



Property Owners Association's  
Architectural Review Committee  
Architectural Guidelines

*Effective as of  
1 January 2025*

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## Article 1 INTRODUCTION

The Waterfall Property Owners Association (WPOA) Architectural Review Program was created for two main purposes – to protect the environment and to ensure an attractive, harmonious, residential mountain community, within the greater Waterfall Development.

In accordance with the “Declaration” referenced below, no improvements or modifications to a structure shall be erected, constructed, placed, altered, remodeled, maintained or permitted to remain on any portion of the Property, including on any Lot, until plans and specifications, in such form and detail as the Architectural Review Committee (ARC) may deem necessary, shall have been submitted to the ARC and approved in writing. The ARC shall have the authority to select and employ professional representatives to assist in the approval processes and oversight of approved new construction, exterior improvements, repairs and modifications on all properties under their jurisdiction. THESE DOCUMENTS SUPERSEDE ALL PREVIOUS VERSIONS.

### Section 1.1 RELEASE OF LIABILITY

Each Owner hereby releases the Association, the Board of Directors, the Architectural Review Committee (ARC) and officers, committee members, agents, consultants, or property managers from any and all liability for (i) any defects in any plans and specifications submitted, revised or approved pursuant to the terms of the Declaration, (ii) any loss or damage to any Person arising out of the approval or disapproval of any such plans and specifications, (iii) any loss or damage arising from the noncompliance with such plans and specifications or any governmental ordinance or regulation, (iv) any defects in work undertaken pursuant to such plans and specifications, regardless of whether such claim arises by reason of mistake in judgement, negligence or nonfeasance.

ARC review and approval of plans is not a substitute for Rabun County required permits, inspections and/or certificate of occupancies. The ARC takes no responsibility for compliance with government rules or regulations. Applicant remains responsible for all such government permits and requirements.

The ARC’s approvals are not statements regarding construction “best practices” or quality of construction materials; likewise, ARC approvals are not an endorsement of specific manufacturers or their products.

This booklet presents Waterfall at Lake Burton’s Architectural Guideline Program in detail.

## Article 2      ARCHITECTURAL REVIEW COMMITTEE GUIDELINES

### Section 2.1      PURPOSE

The purpose of the Architectural Review Committee (ARC) is to evaluate proposed building plans in terms of their adherence to the attached Architectural Guidelines, and their overall compatibility with other residential development within the Waterfall community.

The Committee is composed of one member of the Board who shall serve as the Committee Chair. The Chairman may add members for a minimum of three and a maximum of five POA members. Plans are submitted to the Committee several times throughout the review process via the ARC Committee Chair or as otherwise directed by the committee chair. Upon receipt of all the specified material for each step, the Committee will review the plans and return them with comments within 30 days as agreed upon by the ARC Chair and the owner/builder. The ARC reserves the right to have the plans reviewed by a professional consultant for uniformity with the Architectural Guideline program. All approvals will be presented in writing by the ARC Committee Chair to the Applicant and/or Applicant's representatives. Electronic copies of all submittals, revisions and approvals may be kept by the ARC.

### Section 2.2      DESIGN PHILOSOPHY AND REQUIREMENTS

Central to the Architectural Design Philosophy of Waterfall at Lake Burton is sensitivity to the setting's natural beauty, both in site planning and architectural approach.

Individual site features such as vegetation, streams, slopes, views, and rock outcroppings must be recognized and used as an integral portion of the design. Those features will be identified before and protected during construction. **NOTE:** Clearing procedures, hauling, burning, and grading will be monitored closely to ensure minimum site damage and must have approval before site work begins.

The Architectural Style is best described as "mountain harmonious" ... a style that will fit the setting and tends to hide, nestle or camouflage itself from view. The residential architecture should be custom designed for each lot to maximize the natural features of the lot. Traditional architectural styles are preferred, Farmhouse, Cottage, English Country, Craftsman, Shingled, French Country, Mountain Lodge, Mountain Cottage, Appalachian Lodge, Appalachian Cottage, Mountain Rustic and Modern Mountain are all acceptable.

The exterior of the home should reflect the Appalachian heritage of the region using natural materials and colors. These preferred materials are referenced in **Article 2.3(c)**. Exterior elevations require "shadowing" through the application of gables, garrets, dormers, and other architectural

devices to provide depth. Porches and outdoor living areas are encouraged. Two-car garages are preferred whenever possible with a side entrance. Attached garages are considered the norm, however, detached garages may be approved in certain instances where the lot size, topography and design allow an aesthetically acceptable design. **NOTE:** Large areas of exposed foundation wall will require the use of covering and buffering materials.

The use of shadow-creating definitions with materials chosen for sidings, facias, and other exterior trim that give areas and flat surfaces relief are expected in home designs. The same relief will be looked for in linear-building shape and presentation.

To maintain a natural look, the post-construction landscaping should include a high percentage of indigenous and non-invasive plant material. Lawns and water features are discouraged. Minimal outdoor lighting may be considered. Further landscape buffering of the structure after construction completion to “nestle” the house into the site is greatly desired.

**The Architectural Review Committee (ARC) will look for evidence of design sensitivity and an exterior architectural character that seeks to preserve the setting’s natural beauty. The greater the subordination of design to setting, the better. Use of exterior materials and choice of color are seen as critical elements in achieving a subtle harmony between structure and surroundings.**

It is not the aim of the ARC to refuse style preference of an owner or restrict creative-design talent of an architect, but rather to ask for sensitivity to our architectural design philosophy and requirements regarding the exterior design and landscaping. Our primary aim is for visual harmony that makes a strong statement of environmental concern.

All ARC reviewers’ opinions shall be based on the reviewers’ interpretation of the intent to follow this Architectural Design Philosophy and Requirements.

END

In the development and construction of new homes, the following requirements will maintain the harmonious appearance desired for the various lots and terrain found in Waterfall at Lake Burton:

- a. Residential Units must contain at least the following square feet of heated living space according to development Blocks as noted below. **(See Exhibit 4.1 for map):**

<u>Blocks</u>	<u>Minimum Heated Square Feet</u>
J	2000
A, F, G, L, V	2500
B, C, D, E	3000

Prior to choosing a home design, please check with an ARC Representative to determine the main-dwelling, heated square-footage minimum for your lot.

- b. The main entry on the front elevation should clearly be defined. The exterior door shall be appropriate to the architectural theme of the dwelling, presenting a balanced and proportional streetscape. Variations will be considered based on topography.
- c. Stone, wood siding or prefabricated architectural cement wall panels are permitted for exterior finishes. Other materials, such as synthetic stone shall be subject for review by the ARC. Reflective glass is prohibited. Exterior materials shall be used consistently on the front, sides, and rear elevations of the home.
- d. All homes must have an E-One Grinder Pump Station installed. **(See Exhibit Section 4.2)**
- e. No outbuildings are allowed.
- f. Items such as utility connections, HVAC units, trash bins, meters, and irrigation control boxes shall be hidden from the street view and neighboring properties. In certain cases, an enclosed service area may be required that is architecturally compatible with the home. Said enclosure must be at least 4 inches higher than the service units contained therein.
- g. All driveways shall be constructed of concrete, stone, brick, or concrete pavers with a uniform pattern of scoring joints. Plans for colored or stamped concrete must be submitted and approved by the ARC prior to installation. Turnaround and or guest parking should be considered if the lot size allows.
- h. Driveways shall be connected to the street using approved paving materials from the front property line to the concrete curb. When slopes demand a narrow driveway, there shall be

an added 5-foot-radius driveway apron on each side of a minimum 12 foot-width as it connects to the street. Though second driveways are discouraged, exceptions may be permitted on a case-by-case basis. **(See Exhibit Section 4.3)**

- i. The ARC has the right to reject any entry statement structure (i.e., such as stone pillars or a gate) that is not part of the building envelope based on aesthetics alone. Entry statements must (i) be discrete, (ii) reflect the architectural details and materials of other site elements and the home, and (iii) be set back off the street behind the right-of-way line.
- j. Walkways and/or stairways shall be constructed using materials consistent with the driveway or prominent architectural features of the home. These shall be a maximum of four feet in width. Approved materials are concrete/stamped concrete and brick/stone/concrete pavers.
- k. Appropriate exterior colors include shades of brown, tan, green, creams, dark gold, and other earth tones. In no case shall pure, bright white be used for either trim or exterior color. Where colors are established or previously approved on adjacent lots, they may not be reused as the new colors without altering aspects of the overall color selections. An on-site mock-up of proposed color is required prior to final approval. See Form A, Item 'I'.
- l. When shutters are used, they shall fit the proportion and shape of the window and be constructed of a natural material or have a similar appearance. Shutters do not need to be operational but have hardware that provides the appearance of operable shutters.
- m. Roof forms must be well organized and demonstrate the same character on all sides of the residence. The roof design shall incorporate slopes that are appropriate for the architectural style of the design. Roof forms shall be simple and uncluttered. All roof structures such as cupolas and dormers shall be detailed consistent with the design. Roofing choices may include architectural asphalt shingles, wood shingles, shakes and slate. Standing seam metal roofs and other style roof material may be considered pending ARC approval.
- n. All roof structures, such as attic vents, plumbing vents, etc., shall be located on the rear plane of the roof, and shall be treated or painted to blend with the roof. All exposed flashing shall be copper, or **factory finished aluminum**. Painted flashing is not permitted. "Turbine" attic vents are not permitted.
- o. All exposed concrete block or poured concrete foundations and site retaining walls shall be covered with stone on the front and visible golf course exposure, which compliments the individual house materials. Stucco can be used on foundation sides and rear of the home, provided these areas are concealed by landscaping and not visible from the golf course.
- p. Chimney finishes shall be stone or a combination of the existing exterior materials. No exterior metal fireboxes are allowed unless encased in masonry or framing with



manufacturer approved offsets and finished by one of the materials listed above. Chimneys framed to receive prefabricated fireplaces and flues must not be cantilevered on the front side of the house. Vents associated with prefabricated wood burning fireplaces should vent through the top of the chimney with an approved chimney shroud. Venting will be considered out of a side wall if manufacturer allows, provided vent is finished to blend in with exterior house finish.

- q. Septic tanks are prohibited in the Community. Homes shall be connected to the existing sewage system.
- r. Private Wells are prohibited. Homes shall be connected to the existing potable water system. Use **(Form I)** for a water meter request.

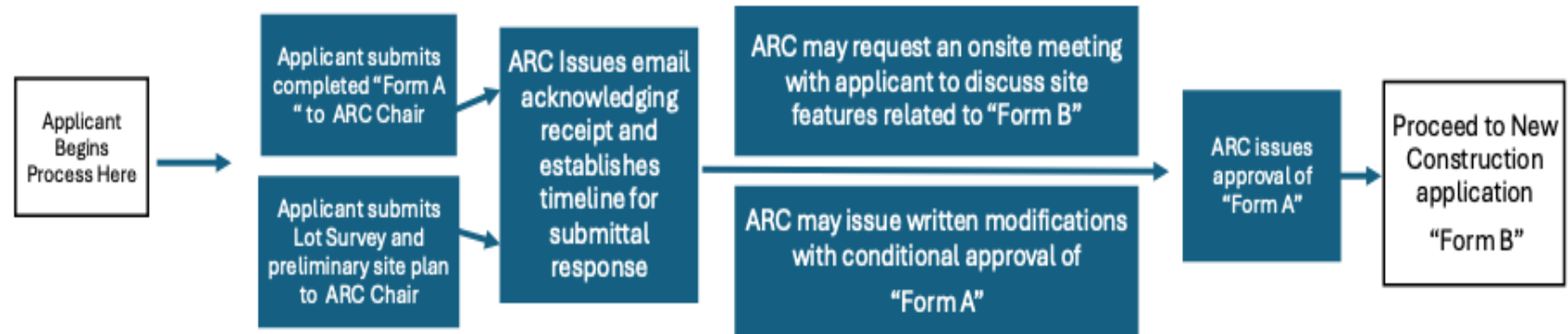
NOTE: This list is NOT a complete representation of ALL requirements that must be adhered to when preparing architectural and construction documents for a residential dwelling in Waterfall at Lake Burton. Please refer to the original Covenants and Restrictions document (1999) [aka: "Declaration"] to confer compliance prior to submitting plans for approval by the ARC representatives. The Covenants and Restrictions document can be found on the POA website at [www.waterfallpoa.com](http://www.waterfallpoa.com) under the POA pull-down menu "Community Docs" – **Article IX "Architectural Standards"**.

END

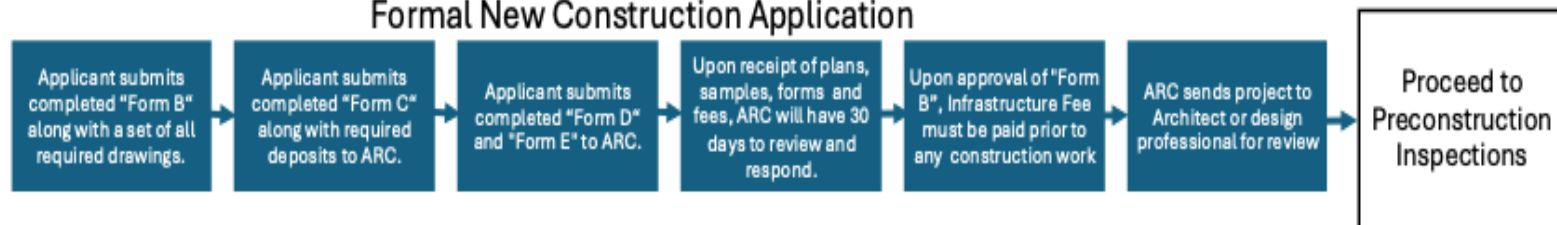


### **Article 3      THE REVIEW PROCESS**

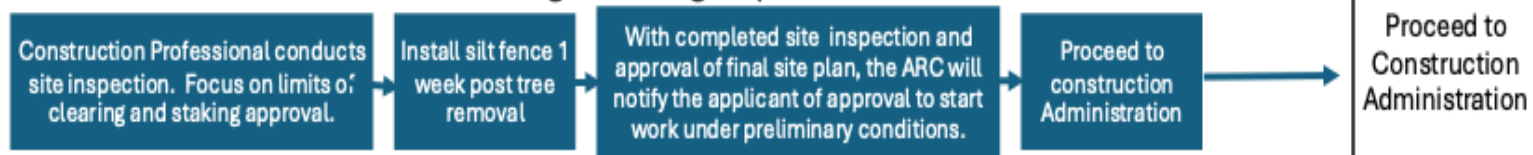
### Preliminary New Construction Application



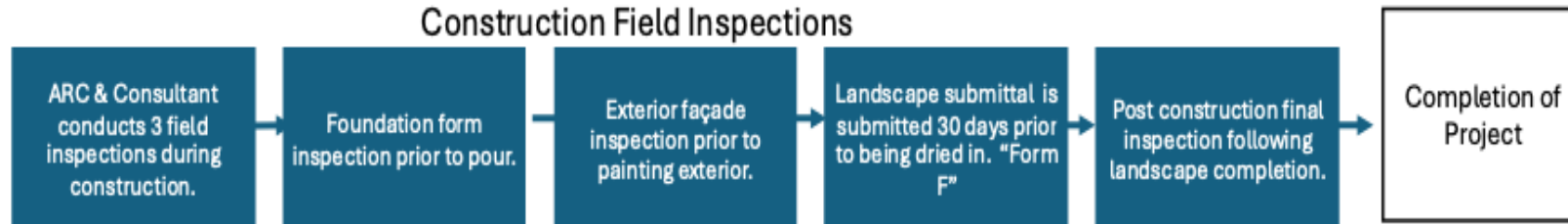
### Formal New Construction Application



### Limits of Clearing & Staking Inspections



### Construction Field Inspections



The steps in the process are as follows:

### Section 3.1 PRELIMINARY NEW CONSTRUCTION APPLICATION PROCESS

**NOTE:** Preliminary New Construction Questionnaire **(Form A)** is designed to identify the Applicant's proposal without requiring the expense of full-scale drawings and material-sample submittals. In some instances, **(Form A)** may be completed prior to purchasing a particular lot to determine which lot might be the most appropriate fit for an Applicant's new construction project. The "Applicant" may be the Property Owner or a designated Owners' Representative. Regardless, it is the responsibility of the Property Owner to sign where indicated and to make sure all submittals are complete and fully represent the requested project. Failure to do so will cause a delay in the process.

- a. The ARC Packet can be found in **Article 5.1 (Form A – Form I)** of this document.
- b. Submit completed **(Form A)** to the ARC Chair. The ARC will issue an email acknowledging receipt of the completed form and establishing a timeline with the ARC and Applicant for responding to the submittal.
- c. If applicant has the required information, they may at this time, submit a 'Preliminary Site Plan' including building location and other information on the new home. See following section for details.
- d. Attach a photograph or a rendering of the home design's exterior that is similar to what you would like to build.
- e. The ARC may request an onsite meeting with the applicant, builder and/or architect to discuss site features as they relate to **(Form A)** details. At this point, possible building sites, setbacks and any proposed issues concerning adjacent-property owners can be discussed.
- f. The ARC may issue written modification suggestions with conditional approvals during the application process to allow the applicant to proceed to the next steps.

END

Although, the Preliminary Site Plan can be presented as one drawing, it typically has so much information in it, it is more accurate when presented in two drawings, comprising of the Lot Survey (Drawing #1) and the Architect or Building Designer's proposed location on the lot, along with other information for the new home – Site Plan (Drawing #2). Examples can be found in **Article 4 - Sections 4.5 & 4.6**.

The required "Lot Survey" shall provide the items listed below. Additionally, the Lot Survey shall provide a topographical survey of the land at 2 ft. intervals, from the roadway, extending into the lot to include the proposed building location and at least 40 ft. on each side and to the rear of proposed home and garage. The required "Site Plan" shall utilize all the information from the land Survey and display the proposed:

**a. Drawing #1 – Lot Survey (two copies of plan required)**

1. Lot boundaries
2. Setbacks
3. Adjacent roadways and the distance between roadway and lot property line
4. Any easements over the lot
5. Existing trees in or near the building location
6. Topography at 2 ft intervals

**b. Drawing #2 – Site Plan (two copies of plan required)**

1. Home and Garage Orientation
2. Driveway including Parking and or turn around area
3. Walkways
4. Utility equipment
5. Connections to provided utilities, (water, sewer, phone/cable, and power)
6. Steps, stairs and or decks
7. Post construction drainage
8. Retaining walls: (heights from foundation, heights & thickness of wall/s height above driveways, shall be labeled in plan)

The proposed finish floor elevation should be shown for at least the Main floor of the New Home/Dwelling. Tree removal can be noted in plan and displayed, (as in the EXAMPLE Site Plan provided by the ARC) or it can be shown in detail. Any tree to be removed must be approved by the ARC. Any Dead Trees to be removed outside the building envelope should be shown as well.

**The ARC will issue an email acknowledging receipt of the completed information and establish a timeline with the ARC and Applicant for responding to the submittal.**

END

- a. Complete **Article 5.2** which is the **New Construction Application (Form B)** including material samples and submit to the ARC.
- b. Complete the **New Construction Guidelines and Compliance Deposit Agreement (Form C)** and submit the Review and Approval process fee of \$2500 to the ARC at this time along with the \$2500 Compliance Deposit fee.
- c. **Submit a digital PDF of Architectural plans (and two (2) printed sets at ¼ in scale if requested) including the foundation plan, all floor plans, and all four elevations showing proposed grade lines, retaining walls, decks, and access to the house.**
- d. **Submit a digital PDF of the Site Plan showing (and two (2) printed sets at 1" = 20 scale if requested), but not limited to the following information:**
  1. All property lines, streets, curbs, set-back lines, easement
  2. Existing and proposed contours
  3. First floor, garage and basement finished floor elevations
  4. Limits of clearing showing any specimen trees to be saved or moved within the area of disturbance. Install an adequate Silt Fence around the building envelope plus 15 ft. Install a Tree Protection Fence where disturbed area abuts or encroaches into a large tree's (8" +) drip line.
  5. House location with dimensions to property lines from 4 corners of the home
  6. Decks, hardscapes or any other site structure locations with dimensions and material notations
  7. Driveway locations with dimensions and material notations
  8. Retaining wall locations with dimensions, height, and materials noted
  9. Location of HVAC units buried propane tank and electric meter
  10. Adjacent site conditions, if construction coordination is required, (i.e., connection to existing retaining walls, drainage or site grading)
- e. Submit signed **Building Policies and Procedures (Form D)** to ARC Chair.
- f. Submit signed **Builder "Code of Ethics" and Guidelines (Form E)** to ARC Chair.
- a. Following the complete submission of all plans, sample materials, forms and fees identified in **(Form B)**, the ARC will acknowledge written receipt and establish a timeline for responding to the Applicant.
- h. Upon the ARC approval of the **Form B** plans, and prior to any commitment of construction, the owner shall pay the **Infrastructure Fee (Section 4.4)** and any other fees owed to the ARC. The Infrastructure Fee Schedule can be found in **Section 4.9** of this document.

**Process Notes:**

- i. Upon receipt of all specified material, the ARC will examine the plans and return written comments via the ARC Chair. If the first package is not approved, changes must be made, and the plans re-submitted as itemized in **Section 3.3** directions above.
- j. During this step in the process the ARC may enlist the help of a professional design consultant to review the drawings. This review may impact the ARC's timeline of responding to the applicant by a maximum of 2 weeks, any changes of which will be communicated by email.
- k. A \$2500 Compliance Deposit Fee payable to the Waterfall POA is required prior to breaking ground and will be refunded at construction completion when all Builder "Code of Ethics", Guidelines, Restrictions and Architectural requirements are met. These fees are based on New Construction requirements. For Additions, Modifications, and Post-Construction installations, see **Architectural Review and Compliance Fee, Exhibit Section 4.4**
- k. When Site and Home plans are approved, the ARC Chair will send an approval letter to the Applicant listing conditions of the approval, if any.
- l. Planned substantial grading or site development work (koi ponds, putting greens, rock gardens, etc.) must be included in Site Plan as well as Landscaping Plan. These design elements must be specifically reviewed and approved by the ARC for compliance with the design language of the community. Fines for major unapproved plan changes can be found in Section 4.9.
- m. It is the Applicant's responsibility to conform to the Architectural Guidelines. Any variation from the Architectural Guidelines or the approved drawing(s), must be specifically submitted for approval by the ARC. **INCOMPLETE APPLICATIONS WILL NOT BE APPROVED AND MAY BE RETURNED TO THE APPLICANT WITH NO ACTION TAKEN BY THE ARC.**

END

Once you have received approval of your New Home and Site Plan for construction, the Builder should schedule a “Site Inspection” to delineate the “Limits of Clearing” and if possible “Staking” the House location for ARC Approval.

- a. This is a pre-construction site inspection by the ARC with the Builder to review and approve of the “Limits of Construction” and to review and approve of the staking to display the location of the New Home or an addition to an existing home. Certain criteria as required by the “Guidelines” shall be discussed at this meeting: such as the limits of construction, tree protection fencing, erosion control “Silt” fencing and connection to community water service during construction.
- b. If the Site Plan *“has only been conditionally approved”* up to this date, the ARC will take this opportunity to review any missing information from the plan, so that the Builder can make final revisions for re-submittal for ARC final approval. This must happen prior to any construction work commencing.
- c. At this inspection, the Builder should have the limits of Construction displayed with Construction (Yellow) Caution Tape. Trees proposed to be removed outside of the building envelope, plus 15ft., shall be flagged separately, along with any dead trees on lot to be removed. The “Tree Removal Request – Form K ” needs to be submitted, and ARC approved.
- d. At this time, an ARC representative shall inspect the staking & pulled lines or taping used to display the “House” position on the property. The Full perimeter of the home or addition is to be strung or taped. If the trees need to be removed first, then this part of the site inspection will be done later, after trees are removed and silt fencing is installed.

In preparation for this inspection, the property lines nearest the Construction (sides and front of property) and setbacks shall be staked and line strung or taped. The driveway location and utility connections should be flagged. We ask the Builder to fully display the location of these elements and existing conditions. At this time, the ARC will also review the Owner/Builder **Form D** and **Form E** that outline regulations, policies, and procedures we ask you to comply with. Both forms shall be initialed if already signed and dated, and documents from this meeting shall go into the Project File. With a successful site inspection and ARC approval of the final site plan, the ARC will notify the Owner/Builder of the approval to start work on site, under the following conditions:

- 1) Only trees approved by the ARC for removal can now be removed.
- 2) The silt fencing (aka: limits of disturbance/construction) **MUST** be installed directly after tree removal and before any other work is accomplished on site. The maximum time between tree removal, and silt fence installation is 1 week. Although same day, or following day is preferable to avoid erosion.
- 3) ARC shall be notified that silt fencing is in place for inspection and approval. ARC shall inspect silt fencing installation and give the OK for work to continue.
- 4) Connection and use of potable water service shall be discussed.

END



**IDENTIFICATION OF SPECIMEN VEGETATION**

- a. Before planning construction on any lot at Waterfall, identification of specimen vegetation is recommended. Please see the separate “Tree Removal Request – form K” for Waterfall Property Owners Association list for more information.

**CLEARING PROCEDURES**

- b. Erosion control silt fencing should be installed after initial tree clearing and before earth is moved. Erosion not only causes the loss of valuable topsoil, but it also causes sediment build-up on the root structure of otherwise healthy vegetation, eventually a choking-out of oxygen and nutrients will occur and the vegetation will die. Because of potential damage caused by erosion, clearing is closely monitored. Refer to the “Erosion Control Measures” section of the Builder Restrictions for more detailed information on the requirements.
- c. No burning on site is allowed without ARC permission. Removing a tree in sections is desirable in areas where space is limited or in areas where the remaining trees and shrubs are to be protected.

END

The ARC & ARC Construction Consultant will typically conduct a minimum of three (3) field inspections during construction:

1. Foundation Form Inspection **prior to foundation pour (Inspection 1)**
  2. Exterior Façade Inspection **prior to primer or painting exterior (Inspection 2)**
  3. Post-Construction Final Inspection **following 100% Landscape completion (Inspection 3)**
- 
- a. The ARC will notify the Applicant and Builder in writing of any work done not in accordance with the approved scope of work. All such work must be corrected as directed by the ARC. Written Inspection notices will be delivered by the ARC to the Applicant, Builder, and any other designated recipients. Although these visits are to identify discrepancies from approved documents, they are in no way intended to relieve the Applicant of the responsibility to conform to the Waterfall at Lake Burton Architectural Guidelines.
  - b. Any uncorrected or unapproved work may result in fines and or a legal stop-work action.
  - c. During construction, any changes altering the appearance of the previously approved dwelling and in conflict with the approved documents must be submitted to the ARC for approval. **A New Construction Change Request (Form G)** is required to be submitted along with any revised plans.
  - d. Prior to the occupancy of any new construction (or improvement) erected on a Lot, the prospective occupants thereof shall obtain a Certificate of Compliance from the ARC, certifying that the new construction (or improvement) has been completed in accordance with the plans and specifications previously approved by the ARC.

**LOOKING AHEAD:** Within 30 days of the dwelling being “dried in”, (exterior foundation and siding materials in place) the Applicant shall submit a Landscape Plan **(Form F)**, to the ARC for approval.

END

**LANDSCAPE PLAN (Form F)**

- a. Review the following Post-Construction Landscape Guidelines:
- b. Submit a completed **Landscape Application (Form F)** to the ARC for approval within 30 days after the dwelling is “dried in”.
- c. Submit one a digital copy of the design plan at **1’ = 20”** scale or greater, to include location of all site lighting and location of mailbox.
- d. No clearing beyond the silt fence may be done until after construction is completed. At that time, the owner and Architectural Committee can determine which vegetation, if any, should be removed or added by evaluating views from windows and decks.
- e. The style of landscaping desired by the owner will be considered in terms of its compatibility with the remainder of the community. Formal designs with lawns, shrubbery and non-indigenous plants is strongly discouraged. As with the architecture required at Waterfall, the landscape architecture shall be in keeping with the “mountain harmonious” theme and nestling one’s home. Any invasive plant may not be intentionally added to landscapes and must be actively managed on property. Kudzu must be mitigated by the property or homeowner without exception. The Georgia Exotic Pest Plant Council lists those species that are considered invasive to the native plant community.
- f. The importance of budgeting for the landscape phase of construction is often underestimated. Many lots at Waterfall have enough topographic grade change that fill dirt, retaining walls, subsurface drainage and additional grading are necessary. Under brushing is frequently required to expose a desired view. These can be costly items, which must be provided for in the landscape budget, so please plan accordingly.
- g. Ongoing maintenance of your completed landscape will involve pruning, mulching, and fertilizing. Professional services, especially for tree pruning, are recommended. Since climbing spikes would pierce the tree’s bark and create a wound, we request that ropes, rather than spikes are used.
- h. Mulching and fertilization are an important part of any ongoing landscape maintenance program. Mulching insulates the soil, slows evaporation, builds new topsoil, and adds organic matter and nutrients to the soil. This creates a healthy environment for microorganisms to help aerate the soil and to allow minerals to accumulate to the plants advantage.

- i. Fertilization techniques can be determined by soil testing carried out by a qualified horticulturist or nurseryman. The analysis, timing and application are all very important. Your landscape contractor can supply you with a written maintenance program designed for your particular site, so be sure to request one.
- j. Following submittal of the **Landscape Design Plan**, the ARC will acknowledge written receipt and establish a timeline for responding back to the Applicant. The ARC will review the application and plan and forward written notification of approval or required revisions. The ARC must give final approval for the landscape plan before your landscape installation may commence.

END

### Section 3.8 POST-CONSTRUCTION FINAL INSPECTION (Inspection 3)

- a. No later than 30 days after move-in, the applicant shall request a final sign off by the ARC. At this time the owner may request a refund of the Compliance Deposit.
- b. Following the final inspection, the ARC will issue an approval letter to the Applicant and Applicant designees that compliance is complete and will refund any remainder of the Compliance Deposit. (NOTE: This final inspection must take place and any outstanding “items” completed prior to the Compliance Deposit being refunded).

END

- a. All new construction and modifications submitted for review and approval must comply with all applicable building codes, zoning regulations and the requirements of all federal, state, and local agencies having jurisdiction over the project and Owners are required to obtain all requisite approvals and permits required by the Association or any other applicable jurisdiction before starting any work on their property. Regulatory approvals do not preclude or limit the authority and responsibility of the Association or the ARC for design review and approval nor preclude or eliminate an Owner from his or her responsibility to obtain any necessary regulatory approvals. Owners are encouraged to seek the advice of a professional if they are unsure as to what laws, ordinances, rules, regulations, and approvals apply to their proposed project.
- b. One consideration in the review process will be the impact of proposed work on the views of the subject house, its adjacent homes, and from the Golf Course.
- c. Any exceptions/variances from the Guidelines may be granted on a case-by-case basis (at the sole discretion of the Association or the ARC) for a specific Lot, house design or proposed alteration or modification as may be dictated by the specific and unique circumstances. No variance shall (i) be effective unless approved in writing, (ii) be inconsistent with the overall scheme of the Waterfall Community and/or its Guidelines, or (iii) prohibit the Association or the ARC from denying a variance in other similar circumstances.
- d. The requirements of these Standards shall be in addition to and not in lieu of the requirements and provisions of the Declaration. In the case of an express conflict between the Declaration and these Guidelines, the Declaration shall control. These Guidelines confer no third-party benefit or rights upon any person.
- e. These Guidelines may be enforced by the Association and its Board of Directors to the fullest extent permitted under the Declaration, Bylaws, these Standards and Georgia law. In the event an Owner does not comply with the Declaration or these Guidelines, the Board may impose sanctions which may include, but not be limited to, suspension of voting rights and the right to use the Common Area, monetary fines, legal actions to recover sums due and/or injunctive relief and/or perform self-help at the sole cost and expense of the violating Owner. The failure of an Owner to file an application and receive approval as required under the Declaration and these Guidelines will result in an automatic minimum fine as stated under the Rules & Regulations Fee, Deposit & Fine schedule but certain unapproved work may result in significantly higher fines as may be determined in the sole discretion of the Board of Directors. Lastly, the failure of an Owner to adhere to the work approved in an application may also result in sanctions imposed by the Association. Thus, if any changes are to be made to a previously approved project, you are urged to immediately notify the Association. **NOTE ON APPLICATION: THIS IS NOT CONSIDERED A SUBMISSION AS DESCRIBED IN THE DECLARATION UNTIL AN ACKNOWLEDGEMENT LETTER HAS BEEN ISSUED BY THE MANAGING AGENT.**

END

#### **Article 4 EXHIBITS & CRITERIA**



## Section 4.1: WATERFALL COMMUNITY “ZONING” MAP

Minimum Square Footage:

Block: J - Allowable Min. Heated S.F. = 2000 SF  
 Blocks: A, F, G, L & V - Allowable Min. Heated S.F. = 2500 SF  
 Blocks: B, C, D & E - Allowable Min. Heated S.F. = 3000 SF



## Section 4.2: MANDATORY E-ONE GRINDER PUMP REQUIREMENTS

This Exhibit was developed to assist the owner and contractor in acquiring and having the E-One grinder pump station installed.

### **Product Specifications:** E-One Grinder Pump Station:

Manufacturer: E-One

Model # DH071 (or optional DR071- wireless model)

There are two important steps the contractor can take to ensure ease of installation and use.

1. The stub out of the 4" PVC sewer pipe must be between 15" and 21" below final grade at the point where the grinder pump will be attached to it. This is typically about 5' from the house. The stub out must also have the proper slope to it to provide gravity flow of sewage to the E-One unit. There is a panel/alarm box that must be mounted to the outside of the house in line of sight with the grinder pump. These factors may dictate the location of the grinder pump. If the sewer line stub out is below 21" of final grade, a riser must be added to the E-One unit. For Example, the cost of a 2' riser is approximately \$675.00 (as of 2022). and should be avoided. If the sewer stub out is above 15" (below final grade), dirt must be added to final grade, or the stub out must be extended until it is within the proper depths. Obviously, all these situations would add additional cost.
2. The E-One Pump system provider will install and attach the panel/alarm box to the house and connect all wiring between the panel/alarm box and the grinder unit, but it is up to the owner's building contractor to provide an electrician to wire the panel/alarm box to the house electric panel. The power requirements for the E-One unit will be a 240- volt, single phase, 10-3 (with ground) gauge wire, with a 30-amp breaker required. Under no circumstances should the electrician deviate from the wiring diagram that is located within the cover of the panel/alarm box. A common mistake is to ground the panel/alarm box thru a separate grounding rod. This will cause the thermal switches in the unit to short-out the motor if there is ever any voltage drop to the control panel. There is a visual alarm on the panel/alarm box, but the homeowner has the option of purchasing a small alarm light that fits in a single receptacle box. The contractor's electrician typically installs it in the kitchen.

The E-One pump is typically installed at about the same time the primary electrical lines are run to the house. The POA's Water & Sewer Utilities firm, "Environmental Management Services", INC (EMS) is the certified distributor /installer of the E-One Grinder Pump Station in North Georgia. Contact # for EMS is (770) 735-2778.

If the unit is installed before permanent power and water are available (as is sometimes necessary), the contractor must insure that before water and power are hooked up, the POA's Water & Sewer Utilities firm, "EMS" is notified beforehand, so the E-One pump can be cycled before there is any water usage in the house.

**NOTES:** If at any point the contractor or homeowner would like someone from EMS to come out to the jobsite and help with the selection of the grinder pump location, purchase the grinder pump and have it installed, or any other questions/concerns, please contact EMS for assistance.

The unit itself, once in the ground, is resilient. It will take some small amount of abuse, but it is recommended that a temporary wooden cap be placed over it until final landscaping if the unit wet/dry well housing becomes cracked, the entire unit must be excavated, and a new housing installed.

If the Lateral is not stubbed out on a lot, the Owner is to Notify POA GM so that one can be added.

The contractor must also clearly mark all utilities prior to installation. Although it is not an absolute necessity, it is best if the location of the grinder pump is accessible to standard installation equipment (i.e., track hoe, trencher, etc....)

END

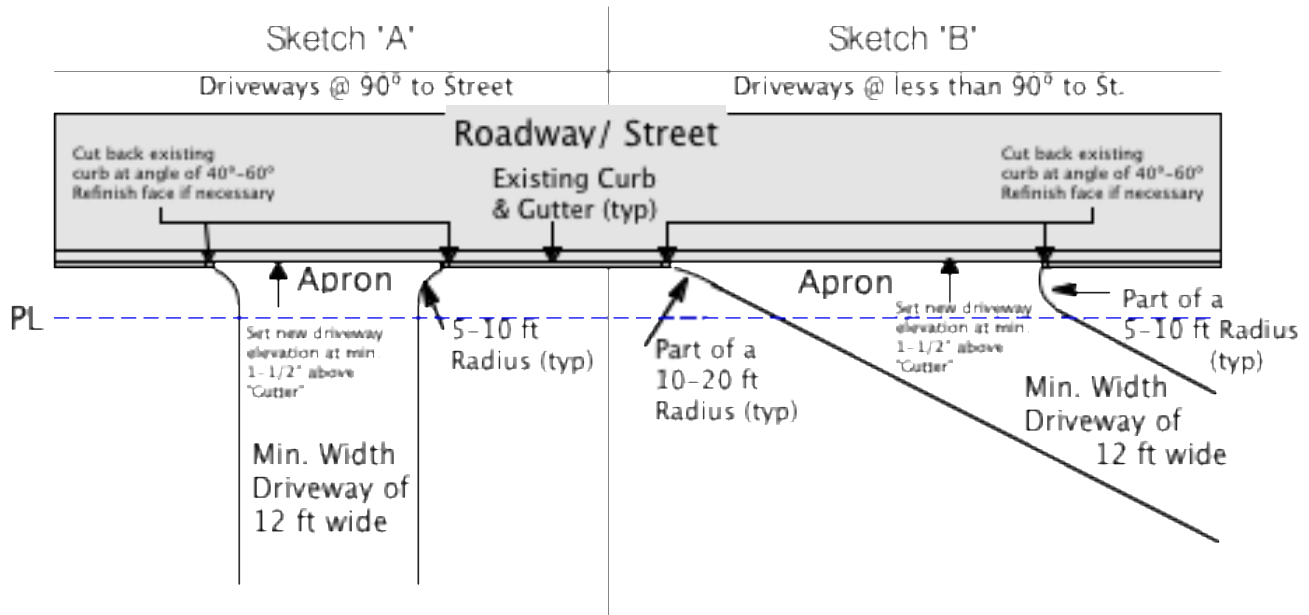
#### Section 4.3: REQUIRED DRIVEWAY - CONNECTION TO STREET/POA ROADWAYS

This Exhibit was developed to assist the owner and contractor in designing and gaining approval for proposed driveway connections to POA streets/roadways and for driveway maximum slopes.

- a. Driveway Widths: As mentioned in the ARC Policy & Procedures, aka: “General Requirements” – (sections g. & h.) the Minimum Driveway Width is 12 feet before the “Apron” section (apron adds min. of 10ft in width) at the connection to the street. Therefore, the Minimum driveway connection to street is 22ft wide, although most installed driveways exceed that dimension.
- b. Most streets have installed curb and gutters. When constructing driveways where curb & guttering exists, the finish surfaces of new driveways (front edge) at the street connection shall be 1-1/2” to 2” above the guttering, (i.e.: this is to prevent the street flow of water from entering your driveway in normal rain events).
- c. If no guttering is present, then the curb cut is not required. Although in most cases the new driveway’s elevation at connection to the roadway should also be at 1-1/2” to 2” above the street. This will be determined by ARC inspection of the existing conditions at the lot and street connection.
- d. An “Apron” - shall be provided in all driveway designs. For straight in driveways a minimum 5-foot radius on each side of the driveway, is required at the connection to street, as shown in Sketch “A” below.
- e. When the slope of the lot demands or other site criteria dictates an angled driveway at the street connection, it can be approved but has additional considerations for the “ARC “. Sketch “B” below illustrates the curve example to be used to provide/create the “Apron” required in the driveway design as it connects to the existing street.
- f. Slope in the POA “Right of Way” land, (i.e.: between back of curb and the Property line on your lot) shall not exceed 7°. This is the same as 1ft of slope in 8ft of length, behind the curb or the street edge when no curb exists.

END

## New Driveway Connections at Existing Streets



### Driveway Slopes:

For safety reasons, driveways should not exceed a certain steepness. If the driveway is too steep of an angle/slope, in bad weather you run the risk of your car slipping, or sliding, or worse running off the driveway, which could be very dangerous in the hillside community at Waterfall.

### The Maximum Slope of a Driveway in Waterfall at Lake Burton Community:

Your driveway should only rise 25 feet in elevation per 100 feet of length. Anything over this percentage can lead to a severe risk of harm or death, we do not recommend, nor allow anything over 25 feet per 100 feet, (Angle of 14°). Just because the slope is under what the Maximum is, it does not mean there is still not a chance of slipping or sliding in bad weather. Anything over 7° is potentially a hazard in bad weather, depending on the driveway surface.

### Leveling a Steep Driveway with Transition Zones

Even if your driveway is under a 25% slope, (angle of 14°) you may still want to consider having transition zones at each end of the driveway, or possibly a middle length of the driveway.

A transition zone helps lower the slope in a specific area. These can look different, but they serve the same purpose. They make it easier for vehicles to get up and down a relatively steep driveway. If you are looking into what you can do to reduce the steepness of the driveway length, transition slopes are something you may want to consider. If you have the space and ability to do so, lengthening and or curving your driveway more can help to reduce the steepness, (i.e.: winding up the hill), you may want to consider making your driveway curve in this way.

### What Is the Best Surface for A Steep Driveway?

You can rough-up a concrete driveway by “Broom” finishing a certain way or using rough surface pavers. It is best to stay away from typically smooth concrete for steep driveways. The only downside to this is smooth concrete will generally look nicer than a “Broom Finish”. However, when dealing with a steep driveway, you should always go with the safer option than something that could potentially be hazardous.

### Preventing Erosion Alongside your Driveway:

Preventing erosion depends on what kind of driveway surface and edge you have. You may have a retaining wall on one or both sides of your driveway, which can channel the water eliminating erosion along the edges of the driveway. You can install a permeable paver along the edge of a new driveway to help stop erosion. A small curb is a nice way to edge a driveway and simultaneously help prevent erosion.

END

#### Section 4.4: ARCHITECTURAL REVIEW, COMPLIANCE DEPOSIT, INFRASTRUCTURE FEES

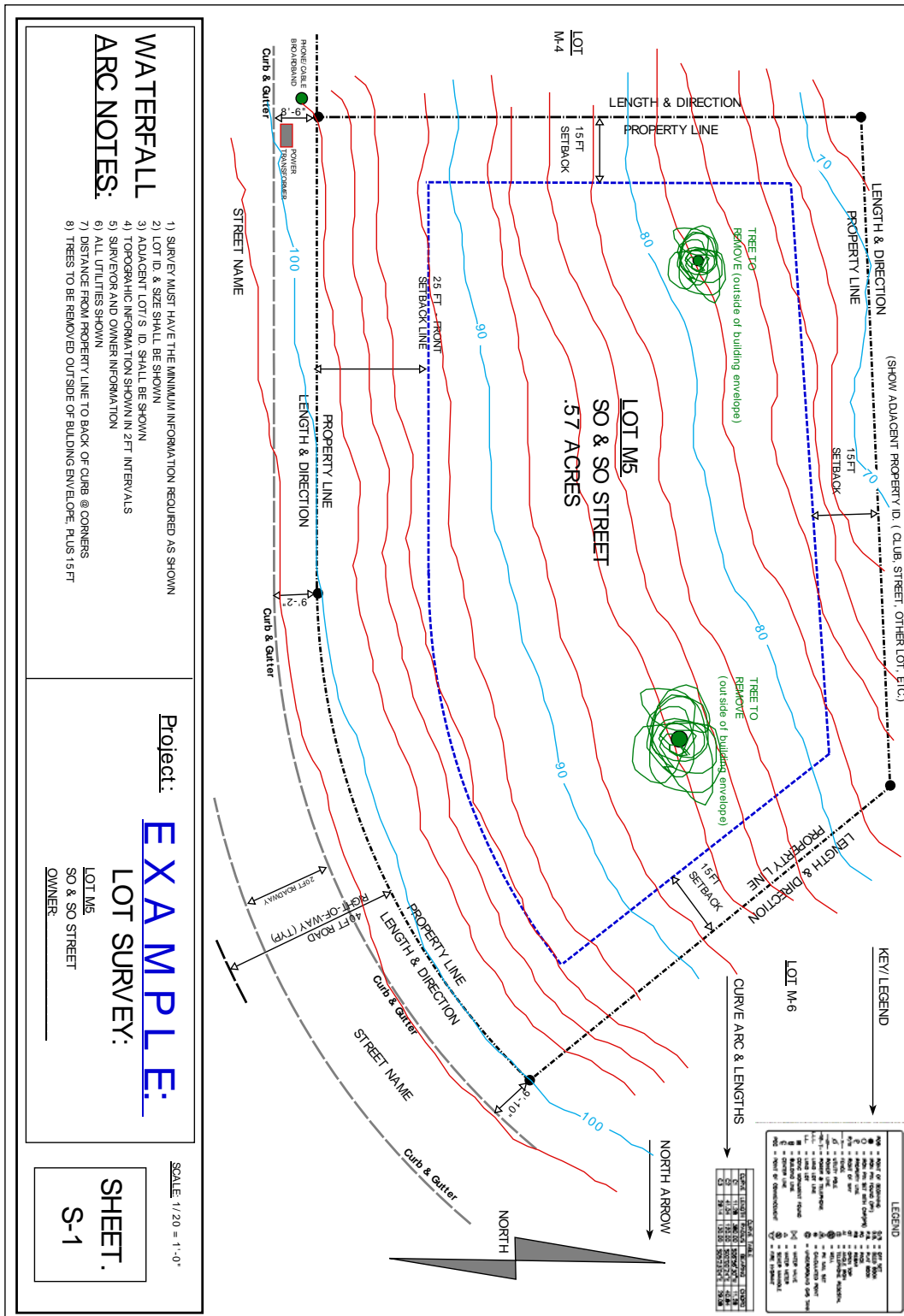
	<b><u>Architectural Fee</u></b>	<b><u>Compliance Deposit</u></b>	<b><u>Infrastructure Fee *</u></b>
New Construction	\$2,500	\$2,500	\$5.00 per SqFt.
Additions/ Renovations/ Modifications:			
80 – 1,000 SqFt.	\$500	\$500	
1,001 – Up SqFt.	\$1,000	\$500	TBD

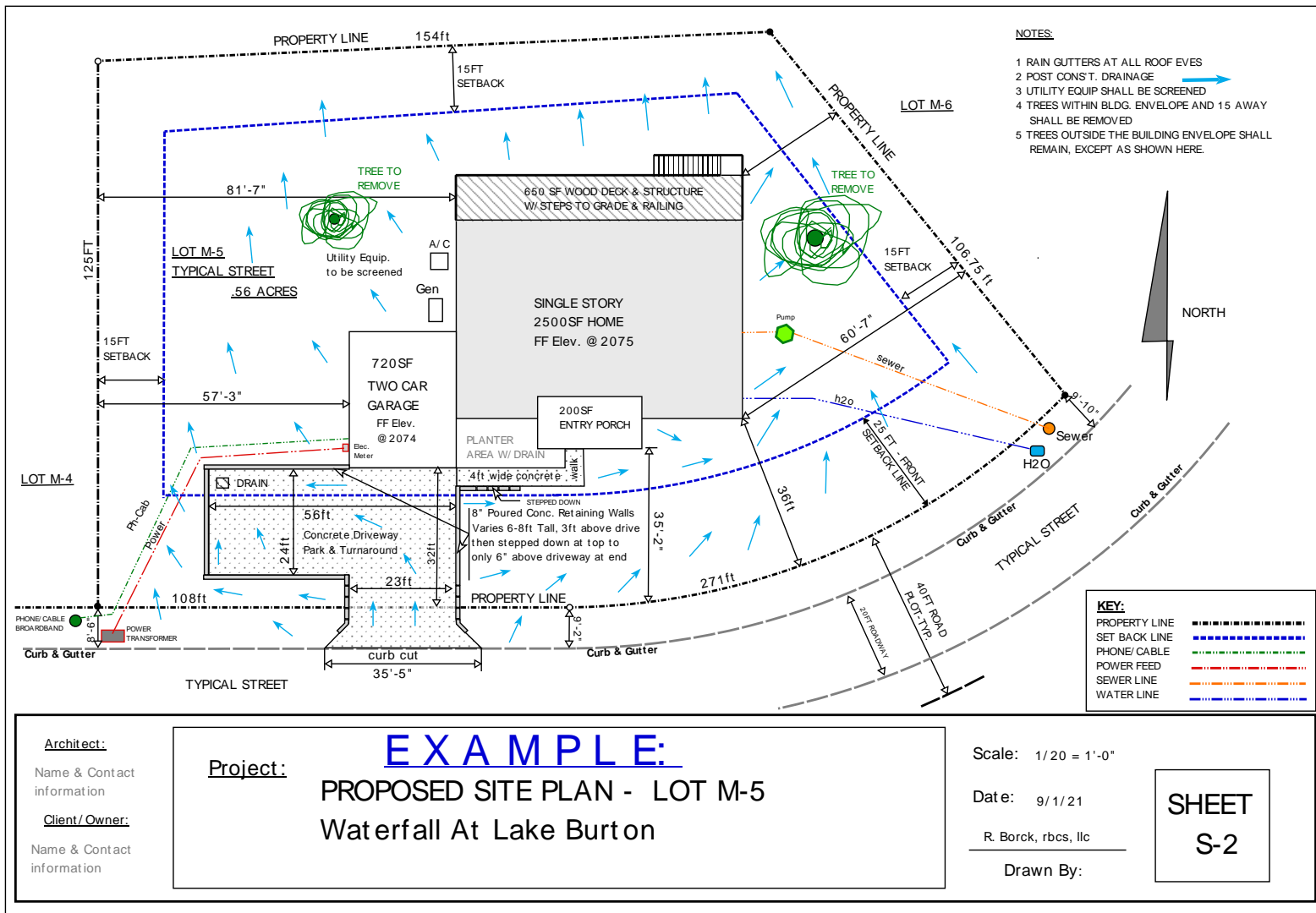
\* Minimum Heated Square Foot

END



## Section 4.5 EXAMPLE OF LOT SURVEY





#### Section 4.7      EXTERIOR LIGHTING - CRITERIA

- a. Unless specifically approved by the ARC, all exterior lights (including path and landscape lights) shall be installed and maintained at low lumen, in a down-lighting position with shields or hoods on top and sides to protect neighboring properties from direct light.
- b. No exterior lighting may shed light onto other properties or into residential dwellings in such a manner that creates a nuisance.
- c. Path lighting shall have a maximum height of 2 feet. Floodlights shall be considered on a case-by-case basis, depending on orientation location, and luminosity.
- d. All wiring for exterior lighting power should be underground, with any transformers being concealed from view, subject to objection by applicable utility provider(s).
- e. Warm white Solar lights will be permitted in landscape beds.
- f. No 'colored' lights are allowed other than those used in holiday decorations during the specified dates from Nov - Jan. Flashing lights are prohibited at all times.
- g. Holiday lighting decorations may be displayed from Nov 15 – Jan 15 and must be on a timer not past 10pm.
- h. The ARC may at any time evaluate lighting fixtures that create either a nuisance to neighbors or a safety issue. When doing so, the ARC will strive to balance the right of property owners to choose their own lighting design against acceptable community standards.

END

The Waterfall Property Owners Association Architectural Review Committee requires:

- a. That all New Home & Moderate or Larger Renovation Builders provide proof of Licensing as either, General Contractor or Residential Contractor in the State of Georgia. And that they must be in "In Good Standing" with the State licensing Board and remain that way during the duration of the construction project.
- b. That the POA Board shall set the minimum limits of Liability Ins. and require that all Builders provide proof of adequate Liability Insurance, via a "Binder" satisfactory to the POA with the Waterfall POA listed as the additional insured. As noted below:
- c. **Prior** to such time as Owner or Owner's contractor enters the property for work, Owner shall obtain or cause the contractor to obtain the following policies of insurance (i) commercial general liability insurance which shall insure Owner with liability insurance limits of not less than \$1,000,000 per occurrence and \$2,000,000 in the aggregate combined single limit for personal injury and property damage and include the POA as additional insured. It shall also provide such coverages as are reasonably acceptable to POA and (ii) provide the POA with certificates of insurance evidencing that the Owner has obtained these policies of insurance.
- d. That all Building Contractor's shall provide proof of Workman's Compensation Insurance in the State of Georgia.

END

ARC Non-Compliance Fines	Fine
Littered site (construction materials/trash/packaging)	\$ 100
Parking on Golf Cart Path or in unapproved area	\$ 200
No Temporary sanitary facilities on site during project	\$ 200
Contractor/subcontractor misconduct	\$ 500
Unauthorized Building material or equipment on ROW	\$ 200
Building material or equipment on adjacent Property W/O permission	\$ 500
Parking or trespassing on adjacent Property W/O permission	\$ 200
Non-conforming job sign	\$ 100
Unapproved disturbance to natural areas	\$ 300
Inadequate erosion control	\$ 500
Unauthorized clearing of lot	\$ 1,000
Unauthorized removal of trees (per tree charge)	\$ 500
Unattended running water hose (plus any repair cost to adjacent property)	\$ 100
Unapproved Plan change (minor)	\$ 500
Unapproved Plan change (major)	\$ 1,000
Open burning on site	\$ 1,000
Unauthorized finishes not conforming to ARC guidelines	\$ 500
Unauthorized dumpster location placement	\$ 200
Dirt/gravel on paved road	\$ 100
Silt fencing uninstalled/not maintained properly	\$ 500
Unapproved landscaping (plus cost to return to approved plan)	\$ 500
Speeding in Community	\$ 50
Portable toilet or dumpster located in unapproved spot	\$ 500
Other Violations (Within the descretion of the ARC/CCR guidelines)	TBD

EFFECTIVE 1 JULY, 2022	
ARC Design Review Fees	Fee
New Construction Application	\$ 2,500
Change to exterior of home (amount determined on case by case basis)	\$ 1,500
ARC Compliance Deposit (*Refundable)	Deposit
New Construction Application	\$ 2,500
Change to exterior of home (amount determined on case by case basis)	\$ 1,500
* Subject to Section 3.3 (i.) of Waterfall ARC guidelines	
ARC Infrastructure/Flat Rate Fee	Fee
Impact Fee - New Home Construction (Fee per Heated Sq Ft)	\$ 5.00
Impact Fee - Major Remodeling Fee (Fee per Heated Sq Ft of improvement)	\$ 5.00
<b>Impact fee includes: Sewer &amp; Water Fee Connection, Road Maintenance, Wastewater and Stormwater Management, Gate Management, etc.</b>	

Rules & Regulations Violation Fines	Initial Fine	Daily
Failure to submit ARC Improvement forms prior to construction	\$ 1,000	\$ 100
Unauthorized Parking for Trailers & Motor Vehicles	\$ 25	\$ 100
Nuisances (CCR - Article XI, Sectin 6)	\$ 100	\$ 200
Rubbish (CCR - Article XI, Sectin 8)	\$ 25	\$ 10
Unauthorized Landscaping	\$ 50	\$ 10
Unauthorized Trash Containers	\$ 25	\$ 50
Unauthorized Machinery and Equipment on site	\$ 300	\$ 50
Unauthorized Signs	\$ 100	\$ 25
Unauthorized Business Use	\$ 100	\$ 20
Unmaintained lots (Article V, Section B.2.)	\$ 100	\$ 10
Violation of any Use Restrictions (Article XI - Use Restrictions)	TBD	TBD

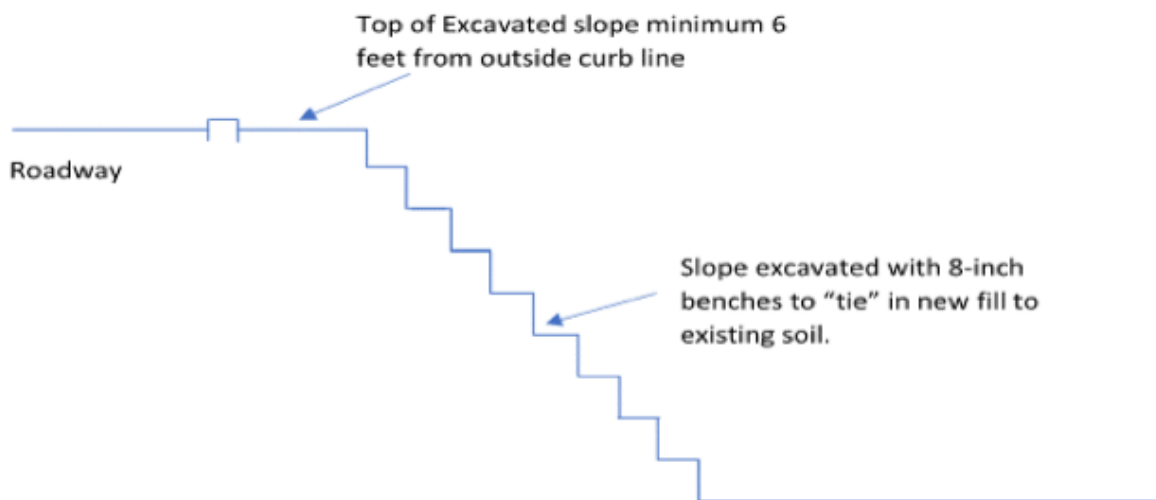
*The above lists the Fees, Deposits and Fine schedules that may be filed against the Compliance Deposit for failure to comply with these guidelines. Fines are subject to change at the discretion of the ARC and are in addition to the other rights and remedies of the Waterfall POA as described in Article V., Section 4 of the Waterfall at Lake Burton Declarations of Covenants, Conditions and Restrictions. Additional fines and remedies may be imposed for continuing violations. Any unauthorized construction projects will also be charged applicable review fees, impact fees and construction deposits.*

END

## Section 4.10 CUTS & SLOPES ON RIGHT OF WAY - CRITERIA

- a. Excavations should be performed **in benches** as shown below to allow the new fill to be structurally tied to or knitted into the existing material. Attempting to obtain compaction against a smooth or non-benched excavation will not provide adequate compaction and will result in structural concerns with time.
- b. Excavations “**over two feet deep**” shall be constructed with benching in order to provide for the fill soils to structurally be “knitted” into the existing soils. It is practically non-feasible for fills to structurally join vertical or near vertical surfaces without benching.
- c. Excavations “**more than four feet deep**” should **not be made within six feet**, horizontally, of an existing roadway, for temporary purposes and not within four feet horizontally, if four feet deep or more, on a permanent basis.

Noted in the sketch below is the Minimum distance of 6 ft. in back of curb before any excavations into the Right of Way can be approved due to the location of the underground utilities. The exception to this requirement is for driveway connections to the street located in Exhibit **Section 4.3** of these guidelines (which allows a cut/slope of 1ft vertical over 8ft horizontal).



- d. Structural fill materials should be low plasticity soil (Plasticity Index less than 30), free of non-soil materials and rock fragments larger than 3 inches in any one dimension. Organic and/or debris-laden material is not suitable for use as structural fill.



- e. Structural fill should be placed in thin, horizontal loose lifts (maximum 8-inch) and compacted to at least 95 percent of the Standard Proctor Maximum Dry Density (SPMDD- ASTM D698). The upper 8 inches of soil beneath pavements and slab-on- grade should be compacted to at least 98 percent of the SPMDD. In confined areas, such as utility trenches or behind retaining walls, portable compaction equipment and thinner fill lifts (3 to 4 inches) may be necessary. Fill materials used in structural areas should have a target maximum dry density of at least 95 pounds per cubic foot (pcf).
- f. Soil moisture content should be maintained within 3 percent of the optimum moisture content during fill placement.

Additionally:

- g. Before any work commences within the POA Right of Way, the Contractor responsible must call 811 and request location markings for all underground utilities. No work may start until all markings have been confirmed as “all complete” by 811.
- h. After the 811 Markings are complete and before any work commences into the POA “Right of Way” land the ARC must have approved the scope of work and provided express written approval to start work.
- i. Once the Utility Markings are completed and the Contractor has the ARC’s letter of approval mentioned above to begin work, then the Contractor shall notify the ARC that work will commence on a day/date certain, so that ARC can schedule an inspection of the startup of the approved work.
- j. ARC may make subsequent inspections as needed.
- k. If at any time during the ARC inspections, any Non-Compliance or Unapproved Work is discovered, the ARC at its discretion shall stop the work and demand any non-compliance work be returned to pre-construction conditions as best as possible. If ARC deems additional engineered specifications must be created to continue the work, then those requirements shall be followed exactly by the Contractor, and Engineering acknowledged by ARC in writing as approved as covering the subject so that the excavation project can restart.
- l. Fines maybe be imposed by the ARC for any non-compliance issues, as per the fee schedule approved by the POA Board of Directors (provided by the ARC).

## Part Two:

### Driveway “Apron” construction and connection of Driveways to Waterfall Roadways.

- a. Driveway Cuts/excavations within the POA Right of Way for connection of new driveways must not exceed 7 degrees in a downward slope from back of curb. All driveways must be designed as such to gain ARC approval.
- b. Driveway locations are to be pre-approved by ARC’s onsite inspection, as per the ARC Guidelines before the curb is damaged or cut for the placement of a new driveway.
- c. ARC Guidelines Exhibit 4.3 shall be complied with for all new driveways.
- d. Driveways should not exceed 7 degrees of slope (up or down) without consideration for Snow and Ice in winter months, and potentially slick surfaces during heavy rain events any time of year. If slopes exceed this angle, surfaces should be adjusted accordingly. Smooth surfaces should be avoided.
- e. Driveways that exceed 14 degrees can be dangerous and are not suggested and depending on location and steepness may not be approved by ARC.

END

## **Article 5 APPLICATIONS & FORMS**

Section 5.1 PRELIMINARY NEW CONSTRUCTION QUESTIONNAIRE – (Form A)

DATE: \_\_\_\_\_ BLOCK & LOT NUMBER: \_\_\_\_\_  
STREET NAME: \_\_\_\_\_

OWNER: \_\_\_\_\_ MAILING ADDRESS \_\_\_\_\_  
TELEPHONE: \_\_\_\_\_ CITY/STATE/ZIP: \_\_\_\_\_  
CELL PHONE: \_\_\_\_\_ EMAIL ADDRESS: \_\_\_\_\_

BUILDER: \_\_\_\_\_ MAILING ADDRESS \_\_\_\_\_  
TELEPHONE: \_\_\_\_\_ CITY/STATE/ZIP: \_\_\_\_\_  
CELL PHONE: \_\_\_\_\_ EMAIL ADDRESS: \_\_\_\_\_

1. Describe Exterior materials for the following:

\_\_\_\_\_

a) Wall Materials: \_\_\_\_\_

b) Roof Material: \_\_\_\_\_

c) Driveway Material: \_\_\_\_\_

2. **Estimated** Gross Square Footage of Home: \_\_\_\_\_ (Including 1<sup>st</sup> & 2<sup>nd</sup> Floors, Garage, etc.)

**Estimated** Total Heated Square Footage: \_\_\_\_\_

3. Preliminary Site Plan included: Yes ☐ No ☐

**NOTE:** Attach a photograph or rendering of a home design similar to what is proposed you want to build.

To the best of my knowledge, the foregoing statements are true.

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Date

**THIS IS NOT CONSIDERED A SUBMISSION AS DESCRIBED IN THE DECLARATION UNTIL AN ACKNOWLEDGEMENT LETTER HAS BEEN ISSUED BY THE ARC.**

Attachment to Form A

**EVALUATION CONSIDERATIONS**

Below are some of the issues that will be considered in evaluating the Design Packages:

- a. *Understory clearing:* If understory clearing is necessary for the topo survey work in order to perform the survey itself, the applicant must use the **Application for Modification (Form H)** for this purpose prior to any clearing. This type of application and approval only covers trees and shrubs that are absolutely required to be removed to perform the survey.
- b. *Site clearing, understory clearing and house placement:* While it is recognized that homeowners will want to take advantage of opportunities for views on their property, we would emphasize that clearing should be kept to a minimum. Proposed understory clearing will be studied closely when the house is visible from the golf course or other parts of the property. In cases where the house is visible, understory should be left as heavy as possible to aid in screening the house.
- c. *Tree Protection:* Any trees 8" (diameter at breast height) or larger must be indicated on the site plan and no tree may be removed from any lot by any person without prior written consent of the ARC using the "Tree Removal Criteria" request Form K. Because the inconsistent terrain disallows a rigid rule regarding setbacks, the Committee will study each house placement on an individual basis. A Tree Protection Fence will also be required where the disturbed area abuts or encroaches into a large trees drip line that is meant to remain.
- d. *Silt fence location:* Architectural plans which are submitted to the Committee for approval must include a "limit of work" line showing where construction will take place. More importantly, the line will define areas where contractor activities are off-limits. The contractor must erect a silt fence on-site corresponding to the limit of work line shown on the approved site plan. The fence must be erected after tree removal and prior to any site work or clearing. No deliveries, parking or stock piling may occur in the off-limits part of the site. The fence may not be removed or taken apart for any reason. Specifications for the silt fence shall appear on the following page.
- e. *Building height:* Residential building heights are to be no taller than two stories from the street level. A third or fourth story will be allowed if it is fully contained within a roof system. Exposed foundation height shall be considered on an individual basis based on the topography of the lot.
- f. *Roof shape:* Primary roof shape may not be flat. Roof structure for the Main body of the home shall be a minimum of 6:12 and a maximum of 18:12, roof pitch to not exceed 1:2 pitch.
- g. *Finished surfaces:* Natural finished surfaces, such as stone, board on board, board on batten, shingle, etc., are preferred. Raw or painted concrete, masonry units, modular block, may not be displayed as a finished surface.

- h. *Roof covering:* Roofing materials may be wooden shingles, shakes, slate, or architectural Asphalt Shingles. Materials with shadow-softening effect such as split wood shakes or natural slate are preferred. Standing seam metal roofs may be considered. Dimensional Architectural Asphalt shingles may be considered but are not encouraged. Plain asphalt shingles are not acceptable in new construction.
- i. *Window frames:* Window brand is to be specified. Raw aluminum window frames are not to be used. Sash windows must have a frame to hold panes of glass, which are often separated from other panes (or "lights") by glazing bars, also known as muntin's in the US (molded strips of wood)
- j. *Exterior Doors:* Brand and style are to be shown and plain panel doors are not acceptable
- k. *Railing design:* Must be shown in detail with vertical height above finish floor surface and spacing between vertical or horizontal rails dimensioned.
- l. *Colors:* Color or colors to be used on exterior components of the house (fascia, shutters, doors, window frames, etc.) are to be shown. Earth tones and natural colors are encouraged on the body of the house. Colors should be submitted for approval at least 14 days prior to completion of exterior siding in the form of an on-site mock-up.
- m. *Flashing material:* Raw aluminum is not to be used. Specify material and color.
- n. *Foundation Walls:* Concrete foundation walls on sides and rear of home should be camouflaged as much as possible through use of stucco and/or stone or other approved natural finish. The ARC requires landscape screening of any exposed stucco foundation walls for the sides or rear of home.
- o. *Exterior landscape features:* Location and composition of retaining walls, fencing, signage, hardscapes and lighting must be shown.
- p. *Chimneys:* Must have ARC approved chimney caps. Masonry fireplaces are preferred. Prefabricated models will be considered with material of chimney and shroud. See item 'p' in General Requirements.
- q. *Vent Stacks:* On the rear of the house and to be painted to match the roof.
- r. *Exterior Lighting Fixtures:* All permanent exterior lighting must be submitted and approved by the ARC prior to the exterior inspection.

Section 5.2 SOILS BORING/TESTING APPLICATION

Owners Name: \_\_\_\_\_ Lot # \_\_\_\_\_ Date: \_\_\_\_\_

Applicant Mobile #: \_\_\_\_\_ E-mail: \_\_\_\_\_

Engineering Firm / Gen. Contractor: \_\_\_\_\_

Contractor Mobile #: \_\_\_\_\_ E-mail: \_\_\_\_\_

**1) Approximate area of disturbed Land in SF:**

**What size** will each drilled hole or dug out area be? \_\_\_\_\_

Number of **Boring/Testing locations:** \_\_\_\_\_

Is **Grading required** to access the Lot? \_\_\_\_\_

Approximately how many Cu. Yards must be displaced? \_\_\_\_\_

Is a "CUT" into the "**Right-of-Way**" at roadside shoulder/slope required to gain access to the subject Lot? \_\_\_\_\_

What **type of Equipment** will be utilized to provide the Grading Work? \_\_\_\_\_

What **type of Equipment/Vehicle** will be utilized to perform the Drilling/Boring Work? \_\_\_\_\_

**2) How will the Equipment Access the Land:** (Provide a Narrative in space below)

How will the **Roadway, Curb & Guttering** be protected from damages during the work?

Will the roadside **Landscaping**, maintained **Grass** and underground **Utilities** be protected from damages during the work?

Will any **Trees** need to be cut down to gain access to the Lot? If so, how many? and what sizes/ Caliper?

When will a New Home Application (Form A) be submitted following the bore test?

**If the home construction is not started within 90 days**, how will the Owner/Contractor restore the "disturbance" on the Lot after the Boring work is accomplished?

Narrative: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Provide a Sketch or Plan:** Displaying the access point and direction of travel onto the lot from the roadway, and width of (grading) utilized for access onto the lot to the areas of testing/boring work. Show the full area of disturbance and location of Silt fencing. Any trees to be removed shall be shown and noted as to what types and caliper.

**3) Deposit Agreement:**

If there is a current New Home Application & Deposit Agreement in place (Form A & Form C), then the Deposit amount is Waived. If there is no New Home Application, then a "Bore" deposit of **\$5,000** is required. This deposit is refundable if the lot disturbance is restored back to its original condition. The Owner agrees that if the Owner does not restore and repair the damages to POA Maintained land to the POA-ARC 's Satisfaction, then the POA-ARC will be authorized by this agreement to use any deposited funds as required to restore any "Right of Way" Land, Roadways, Utilities, etc. If the deposit monies are not sufficient to cover damages, then the Owner shall be billed and shall pay any balances due within 30 days of invoicing said restoration/repair work by the Waterfall POA - ARC.

**Prior** to such time as Owner or Owner's contractor enters the property for work, Owner shall obtain or cause the contractor to obtain the following policies of insurance (i) commercial general liability insurance which shall insure Owner with liability insurance limits of not less than \$1,000,000 per occurrence and \$2,000,000 in the aggregate combined single limit for personal injury and property damage and include the POA as additional insured. It shall also provide such coverages as are reasonably acceptable to POA and (ii) provide the POA with certificates of insurance evidencing that the Owner has obtained these policies of insurance.

Attach a check made out to the **Waterfall POA/ARC** in the amount of **\$5000** referencing: "deposit for Soils Bore Testing work".

**4) Acknowledgements:**

I certify this Application and submitted Plan/Sketch for Soils Boring Work is complete and accurate for the Work intended and if any changes in the work are required that I shall notify the POA-ARC and gain approval before any changed work commences. I acknowledge here that the ARC approval for any changes or exceptions must be requested in writing and approval given in writing before any changed work commences or a fine may be imposed by the ARC.

**APPLICANT/OWNER SIGNATURE:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

**CONTRACTOR'S SIGNATURE:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

**ARC APPROVAL BY:** \_\_\_\_\_ **DATE:** \_\_\_\_\_



**Section 5.3 NEW CONSTRUCTION APPLICATION – (Form B)**

Neighborhood Block & Lot # \_\_\_\_\_ Street Name \_\_\_\_\_

Applicant/Mobile #/E-mail: \_\_\_\_\_

Builder/Mobile #/E-mail: \_\_\_\_\_

**1. Approximate areas:**

Square feet of heated conditioned space: 1<sup>st</sup> Floor \_\_\_\_\_ 2<sup>nd</sup> Floor \_\_\_\_\_ Other \_\_\_\_\_

Total square feet of conditioned space: \_\_\_\_\_ Total Gross Square Feet \_\_\_\_\_

Previous lot(s) this plan is built on \_\_\_\_\_

**2. Required submission:** (2 copies of the following for all reviews.)

	Included	Previously Approved
Submission/Review fee: \$2,500	_____	_____
Site plan	_____	_____
Floor plans	_____	_____
Exterior elevations	_____	_____

**3. Exterior Materials & Colors**

	Materials/Manufacturer	Colors	Color Photo/Sample R'd
--	------------------------	--------	------------------------

Roofing: \_\_\_\_\_

Front elevation: Foundation Veneer \_\_\_\_\_

Siding Material \_\_\_\_\_

Trim \_\_\_\_\_

Side elevation: Foundation Veneer \_\_\_\_\_

Siding Material \_\_\_\_\_

Trim \_\_\_\_\_

Rear elevation: Foundation Veneer \_\_\_\_\_

Siding Material \_\_\_\_\_

Trim \_\_\_\_\_

Front Door: \_\_\_\_\_

Windows: \_\_\_\_\_

Shutters: \_\_\_\_\_

Gutters & Down Spouts: \_\_\_\_\_

**4. Supplemental Submission:** Landscape Plan (to be submitted at conclusion of installation of exterior siding.)

I certify this submittal meets the Architectural Design Guidelines for Waterfall at Lake Burton. Approval for any changes or exceptions must be requested in writing. I will submit the Landscape Plan in a timely manner as indicated.

**APPLICANT/OWNER SIGNATURE:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

**ARC APPROVAL BY:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

Section 5.4  
(Form C)

**NEW CONSTRUCTION REVIEW & COMPLIANCE DEPOSIT AGREEMENT -**

**(\$2,500 Review/\$2,500 Compliance Deposit)**

To be completed by Applicant and Applicant's CONTRACTOR:

**DATE:** \_\_\_\_\_ **BLOCK & LOT NUMBER:** \_\_\_\_\_

**STREET ADDRESS:**

\_\_\_\_\_

**OWNER:** \_\_\_\_\_

**MAILING ADDRESS:** \_\_\_\_\_

**CITY/STATE/ZIP:** \_\_\_\_\_

**TELEPHONE:** \_\_\_\_\_

**CELL PHONE:** \_\_\_\_\_ **EMAIL ADDRESS:** \_\_\_\_\_

\_\_\_\_\_

**BUILDER OF RECORD:** \_\_\_\_\_

**MAILING ADDRESS:** \_\_\_\_\_

**CITY/STATE/ZIP:** \_\_\_\_\_

**TELEPHONE:** \_\_\_\_\_

**CELL PHONE:** \_\_\_\_\_ **EMAIL ADDRESS:** \_\_\_\_\_

\_\_\_\_\_

**TYPE OF PROJECT:** ☐ New Home

☐ Renovation

\_\_\_\_\_

**DEPOSIT DATE** \_\_\_\_\_ **AMT RECEIVED** \_\_\_\_\_ **CHECK #** \_\_\_\_\_

Have you built in Waterfall at Lake Burton before? ☐ Yes ☐ No

We, \_\_\_\_\_,

**Owner's Signature**

**Contractor's Signature**

*As Owner and Contractor of Record for the construction project described above, I do hereby submit this deposit in good faith to the Architectural Review Committee for Waterfall at Lake Burton for assurance that the construction will be implemented in accordance with the Construction Documents as approved by the ARC and timeline references (18 months) in the Declarations of Covenants, Conditions and Restrictions for Waterfall at Lake Burton – Article IX., Section 4, (d).*

**We further agree that:**

1. We have read the Waterfall Builder Policies & Procedures (Form C) and agree to follow these in full understanding.
2. We have read and agree to the **Builder's "Code of Conduct" Form D**, and all the items listed thereon. And will also store the "Site Copy" on Site in a Job Box while the work is being done.
3. We agree to construct and fulfill the Plans and Specifications as approved by the Architectural Review Committee. **Any changes to these Plans must be first approved by the ARC prior to implementation of the change.**
4. We understand the Compliance Deposit will be returned in full upon request after a satisfactory inspection of compliance to all approved documents, unless a deduction is necessary for any corrections or changes not approved by the ARC, fines imposed with regard to work cleaning up an untidy site, or repairs necessary to streets, road shoulders or common areas. Additionally, if a New Home Application and Soils Bore Test Application (Form A and A.1) have been completed and submitted along with the \$5000 "Bore" deposit to the ARC, then the Review and Compliance Deposit shall be credited in lieu of the "Bore" deposit and those funds will transfer over to the Review and Compliance Deposit once the lot disturbance is restored back to its original condition to the ARC satisfaction.
5. We are responsible for the behavior and actions of all workers and subcontractors contracted to do the work with this job while they are working on this project while they are within the community.
6. We are responsible for maintaining a clean construction site at all times and understand that we are bound by the restrictions covered under the Builders "Code of Conduct" section in the Guidelines.
7. We understand no trade contractor's signs of any type are to be placed on the Lot during the course of construction or thereafter. The Contractor of Record may have an approved sign by ARC. **(Refer to 5.5, Form E)**
8. We understand we must proactively manage the vehicles at the construction site and be responsible for traffic safety and control during any and all deliveries and or heavy equipment pick up as necessary. Workers need to park off the street whenever possible. Delivery trucks and Dumpsters must place warning cones on the road if they park on the road right-of-way.

This application, agreement, and deposit made this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_

\_\_\_\_\_  
Owner Signature

\_\_\_\_\_  
Contractor Signature

\_\_\_\_\_  
ARC Signature

\_\_\_\_\_  
Date

Section 5.5

**BUILDING POLICIES & PROCEDURES – (Form D)**

**The Following MUST be Accomplished Completed Prior to Clearing or Breaking Ground Construction of any Kind:**

- a. The Builder of Record must be licensed and insured in the state of Georgia and proof provided to the ARC.
- b. Completion of **New Construction Documents Review Application (Form B,)** including samples of exterior materials, roof materials, etc., must be submitted to the ARC with the final set of Architectural Plans/Construction Documents. Approval by the ARC must be received prior to any work commencing on proposed new construction. (Color palette must be submitted 14 days prior to completion of exterior siding)
- c. The Site Plan must show the “Limits of Work” as well as any trees that are being removed outside the “Limits of Work” as referenced in Section 3.4 of these Guidelines.
- d. Signed **Building Policies and Procedures (Form D)** must be posted at the site in a weather-proof box along with the signed **Builders Code of Conduct (Form E)**. (The ARC must have these forms signed and displayed at each home in a weather-proof document box despite the number of homes a given Builder might have constructed in the community.)
- e. The ARC Review Fee (\$2,500), refundable Compliance Deposit Fee (\$2,500) and applicable Infrastructure Fees must be paid by the Owner/Applicant along with these completed forms before formal approval of construction may begin. A Construction **Review Fee and Compliance Deposit Agreement** (Form C) must be signed and accompany these Deposits to ensure all parties are aware of the specifics that denote compliance for the Compliance deposit to be refunded at the end of construction.

**The Building Process:**

- f. Prior to clearing a lot, builder/owner, you must call for a **Limits of Clearing and Staking** approval. The ARC must confirm stakes on the lot match the approved site plan. Staking shall include (1) flagging of property corner pines, (2) stringing of property lines, (3) staking or stringed setbacks, (4) outlining proposed house location, (5) identifying location of drive-curb cuts. (6) Proposed tree removal Trees to be saved must be well flag

g. There are (3) ARC Inspections:

1. **Foundation Site Inspection** shall be called by the building contractor of Record prior to the foundation being poured. Approval will be issued by ARC following a successful inspection. The framing of the dwelling must not begin until this approval is issued.
2. **Exterior Façade Inspection** shall be requested upon completion of the exterior façade. Approval will be issued by ARC following this successful inspection.
3. **Post-Construction Final Inspection** should be requested upon completion of construction and landscaping. This final inspection involves the ARC verifying compliance with the approved documents and plans. Approval is necessary prior to issuing the ***Certificate of Compliance*** and will result in the return the Compliance deposit.

The Builder/Contractor is responsible for the behavior of all workers on site, as well as the behavior of any Subcontractors working on the project. The ARC expects the conditions listed in the **Building Policies and Procedures (Form D)** and the **Builder's Code of Conduct (Form E)** will be strictly adhered to by all. Hours of operation are Monday through Friday 7:30am to 7:00pm and Saturday 8am-5pm. **NO Exterior Work will be allowed on Sundays without written approval by the ARC. No exterior work is allowed on the following holidays: New Year's Day, Memorial Day, 4th of July, Labor Day, Thanksgiving Day and Christmas Day.** The Front & Back Gates are currently manned by Mountain Patrol for access to Waterfall property and their operating hours & contact information is listed below (subject to change):

**Contact:** [Waterfallfrontgate@gmail.com](mailto:Waterfallfrontgate@gmail.com)

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Mon	9a - 5p	9a - 5p	8a - 5p	7:30a - 5p	7:30a - 5p	7:30a - 5p	7:30a - 5p	7:30a - 5p	7:30a - 5p	8a - 5p	8a - 5p	9a - 5p
Tue	9a - 5p	9a - 5p	9a - 5p	8a - 5p	8a - 5p	7:30a - 5p	7:30a - 5p	7:30a - 5p	8a - 5p	9a - 5p	9a - 5p	9a - 5p
Wed	9a - 5p	9a - 5p	8a - 5p	7:30a - 5p	7:30a - 5p	7:30a - 5p	7:30a - 5p	7:30a - 5p	7:30a - 5p	8a - 5p	8a - 5p	9a - 5p
Thu	9a - 5p	9a - 5p	8a - 5p	7:30a - 5p	7:30a - 5p	7:30a - 5p	7:30a - 5p	7:30a - 5p	7:30a - 5p	8a - 5p	8a - 5p	9a - 5p
Fri	9a - 5p	9a - 5p	8a - 5p	7:30a - 5p	7:30a - 5p	7:30a - 5p	7:30a - 5p	7:30a - 5p	7:30a - 5p	8a - 5p	8a - 5p	9a - 5p
Sat	9a - 5p	9a - 5p	8a - 5p	7:30a - 5p	7:30a - 5p	7:30a - 5p	7:30a - 5p	7:30a - 5p	7:30a - 5p	8a - 5p	8a - 5p	9a - 5p
Sun	9a - 5p	9a - 5p	8a - 5p	7:30a - 5p	7:30a - 5p	7:30a - 5p	7:30a - 5p	7:30a - 5p	7:30a - 5p	8a - 5p	8a - 5p	9a - 5p

Signatures below indicate Building Policies and Procedures have been reviewed and accepted:

**Builder/Contractor:** \_\_\_\_\_ (Signature)  
 \_\_\_\_\_ (Print Name)  
 \_\_\_\_\_ (Meeting Date)

**ARC Chair:** \_\_\_\_\_ (Signature)  
 \_\_\_\_\_ (Print Name)

Section 5.6 BUILDERS/CONTRACTORS "CODE OF CONDUCT" – (Form E)

To ensure construction sites and major renovation sites are kept neat and orderly the following rules have been adopted by the Architectural Review Committee and will be enforced.

1. Access to the development receive Property Passes for themselves and Sub-Contractors shall be covered in the limits of work inspection and review of **Building Policies and Procedures (Form D)** and **Builders/Contractors "Code of Conduct" (Form E)** with Builder/Contractor. Contractors guest list form shall be provided by the ARC at this meeting.
2. Hours of operation: Hours of operation are listed in **Section 5.5**. Opening times are seasonal. Contact GM for details.
3. The Builder/Contractor is required to provide a litter container (dumpster) ON BUILDING SITE, unless written approval by ARC is given to place dumpster ON STREET, for use by employees, sub-contractors, and tradesmen. The construction site should be neat and tidy, using dumpster for all construction debris. The dumpster should never be full and overflowing. It is to be kept functional and must be removed from site at the end of the job. Dumpster must be removed from the site as often as possible and display safety cones around it at all times.
4. The ARC approval letters, and Rabun County permits must be posted in a WEATHER-PROOF Job Box onsite to include a full set of plans, county permits and approval letters.
5. No tradesman signs of any kind shall be displayed to the public view on any building lot. A builder can display one (1) sign of not more than four hundred-thirty-two (432) two hundred (200) square inches in size denoting only the name of the builder, provided the sign has been pre-approved by the ARC regarding color, wording and size.
6. The speed limit for streets in the Waterfall at Lake Burton is **23 mph**. Violators may have their access entry passes permanently revoked.
7. Daily Clean up: The street should be kept free of sand, gravel and dirt, and if necessary, swept daily at the end of the workday. All abutting pavements and adjacent curb and guttering, if existing, must be protected from damage by construction equipment, and any/all damage must be fully repaired before return of Compliance Deposit.
8. All trucks hauling trash and loose materials are to be covered or have a tarpaulin to restrict contents from blowing out. Concrete pumps and trucks must protect streets during work being performed. Spillage shall be physically removed before being washed down the street.

9. Contractors' and subcontractors' vehicles and equipment may not obstruct the streets. Parking on properties other than the construction site requires permission of the owners. Please minimize work vehicles to (5) and park on property whenever possible, NOT on street. However, if parking on the street is necessary, the ARC requires traffic cones be used to mark parked trucks and equipment. Any overnight parked vehicles, dumpsters or equipment must have proper safety reflectors displayed.
10. Streets and private driveways are private and are not to be blocked for any reason.
11. Properties other than those where construction is taking place are private; no trespassing allowed. The corners of any property being developed must be clearly marked and all construction activities need to be limited to your parcel unless prior written arrangements are made with any adjacent lot owner.
12. There will be no loitering on job sites or the Waterfall property after working hours.
13. Fishing, hunting and use of Waterfall Club facilities are specifically prohibited.
14. All vehicles are required to have proper muffler systems, and all job-site noise is to be kept to a reasonable level. Workers shall not play radios, tapes, boom boxes, etc. No loud talking, yelling or vulgar language are permitted.
15. Port-a-Johns are required on each job and must be removed immediately upon project completion. When possible, portable toilets should be located so they are not visible from the road, neighbors, or golf course and should be placed on property before excavation for footings.
16. All construction materials must be stored on the property, not in the street. No construction materials may be placed on adjacent property without ARC written permission.
17. Personal pets are excluded from job-site properties WITHOUT EXCEPTION.
18. Contractor, sub-contractor and tradesmen are required to comply with all OSHA safety regulations in the course of their work.
19. Contractors will be required to gain permission from the ARC prior to any road trenching. The ARC will issue a permit for such work, which delineates procedures for protection of underground utilities and the general public. The Contractor and Owner are responsible for damage to utilities. Contractor must contact EMS prior to any sewer or water hookups.
20. No job-site fires are allowed.
21. Absolutely NO BLASTING is permitted on site without twenty-four (24) hours' notices to the ARC and Waterfall Security (Mountain Patrol). Steel-mesh blankets or large quantities of dirt other protections must be used to control dynamiting activities.
22. Contractors must control the use of the community potable water by their employees and sub-contractors. Water meter must be approved and set by the WF community prior to any use. Do not connect or use unmetered or unprotected pressurized water.
23. The Owner or Contractor will not be permitted to change the design of the structure during construction without the approval of the Architectural Review Committee.

24. **Erosion Control Measures:** The following protection is required:

The Owner/Builder of the property must file a Notice of Intent for Secondary permittees with the Georgia Department of Natural Resources EPD Division. The following internet address will provide you with the necessary NOI form:

([https://epd.georgia.gov/search?search=noi%20form&sm\\_site\\_name=epd.](https://epd.georgia.gov/search?search=noi%20form&sm_site_name=epd.))

- a. Prior to stripping the soil, silt fencing must be in place. (We have found wire-back silt fence is more effective and less costly to maintain.)
- b. As clearing progresses, provide temporary diversions, barriers, mulch, etc., to minimize erosion within the limits of construction during construction operation.
- c. Regularly monitor and remove collected sediment to maintain the barriers in effective condition.
- d. Revise temporary protective measures as site conditions are changed. Do not permit gaps in the protection.
- e. Stabilize slopes promptly after any disturbance of soil.
- f. To avoid tracking mud from the site onto the paved roadways, place temporary aggregate base course on driveway with at least 30 or 40 feet of #4 stone, until such time of driveway installation.
- g. Complete any pavements or walks as called for on the drawings.
- h. finish grade and establish permanent rye grass until landscape installation.
- i. Remove and dispose of temporary protective devices and accumulated sediments and provide final stabilization where required.

**Additional ARC Fees**

25. If ANY of the above policies are ignored:

- a. The builder owner and contractor will be notified in writing, phone, or email to correct the problem immediately.
- b. The second offense will result in a \$100 fine.
- c. All subsequent violations will be subject to a \$250 fine: and
- d. All fines will be deducted from the homeowner's Compliance Deposit Performance Guaranty Fee.
- e. If a builder causes additional inspections or plan reviews for changes, the ARC may impose additional "Review" fees above the \$2500 previously paid.

**Builder/Contractor:** \_\_\_\_\_ **(Signature)** \_\_\_\_\_

**ARC Chair:** \_\_\_\_\_ **(Signature)** \_\_\_\_\_ **Date:** \_\_\_\_\_



Section 5.7 LANDSCAPE PLAN APPLICATION – (Form F)

DATE: \_\_\_\_\_ BLOCK & LOT NUMBER: \_\_\_\_\_ STREET NAME: \_\_\_\_\_

OWNER: \_\_\_\_\_ MAILING ADDRESS: \_\_\_\_\_

TELEPHONE: \_\_\_\_\_ CITY/STATE/ZIP: \_\_\_\_\_

CELL PHONE: \_\_\_\_\_ EMAIL ADDRESS: \_\_\_\_\_

LANDSCAPE /DESIGNER: \_\_\_\_\_ MAILING ADDRESS: \_\_\_\_\_

TELEPHONE: \_\_\_\_\_ CITY/STATE/ZIP: \_\_\_\_\_

CELL PHONE: \_\_\_\_\_ EMAIL ADDRESS: \_\_\_\_\_

- 
- |    |  |                              |                             |
|----|--|------------------------------|-----------------------------|
| 1. | Has the Landscape Architect/Designer visited the Site?   | <input type="checkbox"/> YES | <input type="checkbox"/> NO |
| 2. | If yes, date of last visit: _____  |                              |                             |
| 3. | Has the Landscape Architect/Designer read the ARC Guidelines & Specifications and designed the plan accordingly? | <input type="checkbox"/> YES | <input type="checkbox"/> NO |
| 4. | Has the Landscape Architect/Designer attempted to minimize the amount of Site to be graded?                      | <input type="checkbox"/> YES | <input type="checkbox"/> NO |
| 5. | Has Landscape Architect/Designer attempted to minimize the removal of or damage to existing vegetation?          | <input type="checkbox"/> YES | <input type="checkbox"/> NO |
| 6. | Are the property lines defined and staked?   | <input type="checkbox"/> YES | <input type="checkbox"/> NO |
| 7. | Are there golf course easements on the property?   | <input type="checkbox"/> YES | <input type="checkbox"/> NO |
| 8. | If yes, since no encroachments into the easement are allowed, has the golf easement line been clearly marked?    | <input type="checkbox"/> YES | <input type="checkbox"/> NO |
| 9. | Has any Exterior Lighting been clearly marked & detailed?  | <input type="checkbox"/> YES | <input type="checkbox"/> NO |

**NOTE: Attach a copy of the professional Landscape Design for review with this questionnaire.**  
To the best of my knowledge, the foregoing statements are true.

**Landscape Architect/Designer/Contractor Signature**

\_\_\_\_\_ Date \_\_\_\_\_

**ARC Chair:** \_\_\_\_\_ **(Signature)** \_\_\_\_\_ **Date:** \_\_\_\_\_

Approved ( ) Disapproved ( )

Conditionally Approve ( ) \_\_\_\_\_

Section 5.8

NEW CONSTRUCTION CHANGE REQUEST – (Form G)

Name \_\_\_\_\_

Date \_\_\_\_\_

Block & Lot # \_\_\_\_\_

Phone \_\_\_\_\_

Street Name \_\_\_\_\_

Start Date \_\_\_\_\_

Completion

Date \_\_\_\_\_

Approval is requested for the following architectural changes:

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PLEASE INCLUDE THE FOLLOWING (IF APPLICABLE) WITH YOUR REQUEST:

1. Description of proposed improvement/landscaping
2. Complete dimensions of proposed improvement
3. Description of materials and color scheme
4. Distance from adjacent lot/unit and property lines
5. Neighbor Awareness Statement

Please complete and forward two (2) copies of this request, along with:

**Two (2) copies of the proposed home improvement plans**

**Applicant Signature:** \_\_\_\_\_

**Date** \_\_\_\_\_

( ) Approved ( ) Disapproved ( ) Conditionally Approved

**ARC Signature:** \_\_\_\_\_

**Date** \_\_\_\_\_

**ARC Chair**

Comments:

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Section 5.9 APPLICATION FOR MODIFICATION – (Form H)

***Note: This form must be completed and returned prior to commencing any work. Incomplete Forms will be returned. Documentation submitted for review becomes the property of Waterfall POA.***

Name:		Date:	
Address:		Home Phone:	
City/State/Zip:		Office Phone:	
		Fee Enclosed	Waived

This form is utilized for both MINOR and MODERATE work and is in two parts.

Please provide the ARC with all the information necessary to evaluate your request thoroughly and quickly. Requests must include, without limitation, the following information: site plan (including all dimensions), color chips (if applicable), detailed description of the request, list of materials, pictures, brochures (if applicable), and any other information as specifically required below or as required by the Architectural Design Guidelines for Waterfall POA.

MINOR Modifications Include: tree removals, generator installations, roof or guttering repairs, re-roofing, painting exteriors, changing windows or doors, repairing/replacing existing exterior siding, repairing, or replacing existing driveways, major landscaping projects or other work that essentially doesn't change the exterior of the home in any meaningful way.

**MINOR MODIFICATION**

Description of Moderate Improvement or Modification Requested (attach separate sheets if necessary):			
Estimated Start Date:		Completion Date:	

MODERATE Modifications Include: Added living space, adding any structure to the yard areas, added or replaced retaining walls, changing a roof structure, or adding a roofed area, decking, exterior staircase, etc. Anything that changes the look to the home, or adds any living or other spaces, or buildings.

**MODERATE RENOVATIONS AND OR MODIFICATIONS**

Description of Moderate Improvement or Modification Requested (attach separate sheets if necessary):			
Estimated Start Date:		Completion Date:	

Please refer to the guidelines for required information to be included with this form – Incomplete forms, including missing information will be returned without review.

I understand and agree that no work on this request shall commence until written approval of the Waterfall ACC has been received by me. I represent and warrant that the requested improvements and/or modifications strictly conform to the Community Design Guidelines and that these changes shall be made in strict conformance to those guidelines. I understand that I am responsible with all city, county and state regulations.

Permission is hereby granted for members of the ACC and appropriate Waterfall Property Owners Association representatives to enter the property to make reasonable observation and inspection of the requested modification and completed project.

Neither Waterfall Property Owners Association, the Board of Directors, the ACC nor their respective members, officers, successors, assigns, agents, representatives or employees shall be liable for damages or otherwise to anyone requesting approval of an architectural alteration by reason of mistake in judgement, negligence or non-feasance arising out of an action with respect to any submission. The architectural review is directed toward review and approval of site planning, appearance and aesthetics. None of the foregoing assumes any responsibility regarding design or construction, including, without limitation, the structural integrity, mechanical or electrical design, methods of construction, or technical suitability of materials. I hereby release and covenant not to sue all of the foregoing from/for any claims or damages regarding this request or the approval or denial thereof.

I have discussed the proposed "Moderate" modification with my neighbors located at: \_\_\_\_\_ who will be directly impacted by the proposed modification.

Homeowner Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Please allow a maximum of 30 days for a modification review. If modification is started prior to approval, fees will be tripled.

Submit Application to:  
ARC Chair

---

FOR ARC USE ONLY:

Date Received \_\_\_\_\_

☐ Approved

☐ Denied

By (ARC Chair) \_\_\_\_\_ Date: \_\_\_\_\_

Conditions:

This approval is valid until \_\_\_\_\_. If the project has not been completed by then, then the homeowner must resubmit the request.

Estimated Start Date:

Completion Date:

Final Inspection Date \_\_\_\_\_

☐ Approved

☐ Rejected\*

☐ By (ARC/Property Manager)

\*If rejected, please attach separate sheet explaining reason, corrective action required, and completion date.

**Section 5.10 POTABLE WATER SERVICE APPLICATION – (Form I)**

Owner's Name(s): \_\_\_\_\_ Lot # \_\_\_\_\_ Date: \_\_\_\_\_

Owner's Mobile: \_\_\_\_\_ Owner's Email: \_\_\_\_\_

Gen. Contractor: \_\_\_\_\_

Contractors Mobile: \_\_\_\_\_ Contractors Email: \_\_\_\_\_

(EMS Field Crew to fill out this section)

**1) EMS Inspection Notes & date of Inspection**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Date of Inspection: \_\_\_\_\_

**EMS Quote for additional Work If**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Date of Quote: \_\_\_\_\_ Date Work Was Completed: \_\_\_\_\_

Meter Number: \_\_\_\_\_

**Owner/POA Agreement:**

Once the Potable Water Meter is installed and service provided the Connection Fee for a Home shall be Billed at \$500.00. Billing will be sent within 30 Days after installation, with 30 days to pay.

**2) Acknowledgements:** I certify this Application is true and correct.

**Owner's Signature :** \_\_\_\_\_ **DATE:** \_\_\_\_\_

**ARC Signature:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

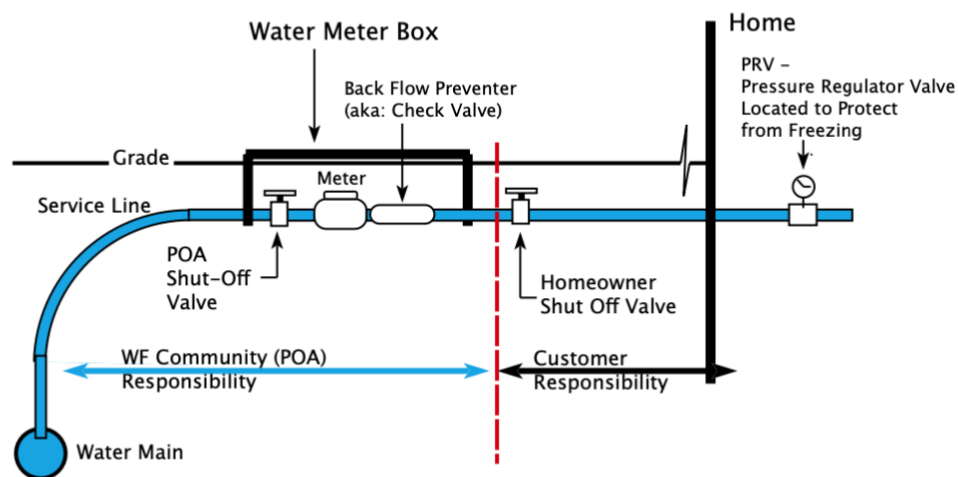
**Instructions for submitting the completed Form:**

**\*\*Once the Owner completes this PDF form and pushes the adjacent " SEND " button the application is considered submitted to Waterfall's Water Services Company (EMS) and Waterfall General Manager for action by inspection and installation. Once the meter has been installed the Owner will be notified water is ready.**

## Water Meter Connection Requirements for Potable Water Service

- a. Submit **Form I**, Potable Water Service Application
- b. Once the meter has been set in place by Environmental Management Services, Inc. and tested, the Owner shall receive a notice (typically emailed) that the potable water is ready to connect to. (i.e.: for temp water use during construction and for final connection line service to the New Home). See diagram below. This is a typical connection diagram.
- c. **IMPORTANT** – The Customer **MUST** have a **Pressure Regulator** installed. (Typical pressure settings are between 40PSI and 65PSI for residents. Set accordingly)
- d. There must be a **Shut Off Valve** installed. This valve shall be installed within the first 1ft to 2ft leaving the Meter Box.
- e. Once all the customer side installations have been made, **CALL** for inspection by ARC. Once inspected, the line is ready for use.

**NOTE:** If the potable water is used during construction, it must be turned **OFF** daily. Never leave valve turned on when **NO ONE** is on site. If it is left on and a water leak occurs there will be a Fine to pay. **NEVER** try and **CONNECT** to Community water without approval.



# *Waterfall*

Property Owners Association, Inc.

