

**OAKBROOK PROPERTY OWNERS  
ASSOCIATION, INC.**

**205 Waler Way Suite 5  
St. Augustine, FL 32086  
Phone: (904) 429-7624  
Email: CChapmanAlliance@gmail.com**

**ARCHITECTURAL DESIGN  
COMMITTEE GUIDELINES**

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ARCHITECTURAL DESIGN COMMITTEE GUIDELINES

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# **INTRODUCTION**

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The purpose of this document is to serve as a guide to help existing homeowners and new (or existing) lot owners in maintaining and enhancing the environment of the Oakbrook community. These design controls will help assure residents that the standards of design and quality of Oakbrook will be maintained. As an Oakbrook homeowner, it is your responsibility to make sure that you adhere to the covenants and deed restrictions.

## **DECLARATION OF COVENANTS AND RESTRICTIONS**

These guidelines and standards are based upon the declaration of covenants, conditions, and restrictions that have been legally recorded. They are not intended to be all-inclusive or exclusive, but rather serve as a guide to what improvements may be made in the Oakbrook community. As an Oakbrook property and/or homeowner, you should have received a copy of the declaration of covenants, conditions, and restrictions. These covenants "run with the land", and are binding on all owners.

## **RESPONSIBILITY**

It is the responsibility of the legal owner(s) of the Oakbrook property to ensure that the improvements and the improvement process conform to the Oakbrook covenants, conditions, and restrictions, and any applicable County, State, or Federal laws or regulations. It is the responsibility of the owner(s) to also ensure that all contractors and/or subcontractors are aware of and abide by these covenants, regulations, and restrictions.

Approval by the Architectural Design Committee or the Oakbrook Board of Directors does not constitute nor imply any release from or approval for any county, state, or federally mandated requirements.

## **REVIEW AND APPROVAL**

PRIOR TO RECEIVING A BUILDING PERMIT (WHEN REQUIRED) APPROVAL FROM THE OAKBROOK ARCHITECTURAL DESIGN COMMITTEE MUST BE OBTAINED.

PRIOR TO REQUESTING A CERTIFICATE OF OCCUPANCY (CO) FROM ST. JOHN'S COUNTY, A FINAL INSPECTION AND/OR APPROVAL FROM THE OAKBROOK ARCHITECTURAL DESIGN BOARD IS REQUIRED.

Application for new construction and improvements as defined in the DECLARATIONS must be submitted in writing and approved by the Architectural Design Committee prior to commencement of any work, including any lot clearing. The appropriate documents and forms should be submitted to Management, during any regular business day between the hours of 8:30 A.M. and 4:00 P.M. The Architectural Design Committee will meet as necessary to discuss and approve/disapprove applications. Decisions for an initial application will be made within 30 days after submission as required by Florida statutes.

# IMPROVEMENTS REQUIRING ARCHITECTURAL DESIGN COMMITTEE APPROVAL

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All new house construction requires approval by the ADC. Following is a list of improvements or modifications to an existing house or property requiring approval by the ADC. This list is not all-inclusive, and is only a representative sample of improvements. If you have any question about whether approval is required, please ask.

Additions or Add-ons	Color Schemes	Decks
Driveways	Fences	Flagpoles
Garages	Garage Doors	Gutters
Hedges	Lot Grade Changes	Mailbox Structures
Large Play Equipment	Pools	Porches
Roof Material & Pitch	Screen Rooms	Shutters
Sidewalks	Siding	Spas

Tree removal (greater than 6" in diameter) **except** in cases of emergency when danger to structures may be imminent.

# **ARCHITECTURAL REVIEW CRITERIA**

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The Architectural Design Committee evaluates all submissions on the individual merits of each application. The characteristics of the house type and the individual site are taken into account when evaluating the particular design proposal. This is done because what may be an acceptable design of an exterior in one instance may not be for another. The following criteria represent in more specific terms the general standards that will be used in reviewing and evaluating such application and design. The term "improvement" will refer either to new house construction or to alteration of an existing house.

## **VALIDITY OF CONCEPT**

The basic idea must be sound and appropriate to its surroundings.

## **DESIGN COMPATIBILITY**

The proposed improvement must be compatible with the architectural characteristics of the applicant's existing house (if not a new construction), adjoining houses, and the neighborhood setting. Compatibility is defined as similarity in architectural style, quality of workmanship, Similar use of materials, color and construction details.

## **LOCATION AND IMPACT ON NEIGHBORS**

The proposed improvement should relate favorably to the landscape, an existing structure, drainage, and the neighborhood. When a proposed improvement has possible impact on adjacent properties, it is suggested that the applicant discuss the proposal with neighbors prior to making an application to the ADC. It may be appropriate in some cases to submit neighbor comments along with the ADC application.

## **MATERIAL AND COLOR**

Materials must be compatible with and colors must blend favorably with any existing structure, the neighborhood setting, and with the overall Oakbrook community.

## **WORKMANSHIP**

Workmanship is another standard, which is applied to all exterior improvements.

# SPECIFIC REQUIREMENTS

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- A. Review and approval, rejection, or request for additional information of applications, drawings, and plans submitted to the Architectural Design Committee will be made within thirty (30) days of the date received by the Architectural Design Committee.
- B. Variances may be granted, although applicants should be aware that approval by the Architectural Design Committee does not alter any easement right. Any structures built within easements are subject to removal at owner's expense without compensation during utility repair or construction.
- C. St. Johns County building permits must be prominently displayed at front of property and must be visible from the street. No other signs may be erected.
- D. After the Architectural Design Committee approval has been made, no changes, additions, or deletions are to be made without approval by the Architectural Design Committee. Plans for any proposed changes must be submitted to the Architectural Design Committee for their approval.
- E. The St. John's County Building Department will grant certificate of occupancy after sign-off by the Architectural Design Committee.
- F. **NEW HOUSE CONSTRUCTION:**

Along with the application for new house construction, the Architectural Design Committee must be provided with:

- Two (2) completed and signed copies of Architectural Design Committee Applications.
- Two (2) complete sets of architectural drawings.
- Two (2) complete sets of landscape plans showing general location of underground sprinkler system.
- Two (2) copies of site plan clearly showing location of driveways(s), sidewalk(s), setbacks, and locations of all improvements.
- Color selections and sample, including driveways, sidewalks, roofs, siding, and trim. (Exterior color samples to be minimum 8 ½" X 11")
- Example photographs, sketches, brochures, or other documents that will give the Architectural Design Committee sufficient information to make a decision.

## **G. PLAYHOUSES**

A playhouse is to be defined as a structure that children will play in.

- It shall be no larger than 8 ft. X 9 ft., unless otherwise authorized by the ADC committee, with a children's door not to exceed 40 inches in height and if there is an adult door it cannot exceed 60 inches in height and no door may be wider than 34 inches.
- The playhouse must be finished both inside and out; pictures or drawings must be provided with the application.
- For a playhouse to be approved there must be children under the age of 12 years residing in the home.
- This structure cannot be used for the storage of yard or pool equipment.
- The definition should limit the size and use of such structures.

## **H. GARAGE**

Garage shall be attached to and consistent with the architecture of the existing house using the same materials as on the home. Garage Doors to be harmonious with the community and dimensions not to exceed 10 feet in height without a waiver by the ADC Committee. Only residential doors to be allowed, i.e. no commercial roll up doors will be approved.

## **I. EXISTING STRUCTURE OR LOT IMPROVEMENTS**

Along with the application for improvement of an existing structure or lots, the Architectural Design Committee must be provided with:

- Two (2) complete sets of documents that accurately depict what improvement will look like when completed. Some examples are:

Architectural Drawings	Landscape plans	Brochures
Photographs	Sketches	

- Two (2) copies of site plan clearly showing location of all improvements.
- Applicable Color selections and samples.
- Many improvements have the potential to impact your neighbors. It is highly recommended that neighbors directly impacted in some way by your improvements be consulted prior to application to the ADC. Neighbor comments may be included.

## **J. TIMING**

All applications must include approximate start and completion dates. Delays greater than three (3) months must be brought back to the board for further review and approval.

# NEW HOUSE REQUIREMENT DETAIL

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## A. USE RESTRICTION

- Every Lot described above shall be known and described as Residential Lots, and no structure shall be constructed or erected on any Residential Lot(s) other than one (1) detached single family dwelling not to exceed two (2) stories in height, including an attached two-car garage.

## B. SETBACK RESTRICTIONS

- No building or permanent structure shall be erected on any of said Lots nearer than forty (40) feet to the front lot line of said Lots, nor nearer than ten (10) feet to any interior side lot lines. No structure shall be permitted nearer than twenty-five (25) feet to the rear lot line. For the purpose of this covenant, eaves and steps shall be considered as part of the permanent structure. Concerning corner Lots, no structure shall be permitted nearer than twenty-five feet (25) feet from the side lot line running along the road. Swimming pools, with or without enclosures, may not be erected or placed on the Lots unless and until the Committee has approved their location and architectural and structural design in writing.
- When two or more Lots are used as one building site, the setback restrictions set forth in the paragraph above and easements shall apply to the exterior perimeter of the combined site, and the property owner may build across the lot line or lines.

## C. RESIDENTIAL SITES AND BUILDING SIZE RESTRICTIONS

- None of the said Lots shall be divided or re-subdivided unless both portions of said Lots are to be used to increase the size of an adjacent lot or the adjacent Lots as platted. Divided portions of Lots must extend in a straight line from fronting street line to existing real property line. No lot shall be replatted.
- No property or Lot in this subdivision shall be built on that is less than one-half (1/2) acre.
- Every structure placed on any lot shall be constructed from material which has been approved in writing by the Committee.
- No residence shall be constructed or maintained upon any Lot which shall have a smaller living floor area (exclusive of porches, patios, and garages) than 2,000 square feet. If any of the structures are two-story, the minimum ground floor living area (exclusive of porches, patios, and garages) shall be 950 square feet. No residence shall be a modular home, mobile home, or any like construction.

- No window air-conditioning units shall be installed in any side of a building, which faces an access way, unless prior approval has been obtained from the Committee.
- All Lots shall be sodded with grass from the structure to the paved street in the front and from the structure to the lot line on the side. Driveways and walkways are excluded.
- Underground irrigation systems are required and watering must be performed according to St. Johns County watering restrictions and regulations as well as to prevent lawns from becoming dry and unsightly.
- Driveways on all Lots shall be of a hard surface material connecting from the structure to the paved street.
- Concrete or steel culverts are required under driveways. Culverts must be maintained by the homeowner with the opening remaining at least  $\frac{3}{4}$  open to allow adequate water flow during periods of heavy rain and flooding.
- To contain building trash during the construction phase, a suitable trash dumpster and temporary trash enclosure (examples: wood or wire fencing) is required. Fines will be levied for excessive trash blowing from construction site to surrounding lots and streets.
- To protect the roadway edges, temporary dirt driveways must be used for heavy truck or machine egress onto the lot.
- Street or neighborhood damage due to construction must be properly repaired or estimated repair charges shall be paid to the Association prior to Architectural Design Committee sign-off on the construction.

## USEFUL INFORMATION FOR CONTRACTORS

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### **Electric hookup arrangements:**

Call: Florida Power & Light  
(800) 345-2505

- The contractors are required to provide their own power at the construction site.
- The contractor must provide the exact address of the new house.
- A deposit to Florida Power & Light may be required for hook-up.
- Hook-ups can only be made to the large transformers, not at the site itself.

### **Water hook-up arrangements:**

Call: St. John's County Utility Dept  
(904) 209-2700  
(904) 209-2718 FAX  
(877) 837-2311 TOLL-FREE

- Contractors are required to provide their own water supply at the construction site.
- The contractor must provide the exact address of the new house.
- A deposit and other hook-up fees to St. Johns County Utility Department may be required.
- Sewers do not apply to Oakbrook.

**OAKBROOK** ARCHITECTURAL DESIGN COMMITTEE (ADC)  
COMMITTEE ACTION FORM

Initial Review

Completed Project Review

Today's Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Application Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Applicant Name: \_\_\_\_\_ Lot Number: \_\_\_\_\_

Approved As Requested

Approved With the Following Conditions: \_\_\_\_\_

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Disapproved Based Upon the Following: \_\_\_\_\_

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Chairperson, ADC, Oakbrook Property Owners' Association, Inc.