.3.2.**)

7.1.2 Certificate of Insurance

- The building contractor shall provide proof of Liability Insurance prior to commencing any work on the property.

7.1.3 Boundary Survey

- A CAD (Computer-Aided Design) drawing in PDF format with a detailed survey of the property boundary, showing all property lines and relevant measurements is required.
- No hand drawn/written submittals will be accepted.

7.1.4 Color Palette and Material Samples

- Submit a color palette along with samples of exterior materials. Pictures, images or screenshots of sample materials are preferred.

7.1.5 Proposed Site Plan

- The site plan must include the following details:
 - Building restriction lines
 - Driveways and walkways with building material descriptions
 - Drainage direction indicated with arrows
 - Location of swales
 - Culvert location, size, and flow direction, including headwall construction and material
 - Exterior lighting plan, landscape lighting, and driveway lights (if installing)
 - Service area for AC units, generators, proposed locations for propane tanks, and pool equipment
 - Location and identification of special features (e.g., drainage ditch, nearby wetlands, easements, adjacent structures, property lines, vegetation buffer)
 - Well, septic, and drain field locations
 - Landscape (sod/grass/frontage) plans
 - Fencing (if installing)

7.1.6 Tree Removal Plan

- A plan for the removal of any trees over 8 inches in diameter, in compliance with **DCRE 10.5.11**. Submit the Lot Clearing and Pond form (**Appendix I**) for approval before clearing trees 8 inches or greater. This does not apply to mowing or bush/brush hogging the property.

7.1.7 Elevation Plan

- Provide detailed elevation plans, which must include:
 - Exterior elevations to scale, detailing all exterior materials
 - Exterior architectural details
 - Exterior wall sections showing all exterior materials

7.2 Change to Developed & Existing Property

7.2.1 Submittal Requirements

- Any changes to the exterior primary residence or lot will require a submitted Change to Developed and Existing Property form (**Appendix III**).

Examples include:

- Pictures, screenshots or images of the proposed improvement

- Manufacturer's brochures for prefabricated structures or features

7.2.2 Types of Property Improvements (*not limited to*)

- In-ground swimming pools (need site plan and fence material)
- Screened enclosures
- Decorative landscape objects larger than (4' x 4')
- Gardens
- Greenhouses
- Entrance gate color and composition details
- Fence location, color, and composition details (need site plan showing setbacks)
- Detailed descriptions and specifications for detached structures, such as:
 - Garages
 - Gazebos
 - Playground equipment (swing set, etc.)
 - Pole barns, lean-tos, etc.
 - Kennels
 - Coops

8. CONSTRUCTION RULES

- Construction shall not commence until an official approval letter or email is received from the Management Company.
- The building contractor shall provide a valid Certificate of Liability Insurance before starting work. If the property owner is the contractor, they should make sure all subcontractors have proper insurance and take personal responsibility for any damages during the project.

8.1 Government Permits

- No construction may begin until all applicable government permitting requirements have been satisfied. PLEASE NOTE: St. John's River Water Management enforces and regulates a 25-foot Wetland buffer (where applicable) on lots showing this buffer. **NO CLEARING IS ALLOWED AND NO HEAVY MACHINERY IS ALLOWED IN THE WETLAND BUFFER or VEGETATION BUFFER.**

8.2 Waste Collection and Disposal

- The lot owner must provide trash receptacles and disposal during construction. Construction debris will not be allowed to remain on a lot for

more than 30 days after completion, discontinuation, termination, or abandonment of any construction activity. **(DCRE 10.28.)**

8.3 Rules

8.4.1 Local, County, and State Regulations

- Local, County and/or State regulations must also be met. This is the responsibility of the homeowner and/or builder to obtain any additional approvals. If you should have any questions, please call the Nassau County Building Department.

8.4.2 Culverts and Drainage Repairs

- Permanent or temporary culverts must be installed prior to construction to prevent drainage and/or roadway damage. The lot owner will be assessed or must make approved repairs for roadway damage, swale damage or drainage change from current plat drainage system outlined in (Nassau County Records, Deep Creek Plantation Development CO, Plat 7 Page 239 (Pages 1-12) because of construction. These repairs will be documented and coordinated through the management company.

8.4.3 Construction Completion Timeline

- Construction must be completed within 365 days the Notice of Commencement date.
- If the lot owner is unable to commence or complete the approved activities within the specified timeframe, the ARB must be notified, and an agreed-upon expected completion date must be established.

8.4.4 Completion Per Approved Plans

- Construction must be specifically completed per plans submitted to and approved by the ARB without exception. Any changes made to the exterior of the structure or to the site plan prior to or during construction must be submitted to the ARB for approval prior to being started.

8.4.5 Post-Construction Inspection

- The property will be inspected by an ARB or Board member, along with the management company and lot/homeowner upon completion of the construction.
- This inspection is an **exterior** view of the lot, structures, and roadway to verify that no repairs are needed and to ensure that construction is completed per the approved ARB submission.
- This inspection is conducted to verify the accuracy of documentation

and to assist homeowners in identifying any discrepancies that may warrant a change to the original application or variance request.

8.4.6 Jobsite Cleanliness and Dumpster Maintenance

- Jobsites and the surrounding areas are to be always kept in a clean and orderly condition. This includes the streets, other lots, common areas, and the wetlands that may have been affected by a project. No materials are to be stored or placed in swales or in any right-of-way area. Debris shall be contained in dumpsters, and all dumpsters are required to be emptied when debris becomes visible over the top of the container. Dumpsters are also required to be emptied prior to any tropical storm or hurricane. **(DCRE 10.28.)**

8.4.7 Entrances Gates and Damage

- For large or recurring construction deliveries, please contact the management company or the ARB via email at arb@deepcreekplantation.org to arrange for the gates to remain open for an extended period. This is implemented to minimize wear and tear on the gate system.
- Lot owners and their contractors shall use due care to prevent damage to the road, the gate systems, protective bollards and landscape. Any damage to the community property or the gate systems will be charged to the property owner, no exceptions.

9. GUIDELINES FOR ARB RESTRICTED ITEMS AND STANDARDS

The following provisions apply to all items listed in the **LIST OF ARB RESTRICTED ITEMS AND STANDARDS**:

- All items must comply with the building permits and regulations established by Nassau County.
- Setbacks shall apply to all relevant items unless specifically stated otherwise.
- Corner lots are subject to additional restrictions regarding the placement of structures and other items.
- All structures must be constructed to match the exterior finish, materials, and color palette of the Primary Residence.
- All items listed under **Detached Buildings and Structures** must be located behind the primary residence.
- In accordance with **F.S.S. (Florida Statute) 720.3035**, Florida state statutes shall take precedence over Association rules in the event of a conflict. If any Association rule contradicts state law, the state statute shall override the restriction.

List of ARB Restricted Items and Standards

10. SETBACKS

- All setbacks shall be measured from the exterior wall of the dwelling or accessory structure to the applicable lot boundary. **(DCRE 10.11.5)**
- No dwelling shall be erected within 50' of any wetland or wetland buffer shown on the plat, without a variance from the ARB and any applicable governmental regulations. Lots 92 and 93 have a 25' setback.
- Lots 1 – 91 & Lots 94 – 109
 - Front: 100'
 - Side: 25'
 - Rear: 50' (from wetland buffer)
- Lots 92 & 93
 - Front: 35'
 - Side: 25'
 - Rear: 25'

11. COLOR PALETTES

- All exterior colors or color changes must be approved by the ARB and must be compatible with adjacent homes and the overall community aesthetic.
- A color swatch showing the color of the roofing, exterior walls, shutters, trim, brick, stucco, exterior doors, and all other proposed exterior materials must be provided.
- Each sample must be clearly labeled.
- Pictures, images or screenshots are preferred.

12. PRIMARY RESIDENCE EXTERIOR WALLS & FINISHES

- Exterior finishes must be brick, stone, stucco, or fiber cement (i.e., Hardie Board), with the exception of log cabins. No vertical siding (i.e., tongue and groove, T111, etc.) will be permitted with the exception of board and batten.

13. DETACHED BUILDINGS & STRUCTURES

All setbacks shall be measured from the exterior wall of the dwelling or accessory structure to the applicable lot boundary unless otherwise noted below.

NOTE: Owners are allowed to live on their lot in a recreation vehicle or other temporary living structure for up to 365 days after ARB Application approval of the primary residence building plans. **(DCRE 10.9.)**

NOTE: Barndominiums and Cargo Container structures are strictly prohibited. **(DCRE 10.5.)**

13.1. Accessory Buildings

- An **accessory building** is a secondary structure on a property. Any additional structure must have approval from the ARB. **(DCRE 10.10.1.)**
- Must adhere to all setbacks
- Metal/Aluminum and fiberglass carports and buildings are prohibited.
- Sheds and Pumphouses are permissible with the following criteria:
 - Only 1 shed and/or 1 pumphouse will be allowed per Lot.
 - Maximum size of 300 sq/ft.
 - Sidewalls cannot exceed 10' in height.
 - All Roll Up Doors must match the primary residence garage door, if visible from any road frontage.
 - Exterior finish and color palette must be of the same materials and color as the primary residence.

13.2. Recreational Structures

- Structures that are for leisure, entertainment, or physical activity i.e. (playhouses, playground, sports courts, gazebos)
- All recreational structures must be located at the rear of the primary residence and shall be located to minimize the view of the same from other lots or road frontage. The ARB may limit the height, width, and depth of recreational structures to assure the privacy of neighboring owners.

13.3. Animal Structures

13.3.1. Horse Structures

- Barns and/or horse stalls must be set back at least 35' from all lot lines. **(DCRE 10.22.)**

- The size of the horse structure is restricted to the number of horses permitted for the lot. **(DCRE 10.22.)**

13.3.2. Kennels

- Must adhere to all setbacks
- The kennel must match the exterior finish and color palette of the primary residence and designed with ventilation for the animals.
- It must be located behind the rear elevation of the primary residence.

13.3.3. Poultry (chickens) and Coop - Run

- Must adhere to all setbacks
- Chickens, Guinea Hens and ducks are the only poultry approved. No roosters are allowed and poultry cannot run free.
- Homeowners must obtain written approval from the ARB and submit a detailed plan including coop and run design (inspirational pictures if available), size and location. **(DCRE 10.10.4.)**

Coop and Run Specifications:

- The coop must be a permanent structure and be consistent with the home's exterior in terms of construction and architectural style, roofing, materials and color must be approved. A prefabricated coop may be purchased with prior ARB approval.
- The coop and run must be in rear of the residence and 35 feet from any property line. The coop's minimum size is 45 square feet (3 sq. ft per chicken) to a maximum of 120 square feet and 8 feet in height. The maximum run size is 500 square feet.

13.4. Detached Buildings or Accessory Buildings or Structures

- Only one detached building (with/or without) a covered walkway, with living quarters will be allowed to be constructed on a lot with a primary residence.
- A detached building or garage may be constructed on a Lot prior to, during or after the construction of the primary residence thereon.
- To begin construction of the detached building or garage you must have ARB approval of both the detached building or garage and the primary residence.
- If the detached garage is constructed prior to the main dwelling, both structures must be completed within 365 days of the ARB approval.

- All detached buildings must be of the same construction, design, and color consistent with the primary residence.

13.5. Greenhouse

- The Owner of a Lot will be allowed to have one (1) greenhouse structure.
- The Greenhouse must be behind the residence.
- Must adhere to setbacks.
- The Greenhouse must not exceed 300 square feet in area and sidewalls not to exceed 10 feet in height.
- The ARB submission should include site plans and design (photos if available), location, greenhouse dimensions, exterior construction materials.
- The greenhouse must be built and anchored to ensure stability and durability.
- No dome roof designs.
- Approved covering materials include glass, polycarbonate panels (clear/translucent/no colors), and acrylic/fiberglass sheets. No Polyethylene Film (plastic sheeting/tarps).

13.6. Pole Barns and Lean-To Structures

- Pole barns must be located behind the primary residence and must follow the setbacks.
- A pole barn or lean-to can be partially enclosed up to a maximum of 3 sides. The exterior finishes must match the materials and color palette of the primary residence. Wood is not permitted as a siding material. Any use of different materials requires a variance.
- To enclose all four sides of the structure you will need to follow the guidelines for a detached structure or detached garage.
- These structures may be built prior to the building of the primary residence, however, you must have ARB approval of both the pole barn and the primary residence before construction begins.

14. LANDSCAPING

14.1. Artificial Vegetation

- No artificial grass, plants, or other artificial vegetation shall be placed or maintained upon the exterior portion of any Lot. **(DCRE 10.18.)**

14.2. Sod/Grass

- The Owner of a lot must properly grade/slope their property in accordance with their site plan and apply seed or sod on a minimum of three sides of their residence within three hundred sixty-five (365) days following the date of either lot clearing or approval of home building plans, whichever is applicable. “Three sides” includes the front yard and two side yards of the residence. The rear yard is not included in this requirement.

14.3. Landscaping (Flowers, Shrubs. Etc.)

- The Owner of a lot must landscape the front elevation of their home, area between each corner of home, and any visible side yard if a corner lot (street visible). The landscaping must be completed within 365 days of the approved ARB. The rear and side yards are not included in this requirement except if street facing.

14.4. Decorative Landscape Objects

- The Owner of a lot must submit an ARB application including detailed plans, location, and photographs of any decorative landscape item exceeding 4 feet in height 4 feet in width and must receive prior written approval from the ARB before installation. This includes but is not limited to large statues, sculptures, arbors/trellises, windmills, and tall ornamental structures. **(DCRE 10.18.)**
- Must follow setbacks.
- Must be cohesive with the color palette in the community.

14.5. Garden

- Gardens of all kinds (i.e., fruit trees, herb, vegetables and raised beds) shall be located behind the primary residence, away from any street facing sides of the lot and a minimum of 35 feet from all lot lines. Total garden size shall not exceed 25% of buildable lot acreage. Raised gardens are permitted, provided their location and size have received prior approval.
- Fencing or screening to protect against animals and to define the garden is allowed but must be made of natural wood, match your existing fence style, and cannot exceed 4 feet in height.

14.6. Trees

- Except for all invasive or exotic species, and pine trees other than Longleaf Pine species, no trees or shrub, with a trunk diameter greater than 8 inches (measured 4.5 feet above the ground), shall be cut down, destroyed or removed from any Lot without the prior written consent of the ARB. **(DCRE 10.17.)**
- A damaged or diseased tree that could damage any personal property can be removed without ARB approval.
- An ARB application is needed to remove trees unless they are within the foundation footprint of the primary residence, driveway or a detached structure.

Replacement Requirements:

- If a tree is removed excluding the exemptions above, the owner will be required to plant a replacement tree. The tree must be of a minimum size of 5 gallons or larger with a minimum height of 3 feet. The replacement should be planted within 30 days of the removal.

Note: All trees and debris burned on the lot must follow Nassau County fire safety guidelines.

15. DRIVEWAYS/CULVERTS/HEADWALLS

- Driveways must be made of a hard surface such as concrete, pavers, brick, asphalt millings or exposed aggregate and must be located at least 15 feet from adjacent lots.
- All secondary entrance/exits must be made of a hard surface such as concrete, pavers, brick, asphalt millings or exposed aggregate to prevent damage to the roadway (at least 3-5 feet from the roadway).
- The ARB will determine if any secondary property entrance requires a culvert and headwall based upon the depth of the swale.
- Driveway culverts must not impede the drainage of the swale and must include a headwall to prevent erosion. Either a temporary or permanent culvert must be installed during lot clearing and/or before construction.
- Permanent driveways, headwalls and culverts must be installed within 365 days of the approved application.
- Headwalls must be made from finished or precast concrete. No concrete bag headwalls.

Pictures below are examples of what is allowed. All culverts/headwalls must be approved.



16. FENCES & GATES

16.1 Fences

Fences / Gates / Screened Enclosures and Service Walls may be installed on a Lot subject to the following conditions and are required to have ARB approval before installation:

16.1.1. Water Flow and Drainage

- No fence or driveway shall interfere with the natural or designed drainage patterns, including but not limited to swales, nor shall any fence obstruct the flow of surface water or alter the storm water management system, including vegetation buffer areas, without the prior written approval of the St. Johns River Water Management District. **(DCRE 5.4.2.3., DCRE 5.4.2.4.)**

16.1.2. Placement Restrictions

- Fences located along the roadway frontage of any Lot shall be situated solely within the Improvable Area of the Lot, beyond the utility easement, swale, and at least five feet (5') behind the survey pin. **(DCRE 5.3.2.)**
- Fences shall not extend into any Conservation Wetlands, any buffer area adjacent to a Conservation Wetlands area, or encroach upon the ten-foot (10') easement along the roadway frontage of a Lot.

- Fences must be aligned with any adjacent neighbor's existing fence.
- Cross-fencing within the interior of an existing perimeter fence is permitted provided it complies with the requirements set forth below in Section 16.1.3.

16.1.3. Design and Material Requirements

- The height of all fences shall not exceed forty-eight inches (48").
- The primary fencing, except on street-facing sides, may transition to game fencing beginning 50 feet beyond the rear elevation of the residence.
- Primary fencing must be constructed of natural wood and shall include a minimum of three (3) horizontal boards. Game fencing may be attached to the backside of the wooden boards. The fencing style must be cohesive with the overall design of the community.
- Decorative aluminum or other metal fencing is permitted only around pool areas or immediately behind the residence, with a maximum height of forty-eight inches (48").
- Removable pool barrier fencing is permitted around pools.
- Plastic, vinyl, barbed wire, and chain-link fencing are strictly prohibited.
- Fences must be compatible in design with others in the community and shall be limited to black, dark brown, or natural wood tones.

16.2 Gates

- Gates must be compatible in design with others in the community and must be black, dark brown or natural/raw wood in color.
- Approved gate materials include decorative aluminum or other metal. Agricultural "cattle" style gates are not permitted on primary entrances. Any agricultural "cattle" style on secondary entrance must match the primary entrance color.
- If installing a gate on a U-shaped driveway with both an entrance and an exit, the gates must be uniform in design and appearance.

Pictures below are examples of compatible fences within DCP.



Only used behind the home to enclose a pool.

17. SCREENED ENCLOSURES

- Screened enclosures are permitted on the rear side of the main structure only and may not extend beyond the footprint of the structural side walls. Screened enclosures may be covered with a screen roof or with a permanent roof matching the remainder of the structure in color, pitch and style.

18. SERVICE AREAS

- Every house must have a walled or vegetation-screened service area for HVAC equipment, pool equipment, liquified propane tanks, generators, and trash cans- if these are items visible from the parcel frontage, adjacent lot or common area.
- If your well and water treatment system are not enclosed in a pumphouse they must be behind a service area.
- The wall or vegetation screen must be at least 48" in height or higher to conceal the equipment.

- The service walled area should match the color and style of the primary residence, preferably of the same material. Vinyl paneling can be used for a service wall only, and the color and style must match the primary residence. No metal or aluminum paneling is allowed.
- Vegetation must be a dense, evergreen or deciduous shrub or plants that form a continuous barrier or wall.

19. GREEN ENERGY

- Clothing lines are allowed as long as they are not visible from the parcel frontage, adjacent lot or common area. **(F.S.S. 720.3045)**
- An ARB application is required for solar panels and the applicant should review and must be compliant with the Florida Solar Rights Act (Title XI, Section 163.04).

20. SQUARE FOOTAGE

- Each detached single-family residence constructed upon a Lot shall contain a minimum of 2,250 square feet of heated and air-conditioned living area. **(DCRE 10.5.)**

21. WINDOW AIR CONDITIONERS

- Window and wall air conditioners are **strictly prohibited** if visible from the parcel frontage, adjacent lot or common area.

22. LIGHTING

- Lighting must not alter the rural residential character of the neighborhood. Landscape lighting may be used to accent structures, entrances, gates, fences and special features with an intensity no greater than necessary for pedestrian safety and vehicle safety. **(DCRE 10.20.)**
- Outdoor lighting should only be used when and where necessary, including aesthetic lighting, while minimizing impact on neighboring properties.
- All fixtures must be fully shielded and aimed at preventing light from spilling onto other properties or the night sky. Lighting should only illuminate the intended area or object.

23. AQUATIC STRUCTURES

- Prior to installing the pool, an ARB Application must be submitted and approved.
- The outside edge of any aquatic structures may not be closer than 5' to a line extended and aligned with the side walls of the main house.
- If required to have a fence **(F.S.S. 515.29)**, it must have ARB approval.

23.1 Above Ground Hot Tub and Swim Spas

- Above-ground hot tubs and Swim Spas are permitted but must be located behind the primary residence and it should not be visible from any parcel frontage.

23.2 Pools

- **No above-ground pools are permitted.**

23.3 Outdoor Showers

- In placing and utilizing outdoor showers, the property owner should not intrude on the privacy of their neighbors. Outdoor showers should be enclosed to ensure privacy from neighbors. Vinyl paneling can be used for shower enclosures only, and the color and style must match the primary residence. No metal or aluminum paneling is allowed.

24. SATELLITE DISHES/ANTENNA

- Satellite dishes of up to one meter in width are permitted. To the extent possible, satellite dishes must not be visible from the parcel frontage, adjacent lot or common area. **(DCRE 10.5.8.) (F.S.S. 720.3045)**

25. STEEL BUILDINGS (DETACHED GARAGES, WORKSHOP)

- Steel outbuildings with an engineered poured concrete foundation/footings are acceptable if they conform to the following guidelines:
 - Only custom or customized prefabricated steel buildings are permitted.
 - Customized means the building must have curb appeal and conform to the following:
 - **Foundation Treatment:** Shall include a finished foundation treatment consistent with the primary residence. Exposed slab edges, concrete block or unfinished bases are not permitted.
 - **Steel Siding:** Shall have a minimum thickness of 26-gauge steel (or heavier). A factory- applied, baked-on finish with a minimum 30-year limited paint warranty is required. Agricultural or utility-grade finishes are not permitted. In addition, the siding shall be G-90 galvanized or Galvalume coated steel with corrosion resistance suitable for residential construction. Exterior steel siding must match

the primary residence in color, profile, texture, panel style, and overall appearance. Exposed-fastener panel systems are prohibited.

- **Roof Form and Pitch:** Roof style, slope and height shall match or closely approximate that of the primary residence.
- **Eaves and Overhangs:** Eaves and roof overhangs shall match or closely approximate the primary residence in depth, soffit treatment, fascia design, and finish. Minimal and flush eave conditions are not permitted.
- **Trim and Corner Detailing:** Exterior trim, corner boards, and architectural details shall be consistent with the primary residence. Standard metal corner trim inconsistent with the home is not permitted.
- **Windows and Doors:** Windows are required on front or street frontage facing sides of the building and any side facing a common area. Windows and doors shall match the primary residence in style, proportions, material, frame color, glazing pattern, and trim detailing. Industrial-style or commercial overhead doors are prohibited unless they are not visible from the street frontage or common areas.
- **Color Scheme:** Exterior wall, trim, and roof colors shall match or be limited to those used on the primary residence. Metal roofing is allowed on these buildings.
- **Scale and Proportion:** The accessory structure shall reflect residential proportions consistent with the primary dwelling in wall height, roof massing, and overall visual scale. Total foundation square footage shall not exceed that of the primary residence. Anything larger would require a variance for consideration based on the placement, visibility and size of the lot.
- **Mechanical and Utility Screening:** Exterior vents, equipment, and utility penetrations shall be screened or positioned to minimize visibility from street frontage, and common areas.
- **Landscaping:** Required on street facing sides of the building
- **Setbacks:** Must follow the set guidelines
- **Architectural Review:** All accessory structures require prior approval to ensure full compliance with these architectural standards. Material samples and manufacturer specifications must be submitted as part of the ARB application.

APPENDIX I

Lot Clearing and Pond Application

Impact Fee: A non-refundable application fee of \$1,000 is required when clearing your lot or adding a pond. For an **existing lot owner** with a primary residence already built who wants to clear additional land or add a pond a non-refundable application impact fee of \$500 is required. If a **lot changes ownership** and additional land clearing is required in order to build a primary residence and/or detached/accessible buildings, a non-refundable application fee of \$1,000 is required.

This Impact Fee will be applied to the DCPOA reserves account, specifically designed to support on going and future maintenance and repairs to DCP infrastructures.

Please complete and return this form along with the items listed below to:

Elim Services Inc.
1941 Mayport Road
Atlantic Beach, FL 32233
904-241-8886
Email: ARB@ElimServices.com

Date: _____

Lot #: _____

Builder Gate Access Code:

A 5-digit Gate Access Code will be required for your builder and subcontractors to use during the Site Clearing / Construction on your Lot. This Gate Access Code must be used for entry into Deep Creek Plantation and will be valid for the duration of the build, not to exceed 365 days. **Please do not provide your personal 5 Digit Gate Access Code to builders and subcontractors. This is for the safety and security of Deep Creek Plantation.**

5 Digit Gate Access Code: _____

OWNER INFORMATION	BUILDER / CONTRACTOR INFORMATION
Name: _____	Name: _____
Mailing Address: _____	Mailing address: _____
City, State, Zip _____	City, State, Zip _____
Phone: _____	Phone: _____
Email: _____	Email: _____

Estimated Start Date: _____ Florida Contractors License #: _____

As a prerequisite for ARB approval for residential construction at DCP, (except for Owner Builders) the General Contractor is required to have a Residential Builders License, and both the General Contractor and Subcontractors must be registered with the State. Proof of liability insurance is required.

- All required documents must be submitted by the property owner. Any documents submitted by a third party, builder, etc. will not be accepted.
- If a lot owner wishes for the builder to discuss any aspects of the construction project with the ARB on their behalf, the lot owner must submit a written notice or email to the Management Company authorizing the builder to act as their representative.
- The ARB shall approve or disapprove a properly submitted Site Clearing Application within sixty (60) days of each submission. **(DCRE 6.1)**

Step 1: Lot Clearing Review (Checklist)

- ___ Completed Application Form
- ___ Certificate of Liability Insurance
- ___ \$1000 Lot Clearing/Pond Impact Fee, no primary residence: ☐ yes ☐ no
- ___ \$500 Lot Clearing/Pond Impact Fee, with existing primary residence: ☐ yes ☐ no
- ___ Lot Clearing Plan - drawn to scale / (PDF version) to include:
 - a. Property Lines
 - b. Building Restriction Lines (BRL) / Setbacks
 - c. Must show vegetation buffer(s), conservation (wetlands) area, drainage easements, OMREC Easements and wetland buffers
 - d. Area to be cleared, to include trees being cut within the setbacks. **See DCRE 10.17. for further guidance on clearing a lot and cutting down trees.**
 - e. A temporary or permanent culvert **MUST** be in place prior to any Lot Clearing. This is to protect the private roads of Deep Creek Plantation from damage.
 - f. Approximate location of all trees being removed that are 8 inches in diameter or greater
- ___ Clearing of wetlands and vegetation buffer must be approved by the St. Johns River Management District.
- ___ Lot clearing **includes the complete removal of all of the following: approved trees, debris, twigs, branches and stumps. It also includes leaving the lot clean and shaped to allow for proper drainage.)**
- ___ The Okefenokee Rural Electric Membership Corporation ("OREMC") easement / drainage swales / DCP road surfaces/edges must not be comprised or altered. If there is roadway damage, damage to the swales during Site Clearing or drainage change from current plat

drainage outlined in (Nassau County Records, Deep Creek Plantation CO, Plat 7 Page 239 (Pages 1-12) the lot owner will be assessed the repair cost or must make repairs after approval from the ARB.

- ___ Open site supervised burning is allowed and must be done in accordance with Nassau County/Forestry guidelines. No open flames can be left unattended.
- ___ The owner is responsible, as required in the DCRE, to prevent erosion and maintain water management as required. If you are not submitting an Architectural Review application (Appendix II) for a primary residence, then you are **required to seed** the cleared areas to prevent lot erosion.
- ___ Required Nassau County pond permit obtained.
- ___ Estimated Completion Date: _____

As a Lot Owner in Deep Creek Plantation, I understand this is part of the Site Clearing, Site Plan and Architectural review process and I will abide by all governing documents for Deep Creek Plantation.

 Owner (Print)

 Building Contractor (Print)

 Owner (Signature)

 Building Contractor (Signature)

 Date

 Date

APPENDIX II

Site Plan and Architectural Review Application

Impact Fee: A non-refundable application Impact Fee of \$2,000 is required when submitting plans for combined lot clearing, site plan and new primary residence build for Architectural Review. This Impact Fee will be applied to the DCPOA reserves account, specifically designed to support ongoing and future maintenance and repairs to DCP infrastructures.

Please complete and return this form along with the items listed below to:

Elim Services Inc.
1941 Mayport Road
Atlantic Beach, FL 32233
904-241-8886
Email: ARB@ElimServices.com

Date: _____

Lot #: _____

Builder Gate Access Code:

A 5-digit Gate Access Code will be required for your builder and subcontractors to use during the Site Clearing / Construction on your Lot. This Gate Access Code must be used for entry into Deep Creek Plantation and will be valid for the duration of build, not exceed 365 days. **Please do not provide your personal 5 Digit Gate Access Code to builders and subcontractors. This is for the safety and security of Deep Creek Plantation.**

5 Digit Gate Access Code: _____

OWNER INFORMATION	BUILDER / CONTRACTOR INFORMATION
Name: _____	Name: _____
Mailing Address: _____	Mailing address: _____
City, State, Zip _____	City, State, Zip _____
Phone: _____	Phone: _____
Email: _____	Email: _____
Estimated Start Date: _____	Florida Contractors License #: _____

As a prerequisite for ARB approval for residential construction at DCP, (except for Owner Builders) the General Contractor is required to have a Residential Builders License, and both the General Contractor and Subcontractors must be registered with the State.

- All required documents must be submitted by the property owner. Any documents submitted by a third party, builder, etc. will not be accepted.
- If a lot owner wishes for the builder to discuss any aspects of the construction project with the ARB on their behalf, the lot owner must submit a written notice or email to the Management Company authorizing the builder to act as their representative.
- The ARB shall approve or disapprove a properly submitted Site Plan and Architectural Review Application within sixty (60) days of each submission. **(DCRE 6.1.)**

Written description of project (you may attach a separate page or pages if desired): _____

Step 1: Site Plan Review (Checklist)

- ___ Completed Application Form
- ___ Certificate of Liability Insurance
- ___ Copy of the approved Site Clearing Plan or if everything is submitted at one time, submit a Site Clearing Plan as detailed in **Appendix I**. If everything is submitted at one time, an Impact Fee of \$2,000 must be submitted.
- ___ \$2000 Impact Fee is attached: ☐ yes ☐ no
- ___ Site Plan drawn to scale / (PDF version) to include:
 - a. Property Lines
 - b. Building Restriction Lines (BRL) / Setbacks
 - c. Must show vegetation buffer, conservation (wetlands) area, drainage easements, OMREC Easements and wetland buffers
 - d. Location of swales
 - e. Placement of driveway and walkways with building material description
 - f. **A temporary or permanent culvert MUST be in place prior to any Lot Clearing or construction begins. This is to protect the private roads of Deep Creek Plantation from damage.**
 - g. Culvert location, size, and flow direction
 - h. Headwall construction and material
 - i. Exterior lighting plan, landscape lighting, and driveway lights (if installing)
 - j. Required services areas for A/C Units, generators, proposed locations for propane tanks and pool equipment
 - k. Placement of fencing and gates being installed along with required setbacks (if installing)
 - l. Placement of septic tanks, drain field, and wells and well pumphouse/screens
 - m. Placement of house pad with setbacks from each BRL
 - n. Placement of additional structures with setbacks from each BRL

- o. Drainage direction indicated by arrows.
- p. In-ground Pool with required setbacks and required fence (**F.S.S. 515.29**)
- q. Landscaping plans
- r. Placement of Pond (Permit required from Nassau County)

- ___ The ORMEC easement / drainage swales / DCP road surfaces/edges must not be comprised or altered. If there is roadway damage, damage to the swales during Site Clearing/Construction or drainage change from current plat drainage outlined in (Nassau County Records, Deep Creek Plantation CO, Plat 7 Page 239 (Pages 1-12) the lot owner will be assessed the repair cost or must make repairs after approval from the ARB.
- ___ The owner is responsible, as required in the DCRE, to prevent erosion and maintain water management as required. If not submitting an Architectural Review application (**Appendix II**) for a primary residence, then you are required to seed the cleared areas to prevent lot erosion.
- ___ Complete and return the Certificate of Compliance (**See Appendix IV**)

Step 2: Architectural Review (Checklist)

- ___ Architectural Review Board Application
- ___ Copy of the approved Site Clearing Plan or if everything is submitted at one time, submit a Site Clearing Plan as detailed in **Appendix I**. If everything is submitted at one time, an Impact Fee of \$2,000 must be submitted.
- ___ \$2000 Impact Fee is attached: ☐ yes ☐ no
- ___ One (1) PDF set of home plans depicting exterior elevations (on all sides)

Total Square Footage _____ **A/C sq. ft.** _____ **Garage sq. ft.** _____ **Patio sq. ft.** _____

- ___ Exterior Appearance: Please attach color swatches appropriately labeled for each part of the houses. This portion also needs to be completed for additional structures. Pictures, images or screenshots are preferred.

All Exterior Elevations to scale, detailing all exterior material and color

- a. Exterior Walls
Material: _____ Color: _____
- b. Roofing
Material: _____ Color: _____
- c. Fascia and Trim
Material: _____ Color: _____
- d. Window details
Material: _____ Color: _____
- e. Doors/Garage Door details
Material: _____ Color: _____
- f. Accents – Shutters, bands, moldings, etc.
Material: _____ Color: _____
- g. Columns / Railings

Material: _____ Color: _____

h. Patio & Decks details
Material: _____ Color: _____

i. Screen Enclosures
Material: _____ Color: _____

j. Fence & Gate
Material: _____ Color: _____

k. Pool Fence & Gate
Material: _____ Color: _____

l. Exterior Service Wall designs (Visible from street and adjacent lots)
Material: _____ Color: _____

m. Required services areas and screening details for HVAC systems, backup generators,
above ground propane tanks (Visible from street and adjacent lots)
Material: _____ Color: _____

____ Complete and return a Certificate of Compliance (Appendix IV)

Variance Requested:

Please attach any additional documentation as necessary to describe the variance you are requesting and the justification for that variance. **(DCRE 6.6 and 6.3.3)**

Note: Notwithstanding of approval by the HOA, owners are solely responsible for researching and complying with all federal, state, and location regulations and permitting requirement.

As a Lot Owner in Deep Creek Plantation, I understand this is part of the architectural review process and I will abide by the Declaration of Restrictions and the ARB.

Owner (Print)

Building Contractor (Print)

Owner (Signature)

Building Contractor (Signature)

Date

Date

APPENDIX III

Change to Developed and Existing Property

Impact Fee: There is no Impact Fee required when submitting plans for changes to developed and/or existing properties. However, the ARB does require the submission of a Site Plan / Architectural Plan should additional structures (Detached garages, pole barns, green house, kennels, coops, etc) be constructed or placed on the existing property. For an existing lot owner with a primary residence already built who wants to clear additional land or add a pond a non-refundable application impact fee of \$500 is required.

Please complete and return this form along with the items listed below to:

Elim Services Inc.
1941 Mayport Road
Atlantic Beach, FL 32233
904-241-8886
Email: ARB@ElimServices.com

Date: _____

Lot #: _____

Builder Gate Access Code:

A 5-digit Gate Access Code will be required for your builder and subcontractors to use during the Site Clearing / Construction on your Lot. This Gate Access Code must be used for entry into Deep Creek Plantation and will be valid for the duration of the build, not exceed 365 days. **Please do not provide your personal 5 Digit Gate Access Code to builders and subcontractors. This is for the safety and security of Deep Creek Plantation.**

5 Digit Gate Access Code: _____

OWNER INFORMATION	BUILDER / CONTRACTOR INFORMATION
Name: _____	Name: _____
Mailing Address: _____	Mailing address: _____
City, State, Zip _____	City, State, Zip _____
Phone: _____	Phone: _____
Email: _____	Email: _____
Estimated Start Date: _____	Florida Contractors License #: _____

As a prerequisite for ARB approval for residential construction at DCP, (except for Owner Builders)

the General Contractor is required to have a Residential Builders License, and both the General Contractor and Subcontractors must be registered with the State.

- All required documents must be submitted by the property owner. Any documents submitted by a third party, builder, etc. will not be accepted.
- If a lot owner wishes for the builder to discuss any aspects of the construction project with the ARB on their behalf, the lot owner must submit a written notice or email to the Management Company authorizing the builder to act as their representative.
- The ARB shall approve or disapprove a properly submitted Site Plan and Architectural Review Application within sixty (60) days of each submission. **(DCRE 6.1)**

Written description of project (you may attach a separate page or pages if desired):

Change to Developed & Existing Property:

- ___ Certificate of Liability Insurance
- ___ Architectural Review Board Application for new structures – **Appendix II**
- ___ Updated Site Plan to incorporate new structures – **Appendix I**
- ___ No Impact Fee is required unless you are clearing your land or adding a pond.
☐ yes ☐ no
- ___ Exterior Painting: If repainting the existing color, no approval is necessary.
- If you use a **new color**, please attach color samples appropriately labeled for each part of the house being painted as specified below.

a. Exterior Walls	Color: _____
b. Fascia and Trim	Color: _____
c. Entry Doors	Color: _____
d. Garage Door	Color: _____
e. Accents – Shutters, bands, moldings, etc.	Color: _____
f. Columns / Railings	Color: _____
g. Patio & Decks	Color: _____
h. Fence & Gate	
Material: _____	Color: _____
- ___ Exterior lighting plan including flood lamps, landscape lighting, driveway lights.
- ___ Exterior Changes / Additions / Structures (Refer to and complete **Appendix I and II** as necessary)

Describe: _____

Certificate of Compliance (**Appendix IV**)

Note: Notwithstanding of approval by the DCPOA, owners are solely responsible for researching and complying with all federal, state, and location regulations and permitting requirement.

As a Lot Owner in Deep Creek Plantation, I understand this is part of the architectural review process and I will abide by the Declaration of Covenants and Restrictions Easement and the ARB guidelines.

Owner (Print)

Building Contractor (Print)

Owner (Signature)

Building Contractor (Signature)

Date

Date

APPENDIX IV

Certificate of Compliance

Please complete and return this form along with the items listed below to:

Elim Services Inc.
1941 Mayport Road
Atlantic Beach, FL 32233
904-241-8886
Email: ARB@ElimServices.com

Date: _____

Lot #: _____

CERTIFICATE OF COMPLIANCE

The UNDERSIGNED does CERTIFY to Deep Creek Plantation Architectural Review Board (ARB) that the Site Plan / Site Clearing / Building Structure(s) and Other Improvements located at _____ **(Lot Address)** in Deep Creek Plantation will be constructed or altered in compliance with the recorded covenants pertaining to the certain lands in Deep Creek Plantation affecting such lot. (As amended to date.) Copies of which covenants, by-laws and ARB guidelines the OWNER does hereby acknowledge receiving, read and understood.

The UNDERSIGNED does further CERTIFY that the improvements will be constructed in accordance with the final plans and specifications heretofore filed with and approved by the ARB. That the OWNER, BUILDER and / or OTHER CONTRACTOR, ARB BOARD MEMBER and MANAGEMENT COMPANY will conduct a FINAL INSPECTION of the build/improvements; to verify that the build/improvements meet the GUIDELINES, CRITERIA, REQUIREMENTS and approved final plans.

Owner (Print)

Building Contractor (Print)

Owner (Signature)

Building Contractor (Signature)

Date

Date

APPENDIX V

Notice to Appeal

Appeals should be submitted within 30 days of the decision date. The ARB will attempt to review the appeal within 30 days of receipt. **(DCRE 6.3.3.)**

Please complete and return this form along with the items listed below to:

Elim Services Inc.
1941 Mayport Road
Atlantic Beach, FL 32233
904-241-8886
Email: ARB@ElimServices.com

Date: _____

Lot #: _____

Owner Information

Name:	
Date Submitted:	
Address:	
City, State, Zip:	
Home Phone:	
Cell Phone:	
Email:	

I. Action being appealed:

II. Date of Decision: _____

III. Grounds for Appeal (Check all that apply): The ARB committed one (1) or more of the following errors:

_____ Failure to properly interpret and apply relevant provisions of the ARB Guidelines

- List the Section Numbers and page numbers below

Section: _____ Page Number: _____

Section: _____ Page Number: _____

Section: _____ Page Number: _____

Section: _____ Page Number: _____

Section: _____ Page Number: _____

_____ Failure to conduct a fair hearing in that:

_____ The ARB exceeded its authority or jurisdiction as contained in the ARB Guidelines;

_____ The ARB substantially ignored its previously established rules of procedures;

- _____ The ARB made their findings with misleading materials or plans;
- _____ The ARB failed to get all the relevant information offered by the applicant.

IV. Please use additional pages/documentation material to elaborate on any of the above selected items for Grounds for Appeal.

CERTIFICATE OF ADOPTION

The undersigned officers of Deep Creek Plantation Owners Association, Inc. hereby certifies that this document, entitled "Deep Creek Plantation Owners Association, Inc. Architectural Review Guidelines," was amended and duly adopted by the Board of Directors on the date written beside my signature below.

Board of Director		Date:
President – Chris King		05/07/2026
Board of Director		Date:
VP – Shawn Woolery		05/07/2026
Board of Director		Date:
Treasury – Dayn Boitet		05/07/2026
Board of Director		Date:
Secretary – Terre Hyers		05/07/2026
Board of Director		Date:
Katie Adams		05/07/2026

DOCUMENT REVISION

Version	Date of Approval	Description of Change	Approved By
1.0	February 28, 2007	Originally DCRE governed ARB	Filed with Nassau 3/9/2007
2.0	July 15, 2014	Deleted "Plastic, vinyl, and chain-link fences are strictly prohibited."	Signed by Secretary/Treasurer
3.0	July 31, 2014	Detached Buildings and Driveways added	Signed by Secretary/Treasurer
4.0	September 17, 2014	Log cabins added to exterior walls	Signed by Secretary/Treasurer
5.0	January 30, 2015	Buffer notes under Government Permits	Signed by Secretary/Treasurer
6.0	December 12, 2020	Added Architectural Control Instructions page, Application checklist, application fee increased, timeframes, Accessory buildings added, driveway changes, detached building change, Fences, exterior walls (board & batten), service areas, setbacks, Government permits, Fine for ARB \$500	HOA Board Vote
7.0	April 2021	Detached Buildings, Fences (private added)	President
8.0	January 11, 2024	Change reference from prior management company to current company. Only management company addresses, email and phone were changed.	HOA Board Vote
9.0	05/07/2026	Complete review of the entire document to update for changes requested by the community and ARB committee and match new / approved DCREs	HOA Board Vote