

# *Gables Estates Club Inc.*

7550 SW 57th Avenue Suite 204, South Miami, FL 33143

Office:305-667-9031

Fax: 305-667-9032



Notice to all Gables Estates Club, Inc. Members.

The Gables Estates Architectural Review Board meets twice a month on an as needed basis **by appointment only**. Please call the Gables Estates office at 305-667-9031 to schedule an appointment. A review fee of \$850.00 shall be paid in advance to the Gables Estates Club, Inc. at least five days before each scheduled appointment.

All proposed projects to be built in Gables Estates must be submitted for review by the Gables Estates Architectural Review Board. The Board is chaired by Mr. Ramon Pacheco, AIA and meetings shall be held at his office located at 4990 S.W. 72 Avenue, Suite 101, Miami, Florida.

All Variances must be approved by the Board of Governors of Gables Estates Club, Inc. Applications for variances must be submitted with the Gables Estates Architectural Review Board approved plans and letters of consent from all immediate neighbors.

**Please call the Gables Estates office at 305-667-9031 to make an appointment with the Architectural Review Board or to inquire about meetings.**

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RE: Gables Estates Architectural Review board

The Gables Estates Architectural Review Board reviews all proposed projects to be built in the Gables Estates Community in two (2) phases, the Preliminary Design Phase and the Final Design Phase. Criteria used in the review process are design aesthetics (as required by the Gables Estates Charter By-Laws), and see that the City of Coral Gables Building and Zoning Codes are applied to the projects.

Submittal requirements of the Preliminary Phase submitted are as follow:

1. Survey of property showing all existing structures and site improvements, if any, and existing setbacks.
2. Photos of the subject site and front and side elevations, of existing houses on each side of proposed project.
3. Photos of existing structure and/or structures if project is to be a remodel, renovation or addition to the existing structure.
4. Two (2) copies of Preliminary Drawings for review (one set will be retained by the GEAR Board).
5. Preliminary drawings shall consist of:
  - a. Site plan showing all setbacks from property lines to site improvements, both new and existing including dock and davit locations.
  - b. Floor plans showing all elements of the proposed design and its relationship to any existing structure.
  - c. Elevation drawings of all four (4) feet of the building and relative heights.
  - d. Elevate ground in increments of four (4) feet within the required setbacks. Sudden changes of grade or severe drops are not allowed.

Note: Side and rear elevations should be given the same design and considerations as the street elevations. The GEAR Board will review the total exterior as a coherent whole. Elevation drawings should note materials contemplated, building height as it relates to crow of road and its compliance with height restrictions.
  - e. Preliminary landscape plan and site draining plan with contours.
  - f. Any known variances the owner will seek should be noted at this time.

Note: Variances are basically anything such as height, setbacks, and lot coverage, materials and program functions that do not comply with the Gables Estates Charter By-Laws and the City of Coral Gables Building and Zoning codes.

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## THE GABLES ESTATES ARCHITECTURAL REVIEW BOARD

The Architectural review Board has been created to review all plans for construction or implementation, which are needed to obtain a building permit from the city of Coral Gables. These are reviewed in two phases:

1. Aesthetics as it relates to the overall building and site design.
2. Technical review as it relates to the standards of Gables Estates and their deed restrictions and the City of Coral Gables code as it relates to Gables Estates.

The aesthetics review comments are “design critiques” by the architectural board, based on their architectural experience, training, and background. In this review, the Board looks at the building site design, entrances, fountains, sculpture, terraces, pools, tennis courts, and retaining walls, all as they relate to the site, to the neighbors, to the water, and their community. The Board looks at the overall design and style of the house and the massing and proportions of all building elements. It looks for a sense of order, as to roof slopes and its compatibility with the home and the community. Also textures, materials, and colors will be reviewed for their compatibility, and all landscaping as to visually enhance the site and meld into the community.

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## THE REVIEW PROCESS

The Architectural review Board in their review of houses that are presented before them look at the presentation from two points of view. These two points of view are:

1. Aesthetics as it relates to the overall building and site design.
2. Technical review as it relates to Gables Estates.

The more technical review overlaps to some degree the aesthetic review and consists basically of the following points:

1. Site:

A. Setbacks

- i. Front generally 50'
- ii. North entry 35'
- iii. Rear 50'
- iv. Side 30'

B. Docks

- i. Set backs from side property line (same as building setbacks 30').
- ii. Mooring piles (location and height).
- iii. Davits.
- iv. Width of dock.
- v. Design details for dock (no exposed metal clips).
- vi. Derm approval.

C. Pool and Pool Terraces

- i. Location and overall design (pool setbacks).
- ii. Screen fences.
- iii. Lighting.

D. Tennis Courts

- i. Location and overall site design.
- ii. Screen fences.
- iii. Lighting.

E. Fountains and Sculptures

- i. Location
- ii. Height
- iii. Design and design Compatibility

F. Site Planning

- i. Paving material.
- ii. Storm Water
- iii. Entrance and drive (12' max at property line).
- iv. Fence and gates (4' high perimeter picket fence).
- v. Satellite dish – location and screening.

G. Landscaping

- i. Complete landscape plan by registered landscape architect.
- ii. Topography (grades and controls) sowing retention area.
- iii. Trees –size, shape, and type.
- iv. Landscape screening of garage (5' above finished floor of garage).
- v. Landscape lighting.

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vi. Irrigation plan.

## H. Main Building

i. Entrances

ii. Overall height

iii. Floor criteria

iv. Useable underground area

v. Porte-cochere

vi. Garage (location and size) – no front opening garage door

vii. Massing relationships

viii. Roofs (sloped and flat)

ix. Chimneys and roof elements

x. Proportion and details

xi. Materials

xii. Color pallet

xiii. Storm shutters

xiv. Exterior equipment (location and screening) - air conditioning units must be screened from view by masonry

xv. Electrical service entry location

xvi. Exterior building lighting

xvii. Balconies and railings (detail)

xviii. Columns

xix. Doors and trim

xx. Cornices and freezes

xxi. Special elements (towers, etc.)

xxii. Gazebos and cabanas

a. Attached or detached

b. Location.

c. Relationship to house and pool.

d. Size.

## 2. Renovations and Rehabs

A. All of the above for site and main building, plus the following:

i. Check to see that new work matches, is compatible with and/or complements the existing building.

a. Windows.

b. Doors.

c. Roof.

d. Materials.

e. Details.

f. Colors.



## GABLES ESTATES ARCHITECTURAL REVIEW BOARD LANDSCAPE SUBMITTAL REQUIREMENTS

Landscape documents submitted to the Gables Estates Architectural Review Board for approval consideration must include the documents that are listed below. These documents must be executed or executed under the direct supervision of the pertinent professional licensed in the State of Florida. The review application must also be signed by the project architect or landscape architect.

Topographic surveys must be signed, dated, and sealed by a professional land surveyor and mapper. Grading documents must be signed, dated, and sealed by an architect, professional engineer, or landscape architect. Protection, relocation, removal, irrigation, and planting documents must be signed, dated, and sealed by a landscape architect. All documents must be submitted at the same scale and at a scale no smaller than one inch equals twenty feet.

Drawings and specifications submitted to the Gables estates Architectural Review Board for preliminary and final approvals must also comply with applicable requirements of the State of Florida, South Florida Water Management District, Miami-Dade County, and City of Coral Gables, including the Florida Building Code (Plumbing, Appendix F), and the Municipal Code of the City of coral Gables (Chapter 82, Vegetation).

Boat docks and davits must have previous approval of the Miami-Dade Department of Permitting, Environment and Regulatory Affairs.

Landscape designs that the Board finds to be controversial may also require approval by the Gables Estates Club Board of Governors.

### **Documents required for preliminary approval.**

1. Protection, relocation, and removal plan and schedule that indicate proposed location and disposition of all existing native palms and trees that are one-and-half inch or more in caliper and of all other existing palm and trees that are two inches or more in caliper.
2. Planting plan and schedule that indicate location, botanical and common names, and size and growing medium requirements of all proposed vegetation.
3. Site features and structures plans and elevations that indicate dimensions, materials, and finishes of all components.
4. Photographs of existing site conditions, including existing vegetation.

### **Documents required for final approval**

1. Topographic survey that indicates location, botanical and common names, as well as height, canopy cover, and caliper of all existing native palms and trees that are one-and-half inch or more in caliper, and of all other existing palm and trees that are two inches or more in caliper.

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2. Protection, relocation, and removal plan, schedule, details, and specifications that indicate proposed location and disposition of all existing native palm and trees that are two inches or more in caliper.
3. Grading plan and specifications that indicate existing and proposed site contours and spot elevations, product information, and installation requirements for all proposed irrigation system components.
4. Irrigation plan, schedule, details, and specifications that indicate location, water source, watering patterns, operating pressure and flow rate, product information, and installation requirements for all proposed irrigation system components.
5. Planting plan schedule, details, and specifications that indicate location, botanical and common names, quantities, spacing, size and growing medium requirements, product information, and installation requirements for all proposed vegetation.
6. Site features and structures plans, elevations, sections, and details that indicate dimensions, materials, and finishes' of all components.
7. Samples or photographs of colors and finishes for all proposed pavements, decks, and site features and structures.



## GABLES ESTATES ARCHITECTURAL REVIEW BOARD LANDSCAPE DESIGN REVIEW CRITERIA

Based on the following set of criteria, the Gables Architectural Review Board will review only submittals that comply with its Landscape Submittal Requirements.

1. Coherence of the site landscape and house architecture. Sensual enhancement of the site and architecture. Compatibility with adjacent site landscape and architecture. Appropriate use of street palms and trees to provide visual order and road hierarchy.
2. Appropriateness of decking and paving materials, and of site features and structures, including driveways (maximum twelve feet in width), decks (no pressure treated wood permitted), ponds, fountains, pools, sculptures, fences (no chain link fencing permitted), fence walls, arbors, trellises, pergolas, gazebos, retaining walls, seawalls, boat docks (no pressure treated wood permitted), boat davits (maximum eight feet in height above top seawall) and lighting fixtures (no flood lights attached to roofs or vertical surfaces of site features or structures permitted).
3. Effective preservation of existing native vegetation, specimen palms and trees eighteen inches or more in caliper, and natural communities, including forest canopy, understory, and ground cover.
4. Enhancement of the aesthetic regional quality of the community with vegetation native to South Florida. Integration of native plant diversity and adaptability. Appropriateness of vegetation located near or adjacent to natural communities.
5. Adequacy of siting and grouping of vegetation according to water needs, resource inputs, and growth rates and sizes. Use of hydrozones for vegetation with similar water needs and of rain switches or soil moisture sensors for irrigation control. Adequacy of rooting and branching space for vegetation. Retention of storm water within site.
6. Conservation and enhancement of desirable views and vistas, including visibility clearance within triangles, thirty feet on their sides, at lot corners along waterfronts. Reduction and mitigation of incompatible uses.
7. Effectual shading of houses, as well as reduction of environmental noise, and sun glare and heat gain from pavements.
8. Preservation of safe and unobstructed views at intersections of roadways, driveways, sidewalks, and recreational paths.
9. Visual screening of unsightly views from street and adjacent sites, including views of irrigation equipment, pool equipment, condensing units, electric power generators, electrical meters, and power disconnect switches and distribution panels (grade to top of equipment), and views of garage doors (five feet above garage finish floor), with site structures or vegetation with the required height at time of planting.



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On some occasions, variances may be required.

It is a burden placed upon the Homeowner and the architect to disclose all variances requested to the Architectural Review Board.

This Board does not approve or disapprove requests for variances; however it shall submit these variances to the Board of Governors along with its comments and recommendations for the variances requested.

This should occur during preliminary review.

Note: See Gables Estates Club, Inc.  
Board of Governors' Architectural Review  
Policy for Variances and Application Form



## The Board of Governors' Architectural Review Policy for Variances

1. The applicant and/or applicants' architect must submit a check in the amount \$850.00 to the Gables Estates Club, Inc., for the purpose of setting up an appointment with the Club's hired Architectural Review Board to review the preliminary set of plans.
2. Three sets of signed, sealed plans are required for said appointment; the review Board will retain one set of plans for the Club's records.
3. It is the responsibility of the applicant and/or the applicant's architect to acknowledge all variances being requested on preliminary plans, final plans and alterations made thereafter.
4. The applicant and/or the applicant's architect must submit a letter to the Club secretary explaining in detail the request variances comparing them to the City Code. This letter must indicate the date and ID. Number of the plans being submitted to the City.
5. The applicant and/or the applicant's architect must submit the above letter to each of the adjoining and adjacent property owners, including those across the waterway and street, along with a set of plans.
6. The applicant and/or the applicants' architect must retrieve the above letters with the neighbors' signature indicating their approval or not approval for the requested variances.
7. Once the applicant and/or the applicant's architect obtains the neighbors' letters, he/she then submits them to the Board with a signed, sealed set of plans for the Board of Governors' to review.
8. The Board of governors will review the plans, make their recommendations in writing regarding the variances requested, to oppose or not to oppose, and forward their recommendation to the City.
9. If the applicant and/or the applicant's architect wishes to challenge the Board of Governors' recommendation, he/she has the right to appear before the Board of Governors' to represent their position in person.
10. If there are any neighbors in opposition to the variances being requested, those neighbors also have the right to present their position to the Board of Governors in person.
11. The Board of Governors' meeting will be announced by a sign being posted at the Club's entrance. Any member who wishes to attend the Board of Governors' meetings may do so by contacting the Club at 305-667-9031.

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The undersigned agrees to pay all reasonable attorney's fees and expenses (at both trial and all appellate levels) which Gables Estates Club, Inc., may sustain or incur or as a result of the undersigned's breach of any provisions of this Application.

Requested Variances:

Submitted this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_.

Applicant \_\_\_\_\_

Applicant's Spouse \_\_\_\_\_

SWORN TO AND SUBSCRIBED before me this \_\_\_ day of \_\_\_\_\_, 20\_\_ by  
\_\_\_\_\_,  who is personally known to me or  who has  
produced \_\_\_\_\_ as identification.

\_\_\_\_\_  
Notary Public, STATE OF FLORIDA

Print name: \_\_\_\_\_

My Commission Expires:

SWORN TO AND SUBSCRIBED before me this \_\_\_ day of \_\_\_\_\_, 20\_\_ by  
\_\_\_\_\_,  who is personally known to me or  who has  
produced \_\_\_\_\_ as identification.

\_\_\_\_\_  
Notary Public, STATE OF FLORIDA

Print name: \_\_\_\_\_

My Commission Expires:

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## GABLES ESTATES CLUB, INC. PLAN APPROVAL APPLICATION

**(Revised 5/12/95)**

The undersigned, being the Owner(s) of Lot \_\_\_\_\_, Block \_\_\_\_\_, Subdivision Number \_\_\_\_\_, Plat Book \_\_\_\_\_ of Coral Gables Estates Club, Inc., being known as \_\_\_\_\_, Coral Gables, Florida ("The Property"), pursuant to Article IV of the declaration of Covenants and restrictions ("The Declaration") recorded in the Official Records Book 6286, Page 436, of the Official records of Miami-Dade County, Florida, and in accordance with the requisite procedures and requirements for members of the Coral Gables Estates Club ("The ARB") plans ("The Plans") dated \_\_\_\_\_, 20 \_\_\_\_\_ by \_\_\_\_\_, entitled \_\_\_\_\_ (and

consisting of \_\_\_\_\_ pages) for approval by the ARB. The undersigned represents that the undersigned is/are all the owners at the Property. Also enclosed is a check payable to Gables Estates Club, Inc.

The undersigned acknowledges and agrees that approval of the Plans by the ARB is subject to compliance with the Declaration and the City of Coral Gables' Zoning Code, and satisfactory review by the ARB based upon a variety of considerations utilized to ensure the highest quality of improvements in Gables Estates, some of which may be purely aesthetic. It is further understood that no variance from either the requirements of the declaration or the Coral Gables Zoning Code shall be deemed given unless express written approval thereof (or written notice of no opposition) is given either by the ARE or Gables Estates Club, Inc, in response to the undersigned's enumeration below of the specific variances being requested. It is also understood that, notwithstanding the approval by the ARB or Gables Estates Club, Inc. in the past of similar or otherwise comparable elements or items of proposed construction, in recognition of the fact that the architectural review process is an ongoing process seeking to learn from past experiences (and past mistakes), it is agreed that such precedent shall not bind the ARB to approve such items this time.

The undersigned agrees to submit (and resubmit all modifications or revisions of) all architectural and landscaping plans relating to the Property to the ARB for approval prior to submitting them (and resubmitting them) to the City of Coral Gables, and agrees to abide by the ARB's decision, even if such decision is unfavorable to the undersigned, and even if similar design elements or items of proposed construction may have been approved in the past. The undersigned further agrees that if the ARB objects to (or in the case of a variance, fails to approve) any or more elements or proposed items of construction of the Plans, such objectionable (or unapproved) element (s) or item (s) of proposed constructions will not be contained in any plans submitted to the City of Coral Gables for any of its approval processes or required permits. The foregoing agreement shall be specifically enforceable against the undersigned by injunction or other appropriate action by the Gables Estates Club, Inc., which may seek and obtain a temporary and/or permanent injunction against the undersigned's submittal to the City of Coral Gables (or any of its boards or departments) of any objectionable plans and against the undersigned's construction of any or all disapproved (or unapproved) elements or items of proposed construction, without the posting by the Gables Estates Club, inc. of a bond and without the need to show irreparable injury.

The undersigned agrees to pay all reasonable attorney's fees and expenses (at both trial and all appellate levels) which Gables Estates Club, inc. may sustain or incur or as a result of the undersigned's breach of any provisions of this Application.

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**Requested Variances:**

Submitted this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_.

Applicant \_\_\_\_\_

Applicant's Spouse \_\_\_\_\_

SWORN TO AND SUBSCRIBED before me this \_\_\_ day of \_\_\_\_\_, 20\_\_ by  
\_\_\_\_\_,  who is personally known to me or  who has  
produced \_\_\_\_\_ as identification.

\_\_\_\_\_  
Notary Public, STATE OF FLORIDA

Print name: \_\_\_\_\_

My Commission Expires:

SWORN TO AND SUBSCRIBED before me this \_\_\_ day of \_\_\_\_\_, 20\_\_ by  
\_\_\_\_\_,  who is personally known to me or  who has  
produced \_\_\_\_\_ as identification.

\_\_\_\_\_  
Notary Public, STATE OF FLORIDA

Print name: \_\_\_\_\_

My Commission Expires:

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## GABLES ESTATES ARCHITECTURAL BOARD

Date of review: \_\_\_\_\_

Project: \_\_\_\_\_

Attendees: Architect/Contractor Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

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

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

*For Board use only*

### **Board Members in Attendance:**

Paul Buckler

Teresita Falcon

Ramon Pacheco

Robert Wade

Board Approval:

Preliminary Architectural Design Approved \_\_\_\_\_ Disapproved \_\_\_\_\_

Final Architectural Design Approved \_\_\_\_\_ Disapproved \_\_\_\_\_

Subject to the following comments:

Item #1 \_\_\_\_\_

Item #2 \_\_\_\_\_

Item #3 \_\_\_\_\_

Item # 4 \_\_\_\_\_

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## REGISTRATION FOR GENERAL CONTRACTORS

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

Address: \_\_\_\_\_

Phone number, Office: \_\_\_\_\_ Cell: \_\_\_\_\_

Point of contact: \_\_\_\_\_

Emergency contact: \_\_\_\_\_

Address of residence: \_\_\_\_\_

Brief description of work being done: \_\_\_\_\_

Date of Project Commencement: \_\_\_\_\_

Length of Construction project: \_\_\_\_\_

1. The Club member is responsible at all times for the Contractors. Contractors must register at the Gates or the Gables Estates office and must fill out this form with the contractor's information for security and control at the job site.
2. The Club Member and all contractors are instructed to review Article XIII of the By-Laws, regarding special permits.
3. The Club Member and all contractors must comply with Article XIII, Sections 3, and 4: Building/ Construction.
4. Attached are copies of only XII, and Article XIII, Section 3, and 4.

I acknowledge that I have received a copy of articles references above.

\_\_\_\_\_  
Club Member

\_\_\_\_\_  
Signature Date

\_\_\_\_\_  
Contractor's Acknowledgement

\_\_\_\_\_  
Signature Date

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## By-Law's

### Article XII Special Permits

Section 1. Prior to securing a special permit from the City of Coral Gables to allow construction on weekends, holidays and/or extended hours, owner shall obtain written consent from neighbors on all sides of, and across the street and/or the waterway, if applicable of the property under construction and present written request with neighbors consents to the Board of Governors.

Then the Board of Governors will issue a written determination of non-objection or objection to the request. This written determination shall not be required if owner requests an emergency one day special permit, unless the day in question is a legal holiday, in which case the Board of Governors' determination will be required. The Board of Governor's determination shall be delivered to the City along with the request for special permit with a copy to the Secretary of the Board of Governors.

### Article XIII, Section 3: Building / Construction:

a) No construction, alteration or general repair on any building, structure or other item for which a permit to construct is required by any ordinance of the City of Coral Gables, nor any dredging or land filling operation, nor site preparation, assembly, erection, substantial repair, alteration, delivery of materials, demolition or similar action, which disturbs the peace and quiet of the neighborhood, shall be done in Gables Estates before 7:30 a.m. or after 6:00 p.m. on any Monday, Tuesday, Wednesday, Thursday or Friday; nor shall any such activity take place on any Saturday before 9:00 a.m. or after 5:00 p.m. nor on Sunday or any Holiday as established by Section 1-2 of the Coral Gables City Code of Ordinances.

b) Any person desiring a special permit for the purpose of doing construction, alterations or repair from the City of Coral Gables must first seek and receive the written approval of the Board of Governors of the Gables Estates Club, Inc. for such special permits. Thereafter, the requirements of the Coral Gables City of Ordinances shall be followed for the procurement of any special permits.

c) All properties locate within the Gables Estates shall comply with the above referenced requirements in this Article XIII and any other Rules or regulations that may be adopted by the Board of Governors of the Club regarding the maintenance of property in Gables Estates, regardless of the status of any building or construction that may be occurring on the property, to the extent possible, such properties shall be kept clean, debris free, free of weeds, and overgrown of grass and other construction debris. Any such refuse must be removed daily and in accordance with this Article and / or Coral Gables City Code of Ordinances whichever is stricter.

d) All construction sites, whether they be new construction, repairs, additions or otherwise shall be property fence in and screened to avoid improper entry onto the construction site and to minimize the likelihood of construction debris and dust from exiting the construction site and damaging personal property or structures located outside the construction site.

e) All work performed and services provided within the Gables Estates must conform with the requirements of Coral Gables City Code. All required licenses, permits, or other City requirements must be property obtain and displayed on the property prior to commencing any work. All required inspections must be timely sought and completed to the City's satisfaction.

### Section 4: Owners Must Ensure Compliance

It is responsibility of each owner and member to ensure that all contractors, service providers and workers who perform work or provide services to the owner or member's property or home comply with the requirements and restrictions listed in this Article and any other rules that may be enacted by Board of Governors. each owner and member is required to certify to the Club that ; (1) he or she provided a copy of this Article and any other Rules governing such work or service to any and all contractors, service providers, and workers who will perform work or provide service to the owner or member's property or home and (2) the contractors, service providers and workers will abide by the stated restrictions.

Owners must also provide the Club with the Name, Address and License Number for each contractor, service provider and worker who will be providing services to his or her home, as well as estimated dates of service and work.