

Belle Haven of St. Augustine

REQUEST FOR: Architectural Change Guidelines, see attached: #1 Lanai Enclosure, #2 Screen Door Addition to Lanai Enclosure; #3 Emergency Key Lockbox; #4 Retractable Screen Door Addition to Front Door; and #5 Replacement Windows

SENT TO: Architectural Review Committee

Date: _____

Building #, Unit #, Owner Name(s):

E-mail: _____

Phone Number(s): _____

Description of Architectural Change: _____

Contractor (Name, Address, Phone Number, License Number, & Insurance Information)

Attachments:

- 1) Appropriate BH Architectural Guideline (#1 - #5)
- 2) Diagram/Plan from Contractor showing layout, specifications, contractor info.

By my signature and date below, I (we) accept and acknowledge that:

- I (we) am (are) the legal owner(s) of the unit indicated above / below.
- That the work will be done promptly and properly by a licensed and insured contractor, and that all work done by the contractor is at my risk and expense.
- No changes will be made to this proposed and approved request without further review by the Architectural Committee.
- I acknowledge that maintenance and upkeep of the improvement / change shall solely be mine (ours).

Building & Unit Number

Approved, Member ARC

Signature(s) of Unit Owner(s)

Date

PLEASE RETURN THIS FORM TO: A Board of Directors Member or
Coastal Realty & Property Management, 3942 A1A South, St. Augustine, FL 32080

Approved March 2015

Architectural Change Guideline #1: EXTERIOR LANAI

INTRODUCTION: The following guidelines are intended to ensure that the architectural integrity of Belle Haven Condominium Association will be maintained in a fashion that is uniform from the exterior. Any exterior changes must be approved by the Architectural Review Committee prior to any work commencing.

PURPOSE: The intent of these guidelines is to help ensure that Belle Haven, a community of quality condominium units building with a tasteful and aesthetically pleasing architectural design, promoting the use of long-lasting materials and high construction standards, will be maintained. Any exterior additions or modifications, other than routine maintenance, and any exceptions noted in the following guidelines, must have prior written approval from the ARC before implementation. All proposals must be submitted at least two (2) weeks prior to the scheduled Board of Directors Meetings for consideration. Proposals should be submitted by using the attached Architectural Request Form.

GUIDELINES

- I. **Lanai Enclosures:** Lanai enclosures are allowed but require Board approval and must be constructed using the specifications set forth in these approved guidelines. Please see specifications set forth below.
 - a. Windows will be bronze frame with clear or tinted glass with a configuration of xo (one panel fixed; one pane operable) or xx (both panel operable) with screen. No exceptions.
 - b. Existing Rail will be removed when using fixed temper glass panels on the lower half of the panel to height of 41”.
 - c. A copy of contractor information, license, and insurance information will be required with request form. A copy of the building permit will be required to be available prior to the work commencing.
 - d. All applications shall include a comprehensive plan / drawings from vendor for the enclosure showing elevations, materials and placement.
 - e. Construction materials must be of high-quality aluminum, and professionally installed.

- f. Note. Units' lanai enclosure being changed from screen to glass with existing screen doors will require the door opening to be reframed to accommodate a 3/0 x 6/8 glass door with lower operable sash and fixed temper glass panel side lights when applicable.

The Association does not recommend vendors, but possible vendors for this installation might be:

Builder Service Aluminum, St. Augustine, FL
 Aluminum Construction by Outley, St. Augustine FL
 KMS Systems, Inc., Jacksonville Beach, FL

March 13, 2008

Architectural Change Guideline #2: SCREEN DOOR INSTALLATION / ADDITION ON SCREENED LANAI

1. A screen Door can be installed on ground floor units only (2nd floor END units already have a screen door).
2. Screen doors can be installed in the center or side panels of an interior unit lanai. End units can optionally have the screened door installed in the end panel of the lanai.
3. Screen doors must be with same quality framing and screening as the rest of the lanais throughout the complex.
4. Door can only be screened; no glass inserts (glass only allowed in screen door if you are replacing full lanai with glass).

Association does not recommend vendors, but possible vendors for this installation:

Builders Service Aluminum, St. Augustine
 Aluminum Construction by Outley, St. Augustine
 KMS Systems, Inc., Jacksonville Beach



End Install, End Unit

End Install, Interior Unit

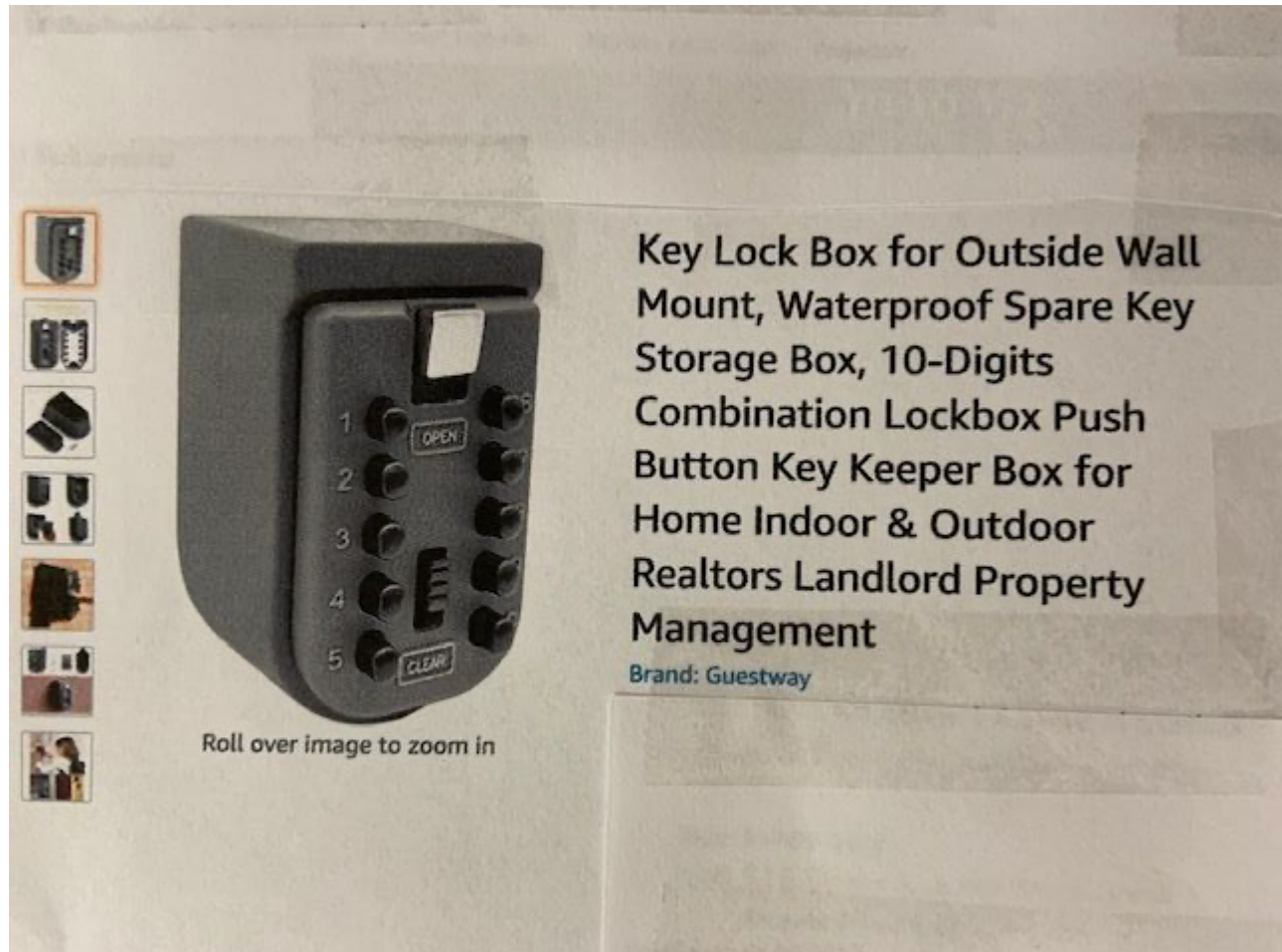
Middle Install, Interior Unit

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Architectural Guideline #3: EMERGENCY KEY LOCKBOX

May 2021

1. LOCKBOX FOR IS EMERGENCY KEYS ONLY; APPROVAL BY ARC REQUIRED.
2. LOCKBOX SIMILAR TO ONE BELOW MUST BE SOURCED AND INSTALLED BY COASTAL MAINTENANCE ONLY.
3. LOCKBOX WILL BE INSTALLED ON HINGED SIDE OF UNIT ENTRY DOOR FRAME.




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Architectural Change Guideline #4: RETRACTABLE SCREEN DOOR INSTALLATION / ADDITION FOR FRONT DOOR

1. Sourced Screen doors must have white frame and retractable into frame when not in use. This is consistent with those already installed within the complex.
2. Screened door can be installed on any unit front doors – both upstairs and down, after approval by the Architectural Review Committee.

The Association does not recommend vendors, but possible vendors for this installation: Lowes or Home Depot

ODL retractable screen doors, patio screen doors, French door screens features & benefits... Page 1 of 1





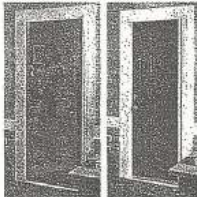
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RETRACTABLE SCREEN DOORS

FEATURES & BENEFITS

There when you need it...out of sight when you don't
ODL Retractable Screens are a practical and attractive solution for traditional swinging entry doors, sliding glass doors, patio doors, double doors and French doors. When fully deployed, they have all of the advantages of traditional screens, but when retracted, they blend with the door frame to provide a clear, unobstructed view.

- Screen retracts quickly, but without pinching fingers
- Screen retracts fully into housing when not in use, providing a clear view of the outdoors
- The built-in bumper provides a quieter retract
- Durable fiberglass screen resists damage from hands or pets
- Rugged weather-striping in tracks keeps dirt and insects out
- RFM screen features a secure magnetic closure for easy operation

Retractable Screens fit all doors and are easy to install by mounting to your existing door frame. Learn more about choosing the right size for your door.

Products ODL Single-Pane Screen View Door System™ Decorative Door Glass Small/Inch Door Glass Clear Door Glass Custom Door Glass Screen Weather Door Glass ODL HARBOR™ In-Door Screen Decorative Glass System Decorative Glass Tabular Screens RIM Retractable Screens Standard Retractable Screens New Products	Technical Info Product Performance Product Codes E-Specifications Screen Materials	Customer Support FAQ Help/FAQ/Instructions Care & Maintenance Videos Downloads Price List Merchants	About ODL History Company Screen Commitment Saves Partners Locations Contact ODL Canada ODL Europe	Home Trade Professionals Search ODL.com Legal & Privacy Site Map Contact
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© 2010 - 2014 ODL, Inc. | 215 East Roosevelt Ave. | Zephyr, FL 32084 USA
 Door Glass, ON HAND™, Enclosed Blade | 800.383.3800 | info@odl.com
 Add-on/ODY 51166, Tabular Slights, Retractable Screen Door | 866.635.4956 | cust_info@odl.com

http://www.odl.com/screens_FB.htm
10/10/2014

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Architectural Guideline #5: REPLACEMENT WINDOWS

REPLACEMENT WINDOWS ARE THE RESPONSIBILITY OF THE UNIT OWNER.

REPLACEMENT WINDOWS MUST BE OF SAME SIZE (INCLUDING GLASS AREA), DURABILITY OF GLASS (IMPACT RESISTANT / “HURRICANE-RATED”), AND WITH THE FRAME IN SAME BRONZE COLOR AS PRESENTLY EXISTS.

WINDOWS MUST BE REPLACED BY LICENSED AND INSURED COMPANY / CONTRACTOR.

SPECIFICATIONS AND CONTRACTOR INFORMATION MUST BE SUBMITTED TO ARCHITECTURAL REVIEW COMMITTEE FOR APPROVAL PRIOR TO REPLACEMENT BEING DONE.

Association does not recommend vendors, but possible vendors could be: St. John’s Door & Window, Window World, Home Depot, or Lowes