Key Largo Ocean Resorts Policies and Procedures for Presentation of Plans for Architectural Review Board ARB

Owners must follow the KLOR Guidelines, found on http://www.keylargooceanresort.com, as well as Documents, KLOR Architectural Review Board and any and all regulations as specified in:

a. Graphic Guidelines
b. Written Guidelines
c. Unit Construction Regulations
d. Amendment Development Agreement August 2014*

Owners must submit to Virgilio Balmori, located on KLOR property in the management office, the following items:

1. ARB Review Application with a $50.00 Application, payable to Key Largo Ocean Resort.
2. Completed KLOR Unit Access Sheet.
3. Sign copy of KLOR Construction Rules and Regulations form.
4. Two sets of preliminary plans to include the following:

    - Site plan drawing depicting the location of the proposed.
    - Landscaping plan, depicting compliance with the approved overall project landscape plan ("Project Landscaping Plan").
    - Exterior elevations depicting all four facades of the proposed structure following the design elements and materials specified in the aforementioned.
    - Exterior details including but not limited to windows, ground cover, landscaping, fencing, roof color sample, and desired exterior colors.
    - Roof Plan.
    - Floor plan for each floor.
    - Sample of proposed exterior paint color (including brand of paint and color id number or name)

Hard copies and fees must be delivered to Virgilio Balmori, located on KLOR property in the management office. When you arrive at the gate of KLOR property, security will direct you to the management office.

Upon receipt:

1. Virgilio Balmori (KLOR Construction Site Manager) will log received date and time.
2. Virgilio Balmori will notify the ARB that plans have been submitted; *include lot # and the name of the owner submitting the plans.*

NOTE: Plans will be reviewed, commented on or approved within 30 days of receipt.

If the plan's being approved are for a member of the ARB said member shall not participate in his or her approval process.

Mario Chaluja – mario@allstate-contractors.com
Robert Behar - Robert@beharfont.com
Eduardo Calil - eacalil@calilarchitects.com

Upon approval -

1. Owner will submit three (3) signed and sealed sets of the above previously approved documents for stamping and signature by the ARB and the BOD. Copies shall be delivered to:
   Key Largo Ocean Resort Condominium
   94825 Overseas Hwy
   Key Largo, FL 33037
   Documents will be stamped. This stamp is required to be on the plans submitted to Monroe County for plan review and permitting.
2. The Board will issue an authorization letter. ***This letter is required for submitting plan to Monroe County.***
3. The ARB will notify Security, the BOD and Construction Site Management that your lot has been approved for permit plan submission at Monroe County.
4. At this point - **Limited access to the lot will be granted** *NO construction work will be allowed until permits are fully approved by Monroe County.*

NOTE - Upon request for correction and or comments of plans; corrected version should be re-submitted and logged again in the order they are received. The above-mentioned method should be followed.

NOTE: The Architectural review board will review a maximum of 20 plans per month. Any overage of plans will be carried over to the following month for review, in the order in which they were received.