



INDIAN ACRES CLUB OF THORNBURG, INC.
Site Control Department
P.O. Box 120 ~ Thornburg, VA 22565
(540) 582-6444 Fax (540) 582-3246

SITE CONTROL DEPARTMENT RULES AND REGULATIONS



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IACT SITE CONTROL DEPARTMENT
Phone: (540) 582-6444 Fax: (540) 582-3246
HOURS: 8:30 a.m. – 4:30 p.m. (Tuesday – Saturday)

The DECLARATION OF RESTRICTIONS FOR INDIAN ACRES CLUB OF THORNBURG, INC., SPECIFIES THE RESPONSIBILITIES AND AUTHORITY OF SITE CONTROL.

When in doubt whether a permit must be obtained or if additional information is needed on any subject (relating to what is or is not required or permitted on a lot/campstead) please contact the Site Control Department.

INTRODUCTION

Indian Acres Club of Thornburg, Inc. (IACT) is a private recreational campground made up of 802 acres with 6,200 individual lots/campsteads intended for camping use only. Permanent structures are strictly prohibited. Site Control is responsible to ensure that each lot is used only for recreational camping purposes and is not used as a residence.

Site Control is also responsible for the overall appearance of each lot/campstead within the subdivision in order to “preserve the natural quality and aesthetic appearance of the existing geographic areas.” Items affecting such appearance include the selection and placement of all structures, improvements, equipment, furniture, vehicles, receptacles, signs, etc.

This Handbook contains rules and regulations as outlined by the Declaration of Restrictions, County of Spotsylvania, State Health Department, IACT Board of Directors, and the Site Control Committee. Any questions concerning the implementation of any rule/regulation should be directed to the Site Control Department and/or Site Control Committee.

****The primary camping season is from Memorial Day THROUGH Labor Day****

TARPS

Tarps covering campers, sheds, etc. must be removed by **Memorial Day** and cannot be put back on until after **Labor Day**. If you are experiencing a leak, you must notify the site control department.

IMPROVEMENTS REQUIRING SITE CONTROL PERMIT

A permit issued by the Site Control Department **is required and must first be obtained prior** to constructing (and/or purchasing) any of the following improvements:

1. **BARBEQUE PIT/OUTDOOR FIREPLACE.** Cannot exceed thirty (30) square feet in size. It cannot be placed in any setback and must be at least fifteen (15) feet from any trailers.
2. **SKIRTING.** Decorative skirting around trailers is permitted with the appropriate permit. Accepted materials include pressure treated lattice and vinyl. Site Control will provide property owners with guidelines for installation of skirting and will inspect the completed work to ensure that the blue boy, valve and hose attachments are accessible.

3. **METAL AWNINGS.** A 200sqft metal awning attached to a structure has been approved for use on lot/campstead with an in-house permit from the Site Control Department showing where it will be located at the lot/campstead. Metal awnings cannot be placed in any setback area.
4. **FENCES.** Fences cannot exceed 4 feet (48 inches) in height and must be made of pressure treated lumber, plastic, or rope. Approved fences include:
 - Split Rail
 - Round Dowel
 - Cross Buck
 - Three (3) Board
 - Two (2) Board
 - Two (2) Rope or Plastic Chain Fence with Wood Posts

Please note both PRIVACY FENCES and POINTED PICKET FENCES are PROHIBITED.

5. **PLATFORMS.** Platforms (temporary structures) must be constructed in full contact with the earth. Platforms shall not exceed the height of one joist and decking board. There shall be no beams, no columns, and no footings under such platform (Can't exceed 200 square feet)
6. **LAND DISTURBANCE.** Land disturbance is defined as making changes to the land on a lot that requires bringing in and adding additional fill dirt or the adding of gravel. Placement cannot obscure, block, or cover the electrical or water risers. Property owners are responsible for replacement/repair costs for any damage to the risers or culverts resulting from deliveries or land disturbances associated with the permits. Please contact Miss Utility before doing any digging.
7. **LEAN TO.** An accessory added to an existing structure. Can't be no bigger than 200sqft including the existing structure.

IMPROVEMENTS REQUIRING SITE CONTROL AND SPOTSYLVANIA COUNTY PERMITS

BUILDING and/or ZONING PERMITS must be obtained through the Site Control Department **AND** through Spotsylvania County **PRIOR TO** beginning any construction, alteration, or repair, other than routine repairs of a non-structural nature, for the following:

1. Boat Pier/Dock (permanent or floating); cannot exceed six (6) feet into the lake.
2. RV Covers (carports) or built; cannot exceed two (2) feet from each side and three (3) feet from the top of RV or the air conditioner on the top of the RV (whichever is higher).
3. Golf Cart Shelters
4. Deck (covered or open)
5. Screen Porch/Screen House
6. Gazebo
7. Handicap Ramp
8. Steps
9. Shed (built on site or prefabricated) cannot exceed 200sqft including an attached deck. (no metal shipping containers are allowed) (no plumbing is allowed in shed)
10. Retaining wall exceeding three (3) feet in height
11. Replacement of an improvement

12. Moving an improvement to another lot/campstead
13. Replacement of improvement supports (floor joists, rafters, etc.)
14. Any electrical improvements

Please note that permits required by Spotsylvania County are subject to change without notice.

IMPROVEMENT SPECIFICATIONS

1. Permits issued by the Site Control Department are valid for six (6) months.
2. Permits **must be posted on public display at all times** in such a manner that they will not be damaged by the weather until construction is complete and final inspection approved.
3. It is the responsibility of the property owner to notify IACT Site Control **upon completion** of construction.
4. No improvement may be placed in a setback area without written prior approval from Site Control.
5. A lot/campstead may contain a maximum of one (1) type of each improvement (1 porch, 1 shed, 1 deck, etc.) with a half (½) inch separation between each improvement.
6. All rubbish accumulated during construction, in between phases, must be removed off **of** IACT property.
7. Prefabricated sheds, gazebos, screen porches, screen houses, etc., **may not be brought onto IACT property without first obtaining a permit from IACT Site Control**. This permit **must** be presented to IACT Security at the front gate to bring these items onto IACT property.

SIZE/HEIGHT/MATERIAL REQUIREMENTS FOR IMPROVEMENTS

1. Dependent on lot/campstead size, maximum size of **any** improvement is 200 square feet (by outside dimensions). There is no minimum size for the requirement of an improvement permit.
2. Maximum height of an improvement is twelve (12) feet from the floor to the top of the structure, and one (1) foot from the highest level of the ground to the floor.
3. All improvements must be freestanding and have a one half (½) inch separation.

TRAILER PLACEMENT

A trailer placement **permit is required prior to placement of all camping units/recreational vehicles, etc.** The Site Control Department will assist you with a plat of your lot specifying dimensions of lot setbacks to determine the maximum size camper permitted on your lot setbacks to determine a suitable location for the camping unit. **Mobile homes are prohibited within IACT.**

1. You must present the title/bill of sale to Site Control, with the size of your camping unit (including hitch), year, make and serial number in order to apply for a Trailer Placement Permit.
2. Camping units cannot exceed twelve (12) feet in width in a traveling position, or fourteen (14) feet in width in a camping position, or forty-two (42) feet in length measured from the rear to the pintle or draw bar. Fifth wheel campers can't exceed 42ft from the outermost extension of the camper.
3. Any improvement to a camping unit (overhead shelter, screen porch, etc.) must be free-standing and cannot be attached to the unit in any manner.
4. A maximum of one (1) camping unit is permitted on any lot/campstead.
5. Concrete leveling pads **not to exceed 24 inches by 24 inches** in size under leveling jacks of a camper are allowed.
6. Boats cannot be used as a camping unit.
7. The Site Control Committee will no longer accept any variances for campers over 42ft.

TEMPORARY TRAILER PLACEMENT

1. A temporary trailer placement permit can be requested to park your camper in the parking lot for up to 7 days while work is being completed on the lot. There are no extensions. If it is left there longer without IACT approval, the camper will be towed and the fees will be billed to you. (Camper cannot be placed for sale in the parking lot).
2. A temporary trailer permit can also be requested if you own more than one property and want to have guests stay on your property provided you have no other trailer on that lot. They are allowed to stay up to 8 days and no longer.

TENTS

Any property owner with a camping unit may also set up tents on their lot/campstead (on a temporary basis, not to exceed 14 days) including yurt tents. No more than 3 sleeping tents are allowed at a time.

TREE OR LIMB REMOVAL/PRUNING

A permit is required to remove or prune any tree or limb within the campground that is three (3) inches or larger in diameter.

1. Prior to issuance of a Tree Removal Permit, a request form must be submitted with notation of the trees to be removed and the reason for removal. Each tree must be marked for an on-site check by Site Control prior to approval of the permit.
2. Tree Removal Permits will be issued for only the number of trees needed to accomplish the placement, improvement placement or to prevent the endangerment of property after visual approval by Site Control.
3. A \$15 Tree Removal Permit is required for trees being removed.
4. Failure to comply with the above specifications for tree removal will result in imposition of an assessment per tree.
5. Property owners are responsible for their contractors. Please ensure that all debris is removed and not pushed onto neighboring or abandoned lots. If debris is pushed onto another property, then the owner will be fined.
6. If an employee of a contractor continues to abuse the rules set by site control, then they will result in being barred from property.

COMMERCIAL VENDORS/CONTRACTORS

No lot/campstead shall be used as a base of operation for commercial vendors/contractors.

COMMERCIAL TRUCKS/EQUIPMENT/TRAILERS

NO COMMERCIAL HEAVY-DUTY TRUCKS, EQUIPMENT OR TRAILERS MAY BE PARKED FOR STORAGE AT ANY TIME within the campground except those trucks designated and equipped for camping use.

DISPOSAL OF OIL PETROLEUM PRODUCTS

The disposal and/or placing of any type of OIL PETROLEUM PRODUCTS within the campground (lot/campstead, service driveways, community areas, lakes, rivers, etc.) is strictly prohibited.

DISPOSAL OF TRASH/DEBRIS

Berkeley Landfill is recommended for **DISPOSAL OF TRASH/DEBRIS**. A decal issued through Spotsylvania County is required to use county landfills and are free of charge. "Residential Refuse Decals" may be obtained through the Spotsylvania County Treasurer's office by online application form, mail-in application, or in person.

Directions to Berkeley Landfill and phone number:

Berkeley Landfill
(540) 582-5504

Hours: Monday – Sunday

Directions from IACT:

RIGHT on Route 606, travel for 1.3 miles

LEFT on Route 645, travel for 1.2 miles

RIGHT on Route 646

Berkeley Landfill is directly ahead on the left

RESIDENCY

Section 8 (General Prohibitions and Requirements) Subsection A, Item 1 of the Declarations of Restrictions for Indian Acres of Thornburg, Inc., states that **no lot/campstead be used as a residence**.

The following definitions of "Use as a Residence" shall be used as a guideline in determining if a violation of the foregoing prohibition has occurred. A property owner or guest shall be considered to have used a lot/campstead as a residence if the owners or their guests shall:

1. Enter on the lot with the intent of using it as a primary abode and/or
2. Send children to school or cause children to be sent to school initiated from within Indian Acres and/or
3. Not have a place to stay other than Indian Acres and/or
4. Stay at IACT during the school year, school week and having children attending school not from your permanent residence and/or
5. Use Indian Acres as a home address on any official document (i.e., driver's license, school records, welfare forms, etc.) and/or
6. Be on Property" (i.e., at IACT) exceeding 210 days within any 365-day period.

Permanent occupancy of any campsites shall not be permitted. The maximum number of overnight stays or over day stays shall not exceed 210 days in the defined 12-month period.

210 days goes by person not by how many lots you have or what pass you change to such as an owner to a family pass or guest to owner.

Overnight stays are defined as sleeping during the night and over day stays are defined as sleeping during the day (for example: because of working at night).

IACT shall impose a \$10.00 per day fine on members who are in violation. Guests shall be barred from IACT and if caught returning shall be considered trespassing.

Exclusion: If you are using IACT for recreation and not staying overnight, you should be able to use the amenities every day. This can be confirmed by security logging you in and out.

Please refer to the Admissions Handbook for rules on residency violations.

SEWAGE

No sewage or waste disposal structures, systems, or operations, of a permanent or temporary nature, shall be permitted on any lot/campstead other than the approved waste containers (as required by the State Health Department).

1. All sewage waste from camping units (including black water and grey water) must be discharged into an approved on-site sewer system or held in holding tanks on the camping unit. An approved by the State Health Department expansion holding tank may be used but must be completely underneath and mounted to the underside of the camping unit. Disposal of all sewage from such holding tanks must be disposed of at an approved dumping station by use of small, sealed containers (as approved by the State Health Department) or by a professional sewage disposal company.
2. A \$10.00 per day assessment will be imposed for improper sewage, sink or shower waste disposal. Such violations include discharge onto the ground, sub-surface or into a stream, river, lake, ditch, or open bucket. If there is no immediate resolution or Property Owner becomes a repeat offender IACT has the right to contact the EPA.
3. The sewer hose between the camping vehicle drain and the holding tank shall be watertight, and shall be of flexible, non-collapsible, corrosion and weather-resistant material of suitable diameter to fit the camping vehicle drain. Its lower end shall be secured into the holding tank with a gasket of rubber or other suitable material. All joints shall be affected so as to prevent the leakage of sewage and odor and prevent the entrance of rodents.
4. Portable toilets (porta potties) are prohibited on all lots/campsteads within the confines of IACT.

APPROVED SEWAGE CONTAINERS – BLUE BOYS

APPROVED RECREATION VEHICLE WASTE CONTAINERS (BLUEBOY)



TYPE 1 CONTAINER SPECIFICATIONS

1. MAXIMUM CAPACITY 55 GALLONS
2. MUST HAVE A WAY TO TRANSPORT
3. MUST BE A CLOSED CONTAINER
4. MUST HAVE ADAPTER INTO WHICH DRAINAGE HOSE CAN BE INSERTED
5. ADAPTERS MUST BE THREADED AND EQUIPPED WITH PACKAGE NUT AND SOFT RUBBER WASHER TO SEAL DRAINAGE HOSE TO CONTAINER OR SIMILARLY EQUIPPED TO PREVENT LEAKAGE
6. MUST HAVE AIR RELIEF HOLE ON TOP OF CONTAINER; HOLE SIZE NOT TO EXCEED 1/16"

TYPE 2 CONTAINER SPECIFICATIONS

1. MAXIMUM CAPACITY 42 U.S. GALLONS
2. MUST HAVE HANDLE AND WHEELS
3. MUST BE A CLOSED CONTAINER
4. MUST HAVE ADAPTER INTO WHICH DRAINAGE HOSE CAN BE INSERTED
5. ADAPTERS MUST BE THREADED AND EQUIPPED WITH PACKAGE NUT AND SOFT RUBBER WASHER TO SEAL DRAINAGE HOSE TO CONTAINER OR SIMILARLY EQUIPPED TO PREVENT LEAKAGE
6. MUST HAVE AIR RELIEF HOLE ON TOP OF CONTAINER; HOLE SIZE NOT TO EXCEED 1/16"



APPROVED SEWAGE CONTAINERS – HOLDING TANKS



1. The maximum size limit is 300 gallons.
2. Holding tanks may be used but must be completely underneath and mounted to the underside of the camping unit.

CARAVAN CIRCLE – USE/OVERNIGHT CAMPING

Camping on Caravan Circle is available for camping only for property owners in good standing and their guests. A permit (issued through the Site Control Department (or the Security Department during off hours) is required **prior to placement of all camping units/recreational vehicles, etc.** in Caravan Circle.

1. Caravan Circle spaces may only be reserved by a property owner in good standing for a maximum of 4 days (and may be renewed up to 16 days at the discretion of the Site Control Department).
2. Caravan Circle spaces are available by advance reservation for camping only on a first-come, first-serve space available basis for a maximum of 4 days (and may be renewed up to 16 days at the discretion of the Site Control Department).
3. At the time of registration, a camping fee must be prepaid in advance.
4. Cancellations must be made within 72 hours of the date of the reservation by visiting or calling the Site Control Department. Failure to notify the Site Control Department of any cancellation within 72 hours of the date of the reservation will result in the forfeiture of a 1-night camping fee per site. No show/no call will result in the forfeiture of the entire reservation fee.
5. Property owners must be on property with their guests. Guest passes are valid for 96 hours (4 days) and passes must be renewed every four (4) days if a guest stays for the full sixteen (16) days. Each 4-day pass counts as one pass of the 10 passes per month allowed to the property owner issuing the pass.
6. Caravan Circle is not available during dates surrounding the Independence Day celebration (or for the dates should the fireworks be rescheduled) or during any weekend of an IACT Open House. IACT also reserves the right to add additional dates as necessary throughout the year.
7. Storing, repairing, painting, remodeling and/or placing “for sale” signs on any camping unit at Caravan Circle is prohibited.
8. Camping units that are not removed from Caravan Circle by the permit expiration date and time are subject to towing/storing at the owner’s expense.
9. IACT reserves the right to cancel and/or deny a Caravan Circle permit for any reason and at any time.
10. IACT reserves the right to allow camping units to be placed on Caravan Circle for a limited amount of time in the event of a natural emergency or at the direction of the Director of Operations.
11. Campers entering the CARAVAN CIRCLE will be issued a Parking Permit to be displayed in the window of the RV or trailer and visible at all times. Permit will be turned in upon departure from IACT.
12. Check-out time is 2:00 pm as indicated on the permit.

IACT PERMIT FEES

Land Disturbance Permit	\$15.00
Improvement Permit	\$15.00
Trailer Permit	\$15.00
Temporary Trailer Permit	\$15.00
Tree Removal Permit	\$15.00
Caravan Circle Overnight	\$50.00/per night, full hook-up (Check out time is 2 p.m.) \$30.00/per night, non-full hook-up (Check out time is 2 p.m.)

MONETARY ASSESSMENTS

Monetary assessments may be imposed by the Site Control Committee for infractions of the Declaration of Restrictions, Rules and Regulations set by the Board of Directors, Spotsylvania County Zoning and Building Regulations, State Health Department Regulations, and any other agencies under their purview.

Per the *Property Owners Association Act*, Section 55-513, Adoption and Enforcement of Rules, Subsection D:

The amount of any charges so assessed shall not be limited to the expense or damage to the association caused by the violation but shall not exceed \$50 for a single offense or \$10 per day for any offense of a continuing nature and shall be treated as an assessment against the member's lot for the purposes of §55-516. However, the total charges for any offense of a continuing nature shall not be assessed for a period exceeding 90 days.

The established schedule of maximum monetary assessments for infractions approved by the Board of Directors is as follows:

- | | |
|--|-------------------------|
| 1. Setback Violations | \$10.00 / Per Day |
| a. Campers | |
| b. Structures | |
| c. Other | |
| 2. Illegal Camping Units | \$10.00 / Per Day |
| a. Mobile homes | |
| b. Construction trailers | |
| c. Other | |
| 3. Sanitary Violations | \$10.00 / Per Day |
| a. Dumping into open bucket | |
| b. Dumping onto the ground | |
| c. Dumping into any ditch, river, lake, etc. | |
| 4. Illegal Structure | \$50.00 / Per Violation |
| a. No IACT Improvement permit | |
| b. Other | |
| 5. Building Violations | \$10.00 / Per Day |
| a. Not built to code | |
| b. Other | |
| 6. Unsafe/Unsightly Structure | \$10.00 / Per Day |
| a. Screen house/Screen porch | |
| b. Deck | |
| c. Platform | |
| d. Other | |
| 7. Unsafe/Unsightly Sheds | \$10.00 / Per Day |
| a. Rusty | |
| b. Roof and/or doors caved in | |
| c. No doors | |
| d. Use of untreated exterior slabs | |
| e. Other | |
| 8. Unsightly Camping Units | \$10.00 / Per Day |
| a. Rusty | |
| b. Dirty | |
| c. Broken windows, doors, etc. | |
| d. Pop-up caved in, torn, etc. | |
| e. Other | |

9. Unattractive Lot/Campstead	\$10.00 / Per Day
a. Unattractive growth	
b. Trash on lot	
c. Trees down	
d. Awning down	
e. Decayed picnic table, etc.	
f. Brush from lot clean- up / tree removal	
g. Lot is in need of an overall clean-up	
h. Other	
10. Fence Violations	\$10.00 / Per Day
a. Not an approved type	
b. No approval on file	
c. Exceeds 4 feet (48 inches) in height.	
d. Other	
11. Residency	\$10.00 / Per Day
12. Miscellaneous	
a. Exposed refrigerator/freezer	\$10.00 / Per Day
b. Illegal electrical hook-up	2 Times the Cost to Correct
c. The design and/or color scheme of all Improvements are not in harmony with the General surroundings	\$10.00 / Per Day
d. Abandoned vehicle, parts, etc.	\$10.00 / Per Day
e. Unidentified lot/campstead (risers must be numbered)	\$10.00 / Per Day
f. Piling of debris on neighbor's lot/campstead, community property, etc.	\$10.00 / Per Day
g. Use of lot/campstead as a residence	\$10.00 / Per Day
h. Conducting a business on a lot/campstead	\$10.00 / Per Day
i. Habitation of a shed, screen house Screen porch, etc.	\$10.00 / Per Day
j. Animals (other than household pets)	\$50.00
k. Placing of petroleum products on road	\$50.00
l. Illegal tree removal	\$50.00 / Per Tree
m. Construction of dog pens	\$10.00 / Per Day
n. Wood burning stove in screen house, Screen porch, shed, etc.	\$10.00 / Per Day
o. Air conditioning in sheds	\$10.00 / Per Day
p. Tarp on screen house, screen porch, Camper, shed, etc. during primary Camping season	\$10.00 / Per Day
q. No trailer placement permits	\$10.00 / Per Day
r. Two (2) camping units on lot/campstead	\$10.00 / Per Day

IACT has the right to correct any of the violations listed above. Should this be necessary, a 50 percent overhead may be charged for any additional services performed.