

5.4 BUILDING POLICIES and PROCEDURES

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

1. Completion of **New Construction 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)
2. The Site Plan must show the "Limits of Work" as well as any trees being removed outside the "Limits of Work".
3. 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.)
4. The ARC Review Fee (\$2,500) and refundable Compliance Deposit (\$2,500) 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:

- a. Prior to clearing a lot, builder/owner 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 pins, (2) stringing of property lines, (3) staking or stringed setbacks, (4) outlining proposed house location, (5) identifying location of drive-curb cuts. Proposed tree removal must be well flagged.

- 1. Foundation Site Inspection** should be called for prior to foundation being poured. Approval will be issued by ARC following this successful inspection.
- 2. Exterior Façade Inspection** should 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 of the Compliance deposit.