

Pre-Construction Meeting Checklist

Property Owner Name: _____

Lot #: _____

The Property Owner is responsible for ensuring that their Builder is adhering to the following instructions and is required to discuss these instructions with their Builder before commencement of any work on the site. **The Builder is required to sign and date below.** The Property Owner is to submit the signed form through the Town Square Resident Portal with the Application documents.

1. Existing underground services need to be flagged prior to any construction. No painting pavement.
2. All construction activities must be conducted and all deliveries must be made between 7:00am and 7:00pm, Monday through Friday and 8:00am to 5:00pm on Saturdays. No construction activities will be conducted and no deliveries will be made on Sundays, or Memorial Day, July 4, Labor Day, Thanksgiving Day, Christmas Day or New Year's Day.
3. Keep construction site neat with a dumpster for all debris and empty dumpster before it overflows; the dumpster is located on Lot and location to be shown on your Site Plan. Do not leave bottles and other trash on The Arbor property. Building refuse may not be burned or buried as a means of disposal.
4. Builder and subcontractors are to park on-site of the Lot. Parking elsewhere requires prior permission of the ARC. Do not park along roadsides or obstruct roadways. Follow Speed Limit of 25 MPH.
5. Protect pavement from damage by heavy equipment. Use 6x6 treated lumber to shore up road shoulder; lumber would have a 1-2" lip above road grade to allow for compaction.
6. Position portable restroom to not be offensive and provide upright stability against wind.
7. Store construction materials on the property. Jobsite should always appear neat, without debris or trash strewn about or visible from the street. The Arbor POA is not responsible for any loss of material, house items or equipment during construction. It is the responsibility of the Homeowner, Builder, and subcontractors to safeguard these items.
8. Only one sign can be displayed at the house site Lot and this is the Builder's sign.
9. Builder will be issued a specific gate code for each job. This code must be used by each subcontractor to enter The Arbor. The code will become invalid at the termination of the building process. There is to be no tailgating to enter The Arbor.
10. If a Lot is to be cleared of underbrush ahead of or during initial construction phases, all dead wood and chips must be removed to prevent fire hazards.
11. Cement trucks are required to wash leftover cement on the Lot being built upon, not along The Arbor roads or on another Lot.
12. The erosion control plan must be executed immediately as clearing begins. Silt fencing particularly on sloped areas is required to prevent runoff into existing culverts or onto any adjoining property. Silt fencing must be installed prior to any clearing or tree removal. The erosion control elements must be maintained throughout the construction process and includes maintaining the integrity of the silt fencing and mucking out retention pits. All disturbed soil shall be mulched within 30 days of the soil disturbance.
13. It is recommended that owner(s)/builder obtain the 911 address of the property early in the building process to ensure that First Responders can accurately locate the property in the event of an emergency.

I have read the above referenced "Code of Conduct" and will adhere to these rules.

Signature of Builder

Lot # and Date

Printed Name of Builder