

ATTACHMENT # 12 – EASEMENT/ MVB ALTERATION CHECKLIST

Prepare Packages and obtain ARC/HOA Approvals			
Item	Description	Completed	
1.	Obtain Site Survey of Owner's lot and entire adjacent Easement Tract to include trees and elevations. Survey to mark all boundary lines for property, dock, seawall installation, as needed.		
2.	Confirm Easement has been purchased, and the executed agreement has been recorded on the Flagler Clerk site https://apps.flaglerclerk.com/Landmark/ <ol style="list-style-type: none"> 1. If the Easement has not been purchased, SSMG to collect the \$20,000 fee and get the Easement Agreement executed by Owner/HOA. Owner must record the Easement Agreement with the Site Survey and bear the recording costs. 2. If the Easement has been purchased, but not recorded, then the Owner must record the original Easement Agreement with the Site Survey and bear the recording costs. 3. If the Easement has been purchased, but not recorded and the Owner does not have the original signed Easement, SSMG to get a replacement Easement Agreement executed by Owner/HOA to include the original Easement purchase price. Owner must record the Easement Agreement with the Site Survey and bear the recording costs. 		
3.	For Dock/Seawall/MVB alteration - Obtain sealed plans/engineering of Dock/Seawall from Contractor and a pre-clearing/post- construction landscape plan of MVB (east of path) for approval by ARC and subsequent submittal to SJRWMD and the City of Palm Coast. Landscape plan must identify existing trees, depict tree removal and post construction vegetation plantings to obtain 80% coverage requirement. (ARC has final approval of any tree removal and replacement trees may be required.)		
4.	For Landscape changes west of path, create a clearing/landscape/irrigation plan for approval by the ARC. Include any proposed path/materials. Note the HOA only mows and edges the Easement property and any weeding/tree trimming will need to be completed by Easement owner.		
5.	Provide Construction Timeline/Workplan to show duration for each activity – pre-construction activities/clearing/install/repair MVB/ cleanup adjacent/lots.		
6.	Prepare and execute the appropriate documents for access to Common Property and neighboring/Adjacent property access as needed. Final dates will be added by SSMG and communicated to Adjacent Property Owner after permitting.		
7.	Submit copies of all required documents in an ARC request on https://www.tidelandsestates.com/arc-request-form/index		
8.	The ARC Committee will review/update the Construction Package, perform a walkthrough to mark all trees required to STAY and will provide ARC Approval once plans are updated and satisfactory.		
9.	After ARC approval, SSMG will give Contractor a Letter of Authorization from the HOA President to authorize Contractor to submit the project(s) with the Permitting Authorities.		
Permitting			
Item	Description	Date Submitted	Date Completed
1.	Submit/Receive Approval of Dock plans from Army Corps of Engineers, if needed		
2.	Contractor submits ARC Approved construction package to SJRWMD for Permitting. Package will contain the Letter of Authorization from HOA President, and the SJRWMD fee of \$160. Contractor receives SJRWMD Permit approval, however the HOA must be notified in the event of changes to the submitted plans.		
3.	Contractor Applies for and Receives City of Palm Coast Permit as needed		
4.	Obtain an Environmental Survey to mark all Gopher Tortoises and Sea Vegetation (survey expires in 60 days, so timing is critical)		
5.	Contractor Provides SSMG a check payable to Tidelands for \$2,000 Construction Deposit for Contractor violations, if any, and SSMG will schedule a site visit with ARC where the Contractor will sign the <u>Security and Access Control Agreement</u>		
Construction			
Item	Description	Date Completed	
1.	Contractor does final construction site review with ARC and SSMG – confirm trees are still properly marked, execute Builder/Contractor Pre-construction Agreement and Builder provides a check to SSMG for required Construction Deposit of \$2,000		
2.	Coordinate marking of existing Irrigation (if not part of monthly review, there will be a minimum fee of \$85 payable to Landscaper)		
3.	Contractor to provide Insurance Certificates to SSMG, Construction Deposit of \$2,000 and Final Construction timeline including dates.		
4.	SSMG to update Common Area/Adjacent Owner property forms and share information with Owners		
5.	Upon Completion of Construction/Final Walk-thru and get refund of \$2,000 Construction Deposit less any fines		