

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

	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)