

ACC Procedures & Inspections for Construction of New Home

Owner's Name: _____ Builder: _____

Lot #: _____ ACC Approval Date: _____

Committee members will report to the chairperson of the ACC any variations from the approved building plans, violations of our Covenants, or any other violations requiring his or her attention.

1. When owner states in writing or verbally that he/she intends to begin building a home, send the following to the owner and the builder or refer them to our website from which they can obtain/print the forms.
 - ☐ *Application to Build New Home* form
 - ☐ *Road Damage Prevention* form
 - ☐ Two copies *Owner's Guide to Building a New Home* (1 each for builder and owner)

2. **Schedule ACC meeting** – In accordance with our *Covenants*, the Architectural Control Committee (ACC) has up to 30 days to review an *Application to Build New Home*.

Using a copy of the *Application to Build New Home*, ensure that all required documents are in the applicant's packet before scheduling an ACC meeting. A quorum of four (4) members is required, but that is a minimum. It is advisable that more members be involved in the review process of new home construction.

3. **Assign project liaisons** – During the ACC meeting and following approval of the application, assign two committee members to serve as project liaisons between the ACC and the owner(s) or the builder if owner is unavailable. The liaisons will oversee the construction site and perform inspections listed below.
4. **Send Letter or Approval/Disapproval** – If application is approved, send copies to both the owner and the builder. If the application is disapproved, explain why it was disapproved and offer possible solutions.
5. **Inspection #1:** Performed after owner informs the ACC that the builder has completed the following:
 - ☐ Staked the property lines
 - ☐ Staked the exact footprint of the house in accordance with the setback requirements
 - ☐ Staked locations of the septic tank and septic field in accordance with the required setbacks stated in *Section 1, paragraph A* in the *Application to Build a New Home* form.
 - ☐ Staked locations of the driveway and parking area

ACC liaison members will measure and confirm the correct dimensions and setback requirements. At this time, the ACC, the builder, and the owner or his representative will determine which trees may or may not be removed.

6. **Inspection #2:** Performed after the owner has informed the ACC liaisons that builder has completed the following:
 - ☐ Placed *Porta-John* on building site
 - ☐ Site dumpster and trash receptacles in place
 - ☐ Installed culvert drain pipe and constructed roadbed for vehicle access, both in accordance with the *Road Damage Protection* form requirements (Note: this must be completed before removal of trees or grading the lot in preparation for construction.)
 - ☐ Removed trees in accordance with approved tree removal and removed trash
 - ☐ Installed silt fences or used other erosion prevention methods
 - ☐ Poured the foundation footings

The ACC liaison members will measure the foundation footings and the setbacks from the property lines to ensure that they adhere exactly to the measurement and dimensions shown on submitted plat. They will then notify the owner to make changes or to continue with construction.

7. **Continued Oversight:** ACC liaisons will continue to oversee the construction site for adherence to the plat, building plans, Covenants and ACC guidelines.
8. **Inspection #3:** Performed after the owner informs the ACC liaisons that the house has been completed. The ACC will confirm that the home is in compliance with the submitted building plans and *Application to Build New Home*.

9. The builder or another party has up to one month after the home is completed to perform the following: a) remove all building debris/materials, dumpster, and *Porta-John*; b) restore/repair the road, culverts, parkway grass, and/or mulched areas on common property that were disturbed by the construction; and c) complete final grading.
10. **Inspection #4:** When the owner informs the ACC liaisons that tasks in #9 above have been completed, the ACC then inspects the building site to ensure that any construction-related damage to roads or common property has been restored or repaired. The ACC will report any such damage to the Building & Grounds Committee for their evaluation.
11. **Arrange for Return of \$5,000 Deposit:** After the home passes the final inspections by the ACC and Building and Grounds Committee with no damages or non-compliance conditions incurred, the ACC will request that KHCSA's Treasurer arrange for the deposit to be returned in full to the owner. If a portion of the deposit was used to pay for clean up or repairs/restoration to roads and/or common property and all other compliance conditions were met, the ACC will then authorize return of the deposit minus the costs incurred. Failure to pass final inspection within 120 days of Certificate of Occupancy will result in forfeiture of the entire \$5,000 refundable violations/damage/cleanup/restoration fee.
12. **Landscaping:** The owner has four months in which to plant basic foundation shrubbery after the home is completed; however, the ACC, at its discretion, may grant an extension in some circumstances.

INSPECTIONS

Inspection #1

Date: _____ Inspecting Members: _____

Remarks _____

Inspection #2 ☐ Porta-John on site ☐ drain pipe & roadbed ☐ erosion control

Date: _____ Inspecting Members: _____

Remarks _____

Inspection #3

Date: _____ Inspecting Members: _____

Remarks _____

Inspection #4

Date: _____ Inspecting Members: _____

Remarks _____

Oversight Comments (date the comments): _____
