

RULES AND REGULATIONS FOR THE ARCHITECTURAL REVIEW COMMITTEE (ARC)

Article 8 of the Declaration of Covenants for Residential Properties covers the ARC's control over the units at the Key West Golf Club, as well as the Design Guidelines for Residential Properties which sets the specific development, residential construction and design guidelines to be enforced by the ARC with the Key West Golf Club.

Below is a summary of the most utilized sections of both documents – please refer to [Article 8](#) for the complete section of the Declaration and the entirety of the Design Guidelines for more specific guidelines and regulations.

1. The ARC Committee must base its decisions solely on the basis of aesthetic considerations, on what will be in harmony with the surrounding structures, will be overall beneficial and not detrimental to the appearance of the Key West Golf Club as a whole and is a reflection of Historic Key West Conch Style Architecture which is respectful of, and compatible with, the Key West National Historic District.
2. Pre-Application Conference – The Applicant may elect to have a pre-application conference to talk over preliminary sketch ideas, discuss development philosophy and answer any questions the ARC may have. It is recommended that the applicant bring scaled site plan sketches, elevations and photographs of existing features and proposed improvements when applicable. The pre-application conference is optional and is not considered pre-approval. Personal representation of the applicant is required.
3. Final design submittal and review requires applicants to submit an application and ALL required documentation and specifications – a completed application - BEFORE the ARC will begin its review of an application.
4. Required documents include, but are not limited to, floor plans, site plans, drainage plans, elevation drawings, descriptions and/or samples of exterior materials and colors. Specifications will vary depending on the application.
5. The application must include a schedule of the applicant's proposed timetable to start and complete the proposed project.
6. Within 30 days of the receipt of the application, the ARC will review the application for completeness.
7. If incomplete, the applicant shall be notified of the additional information required to complete the application.
8. The ARC shall not act on any application until such additional information is received.
9. Once the application is complete, after delivery of ALL required materials, the applicant will be notified in writing and required to attend personally or by a representative the next ARC meeting to discuss the application.
10. The ARC shall have 30 days to approve or reject the application once the application is complete.
11. The ARC may reject plans for reasons which include, but are not limited to:
 - a. Insufficient information to adequately evaluate the design or design intent;

- b. Poor overall design quality;
 - c. Incompatible design elements;
 - d. Inappropriate design treatment;
 - e. A design thought to have an adverse impact on the character of the Key West Golf Club.
12. If the ARC does not take any action with 30 days after receipt of a completed application, the application is deemed approved.
 13. No approval for any home shall be deemed an automatic approval by the ARC for a subsequent applicant with a similar or the same request.
 14. Upon completion of the project, the applicant must give written notice of completion to the ARC.
 15. Within 10 days after written notice of completion received by the ARC, the ARC or its representative may inspect such improvement and will notify the applicant in writing of any noncompliance, specifying the particulars of noncompliance and shall require the applicant to remedy the same.
 16. The applicant must remedy the noncompliance within 30 days of such notification by the ARC.
 17. The ARC may grant variances in certain situations. See Section 8.8.