

## Amelia Park Neighborhood Association, Inc.

### **Peer Architectural Review Board Guidelines, Procedures & Application Adopted June 16, 2014**

Amelia Park is subject to the Master Deed Restrictions and Declaration of Charter, Easements, Covenants and Restrictions filed with Nassau County. Every Lot Owner is subject to all of the terms and provisions of the documents and shall be entitled to their benefits and subject to their obligations.

The Peer Architectural Review Board (PARB) is part of the Amelia Park Architectural Review Board (a/k/a Builders ARB) which was established by Article 5.1 of the Declaration. The PARB is responsible for maintaining the community's traditional character. The PARB reviews proposed modifications to the exteriors of *existing* dwellings and property for consistency with the requirements of the Amelia Park Design Code. This responsibility applies to homes as well as to Association facilities and grounds. The PARB may, but is not obligated to, offer suggestions to the applicant to facilitate the review process. The PARB also refers to Traditional Construction Patterns by Stephen A. Mouzon, AIA.

The PARB typically meets monthly and is a standing committee that reports to the Association's Board of Directors. The committee can have up to nine members. A minimum of five members is required to review an application. Committee members can participate by electronic means, if approved by the chairperson. Meeting minutes are to be kept and posted at the Association's website.

The PARB also conducts semi-annual surveys of the current condition of the Amelia Park community (private dwellings and Association property). This is in addition to periodic inspections by the Association's manager.

#### **Guidelines & Procedures**

Proposed modifications that must be submitted to the PARB include, but are not limited to:

- A) Existing dwelling exteriors - change of color and/or materials, additions, screened enclosures, gutters, solar panels, exterior lighting.
  
- B) Site and Landscape – hardscape (walks, patios, parking areas), addition or removal of plant material (trees, shrubs, groundcovers, sod, mulch), fencing, pools, site lighting, satellite dishes.

A PARB application or review *is not required* for maintenance of exteriors (*e.g.*, repainting with same color, replacement of existing color or materials), or for seasonal plant rotation and mulching.

1. The application for modification is shown in this document or may be downloaded from [AmeliaPark.net](http://AmeliaPark.net). The application is to be mailed or e-mailed to the chairperson of the PARB. Proposed modifications must be submitted at least three business days prior to a PARB meeting. Note: no modification is to be undertaken until review and approval by the PARB.

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2. The application should provide all information needed for PARB review. Information required may include, but is not limited to, samples of color selection(s), plant and material description(s), plans and specifications, elevations, proposed clearing, tree removal, grading, and landscaping.

3. If the proposed modification requires a building permit issued by the City of Fernandina Beach, please attach a \$100.00 fee with the application. This fee is used to consult with professionals such as an arborist, architect, attorney, or engineer.

4. The PARB chairperson will acknowledge receipt of the application by e-mail or telephone and advise the applicant of the next PARB committee meeting. The applicant or representative may attend. Application reviews, but not necessarily approvals, are to be conducted within 30 calendar days of receipt.

5. Modifications undertaken *without* PARB review are a violation of the Association's Procedures for Enforcement of the Declaration and Master Deed Restrictions, as amended, and subject to a \$50 per day fine up to \$1,000.00, per Florida Statute 720.305 (b).

6. All modifications must be made in accord with the PARB approved plans. Approvals are valid for one year, barring extenuating circumstances.

7. Trees - removal and mitigation (excerpted from APNA Rules & Regulations – Trees)

If a living tree 4 inches diameter at breast height (dbh) or greater is to be removed from the owner's property, or lot renovation, or improvement, the application must include either (a) or (b) below:

- a) a landscape plan showing tree replacement species and location(s) on the property plus a refundable deposit for the tree(s) removed; or
- b) payment to the Association for the Amelia Park Tree Fund as specified in the Amelia Park Tree Replacement Policy.

**Please note that the City of Fernandina Beach also holds approval over potential tree removal and that both sets of independent criteria are enforced respectively.**

8. In reviewing requests for changes to exterior colors (house body, porch, trim, door, roof), the PARB shall consider the overall character of Amelia Park\*, the architectural APNA PARB Guidelines & style of the dwelling or structure, location and proximity to other dwellings. Trim, door, and roof colors shall complement that of the body.

\*ref: (1) Amelia Park Design Code, (2) Amelia Park Coastal District Design Code and (3) Traditional Construction Patterns by Stephen A. Mouzon, AIA

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### Amelia Park Tree Replacement Policy

A homeowner seeking PARB approval for a home or lot modification or improvement that requires removal from the property of tree(s) 4-inches caliper or larger, measured at the tree's diameter at breast height (dbh), must mitigate the removal of the tree(s) as follows:

1) Trees located in front or side yards and generally visible from public streets shall be replaced on a one-inch caliper for one-inch caliper basis for each tree removed. For example, a 20" dbh tree can be replaced with four 5" dbh trees.

2) Trees located in side or rear yards and generally visible from alleyways only shall be replaced on a one-inch caliper for three-inch caliper basis for each tree removed. For example, a 15" dbh tree can be replaced with one 5" dbh tree.

Trees planted as mitigation shall be planted on the homeowner's property, provided space allows.

3) If there is insufficient area on the homeowner's property for the replacement trees, the homeowner shall pay a fee to the "Amelia Park Tree Fund" at the rate of \$100 per caliper inch of tree(s) removed.

The Amelia Park Tree Fund is used by the Amelia Park Neighborhood Association to offset a) street tree maintenance, b) tree planting or replacement in commons areas, or c) other community landscape improvements. These uses are at the discretion of the APNA Board of Directors.

4. Replacement and/or mitigation (other than street trees) of trees removed because the tree is damaging a structure by roots under the foundation/slab, hitting or rubbing the structure, or has become unstable due to disease or storms and in danger of falling onto a structure, etc., shall be at the discretion of the PARB.

5. The Amelia Park Landscape Design Code and Board of Director resolution require that the property owner replace a street tree (located between sidewalk and curb) in front of, abutting or adjacent the property if the tree dies or has to be replaced for any reason.

The PARB is solely responsible for determining the type, size, number and location of any trees to be removed and/or replaced. The PARB may consult with an Arborist (at the homeowners cost), to determine the health or condition of tree(s) requested by a homeowner to be removed.

**Please note that the City of Fernandina Beach also holds approval over potential tree removal and that both sets of independent criteria are enforced respectively. Both approvals are required for removal of trees 4 inches dbh or greater.**

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**Amelia Park PARB  
Request for Modification to Exterior**

Date: \_\_\_\_\_

Name: \_\_\_\_\_

Phone(s): \_\_\_\_\_ e-mail: \_\_\_\_\_

Property address: \_\_\_\_\_

Mailing address: (if different from above): \_\_\_\_\_

Type of modification requested: \_\_\_\_\_

Reason for modification:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Signature of homeowner/applicant

**Are trees to be removed for the modification? circle: YES NO**

If **YES** is circled, refer to: item 7 on page 2 and “Amelia Park Tree Replacement Policy”.

attach \$100.00 check if City of Fernandina Beach building permit is required.

sample(s) attached. Sample guidelines: color samples shall be 8”x10” in size or larger.

Landscape modification requests should include a landscape plan (and also may include photos) showing the plant(s), size, number and location(s) of plants to be installed. Architectural modifications should include a sketch or plan to scale, photos, list of materials and any related construction drawings: side, front and rear elevations as appropriate.

**Please mail, e-mail or deliver application to:**

Rusty Footlik, PARB Chairperson, 1905 Hometown Drive, Fernandina Beach FL 32034  
e-mail [rfootlik@gmail.com](mailto:rfootlik@gmail.com) phone 904-321-7818

PARB decision & comments \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

PARB signature: \_\_\_\_\_ date: \_\_\_\_\_

Approval expires \_\_\_\_\_

