

AVALON TORS VALE HOA BUILDING CHECKLIST

Lot # _____ Lot Address _____

Lot Owner(s) _____ Phone _____

Owner Mailing Address _____

Owner Email Address _____

Preferred Phone _____ Alternate Phone _____

Contractor (Company) _____ Phone _____

Owner Email Address _____

Site Supervisor _____ Phone _____

HOA Assessments Paid _____ ARC Deposit & Fee Paid _____

****Meeting Date with ARC Board (Owner and Builder) _____**

With your signature below, the lot owner(s) and general contractor agree to the following:

1. To have read, understand, and will abide by all provisions of the Avalon Tors Vale HOA Restrictions, Reservations and Conditions.
2. To have read, understand, and will abide by all provisions of the Avalon Tors Vale HOA Architectural Guidelines.
3. To have read, understand, and will abide by all provisions of the Avalon Tors Vale HOA Construction Regulations.
4. I acknowledge that any violation of the above requirements may result in the loss of my Compliance Deposit, Fines (as defined in the ARC Guidelines), and legal proceedings against me.
5. I understand that I must notify the ARC Board Representative to request any of the four (4) preliminary inspections.
6. I understand that I must notify the ARC Board Representative upon completion of construction to request a Final Inspection. This action will initiate HOA procedure for return of the Compliance Deposit as approved by the HOA.

****Reminder: The Avalon Tors Vale HOA has final approval authority.**

Owner(s) _____ Date _____

Contractor/Builder _____ Date _____

Avalon Tors Vale HOA Permit # _____ Date Granted _____

Approved for Avalon Tors Vale HOA by _____ Date _____

Contractor Information

Name & Company: _____

Mailing Address: _____

Preferred Phone #: _____ Alternate Phone #: _____

Contractor License Number: _____ State _____

Contractor proof of Liability Insurance received _____ Exp. Date _____

Contractor License received _____ Exp. Date _____

New Construction Location

Avalon Tors Vale HOA Address: _____ Lot # _____

ARCHITECTURAL STYLE _____

SQUARE FOOTAGE DATA:

Main floor _____

2nd floor _____

Basement _____

Garage _____

Porches _____

Total heated _____

Total heated and non/heated _____

ARCHITECT/DESIGNERS NAME _____

Current mailing address _____

Contact person _____
Business phone _____
Email _____ Cell
phone number _____ Fax
number _____

LANDSCAPE ARCHITECT/DESIGNER NAME _____

Current mailing address _____
Contact person _____
Email _____
Business phone _____ Cell
phone number _____ Fax
number _____

Agreement

I, _____ as property owner and

I, _____ as contractor for the above construction project, acknowledge and agree that a Compliance Deposit in the amount of \$10,000 New Residences (\$5,000 Construction Deposit and \$5,000 Impact Fee).

Documentation of fees as found in CCR's and ARC's follows:

ARC, SECTION V. REVIEW AND APPROVAL PROCESS

A. New Residences: \$5000.00

The complete design package must be delivered to the HOA Board representative to an address specified by the representative, along with a deposit of \$5,000.00, (\$3,000.00 of which is fully refundable provided all ARC regulations and conditions have been met throughout the duration of the project). Of the deposit, \$2,500.00 shall serve as a non-refundable review fee. Deposits must be in the form of check or money order only, made payable to the HOA. Other forms of deposit will not be accepted. Design packages received without the required deposit and fee will not be processed. The design fee will be used to defray costs incurred by the HOA in the routine plan review process, additional or extra reviews by the ARC, architect or construction manager, the preconstruction meeting, inspections listed in Section VII, routine compliance inspections, resolution of issues that arise from the applicant's failure to comply with ARC regulations, processing of requested changes, communications with the HOA's Architect or construction manager, and other such extra costs that arise from the applicant's actions during the period of review and construction. If the review fee becomes exhausted, subsequent costs will be charged against the applicant's refundable deposit. If the applicant's deposit becomes reduced significantly, the ARC may require an additional deposit as a requisite to continuation of construction. In the event, additional deposit levies are not paid with five (5) working days from the date of request, the ARC may stop construction work until payment of the additional deposit.

CCR, Article IX --- Assessments, Sec6on 9 --- Impact Fee: \$5000.00

Each Residential Unit Owner shall pay to the HOA a onetime non-refundable impact fee in the amount of Five Thousand Dollars (\$5,000), and prior to Commencement of any construction on a Residential Unit. This fee is in addition to the Five Thousand Dollars (\$5,000) initial construction deposit for Architectural plan review and Construction progress Inspections. This impact fee shall be held by the HOA to repair any existing

and future roads within the HOA and is being held in the Avalon Tors Vale HOA checking account at First Tennessee Bank in order to ensure that improvements will be completed in accordance with Board--- approved plans and specifications and that Avalon Tors Vale HOA roads will not be damaged.

We further acknowledge and agree that:

1. We have read, understand, and will abide by the Restrictions, Reservations and Conditions, the Architectural Guidelines and Construction Regulations for Avalon Tors Vale HOA and will adhere to said regulations.
2. We are responsible for completing the project as described by the drawings and specifications approved by the ARC and Board of the Avalon Tors Vale HOA.
3. We will maintain a clean construction site at all times and install a job sign, dumpster and job toilet in compliance with the Architectural Guidelines.
4. We will ensure that workers enter and exit Avalon Tors Vale Development only via the construction entrance off McEwen and that workers avoid damage to streets, homeowners' lots/yards or HOA common property.
5. We will ensure that all workers do not violate the construction curfews as defined in the ARC Guidelines.
6. We are responsible for the conduct of all workers performing services on this project at all times while they are engaged by us on Avalon Tors Vale HOA property.
7. We understand that any Compliance Deposit will be returned after Final Inspection approval with no interest added. We understand that any monies paid out for the correction of changes not approved by the ARC/Board or the costs of work necessary to reinstate the appearance of untidy sites will be deducted from the Compliance Deposit.
8. We understand that if the work is not completed within the permit period or is not completed as per approved plans and specifications or that roads are damaged, we forfeit any claim to the Compliance Deposit.

Owner(s) Signature(s) _____ Date _____

Contractor Signature _____ Date _____

Compliance Deposit Payment \$ _____ Check number _____ Date _____

Return this document and deposit to:

Tors of Avalon HOA
C/o Sunrise Management
PO Box 1303
Spring Hill, TN 37174
management@c2msunrise.com

Drawing Submittal Checklist for Avalon ARC

Each applicant must submit the following for review:

- 2 full size (1/4" scaled) set of drawings
- 1 half size set (1/8" scaled) set of drawings
- 1 PDF file of all documents

All drawings must be signed and scaled by a registered, licensed architect and/or engineer.

Full submittal shall have the minimum of the following drawings:

- Engineered Site Plan --- showing all proposed improvements, grading, drainage, topo and proposed materials with retaining wall details. (in first submittal)
- Dimensioned and scaled floor plans of all proposed floors. (in first submittal)
- Deposit check and completed application with all contact information of all parties associated with the project (owner, architect, engineer, landscape architect, contractor, etc). (prior to first submittal)
- Scaled and dimensioned exterior elevation views of home, with all materials listed. (in first submittal)
- Typical scaled and dimensioned wall section at every varying condition. (in first submittal)
- Roof plan showing venting and roof penetration (in first submittal)
- Foundation plan (in first submittal)
- Interior material finish schedule (in first submittal)
- Exterior window and door schedule and specifications (in first submittal)
- Exterior lighting placement and specifications for all fixtures sketched to the home. (Can be submitted at a later date, but prior to installation must be approved by Architect.)
- Exterior railing details and specifications. (Can be submitted at a later date, but prior to installation must be approved by Architect.)
- Landscaping plans --- including exterior site lighting and irrigation (can be submitted at a later date, but prior to installation must be approved by Architect.)
- Dormer details. (in first submittal)
- ARC Construction Compliance Agreement (prior to first submittal)

Notes:

- All contractors must submit copy of their contractor's license and current proof of liability and worker's compensation insurance.
- Engineered site must be approved by the City of Franklin.
- Landscape plan may be submitted 30 days after start of construction with written approval by the ARC.
- E---mail submittals will not be accepted.

ARC/Board Project Reviewer_____ Phone_____

Building Plans received (see above) _____ Approved by_____

Plot Plan received (2 sets) _____ Approved by_____

Preliminary driveway/walkway plan received_____ Preliminary landscape plan received_____

Foundation survey received_____ (if within 2 feet of setback)

Specifications Received (brands/colors/samples/material descriptions/applicable photos optional):

windows_____ doors_____ exterior wall surfaces_____ trim_____ roofing_____

Gutters _____ Other _____

Conditions of approval _____

Key Timeframes:

- **Package Submittal**
 - Prior to commencement of construction or grading.
- **Aesthetic Package Submittal**
 - Any time by written request to Board. (Cost \$250.00)
- **Preconstruction Conference**
 - Attendees' include Owner, Builder, and HOA representative.
 - Avalon Tors Vale HOA Building Permit checklist completed, deposit paid, complete plans submitted for review.
- **Architect's Review**
 - Upon completion of review, written notice sent to Owner/Builder.
- **First Inspection**
 - After footings of house poured and foundation survey produced. Property lines and corners must be marked.
- **Second Inspection**
 - After foundation is complete. Determination can be made regarding the height of the residence out of the ground and relative to street elevations are in accordance with approved plans.

- **Site Samples Erected**
 - Include brick, shingle, and painted cornice samples.
- **Final approval of Exterior Materials**
 - Shall occur at beginning of framing process and will be based on site erected samples.
- **Third Inspection**
 - After Framing complete. Roofing felt may be installed as part of the framing process to dry---in the building.
- **Fourth Inspection**
 - Shall occur prior to commencement of installation of the building envelope finish materials. Purpose is to verify approved finish materials are being installed.
- **Landscaping**
 - 30 days from final completion.
- **Final Inspection by HOA Architect**
 - Shall occur after landscaping complete.
 - Owner has submitted for refund of construction deposit.
 - If any damage to paved streets or Common Areas, a fee will be assessed at this time.
- **Certificate of occupancy**
 - Owner shall provide to ARC within 30 days of issuance a copy of permanent Certificate of Occupancy.
- **Return of Deposit**
 - Within 30 days of ARC receipt of Certificate of Occupancy.