

K. Submittals.

1. *Lot Specific Submittals – Builders.* All Builder Lot Specific Submittals and inquiries shall be made via e-mail to the ARC. Please be advised that that review of Lot Specific Submittals may take up to **thirty (30) days** to complete. Please send all Lot Specific Submittals and supporting documentation or inquiries to:

E-Mail: TrailmarkARC@Evergreen-LM.com

2. *Architectural Change Requests – Builders.* All Builder Architectural Change Requests (i.e. modifications to approved lot specific plans) and inquiries shall be made via e-mail to the ARC. Please be advised that that review of Architectural Change Requests may take up to **thirty (30) days** to complete. Please send all Architectural Change Requests and supporting documentation or inquiries to:

E-Mail: TrailmarkARC@Evergreen-LM.com

3. *Architectural Change Requests – Residents.* All Resident Architectural Change Requests may be made by dropping the completed application and supporting documentation off at the Amenity Center during normal business hours or Architectural Change Requests and inquiries may be directed to:

E-Mail: TrailmarkARC@Evergreen-LM.com

**Mail: TrailMark ARC
c/o Evergreen Lifestyles Management
7643 Gate Pkwy., #104-37
Jacksonville, FL 32256**

Phone: (877) 221-6919

***IMPORTANT NOTE:** Please be advised that that review of an Architectural Change Requests may take up to **thirty (30) days** to complete and no Architectural Change Project may begin without first receiving approval from the ARC.

L. Fees.

1. *Lot Specific Submittals – Builders Only.* Each lot specific submittal by a builder (“**Lot Specific Submittal**”) shall be accompanied by at a **One Hundred Fifty Dollar (\$150.00)** review fee (“**Lot Specific Review Fee**”) which shall be to cover the review costs of all Lot Specific Submittals by an architect or engineer as approved by the ARC and all associated administrative costs. All builders must also keep a **Six Thousand Dollar (\$6,000.00)** compliance deposit (“**Lot Specific Compliance Deposit**”) on file at all times with the Association. This Lot Specific Compliance Deposit may be drawn from by the Association in the case of an ARC violation and the failure on the part of the builder to correct such violation after notice has been given by the Association / Declarant. The Lot Specific Review Fee will be collected with the submission of each lot specific submittal. The Compliance Deposit will be a one-time fee beginning with the submittal of the first Lot Specific Submittal, however builder will be required replenish their Lot Specific Compliance Deposit if at any point that amount drops below the \$6,000.00 amount. Upon the completion of all lots owned by a builder in the Community, the Lot Specific Compliance Deposit will be released or returned to the builder. **Both the Lot Specific Review Fee and Compliance Deposit shall be made payable to TrailMark Homeowners Association, Inc in the form of two separate checks.**

2. *Architectural Change Requests – Builders Only.* Any builder who desires to make an Architectural Change Request after the submittal and approval of a Lot Specific Submittal shall submit an Architectural Change Request to the ARC along with the fee associated with the fee schedule as defined in **Section II(L)(3)** below. However, the deposit requirement associated with the fee schedule in **Section II(L)(3)** below shall be waived by the Association as long as builder maintains a \$6,000 Lot Specific Compliance Deposit on file with the Association. **The Architectural Change Review Fee (as defined below) shall be made payable to TrailMark Homeowners Association, Inc.**

3. *Architectural Change Requests – Residents Only.* Any architectural change request submitted by a resident of the Community (“**Resident Architectural Change Request**”) shall be accompanied by a review fee (“**Architectural Change Request Review Fee**”) and a compliance deposit (“**Architectural Change Compliance Deposit**”) per the fee schedule below. Failure to submit payment or the correct fee or deposit amount may delay processing and review of your request. **The Architectural Change Review Fee and Architectural Change Compliance Deposit shall be made payable to TrailMark Homeowners Association, Inc. in the form of two separate checks.**

Architectural Change Total Project Cost	Architectural Change Request Review Fee Amount	Architectural Change Compliance Deposit Amount
\$0.00 - \$500.99	\$25.00	0.00
\$501.00 - \$1,500.99	\$25.00	\$250.00
1,501.00 - \$5,000.99	\$50.00	\$350.00
\$5,001.00 - \$10,000.99	\$50.00	\$500.00
\$10,001.00 and up*	\$100.00	\$1,500.00
*Pool Installs	\$100.00	\$2,500.00

- M. Failure to Submit an Architectural Change Request.** If a builder or property owner completes an exterior modification to a home or lot without submitting an Architectural Change Request and receiving ARC approval or if the builder or property owner alters the Architectural Change Request details after the Architectural Change Request has been approved by the ARC, the builder or property owner may be assessed a One Hundred Dollar (\$100.00) non-submittal fine (“Non-Submittal Fine”) and the builder or property owner may be required to submit a new Architectural Change Request and Review Fee. The new Architectural Change Request shall be subject to approval by the ARC.
- N. ARC Variance Requests.** All variance requests must be made in writing to the ARC using the TrailMark ARC Variance Request Form and must contain supporting documentation. Any variances granted by the ARC shall be considered unique to that specific property and shall not set a precedent for future ARC decisions.
- O. Additional Requirements.** These Architectural Guidelines have been adopted to assist the property owners within the Community and the ARC in connection with the architectural approval process. These are merely guidelines, and the ARC will have the right to waive any of the requirements, or will have the right to require additional or more stringent requirements.

SECTION III - DESIGN REVIEW PROCEDURES

The following is an outline of the procedures for plan submissions for single-family detached homes. All plans are to be submitted to the ARC for review.