

INDIAN HAMMOCK HUNT & RIDING CLUB, INC.



32801 HIGHWAY 441 NORTH #400

OKEECHOBEE FLA. 34972

OFFICE: 863.763.9401

FAX: 863.357.3857

EMAIL: indianhammock@gmail.com

Indian Hammock Member,

This cover letter is to help you with acquiring approval for building application on your lot. The building application provides all the information needed to successfully get the approval needed from the Board of Directors for you project.

The building packet was produced in accordance with the Declaration of Restrictions of Indian Hammock. It details all the necessary documents needed for your project. Please follow all the guidelines outlined in the packet prior to turning into the office. The Architectural Review Committee will look over the packet submitted, then upon acceptance from the committee it will go to the Board of Directors for final approval at the next scheduled meeting.

There was a motion made in 2016 by the Board of Directors that any member submitting an application for approval must be in attendance. If the member cannot be available, the member can have someone represent him/her at the meeting.

Also included with this packet is the land-clearing/landscape guidelines from our Declaration of Restrictions, and the application for building.

If you should need any help or have any questions, please call the office and we will be happy to assist in any way possible.

Lot # _____

Initial: _____



Indian Hammock Hunt and Riding Club Architectural Review Committee

"Mission Statement: General Intent of Guidelines"

The very concept of Indian Hammock is as a community with natural vegetation and wilderness. Any manmade intrusions on this environment should be done with the intent to preserve the natural beauty with as little impact as possible. While providing necessary access to and enjoyment of their property, owners need to keep in mind the privacy and tastes of other property owners. Many property owners were drawn to Indian Hammock because of the undeveloped nature of the community. Any modifications to the existing wilderness which is visible from any roadway or common area within the Hammock should be sensitive to follow these guidelines. These criteria intend to guide owners toward that end. The Indian Hammock Board of Directors is the authority that gives approval for all proposed improvements to your property. Your Architectural Review Committee's duty is to review all applications for compliance with Indian Hammock's stated rules and present them to the Board at their regular monthly meeting.

This package contains the Rules, Regulations & Guidelines as well as the forms required by the Architectural Review Committee for presentation to the Board of Directors. It is divided into two sections - one for land clearing/landscaping and the other for construction. This information takes some time to put together. Packages WILL NOT be presented to the Board unless they are complete. If you need information, please call Indian Hammock at 863-763-9401 or the Architectural Review Committee Chairman.

Lot # _____

Initial: _____

Process to following for project approval

1. Read your Deed Restrictions and guidelines. The history of Indian Hammock is long and varied - it is an evolving community. Owners are not to rely on all present conditions as examples which meet these criteria. Non-conforming landscaping does exist, and any new work done to these properties will be required to conform with the current criteria.
2. No plans will be reviewed by the Architectural Review Committee or presented for Board approval if the members' account is more than 30 days delinquent.
3. Plans submitted to the Architectural Review Committee for review must be in detail and to scale. They must be in the hands of the Architectural Review Committee by the date posted in the Hammock Herald.
4. The Architectural Review Committee presents reviewed packages to the Indian Hammock Board of Directors for final approval at its regularly scheduled monthly meeting. It is the member's responsibility to be present at the Board meeting to answer any questions that might arise. If the member is not present and there are any questions, the matter may be tabled until the next Board meeting.
5. A Sealed Site Survey is required showing setbacks, buffers, landscaping, ponds (including dimensions and depth), swales, fences driveways and culverts. If the application is for construction of a house its location must be shown, as well as the location of any out buildings, the septic tank and the well. All accessory structure plans should be to scale and clearly reflect the intent of the structure. A signed Application for Plan Review and a completed Building Criteria Form are required.
6. When the project is approved, the member has six months to commence construction. If construction has not started in that time the approval will automatically be rescinded and the plans will have to be resubmitted.
7. After Board approval, the member will be issued an Indian Hammock building permit which shall be presented to Okeechobee Building Department, so they can issue their permit, after their plan review
8. If Contractors are used, the names of the contractors, contractor' s license numbers and certificates of insurance shall be provided to Indian Hammock office along with the Architectural Review Committees Contractors Registration Form. Certificates of insurance must show comprehensive general liability, comprehensive auto liability as well as workers compensation coverage. This information must be provided prior to the commencement of any work.
9. If a contractor is not used, the Architectural Review Committee's Owner/Builder Form shall be submitted. Owner shall execute an affidavit stating that the owner accepts all liability for construction activity. Any sub-contractors used must provide all documentation as referenced in paragraph 8 above.

Lot # _____

Initial: _____

10. Prior to the start of any land clearing and/or building construction, the surveyed corners of the property and the minimum 25-foot buffer line must be located and clearly marked for inspection by the Club.

11. From start of construction, which will begin at issuance of a county building permit, the owner shall submit for approval a completion date for the building 's finished exterior. After such time, the Board may invoke Article IX, Sec. 1. Of Indian Hammock Deed Restrictions.

12. This package is for buildings built on Indian Hammock property and Modular/Pre-Manufacture Homes that meet all building codes. Modular/Pre-Manufacture Homes sit on concrete blocks therefore any landing with stairs going to the ground that is opened or enclosed porch should be a minimum of 100 square feet. All entries, porches, screen rooms and attached garages must be conventional framed with roof rafters to match home.

BUILDING GUIDELINES

1. Fire Concerns: In all proposed site planning the potential threat of fire should be considered. Provide clearance of minimum 30 feet around structures as a fire break. Whenever possible, it is encouraged to provide a looped driveway with minimum inside radius of 50 feet for access by firefighting equipment. Installation of lightning rods is encouraged to minimize the possibility of fires caused by lightning. Wells and pumps should have a separate shut-off located outside of the home for use in case of a fire. Part-time residents should keep their pump active and available in case of such an emergency.

2. Aesthetic Intent: Overall concept or style desired is one consistent with the natural setting and landscape. Materials and colors should be subtle to blend in with the environment. Any design which makes a bold or individual statement should be avoided and will be approved only if adequate buffering is provided from the street and common areas. It is not the intent to limit freedom of property owners within the community but to provide a framework to allow individualism without imposing it upon neighbors.

3. Setbacks/Elevation: As per the declaration of restrictions, the setback for buildings is 50' from any property line which is greater than required by Okeechobee County; inform your architect. Any deviation from the County Health Department minimum finish floor elevation must have prior approval of the Club.

4. Minimum Square Footage: As per the Club Rules, the minimum size for a home is 1,500 Sq. Ft. of living space (does not include porches, breezeways, etc.)

5. Driveways: Hard surface or paved driveways are not permitted. Concrete or paved areas are subject to special approval and should be kept to a minimum and should provide proper drainage.

6. Gates, Entry Features and Signs: Any gateway feature or sign to a home-site must be approved by the Club. Such construction shall be consistent with these criteria. Specifically, size, color, and material will be judged as to the appropriateness to Indian Hammock.

Lot # _____

Initial: _____

7. Roofs: There shall be 4/12 minimum pitch for all structures. All exposed flashing and metalwork should be painted consistent with the color of the roof material.

8. Exterior Materials and Colors: Materials for the roofs and exterior of all structures should be chosen to be consistent with the natural environment of Indian Hammock. The use of artificial materials, such as simulated stone veneers and/or stucco, shall not be permitted except for a stem wall foundation not to exceed 4 feet. The color of exterior materials will be carefully reviewed by the Architectural Review Committee for appropriateness. Metal Roofing, asphalt/fiberglass shingles in gray, brown, and green color ranges are encouraged for use as roofing materials. Other materials or colors of a bright nature are discouraged and will be evaluated on a case by case basis. Siding materials shall not be restricted but should look like wood and are subject to individual approval of the Club. Exterior wall colors and trim colors must be approved and should be muted tones; bright or bold colors are not appropriate.

9. Windows and Doors: Types of doors or windows shall not be restrictive beyond the colors as described above. The use of reflective film is not permitted on any structure. Exterior wall colors and trim colors must be approved and should be of muted tones; bright or bold colors are not appropriate.

10. Screened Enclosures, Porches, and Patios: Exterior living areas are permitted providing they are of approved materials and colors. Aluminum screen enclosures should be of anodized bronze.

11. Awnings, Shutters, Etc.: Awnings, shutters or other decorative embellishment of a structure shall be permitted within the guidelines of colors described above. If non-permanent shutters are to be used for periods longer than one month (i.e. boarding up), they must be of an approved color.

12. Exterior Lighting: Care should be taken to provide adequate exterior lighting without being intrusive upon neighboring properties, common areas or wildlife. Low directed, low voltage lighting with shield fixtures is encouraged. See "Good Neighbor Outdoor Lighting" as a guide.

13. Accessory Structures: Accessory structures are permitted only after the primary structure has been built. Accessory structures shall include but not be limited to: barns, detached garages, storage sheds, doghouses, gazebos, cabanas. Accessory structures can be wood or metal and if metal is used must blend with existing structures on the property. No accessory structure is to be any greater than 1.5 of the main house. All accessory structures shall be subject to these requirements and must be approved by the Club.

14. Exterior Equipment: Exterior equipment such as air conditioners, wells, pumps, garbage containers, gas tanks, etc., should be located and screened so as not to be seen from adjacent properties or common areas.

15. Solar Panels, Antennas, and Satellite Dishes: Such equipment when possible should be located and screened so as not to be seen from adjacent properties or common areas.

16. Pools, Spas, Play Equipment: Any recreational equipment or facilities shall be located and screened so as not to be seen from adjacent properties or common areas.

17. Fences and Walls: Any fence or wall shall be reviewed by the Architectural Review Committee and approved by the Board of Directors. Size, color and material will be judged as to the appropriateness to Indian Hammock.

18. Decorative Objects: Unless specifically approved decorative objects should not be visible from neighboring properties or from common areas.

19. Airplane Hangars will not exceed 3373 square feet, must follow existing guide lines for other construction and include at least 3 hardwood trees to be planted in the perimeter area behind the hangars. Minimum size 8 feet.

20. No Accessory buildings on resident property unless conforms to building guides lines.

21. Any stairs descending from a home must have a minimum of 100 square feet landing.

BUILDING CRITERIA FORM

Name: _____

Lot # _____

Drawings Attached:

Architectural Review Committee will only review complete standard 24" X 36" construction documents a minimum at a 1/4" scale.

Sealed Site Survey Attached:

Shows the following information (please note where plans do not conform)

1. Construction location
2. Building setbacks (at least 50 feet)
3. Driveways
4. Culverts (at least 12 inches X 30 feet)
5. Fences, walls, signs or gateways
6. Septic tank location
7. Well and pump location
8. Exterior equipment (a/c, pool equipment, etc.)
9. Landscaping

Color Samples Attached

Please fill in the following information and attach color chips where applicable (these are available through paint and product stores). For additions to existing buildings, or the addition of accessory structures (barns, etc.), please indicate if color and material is the same as existing structure.

Lot # _____

Initial: _____

Roof Material: _____

Color: _____ (Attach Sample)

Siding Material: _____

Color: _____ (Attach Sample)

Trim Color: _____

Color: _____ (Attach Sample)

Window Frame Color: _____ (Attach Sample)

Additional Colors: _____

(i.e.: Doors, shutters, aluminum screen enclosure, etc. Attach Sample)

Fences, walls, signs, or gateways material: _____

Color: _____ (Attach Sample)

Design: (Attach Sketch)

Lot # _____

Initial: _____

Application for Plan Review

Date: _____ (Date received by Architectural Review Committee: _____)

Name: _____ Lot #: _____

Address: _____

Telephone: _____

Type of Construction requested (check all that apply)

_____ New Home

_____ Accessory Structure

_____ Alteration/ Addition to existing home

_____ Well

_____ Drives/Culverts

_____ Fence

_____ Landscaping

_____ Other (specify: _____)

Please provide all necessary plans, samples, etc. as described in the construction packet to the Architectural Review Committee.

Lot # _____

Initial: _____

I understand and agree that construction of any item shown on the plans for which approval is being sought will commence within six (6) months from the date of approval, after which time approval is automatically terminated. Any item not constructed or located in accordance with the approval may be removed by Indian Hammock Hunt and Riding Club, Inc. at my expense. I further agree that it is my responsibility to see that all construction conforms to all applicable governmental building codes and understand that Indian Hammock is not reviewing these plans for compliance with these codes.

Applicant' s Signature

CONSTRUCTION/CONTRACTOR RULES

(Owners must provide a copy of this document to contractors & subs.)

1. Access to Indian Hammock property is solely through the front gate. Owners and/or their Contractors shall provide a list of construction personnel authorized to enter the property. Similarly, it is also their responsibility to notify the gate when subs or other employees or trades people are no longer required.
2. Construction hours: Construction personnel may enter the property at 7:00 a.m. and must depart no later than 6:30 p.m. Monday through Saturday. No construction activity is permitted on Sundays or Holidays.
3. One day advanced notice to the property manager is required for entry of heavy trucks to allow proper routing within the property.
4. Absolutely no keys or gate openers shall be loaned or given to contractors or construction personnel. If there are specific entry problems, it is the responsibility of the Member to make the necessary arrangements.
5. All workers must go directly to their job site. Any worker found wandering around Indian Hammock may be banned from the property.
6. All construction related vehicles and equipment must be parked within the confines of the job site. This applies to the personal vehicles of construction personnel as well.
7. Indian Hammock amenities (pool, showers, tennis, lodge, etc.) are for the sole use of Indian Hammock members and their guests.
8. Guns and dogs are not to be brought into Indian Hammock by construction personnel and will not be permitted on the property.
9. No fires are to be built without specific permission from the property manager.

10. Posted speed limit s must be observed. A non-member may be refused entry if the speed limit is violated.
11. Toilet facilities must be furnished on the job site for use by construction personnel.
12. No construction personnel are permitted to stay overnight on the property.
13. Construction debris must be dealt with on site; job sites must be kept in a workmanlike, orderly fashion. Trash containers and their lids must be anchored well to avoid the spread of debris by animals (especially raccoons) or wind.
14. Care should be exercised to keep Indian Hammock roadways and common areas free of dropped or wind-blown debris. Littering will result in fines.

15. It is the responsibility of the owner/Member to inform their construction crews that the bum and trash facilities are not for general use by contractors. Also, trash and garbage collection facilities are not for use by contractors
16. The burn facility shall be available for use for lot clearing only and shall require prior approval of the property manager. Cut timber must not be less than eight feet or more than twelve feet in length.
17. Each owner is held responsible for insuring that all Indian Hammock Rules and procedures are followed. A \$1,500.00 refundable deposit is required for damage to common property prior to commencement of work. Violations will result in fines and/or stoppage of work on the project.
18. Hurricane preparedness: All Construction sites must be completely secured when a hurricane warning is issued.

INDIAN HAMMOCK CONTRACTOR REGISTRATION FORM

Must be completed in its entirety and on file with the office prior to the commencement of any work.

Date: _____

Applicant/Member: _____ Lot #: _____

Date construction will begin: _____ Completion Date: _____

Building Permit #: _____ (ATTACH COPY)

Contractor: _____ License #: _____

Company: _____

Address: _____

Phone: (____) _____ Fax: (____) _____ Other: (____) _____

Contractors & Sub-contractors must provide the following:

Workers comp. insurance company: _____ Policy # _____

Comprehensive auto liability co: _____ Policy #: _____

General Liability Ins. Company: _____ Policy #: _____

Lot # _____

Initial: _____

Copy of Okeechobee County Business Tax License must be provided

CONSTRUCTION PERSONNEL

The following list shall be updated by the member periodically as any changes occur (especially of any deletions). It is the responsibility of the owner/Member to instruct all personnel as to the construction rules and procedures. Attach additional pages if needed.

Construction personnel permitted access to the job site.

<u>Name</u>	<u>Company</u>	<u>Telephone</u>	<u>Vehicle Type/Tag #</u>
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Lot # _____

Initial: _____

I HAVE READ THE CONSTRUCTION RULES FOR INDIAN HAMMOCK AND AGREE TO ABIDE BY THEM. I UNDERSTAND THAT ANY VIOLATION OF THESE RULES MAY RESULT IN MY PERSONNEL OR SUBCONTRACTORS BEING DENIED ENTRANCE TO INDIAN HAMMOCK PROPERTY. I HAVE INSTRUCTED MY INSURANCE COMPANY TO FORWARD A CERTIFICATE OF INSURANCE TO INDIAN HAMMOCK, SHOWING COMPREHENSIVE LIABILITY, COMPREHENSIVE AUTO LIABILITY, AND WORKERS COMPENSATION COVERAGE.

Signature of Contractor

Date

Lot # _____

Initial: _____

INDIAN HAMMOCK OWNER/BUILDER FORM

This form must be completed in its entirety and on file with the office prior to the commencement of any work

Applicant/Member: _____ Lot #: _____

Date construction will begin: _____ Completion Date: _____

Building Permit #: _____ (ATTACH COPY)

Contractors & Sub-contractors must provide the following:

Workers comp. insurance company: _____ Policy #: _____

Comprehensive auto liability co: _____ Policy #: _____

General Liability Ins. Company: _____ Policy #: _____

The following list shall be updated by the member periodically as any changes occur (especially of any deletions). It is the responsibility of the owner/member to instruct all personnel as to the construction rules and procedures. Attach additional pages if needed.

Construction personnel permitted access to the job sight.

Lot # _____

Initial: _____

Name Company Telephone Vehicle Type/Tag #

I HAVE READ THE CONSTRUCTION RULES FOR INDIAN HAMMOCK AND AGREE TO ABIDE BY THEM. I UNDERSTAND THAT ANY VIOLATION OF THESE RULES MAY RESULT IN MY PERSONNEL OR SUBCONTRACTORS BEING DENIED ENTRANCE TO INDIAN HAMMOCK PROPERTY. I ASSUME FULL LIABILITY FOR THE CONSTRUCTION ACTIVITIES TOT AKE PLACE ON MY PROPERTY AND HAVE OBTAINED COMPREHENSIVE GENERAL LIABILITY, COMPREHENSIVE AUTO LIABILITY AND COMPREHENSIVE WORKMEN'S COMPENSATION INSURANCE POLICY NAMING INDIAN HAMMOCK HUNT AND RIDING CLUB, INC. AS AN ADDITIONAL INSURED. I HAVE INSTRUCTED MY INSURANCE COMPANY TO FORWARD A CERTIFICATE OF INSURANCE TO INDIAN HAMMOCK.

Signature of Owner

Date

Lot # _____

Initial: _____